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12/11/2013

NEGOTIATED AGREEMENT

BETWEEN THE

**YELLOW SPRINGS EXEMPTED VILLAGE SCHOOL DISTRICT
BOARD OF EDUCATION**

AND THE

**OHIO ASSOCIATION OF PUBLIC SCHOOL
EMPLOYEES/AFSCME/AFL-CIO**

AND ITS CHAPTER #644

AUGUST 1, 2013 - JULY 31, 2016

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ARTICLE I - RECOGNITION

- 1.01 The Yellow Springs Exempted Village Board of Education, hereinafter referred to as the "Board," recognizes the Ohio Association of Public School Employees, AFSCME/AFL-CIO, Chapter 644, hereinafter referred to as the "Association," as the sole and exclusive bargaining representative for those non-teaching personnel included in the unit for bargaining as set forth in the paragraph below. The term "employee" when used hereinafter shall refer to all employees represented by the Association. The term "Board," when used hereinafter shall refer to the Board of Education of the Yellow Springs Exempted Village Schools.
- 1.02 The following non-teacher personnel who hold valid contracts with the Yellow Springs Schools comprise this bargaining unit: Lunchroom workers, Aides, Cooks, Instructional Aides, Special Education Aides, 9/10 month Secretaries, Day Custodians, Night Custodians, Indoor/Outdoor Maintenance, 10/12 month Secretaries, Administrative Assistants, Bus Drivers, Head Maintenance Person, and other non-teaching positions established by the Board; but excluding per diem substitutes and supervisory personnel, instructional aide (computer assisted instruction), central office personnel, and new positions established pursuant to 5.02.
- 1.03 Nothing herein is intended to prohibit the right of free communications between the Board or its representatives and the personnel included in the bargaining unit.

ARTICLE II - RIGHTS OF THE BOARD

- 2.01 It is expressly agreed that the Board reserves unto itself, without limitation, all responsibilities, powers, rights, duties and authority vested by law and the Constitutions of Ohio and the United States. Such rights reserved to the Board shall include by way of partial illustration the right to:
- A. Manage and control its business, its equipment, and its operations.
 - B. Continue its rights, policies and practices of assignment and direction of its personnel and scheduling.
 - C. The right to direct the working forces, including the right to hire, promote, discipline, transfer, discharge for just cause and determine the size of the work force.
 - D. Determine the services, supplies and equipment necessary to continue its operations.
 - E. Adopt reasonable rules and regulations.
 - F. Determine the qualifications of employees, including health conditions, with the cost of required medical examinations at the expense of the Board.

- G. Determine overall goals and objectives as well as the policies affecting the educational program.
- H. Determine the administrative organization, its functions and authority.

ARTICLE III - ASSOCIATION RIGHTS

- 3.01 The Board hereby agrees that every employee shall have the right freely to join, not join, maintain or terminate his/her membership in the Association for the purpose of engaging in collective bargaining or negotiations. The Board agrees that it will not directly or indirectly discourage, deprive, or coerce any employee in the enjoyment of this right, or any other rights conferred by laws of Ohio or the Constitutions of Ohio and the United States.
- 3.02 Nothing contained herein shall be construed to restrict or to deny any employee rights he / she may have under any law.
- 3.03 Association activities will in no way interfere with the performance of employee duties.
- 3.04 Right to Information
 - A. The Board agrees to provide the Association with such public information as it is available concerning the financial resources of the District with respect to wages, hours, and other terms and conditions of employment. The Association agrees that requests for such information will be made in writing through its president or designee and that such requests will be made sufficiently in advance of their needs so that the Board will have reasonable time to prepare and/or assemble the data. Original records shall be examined only at the office where they are kept.
 - B. The President of the Union shall be notified of all official Board meetings at the same time as members of the Board and supplied with an agenda of such meetings.
- 3.05 The provisions of the Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status, sexual orientation, or membership in, or association with, the activities of any employee organization.
- 3.06 The Board will grant elected OAPSE Representatives/designees up to a maximum of twenty-four (24) working hours of leave annually for attendance at the annual Ohio Association of Public School Employees Delegate Conference. Requests for such leave will be given to the building principal two weeks in advance and approved by the Superintendent prior to the meeting.
- 3.07 Association Security and Dues Checkoff:
 - A. The Board agrees to deduct from, or check off on, the wages of employees for the payment of dues to the Association upon presentation

of a written authorization individually executed by an employee.

- B. Dues will be deducted from the paychecks in nine (9) equal installments, as agreed to by the Treasurer and the Association. Authorization for Association dues shall continue to be in effect until such time as an employee requests, in writing, to the Board's Treasurer and the State Association's Treasurer. To withdraw from deductions, a request must be made during the ten (10) day period from August 22 through August 31 of each year.
- C. The Association agrees to indemnify and save the Board harmless against any and all claims that may arise out of, or by reason of, action taken by the Board in reliance upon any authorization for dues deductions submitted by the Association.
- D. All members of the bargaining unit who are not members of the Association shall pay to the Association a fair-share fee as a condition of their continued employment with the Yellow Springs Exempted Village School District. Such fair-share fee shall not exceed dues paid by members of the Association.

The Association shall notify the Board of the fair-share fee amount and of any changes in the amount of dues deduction, and shall provide to each non-member a notice of the amount of the fee, adequate explanation as to how the fee was determined, a statement that the employee may file an objection as to the amount and how to receive a rebate, and an explanation as to the procedure which the employee must follow to challenge the amount of the fee under the Association's internal rebate policy.

Fair-share fee shall be deducted through payroll deduction in the same manner as dues deductions, except that written authorization for fair-share fee deduction is not required. Both dues and fair-share fees shall be forwarded to the State Association with notices of names, addresses and amounts.

- E. The amount of dues to be deducted may be changed upon presentation of a new authorization signed by the employee.

ARTICLE IV - EMPLOYEE RIGHTS

4.01 Posting of Positions

- A. Notification of all vacancies shall be posted at each of the school buildings during the school year, and at the Board office during the summer months, whether a new position or an established position, for a minimum of five (5) working days. A specific place in each building shall be designated by the school officials.

- B. Employees desiring the position shall submit their application to the Superintendent within five (5) working days.

4.02 Seniority

- A. Seniority shall be defined as length of employment by the employee in a particular job classification as computed from the employee's most recent date of entry into such job classification as determined by a letter of acceptance to the superintendent. Job classification shall correspond with the job classifications set forth in 5.01. When a position is moved to another classification, the employee holding that position maintains his/her seniority held in the previous classification.
- B. Breaks in continuous service due to Board approved medical leaves shall not constitute a break in continuous service, and shall not cause an adjustment in the initial date of employment of the employee for the purpose of seniority and seniority-based benefits. Any other leaves shall constitute a break in continuous service and shall cause an adjustment in the initial date of employment of the employee. It is understood that an employee who is rehired or reinstated has a new effective date of employment for the purpose of seniority and seniority determined benefits.
- C. An employee who applies for and accepts a position in a new classification accrues seniority in that classification from the date of his/her letter of acceptance to the Superintendent and maintains district seniority in his/her previous classification. If the position that the employee holds is eliminated, the employee retains the seniority earned in the previous classification for bumping purposes providing the employee is capable of doing the work in the position and agrees to successfully complete any training determined by the Superintendent.
- D. Seniority will be considered in assignment to open positions but is no guarantee of placement.

4.03 Layoff and Recall

- A. In the event that layoffs become necessary, the employee with the least seniority in the classification(s) determined to be affected by layoff, shall be laid off first. Notice of layoff will either be delivered personally or through the mail to the affected employee's residence a minimum of 14 calendar days in advance. When employees are to be recalled in a classification for which a layoff was necessary; the first to be recalled shall be the employee in that classification who was last laid off, provided that such employee recalled is capable of doing the work in the position available.
- B. Laid off employees shall have recall rights for a period of one (1) complete year from the date of layoff, or for a period equal to their length of service with the Employer, whichever period is shorter. An employee with recall rights shall respond within ten (10) working days from the posting of

written notice of recall and accept the position offered. If the laid off employee does not accept the position, he/she will forfeit all future recall rights.

