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AGREEMENT

between the

**CHAGRIN FALLS EDUCATION
ASSOCIATION**

and the

**BOARD OF EDUCATION FOR THE
CHAGRIN FALLS EXEMPTED VILLAGE
SCHOOL DISTRICT**

During the Period July 1, 2014, through June 30, 2017

TABLE OF CONTENTS

<u>Article</u>		<u>Page</u>
I	RECOGNITION	1
II	NEGOTIATIONS PROCEDURE	1-4
	A. Good Faith Negotiating.....	1
	B. Schedule.....	2
	C. Attendance at Negotiation Meetings; Released Time.....	3
	D. Representation on Negotiations Committee	2
	E. Exchange of Information	2
	F. Progress Report.....	2
	G. Consultants.....	2
	H. Joint Study Committee(s)	3
	I. Caucus.....	3
	J. Agreement.....	3
	K. Impasse Procedures.....	3-4
III	GRIEVANCE PROCEDURE.....	4-7
	A. Basic Objective	4
	B. Definitions.....	4
	C. Right to Assistance and Counsel.....	5
	D. Informal (Discussion) Procedure	5
	E. The (Formal) Procedure.....	5-6
	F. Stipulations	6-7
IV	LEAVES OF ABSENCE.....	7-16
	Paid Leaves of Absences.....	7-12
	A. Sick Leave.....	7-8
	B. Personal.....	9
	C. Sabbatical Leave	9-10
	D. Assault Leave.....	10-11
	E. Legal Leave.....	11
	F. Attendance at Professional Conferences or Conventions	11-12
	G. C.F.E.A. Leave.....	12
	Unpaid Leaves of Absence.....	12-16
	A. General Leave	12-13
	B. Child Care Leave	13-14
	C. Short-Term Unpaid Leave of Absence	14
	D. Family and Medical Leave (12-Week Leave)	14
	Catastrophic Sick Leave Bank	15-16

<u>Article</u>	<u>Page</u>
V	GROUP INSURANCE FOR EMPLOYEES ON APPROVED UNPAID OR PARTIALLY PAID LEAVES16
VI	BARGAINING UNIT VACANCIES 16-18
	A. Definition16
	B. Posting..... 16-17
	C. Filling a Non-Supplemental Vacancy17
	D. Reemployment of Retirees..... 17-18
VII	PERSONNEL FILES.....18
VIII	WORK DAYS, SCHOOL CALENDAR, PLANNING TIME, PREPARATIONS 19-22
	A. Work Days19
	B. Parent Conference Days/Open House/Staff Meetings.....19
	C. School Calendar19
	D. Hours.....20
	E. Elementary Schedules (Grades K-6)..... 20-21
	F. Secondary Preparations.....21
	G. Educator of Special Needs Students21
	H. Secondary Schedule (Grades 7-12)..... 21-22
IX	TEACHER EVALUATION 23-25
	A. Assessment of Teacher Performance23
	B. The Observation Process.....23
	C. Classroom Walkthroughs.....23
	D. Pre-Conference 23-24
	E. Formal Observation 24
	F. Post-Conference.....24
	G. Assessment of Student Growth.....25
X	C.F.E.A. AND EMPLOYEES RIGHTS..... 25-26
	A. Use of School Buildings25
	B. Duly Authorized Representatives25
	C. Use of Bulletin Boards or Mailboxes.....25
	D. Board of Education Meetings25
	E. Orientation Meetings25
	F. Employee Schedules26
	G. Dues Deduction.....26
XI	COMPLAINT PROCEDURE27

<u>Article</u>	<u>Page</u>
XII	REDUCTION IN FORCE 27-31
	A. Scope of Procedure 27
	B. Attrition..... 28
	C. Reduction Other Than By Attrition 28-29
	1. Continuing Contract Employees 28
	2. Limited Contract Employees 28
	3. Seniority 29
	D. Reassignment Retraining Requirement..... 29
	E. Reduction in Force List and Status Upon Recall 29-30
	F. Notice of Recall 30
	G. Part-Time Employees..... 31
	H. Benefits 31
XIII	BOARD OF EDUCATION REQUESTED COURSE WORK..... 31
XIV	DRUG-FREE WORKPLACE 31-32
	A. Board of Education Policy 31
	B. Prohibitions 31
	C. Definitions..... 32
	D. Violations..... 32
	E. Rehabilitation..... 32
	F. Disciplinary Action..... 32
	G. Reporting..... 32
	H. Education 32
XV	FAIR SHARE FEE 32-33
XVI	SUBSTITUTION BY EMPLOYEES OF THE BARGAINING UNIT 33
XVII	ATTENDANCE OF EMPLOYEE’S CHILDREN 33
XVIII	COMPENSATION 34-44
	A. Salary Schedules 34
	B. Tutors 34-35
	1. Definition and Salary 34-35
	2. Bargaining Unit Status 35
	3. Other Terms and Conditions 35
	C. Interscholastic/Co-Curricular Salary Schedules 35
	D. Remuneration for College Credit 36
	E. Severance Pay 36-37
	F. Expenses 37-38
	1. Mileage 37
	2. Other Expenses 38

<u>Article</u>	<u>Page</u>
G. Insurance.....	38-40
1. Premium.....	38
2. Coverage.....	38-39
3. Insurance Cost Containment Committee.....	39
4. Medical Benefits Waiver (Opt-Out Program).....	40
5. Policy Descriptions.....	40
6. Wellness Testing.....	40
H. STRS Pick-Up.....	41
I. Extended Service/Compensatory Time/Release Time.....	41
1. Librarian.....	41
2. Special Education Teacher/Tutor.....	41
3. Other Extended Service.....	41
J. Supplemental Positions and Salaries.....	42-44
K. Local Professional Development Committee (LPDC).....	44
 XIX PAYROLL PRACTICES.....	 44-45
A. Pay Periods.....	44
B. Electronic Transfer.....	44
C. Paycheck/Pay Form Distribution.....	45
D. Final Payment.....	45
E. Supplemental Pays.....	45
 XX FINALIZING THE AGREEMENT.....	 45
 XXI HONORING THE CONTRACT.....	 45
 XXII CONFLICT WITH LAW OR REGULATIONS.....	 45
 XXIII WAIVER OF NEGOTIATIONS DURING TERM OF AGREEMENT.....	 46
 XXIV SPECIALIZED HEALTH CARE PROVISIONS.....	 46
 XXV TERM OF AGREEMENT.....	 47
 Signature Page.....	 47
 <u>Appendices</u>	
Appendix A – 2014-2015 Salary Schedule.....	48-49
Appendix B – 2016-2016 Salary Schedule.....	50-51
Appendix C – 2016-2017 Salary Schedule.....	52-53
Appendix D – Tutor Salary Schedule.....	54-55
Appendix E – Interscholastic/Co-Curricular Salary Schedules.....	56-66

Article

Page

Appendix F – Grade Level Representatives/Department Heads/
Curriculum Representatives/Intramurals/
Events Helpers Salary Schedules.....67

Appendix G – Medical Benefits Waiver Form 68-69

Appendix H – Medical Insurance Coverage70

Appendix I -- Catastrophic Sick Leave Enrollment Form71

Appendix J -- Professional Leave Request Form72

Appendix K -- Spot Substitution Form.....73

Certificate – O.R.C. 5706.512

PREAMBLE

The Chagrin Falls Board of Education and the Chagrin Falls Education Association seek to promote cooperation and to act in the best interest of the community and students of the Chagrin Falls Exempted Village School District. With this goal in mind, the parties agree as follows:

ARTICLE I – RECOGNITION

A. Recognition of the Chagrin Falls Education Association

The Chagrin Falls Board of Education (hereinafter referred as Board of Education) recognizes the Chagrin Falls Education Association (hereinafter referred to as C.F.E.A.) as the sole and exclusive representative for all classroom teachers, librarians, guidance counselors, social workers, speech and hearing pathologists, psychologists, tutors, and holders of valid teaching certificates/licenses, temporary or otherwise, employed in like positions (hereinafter referred to as “employee(s)”). Holders of positions which are traditionally noncertificated/licensed positions, teacher aides, the Superintendent, Assistant Superintendent, School Principals, Assistant Principals, Director of Technology, Network Technician, Curriculum Coordinator, and other management-level personnel shall be excluded from the bargaining unit.

B. Recognition of the Board of Education

C.F.E.A. recognizes the Board of Education as the locally elected body charged with the control, supervision, and administration of public education in the Chagrin Falls School District and as the employer of all certificated personnel of the school system.

C. Recognition of the Superintendent

C.F.E.A. recognizes the Superintendent as the chief executive officer and primary professional advisor to the Board of Education, as well as the educational leader of the school system.

ARTICLE II – NEGOTIATIONS PROCEDURE

A. Good Faith Negotiating

“Good faith” means coming to the negotiating table with the intention of negotiating. Good faith bargaining requires that the parties be willing to react to each other’s proposals. Good faith bargaining also requires the parties to recognize negotiations as a shared process in which each party is free to offer its candid opinion without censure or penalty. Good faith does not require either side to make a concession.

B. Schedule

Either party may commence negotiations by serving a written Notice to Negotiate on the other not later than March 1 of the year in which the contract expires. Upon service of such notice, the parties shall meet not later than March 15 to exchange initial proposals and discuss the negotiating schedule.

C. Attendance at Negotiation Meetings; Released Time

Negotiation meetings shall be executive sessions. Attendance will be limited to the negotiating committee and to observers and consultants. Up to three (3) school days shall be provided to each member of the C.F.E.A. bargaining team during which the bargaining team members shall be released from their assignments.

D. Representation on Negotiating Committee

1. Representation shall be limited to five (5) representatives each of the Board of Education and the C.F.E.A.
2. Each of the parties may be allowed an observer at each meeting. The observer may comment by agreement of both parties.

E. Exchange of Information

Upon a request, reasonable in scope, the Board of Education and the Superintendent shall furnish the C.F.E.A.'s negotiating committee or its designee, within a reasonable time, such information, including information concerning the district's finances, past, present, and projected, as will assist the C.F.E.A. in developing intelligent, accurate and constructive proposals. Similarly, upon a request, reasonable in scope, the C.F.E.A. shall furnish the Board of Education and the Superintendent, or a designee, within a reasonable time, such information as will assist the Board of Education and Superintendent in developing intelligent, accurate and constructive proposals.

F. Progress Report

1. While negotiations are in progress, any releases prepared for the news media will be approved by all parties on each negotiating committee, and released jointly by the C.F.E.A. Executive Committee and the Board of Education.
2. Each party shall be permitted to submit progress reports to its members.

G. Consultants

Either party may call upon professional and lay consultants to assist in all negotiations. Reasonable notice must be given when the consultant is to be a participant at the table. The expense of such consultants shall be borne by the requesting party.

H. Joint Study Committee(s)

By mutual consent, joint ad hoc study committees may be appointed to research, study, develop, and present reports and recommendations relative to matters under consideration. Each committee shall operate under procedures approved by the parties.

I. Caucus

Either party may caucus for a reasonable period of time.

J. Agreement

1. During the negotiation process, items which are tentatively agreed upon shall be signed by the designated chairs.
2. When tentative agreement is reached, it shall be reduced to writing and submitted to the C.F.E.A. for membership consideration by secret ballot.
3. Upon ratification by the C.F.E.A. membership, the tentative agreement will be submitted to the Board of Education for its action.
4. The Board of Education must take action within fifteen (15) days of the C.F.E.A. ratification, unless both parties agree to extend the time limit.
5. When approved by the Board of Education, the Agreement shall be signed by both parties and become a part of the official minutes of the Board of Education.

K. Impasse Procedures

1. Either party may declare impasse when the parties have failed to reach an agreement after full consideration of proposals and counterproposals.
2. Either party shall have the right to request the assistance of a federal mediator from the Federal Mediation and Conciliation Service (FMCS) and such request shall be deemed a joint request. Such request shall include a request for a written report.
3. Any costs incurred in securing and utilizing the services of a federal mediator shall be shared equally by the Board of Education and the C.F.E.A. Each party shall be responsible for any additional costs such party incurs.
4. The mediator shall have no authority to bind either party to any agreements.
5. If impasse is declared, it shall be with the understanding that impasse is declared on all issues where tentative agreement has not been reached.

6. The mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties and the parties agree to send representatives.
7. The mediation process shall continue until the parties mutually agree that no further progress can be made or until the mediator determines that no further progress can be made or until the contract expires. ORC 4117.14(D)(2) and provisions thereafter shall then apply.
8. Any agreements reached through the mediation process shall be acted upon in accordance with the procedures of Section J above.
9. These impasse procedures constitute the parties' mutually agreed upon dispute settlement procedures and shall operate in lieu of any and all settlement procedures set forth in Section 4117.14 of the Ohio Revised Code.
10. The parties may amend these procedures only by written agreement.

ARTICLE III – GRIEVANCE PROCEDURE

A. Basic Objective

The objective of this procedure is to secure, at the lowest possible administrative level, in the shortest time, equitable solutions to grievances. Proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure. All grievances shall be presented promptly and in any event, no later than twenty (20) school days after the employee knew, or should have known, of the act or condition-giving rise to the grievance.

B. Definitions

1. A “grievance” is any alleged violation of the written provisions of this Agreement or any dispute with respect to their meaning or application.
2. The term “grievance” shall not apply to any matter on which the Board of Education is without authority to act under state law.
3. The “grievant” is the employee or group of employees making the complaint or the C.F.E.A.
4. “School days” shall mean actual employee working days. During the interval between academic years, grievances may be processed in accordance with the time limits contained herein with school days meaning weekdays that are not holidays, by mutual agreement of the parties.
5. “Representative” means an official of or other spokesperson for the C.F.E.A. or its affiliates.

C. Right to Assistance and Counsel

The grievant shall have the right to be accompanied by and receive assistance of a representative at any stage of the grievance procedure. If there is a resolution of the grievance and it is put in writing, the C.F.E.A. President shall be provided with a copy. The C.F.E.A. President/designee shall have a right to be present at any meeting called for the purpose of adjusting a grievance.

D. Informal (Discussion) Procedure

1. The employee(s) having a problem relating to a work situation shall first discuss it with his/her principal or immediate supervisor within twenty (20) school days after the employee(s) knew, or should have known, of the act or conditions giving rise to the problem. The objective of this discussion is to resolve the matter informally. The employee(s) shall inform the principal or immediate supervisor that he/she is exercising his/her right under the Informal Discussion section of the Agreement.
2. If the matter arises due to an act or omission of the Superintendent, the informal procedure may be initiated with the Superintendent and if unresolved may be advanced to Level Two.

E. The (Formal) Procedure

Level One: If the employee(s) is not satisfied with the outcome of the informal discussion, he/she may present a written grievance to the principal or immediate supervisor within twenty (20) school days after the grievant knew, or should have known, of the act or conditions upon which the grievance is based. The principal or immediate supervisor shall, within five (5) school days after receipt of the written grievance render his/her decision and the reasons therefore in writing to the grievant with a copy to the C.F.E.A. President. In the event of the principal's or immediate supervisor's absence and where the grievant does not agree to extend the time limits, another administrator shall respond.

Level Two: If the grievant or the C.F.E.A. is not satisfied with the Level One response, the written grievance may be submitted to the Superintendent within five (5) school days after receipt of the Level One response. The Superintendent, at the option of either party, shall within five (5) school days after receipt of the written grievance, meet with the grievant for the purpose of resolving the grievance. The Superintendent shall, within five (5) school days after receipt of the grievance or after the meeting, if there is a meeting, render his/her decision and the reasons therefore in writing to the grievant with a copy to each of the following: the C.F.E.A. President, the principal, and other immediate supervisors involved. In the event of the Superintendent's absence and where the grievant does not agree to extend the time limits, another administrator shall respond.

Level Three: If the grievant or the C.F.E.A. is not satisfied with the Level Two response, an arbitrator shall be hired, providing the C.F.E.A. concurs with advancing the grievance to arbitration. The C.F.E.A. within fifteen (15) school days of the failure of resolution at Level Two may request a list of arbitrators from the American Arbitration Association (AAA) and selection of the arbitrator shall be made in accordance with the voluntary rules and regulations of the American Arbitration Association. The person so selected shall hold the necessary hearings promptly and issue his/her findings in writing. The arbitrator shall base his/her decision on the application or interpretation of the terms of the Agreement and he/she is specifically prohibited from making any decision which is inconsistent with the terms of the Agreement or contrary to law. Moreover, he/she shall have no power to add to, subtract from, or modify the Agreement. The decision given by the arbitrator shall be final and binding on all parties. The cost for the services of the arbitrator shall be borne equally by the Board of Education and the C.F.E.A., unless the arbitrator determines that a greater cost should be assessed to one party which has argued a frivolous position.

F. Stipulations

1. The temporary absence of the grievant, the grievant's representative, the principal, or the Superintendent, shall toll any deadline requiring that person's action, during the absence of such person, but in no case for more than five (5) additional school days.
2. Failure of a grievant to comply with the time limits set forth in this Article shall void any further appeal on the grievance. Failure of the principal, immediate supervisor, or Superintendent to respond within the time limits shall provide the grievant with automatic-appeal rights to the next level in the formal procedure.
3. If a grievant waives representation by the C.F.E.A., a representative selected by the C.F.E.A. Executive Committee shall have the right to be present and to represent the C.F.E.A. at all levels of the procedure. Notification of all meetings at Levels One and Two and copies of all grievances and responses shall be given to the C.F.E.A. President.
4. The Board of Education and the C.F.E.A. agree that the grievant, the C.F.E.A., the officers of C.F.E.A., the members of the C.F.E.A. Executive Committee, witnesses in grievance hearings, school administrators and Board of Education members, may freely exercise all rights and duties under this grievance procedure.
5. Grievance records shall be kept in the Central Office but separate from the individual personnel records.
6. A grievant may withdraw the grievance at any time by written request, but, once withdrawn the grievance may not be reopened.
7. The administration and the C.F.E.A. Executive Committee will cooperate in providing necessary and relevant information relating to any grievance, in keeping with law.

8. If a grievance involves a group or class of employees located in more than one school building or a decision by an administrator above the level of principal, the C.F.E.A. Executive Committee may initiate and submit such grievance in writing to the Superintendent directly and the processing of such grievance will be commenced at Level Two. The grievance must be presented to the Superintendent within twenty (20) school days after the grievant knew, or should have known, of the act or conditions upon which the grievance is based.
9. The C.F.E.A. agrees to assume full responsibility to fairly represent bargaining unit employees in the exercise of their rights as provided by the grievance and arbitration procedures contained herein.