- C. For the purpose of this section, classifications shall be those indicated in 5.01.
- D. No bargaining unit classification or position shall be filled by any person not a member of the bargaining unit while any member of the bargaining unit is laid off pursuant to this Article.
- E. Any employee affected by such a reduction, whether directly or indirectly, shall be granted bumping rights. Notice of the right to bump shall be provided to the affected employee following the action of the Board. The employee must notify the Superintendent in writing of his/her intention to bump within seven (7) calendar days of documented notification. An employee may bump another employee with less system seniority provided such employee is capable of competently performing the work in the new position as determined by the administration.
- F. Vacancies which occur during the period of reduction in force shall be offered to those employees working through the Job Posting Procedure. Vacancies which remain following this Procedure shall be filled by recall in accordance with paragraph A of this article. The employee shall be notified by certified mail addressed to the employee's last known address.

4.04 Evaluation

- A. Each employee shall be evaluated annually by his/her immediate supervisor. Such evaluation shall take place during the last two full months of the school year.
- B. Each employee shall, after the completion of the evaluation, be provided with a copy of said evaluation and shall have the right to attach a response to his/her evaluation. The evaluation, and any statement attached by an employee, shall be made a part of the employee's permanent personnel record.
- C. The purpose of evaluations are to assess employees' work performance and to assist them to overcome deficiencies. Deficiencies related to work quality will be written out and a specific idea and/or suggestion will be offered to the employee to correct/overcome deficiencies.

Any area rated below satisfactory shall list suggestions or recommendations for improvement.

- D. Supervisors will communicate in a timely manner with an employee when work quality is not acceptable. Supervisors will assist employees in the improvement of work quality.

4.05 Discipline and Discharge

- A. Employees may not be terminated or disciplined except for just cause. Termination and discipline shall be subject to the Grievance Procedure.
- B. The Union recognizes the Administration's right to discipline Employees for just and proper cause. Generally, discipline will be progressive in nature; however, some offenses, due to their seriousness, may warrant a suspension or termination for the first offense.
- C. Employees are entitled to Union representation at any disciplinary hearing. No Employee will be disciplined without having an opportunity to a hearing with the Superintendent or his/her designee. The employee may waive the hearing in writing. Notice of the hearing will be given to the local Union President and the Employee at least two (2) week days prior to the day of the scheduled hearing. Hearing date may be rescheduled up to two week days later upon request by either party. The employee will receive a letter notifying him/her of the hearing date and contain the allegations against the employee.

ARTICLE V- EMPLOYEE CLASSIFICATIONS AND WORK YEAR

5.01 Employee Classifications

- A. Employee Classifications shall be as follows:

- Classification I: Lunchroom Workers
- Classification II: Aides, Cooks
- Classification III: Instructional Aides, Special Education Aides, 9/10 month Secretaries
- Classification IV: Day Custodians, Night Custodians, Indoor/Outdoor Maintenance
- Classification V: 10/12 Month Secretaries
- Classification VI: Administrative Assistants
- Classification VII: Bus Drivers
- Classification VIII: Head Maintenance

5.02 Additional Positions

The Board may establish additional positions and set the duties and compensation. New supervisory and semi-administrative positions may be excluded from the bargaining unit at the Board's discretion.

5.03 Employee Work Year

- A. Bus drivers will work all student days for the number of hours per day contracted. When assignment to inter-district routes, other than field trips, shall cause more annual days to be worked by inter-district drivers than by intra-district drivers, additional compensation will be given.
- B. Aides, lunchroom workers, instructional aides and Special Education Aides will work all student days and one (1) day before and one (1) day after, for the number of hours per day as contracted.
- C. Cooks will work all student days, and two (2) days before and one (1) day after.
- D. Secretaries shall work as specified in the employee's contract.
- E. Custodians will work eight (8) hours per day for fifty-two (52) weeks (lunch time not included). Part-time custodians will work the days and hours contracted.
- F. Employees authorized in advance by their supervisor or administrator to work additional hours or days to meet operational requirements will be paid for all days and hours worked.
- G. All pay adjustments will be based on the hourly and daily rate, and the number of days contracted.
- H. Salary Schedule (classification VII)
 - 1. Salary Schedule VII (A) shall include bus drivers with two before-school and two after-school routes with a minimum of two (2) hours to be paid for each shift (a.m. or p.m.)
 - 2. Salary Schedule VII (B) shall include two before-school and two after-school routes, and one noontime route. Mid-day Pre-school route shall be paid a minimum of one (1) hour and thirty (30) minutes.
 - 3. The Board shall register and pay drivers who attend the summer Advanced Bus Drivers workshop. The Board shall receive a copy of the certificate after completion of each workshop.

In no event shall the placement of a bus driver on the salary schedule result in a driver receiving less pay than would result from payment for the number of hours worked times the appropriate hourly rate. When such a computation would result in an increase in total pay, such adjustment shall be made.

5.04 Placement on the Salary Scale

New employees hired after the effective date of this Agreement may receive placement up to Step 5 for verified comparable prior experience, as approved by the Board.

5.05 Anniversary Date

- A. The anniversary date for step increases of all employees will be August 1.
- B. The first year of service will be determined by the number of days worked. If ninety (90) or more days are worked in the first year of service, one year's credit will be given on the salary schedule; if eighty-nine (89) or fewer days are worked, service credit will not begin until the following August 1.
- C. Movement on the salary schedule will be based upon the completion of the number of continuous service years required within each payroll classification.
 - 1. If continuous service in any specific job classification is interrupted for any reasons other than (a) approved leaves of absence, or (b) layoffs not exceeding one (1) year, the employee will lose all service credit on the salary schedule upon return to employment.
 - 2. Movement from one job classification to a higher one will be made by returning to Step 1 on the higher schedule, or to the step where the first raise in salary will occur, whichever is higher.
 - 3. Movement from a higher to a lower classification will be made to the comparable step in the lower classification the employee would have held had he/she remained in the lower classification.
 - 4. Continuous service, for purpose of salary schedule placement, shall not be considered interrupted service if the employee absence is due to approved medical leave as permitted by Ohio Revised Code 3319.13.

ARTICLE VI - JOB DESCRIPTIONS

6.01 Job Descriptions

- A. A job description listing the requirements of the position shall be given to all employees, as soon as possible, prior to the commencement of employment. Changes shall be given to the affected employees in writing as soon as possible.
- B. Job descriptions will be revised/developed with input of bargaining unit members.

When duties are assigned under "and other as directed", the duties shall be in accordance with the qualifications of that position.

6.02 Maintenance Work

Custodial personnel are required to conduct normal checking of the building and equipment, making minor adjustments, painting, replacing light bulbs and tubes, and repairing or replacing simple items such as pencil sharpeners, soap and towel dispensers.

Custodial personnel who are required to perform maintenance work that is beyond normal checking, minor adjustment or replacement of light bulbs, tubes or other easily replaced devices shall be additionally compensated for such work. Compensation shall be governed as below:

- A. Maintenance work which qualifies:
1. Permanent or semi-permanent building structure changes or repair, such as doors, windows, walls, ceilings and roof. (Not to include any normal cleaning routine.)
 2. Repair or installation of plumbing or electrical devices or wiring. (Not to include normal replacement of light bulbs or tubes.)
 3. Repair or replacement of heating devices or controls. (Not to include normal checking or minor adjustments that custodians in their respective buildings are capable of.)
- B. Duration of the work:
It is intended that the above are to be used as guidelines to identify specific maintenance work for which custodial personnel may seek approval of an increased pay rate. This section is not intended to apply to work of short duration that is a part of an efficient custodial routine. Work which qualifies should be of 2-hours or more duration, performed at normal working speed.
- C. Approval and acceptance of work:
Approval in advance, except in cases of emergency, shall be given by the Superintendent or Principal.
- When work has been approved at an increased rate, qualifications, timeliness and building seniority shall be considered. When qualified and able to perform the work approved as needed, the senior custodian in each building shall be offered the work. If refused, the work shall be offered to next senior custodians in each building or to other District custodians at the District's option.
- D. Additional compensation for maintenance work:
1. Performing maintenance work - custodial pay rate plus \$1.00 per hour.
 2. Assisting in performing maintenance work - custodial pay rate plus \$.50 per hour.

There shall be a guaranteed minimum of two (2) hours pay for any personnel called in after normal working hours until 11:59 p.m. For situations requiring OAPSE performed work between the hours of 12:00 a.m. and 4:00 a.m., a minimum of three (3) hours pay will be provided.

The District will sub-contract work to private firms when it is deemed that such work is beyond the capacity of on-staff personnel or considered as an emergency situation. (As a matter of clarification, it should be understood that the District has no intention of supplanting the weekly hours of regular employees with contracted services.)