ARTICLE IV – LEAVES OF ABSENCE

Paid Leaves of Absence

A. Sick Leave

1. Acceptable Reasons For Use of Sick Leave:
 - a. Sick leave will be available in increments of $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or one (1) whole day(s) for personal illness, injury, or pregnancy and adoption.
 - b. Exposure to contagious disease which could be communicated to others.
 - c. Illness, injury, or death in the employee's' immediate family. For purposes of illness or injury, the immediate family is defined as parent, parent-in-law, daughter-in-law, son-in-law, spouse, child, brother, sister, or member of the immediate household standing in the same relationship as any of these. For purpose of death, immediate family is defined as parent, parent-in-law, daughter-in-law, son-in-law, grandparent, grandchild, brother, sister, spouse, child, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or member of the immediate household standing in the same relationship as any of these.
 - d. In the event of absence due to illness or death in the immediate family, absence with pay shall be limited to five (5) days unless extenuating circumstances require more, in which case the employee shall inform the Superintendent.
 - e. Evidence indicating to the Board of Education that leave with pay privileges have been abused may be considered just cause for disciplinary action which may result in dismissal.
 - f. Employee may be required to present a physician's note regarding absences over ten (10) consecutive days in a school year.

- g. The CFEA and the Chagrin Falls Board of Education specifically agree that that utilization of accumulated sick leave is authorized, upon request of a Bargaining Unit Member for the purpose of adoption. Sick leave for adoption shall be granted from accumulated sick leave, upon request of the teacher for up to four (4) weeks.

2. Accumulation of Sick Leave

- a. Unused days of sick leave may be accumulated up to 310 days.
- b. New employees may transfer accumulated sick leave to the Chagrin Falls Schools. Proper verification must be presented from the employee's previous public employer before credit can be given. In order for credit to be given for prior sick leave, the employee's last termination from public service has to have taken place within the last ten (10) years.
- c. Each new employee without accumulated sick leave shall be entitled to an advancement of ten (10) days of sick leave. If an employee has not repaid all of his/her advanced days, upon leaving employment, the employee must repay sick days that have been advanced. Repayment of the days may be in the form of a deduction from his/her pay, or some other method as determined by the Superintendent.

3. Notice

Electronic absence procedures will be followed.

In cases of $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, and 1 whole day(s), or short-term absences, the employee will notify the building principal or his/her designee. All appropriate absence forms should be completed and submitted to the building principal.

In other cases (such as, but not limited to, a scheduled surgery or pregnancy), when the employee knows of the need for extended sick leave in advance of the date of the absence, the employee must notify the Treasurer's office in writing. The notice to the Treasurer's office must include the date on which the leave is expected to begin and its anticipated duration as soon as the employee becomes aware of the fact that illness or disability will require sick leave. All treasurer notification documents should be copied to the building principal.

Should there be any changes in the expected starting date or duration of the leave, the employee must promptly advise the Treasurer. While on extended sick leave of more than one (1) month, the employee must advise the Treasurer or Superintendent, if requested, at least monthly of his/her status and anticipated return date. In addition, this paragraph will apply to unpaid leaves of absence approved because of illness or disability.

B. Personal Leave

The purpose of personal leave is to allow employees paid time off to attend to situations over which they have no control. Personal leave may be used for an activity that requires the employee's presence elsewhere during his/her regular working hours and is of such a nature that it cannot be attended to at any other time.

1. Employees are eligible for three (3) days of paid personal leave per year, which shall be without restriction. However, no more than ten percent (10%) of the teachers per building may be on personal leave on the same day, and no teacher may use personal leave on a professional development day without prior approval from the Superintendent.
2. Unused personal leave days may not be carried forward from year to year except for severance pay purposes.
3. No personal leave may be used without at least forty-eight (48) hours advance notice to the Superintendent's office and the employee's immediate Principal or Supervisor, except in emergency situations.

For emergency situations in which prior approval cannot be obtained, the employee will report the absence to his/her immediate supervisor at the earliest opportunity and complete a personal leave form immediately upon return to work.

C. Sabbatical Leave

1. An employee who has been in the employ of the Chagrin Falls Board of Education for not less than six (6) years in a professional position(s), may be granted a leave of absence for not more than one (1) school year for the purpose of pursuing a professional growth plan. Such leave shall be subject to approval by the Board of Education upon recommendation by the Superintendent of Schools and shall be requested by the employee prior to the first day of March of the school year preceding the one for which the request is being made. The request must be in writing to the Superintendent of Schools and must be accompanied by a written plan for professional growth which fully details the plans for the period of leave, projected outcomes of the leave, and proposals of means by which satisfactory completion of the plan can be determined by the Superintendent of Schools.
2. An employee granted leave under this policy, upon return from leave and proof of completion of the plan for professional growth, as approved by the Superintendent of Schools, shall be paid a salary which shall be the difference between the employee's expected salary during the period of leave and the salary of the employee's replacement, if any, for such period. In no case shall any supplementary or extra duty pay of any kind be considered as part of the employee's expected salary for the period of leave.

3. Any salary which accrues to an employee in accordance with this sabbatical leave policy shall not be paid unless the employee returns to active employment with the Chagrin Falls Board of Education upon expiration of the leave.
4. Any payment which accrues to an employee as a result of leave granted under this policy shall be paid on the first regular pay date after the employee resumes active duty with the Chagrin Falls Exempted Village School District.
5. An employee on leave must indicate to the Superintendent no later than March 1, (during the leave year) his/her intention to return to duty the subsequent school year. If he/she fails to comply, the leave shall become a resignation. The Superintendent shall notify the employee in writing of this obligation at the time the leave is approved by the Board of Education. This notification shall include the fact that failure to comply shall result in resignation. The Superintendent shall also send notice of this requirement to the employee, in writing, at his/her last known address, with a copy to the C.F.E.A. President, on or after January 1, but not later than February 15 of the leave year. Should the employee fail to submit his/her written indication to the Superintendent on or before March 1 during the leave year, the lack of response shall be treated as a resignation.

D. Assault Leave

1. An employee who is absent due to disability resulting from an assault related to Board of Education employment shall receive assault leave. Assault is defined as the intentional, knowing, or reckless causation of harm to the employee by another person, including injuries suffered by the employee during the course or as a result of an assault as defined herein upon third person(s). The employee shall not suffer the loss of salary, sick leave, or any other emolument. Assault leave shall be limited to a maximum of twelve (12) months duration from the date upon which the assault occurred. In the case of injury or visible disfigurement which causes embarrassment to the employee, assault leave shall be limited to five (5) days. If the leave exceeds five (5) school days, the Board of Education may require a certificate from a licensed physician.
2. The employee shall not qualify for assault leave except upon submission of a written application, justifying the granting of assault leave. An employee must also file a report with the proper law enforcement authorities. If medical attention is required, the employee shall furnish a certificate from the attending physician stating the nature of the disability and its expected duration. Falsification of either a signed statement or a physician's certificate is grounds for suspension or termination of employment under Section 3319.16 of the Revised Code. Any student guilty of assaulting an employee shall be disciplined in accordance to Board Policy.
3. Payment of assault leave shall be at the regular rate of pay (employee's regular pay plus any extra-duty, supplemental and/or supplementary pay) in effect for such employee at the time of such assault, less any compensation to which the employee is entitled under the Worker's Compensation Act of Ohio.

4. An employee who has been assaulted in connection with the performance of a professional assignment of this Board of Education shall notify the building principal. The employee shall be apprised of his/her right to confer with a representative of the employee's choice prior to the submission of any report. The employee shall file a written report and the report shall be signed by the employee and/or his/her representative.
5. An employee temporarily disabled as a result of assault shall be returned to a position in accordance with Article IV, D (5), unless the employee's contract has been non-renewed or employment has been terminated for any other reason. Assault leave shall cease with the date of expiration of the employee's last limited contract or the effective date of termination in the event of nonrenewal or termination of the employee's contract for any other reason.
6. If court action results, the employee shall be granted leave of his/her professional duties with no loss of pay for necessary time in court.
7. If the Board of Education chooses to prosecute the individual(s) responsible for criminal action that resulted in an employee qualifying for and utilizing the assault leave provision of this agreement, the affected employee must be willing to testify in the prosecution of the individual(s) involved in such action. The Board of Education agrees to assume all costs associated with said prosecution.

E. Legal Leave

An employee who is summoned or subpoenaed for litigation or a hearing during a school day shall be provided legal leave with pay when the employee is representing the interests of the Board of Education in a school-related matter. For example, testimony at a custody hearing for a student qualifies for legal leave. If the summons or subpoena applies to days on which school is not in session and the summons or subpoena is requested by the Board, the employee shall be paid the per diem rate of pay for all days of required attendance.

F. Attendance at Professional Conferences or Conventions

1. Each year, the Board of Education shall set aside an amount in its annual budget for certain expenses connected with the attendance at professional meetings, conferences, visitations or conventions. It shall be the policy of the Board of Education to provide a fair distribution of this money among the staff.
2. Any employee desiring to attend a professional conference or convention shall submit a completed Professional Leave Request Form. Said request shall be submitted no later than ten (10) school days prior to the conference or convention. The applicant shall receive written notification of approval or denial within five (5) school days of submission of the Professional Leave Request Form.

3. Expenses will be paid as approved on the Professional Leave Request Form. When traveling by car, mileage will be paid at the rate established in Article XVIII, Section F. This rate shall be the same for all certificated and administrative employees of the district.
4. Mileage reimbursement shall be based upon the actual mileage to and from the destination and/or destinations in accordance with the approved Professional Leave Request Form. In no case shall the transportation cost by automobile exceed the cost of the same trip by train or airplane coach.
5. Employees shall be reimbursed for meals, not otherwise paid for as part of a registration fee or similar prepayment, at the following flat rates: Breakfast \$9.00; Lunch \$15.00; Dinner \$20.00. No receipts need be turned in for such reimbursement. This reimbursement shall be the same for all certificated and administrative employees of the district.
6. Any foreseeable expenses other than mileage and meals must be approved in advance by the Superintendent or designee, and original receipts must be submitted evidencing those expenses. Unforeseen expenses that reflect actual and necessary costs may be submitted for reimbursement.

G. C.F.E.A. Leave

1. Five (5) school days of professional leave will be granted to the President of the C.F.E.A., or his/her designee, for the purpose of attendance at meetings related to the professional activities of the organization, without expense to the Board of Education, except that, if the Board of Education provides substitutes, the Board of Education shall pay the substitute cost.
2. Additional days may be requested except that, if the Board of Education provides substitutes, the substitute cost shall be reimbursed to the Board of Education by the C.F.E.A.

Unpaid Leaves of Absence

A. General Leave

Where illness or other disability is not the reason for a request, the Board of Education, upon recommendation of the Superintendent of Schools, may grant such leave of absence without pay. A leave shall not be granted for the purpose of accepting employment as an employee in grades K-12 in the United States or in another occupation or business during the period of leave, unless approved in writing, in advance of the commencement of the leave, by the Superintendent. Leaves of absence recommended by the Superintendent of Schools must meet the following conditions:

1. The employee shall have been in the service of the Board of Education for a minimum of three (3) years immediately preceding the period of the proposed absence.

2. The application shall have been received in writing by the Superintendent of Schools prior to March 1 of the school year preceding the one for which the request is being made.
3. Reasons for which leaves may be granted are professional study, educational endeavor, travel in line with professional advancement, alternate employment representing a unique opportunity, and such other reasons as the Superintendent of Schools deems appropriate.
4. The employee shall return to the Chagrin Falls School system following the leave of absence.

An employee upon return at the expiration of a leave shall resume the contract status held prior to such leave. No credit shall be allowed on the salary schedule for experience while on leave.

An employee on leave must indicate to the Superintendent no later than March 1 during the leave year his/her intention to return to duty the subsequent school year. If he/she fails to comply, the leave shall become a resignation. The Superintendent shall notify the employee in writing of this obligation at the time the leave is approved by the Board of Education. This notification shall include the fact that failure to comply shall result in resignation. The Superintendent shall also send notice of this requirement to the employee, in writing, at his/her last known address, with a copy to the C.F.E.A. President, on or after January 1, but not later than February 15 of the leave year. Should the employee fail to submit his/her written indication to the Superintendent on or before March 1 during the leave year, the lack of response shall be treated as a resignation.

B. Child Care Leave

An employee may request and shall be granted a leave of absence without pay or benefits (except as otherwise provided under Article V, GROUP INSURANCE FOR EMPLOYEES ON APPROVED UNPAID OR PARTIALLY PAID LEAVES OR RECALL LIST, or in accordance with the Family and Medical Leave Act) for the purpose of early child care of a son or daughter of the employee. Child care leave must also meet the following conditions:

1. Leave may begin on the date of the child's birth; on the date when the mother who has been on sick leave for pregnancy disability is no longer eligible for sick leave because she has recovered from the physical effects of pregnancy and childbirth which necessitated her absence.
2. The leave of absence shall be for the balance of the school year in which delivery is expected unless such leave is earlier terminated as hereinafter provided.
3. The leave may be extended for one (1) additional school year upon request of the employee to the Board of Education, made no later than March 1 preceding the year for which such leave is requested.

4. Application for reinstatement may be made at any time during the school year and the employee may be reinstated by mutual agreement. In any case, the employee will be reinstated no later than the beginning of the next succeeding school year unless the leave is extended in accordance with paragraph 3 above.
5. Upon return from approved leave, the employee shall be entitled to reinstatement to the same position with the same contractual status which the employee held prior to the leave, or, if that position is no longer available, to a substantially equivalent position for which the employee holds valid unexpired certification. If said leave is extended, the same provision shall apply.
6. An employee on leave must indicate to the Superintendent no later than March 1 (during the leave year) his/her intention to return to duty the subsequent school year. If the employee fails to comply, the leave shall become a resignation. The Superintendent shall notify the employee, in writing, of this obligation at the time the leave is approved by the Board of Education. This notification shall include the fact that failure to comply shall result in resignation. The Superintendent shall also send notice of this requirement to the employee, in writing, at his/her last known address, with a copy to the C.F.E.A. President, on or after January 1, but not later than February 15 of the leave year. Should the employee fail to submit his/her written indication to the Superintendent on or before March 1 during the leave year, the lack of response shall be treated as a resignation.
7. Following the spouse's delivery of a child during a school year, the father shall be eligible for an unpaid paternity/child care leave for the remainder of that school year. The paternity/child care leave may be extended for one additional school year upon the request of the father to the Board of Education, made no later than March 1 preceding the year for which such leave is requested. The same conditions as outlined in 5 and 6 above will govern return of the father from the maternity/child care leave.

C. Short-Term Unpaid Leaves of Absence

1. Situations may arise when an employee may request to be away from his/her job due to rare personal commitments beyond his/her control or initiation not otherwise covered by paid leave.
2. Any unpaid leave days shall be at the discretion of the Superintendent.

D. Family and Medical Leave (12-week leave)

The Board of Education shall comply with the requirements of the Family and Medical Leave Act of 1993 ("Act"), (Public Law 103-3, Feb. 5, 1993, 103rd Congress, H.R. 1; 107 Stat. 6 et seq.) and applicable regulations. It is understood and agreed that the Act shall not diminish the obligation of the Board of Education to comply with the provisions of this agreement which may provide greater leave rights and benefits than the Act, nor shall this agreement diminish any rights under the Act.

CATASTROPHIC SICK LEAVE BANK

- a. A Catastrophic Sick Leave Bank (CSLB) was established in the 2007-2008 school year.
- b. CFEA members may voluntarily join the CSLB; long-term substitutes are not eligible.
- c. CFEA members may contribute one sick day to the CSLB.
- d. All contributions to the CSLB must be made on the Catastrophic Sick Leave Bank Contribution form and submitted to the Treasurer. The enrollment period thereafter will be from January 1st to February 1st of each year of the contract.
- e. When the CSLB contains less than 100 days, members will be notified in writing and an open contribution/enrollment period will be determined by the CFEA President.
- f. Days contributed to the CSLB will be deducted and reflected on the first payroll in March.
- g. Once a sick day has been contributed to the CSLB, it cannot be returned to the member.
- h. The CSLB will be administered by a committee composed of the CFEA President or designee, one member of the CFEA Executive Board, the Superintendent of Schools or designee, and the Treasurer.
- i. Any CFEA member who has contributed a sick day to the CSLB is eligible to request days from the CSLB if (s)he meets the following criteria:
 1. All of the member's sick leave is exhausted.
 2. The member's absence is due to personal catastrophic illness, accident resulting in recovery from long-term injuries, or the catastrophic illness/accident of a spouse or dependent child still living at home.
 3. The member has submitted to the Treasurer written medical verification of the condition and the expected recovery period.
 4. The member is not receiving any form of workmen's compensation or disability pay.

- j. When written requests are made to the CSLB accompanied by the appropriate documentation, the CSLB committee shall meet to discuss the request. A member may request up to 30 days from the Sick Leave Bank during one school year.
- k. Decisions of the Sick Leave Bank Committee will be final and are not eligible for the grievance process.
- l. All records will be kept confidential and will not affect the member's status in the group health insurance.

**ARTICLE V – GROUP INSURANCE FOR EMPLOYEES ON APPROVED
UNPAID OR PARTIALLY PAID LEAVES OR RECALL LIST**

- A. Unless otherwise required by the 1993 Family and Medical Leave Act, employees on approved unpaid or partially paid leaves of absence or the recall list may maintain their hospitalization, dental insurance coverage, and other coverages, by paying the Treasurer in advance monthly, the full cost of the premium, including any share normally paid by the Board of Education. The Board of Education shall continue to pay the life insurance premium.
- B. In the event an employee begins, but does not complete a school year on a paid basis due to a Board-approved leave of absence, the employee shall be entitled to hospitalization and dental paid by the Board of Education through the first full month following the month in which unpaid leave began.

Any employee who completes the year shall have benefits paid for the months of June, July, and August,, except as provided in Article XIX, PAYROLL PRACTICES, D-1.

ARTICLE VI – BARGAINING UNIT VACANCIES

- A. Definition:

A vacancy shall exist whenever a new bargaining unit position is created, a current position will be open for a semester or more, when an employee dies, resigns, retires, is terminated, accepts an administrative position, is non-renewed for reasons other than reduction in force, or an employee takes a leave of absence which, based on available information, is expected to equal or exceed one semester.

- B. Posting:

Upon occurrence of a bargaining unit vacancy, it will be posted in each school building and electronically delivered to all Bargaining Unit Members via their school e-mail account address. The notice of the vacancy shall be posted in a conspicuous place accessible to employees. A vacancy need not be posted if an employee accepts recall to the position. Vacancies, other than supplemental positions, need not be posted if the

position is for less than a full school year and will be filled in the succeeding year by the employee whose absence created the vacancy in the first place or if the position will be abolished in the succeeding school year. The C.F.E.A. President, however, will be notified of all bargaining unit vacancies.