6.03 Administrative Assistant

The secretary to the building principal with more than three (3) years experience in the Yellow Springs schools will be eligible for the designation "Administrative Assistant." Such persons will be qualified for such a designation if an "Administrative Assistant" position is available for which the employee is selected. Additional pay in paragraph two (2) of this subsection refers to the rate of pay for individuals who have been promoted to positions labeled "Administrative Assistant."

An Administrative Assistant is a secretarial employee who has developed sufficient job knowledge to be able to assist in routine administrative duties. Such employees shall routinely perform work that requires knowledge of the decision-making parameters of an area of Administrative responsibility.

An administrative assistant shall be eligible for an additional pay factor of 10% times the employee's placement in either Classification III or V for placement on salary schedule VI.

Eligibility for designation as an Administrative Assistant shall be upon the submission of evidence of the performance of duties as above requested to the building principal whose recommendation to the Superintendent is required. The principal's recommendation is subject to the approval of the Superintendent and the Board.

Exceptions for early approval must be submitted by the Superintendent to the Board but in no case less than two (2) years from commencement of employment.

6.04 Transportation

A. Commercial Driver's License

If the employer determines it necessary, it will provide training to those employees who are in jeopardy of failing their commercial driver's license exam. The employer will make every reasonable effort to schedule the training during normal working hours. If the training does occur during normal working hours, employees shall be permitted time off to participate in the training. The training shall be at the employer's expense.

In the event an employee is unable to pass the commercial driver's license exam, the employer will place the employee on an unpaid leave of absence to a maximum of one (1) year. Time spent on this leave of absence shall not count for seniority purposes.

All initial license fees will be paid by the employer. Should the Driver resign from the District within two (2) years following his/her passage of the CDL requirements, said Driver shall reimburse the Board for all initial costs incurred in regard to the obtaining of the license. Such reimbursement shall be via payroll deduction from the employee's final paycheck. All employees will be granted time off with pay to take the knowledge test and driving test if required.

B. Additional Days (Bus Drivers)

Additional days assigned to inter-district drivers beyond those assigned to intra-district drivers, shall be compensated a minimum of 1 hr. for the A.M. route and/or 1 hr. minimum for the P.M. route or actual hours whichever is greater.

Extra day compensation must be requested by time sheet. Rates shall be at the normal per hour, unless section 7.08 applies.

C. Field Trips

To the extent possible, bus drivers must complete all (AM and PM) regularly scheduled routes before field trips and activity trips can be accepted. Variations must be approved by the transportation coordinator.

Regular full-time bus drivers shall be given the opportunity to either accept or reject field trips taken on a school bus before they are offered to substitute drivers.

Drivers for all-non regular route trips shall be paid at their VII-A step rate. If it is more economical for the District to pay for a driver to stay overnight at a destination rather than making a return trip to retrieve students, the District will pay for all regular route hours missed plus all drive hours for the trip and reimburse all meals and lodging expenses.

D. Cancellation of Field Trip

If a driver arrives at a departure location for a field trip which has been canceled, the driver may be paid no less than two (2) hours pay for such show-up.

ARTICLE VII - EMPLOYEE COMPENSATION

7.01 Contract Information

All contracts shall stipulate the hourly rate, hours per day or week, total days or weeks or months, number of paid holidays, and number of days of annual

vacation and annual salaries.

7.02 Contracted Work Hours

Deviation from contracted work hours shall be adjusted during the next pay period, or as soon thereafter as possible, with increases for approved additional hours or deductions for hours under the contracted work hours.

7.03 Pay Periods

There will be twenty-four (24) pay periods for all employees on the 1st and 15th day of each month. If the pay dates fall on a weekend and/or holiday, payment will be issued on the first previous business day before the weekend and/or holiday.

7.04 Salary Schedule

Salaries of employees covered by this Agreement are set forth in Appendix B-1, attached to and incorporated as part of this Agreement.

7.05 Direct Deposit

All payroll checks will be direct deposited. In the event that the payday falls on a holiday (i.e. Christmas), the electronic transfer shall take place the workday prior to the holiday. A minimum notification period of two (2) weeks for any changes must be submitted to the Treasurer's office. The required documentation is a completed authorization agreement for automatic deposit with an attached canceled check, deposit slip or statement copy so that the transit routing number, which identifies a specific financial institution, can be verified.

7.06 Professional Growth program

A. Employees may elect to participate in a professional growth program of additional study by obtaining advance approval of the Superintendent who will base approval on 1. congruence with the parameters of the employee's job description and/or 2. within the context of an approved long-range professional development plan approved by the Superintendent.

B. Tuition/Professional Development Reimbursement

The district is committed to allocate a maximum of \$3000 for tuition/professional development per year. Employees should submit a letter of intent with a requisition to the superintendent by March 30 for courses of programs beginning June 1 and ending May 31.

1. Employees with 1 or 2 years employment with the district will be reimbursed \$120 per credit hour, or \$120 per nine (9) hours of formal training, to a maximum of \$1,200. Courses must be completed with a grade of C or better.

2. Employees with 3 or more years of employment with the district will be reimbursed \$120 per credit hour, or \$120 per nine (9) hours of formal training, to a maximum of \$1500. Courses must be

completed with a grade of C or better.

3. Employees with 1 or 2 years of employment with the district will be reimbursed to a maximum of \$1,200 for approved professional development programs.
 4. Employees with 3 or more years of employment with the district will be reimbursed to a maximum of \$1500 for approved professional development.
- C. Compensation will be paid upon proof of satisfactory completion (a grade of C or better or its equivalent) and documentation of the cost of the approved course.

7.07 Service Credit

Employees hired before August 1, 2002 shall be granted a one-year additional service credit for pay purposes for the next semester following for each 3-hours of college credit or 27 clock hours of formal training completed outside the contracted work day, with a maximum of two (2) additional steps per year, provided that the course(s) contributes to the improvement of job skills and is approved in advance by the Superintendent. Course completion must be verified by report card, transcript or official notification at least 30 days prior to the beginning of a new semester. Employees hired after August 1, 2002 shall be granted a one-year additional service credit for pay purposes for the next semester following for each 6-hours of college credit or 54 clock hours of formal training completed outside the contracted work day, with a maximum of one (1) additional step per year, provided that the course(s) contributes to the improvement of job skills and is approved in advance by the Superintendent. Course completion must be verified by report card, transcript or official notification at least 30 days prior to the beginning of a new semester.

7.08 Internal Substitutes

Substitutes shall be paid at the hourly rate of Step 1 of the classification for which they are substituting. Substitute bus drivers shall be paid based on an average of 3.5 hours per day for 185 days, the rate for substitute drivers shall be calculated as identical to the hourly rate for drivers at Classification VII-A, Step 1.

7.09 Overtime

All hours worked over forty (40) in one (1) week (a week is Monday through Sunday), shall be compensated at one and one-half (1.5) times the contracted hourly rate. All hours over 40 on Sunday shall be compensated at double time. All hours on holidays shall be compensated at double time regardless of the number of hours worked during the week. All overtime and holiday time must be approved in advance by the building principal and/or superintendent

Professional development time and/or extra work associated with required training, IEP meetings, or conferences requiring attendance in addition to the scheduled work hours, will be scheduled in conjunction with the Building Principal

at the beginning of each school year and as needed during the year with as much advance notice as possible to be given. The extra time shall have prior approval by the Supervisor and will be submitted on a time sheet on an hourly basis.

7.10 Extra Duties (Aides)

When a teacher is absent from school and has not been replaced by another certified person, educational aides and Special Education Aides who are required to introduce new skills shall receive an additional two (2) hours pay for each day or major part thereof for which such duties are required.

7.11 Mileage Reimbursement

An employee who is required, as part of his assignment, to use his own vehicle for transportation in order to perform regularly assigned duties, shall be reimbursed at the IRS rate per mile effective January 1 of the pertinent school year. Mileage will be computed on the basis of actual miles logged and reported each month.

7.12 People's Deduction

The employer agrees to deduct from the wages of any member of the Union a voluntary contribution to PEOPLE as provided in a written authorization during an enrollment period beginning August 15 and ending September 15.

This is a 12 month annual deduction that can only be ended during the open enrollment period.

7.13 District and/or Building Meetings

If employees are specifically approached and asked to attend district and/or building meetings by a supervisor or request to attend and receive approval for pay from their supervisor, they will be paid for the time they attend meetings outside of their normal work schedule.

7.14 Severance Pay

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

- A. Twenty-five percent (25%) of actual accumulated sick leave days (maximum accumulation as stated in 9.01 A.) up to a maximum of sixty-five (65) days. Per diem rate shall be calculated by dividing yearly salary at retirement by the number of days in the employee's work year.