In the case of bargaining unit vacancies which occur during the months of the summer vacation, reasonable efforts will be made to contact employees who have indicated interest in applying for the kind of vacancy to be filled. Employees interested in being contacted about vacancies which open during the summer vacation months shall leave with the Board of Education Treasurer, their name, summer address and telephone number. Notice of vacancies will be made via a telephone recording device and electronically delivered to the Bargaining Unit Members via their school e-mail account address for the duration of the posting during the summer vacation.

Posting may be waived if a vacancy occurs after August 10th.

Notice of each vacancy posting shall be mailed to the summer address provided by the employee. If after eight (8) days the Superintendent or his/her designee has not heard from the employee, then normal procedures in filling the vacancy shall occur.

Employees failing to notify the Treasurer of their interest in summer vacancies forfeit any claim to notice. The Board of Education, acting through its Superintendent of Schools, reserves the right to contact any present employee it wishes to consider for an opening, regardless of whether such employee has indicated an interest as described above.

C. Filling a Non-Supplemental Vacancy:

Any employee may apply for such positions or for reinstatement to a previously held position. Members of the bargaining unit will be given serious consideration over applicants from outside the system. When a transfer occurs, the transferee's previous position shall be considered a vacancy.

Upon written request of an employee applicant, a conference with the Superintendent or his/her designee will be held to discuss the reason(s) why another applicant was selected to fill the vacancy.

D. Reemployment of Retirees:

Any bargaining unit member who retires under STRS and subsequently is reemployed in the district may be hired at a rate of pay equivalent to his or her academic training level and at step zero (0) for years of service as specified in the salary index contained in this agreement. (The rehired retiree can advance to a maximum of step three (3) on the salary index, with years of experience, upon rehire.) Said member may not hold the positions covered in #1 (Grade Level Representative/Department Head) or #2 (Curriculum Representatives) covered in Appendix F of this Agreement. Due to the automatic non-renewal at the end of each school year, said members shall not be subject to the entry year/mentoring program and the mandatory three evaluation process. Retire/rehire employees shall not be eligible for continuing contract. This provision and such salary

and individual contract with a member expressly supersedes RC Section 3317.13 and all other applicable laws. All provisions in Article XII, Reduction in Force, shall apply to the member with the understanding that the member shall be considered a "Limited Contract Employee" with seniority being determined from the member's contract signing date which followed retirement. While employed by the district subsequent to retirement, such member who is interested in obtaining health care benefits must opt for the health care benefits offered by STRS. Such retired member is not eligible to receive a second severance payment upon leaving employment with the district. This provision of the agreement and such salary and contract will not be grievable under the grievance procedures of this agreement nor through any claim or action filed before the State Employment Relations Board (SERB) or any court of law.

ARTICLE VII – PERSONNEL FILES

- A. The Board of Education shall maintain the only official personnel file for each employee in accordance with applicable Ohio Law.
- B. The employee shall be given a copy of any material placed in his/her file after the date of initial employment. All material in the file must be relevant to the employee's job and shall be included in the file within a reasonable period of time following its receipt or preparation, unless the employee agrees to its inclusion at a later date. All material placed in the file should be clearly stamped with the date of inclusion in the file.

Any employee interested in discussing the relevancy of materials in his/her personnel file may request and shall be granted an opportunity to discuss questions of relevancy with the Superintendent. Material mutually deemed irrelevant shall be removed from the file. If there is disagreement between the employee and the Superintendent regarding the relevancy of materials, the employee may insert in the file a statement of the reasons why said material is irrelevant, which shall be physically attached to the disputed material or challenge the inclusion of the material in accordance with Ohio law.

- C. All materials placed in the employee's file shall be available in the Central Office where the employee or employee's representative with written authorization from the employee may examine them. Material included in this file may be used for personnel decisions if it is properly included according to the conditions stated in this Article.
- D. If an employee misplaces or loses his/her copies of materials which have been placed in the personnel file, the employee may request another copy of such material and it shall be supplied to the employee at his/her expense.
- E. If a member of the public wishes to examine the contents of an employee's personnel file, the employee shall be notified of such request. Prior to the inspection of the file, the employee may request the opportunity to meet with the superintendent regarding the procedures outlined in Item B of this Article. For security reasons, the superintendent or designee will be present during the examination.

**ARTICLE VIII – WORK DAYS, SCHOOL CALENDAR,
PLANNING TIME, PREPARATIONS**

A. Work Days

The school year shall consist of one hundred and eighty-five (185) days. Two (2) of these days shall be employee in-service and/or work days prior to the opening of school. Two (2) of these days shall be teacher directed; one (1) day a records day at the end of the first semester for secondary (7-12) and at the end of the second trimester for elementary, and one (1) day at the end of the school year after the students' last day.

B. Parent Conference Days/Open House/Staff Meetings

1. Fall parent conference days and elementary (K-6) spring conference days (approximately two (2) full-time equivalent work days, up to but not exceeding fifteen (15) hours) shall be scheduled as evening sessions each school year. Compensatory time for the evening sessions would be taken as a full release day for students and staff during the school year. The fall conference release day will be the day preceding Thanksgiving; the spring conference release day will be the Friday immediately preceding Memorial Day for elementary (K-6) students and staff only. Conference time for grades 7-12 shall be one (1) full-time equivalent workday (up to but not to exceed 7.5 hours).
2. Teachers are required to attend ten (10) staff meetings outside of the school day per school year. Such meetings should not last longer than one (1) hour.
3. Teachers are required to attend and participate in one (1) event for a maximum of four (4) hours designated by the Superintendent outside of the school day per school year.

C. School Calendar

1. The Superintendent will develop at least two (2), but not more than three (3) draft calendars prior to March 1 of each school year. Draft copies will be available to the C.F.E.A. and other employees for their input. Indications of alternatives, etc., shall be submitted in writing to the Superintendent by April 1 of each year. Thereafter, copies shall be distributed to employees and a vote taken to determine the most preferred calendar. The calendar receiving the most votes shall be presented to the Board for consideration.
2. The Board of Education will approve the following year's calendar prior to the end of the current school year. Copies will be sent to each employee via their school e-mail account address.

D. Hours

1. The employee day shall be seven and one half (7.5) consecutive hours.
2. The employee workday shall not begin prior to 6:20 A.M., nor shall it end after 4:00 P.M.
3. K-12 employees are expected to be at school 10 minutes prior to their first scheduled duty or assignment.
4. K-12 employees' ending time is designated to be 10 minutes after their final duty or assignment.
5. Teachers that travel from one campus to another for a teaching assignment will be allotted a minimum of fifteen (15) minutes of travel time. Parking spaces will be designated for traveling teachers at each building.
6. The starting and ending times of the employee day may be adjusted providing the following conditions are met.
 - a. Any change is implemented as of the beginning of a school year.
 - b. Employees are sent notice by August 1 preceding the beginning of any school year in which a change is implemented.
7. The Board shall have the right to determine the number of periods in the teacher workday.

E. Elementary Schedules (Grades K-6)

1. By October 1 of each year, the Association will appoint up to three teachers to serve on the Master Schedule Committee for each elementary school. Each committee will be chaired by the building administrator. The committee's responsibility is to analyze the current schedule, study alternatives, and make recommendations for consideration by the Superintendent.
2. Times in this section are based on a five-day week, 7.5 hour work day, with a regular instructional schedule. Shortened weeks and modified schedules due to special programming will periodically affect the minimum/maximum minutes stated in this Section, but such variations will not be deemed a violation of this Section.
3. The elementary schedule shall include the following:
 - a) A weekly maximum of 1,640 classroom instructional minutes, defined as direct instruction to a class section of students.
 - b) A minimum of a fifty (50) minute duty-free lunch.

- c) A minimum of three hundred (300) minutes per week for planning, with no more than four (4) fifty-five (55) minute principal-directed professional development meetings per month in minimum blocks of twenty (20) minutes.
4. For the purpose of this Section, planning time includes but is not limited to the following: assessing student work or needs or creating classroom plans; conference time means time spent in teacher/teacher, teacher/student, teacher/parent, and or teacher/administrator conferences. Teacher/administrator conferences are limited to thirty-six (36) per year.

F. Secondary Preparations

Secondary employees (Grades 7-12) shall not be assigned more than three (3) different class preparations without good cause. If, for good cause, more than three (3) preparations are required by the administration, a conference will be held with the employee, and the employee shall have the right to be accompanied by a C.F.E.A. representative.

G. Educator of Special Needs Students

1. Bargaining Unit Members assigned to co-teaching or inclusion classrooms shall receive one (1) day per quarter, four (4) per year, to be educator directed for the purpose of collaborative planning. When the co-teaching or inclusion assignment involves multiple general education teachers, the release day shall be shared between those teachers. Intervention teachers (IEP case managers), that do not have a co-teaching schedule shall receive one (1) release day per semester, two (2) per year to be educator directed for the purpose of collaborative planning. The intervention teacher will identify the necessary general education teachers involved with the serving of a student's individual education plan to share in the collaborative planning process on each release day.
2. Selection of the day in which the release shall occur must be approved by the building principal in advance.

H. Secondary Schedule (Grades 7-12)

1. By October 1 of each year, the Association president will appoint up to five teachers to serve on the Master Schedule Committee for the secondary campus. The committee will be chaired by the secondary administration and have representation from the middle and high schools. The committee's responsibility will be to analyze the current schedule, study alternatives and make recommendations for consideration by the Superintendent.

2. For purposes of this Section, times are based on a five-day week, 7.5 hour work day with a regular instructional schedule. Shortened weeks and modified schedules due to special programming will periodically affect the maximum/minimum minutes stated in this Section, but such variations shall not be deemed a violation of this Section.
3. The secondary schedule shall include the following:
 - a) A weekly maximum of 1,500 classroom instructional minutes, defined as direct instruction to a class section of students.
 - b) A minimum of a thirty (30) minute duty-free lunch.
 - c) A minimum of two hundred twenty-five (225) minutes per week for planning and conference time in minimum blocks of twenty (20) minutes. In no case shall the number of teacher/Administrator conferences exceed thirty-six (36) per school year.
 - d) A weekly maximum of one hundred twenty (120) minutes of academic lab time. Academic lab is dedicated to student enrichment, intervention, and programming. It is also structured to provide collaborative time for instructional improvement (data analysis, curriculum work, lesson design, and building initiatives). Use of this time will be determined by the Master Schedule Committee in collaboration with the Department Chairs.
 - e) A weekly maximum of 250 minutes of duty time for purposes other than classroom instruction. This includes study hall, lunch duty, and computer lab. The Administration will give consideration to rotation of these assignments among teachers.
4. A maximum of twenty-four (24) secondary teachers per year may be assigned six (6) classes. Teachers assigned to teach a sixth (6th) class will not be assigned a duty or academic lab other than classroom instruction. Teachers who teach a sixth (6th) class will be paid an additional stipend of One Thousand Dollars (\$1,000.00) per semester.
5. The administration shall inform the CFEA President of the necessity for a sixth class and work collaboratively with the department chairperson to assign the class. Consideration of rotation of staff will be given.
6. Any teacher assigned to six classes will not carry load greater than 150 students average per year, excluding special classes (music, art, health/physical education, business, computer science, family consumer science).
- I. Class sizes will be determined in accordance with Board Policy.

ARTICLE IX – TEACHER EVALUATION

A. Assessment of Teacher Performance

1. Teachers will be scheduled for evaluations according to Board policy.
2. All teachers will be assessed on their expertise and performance – in the classroom and school setting. Teachers with an overall “Accomplished” rating may request their credentialed evaluator for the evaluation cycle and that request may include a peer evaluator. Teachers with an overall Skilled or Developing rating will have input on their credentialed evaluator for the evaluation cycle. Teachers with an overall Ineffective rating will be assigned the credentialed evaluator for the evaluation cycle. A credentialed evaluator is one who:
 - a. possesses the proper certification/licensure to be an evaluator, or whom the Superintendent and CFEA Executive Committee has deemed may be an evaluator
 - b. is approved as an evaluator by the local Board of Education
 - c. is a credentialed OTES evaluator
 - d. is a District employee (not a purchased service)

B. The Observation Process

Based upon researched best practices, the formal observation process consists of a pre-conference, formal observation, walkthroughs, and a post-conference. Both the teacher and evaluator may bring evidence (to the pre- and post-conferences) of behaviors not observed for inclusion in the evaluation.

- C. Classroom walkthroughs** are informal observations of less than thirty (30) minutes. These may occur frequently and may be unannounced. The evaluator will give feedback to the teacher within two (2) school days.

D. Pre-Conference

1. The purpose of the pre-observation conference is to provide the evaluator and teacher with an opportunity to discuss the following:
 - a. Lesson or unit objective(s)
 - b. Prior learning experiences of the students
 - c. Characteristics of the learners/learning environment
 - d. Instructional strategies that will be used to meet the lesson objectives

- e. Student activities and materials
 - f. Differentiation based on needs of students
 - g. Assessment (data) collected to demonstrate student learning
2. This communication will take place during a formal meeting, and a record of the date(s) will be kept.
 3. The conference will also give the teacher an opportunity to identify areas in which she/he would like focused feedback from the evaluator during the classroom observation.
 4. The teacher and evaluator should set specific date and time for the formal observation to take place, and change this scheduled date and time as necessary if the observation is not conducted as planned. In that case, a second pre-observation conference will be scheduled.

E. Formal Observation

A formal observation shall consist of a visitation of a class period or the viewing of a class lesson of the teacher's choice. The observation should be conducted for an entire class period, lesson, or a minimum of thirty (30) minutes. During the classroom observation, the evaluator shall document specific information related to teaching and learning. Each formal observation will be analyzed by the evaluator using the *Teacher Performance Evaluation Rubric* from ODE. The evaluator will complete a narrative and give it to teacher within five (5) school days after the observation, to document each formal observation. Formal observations will not include videotaping or sound recordings except with the written permission of the teacher.

F. Post-Conference

1. The results of each formal observation shall be reviewed with the teacher during the post-observation conference, within ten (10) school days after the observation. Following the lesson, the teacher shall reflect on the lesson and how well the student learning outcomes were met. Professional conversations between the evaluator and the teacher during the Post-Conference will provide the teacher with feedback on the observed lesson, and may identify additional strategies and resources to increase teacher effectiveness.
2. The discussion between the evaluator and teacher should focus on successful aspects of the lesson (reinforcement) and areas needing further support (refinement). Teachers may bring additional evidence that supports the lesson observed to share with the evaluator at the conference. This may be considered evidence of student learning or evidence to support the teacher's performance. The evaluator's recommendations may become part of the teacher's professional development plan.

G. Assessment of Student Growth

Student growth measure percentages shall comply with State law.

ARTICLE X – C.F.E.A. AND EMPLOYEE RIGHTS

A. Use of School Buildings

The C.F.E.A. and its representatives shall have the right to use school buildings, upon written request and approval from the administrator, at all reasonable hours, for meetings, provided that when custodial service is required, the C.F.E.A. will pay the actual cost of the C.F.E.A. requested and/or required custodial services. No charge shall be made for use of school rooms during normal school open hours. Said charge shall be the actual cost incurred by the Board of Education.

B. Duly Authorized Representatives

Duly authorized representatives of the C.F.E.A. and their respective affiliates shall be permitted reasonable access to school property in order to transact official C.F.E.A. business. C.F.E.A. business shall not be conducted during employee classroom time or any employee supervisory duties. Duly authorized representatives shall be responsible for checking in with the school office in accordance with the procedures for any school visitors.

C. Use of Bulletin Boards or Mailboxes

The C.F.E.A. shall have the right to post notice of its activities and matters of C.F.E.A. concern on employee bulletin boards. The C.F.E.A. may use employee mailboxes, including electronic mailboxes, for communications to employees and may make announcements of meetings at faculty meetings with the principal's permission.

D. Board of Education Meetings

The C.F.E.A. shall be notified of all Board of Education meetings as much in advance as possible. The C.F.E.A. shall receive a copy of the agenda for each Board of Education meeting and will receive a copy of the Board of Education minutes of each meeting.

E. Orientation Meetings

The C.F.E.A. shall be afforded an opportunity to address new employees during the orientation day prior to the opening of school. A general meeting, if scheduled, or meetings in the individual schools may be used for this purpose.

F. Employee Schedules

Prior to July 10, each employee shall be given a schedule of his/her assignment for the coming school year. This schedule shall include the building assignment and the classes to be taught. Changes may be made in the foregoing by the administration after consultation with the affected employee. If the employee cannot be reached at the number and address left with the building principal prior to summer vacation, the administration may effect the necessary change.

G. Dues Deduction

Dues deduction shall be provided for membership in C.F.E.A. and their respective affiliates. Dues deductions shall not be provided for any other competing organization.

The Board of Education assumes and accepts no responsibility or liability for deductions and payments other than:

1. To make deductions upon written request of the employee.
2. To forward the payment to the organization on the employee's written request the same day as the pay date.

The C.F.E.A. assumes full responsibility and liability for any claims for the enforcement of this Article provided the Board of Education follows the provisions contained herein.

Dues deductions shall be on a continuous basis following the submission of a written dues deduction authorization form. For all school years following the submission of the dues deduction authorization, dues shall continue without the need to resubmit additional authorization forms, unless between September 1 and October 1 the member employee discontinues membership and/or payroll deductions by providing written notice to the C.F.E.A. President and the Board of Education Treasurer. On or before October 15 of each school year the C.F.E.A. Treasurer shall provide the Board of Education Treasurer with a list of all C.F.E.A. members and the total amount of dues to be deducted.

The Board of Education shall withhold the balance of any dues from the final paycheck of anyone who resigns, retires, takes leave (including maternity/paternity leave), is terminated, or is denied membership. The C.F.E.A. Treasurer will be notified by the Board of Education when any employee meets any of the above criteria. Employees employed by the district after October 1, of any school year may have dues deducted in even installments from the remaining paychecks that will coincide with the dues deducted for other C.F.E.A. members.

ARTICLE XI – COMPLAINT PROCEDURE

- A. When a complaint is lodged with an Administrator or Supervisor:
 - 1. The person making the complaint will be referred to the employee.
 - 2. If the complainant and the employee are unable to resolve the situation, a meeting shall be requested between the employee, the complainant, and the administrator in an effort to resolve the complaint.
 - 3. If the complaint remains unresolved, it will progress to the Supervisor and then the Superintendent.
- B. The employee who is the subject of the complaint will be notified immediately if any investigation to substantiate the complaint is being held.
- C. The employee may be accompanied by a representative of the C.F.E.A. at any conference relating to a complaint or accusation.

ARTICLE XII – REDUCTION IN FORCE

The Board will implement no staff reductions due to schedule changes other than by attrition during the term of July 1, 2014, through June 30, 2017.

A. Scope of Procedure

If the Board of Education determines that it is necessary to reduce the size of the teaching staff, the Board of Education may do so. Limited contract employees may be non-renewed, and the validity of the reason(s) for a reduction of limited contract employees is solely a matter of Board of Education discretion. Continuing contract employees may be suspended for any of the reasons contained in ORC 3319.17, as well as for declining enrollment in a particular subject or financial reasons resulting from financial exigencies. In the event of the suspension of the contract of any employee for the purpose of a reduction in force, the suspension shall become effective with the beginning of a school year and the employee shall be notified not later than April 30 of the school year preceding the effective date of the contract suspension.

The C.F.E.A. President shall be notified in advance of the Board of Education meeting at which time action on the proposed reduction in force shall occur. Notification shall be in writing and shall include the positions in each area of certification affected by such reduction in force.

The procedures contained in Section B through H of this Article shall not apply to an employee filling a leave of absence nor an employee whose contract nonrenewal is governed by the evaluation procedures of this Agreement.

B. Attrition

The number of employees affected by a reduction in force will be kept to a minimum by not employing replacements insofar as practical for employees who resign, retire, go on leave, or whose limited contracts are not renewed as a result of performance.

C. Reduction Other Than By Attrition

1. To the extent that reductions are not achieved through attrition, any reduction will result first in the layoff of limited contract employee(s). Continuing contract employees have preference over all limited contract employees and may exercise this preference to remain employed over limited contract employees in any area of their certification/licensure. No preference is given to any employee based on seniority, except when making a decision between employees who have comparable evaluations.

2. For purposes of this Article only, evaluations are deemed “comparable” as follows:

a. 2013-2014 school year: All evaluations are deemed comparable regardless of overall rating (Accomplished, Skilled, Developing, or Ineffective).

b. 2014-2015 and 2015-2016 school years: Evaluations with an overall rating of Accomplished, Skilled or Developing are deemed comparable.

c. Effective July 1, 2016, the overall evaluation rating shall be based upon the most recent three (3) year average. The average rating shall be computed using the following formula:

<u>Evaluation Rating</u>	<u>Points</u>
Accomplished	4
Skilled	3
Developing	1
Ineffective	0

d. The average three (3) year evaluation rating shall be computed by adding the points for each evaluation and dividing by the number of evaluation years. The evaluation rating for reduction-in-force purposes will be the rating that is closest to the corresponding number.

e. The evaluations with an overall rating of Accomplished and Skilled shall be deemed comparable for reduction-in-force purposes effective in 2016-2017.

3. Seniority

If two (2) or more employees have the same length of continuous service in the bargaining unit, seniority shall be determined by:

- a. The greatest amount of bargaining unit service in the Chagrin Falls Schools, even if interrupted, if still equal by
- b. Total teaching experience, if still equal by
- c. Coin toss or drawing of lots with employee present, if desired by the employee.

Length of continuous service shall not be interrupted by authorized leaves of absence, but time spent on leaves of absence shall not be counted towards seniority. Employee(s) who work less than full-time shall earn seniority on a proportionate basis [i.e. an employee who has worked two (2) consecutive school years on a one-half (1/2) time basis shall be credited with one (1) year as seniority].

D. Reassignment Retraining

In the event that an employee is assigned to an area on his/her certificate/license which the employee has not taught at least one (1) class a day for 120 days minimum (as required for credit on the state minimum salary schedules set forth in ORC 3317.13) in any of the five (5) years preceding the school year in which the reassignment will occur, or, in the event that an elementary certified employee is assigned to teach a subject area at the seventh or eighth grades and that employee has not taught that subject area at the seventh or eighth grade in any of the last five (5) school years preceding the school year in which the reassignment will occur, the employee may be required to complete up to three (3) semester hours or may elect to complete up to six (6) semester hours of course work in that subject area. The courses will be submitted to the LPDC in advance for approval. The courses shall be completed within the year following the receipt of notice of reassignment. Expenses of the employee taking courses pursuant to this provision shall be reimbursable in accordance with Article XIII BOARD OF EDUCATION REQUESTED COURSE WORK.

E. Reduction in Force List and Status Upon Recall

Employee(s) selected for reduction shall be placed upon a reduction in force list. A current copy shall be given to the C.F.E.A. President. [Employee(s) whose contracts are not renewed for reasons other than reduction in force shall not be placed on this list.] Employee(s) on the list shall be offered reemployment to positions for which he/she is certified/licensed and/or qualified. Seniority shall not be the basis for recalling an employee, except when making a decision between employees who have comparable evaluations. Employee(s) recalled to a position shall resume the contract status held prior to the reduction and shall be credited with the sick leave accumulation and years of service for salary schedule placement held prior to the reduction. The seniority of a

recalled employee shall be calculated (for further RIF consideration) as if service were not interrupted. Employee(s) on the recall list shall have access to the grievance procedure in the event recall is based on seniority and there is a disagreement over their order of recall.

F. Notice of Recall

In the event a vacancy becomes available in a position for which the employee is certified/licensed and/or qualified, the Board of Education shall recall an employee to active employment status by giving written notice. Said written notice shall be sent to the employee by registered or certified letter addressed to the employee's last known address. It shall be the responsibility of each employee to notify the Board of Education of any change in address. If an employee fails to accept active employment status within fifteen (15) calendar days (excluding Saturdays, Sundays, and holidays) from the date said notification was delivered, said employee shall be considered to have declined the offer but shall remain on the recall list. An employee shall forfeit recall rights if the offer is for full-time work for a full school year unless the employee is under contract to another school district, or, in the case of part-time employees, if the recall is for work equivalent to that which the part-time employee previously held.

An employee on a reduction in force list shall be offered a short-term recall opportunity to fill a temporary opening in his/her area(s) of certification/licensure, providing no reassignments of students or employee is required. Short-term recall is defined as service which is expected to last for at least thirty (30) work days in a single assignment. During this period the employee shall receive his/her per diem rate on the salary schedule. He/she shall not lose his/her recall status should temporary employment not be accepted; nor shall he/she earn additional time on the recall list or gain in seniority while on temporary recall status. Employees interested in temporary recall options must request consideration in writing to the Superintendent and provide him/her with a phone number where the employee may be reached day and evening within a period of five (5) days. In order to assure continuity of instruction, the employee must be reachable and able to accept the temporary recall assignment within five (5) calendar days. An employee offered short-term recall to fill a temporary opening shall not be required to retrain, nor shall they be eligible for reimbursement from the Fund.

An employee on limited contract at the time of reduction shall be retained on the recall list for thirty-six (36) months.

An employee who was initially hired on a part-time basis shall have recall/advancement rights only for the subject area(s) to which the employee was initially assigned plus any other subject area(s) to which the employee may have been assigned following the employee's initial assignment up to the maximum of the part-time employee's greatest part-time employment. The employee initially hired on part-time basis shall not have recall rights to subject areas on the employee's teaching certificate unless the employee is hired for or subsequently assigned to that subject area.

G. Part-Time Employees

Previous full-time employees who are now regularly employed on a part-time basis shall be offered the opportunity to fill full-time vacancies, or vacancies offering work which provides greater employment time than their existing position. An employee initially hired on a full-time basis and subsequently reduced to part-time basis, shall have recall/advancement rights to any subject area(s) for which the employee is certified and/or qualified (with Reassignment/Retraining Requirement).

An employee who was initially hired on a part-time basis shall have recall/advancement rights only for the subject area(s) to which the employee was initially assigned plus any other subject area(s) to which the employee may have been assigned following the employee's initial assignment up to the maximum of the part-time employee's greatest part-time employment. The employee initially hired on part-time basis shall not have recall rights to subject areas on the employee's teaching certificate unless the employee is hired for or subsequently assigned to that subject area.

- H. An employee reduced under this article may maintain, hospital, surgical, major medical, prescription, and dental coverage by paying in advance, either monthly, semi-annually or annually at the discretion of the employee, the full cost of the premium, including any share normally paid by the Board of Education, to the Treasurer of the Board of Education unless the carrier does not permit this practice.

ARTICLE XIII – BOARD OF EDUCATION REQUESTED COURSE WORK

If the Superintendent recommends to the Board of Education that an employee take additional course work and the Board of Education approves the recommendation, the employee shall be requested to do so in writing. If the employee agrees to take the course(s), tuition, fees, and other expenses, shall be specified in advance and shall be paid subject to Board of Education approval. Reimbursement shall be made by the Board of Education to the employee not later than the satisfactory completion of the course work.

ARTICLE XIV – DRUG-FREE WORKPLACE

- A. Board of Education Policy

All employees shall receive a copy of the Board of Education adopted resolution and procedures regarding a drug-free workplace, which shall apply to each employee and shall be followed.

- B. Prohibitions

All employees shall refrain from the use, manufacture, distribution, or possession of controlled substances or alcohol while in the workplace. All employees shall refrain from the use of tobacco while in the workplace.

C. Definitions

For the purpose of this provision, the following definitions shall apply:

1. "Drug Abuse Offenses" shall be defined as the unlawful possession, use or distribution of controlled substances and alcohol.
2. "Workplace" is defined as any area under the control of the Board of Education or at any Board-funded activity, regardless of location.

D. Violations

An employee accused of being in violation of this provision shall be afforded due process and shall not be disciplined without just cause.

E. Rehabilitation

For employees who are first offenders in the workplace, the corrective action shall include a requirement for the employee to complete an appropriate rehabilitation program provided by the Board of Education.

F. Disciplinary Action

Drug abuse offenses may result in just cause discipline. Such discipline may ultimately result in termination of employment in accordance with the Ohio Revised Code and the provisions of this Agreement.

G. Reporting

Any employee convicted under a criminal drug statute of an offense occurring in the workplace must report his conviction to the Superintendent no later than five (5) work days after the conviction. Failure to do so may result in discipline for just cause.

H. Education

The Board of Education shall provide a drug-free awareness and education program for all employees.

ARTICLE XV – FAIR SHARE FEE

The C.F.E.A. recognizes its obligation to fairly and equitably represent all members of the bargaining unit, whether or not they are members of the C.F.E.A. The C.F.E.A. will provide a list of names to the Board of Education Treasurer of its members by October 15 of each school year and the amount of unified dues. The Board of Education Treasurer will deduct the fair share fee from the paychecks of bargaining unit members who elect not to join the C.F.E.A. in accordance with the schedule of dues deductions for members but the fee deductions shall not start until January. Fee deductions will then continue over the remaining paychecks from which

dues are deducted. The fair share fee shall be equal for all nonmembers, and shall not exceed dues paid by members. It shall be the responsibility of the C.F.E.A. to prescribe an internal procedure to determine a rebate, if any, for nonmembers which conforms to the provisions of Section 4117.09(C) of the Ohio Revised Code. No member of the bargaining unit is required to become a member of the C.F.E.A.

The C.F.E.A. represents to the Board of Education that an internal rebate procedure has been established in accordance with Section 4117.09(C) of the Ohio Revised Code and that a procedure for challenging the amount of the fair share fee has been established and will be given to each employee who does not join the C.F.E.A. and its affiliates and that such procedure and notice shall be in compliance with all applicable state and federal laws and the Constitution of the United States and the State of Ohio.

ARTICLE XVI – SUBSTITUTION BY EMPLOYEES OF THE BARGAINING UNIT

Employees may be asked to substitute during their conference/planning period(s). Employees agreeing to substitute during their conference/planning period(s) shall be compensated at a rate of Thirty Dollars (\$30) per hour or receive one compensatory day for every seven and one half (7 ½) hours of substitution.

A teacher may receive no more than two (2) compensatory days per year. Hours accumulated towards such leave may carry over from year to year. Compensatory days may not be used consecutively. A minimum of seventy-two (72) hours' notice must be given prior to use. Leave shall not conflict with professional responsibilities related to but not limited to conference days, open house, district in-service days, etc. and in all cases be subject to approval by the building principal with appeals to the Superintendent.

ARTICLE XVII – ATTENDANCE OF EMPLOYEE'S CHILDREN

Employees may enroll their children in Chagrin Falls Exempted Village Schools, as of the beginning of any school year, provided the Board of Education shall not be required to provide additional education services to the children of employees which are not ordinarily locally provided to students. Employees will complete open enrollment paperwork articulated in Board policy.

It is understood that the employee shall provide transportation and that the children shall arrive at and leave their school(s) on the same time schedules as other pupils, thereby assuring that the parent/employee's duties or the duties of other employees shall not be interrupted as a result of this benefit.

Specifically, the parent/employees will make arrangements for the off-site care of their children before and after school which will not interfere with their regular and/or supplemental job duties and responsibilities. Child care by any employees during regular or supplemental working hours is inappropriate and will be considered a violation of this Article. Continuation of this benefit for each employee will be contingent upon compliance with this Article.

ARTICLE XVIII – COMPENSATION

A. Salary Schedules

1. The base salary shall increase by one and one-half percent (1-1/2%) for the 2014-2015 school year. Also, the base salary shall increase by one and one-half percent (1-1/2%) for the 2015-2016 school year. Additionally, the base salary shall increase by two percent (2%) for the 2016-2017 school year. The salary schedules are Appendices A, B and C.

When transitioning to the new salary schedule, the following method will be used:

- a. Teachers will be advanced a step, if eligible, on the 2013-2014 salary schedule.
- b. The resulting salary shall then be placed on the new salary schedule for the 2014-2015 school year.
- c. If the teacher's salary falls between two steps on the new salary schedule, the teacher's salary will be moved to the higher step.
- d. Normal step advancement on the new salary schedule will occur from such placement.

No member of the bargaining unit shall experience an increase of less than one and one-half percent (1-1/2%) for the 2014-2015 school year over his/her regular salary for the 2013-2014 school year.

2. Payment for advancement to the next higher education (training) level for employees beyond Step 20 of the salary schedule shall be calculated by subtracting the amount at Step 20 of the previous education level from the amount at Step 20 of the new education level and adding the difference to the employee's salary to determine the new previous year's salary.
3. The salaries of part-time employees shall be prorated. Any part-time employee may be required to work full time, provided that the Superintendent gives the employee at least sixty (60) calendar days written notice before the change takes effect.

B. Tutors

1. Definition and Salary

Tutors shall be placed on the Tutor's Salary Schedule column (Appendix D) which corresponds to the employee's education in accordance with Article XVIII, Section D, Remuneration for College Credit. Tutors shall be advanced one (1) step on the salary schedule at the beginning of each school year provided the

employee worked or was paid for one hundred twenty (120) days during the prior school year.

2. Bargaining Unit Status

- a. A tutor will be given the opportunity to apply for non-tutor bargaining unit vacancies provided that the tutor's evaluations demonstrate satisfactory service. Serious consideration will be given to tutors for such vacancies.
- b. Tutors shall not be eligible for continuing contracts and therefore, shall be awarded limited contracts while employed by the Board of Education. The Board of Education and C.F.E.A. agree this Article supersedes the rights established for tutors in O.R.C. 3319.11 as they concern continuing contracts.

3. Other Terms and Conditions

Tutors are subject to all other provisions of the Agreement not specifically excepted by this Article. Tutors are deemed non-renewed at the end of the year without cause.

- 4. The base salary for Tutors shall be increased by 1.5% to \$32.55/hour for the 2014-2015 school year; 1.5% to \$33.04/hour for the 2015-2016 school year; and 2% to \$33.70 for the 2016-2017 school year.

C. Interscholastic/Co-Curricular Salary Schedules

All supplemental salaries shall be paid at the rate set forth in the attached INTERSCHOLASTIC/CO-CURRICULAR SALARY SCHEDULE (Appendix E).

Schedule 1	-	District Interscholastics
Schedule 2	-	High School Co-Curriculars
Schedule 3	-	Middle School Co-Curriculars
Schedule 4	-	Elementary Co-Curriculars
Appendix F	-	Grade Level Representatives/Department Heads/ Curriculum Representatives/Intramurals/Events Helpers

For the purposes of determining placement on any one of the schedules, total years experience in any one activity shall be used (for example, 3 years as an assistant football coach would put a reassignment level to head coach at level 4).

D. Remuneration for College Credit

To qualify for advancement to the next higher education (training) level on the schedule, the employee must submit to the Superintendent prior to September 15 an official college or university transcript reflecting the successful completion of the required number of credits. A grade slip or other satisfactory evidence may be substituted for the transcript for a period not to exceed sixty (60) days.

1. All graduate level courses taken will be accepted for advancement to a higher educational (training) level.
2. Undergraduate level courses taken since June 6, 1966 will be accepted for advancement to a higher educational (training) level provided the courses are:
 - a. Related to the field of education, or
 - b. Related to the employee's assignment, or
 - c. Related to a prospective area of instruction currently being offered in the Chagrin Falls Schools or an area of instruction being considered for inclusion within the curriculum.
3. Classes taken via computer/internet must be graded. Additionally, pre-approval by LPDC is required.
4. Any staff member who qualifies for a salary increase by moving horizontally to the next vertical column but is no longer on the salary schedule, shall be paid for the advancement by taking the difference of the multipliers at the 14th step times the base. For all teachers, all post-masters coursework used for advancement on the pay scale must be graduate level courses, must be graded, and must be a grade of "A", "B", or "C".

Undergraduate level courses taken prior to the time a master's degree is conferred will not be used for advancement beyond the master's column on the salary schedule. Beginning with the 04-05 school year, newly hired teachers are responsible to keep current certification/licensure in all areas as presented/demonstrated on their hire.

E. Severance Pay

Upon retirement, as hereinafter defined, employees shall be entitled upon application, to be paid a sum equal to twenty-five percent (25%) of their total accumulated and unused sick leave days at the time of their retirement, providing that the maximum number of paid severance days shall be seventy-seven and one-half (77-1/2) days. These severance pay maximums shall be increased by twenty-five percent (25%) of total accumulated and unused personal leave for severance pay purposes only. Such payment shall be based upon the employee's daily rate of pay at the time of retirement or at the highest rate of pay the employee received in any of the last three (3) school years in which the employee

worked, whichever is greater, exclusive of supplementary pay. The employee's eligibility will be determined as of his/her final date of employment in the school district. At the time of retirement, as defined below, the employee shall be provided a copy of the Severance Pay Application form. It shall be the employee's responsibility to complete the form and return it promptly to the Treasurer.

Retirement shall be defined as resignation from Board of Education employment in addition to any one of the following:

1. Proof of eligibility for benefits under the State Teachers Retirement System. (First retirement check.)
2. Death of the employee in which case payment shall be made to the surviving spouse, or if there is no surviving spouse, to the employee's estate.

Payment for sick leave under this policy shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made within thirty (30) calendar days of the submission of the Severance Pay Application and proof of retirement as defined above, unless the employee elects to defer receipt of severance pay, in which case payment shall be deferred for a period not to exceed twelve (12) months from the employee's effective retirement date.

If the employee elects to defer severance payment, such payment shall be made within fifteen (15) calendar days of the date designated by the employee. Any previous payment received by an individual under the terms of this policy shall make such individual ineligible for a repeat payment under this policy.