Payment shall be made within ninety (90) days after the employee's final paycheck, unless the employee and the Board agree to another method of payment acceptable to both parties. Payment shall eliminate all sick leave credits accrued by the employee.

Severance pay under this provision shall also be paid when a regular classified employee dies while employed by the Board if the employee has been with the

district for ten (10) years or more. Payment shall be made in accordance with R.C. 2113.04.

ARTICLE VIII - FRINGE BENEFITS

8.01 Group Insurance Plans

- A. The Board will make available to employees a group health insurance plan, including prescription coverage, a group dental insurance plan, and a vision insurance plan. The Board will pay eighty-five percent (85%) of the premium. The group insurance plans, the details of which are attached hereto as Appendix C-1 will be subject to the other terms of this Agreement and insurance carrier regulations.
- B. The Board's insurance contributions shall begin in September and continue through August, for full-year employees who have worked 120 or more days during the school year.
- C. The Board will contribute \$225 annually into a flexible spending account (125 plan) for each member. The contribution will be on November 1st of each year. Money in the account must be spent according to IRS regulations. Any money remaining in the account at the end of the reimbursement period will revert back to the Board.
- D. The Board and OAPSE have a mutual interest in maintaining the lowest possible costs for health care coverage, with each sharing in costs as described in this Section. The parties will form a Standing Insurance Committee comprised of stakeholders in the school community. The purpose of the Committee is to review and analyze available insurance coverages so that acceptable benefit levels can be made available to employees at a reasonable cost.

The Committee will consist of eight (8) members:

- Superintendent, Treasurer and the Treasurer's Assistant
- One-two (1-2) members appointed by the Board of Education
- Two (2) members appointed by the Association
- Two (2) members appointed by OAPSE

The Committee will meet two (2) times in the final year of the contract. The Committee can agree to convene at any time during the life of the Agreement for reasons such as: mandated insurance change(s), informational update, or other reasons as stated and agreed upon by both parties. The Committee may invite consultants and vendors to provide information to the Committee for its consideration. The Committee will be prepared to make recommendations to the bargaining teams, especially on how to best achieve a balance between cost and coverage.

The Committee shall use a collaborative approach in considering health insurance issues and shall reach all decisions on the basis of reaching a

consensus. Goals and purpose of the committee shall be to:

Obtain a thorough knowledge of insurance programs, benefits and options; and

Educate the membership, administration and Board on insurance issues.

The Board will not unilaterally change benefit levels. If a health insurance carrier changes benefit levels, the Board will not be required to self-insure any benefit which a carrier reduces or eliminates. The effects of changes in coverage will be bargained with OAPSE prior to the changes taking effect.

When committee meetings are scheduled during an employee's work day the Board shall provide a sub for that committee member if possible.

8.02 Life Insurance

- A. The Board will provide, without cost to the employee a group term life insurance policy in the amount of Sixty Thousand Dollars (\$60,000.00) also double indemnity in case of accidental death. Employees hired after August 1, 2008 who work less than 20 hrs. per week will receive a thirty thousand (\$30,000) dollar paid group life insurance benefit.
- B. The Board's life insurance contribution shall begin in September of each year and continue for twelve (12) full months for employees who have worked 120 or more days during the school year.

8.03 Conditions

- A. Board health and life insurance contributions will begin at the beginning of the month, following the employment of persons employed after the beginning of second semester.
- B. Board fringe benefit payments will be stopped at the end of the month in which any employee's employment is terminated.
- C. Any employee covered under another group health insurance plan will not be insured under 8.01 above.
- E. Part-time employees shall receive prorated health, dental and prescription insurance as follows (for employees hired after June 1, 1990):

Hours per Week Contracted	
Up to 15	Life insurance only
More than 15, less than 20	Life insurance and single subscriber basic health and major medical, with the option to purchase family coverage or employee+kid(s)
20 or more	Life insurance plus employee optional single subscriber, family coverage, or employee+kid(s)

- E. Board employees who are husband and wife or living as such shall only have the following options in medical insurance coverage:
1. each shall be covered by separate single medical coverage, or
 2. both shall be covered by only family medical coverage.

However, in no event will two Board employees who are husband and wife or two employees living as such be covered by two separate family medical coverage.

ARTICLE IX - EMPLOYEE LEAVE

9.01 Sick Leave/Bereavement Leave

- A. All non-teaching employees shall be entitled to one and one-fourth (1.25) days of sick leave per calendar month pursuant to Ohio Revised Code 3319.141. Unused sick leave (no more than 260 days) shall be cumulative.

Sick leave usage may be taken in units of not less than one-fourth (1/4) the employee's normal work day rounded to the next one (1) hour unit to a maximum of the number of hours the employee is scheduled to work on the day off work, except for bus drivers who are contracted to drive morning, mid-day and afternoon runs may take sick leave in units of one-third (1/3) of the contracted day.

B. Sick Leave Incentive

An attendance incentive will be paid out to all bargaining unit members who have perfect attendance. The perfect attendance award will be calculated twice annually for the time periods as follows:

- August 1-January 30
- February 1-July 31

For the purpose of this incentive, perfect attendance will be defined as the use of zero sick days during the time periods with which attendance will be calculated. Sick days taken for bereavement leave (as defined in 9.01D) will not be calculated as sick days for the purpose of this incentive.

At the end of each attendance period, the Board will place all bargaining

unit members who have achieved perfect attendance into a pool for the award. The semi-annual award will be calculated according to the following formula:

$$\frac{[(3 \text{ year avg. sick leave for period} - \text{current period sick leave}) \times 80\% \times \$70]}{\text{number of bargaining unit members with perfect attendance (for the specified period)}} = \text{Total sick leave payout per award recipient}$$

Sick leave incentive will be awarded within 30 days of the end of each attendance period. If the sick days used in any period are more than the 3-year average for that period, there will be no incentive payout for that period.

C. Sick Leave Bank

In the event that the Association and Board agree by mutual agreement that a bargaining unit member who has a serious medical condition deserves additional sick leave, bargaining unit members can directly contribute unused, accumulated sick leave to the ill, disabled or injured member. However, the total maximum sick leave contributed to the employee from all the other employees shall not exceed sixty (60) days and will be deducted from the contributing employee's accumulated sick leave. Application of this provision shall be on a case by case basis and its application shall not establish a precedent.

1. In the event of a catastrophic illness or medical event, all bargaining unit members shall have access to the S.L.B. Employees may contribute days voluntarily but these days shall not be refundable. If on October 1st of each year the S.L.B. has fallen below 15 days then all bargaining unit members will contribute 1 day each.
2. A Usage Control Board of review consisting of two (2) classified employees appointed by the Association and one (1) administration employee appointed by the Superintendent shall be established to deal with the administration of the S.L.B.
3. Original requests are limited to no more than 15 days. Subsequent requests must be approved by a majority of the usage control board to a maximum of 45 additional days. A grant will be considered only after the classified employee has used all of his/her accumulated sick leave days, all possible advances of sick leave days, and is not eligible for disability leave under the Ohio School Employees Retirement system.
4. Determinations of applying these and any other policies and guidelines shall be made by the three (3) member sick leave Usage Control Board whose decision shall be final and not subject to the grievance procedure contained in this agreement.

5. After repaying all district advanced sick days the member who borrows days from the Sick Leave Bank will repay 1.25 days of the borrowed days each quarter on/from the last paycheck of the month of that quarter.

D. Bereavement

1. Leave up to a maximum of five (5) days, when required, not charged to sick leave, will be granted in case of death in the immediate family. Immediate family is father, mother, sister, brother, son, daughter, spouse. Additional days may be granted by the Superintendent; however, these days must be used as sick leave.
2. One (1) day of leave, not charged to sick leave, may be granted for funerals for persons other than those in the immediate family. One (1) additional day not charged to sick leave, may be granted for funerals held more than 250 miles from Yellow Springs. Additional days may be granted by the Superintendent; however, these days must be used as sick leave.
3. Sick leave bank days cannot be used for bereavement leave.

9.02 Holidays

The following days shall be paid holidays when they fall within the employee's contracted work year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, Martin Luther King Day and President's Day (when schools are closed).

Twelve-month employees shall receive additional paid holidays as follows: Day after Thanksgiving - full day, Christmas Eve Day and New Year's Eve Day by noon or at the discretion of the building principal.