F. Expenses

1. Mileage

a. Rate

Employees shall be reimbursed at the IRS rate per mile. This rate will be used/changed upon receipt of official notice to the Treasurer's office.

b. Prior Approval

Trips for which mileage is to be paid must have prior approval by the Assistant Superintendent and the building principal on the appropriate form. Forms shall be available in the building offices. In emergency situations, the prior approval requirement may be waived.

2. Other Expenses

Approved expenses incurred in the course of employment shall be reimbursable providing that (1) a purchase order is processed prior to the expenditure or (2) verifiable receipts accompanied with a purchase order are provided for purchases of up to twenty-five dollars (\$25). Preapproval of expenses is encouraged whenever possible.

G. Insurance

All regularly employed full and part-time employees shall be eligible for insurance benefits as described in this Article. Coverage shall be either single or family coverage (two rates) for hospitalization/major medical and prescription drug insurance, at the option of the employee. Dental coverage shall be either single or family coverage with a composite coverage rate (same rate) regardless of coverage.

1. Premium

- a. HOSPITAL/SURGICAL / MAJOR MEDICAL / PRESCRIPTION INSURANCE: The Board shall pay eighty percent (80%) of the premium for family or single hospital, surgical, major medical, and prescription drug coverage and one hundred percent (100%) of the premium for single coverage regardless of premium costs. The employee portion of premium payments shall be made through an IRS 125 flexible spending account.

The Board's share of premium payments for part-time employees shall be prorated based on FTE, according to procedure currently in effect. The C.F.E.A. President shall be given a copy of this procedure.

- b. DENTAL INSURANCE: The Board of Education shall pay eighty percent (80%) of the premium for composite coverage for family premium. The Board of Education shall pay one hundred percent (100%) of the premium for composite coverage for the single premium. The Board of Education's share of premium payments for part-time employees shall be pro-rated according to procedures currently in effect.
- c. TERM LIFE INSURANCE: The Board of Education shall pay one hundred percent (100%) of the premium for the agreed to amount of term life insurance, without prorating for part-time.

2. Coverage

- a. Hospital, Surgical and Major Medical Insurance

The plan shall be managed care with different amounts of coverage for in-network and out-of-network services. (See Appendix H.)

Levels and types of services covered are as illustrated in the benefits book.

b. Dental

Current coverage to be maintained unless altered by mutual agreement of the parties.

c. Term Life Insurance

The policy will be in the amount of seventy-five thousand dollars (\$75,000) with seventy-five thousand (\$75,000) accidental death and dismemberment.

3. Insurance Cost Containment Committee

A joint committee of CFEA, OAPSE and Administration will serve as the Insurance Cost Containment Committee, consisting of an equal number of members of CFEA, OAPSE, and administration. The senior member of the administration shall serve as the chairperson. It shall be the function of this Committee to review the insurance program currently in existence in the District with a view to curbing health care costs through employee education, provider review and recommendation or other cost control measures, providing that any change in plan specifications must be made through negotiation and agreement of the parties to this Agreement. The committee shall be provided with all relevant documentation and shall be authorized to require the carriers to furnish data and required reports concerning cost trends and funding levels. This information shall be reported regularly to the membership.

The committee will, upon the request of the employee, review and research information concerning the nature of a disputed claim and report the outcome of the dispute to the respective employee or his/her designee.

Either the C.F.E.A. or the Board of Education can initiate a study of existing policies and their coverages as compared to others. The Board maintains the right to select the carrier as long as the coverage remains the same.

4. Medical Benefits Waiver (Opt-out Program)

- a. An employee may waive medical (including dental) benefit coverage for the entire school year and receive a waiver payment. An employee's eligibility for the waiver is based upon contracted hours, with payment amounts prorated based on percentage of full-time. Members eligible for waivers on June 30 of each year shall determine the amount paid as follows:

0 – 30 Waivers	\$1000.00
31+ Waivers	\$2000.00

- b. New employees hired during the school year are eligible to participate at a pro-rated annual payment.
- c. The waiver payment shall be paid in July (a separate payroll check) following the waiver year.
- d. The form must be completed and returned to the Treasurer's Office by September 17 to be eligible for participation. The Medical Benefits Waiver Form will be Appendix G.

5. Policy Descriptions

All employees shall receive a copy of the life insurance policy and plan descriptions for each of the insurance coverages provided as soon as practicable following employment or when an insurance coverage becomes effective, whichever is later.

6. Wellness Testing

Cholesterol, blood pressure, mammography, and prostate testing will be arranged on site each school year. The cost of tests shall be shared equally between the Board of Education and the employee being tested.

7. If any insurance benefits under this Article are required to be changed due to implementation of the Patient Protection and Affordability Care Act of 2010, the Board and the Association will confer on the implementation of such changes.

H. STRS Pick-Up

The Board of Education agrees with the C.F.E.A. to pick-up contributions to the State Teachers Retirement System on behalf of the employees in the bargaining unit in accordance with the following:

1. The amount to be picked-up and paid on behalf of each employee shall be the amount required by the State Teachers Retirement System. The employee's annual compensation shall be reduced by an amount equal to the amount picked-up and paid by the Board.
2. The pick-up percentage shall apply uniformly to all employees.
3. 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.
4. The pick-up shall apply to all compensation earned, including supplemental earnings. Severance pay, supplemental salaries and index, and similar matters shall be based upon the published salary schedule.
5. The Board of Education shall be held harmless from any change in ruling by the IRS regarding the appropriateness of this procedure and the financial obligation of employees to the Federal or State Government.

I. Extended Service/Compensatory Time/Release Time

1. Librarian

Each librarian may work up to three (3) days prior to a new school year or following the conclusion of the school year with compensatory time during the school year. Arrangements for scheduling these days shall be made between the librarian and the school principal. Additional days between school years may be provided if agreed to between the librarian and the school principal.

2. Special Education Teacher/Tutor

Each special education teacher/tutor required to write IEPs shall have two (2) days per year release time for the sole purpose of preparing said documents. The special education teacher/tutor and building principal will establish the dates for release time.

3. Other Extended Service

An employee who is requested and agrees to work days in addition to the one-hundred and eighty-five (185) days in the school calendar shall be paid \$175.00/day for all days or portions thereof worked in excess of the number of days in the school year unless otherwise specifically provided for in this Agreement.

J. Supplemental Positions and Salaries

Provisions

1. All supplemental salaries shall be paid at the rate set forth in the attached Co-Curricular Salary Schedule (Appendix E). All supplemental salaries shall be paid pursuant to a properly issued limited employment contract. Contracts for supplemental duties shall be one-year limited contracts and all contracts will be automatically non-renewed each year. Preference for reemployment shall be given to employees holding supplemental contracts who wish to be reemployed in the same activity in the next school year, unless the employee is notified otherwise by April 30th or within four (4) weeks after the season's conclusion (contract expiration) for said supplemental, or whichever is later.

The provisions listed herein do not apply to subject area, grade level, classroom or curricular supplementals.

Grievances filed on this Article shall be limited to procedural violations only.

Contracts held by non-bargaining unit employees shall be reposted annually.

2. For those positions which carry years of experience credit employees shall immediately be placed in the appropriate column corresponding to the number of years of experience credit the employee has as a coach or sponsor of the particular activity or sport. Upon the initial employment of an employee in a supplemental position, credit may be given for experience in the particular activity or sport at the discretion of the Superintendent of Schools, but in no case shall the person be advanced more than one column more than his/her actual experience. Once an employee is placed on the schedule, the employee can only move a year for each year of experience in the sport or activity, and the employee must move a year for each year of experience. An employee who functions in the position of assistant and is promoted to the head position, or vice versa, shall be given full credit for experience as long as the assistant experience/head experience is in the same activity or sport.
3. Whenever a vacancy occurs or a new position is created on the Interscholastic/Co-Curricular Salary Schedules, the administration shall first post the opening and seek qualified applicants from within the recognized bargaining unit. If no one from the bargaining unit applies within the time designated for applications or if no one is a qualified applicant then, and only then, the administrator may hire applicants from outside the recognized bargaining unit.
4. Job descriptions for supplemental salary positions shall be developed and/or revised. Job descriptions shall set forth fully and explicitly the duties to be performed.

5. Pay for all supplemental duties shall be negotiated with the C.F.E.A.
6. The employee shall request that the Athletic Director process a purchase order at the close of the season for the full amount for the payment of sports supplementals.
7. The creation of additional supplemental contract positions may be suggested by an administrator or an employee. The proposal shall include rationale, number of students to be served, the time period to be covered, a draft job description, and salary range to be considered by the Superintendent/Board and the C.F.E.A. President/Association.

New positions may be piloted on a volunteer basis for one (1) year in order to determine student interest and a basis for the job description and salary criteria. If the new position is added to the supplemental contract list by the Board of Education, the salary and terms and conditions of employment shall be negotiated with the C.F.E.A. and the volunteer employee, if interested shall be offered the position and will be given credit on the supplemental schedule for the year of voluntary experience.

8. For each week, after the first week, that the season is extended as a result of athletic tournament play, compensation will be as follows:

Head Coaches/Directors/Advisors

<u>Team Qualifier</u>	<u>Individual Qualifier</u>
.06 of their supplemental salary	.05 of their supplemental salary

Assistant Coaches/Directors/Advisors

<u>Team Qualifier</u>	<u>Individual Qualifier</u>
.05 of their supplemental salary (who actively work with squad during season)	.04 of their supplemental salary (who actively work with squad during season)

9. The Assistant Athletic Director positions shall be calculated as one (1) duty assignment.

10. Longevity Stipend

Beginning with the 10th year, and for each 5-year increment following, a longevity pay award of 10% of Appendix E interscholastic and co-curricular salaries shall be paid at the conclusion of the qualifying season or activity. To qualify for this stipend, all years must be in one sport/position, and all must be at Chagrin Falls.

11. Overnights

Teachers participating in overnight grade-level trips shall be compensated One Hundred Fifty Dollars (\$150.00) per night. The eighth-grade Washington, D.C. trip and the sixth-grade retreat are examples of trips that constitute a grade-level trip.

12. Music Concerts/Performances and Art Shows

Any employee involved in after school music concerts/performances and the art show shall be released from attending Fall and Spring Conferences.

K. Local Professional Development Committee (LPDC)

The Chagrin Falls Exempted Village Schools Local Professional Development Committee (LPDC), operating under the requirements of SB 230; ORC 3301-24-08, and policies established by the Chagrin Falls Schools Board of Education, will review all certificate/license renewal applications for all certificated employees. The LPDC is the official body through which Chagrin Falls School District certificated/licensed employees must seek credential renewal.

The LPDC shall consist of one (1) committee at the district level. It will have ten (10) members, five (5) teachers and five (5) administrators. The five (5) teachers shall include one representative from the high school, middle school, intermediate, and elementary, and the President of CFEA or his/her designee will be a standing member. Teacher members will be appointed by the CFEA. The Superintendent shall be a standing member and will appoint four (4) district administrators to the committee.

A majority of voting members will be teachers for a teacher's review and a majority of administrators for an administrator's review.

ARTICLE XIX – PAYROLL PRACTICES

A. Pay Periods

Annual pay shall be computed on the basis of twenty-four (24) pay periods.

B. Electronic Transfer

The Board of Education shall require and make electronic transfers for all CFEA employees to institutions specified by the employee.

C. Paycheck/Pay Form Distribution

The Board of Education shall establish pay dates on the fifteenth (15th) and last day of each month. If the date falls on a day that is not a regularly-scheduled work day, paychecks or pay forms shall be received by the employee or designee on the last regularly-scheduled work day prior thereto, except for the pay dates which occur between academic terms.

D. Final Payment

1. Termination of Employment – An employee whose employment is terminated for any reason shall receive upon written request any unpaid monies due, other than retirement monies, on the next regularly-scheduled pay date, at which time all benefits cease.
2. Death – Upon an employee's death any payments due to an employee may be made to the surviving spouse, or if there is no surviving spouse, to the employee's estate, or in accordance with the Ohio Revised Code.

E. Supplemental Pays

The minimum allowable federal and state tax deductions will be deducted from supplemental pay unless otherwise requested by the employee.

ARTICLE XX – FINALIZING THE AGREEMENT

Upon finalizing the Agreement between the C.F.E.A. and the Board of Education, a copy of the new Agreement shall be issued to each employee and the total cost of printing the Agreement shall be shared equally by the Board of Education and the C.F.E.A.

ARTICLE XXI – HONORING OF CONTRACT

During the term of the Agreement, there shall be no strikes of any kind, work stoppages, slow downs, or interference or interruption with the operation of the schools by any employees or the C.F.E.A.

ARTICLE XXII – CONFLICT WITH LAW OR REGULATIONS

If any provision of this document, or any application of the provisions of this document to any person or persons, or any agreement reached under its terms, conflicts with any federal or state law as determined by a court of competent final jurisdiction, then such provision, application, or agreement shall be inoperative, but the remaining provisions hereof shall continue in effect. The parties shall meet within thirty (30) school days for the purpose of renegotiating only those provisions or applications found to be contrary to law.

ARTICLE XXIII – WAIVER OF NEGOTIATIONS DURING TERM OF AGREEMENT

1. After the Agreement has been officially approved by the C.F.E.A. and the Board of Education, both parties waive the right to initiate further negotiations on the matters included in this Agreement, during the period covered by this Agreement unless the parties mutually agree to reopen negotiations. The written provisions of this contract represent complete collective bargaining and full agreement by the parties with respect to rates of pay, wages, hours and other terms and conditions of employment which shall prevail during the term hereof.
2. The Board of Education and the C.F.E.A. acknowledge that during the negotiations which preceded this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the area of collective bargaining and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

ARTICLE XXIV – SPECIALIZED HEALTH CARE PROVISIONS

Bargaining Unit Members other than nurses shall not be requested or required to provide custodial care services to any student other than those covered under ORC 4723.13, Delegated Nursing Services. Custodial care services are defined as long-term health needs and not emergency assistance required by a student.

ARTICLE XXV – TERM OF AGREEMENT

The Agreement shall be in effect from July 1, 2014, through June 30, 2017. Unless terminated or changed by mutual written consent of the parties, the procedures set forth in this document and the terms thereof governing its application and interpretation will remain in force so long as recognition of the C.F.E.A. as exclusive representative of the bargaining unit continues.

Any changes, additions, or deletions to the terms of this agreement must be in writing and may only be made upon ratification by the C.F.E.A. membership and approval by the Board of Education.

CHAGRIN FALLS EDUCATION
ASSOCIATION

THE BOARD OF EDUCATION OF
THE CHAGRIN FALLS EXEMPTED
VILLAGE SCHOOL DISTRICT

By Lisa C. Fetterman
President, CFEA

By Mary Kay O'Toole
President, Board of Education

[Signature]
Bargaining Team Member

[Signature]
Superintendent

[Signature]
Bargaining Team Member

[Signature]
Treasurer

[Signature]
Bargaining Team Member

[Signature]
Board Member

[Signature]
Bargaining Team Member

[Signature]
Bargaining Team Member

Appendix A

Certified Salary Schedule 2014-2015

Base =	(1.5% base increase)						
42,205							
STEP	A	B	C	D	E	F	G
0	42,205	43,049	43,471	43,893	44,315	44,737	45,581
	1.00	1.02	1.03	1.04	1.05	1.06	1.08
1	43,623	44,737	45,286	45,835	46,383	46,932	48,029
	1.0336	1.06	1.073	1.086	1.099	1.112	1.138
2	45,041	46,426	47,101	47,776	48,451	49,127	50,477
	1.0672	1.1	1.116	1.132	1.148	1.164	1.196
3	46,459	48,114	48,916	49,717	50,519	51,321	52,925
	1.1008	1.14	1.159	1.178	1.197	1.216	1.254
4	47,877	49,802	50,730	51,659	52,587	53,516	55,373
	1.1344	1.18	1.202	1.224	1.246	1.268	1.312
5	49,295	51,490	52,545	53,600	54,655	55,711	57,821
	1.168	1.22	1.245	1.27	1.295	1.32	1.37
6	50,714	53,178	54,360	55,542	56,724	57,905	60,269
	1.2016	1.26	1.288	1.316	1.344	1.372	1.428
7	52,132	54,867	56,175	57,483	58,792	60,100	62,717
	1.2352	1.3	1.331	1.362	1.393	1.424	1.486
8	53,550	56,555	57,990	59,425	60,860	62,295	65,165
	1.2688	1.34	1.374	1.408	1.442	1.476	1.544
9	54,968	58,243	59,804	61,366	62,928	64,489	67,612
	1.3024	1.38	1.417	1.454	1.491	1.528	1.602
10	56,386	59,931	61,619	63,308	64,996	66,684	70,060
	1.336	1.42	1.46	1.5	1.54	1.58	1.66
11	57,804	61,619	63,434	65,249	67,064	68,879	72,508
	1.3696	1.46	1.503	1.546	1.589	1.632	1.718
12	59,222	63,308	65,249	67,190	69,132	71,073	74,956
	1.4032	1.5	1.546	1.592	1.638	1.684	1.776
13	60,640	64,996	67,064	69,132	71,200	73,268	77,404
	1.4368	1.54	1.589	1.638	1.687	1.736	1.834
14	62,058	66,684	68,879	71,073	73,268	75,463	79,852
	1.4704	1.58	1.632	1.684	1.736	1.788	1.892
15	63,476	68,372	70,693	73,015	75,336	77,657	82,300
	1.504	1.62	1.675	1.73	1.785	1.84	1.95
16	64,894	70,060	72,508	74,956	77,404	79,852	84,748
	1.5376	1.66	1.718	1.776	1.834	1.892	2.008
17	66,312	71,749	74,323	76,898	79,472	82,047	87,196
	1.5712	1.7	1.761	1.822	1.883	1.944	2.066
18	67,731	73,437	76,138	78,839	81,540	84,241	89,643
	1.6048	1.74	1.804	1.868	1.932	1.996	2.124

19	69,149	75,125	77,953	80,780	83,608	86,436	92,091
	1.6384	1.78	1.847	1.914	1.981	2.048	2.182
20	70,904	76,813	79,767	82,722	85,676	88,631	94,539
	1.68	1.82	1.89	1.96	2.03	2.1	2.24

A=BA

B=BA+15 SH

C=BA+24 SH

D=MA

E=MA +18 SH

F=MA + 36 SH

G=PhD or equivalent

Appendix B

Certified Salary Schedule 2015-2016

Base +	42,838		1.5% increase to base				
STEP	A	B	C	D	E	F	G
0	42,838	43,695	44,123	44,552	44,980	45,408	46,265
	1	1.092	1.03	1.04	1.05	1.06	1.08
1	44,277	45,408	45,965	46,522	47,079	47,636	48,750
	1.0336	1.06	1.073	1.086	1.099	1.112	1.138
2	45,717	47,122	47,807	48,493	49,178	49,863	51,234
	1.0672	1.1	1.116	1.132	1.148	1.164	1.196
3	47,156	48,835	49,649	50,463	51,277	52,091	53,719
	1.1008	1.14	1.159	1.178	1.197	1.216	1.254
4	48,595	50,549	51,491	52,434	53,376	54,319	56,203
	1.1344	1.18	1.202	1.224	1.246	1.268	1.312
5	50,035	52,262	53,333	54,404	55,475	56,546	58,688
	1.168	1.22	1.245	1.27	1.295	1.32	1.37
6	51,474	53,976	55,175	56,375	57,574	58,774	61,173
	1.2016	1.26	1.288	1.316	1.344	1.372	1.428
7	52,913	55,689	57,017	58,345	59,673	61,001	63,657
	1.2352	1.3	1.331	1.362	1.393	1.424	1.486
8	54,353	57,403	58,859	60,316	61,772	63,229	66,142
	1.2688	1.34	1.374	1.408	1.442	1.476	1.544
9	55,792	59,116	60,701	62,286	63,871	65,456	68,626
	1.3024	1.38	1.417	1.454	1.491	1.528	1.602
10	57,232	60,830	62,543	64,257	65,971	67,684	71,111
	1.336	1.42	1.46	1.5	1.54	1.58	1.66
11	58,671	62,543	64,386	66,228	68,070	69,912	73,596
	1.3696	1.46	1.503	1.546	1.589	1.632	1.718
12	60,110	64,257	66,228	68,198	70,169	72,139	76,080
	1.4032	1.5	1.546	1.592	1.638	1.684	1.776
13	61,550	65,971	68,070	70,169	72,268	74,367	78,565
	1.4368	1.54	1.589	1.638	1.687	1.736	1.834
14	62,989	67,684	69,912	72,139	74,367	76,594	81,049
	1.4704	1.58	1.632	1.684	1.736	1.788	1.892
15	64,428	69,398	71,754	74,110	76,466	78,822	83,534
	1.504	1.62	1.675	1.73	1.785	1.84	1.95
16	65,868	71,111	73,596	76,080	78,565	81,049	86,019
	1.5376	1.66	1.718	1.776	1.834	1.892	2.008
17	67,307	72,825	75,438	78,051	80,664	83,277	88,503
	1.5712	1.7	1.761	1.822	1.883	1.944	2.066
18	68,746	74,538	77,280	80,021	82,763	85,505	90,988
	1.6048	1.74	1.804	1.868	1.932	1.996	2.124

19	70,186	76,252	79,122	81,992	84,862	87,732	93,473
	1.6384	1.78	1.847	1.914	1.981	2.048	2.182
20	71,968	77,965	80,964	83,962	86,961	89,960	95,957
	1.68	1.82	1.89	1.96	2.03	2.1	2.24

A=BA

B=BA+15 SH

C=BA+24 SH

D=MA

E=MA +18 SH

F=MA + 36 SH

G=PhD or equivalent

Appendix C

Certified Salary Schedule 2016-2017

Base +	2.0% increase to base						
STEP	A	B	C	D	E	F	G
0	43,695	44,569	45,006	45,443	45,880	46,317	47,191
	1	1.02	1.03	1.04	1.05	1.06	1.08
1	45,163	46,317	46,885	47,453	48,021	48,589	49,725
	1.0336	1.06	1.073	1.086	1.099	1.112	1.138
2	46,631	48,065	48,764	49,463	50,162	50,861	52,259
	1.0672	1.1	1.116	1.132	1.148	1.164	1.196
3	48,099	49,812	50,643	51,473	52,303	53,133	54,794
	1.1008	1.14	1.159	1.178	1.197	1.216	1.254
4	49,568	51,560	52,521	53,483	54,444	55,405	57,328
	1.1344	1.18	1.202	1.224	1.246	1.268	1.312
5	51,036	53,308	54,400	55,493	56,585	57,677	59,862
	1.168	1.22	1.245	1.27	1.295	1.32	1.37
6	52,504	55,056	56,279	57,503	58,726	59,950	62,396
	1.2016	1.26	1.288	1.316	1.344	1.372	1.428
7	53,972	56,804	58,158	59,513	60,867	62,222	64,931
	1.2352	1.3	1.331	1.362	1.393	1.424	1.486
8	55,440	58,551	60,037	61,523	63,008	64,494	67,465
	1.2688	1.34	1.374	1.408	1.442	1.476	1.544
9	56,908	60,299	61,916	63,533	65,149	66,766	69,999
	1.3024	1.38	1.417	1.454	1.491	1.528	1.602
10	58,377	62,047	63,795	65,543	67,290	69,038	72,534
	1.336	1.42	1.46	1.5	1.54	1.58	1.66
11	59,845	63,795	65,674	67,552	69,431	71,310	75,068
	1.3696	1.46	1.503	1.546	1.589	1.632	1.718
12	61,313	65,543	67,552	69,562	71,572	73,582	77,602
	1.4032	1.5	1.546	1.592	1.638	1.684	1.776
13	62,781	67,290	69,431	71,572	73,713	75,855	80,137
	1.4368	1.54	1.589	1.638	1.687	1.736	1.834
14	64,249	69,038	71,310	73,582	75,855	78,127	82,671
	1.4704	1.58	1.632	1.684	1.736	1.788	1.892
15	65,717	70,786	73,189	75,592	77,996	80,399	85,205
	1.504	1.62	1.675	1.73	1.785	1.84	1.95
16	67,185	72,534	75,068	77,602	80,137	82,671	87,740
	1.5376	1.66	1.718	1.776	1.834	1.892	2.008
17	68,654	74,282	76,947	79,612	82,278	84,943	90,274
	1.5712	1.7	1.761	1.822	1.883	1.944	2.066
18	70,122	76,029	78,826	81,622	84,419	87,215	92,808
	1.6048	1.74	1.804	1.868	1.932	1.996	2.124

19	71,590	77,777	80,705	83,632	86,560	89,487	95,342
	1.6384	1.78	1.847	1.914	1.981	2.048	2.182
20	73,408	79,525	82,584	85,642	88,701	91,760	97,877
	1.68	1.82	1.89	1.96	2.03	2.1	2.24

A=BA

B=BA+15 SH

C=BA+24 SH

D=MA

E=MA +18 SH

F=MA + 36 SH

G=PhD or equivalent

Appendix D
Tutor Salary Schedule

(1.5% base increase)

2014-2015	A	B	C	D	E	F	G
STEP							
0	32.07	32.71	33.03	33.35	33.67	33.99	34.64
	1.00	1.02	1.03	1.04	1.05	1.06	1.08
1	33.35	34.15	34.54	34.96	35.34	35.76	36.56
	1.04	1.07	1.08	1.09	1.10	1.12	1.14
2	34.64	35.60	36.08	36.56	37.04	37.52	38.48
	1.08	1.11	1.13	1.14	1.16	1.17	1.20
3	36.24	37.52	38.16	38.80	39.45	40.09	41.37
	1.13	1.17	1.19	1.21	1.23	1.25	1.29

(1.5% base increase)

2015-2016	A	B	C	D	E	F	G
STEP							
0	33.04	33.70	34.03	34.36	34.69	35.02	35.68
	1.00	1.02	1.03	1.04	1.05	1.06	1.08
1	34.36	35.19	35.58	36.01	36.41	36.84	37.66
	1.04	1.07	1.08	1.09	1.10	1.12	1.14
2	35.68	36.67	37.17	37.66	38.16	38.65	39.65
	1.08	1.11	1.13	1.14	1.16	1.17	1.20
3	37.33	38.65	39.32	39.98	40.64	41.30	42.62
	1.13	1.17	1.19	1.21	1.23	1.25	1.29

(2.0% base increase)

2016-2017	A	B	C	D	E	F	G
STEP							
0	33.70	34.37	34.71	35.05	35.39	35.72	36.40
	1.00	1.02	1.03	1.04	1.05	1.06	1.08
1	35.05	35.89	36.30	36.73	37.14	37.58	38.42
	1.04	1.07	1.08	1.09	1.10	1.12	1.14
2	36.40	37.41	37.91	38.42	38.92	39.43	40.44
	1.08	1.11	1.13	1.14	1.16	1.17	1.20
3	38.08	39.43	40.10	40.78	41.45	42.13	43.47
	1.13	1.17	1.19	1.21	1.23	1.25	1.29

A=BA
 B=BA+15 SH
 C=BA+24 SH
 D=MA
 E=MA +18 SH
 F=MA + 36 SH
 G=PhD

Appendix E

Base Salary:	2014-2015	42,205
	2015-2016	42,838
	2016-2017	43,695

INDEX

Schedule 1 - District Interscholastics Years of Service

<u>Position</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Asst. Athletic Director-H.S.(1)	0.119	0.123	0.128	0.132	0.137
Asst. Athletic Director-M.S.(1)	0.119	0.123	0.128	0.132	0.137
Football Program Coor. (1)	0.152	0.16	0.168	0.176	0.19
Asst. H.S. Football Coach (6)	0.106	0.111	0.115	0.12	0.126
M.S. Head Coach (1)	0.091	0.096	0.1	0.104	0.109
Asst. M.S. Coach (3)	0.081	0.085	0.088	0.092	0.098
Boys/Girls Basketball Coor.(2)	0.139	0.146	0.152	0.159	0.185
Asst. Bball Coach (6)	0.094	0.098	0.102	0.107	0.115
M.S. Head Bball Coach (2)	0.072	0.075	0.078	0.081	0.09
Wrestling Coord. (1)	0.137	0.143	0.15	0.156	0.17
Asst. Wrestling Coach(2)	0.091	0.096	0.1	0.104	0.11
M.S. Wrestling Coach (1)	0.072	0.076	0.079	0.083	0.087
Asst. M.S. Wrestling (1)	0.049	0.053	0.056	0.06	0.064
Boys/Girls Head Soccer (2)	0.11	0.116	0.122	0.128	0.14
Asst. Soccer Coach(4)	0.079	0.082	0.086	0.089	0.094
Head Gymnastics Coach(1)	0.113	0.118	0.123	0.128	0.135
Head Swimming Coach(1)	0.113	0.118	0.123	0.128	0.135
Asst Swimming Coach(1)	0.081	0.085	0.088	0.092	0.096
Head Hockey Coach (1)	0.113	0.118	0.123	0.128	0.135
Asst. Hockey Coach(1)	0.081	0.085	0.088	0.092	0.096
Head Baseball/Softball (2)	0.106	0.111	0.116	0.121	0.127
Asst. Baseball/Softball(4)	0.076	0.079	0.083	0.086	0.091
Boys/Girls Track Coor.(2)	0.106	0.111	0.116	0.121	0.127
Asst. Track Coach (2)	0.076	0.079	0.083	0.086	0.091
M.S. Track Coach (2)	0.063	0.065	0.067	0.07	0.074
Asst. M.S. Track Coach(2)	0.048	0.05	0.052	0.055	0.058
Boys/Girls Lacrosse Coach(2)	0.106	0.111	0.116	0.121	0.127
Asst. Lacrosse Coach(2)	0.076	0.079	0.083	0.086	0.091
Cheerleading Coor.-Fall (1)	0.074	0.078	0.081	0.085	0.094
Cheerleading Coor-Wtr (1)	0.074	0.078	0.081	0.085	0.094
Asst. H.S. Cheerleading-Fall(2)	0.057	0.06	0.063	0.065	0.071
Asst. H.S. Cheerleading-Wtr(2)	0.057	0.06	0.063	0.065	0.071
M.S. Cheerleading-Fall(1)	0.043	0.046	0.049	0.052	0.055
M.S. Cheerleading-Wtr(1)	0.043	0.046	0.049	0.052	0.055
Volleyball Coordinator (1)	0.11	0.116	0.122	0.128	0.14
Asst. Volleyball Coach(2)	0.079	0.082	0.086	0.089	0.094
M.S. Volleyball Coach(2)	0.065	0.067	0.069	0.072	0.076
Head Golf Coach(1)	0.074	0.078	0.081	0.085	0.094
Asst. Golf Coach(1)	0.057	0.06	0.063	0.065	0.071
Boys/Girls Tennis Coach(2)	0.074	0.078	0.081	0.085	0.094
Asst. Tennis Coach (2)	0.057	0.06	0.063	0.065	0.071
Boys/Girls Cross Country Coor.(2)	0.074	0.078	0.081	0.085	0.094
M.S. Cross Country (2)	0.046	0.049	0.052	0.055	0.061
Faculty Manager/Fall (1)	0.047	0.0495	0.052	0.0545	0.058
Faculty Manager/Winter (1)	0.047	0.0495	0.052	0.0545	0.058

*See Article XVIII for additional information on supplementals and longevity stipend.

Appendix E

2014-2015

Schedule 1 - District Interscholastics

<u>Position</u>	<u>Years of Service</u>				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Asst. Athletic Director-H.S.(1)	\$5,022	\$5,191	\$5,402	\$5,571	\$5,782
Asst. Athletic Director-M.S.(1)	\$5,022	\$5,191	\$5,402	\$5,571	\$5,782
Football Program Coord. (1)	\$6,415	\$6,753	\$7,090	\$7,428	\$8,019
Asst. H.S. Football Coach (6)	\$4,474	\$4,685	\$4,854	\$5,065	\$5,318
M.S. Head Coach (1)	\$3,841	\$4,052	\$4,221	\$4,389	\$4,600
Asst. M.S. Coach (3)	\$3,419	\$3,587	\$3,714	\$3,883	\$4,136
Boys/Girls Basketball Coord.(2)	\$5,866	\$6,162	\$6,415	\$6,711	\$7,808
Asst. Bball Coach (6)	\$3,967	\$4,136	\$4,305	\$4,516	\$4,854
M.S. Head Bball Coach (2)	\$3,039	\$3,165	\$3,292	\$3,419	\$3,798
Wrestling Coord. (1)	\$5,782	\$6,035	\$6,331	\$6,584	\$7,175
Asst. Wrestling Coach(2)	\$3,841	\$4,052	\$4,221	\$4,389	\$4,643
M.S. Wrestling Coach (1)	\$3,039	\$3,208	\$3,334	\$3,503	\$3,672
Asst. M.S. Wrestling (1)	\$2,068	\$2,237	\$2,363	\$2,532	\$2,701
Boys/Girls Head Soccer (2)	\$4,643	\$4,896	\$5,149	\$5,402	\$5,909
Asst. Soccer Coach(4)	\$3,334	\$3,461	\$3,630	\$3,756	\$3,967
Head Gymnastics Coach(1)	\$4,769	\$4,980	\$5,191	\$5,402	\$5,698
Head Swimming Coach(1)	\$4,769	\$4,980	\$5,191	\$5,402	\$5,698
Asst Swimming Coach(1)	\$3,419	\$3,587	\$3,714	\$3,883	\$4,052
Head Hockey Coach (1)	\$4,769	\$4,980	\$5,191	\$5,402	\$5,698
Asst. Hockey Coach(1)	\$3,419	\$3,587	\$3,714	\$3,883	\$4,052
Head Baseball/Softball (2)	\$4,474	\$4,685	\$4,896	\$5,107	\$5,360
Asst. Baseball/Softball(4)	\$3,208	\$3,334	\$3,503	\$3,630	\$3,841
Boys/Girls Track Coord.(2)	\$4,474	\$4,685	\$4,896	\$5,107	\$5,360
Asst. Track Coach (2)	\$3,208	\$3,334	\$3,503	\$3,630	\$3,841
M.S. Track Coach (2)	\$2,659	\$2,743	\$2,828	\$2,954	\$3,123
Asst. M.S. Track Coach(2)	\$2,026	\$2,110	\$2,195	\$2,321	\$2,448
Boys/Girls Lacrosse Coach(2)	\$4,474	\$4,685	\$4,896	\$5,107	\$5,360
Asst. Lacrosse Coach(2)	\$3,208	\$3,334	\$3,503	\$3,630	\$3,841
Cheerleading Coord.-Fall (1)	\$3,123	\$3,292	\$3,419	\$3,587	\$3,967
Cheerleading Coord-Wtr (1)	\$3,123	\$3,292	\$3,419	\$3,587	\$3,967
Asst. H.S. Cheerleading-Fall(2)	\$2,406	\$2,532	\$2,659	\$2,743	\$2,997
Asst. H.S. Cheerleading-Wtr(2)	\$2,406	\$2,532	\$2,659	\$2,743	\$2,997
M.S. Cheerleading-Fall(1)	\$1,815	\$1,941	\$2,068	\$2,195	\$2,321
M.S. Cheerleading-Wtr(1)	\$1,815	\$1,941	\$2,068	\$2,195	\$2,321
Volleyball Coordinator (1)	\$4,643	\$4,896	\$5,149	\$5,402	\$5,909
Asst. Volleyball Coach(2)	\$3,334	\$3,461	\$3,630	\$3,756	\$3,967
M.S. Volleyball Coach(2)	\$2,743	\$2,828	\$2,912	\$3,039	\$3,208
Head Golf Coach(1)	\$3,123	\$3,292	\$3,419	\$3,587	\$3,967
Asst. Golf Coach(1)	\$2,406	\$2,532	\$2,659	\$2,743	\$2,997
Boys/Girls Tennis Coach(2)	\$3,123	\$3,292	\$3,419	\$3,587	\$3,967
Asst. Tennis Coach (2)	\$2,406	\$2,532	\$2,659	\$2,743	\$2,997
Boys/Girls Cross Country Coord.(2)	\$3,123	\$3,292	\$3,419	\$3,587	\$3,967
M.S. Cross Country (2)	\$1,941	\$2,068	\$2,195	\$2,321	\$2,575
Faculty Manager/Fall (1)	\$1,984	\$2,089	\$2,195	\$2,300	\$2,448
Faculty Manager/Winter (1)	\$1,984	\$2,089	\$2,195	\$2,300	\$2,448

*See Article XVIII for additional information on supplementals and longevity stipend.