9.03 Personal Leave

- A. Each employee will be credited with three (3) non-cumulative personal leave days per year. The Superintendent may approve one (1) additional day upon request.
- B. Personal leave of employees hired after the beginning of the school year shall be prorated at one and one-half (1-1/2) days for each half-year or fraction thereof to be served.
- C. Personal leave shall be used for personal matters which cannot be handled except during school hours. Employee will complete a request form and submit to his/her supervisor.
- D. Personal leave will only be granted if a suitable substitute can be found. Personal leave must be requested a minimum of (5) five work days prior to

the day requested except in the case of an emergency.

- E. Excused absences without personal leave deduction may be authorized by the superintendent for community service.
- F. If the employee should voluntarily terminate his or her services before the end of the school year, excess personal leave shall be deducted from adjusted final pay on the basis of one and one-half day for each half-year or fraction thereof not served.
- G. Beginning the 1990-91 school year, bargaining unit members may begin accumulating unused personal leave days for purposes of severance pay only. Upon retirement from the Yellow Springs School District, bargaining unit members shall receive \$70.00 for each accumulated day of personal leave. Accumulation of unused personal leave for this purpose ceased on July 31, 2013 due to the addition of 9.03H. Any previously accumulated days will still be paid in accordance with this section.
- H. Beginning with the 2013-14 school year, bargaining unit members will be paid for unused personal leave days no later than the end of the summer following each school year. Members not using any personal leave days will be paid \$240, members using only one personal leave day will be paid \$150, and members using two personal leave days will be paid \$70.

9.04 Vacations

- A. Vacations for 12-month employees shall be as follows:

<u>Years of Service Completed</u>	<u>Weeks of Vacation</u>
First through Fifth	2
Sixth through Fourteenth	3
Fifteenth through Twenty-Fourth	4
Twenty-Fifth or More	5

- B. After August 1, 2005 the maximum vacation leave accumulation will be 25 days.

9.05 Assault Leave

Any case of employment-related assault and/or battery upon an employee shall be reported as soon as possible to his or her principal. If, in the judgment of the employee or the principal, the assault is sufficiently severe, the police shall be notified. If asked by the employee, the Board shall advise and assist the employee in handling the incident with law enforcement authorities. The employee shall receive time off with full pay and at no loss of any accumulated leave for time spent in judicial proceedings related to the investigation and prosecution of the incident.

Any employee who is assaulted while in the performance of his/her duty, on or off school premises before, during, or after school hours or any employee who is assaulted while attending a school or district sponsored activity shall be granted

up to ten (10) days of leave without a doctor's or psychologist's recommendation.

Assault leave of up to ninety (90) days shall be granted if, in the opinion of a doctor or psychologist, the employee is physically or mentally unable to perform his or her duties. The evaluation of the doctor or psychologist must be submitted within the first ten (10) days of leave if leave beyond ten (10) days will be requested. The Board agrees to assist the employee, if requested, in securing the assistance of an appropriate health care professional for the purpose of evaluating the physical or mental state of the employee relative to his or her ability to perform his or her duties. The Board also reserves the right to have a Board appointed practitioner examine the employee. Where a disagreement exists between the employee's and Board's practitioner, a third opinion will be provided by a mutually agreed upon practitioner at the Board's expense.

Employees on assault leave shall receive full pay and benefits. Such leave shall not be deducted from the employee's accumulated sick leave.

The superintendent shall grant additional days, up to a maximum of thirty (30) days, upon receipt of an evaluation from a doctor or psychologist stating that the conditions supporting the initial granting of assault leave continue to exist.

The Board agrees to pay any employee who is assaulted while in the performance of his/her duty or while in attendance at a school or district sponsored activity all expenses not covered by an employee's insurance for medical expenses, counseling expenses, or repair expenses incurred through assault on an employee or vandalism of an employee's property.

If, upon exhaustion of assault leave, the employee remains unable to perform his/her contracted duties, he/she may pursue other options:

1. Sick leave
2. Other leaves (as applicable)
3. Workers' compensation (if eligible)
4. Disability retirement

9.06 Jury Duty

An employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty during his or her regularly assigned work day, per the Ohio Revised Code. The Board shall pay for any scheduled work time the employee is required to perform jury duty. The employee shall give the Superintendent or his/her designee as much advanced written notice of the jury duty as possible. All jury duty pay received shall be signed over to the Board of Education.

An employee must return to work while on jury duty if the employee is released from any day or days of jury duty.

9.07 Leave Without Pay

All employees may request no more than five (5) days of leave without pay for

important personal matters if they have given one (1) week's notice to the Superintendent. The Superintendent may grant days in excess of five (5) or waive the one (1) week requirement, provided a substitute who has a contract for that particular classification can be arranged or the absence of the employee will not disrupt the operation of the school.

9.08 Leave of Absence

All leaves of absence shall be in accordance with the Ohio Revised Code.

9.09 Calamity Days

- A. In the event of calamity resulting in less than one hundred and seventy-five (175) days for students, the Board will adjust the school calendar to meet minimum requirements for days in session. When the Superintendent closes the schools and other buildings to all employees, ORC 3319.081 (G) provides that they will be paid for all regular hours of work lost when such school or building in which they are employed is closed.
- B. On a calamity day, each employee required to work will be contacted via phone by his/her immediate supervisor and informed as to whether he/she should report to work. If the employee does not report for the normal work day as required, the employee must take a personal or vacation day.
- C. Employees required to work on a calamity day and in fact working shall be compensated additionally at the rate of one half (1/2) times their regular hourly rate for hours actually worked.
- D. Employees who are not called by their immediate supervisor but choose to report to work will not receive additional compensation.

ARTICLE X - GRIEVANCE PROCEDURE

A claim by an employee that there has been a violation, misinterpretation or misapplication of any provision of the Agreement may be processed as a grievance as hereinafter provided.

The number of days indicated at each step of the Grievance Procedure are work days, should be considered as maximum, and every effort should be made to expedite the grievance process. Any time limit may be extended by mutual consent.

The failure of an aggrieved person to proceed from one step of the Grievance Procedure to the next step within the time limits set forth shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance.

The failure of an administrator or supervisor to communicate his or her decision to the employee within the specified time limits shall permit the employee to proceed to the next step in the Grievance Procedure.

In the handling and processing of a grievance, the following procedure shall apply:

10.01 Step One

Within ten (10) working days of the date a grievance occurs, the employee shall discuss the grievance with his/her immediate administrator or supervisor individually, or together with his/her Association representative with the objective of resolving the matter informally. Within ten (10) working days after discussion of the grievance, the administrator or supervisor or designee shall give his or her disposition orally to the employee.

10.02 Step Two

If the grievance is not resolved informally, the employee shall, within ten (10) working days of receipt of the administrator's or supervisor's disposition, submit to the administrator or supervisor, a signed written "Statement of Grievance" contained in Appendix D. The "Statement of Grievance" shall name the employee involved, shall state the facts giving rise to the grievance, shall identify all the provisions of this Agreement alleged to be violated by appropriate reference, shall state the contention of the employee with respect to these provisions, shall indicate the relief requested, and shall be signed by the employee involved.

The administrator/supervisor/designee shall give the employee an answer in writing no later than ten (10) working days after the receipt of the written grievance.

10.03 Step Three

If the grievance remains unresolved at the conclusion of Step Two, it may be submitted to the Superintendent within ten (10) working days after the date of the decision under Step Two.

The Superintendent shall meet with the aggrieved employee and the employee's administrator or supervisor within ten (10) working days following receipt of the grievance. An Association representative may be present at the employee's request.

The Superintendent will prepare a written answer within ten (10) working days after such meeting.

10.04 Step Four

If the grievance remains unresolved at the conclusion of Step Three, it may be appealed to mediation within ten (10) working days of the receipt of the decision under Step Three. Such appeal shall be directed to the Superintendent, who will contact the Federal Mediation and Conciliation Service. The mediator will help both parties reach a resolution to the grievance. If no resolution is reached, either party may proceed to arbitration.

10.05 Step Five

If the grievance remains unresolved at the conclusion of Step Four, it may be appealed to arbitration within ten (10) working days of the receipt to the decision under Step Four. Such appeal shall be directed to the Superintendent.

A request for a list of arbitrators may be sent to either the Federal Mediation and Conciliation Service or the American Arbitration Association. The arbitrator shall conduct a hearing on the grievance and shall report his/her decision to the grievant, the Association and the Board.

The decision of the arbitrator shall be final and binding on the parties. Each party shall pay one-half (1/2) of the total cost of the arbitration.

10.06 Miscellaneous

- A. The filing of a grievance shall in no way interfere with the right of the Board to proceed in carrying out its responsibilities subject to the final decision of the grievance.
- B. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.
- C. All documents, communications, or records dealing with a grievance shall be filed separately from the personnel file of the participants.
- D. The form "Statement of Grievance" found in Appendix D will be the form used in the grievance procedure.
- E. Access shall be made available to records of all information used in the determination and processing of the grievance.
- F. No grievance shall be filed for or by any employee after the effective date of his/her resignation.
- G. Any grievance filed during the life of this Agreement shall be processed through the steps of this procedure regardless of whether such time required may go beyond the expiration date of this document.
- H. Two or more grievances on the same subject may be handled by the Board as one grievance. When such a situation occurs, the Association shall be notified and the answer directed to the Association.
- I. Any grievance occurring during the period between the termination date of this Agreement and the effective date of a new Agreement shall not be processed.

ARTICLE XI - NEGOTIATIONS

11.01 General

Attainment of objectives of the educational program of the District requires mutual understanding and cooperation between the Board and the Association. However, the Board reserves the sole right to determine the educational objectives of the District. Free and open exchange of views is desirable and necessary, with all parties participating in deliberations leading to the determinations of matters of mutual concern. The Board and the Association subscribe to the principles that differences shall be resolved by negotiation without interruption of the school program.

11.02 "Good Faith" Bargaining

"Good Faith" involves coming to the negotiation table with the intention of negotiating, not of dogmatically pursuing the preconceived stands. Good Faith requires both parties to recognize negotiations as a shared process and a problem-solving effort.

11.03 Procedures

A. Submission of Issues

Negotiations shall be opened between May 1 and June 1. Requests in writing for negotiation meetings from the Association will be made directly to the Superintendent. Requests from the Board will be made in writing to the President of the Association. Requests for meetings shall contain a description of the items for negotiation.

Within ten (10) days of receipt of the request, a mutually convenient meeting time and place shall be established, with said meeting taking place within 20 days after the request has been submitted, unless both parties agree to an extension of time.

An agenda shall be established at the first meeting. No new items shall be added unless mutually agreed upon.

Meetings shall be scheduled to interfere the least with school schedules. Summary minutes shall be the responsibility of each party as separate records.

11.04 Negotiations Committees

Each committee may have a designated chairman. Membership of each negotiations committee shall be limited to no more than five regular members.

11.05 Consultants

The parties may call upon consultants, limited to one for each party at any one meeting, to assist in all negotiations. Consultants may interchange with members of the team as may be desired by each team. Each team is privileged to call upon its consultant to present its case.

11.06 Progress Reports

With the approval of both parties, periodic progress reports may be issued. It is understood that proceedings at the negotiation table shall be kept within the committees until reports for release are mutually agreed upon. The reports shall then be set forth in writing and signed by the chairman of both committees prior to release.

11.07 Exchange of Information

The Board and Superintendent agree to furnish the Association negotiation committee, upon request, within seven days, all available information, regularly and routinely prepared, concerning financial resources of the District. The Association shall furnish all available information on its proposals to the Board's negotiating team to support the development of sound programs for the School District.

11.08 Association Assurance

The elected President or his or her representative shall first fulfill his /her duties to his/her employer as determined by the Board before performing whatever duties he/she might assume as the Association representative.

11.09 Agreement and Disagreement

A. Agreement

During negotiations, when an item is agreed upon, it shall be initialed by negotiation committee members, but agreement is not binding until all items are agreed upon.

When total agreement is reached, it shall be reduced to writing, signed by the negotiation teams, and submitted to the Association for ratification and the Board for adoption. If approved, in accordance with the provisions of this Article, the agreement shall be signed by representatives of both parties and shall become a part of the official minutes of the Board.

B. Disagreement

Either party shall have the authority to declare negotiations at an impasse. When such a declaration is made, the services of the Federal Mediation and Conciliation Service shall be utilized in an effort to reach an agreement.

C. Upon expiration of the contract, after the parties have been at impasse for at least thirty (30) days and settlement has not been reached. OAPSE will have the right to strike upon filing of the statutory required ten (10) day notice and the Board shall have the right to declare "ultimate impasse" and implement its last offer.

11.10 Negotiable Items

Wages/hours, working conditions and fringe benefits shall be negotiated in conformance with the procedures outlined above.

ARTICLE XII - MISCELLANEOUS PROVISIONS

This Agreement shall supersede any rules, policies, regulations, or practices or agreement of the Board which shall be contrary to, or inconsistent with its terms. The provisions of this Agreement are a master contract which cannot be modified by subsequent policy statements of the Board.

This Agreement shall be exclusively between the Board and the Association and not dependent upon approval of any other organization.

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XIII - DURATION OF AGREEMENT

13.01 This Agreement incorporates the Agreement reached by the parties on all issues which were subjects of negotiation. This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in writing as an amendment to this Agreement.

13.02 The Agreement shall be in effect for three (3) years upon ratification by both parties and shall continue until July 31, 2016.

13.03 Salary

- A 3.5% salary increase for the 2013-14 school year.
- A 3.5% salary increase for the 2014-15 school year.
- A 3.5% salary increase for the 2015-16 school year.

- No step advancement in the 2013-14 school year.
- No step advancement in the 2014-15 school year.
- No step advancement in the 2015-16 school year.

13.04 Benefits

As reflected in appendix.

YELLOW SPRINGS BOARD
OF EDUCATION

OHIO ASSOCIATION OF PUBLIC
EDUCATION SCHOOL EMPLOYEES/
AFSCME/AFL-CIO AND ITS CHAPTER
NO. 644:

By: [Signature] 9/27/13
Date

By: Nancy Bussery 9-30-13
Date

By: [Signature] 9/30/13
Date

By: Robert Semler 9/30/13
Date

By: _____
Date

By: Katherine Merrill 9-30-13
Date

By: _____
Date

By: Dave Adam 10-3-13
Date

**YELLOW SPRINGS EXEMPTED VILLAGE SCHOOLS
CLASSIFIED SALARY SCHEDULE
EFFECTIVE AUGUST 1, 2013**

Level	Lunchroom Workers	Aides/Cooks	9/10 Mth Sec/Aides	Day Custodian	Night Custodians/ Indoor Outdoor Maint.	10/12 Mth Secretaries	10/12 mth Administrative Asst.	20-hrs wk Bus Drivers	27.5-30 hrs/wk Bus Drivers	Head Maintenance
Step	I	II	III	IV-A	IV-B	V	VI	VII-A	VII-B	VIII
1	10.87	12.12	12.89	12.89	13.21	13.92	15.35	15.72	18.34	22.93
2	12.16	13.33	14.10	14.10	14.47	14.88	16.36	16.85	19.67	23.33
3	12.58	13.70	14.51	14.51	14.80	15.30	16.81	17.28	19.85	23.69
4	13.01	14.17	14.89	14.89	15.24	15.67	17.25	17.72	20.06	24.05
5	13.42	14.58	15.35	15.35	15.67	16.16	17.77	18.19	20.26	24.44
6	13.79	14.94	15.79	15.79	16.08	16.55	18.22	18.62	20.48	24.82
7	14.21	15.44	16.18	16.18	16.46	16.92	18.62	19.09	20.65	25.20
8	14.68	15.86	16.62	16.62	16.87	17.31	19.06	19.47	20.88	25.59
9	15.20	16.21	17.04	17.04	17.33	17.77	19.52	19.90	21.08	25.95
10	15.46	16.66	17.45	17.45	17.77	18.22	20.02	20.43	21.29	26.30
11	15.73	16.81	17.64	17.64	17.96	18.38	20.20	20.60	21.51	26.58
12	15.91	16.97	17.80	17.80	18.15	18.58	20.44	20.80	21.70	26.83
13	16.08	17.15	17.99	17.99	18.31	18.76	20.61	21.01	21.95	27.11
14	16.21	17.32	18.18	18.18	18.52	18.94	20.81	21.23	22.17	27.38
15	16.34	17.49	18.34	18.34	18.68	19.14	21.02	21.44	22.38	27.66
16	16.45	17.68	18.55	18.55	18.86	19.33	21.24	21.65	22.57	27.93
17	16.63	17.86	18.72	18.72	19.07	19.52	21.54	21.89	22.82	28.22
18	16.78	18.04	18.89	18.89	19.24	19.72	21.66	22.08	23.06	28.46
19	17.04	18.22	19.10	19.10	19.46	19.91	21.90	22.31	23.30	28.77
20	17.26	18.38	19.29	19.29	19.64	20.12	22.09	22.55	23.51	29.06