Appendix E

2015-2016

Schedule 1 - District Interscholastics

<u>Position</u>	<u>Years of Service</u>				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Asst. Athletic Director-H.S.(1)	\$5,098	\$5,269	\$5,483	\$5,655	\$5,869
Asst. Athletic Director-M.S.(1)	\$5,098	\$5,269	\$5,483	\$5,655	\$5,869
Football Program Coord. (1)	\$6,511	\$6,854	\$7,197	\$7,539	\$8,139
Asst. H.S. Football Coach (6)	\$4,541	\$4,755	\$4,926	\$5,141	\$5,398
M.S. Head Coach (1)	\$3,898	\$4,112	\$4,284	\$4,455	\$4,669
Asst. M.S. Coach (3)	\$3,470	\$3,641	\$3,770	\$3,941	\$4,198
Boys/Girls Basketball Coord.(2)	\$5,954	\$6,254	\$6,511	\$6,811	\$7,925
Asst. Bball Coach (6)	\$4,027	\$4,198	\$4,369	\$4,584	\$4,926
M.S. Head Bball Coach (2)	\$3,084	\$3,213	\$3,341	\$3,470	\$3,855
Wrestling Coord. (1)	\$5,869	\$6,126	\$6,426	\$6,683	\$7,282
Asst. Wrestling Coach(2)	\$3,898	\$4,112	\$4,284	\$4,455	\$4,712
M.S. Wrestling Coach (1)	\$3,084	\$3,256	\$3,384	\$3,556	\$3,727
Asst. M.S. Wrestling (1)	\$2,099	\$2,270	\$2,399	\$2,570	\$2,742
Boys/Girls Head Soccer (2)	\$4,712	\$4,969	\$5,226	\$5,483	\$5,997
Asst. Soccer Coach(4)	\$3,384	\$3,513	\$3,684	\$3,813	\$4,027
Head Gymnastics Coach(1)	\$4,841	\$5,055	\$5,269	\$5,483	\$5,783
Head Swimming Coach(1)	\$4,841	\$5,055	\$5,269	\$5,483	\$5,783
Asst Swimming Coach(1)	\$3,470	\$3,641	\$3,770	\$3,941	\$4,112
Head Hockey Coach (1)	\$4,841	\$5,055	\$5,269	\$5,483	\$5,783
Asst. Hockey Coach(1)	\$3,470	\$3,641	\$3,770	\$3,941	\$4,112
Head Baseball/Softball (2)	\$4,541	\$4,755	\$4,969	\$5,183	\$5,440
Asst. Baseball/Softball(4)	\$3,256	\$3,384	\$3,556	\$3,684	\$3,898
Boys/Girls Track Coord.(2)	\$4,541	\$4,755	\$4,969	\$5,183	\$5,440
Asst. Track Coach (2)	\$3,256	\$3,384	\$3,556	\$3,684	\$3,898
M.S. Track Coach (2)	\$2,699	\$2,784	\$2,870	\$2,999	\$3,170
Asst. M.S. Track Coach(2)	\$2,056	\$2,142	\$2,228	\$2,356	\$2,485
Boys/Girls Lacrosse Coach(2)	\$4,541	\$4,755	\$4,969	\$5,183	\$5,440
Asst. Lacrosse Coach(2)	\$3,256	\$3,384	\$3,556	\$3,684	\$3,898
Cheerleading Coord.-Fall (1)	\$3,170	\$3,341	\$3,470	\$3,641	\$4,027
Cheerleading Coord-Wtr (1)	\$3,170	\$3,341	\$3,470	\$3,641	\$4,027
Asst. H.S. Cheerleading-Fall(2)	\$2,442	\$2,570	\$2,699	\$2,784	\$3,041
Asst. H.S. Cheerleading-Wtr(2)	\$2,442	\$2,570	\$2,699	\$2,784	\$3,041
M.S. Cheerleading-Fall(1)	\$1,842	\$1,971	\$2,099	\$2,228	\$2,356
M.S. Cheerleading-Wtr(1)	\$1,842	\$1,971	\$2,099	\$2,228	\$2,356
Volleyball Coordinator (1)	\$4,712	\$4,969	\$5,226	\$5,483	\$5,997
Asst. Volleyball Coach(2)	\$3,384	\$3,513	\$3,684	\$3,813	\$4,027
M.S. Volleyball Coach(2)	\$2,784	\$2,870	\$2,956	\$3,084	\$3,256
Head Golf Coach(1)	\$3,170	\$3,341	\$3,470	\$3,641	\$4,027
Asst. Golf Coach(1)	\$2,442	\$2,570	\$2,699	\$2,784	\$3,041
Boys/Girls Tennis Coach(2)	\$3,170	\$3,341	\$3,470	\$3,641	\$4,027
Asst. Tennis Coach (2)	\$2,442	\$2,570	\$2,699	\$2,784	\$3,041
Boys/Girls Cross Country Coord.(2)	\$3,170	\$3,341	\$3,470	\$3,641	\$4,027
M.S. Cross Country (2)	\$1,971	\$2,099	\$2,228	\$2,356	\$2,613
Faculty Manager/Fall (1)	\$2,013	\$2,120	\$2,228	\$2,335	\$2,485
Faculty Manager/Winter (1)	\$2,013	\$2,120	\$2,228	\$2,335	\$2,485

*See Article XVIII for additional information on supplementals and longevity stipend.

Appendix E

2016-2017

Schedule 1 - District Interscholastics

<u>Position</u>	<u>Years of Service</u>				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Asst. Athletic Director-H.S.(1)	\$5,200	\$5,374	\$5,593	\$5,768	\$5,986
Asst. Athletic Director-M.S.(1)	\$5,200	\$5,374	\$5,593	\$5,768	\$5,986
Football Program Coord. (1)	\$6,642	\$6,991	\$7,341	\$7,690	\$8,302
Asst. H.S. Football Coach (6)	\$4,632	\$4,850	\$5,025	\$5,243	\$5,506
M.S. Head Coach (1)	\$3,976	\$4,195	\$4,370	\$4,544	\$4,763
Asst. M.S. Coach (3)	\$3,539	\$3,714	\$3,845	\$4,020	\$4,282
Boys/Girls Basketball Coord.(2)	\$6,074	\$6,379	\$6,642	\$6,948	\$8,084
Asst. Bball Coach (6)	\$4,107	\$4,282	\$4,457	\$4,675	\$5,025
M.S. Head Bball Coach (2)	\$3,146	\$3,277	\$3,408	\$3,539	\$3,933
Wrestling Coord. (1)	\$5,986	\$6,248	\$6,554	\$6,816	\$7,428
Asst. Wrestling Coach(2)	\$3,976	\$4,195	\$4,370	\$4,544	\$4,806
M.S. Wrestling Coach (1)	\$3,146	\$3,321	\$3,452	\$3,627	\$3,801
Asst. M.S. Wrestling (1)	\$2,141	\$2,316	\$2,447	\$2,622	\$2,796
Boys/Girls Head Soccer (2)	\$4,806	\$5,069	\$5,331	\$5,593	\$6,117
Asst. Soccer Coach(4)	\$3,452	\$3,583	\$3,758	\$3,889	\$4,107
Head Gymnastics Coach(1)	\$4,938	\$5,156	\$5,374	\$5,593	\$5,899
Head Swimming Coach(1)	\$4,938	\$5,156	\$5,374	\$5,593	\$5,899
Asst Swimming Coach(1)	\$3,539	\$3,714	\$3,845	\$4,020	\$4,195
Head Hockey Coach (1)	\$4,938	\$5,156	\$5,374	\$5,593	\$5,899
Asst. Hockey Coach(1)	\$3,539	\$3,714	\$3,845	\$4,020	\$4,195
Head Baseball/Softball (2)	\$4,632	\$4,850	\$5,069	\$5,287	\$5,549
Asst. Baseball/Softball(4)	\$3,321	\$3,452	\$3,627	\$3,758	\$3,976
Boys/Girls Track Coord.(2)	\$4,632	\$4,850	\$5,069	\$5,287	\$5,549
Asst. Track Coach (2)	\$3,321	\$3,452	\$3,627	\$3,758	\$3,976
M.S. Track Coach (2)	\$2,753	\$2,840	\$2,928	\$3,059	\$3,233
Asst. M.S. Track Coach(2)	\$2,097	\$2,185	\$2,272	\$2,403	\$2,534
Boys/Girls Lacrosse Coach(2)	\$4,632	\$4,850	\$5,069	\$5,287	\$5,549
Asst. Lacrosse Coach(2)	\$3,321	\$3,452	\$3,627	\$3,758	\$3,976
Cheerleading Coord.-Fall (1)	\$3,233	\$3,408	\$3,539	\$3,714	\$4,107
Cheerleading Coord-Wtr (1)	\$3,233	\$3,408	\$3,539	\$3,714	\$4,107
Asst. H.S. Cheerleading-Fall(2)	\$2,491	\$2,622	\$2,753	\$2,840	\$3,102
Asst. H.S. Cheerleading-Wtr(2)	\$2,491	\$2,622	\$2,753	\$2,840	\$3,102
M.S. Cheerleading-Fall(1)	\$1,879	\$2,010	\$2,141	\$2,272	\$2,403
M.S. Cheerleading-Wtr(1)	\$1,879	\$2,010	\$2,141	\$2,272	\$2,403
Volleyball Coordinator (1)	\$4,806	\$5,069	\$5,331	\$5,593	\$6,117
Asst. Volleyball Coach(2)	\$3,452	\$3,583	\$3,758	\$3,889	\$4,107
M.S. Volleyball Coach(2)	\$2,840	\$2,928	\$3,015	\$3,146	\$3,321
Head Golf Coach(1)	\$3,233	\$3,408	\$3,539	\$3,714	\$4,107
Asst. Golf Coach(1)	\$2,491	\$2,622	\$2,753	\$2,840	\$3,102
Boys/Girls Tennis Coach(2)	\$3,233	\$3,408	\$3,539	\$3,714	\$4,107
Asst. Tennis Coach (2)	\$2,491	\$2,622	\$2,753	\$2,840	\$3,102
Boys/Girls Cross Country Coord.(2)	\$3,233	\$3,408	\$3,539	\$3,714	\$4,107
M.S. Cross Country (2)	\$2,010	\$2,141	\$2,272	\$2,403	\$2,665
Faculty Manager/Fall (1)	\$2,054	\$2,163	\$2,272	\$2,381	\$2,534
Faculty Manager/Winter (1)	\$2,054	\$2,163	\$2,272	\$2,381	\$2,534

*See Article XVIII for additional information on supplementals and longevity stipend.

Appendix E

Base Salary:	2014-2015	42,205
	2015-2016	42,838
	2016-2017	43,695

INDEX

Schedule 2 - High School Co-Curriculars

<u>Position</u>	<u>Years of Service</u>				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Academic Decathlon Advisor	0.031	0.033	0.035	0.036	0.038
Art Club Advisor	0.021	0.022	0.024	0.025	0.026
Asst. Marching Band Director (2)	0.091	0.096	0.1	0.104	0.108
Bridge to the World Coordinator (1)	0.031	0.033	0.035	0.036	0.038
Contemporary Communication/Channel 4	0.031	0.033	0.035	0.036	0.038
Cum Laude Society Advisor (1)	0.031	0.033	0.035	0.036	0.038
Dramatics - "Fall Footlighters" Advisor	0.091	0.096	0.1	0.104	0.108
Dramatics - Spring Musical Advisor	0.091	0.096	0.1	0.104	0.108
Dramatics - Spring Musical Director	0.091	0.096	0.1	0.104	0.108
Flag Team Advisor -Marching Band	0.051	0.053	0.056	0.06	0.063
Forensics Club Advisor	0.101	0.107	0.113	0.119	0.125
Freshman Class Advisor	0.021	0.022	0.024	0.025	0.026
Future Teachers of America	0.021	0.022	0.024	0.025	0.026
Grade Level Chair/Department Chair	0.038	0.04	0.042	0.045	0.047
Head Marching Band Director	0.137	0.143	0.15	0.156	0.163
International Club Advisor (2)	0.021	0.022	0.024	0.025	0.026
Jazz Band Advisor	0.072	0.076	0.079	0.083	0.086
Junior Class Advisor	0.051	0.053	0.056	0.06	0.063
Key Club Advisor	0.071	0.072	0.074	0.075	0.076
Key Club Assistant	0.022	0.023	0.025	0.026	0.028
Newspaper "Tiger Times" Advisor	0.101	0.107	0.113	0.119	0.125
Peer Care Advisor	0.051	0.053	0.056	0.06	0.063
Prism Advisor(s), Art 30%, Literary 70%	0.021	0.022	0.024	0.025	0.026
Science Club Advisor	0.021	0.022	0.024	0.025	0.026
Select Choir Advisor	0.072	0.076	0.079	0.083	0.086
Senior Class Advisor	0.041	0.043	0.045	0.048	0.051
Sophomore Class Advisor	0.021	0.022	0.024	0.025	0.026
Student Council Advisor	0.051	0.053	0.056	0.06	0.063
Student Enrichment Pilot	0.021	0.022	0.024	0.025	0.026
Student Tutoring Coordinator	0.022	0.023	0.025	0.026	0.028
Technology Advocate	0.038	0.04	0.042	0.045	0.047
Teen Institute Advisor	0.021	0.022	0.024	0.025	0.026
Thespian/Drama Club	0.021	0.022	0.024	0.025	0.026
Yearbook "Zenith" Advisor	0.101	0.107	0.113	0.119	0.125

*See Article XVIII for additional information on supplementals and longevity stipend.

Appendix E

2014-2015

Schedule 2 - High School Co-Curriculars

<u>Position</u>	Years of Service				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Academic Decathlon Advisor	\$1,308	\$1,393	\$1,477	\$1,519	\$1,604
Art Club Advisor	\$886	\$929	\$1,013	\$1,055	\$1,097
Asst. Marching Band Director (2)	\$3,841	\$4,052	\$4,221	\$4,389	\$4,558
Bridge to the World Coordinator (1)	\$1,308	\$1,393	\$1,477	\$1,519	\$1,604
Contemporary Communication/Channel 4	\$1,308	\$1,393	\$1,477	\$1,519	\$1,604
Cum Laude Society Advisor (1)	\$1,308	\$1,393	\$1,477	\$1,519	\$1,604
Dramatics - "Fall Footlighters" Advisor	\$3,841	\$4,052	\$4,221	\$4,389	\$4,558
Dramatics - Spring Musical Advisor	\$3,841	\$4,052	\$4,221	\$4,389	\$4,558
Dramatics - Spring Musical Director	\$3,841	\$4,052	\$4,221	\$4,389	\$4,558
Flag Team Advisor -Marching Band	\$2,152	\$2,237	\$2,363	\$2,532	\$2,659
Forensics Club Advisor	\$4,263	\$4,516	\$4,769	\$5,022	\$5,276
Freshman Class Advisor	\$886	\$929	\$1,013	\$1,055	\$1,097
Future Teachers of America	\$886	\$929	\$1,013	\$1,055	\$1,097
Grade Level Chair/Department Chair	\$1,604	\$1,688	\$1,773	\$1,899	\$1,984
Head Marching Band Director	\$5,782	\$6,035	\$6,331	\$6,584	\$6,879
International Club Advisor (2)	\$886	\$929	\$1,013	\$1,055	\$1,097
Jazz Band Advisor	\$3,039	\$3,208	\$3,334	\$3,503	\$3,630
Junior Class Advisor	\$2,152	\$2,237	\$2,363	\$2,532	\$2,659
Key Club Advisor	\$2,997	\$3,039	\$3,123	\$3,165	\$3,208
Key Club Assistant	\$929	\$971	\$1,055	\$1,097	\$1,182
Newspaper "Tiger Times" Advisor	\$4,263	\$4,516	\$4,769	\$5,022	\$5,276
Peer Care Advisor	\$2,152	\$2,237	\$2,363	\$2,532	\$2,659
Prism Advisor(s), Art 30%, Literary 70%	\$886	\$929	\$1,013	\$1,055	\$1,097
Science Club Advisor	\$886	\$929	\$1,013	\$1,055	\$1,097
Select Choir Advisor	\$3,039	\$3,208	\$3,334	\$3,503	\$3,630
Senior Class Advisor	\$1,730	\$1,815	\$1,899	\$2,026	\$2,152
Sophomore Class Advisor	\$886	\$929	\$1,013	\$1,055	\$1,097
Student Council Advisor	\$2,152	\$2,237	\$2,363	\$2,532	\$2,659
Student Enrichment Pilot	\$886	\$929	\$1,013	\$1,055	\$1,097
Student Tutoring Coordinator	\$929	\$971	\$1,055	\$1,097	\$1,182
Technology Advocate	\$1,604	\$1,688	\$1,773	\$1,899	\$1,984
Teen Institute Advisor	\$886	\$929	\$1,013	\$1,055	\$1,097
Thespian/Drama Club	\$886	\$929	\$1,013	\$1,055	\$1,097
Yearbook "Zenith" Advisor	\$4,263	\$4,516	\$4,769	\$5,022	\$5,276

*See Article XVIII for additional information on supplementals and longevity stipend.

Appendix E

2015-2016

Schedule 2 - High School Co-Curriculars

<u>Position</u>	Years of Service				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Academic Decathlon Advisor	\$1,328	\$1,414	\$1,499	\$1,542	\$1,628
Art Club Advisor	\$900	\$942	\$1,028	\$1,071	\$1,114
Asst. Marching Band Director (2)	\$3,898	\$4,112	\$4,284	\$4,455	\$4,627
Bridge to the World Coordinator (1)	\$1,328	\$1,414	\$1,499	\$1,542	\$1,628
Contemporary Communication/Channel 4	\$1,328	\$1,414	\$1,499	\$1,542	\$1,628
Cum Laude Society Advisor (1)	\$1,328	\$1,414	\$1,499	\$1,542	\$1,628
Dramatics - "Fall Footlighters" Advisor	\$3,898	\$4,112	\$4,284	\$4,455	\$4,627
Dramatics - Spring Musical Advisor	\$3,898	\$4,112	\$4,284	\$4,455	\$4,627
Dramatics - Spring Musical Director	\$3,898	\$4,112	\$4,284	\$4,455	\$4,627
Flag Team Advisor -Marching Band	\$2,185	\$2,270	\$2,399	\$2,570	\$2,699
Forensics Club Advisor	\$4,327	\$4,584	\$4,841	\$5,098	\$5,355
Freshman Class Advisor	\$900	\$942	\$1,028	\$1,071	\$1,114
Future Teachers of America	\$900	\$942	\$1,028	\$1,071	\$1,114
Grade Level Chair/Department Chair	\$1,628	\$1,714	\$1,799	\$1,928	\$2,013
Head Marching Band Director	\$5,869	\$6,126	\$6,426	\$6,683	\$6,983
International Club Advisor (2)	\$900	\$942	\$1,028	\$1,071	\$1,114
Jazz Band Advisor	\$3,084	\$3,256	\$3,384	\$3,556	\$3,684
Junior Class Advisor	\$2,185	\$2,270	\$2,399	\$2,570	\$2,699
Key Club Advisor	\$3,041	\$3,084	\$3,170	\$3,213	\$3,256
Key Club Assistant	\$942	\$985	\$1,071	\$1,114	\$1,199
Newspaper "Tiger Times" Advisor	\$4,327	\$4,584	\$4,841	\$5,098	\$5,355
Peer Care Advisor	\$2,185	\$2,270	\$2,399	\$2,570	\$2,699
Prism Advisor(s), Art 30%, Literary 70%	\$900	\$942	\$1,028	\$1,071	\$1,114
Science Club Advisor	\$900	\$942	\$1,028	\$1,071	\$1,114
Select Choir Advisor	\$3,084	\$3,256	\$3,384	\$3,556	\$3,684
Senior Class Advisor	\$1,756	\$1,842	\$1,928	\$2,056	\$2,185
Sophomore Class Advisor	\$900	\$942	\$1,028	\$1,071	\$1,114
Student Council Advisor	\$2,185	\$2,270	\$2,399	\$2,570	\$2,699
Student Enrichment Pilot	\$900	\$942	\$1,028	\$1,071	\$1,114
Student Tutoring Coordinator	\$942	\$985	\$1,071	\$1,114	\$1,199
Technology Advocate	\$1,628	\$1,714	\$1,799	\$1,928	\$2,013
Teen Institute Advisor	\$900	\$942	\$1,028	\$1,071	\$1,114
Thespian/Drama Club	\$900	\$942	\$1,028	\$1,071	\$1,114
Yearbook "Zenith" Advisor	\$4,327	\$4,584	\$4,841	\$5,098	\$5,355

*See Article XVIII for additional information on supplementals and longevity stipend.