APPENDIX A-1

YELLOW SPRINGS EXEMPTED VILLAGE SCHOOLS

CLASSIFIED SALARY SCHEDULE

EFFECTIVE AUGUST 1, 2014

Level	Lunchroom Workers	Aides/Cooks	9/10 Mth Sec/Aides	Day Custodian	Night Custodians/ Indoor Outdoor Maint.	10/12 Mth Secretaries	10/12 mth Administrative Asst.	20-hrs wk Bus Drivers	27.5-30 hrs/wk Bus Drivers	Head Maintenance
Step	I	II	III	IV-A	IV-B	V	VI	VII-A	VII-B	VIII
1	11.25	12.55	13.34	13.34	13.67	14.41	15.89	16.27	18.98	23.73
2	12.59	13.79	14.60	14.60	14.97	15.40	16.94	17.44	20.36	24.14
3	13.02	14.18	15.02	15.02	15.31	15.83	17.40	17.89	20.54	24.52
4	13.46	14.66	15.41	15.42	15.78	16.22	17.85	18.34	20.77	24.89
5	13.89	15.09	15.89	15.89	16.22	16.73	18.39	18.82	20.96	25.30
6	14.28	15.46	16.34	16.34	16.64	17.12	18.86	19.28	21.20	25.69
7	14.71	15.98	16.75	16.75	17.04	17.51	19.28	19.76	21.37	26.08
8	15.19	16.42	17.20	17.20	17.46	17.92	19.73	20.15	21.62	26.48
9	15.73	16.78	17.63	17.63	17.94	18.39	20.20	20.60	21.81	26.86
10	16.00	17.25	18.06	18.06	18.39	18.86	20.72	21.14	22.03	27.22
11	16.29	17.40	18.26	18.26	18.59	19.02	20.91	21.32	22.27	27.51
12	16.46	17.57	18.43	18.43	18.79	19.23	21.15	21.53	22.46	27.77
13	16.64	17.75	18.61	18.61	18.96	19.42	21.33	21.75	22.72	28.06
14	16.78	17.93	18.81	18.81	19.17	19.61	21.54	21.97	22.95	28.33
15	16.91	18.11	18.98	18.98	19.33	19.81	21.76	22.19	23.16	28.63
16	17.03	18.29	19.20	19.20	19.52	20.00	21.98	22.41	23.36	28.91
17	17.21	18.48	19.38	19.38	19.74	20.20	22.30	22.65	23.62	29.21
18	17.37	18.67	19.55	19.55	19.92	20.41	22.42	22.85	23.87	29.46
19	17.63	18.86	19.77	19.77	20.14	20.61	22.66	23.09	24.12	29.78
20	17.86	19.02	19.96	19.96	20.32	20.82	22.86	23.34	24.33	30.08

**YELLOW SPRINGS EXEMPTED VILLAGE SCHOOLS
CLASSIFIED SALARY SCHEDULE
EFFECTIVE AUGUST 1, 2015**

Level	Lunchroom Workers	Aides/Cooks	9/10 Mth Sec/Aides	Day Custodian	Night Custodians/ Indoor Outdoor Maint.	10/12 Mth Secretaries	10/12 mth Administrative Asst.	20-hrs wk Bus Drivers	27.5-30 hrs/wk Bus Drivers	Head Maintenance
Step	I	II	III	IV-A	IV-B	V	VI	VII-A	VII-B	VIII
1	11.65	12.98	13.81	13.81	14.15	14.91	16.44	16.84	19.64	24.56
2	13.03	14.27	15.11	15.11	15.50	15.94	17.53	18.05	21.07	24.99
3	13.48	14.67	15.54	15.54	15.85	16.39	18.01	18.51	21.26	25.37
4	13.93	15.18	15.95	15.95	16.33	16.79	18.48	18.98	21.49	25.76
5	14.38	15.62	16.44	16.44	16.79	17.31	19.04	19.48	21.70	26.19
6	14.78	16.00	16.91	16.91	17.22	17.72	19.52	19.95	21.94	26.59
7	15.22	16.54	17.34	17.34	17.63	18.12	19.95	20.45	22.12	27.00
8	15.73	16.99	17.80	17.80	18.07	18.55	20.42	20.85	22.37	27.41
9	16.28	17.37	18.25	18.25	18.57	19.04	20.91	21.32	22.58	27.80
10	16.56	17.85	18.69	18.70	19.04	19.52	21.45	21.88	22.81	28.17
11	16.86	18.01	18.90	18.90	19.24	19.69	21.64	22.06	23.05	28.47
12	17.04	18.18	19.07	19.07	19.45	19.90	21.89	22.28	23.25	28.74
13	17.22	18.37	19.27	19.27	19.62	20.10	22.07	22.51	23.51	29.04
14	17.37	18.56	19.47	19.47	19.84	20.29	22.29	22.74	23.75	29.33
15	17.51	18.74	19.64	19.64	20.01	20.50	22.52	22.97	23.97	29.63
16	17.62	18.93	19.87	19.87	20.20	20.70	22.75	23.19	24.18	29.92
17	17.82	19.13	20.05	20.05	20.43	20.91	23.08	23.45	24.45	30.23
18	17.97	19.32	20.24	20.24	20.61	21.13	23.21	23.65	24.70	30.49
19	18.25	19.52	20.46	20.46	20.84	21.33	23.46	23.90	24.96	30.82
20	18.49	19.69	20.66	20.66	21.04	21.55	23.66	24.15	25.18	31.13

APPENDIX B-1

Your Summary of Benefits



Educational Purchasing Council - Yellow Springs
 Blue Access® (PPO)
 Effective October 1, 2013

Please note: As we receive additional guidance and clarification from the U.S. Department of Health and Human Services, we may be required to make additional changes to your benefits.

Covered Services	Network	Non-Network
Deductible (Single/Family)	\$100/\$200	\$200/\$400
Out-of-Pocket Limit (Single/Family)	\$1,000/\$2,000	\$1,500/\$3,000
Physician Home and Office Services (PCP/SCP) Primary Care Physician (PCP)/ Specialty Care Physician (SCP) Including Office Surgeries and allergy serum: <ul style="list-style-type: none"> o allergy injections (PCP and SCP) \$5 30% o allergy testing 10% 30% o routine and non-routine mammograms (regardless of outpatient setting) \$20 30% o diabetic education (regardless of outpatient setting) \$20 30% o certain medical nutritional therapy (regardless of outpatient setting) \$20 Not covered o MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies and non-maternity related Ultrasounds 10% 30% 		
Preventive Care Services Services include but are not limited to: Routine Exams, Pelvic Exams, Pap testing, PSA tests, Immunizations ¹ , Annual diabetic eye exam, Routine Vision and Hearing screenings <ul style="list-style-type: none"> o Physician Home and Office Visits (PCP/SCP) \$20/\$20 30% o Other Outpatient Services @ Hospital/Alternative Care Facility 10% 30% 		
Emergency and Urgent Care Emergency Room Services <ul style="list-style-type: none"> o facility/other covered services (copayment waived if admitted) \$75 \$75 Urgent Care Center Services \$35 \$35		
Inpatient and Outpatient Professional Services Include but are not limited to: <ul style="list-style-type: none"> o Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams 10% 30% 		

Blue 3.0

Anthem, Fox Cross and Blue Shield is the trade name of Community Insurance Company, An Independent Member of the Blue Cross and Blue Shield Association. © 2013 Anthem Blue Cross and Blue Shield Association.