Appendix E

2016-2017

Schedule 2 - High School Co-Curriculars

<u>Position</u>	Years of Service				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Academic Decathlon Advisor	\$1,355	\$1,442	\$1,529	\$1,573	\$1,660
Art Club Advisor	\$918	\$961	\$1,049	\$1,092	\$1,136
Asst. Marching Band Director (2)	\$3,976	\$4,195	\$4,370	\$4,544	\$4,719
Bridge to the World Coordinator (1)	\$1,355	\$1,442	\$1,529	\$1,573	\$1,660
Contemporary Communication/Channel 4	\$1,355	\$1,442	\$1,529	\$1,573	\$1,660
Cum Laude Society Advisor (1)	\$1,355	\$1,442	\$1,529	\$1,573	\$1,660
Dramatics - "Fall Footlighters" Advisor	\$3,976	\$4,195	\$4,370	\$4,544	\$4,719
Dramatics - Spring Musical Advisor	\$3,976	\$4,195	\$4,370	\$4,544	\$4,719
Dramatics - Spring Musical Director	\$3,976	\$4,195	\$4,370	\$4,544	\$4,719
Flag Team Advisor -Marching Band	\$2,228	\$2,316	\$2,447	\$2,622	\$2,753
Forensics Club Advisor	\$4,413	\$4,675	\$4,938	\$5,200	\$5,462
Freshman Class Advisor	\$918	\$961	\$1,049	\$1,092	\$1,136
Future Teachers of America	\$918	\$961	\$1,049	\$1,092	\$1,136
Grade Level Chair/Department Chair	\$1,660	\$1,748	\$1,835	\$1,966	\$2,054
Head Marching Band Director	\$5,986	\$6,248	\$6,554	\$6,816	\$7,122
International Club Advisor (2)	\$918	\$961	\$1,049	\$1,092	\$1,136
Jazz Band Advisor	\$3,146	\$3,321	\$3,452	\$3,627	\$3,758
Junior Class Advisor	\$2,228	\$2,316	\$2,447	\$2,622	\$2,753
Key Club Advisor	\$3,102	\$3,146	\$3,233	\$3,277	\$3,321
Key Club Assistant	\$961	\$1,005	\$1,092	\$1,136	\$1,223
Newspaper "Tiger Times" Advisor	\$4,413	\$4,675	\$4,938	\$5,200	\$5,462
Peer Care Advisor	\$2,228	\$2,316	\$2,447	\$2,622	\$2,753
Prism Advisor(s), Art 30%, Literary 70%	\$918	\$961	\$1,049	\$1,092	\$1,136
Science Club Advisor	\$918	\$961	\$1,049	\$1,092	\$1,136
Select Choir Advisor	\$3,146	\$3,321	\$3,452	\$3,627	\$3,758
Senior Class Advisor	\$1,791	\$1,879	\$1,966	\$2,097	\$2,228
Sophomore Class Advisor	\$918	\$961	\$1,049	\$1,092	\$1,136
Student Council Advisor	\$2,228	\$2,316	\$2,447	\$2,622	\$2,753
Student Enrichment Pilot	\$918	\$961	\$1,049	\$1,092	\$1,136
Student Tutoring Coordinator	\$961	\$1,005	\$1,092	\$1,136	\$1,223
Technology Advocate	\$1,660	\$1,748	\$1,835	\$1,966	\$2,054
Teen Institute Advisor	\$918	\$961	\$1,049	\$1,092	\$1,136
Thespian/Drama Club	\$918	\$961	\$1,049	\$1,092	\$1,136
Yearbook "Zenith" Advisor	\$4,413	\$4,675	\$4,938	\$5,200	\$5,462

*Sec Article XVIII for additional information on supplementals and longevity stipend.

Appendix E

Base Salary:	2014-2015	42,205
	2015-2016	42,838
	2016-2017	43,695

INDEX

**Schedule 3 - Middle School Co-Curricular Schedule
Years of Service**

<u>Position</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Yearbook Advisor	0.046	0.049	0.052	0.055	0.057
Power of the Pen	0.026	0.028	0.029	0.032	0.034
Newspaper Advisor	0.026	0.028	0.029	0.032	0.034
Student Council Advisor	0.045	0.047	0.05	0.053	0.056
7th/8th Grade Class Advisor (1)	0.026	0.028	0.029	0.032	0.034
MS Liaison-Reading & Soc. Studies	0.021	0.022	0.024	0.025	0.026
MS Liaison-Math & Science	0.021	0.022	0.024	0.025	0.026
Jazz Band - M.S.	0.072	0.076	0.079	0.083	0.086
Select Choir - M.S.	0.072	0.076	0.079	0.083	0.086
Student Enrichment Pilot	0.021	0.022	0.024	0.025	0.026

*See Article XVIII for additional information on supplementals and longevity stipend.

Appendix E

2014-2015

Schedule 3 - Middle School Co-Curricular Schedule

<u>Position</u>	<u>Years of Service</u>				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Yearbook Advisor	\$1,941	\$2,068	\$2,195	\$2,321	\$2,406
Power of the Pen	\$1,097	\$1,182	\$1,224	\$1,351	\$1,435
Newspaper Advisor	\$1,097	\$1,182	\$1,224	\$1,351	\$1,435
Student Council Advisor	\$1,899	\$1,984	\$2,110	\$2,237	\$2,363
7th/8th Grade Class Advisor (1)	\$1,097	\$1,182	\$1,224	\$1,351	\$1,435
MS Liaison-Reading & Soc. Studies	\$886	\$929	\$1,013	\$1,055	\$1,097
MS Liaison-Math & Science	\$886	\$929	\$1,013	\$1,055	\$1,097
Jazz Band - M.S.	\$3,039	\$3,208	\$3,334	\$3,503	\$3,630
Select Choir - M.S.	\$3,039	\$3,208	\$3,334	\$3,503	\$3,630
Student Enrichment Pilot	\$886	\$929	\$1,013	\$1,055	\$1,097

2015-2016

Schedule 3 - Middle School Co-Curricular Schedule

<u>Position</u>	<u>Years of Service</u>				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Yearbook Advisor	\$1,971	\$2,099	\$2,228	\$2,356	\$2,442
Power of the Pen	\$1,114	\$1,199	\$1,242	\$1,371	\$1,456
Newspaper Advisor	\$1,114	\$1,199	\$1,242	\$1,371	\$1,456
Student Council Advisor	\$1,928	\$2,013	\$2,142	\$2,270	\$2,399
7th/8th Grade Class Advisor (1)	\$1,114	\$1,199	\$1,242	\$1,371	\$1,456
MS Liaison-Reading & Soc. Studies	\$900	\$942	\$1,028	\$1,071	\$1,114
MS Liaison-Math & Science	\$900	\$942	\$1,028	\$1,071	\$1,114
Jazz Band - M.S.	\$3,084	\$3,256	\$3,384	\$3,556	\$3,684
Select Choir - M.S.	\$3,084	\$3,256	\$3,384	\$3,556	\$3,684
Student Enrichment Pilot	\$900	\$942	\$1,028	\$1,071	\$1,114

2016-2017

Schedule 3 - Middle School Co-Curricular Schedule

<u>Position</u>	<u>Years of Service</u>				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Yearbook Advisor	\$2,010	\$2,141	\$2,272	\$2,403	\$2,491
Power of the Pen	\$1,136	\$1,223	\$1,267	\$1,398	\$1,486
Newspaper Advisor	\$1,136	\$1,223	\$1,267	\$1,398	\$1,486
Student Council Advisor	\$1,966	\$2,054	\$2,185	\$2,316	\$2,447
7th/8th Grade Class Advisor (1)	\$1,136	\$1,223	\$1,267	\$1,398	\$1,486
MS Liaison-Reading & Soc. Studies	\$918	\$961	\$1,049	\$1,092	\$1,136
MS Liaison-Math & Science	\$918	\$961	\$1,049	\$1,092	\$1,136
Jazz Band - M.S.	\$3,146	\$3,321	\$3,452	\$3,627	\$3,758
Select Choir - M.S.	\$3,146	\$3,321	\$3,452	\$3,627	\$3,758
Student Enrichment Pilot	\$918	\$961	\$1,049	\$1,092	\$1,136

*See Article XVIII for additional information on supplementals and longevity stipend.

Appendix E

Base Salary:	2014-2015	42,205
	2015-2016	42,838
	2016-2017	43,695

INDEX

Schedule 4 - Elem. Co-Curricular Schedule Years of Service

<u>Position</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
5th or 6th Grade Retreat Coordinator (2)	0.009	0.01	0.011	0.012	0.013
Assistant Select Choir	0.022	0.023	0.025	0.026	0.028
Destination Imagination Advisor	0.026	0.027	0.028	0.029	0.03
Rocket Club	0.022	0.023	0.025	0.026	0.028
Select Choir	0.072	0.076	0.079	0.083	0.086
Service Learning Club Advisor	0.022	0.023	0.025	0.026	0.028
Student Council Advisor	0.022	0.023	0.025	0.026	0.028
Student Enrichment Pilot	0.021	0.022	0.024	0.025	0.026
Tiger Tutor Coordinator	0.022	0.023	0.025	0.026	0.028

*See Article XVIII for additional information on supplementals and longevity stipend.

Appendix E

2014-2015

Schedule 4 - Elem. Co-Curricular Schedule

<u>Position</u>	<u>Years of Service</u>				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
5th or 6th Grade Retreat*	\$300	\$300	\$300	\$300	\$300
5th or 6th Grade Retreat Coordinator (2)	\$380	\$422	\$464	\$506	\$549
Assistant Select Choir	\$929	\$971	\$1,055	\$1,097	\$1,182
Destination Imagination Advisor	\$1,097	\$1,140	\$1,182	\$1,224	\$1,266
Rocket Club	\$929	\$971	\$1,055	\$1,097	\$1,182
Select Choir	\$3,039	\$3,208	\$3,334	\$3,503	\$3,630
Service Learning Club Advisor	\$929	\$971	\$1,055	\$1,097	\$1,182
Student Council Advisor	\$929	\$971	\$1,055	\$1,097	\$1,182
Student Enrichment Pilot	\$886	\$929	\$1,013	\$1,055	\$1,097
Tiger Tutor Coordinator	\$929	\$971	\$1,055	\$1,097	\$1,182

2015-2016

Schedule 4 - Elem. Co-Curricular Schedule

<u>Position</u>	<u>Years of Service</u>				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
5th or 6th Grade Retreat*	\$300	\$300	\$300	\$300	\$300
5th or 6th Grade Retreat Coordinator (2)	\$386	\$428	\$471	\$514	\$557
Assistant Select Choir	\$942	\$985	\$1,071	\$1,114	\$1,199
Destination Imagination Advisor	\$1,114	\$1,157	\$1,199	\$1,242	\$1,285
Rocket Club	\$942	\$985	\$1,071	\$1,114	\$1,199
Select Choir	\$3,084	\$3,256	\$3,384	\$3,556	\$3,684
Service Learning Club Advisor	\$942	\$985	\$1,071	\$1,114	\$1,199
Student Council Advisor	\$942	\$985	\$1,071	\$1,114	\$1,199
Student Enrichment Pilot	\$900	\$942	\$1,028	\$1,071	\$1,114
Tiger Tutor Coordinator	\$942	\$985	\$1,071	\$1,114	\$1,199

2016-2017

Schedule 4 - Elem. Co-Curricular Schedule

<u>Position</u>	<u>Years of Service</u>				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
5th or 6th Grade Retreat*	\$300	\$300	\$300	\$300	\$300
5th or 6th Grade Retreat Coordinator (2)	\$393	\$437	\$481	\$524	\$568
Assistant Select Choir	\$961	\$1,005	\$1,092	\$1,136	\$1,223
Destination Imagination Advisor	\$1,136	\$1,180	\$1,223	\$1,267	\$1,311
Rocket Club	\$961	\$1,005	\$1,092	\$1,136	\$1,223
Select Choir	\$3,146	\$3,321	\$3,452	\$3,627	\$3,758
Service Learning Club Advisor	\$961	\$1,005	\$1,092	\$1,136	\$1,223
Student Council Advisor	\$961	\$1,005	\$1,092	\$1,136	\$1,223
Student Enrichment Pilot	\$918	\$961	\$1,049	\$1,092	\$1,136
Tiger Tutor Coordinator	\$961	\$1,005	\$1,092	\$1,136	\$1,223

*See Article XVIII for additional information on supplementals and longevity stipend.

Appendix F

Chagrin Falls Exempted Village Schools Grade Level Representatives/Department Heads/Curriculum Representatives Intramurals/Events Helpers Salary Schedules

1. Grade Level Representatives/Department Heads

Payment shall be based on Schedule 2 (High School Co-Curriculars)

DEPARTMENT HEADS

<u>K-6</u>	<u>7-12</u>	<u>K-12</u>
Gurney Specials	English	World Languages
Int. Specials	Math/Computers	Guidance
	Science	Library
	Social Studies	Special Ed.
		Art
		Music
		Health/PE

2. Curriculum Representatives

\$175 per day for days worked outside the regular contract year on preapproved curriculum projects.

3. Intramurals

\$15 per hour

4. Events Helpers

\$35 (single) \$50 (double)

**CHAGRIN FALLS EXEMPTED VILLAGE SCHOOLS
APPENDIX G**

MEDICAL BENEFITS WAIVER FORM

An employee may waive medical (including dental) benefit coverage for the entire school year and receive a waiver payment. An employee's eligibility for the waiver is based upon contracted hours, with payment amounts pro-rated based on percentage of full-time. The number of members eligible for waiver on June 30 shall determine the amount paid as follows:

0-30 waivers	\$1,000
31 + waivers	\$2,000

New employees hired during the school year are eligible to participate at a pro-rated annual payment.

The waiver payment shall be paid in July (a separate payroll check) following the waiver year.

This form must be completed and returned to the Treasurer's Office by September 17 to be eligible for participation.

I, _____, do hereby voluntarily waive the medical/dental benefits offered by my employer, Chagrin Falls Exempted Village School District, for myself and/or for my eligible dependents. All persons waiving coverage are listed below:

The medical/dental benefits provided by my employer have been explained to me. I understand that by waiving my rights to this medical/dental coverage, I cannot make claim against my employer or the health plans, through which my employer offers coverage, for any and all health-related claims the persons listed above and myself may have while not covered by the medical benefits. I certify that I am waiving my right to medical/dental coverage through my employer because my dependent's and/or I have medical coverage through:

(A PHOTOCOPY OF MY CURRENT HEALTH INSURANCE IDENTIFICATION CARD IS ATTACHED)

By waiving my rights to this medical coverage, I further understand that I and/or my dependents (including my spouse) will not be eligible to obtain coverage under my employer's health plans until the next open enrollment period.

Employee Signature

Date

Treasurer's Signature

Date

APPENDIX II

MEDICAL INSURANCE COVERAGE

	Aetna HNOption 100/80 Plan
<u>In-Network</u>	
Deductible (Single/Family)	\$250/\$500
Coinsurance	100%
OOP Max (Single/Family)	\$250/\$500
OOP Max Includes Deductible?	Yes
Annual Plan Maximum	Unlimited
Office Visit Copay (PCP/SCP)	\$15/\$15
Preventive Services	100%
Urgent Care Copay	\$35
Emergency Room Copay	\$100
Hospital (In and Outpatient)	100% after deductible
Diagnostic Lab/X-Ray	100% after deductible
Vision – Exam Only (Once each 24 months)	\$15 Copay
<u>Non-Network</u>	
Deductible (Single/Family)	\$500/\$1,000
Coinsurance	80%
OOP Max (Single/Family)	\$3,000/\$6,000
<u>Prescriptions</u>	
Retail (30 day)	\$10/\$25/\$45
Mail-Order (90 day)	\$25/\$62.50/\$112.50
Specialty (30-day)	Tier 3

APPENDIX I

**CATASTROPHIC SICK LEAVE
CONTRIBUTION FORM**

I, _____, wish to contribute one (1) sick day to the Catastrophic Sick Leave Bank of the Chagrin Falls Exempted Village Schools. I understand that this day will be deducted from my accumulated sick leave and cannot be returned to me. I also understand that contributing this day grants me access to the Catastrophic Sick Leave Bank.

(Signature)

(Date)

(Building)

APPENDIX J

Submit in Triplicate

CHAGRIN FALLS EXEMPTED VILLAGE SCHOOLS

PROFESSIONAL LEAVE REQUEST FORM
CERTIFIED/CLASSIFIED EMPLOYEES

- INSTRUCTIONS: 1. Must be submitted in advance of meeting date. 2. A copy of the announcement of meeting conference is to be attached to this form. 3. Fill in all areas - indicate N/A if not applicable.

NAME _____

Date: _____ School: _____

To Attend: _____

Place: _____

Sponsoring Organization: _____

Dates: _____ Days absent from school: _____

Estimate of Expenses:

Transportation (_____ miles @ \$. _____) = \$ _____
Accommodation \$ _____
Registration \$ _____
Meals \$ _____
Other \$ _____
Estimate Total..... \$ _____

Actual Amount Approved: _____

Approved By: _____
Principal/Supervisor

By: _____
Assistant Superintendent

Actual Expenses: (To be completed after attendance of program)

Transportation (_____ miles @ \$. _____) = \$ _____
Accommodation \$ _____
Registration \$ _____
Meals \$ _____
Other \$ _____
Actual Total..... \$ _____

Attach all receipts and submit to Principal/Supervisor, who, in turn, submits to the Treasurer.

TOTAL: \$ _____

Approved By: _____
Principal/Supervisor

- Original - Superintendent
Pink Copy - Principal or Supervisor
Yellow Copy - Employee