Anthem Summary Yellow Springs 09/10/2013

APPENDIX B-1

Your Summary of Benefits

Covered Benefits	Network	Non-Network
Inpatient Facility Services (Network/Non-Network combined) Unlimited days except for: <ul style="list-style-type: none"> 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis) 180 days for skilled nursing facility 	10%	30%
Outpatient Surgery Hospital/Alternative Care Facility <ul style="list-style-type: none"> Surgery and administration of general anesthesia 	10%	30%
Other Outpatient Services (Combined Network & Non-Network limits) including but not limited to: <ul style="list-style-type: none"> Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services Home Care Services 90 visits (excludes IV Therapy) Durable Medical Equipment and Orthotics (excluding Prosthetic Devices, Limbs and Medical Supplies) Prosthetic Devices Prosthetic Limbs Physical Medicine Therapy Day Rehabilitation programs Hospice Care Ambulance Services 	10%	30%
Outpatient Therapy Services (Combined Network & Non-Network limits) <ul style="list-style-type: none"> Physician Home and Office Visits (PCP/SCP) Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: <ul style="list-style-type: none"> Physical Therapy: 30 visits Occupational Therapy: 30 visits Manipulation Therapy: 12 visits Speech therapy: 20 visits 	\$20/\$20 10%	30% 30%
Behavioral Health: Mental Illness and Substance Abuse² <ul style="list-style-type: none"> Inpatient Facility Services Inpatient Professional Services Physician Home and Office Visits (PCP/SCP) Other Outpatient Services, Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional 	10% 10% \$20/\$20 10%	30%
Human Organ and Tissue Transplants³ <ul style="list-style-type: none"> Acquisition and transplant procedures, harvest and storage. 	No copayment/coinsurance	50%

APPENDIX B-1

Your Summary of Benefits

Out-of-Pocket Benefits	Network	Non-Network
Prescription Drugs: Administered by CVS/Caremark	See Your Prescription Benefit Plan Summary	See Your Prescription Benefit Plan Summary
Lifetime Maximum	Unlimited	Unlimited

Notes:

- o Flat dollar copayments are excluded from the out-of-pocket limits. Also Non-network Human Organ and Tissue Transplants are excluded from the out-of-pocket limits.
- o Deductible(s) apply only to covered medical services listed with a percentage (%) coinsurance. However, the deductible does not apply to Emergency Room Services where a percentage (%) coinsurance applies to other covered services.
- o Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- o Dependent Age: to end of the month which the child attains age 26
- o Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Podiatrists, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- o Physicians Home and office visit copayment also applies if the office visit is billed with allergy injections.
- o No copayment/coinsurance means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- o PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- o SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- o Benefit period = calendar year
- o Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- o Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits.

1 These covered services are not subject to the deductible/copayment if you have a flat dollar copayment and if rendered without an office visit.

2 We encourage you to contact Our Mental Health Subcontractor to assure the use of appropriate procedures, setting and medical necessity. Refer to Schedule of Benefits for limitations. Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health parity.

3 Kidney and Cornea are treated the same as any other tissue and subject to the medical benefits.

Precertification:

Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help avoid any unnecessary reduction in benefits for non-covered or non-medically necessary services.

Grandfathered Health Plans

We believe this coverage is a "grandfathered health plan" under the Patient Protection and Affordable Care Act (the Affordable Care Act). As permitted by the Affordable Care Act, a grandfathered health plan can preserve certain basic health coverage that was already in effect when that law was enacted. Being a grandfathered health plan means that your plan may not include certain consumer protections of the Affordable Care Act that apply to other plans, for example, the requirement for the provision of preventive health services without any cost sharing. However, grandfathered health plans must comply with certain other consumer protections in the Affordable Care Act, for example, the elimination of lifetime limits on benefits.

Questions regarding which protections apply and which protections do not apply to a grandfathered health plan and what might cause a plan to change from grandfathered health plan status can be directed to the plan administrator or your Employer.

You may also contact the Employee Benefits Security Administration, U.S. Department of Labor at 1-866-444-3272 or www.dol.gov/ebsa/healthreform.

This website has a table summarizing which protections do and do not apply to grandfathered health plans.

You may also contact the U.S. Department of Health and Human Services at www.healthreform.gov.

APPENDIX B-1

Your Prescription Benefit Plan Copay Overview Yellow Springs Exempted Village Schools 10/01/2013

	CVS Caremark Retail Pharmacy Network For short-term medications (Up to a 30-day supply)	CVS Caremark Mail Service Pharmacy For long-term medications (Up to a 90-day supply)
Generic Medications Ask your doctor or other prescriber if there is a generic available, as these generally cost less.	\$10 for a generic prescription	\$20 for a generic prescription
Preferred Brand-Name Medications If a generic is not available or appropriate, ask your doctor or healthcare provider to prescribe from your plan's preferred drug list.	\$20 for a preferred brand-name prescription	\$40 for a preferred brand-name prescription
Non-Preferred Brand-Name Medications You will pay the most for medications not on your plan's preferred drug list.	\$30 for a non-preferred brand-name prescription	\$60 for a non-preferred brand-name prescription
Refill Limit	None	None
<small>Please Note: When a generic is available, but the pharmacy dispenses the brand-name medication for any reason other than doctor or other prescriber indicates "dispense as written," you will pay the difference between the brand-name medication and the generic plus the brand copayment.</small>		

For out of network coverage, you will be reimbursed 50% with a minimum of \$30.00

Certain medications may require prior authorization or coverage through a CVS Caremark specialty pharmacy. Please contact customer care or go to www.caremark.com for additional information on these medications.

Where to fill your prescription

Choosing where to fill your prescription depends on whether you are ordering a short-term or long-term medication:

Short-term medications are generally taken for a limited amount of time and have a limited amount of refills, such as an antibiotic. You can fill prescriptions for these medications at any pharmacy in the CVS Caremark retail network.

- Choose from more than 67,000 network pharmacies nationwide, including independent pharmacies, chain pharmacies and 7,300 CVS/pharmacy locations.
- Find a participating pharmacy at www.caremark.com

Tip: To avoid filling out claims paperwork, bring your Prescription Card with you when you pick up your prescription, and use a pharmacy in the CVS Caremark retail network.

Long-term medications are taken regularly for chronic conditions, such as high blood pressure, asthma, diabetes or high cholesterol. You will generally save money by using mail service for these prescriptions.

Choose one of three easy ways to start using the CVS Caremark Mail Service Pharmacy:

1. Fill out and send in a mail service order form -- use the one included in this welcome kit or print one at www.caremark.com
2. Use the FastStart® tool found on www.caremark.com
3. Call FastStart toll-free at 1-800-875-0867

Customer Care

If you have questions about your prescriptions or benefits, you can contact Customer Care 24 hours a day, seven days a week. You can either e-mail customerservice@caremark.com or call toll-free at 1-888-202-1654 after your benefits begin. For TDD assistance, please call toll-free 1-800-663-5488.

Copayment, copay or coinsurance means the amount a plan member is required to pay for a prescription in accordance with a Plan, which may be a deductible, a percentage of the prescription price, a fixed amount or other charge, with the balance, if any, paid by a Plan.

Your feedback is important as it helps us improve our service. Please contact us with any questions or concerns at 1-888-202-1654.

Your privacy is important to us. Our employees are trained regarding the appropriate way to handle your private health information.

22430-2FRTF-50-0713

APPENDIX B-1



**Delta Dental PPO (Point-of-Service)
Summary of Dental Plan Benefits
For Group#0005630-8450, 8459
YELLOW SPRINGS SCHOOLS**

This Summary of Dental Plan Benefits should be read in conjunction with your Dental Care Certificate. Your Dental Care Certificate will provide you with additional information about your Delta Dental plan, including information about plan exclusions and limitations. The percentages below will be applied to the lesser of the dentist's submitted fee and Delta Dental's allowance for each service. Delta Dental's allowance may vary by the dentist's network participation. PLEASE NOTE - If you choose a Nonparticipating Dentist, you will be responsible for any difference between the amount Delta Dental allows and the amount the Nonparticipating Dentist charges, in addition to any Copayment or Deductible.

Control Plan - Delta Dental Plan of Ohio

Benefit Year - January 1 through December 31

Covered Services -	PPO Dentist or Premier		Nonparticipating Dentist	
	Plan Pays	You Pay	Plan Pays	You Pay
Class I Benefits				
Diagnostic and Preventive Services - Used to diagnose and/or prevent dental abnormalities or disease (includes exams, cleanings and fluoride treatments)	100%	0%	100%	0%
Emergency Palliative Treatment - Used to temporarily relieve pain	100%	0%	100%	0%
Radiographs - X-rays	100%	0%	100%	0%
Sealants - Used to prevent decay of pits and fissures of permanent back teeth.	100%	0%	100%	0%
Class II Benefits				
Oral Surgery Services - Extractions and dental surgery, including preoperative and postoperative care	80%	20%	80%	20%
Endodontic Services - Used to treat teeth with diseased or damaged nerves (for example, root canals)	80%	20%	80%	20%
Periodontic Services - Used to treat diseases of the gums and supporting structures of the teeth	80%	20%	80%	20%
Relines and Repairs - Relines and repairs to bridges and dentures	80%	20%	80%	20%
Minor Restorative Services - Used to repair teeth damaged by disease or injury (for example, fillings)	80%	20%	80%	20%
Periodontal Prophylaxes - Teeth Cleaning by a specialist	100%	0%	100%	0%
Class III Benefits				
Prosthetic Services - Used to replace missing natural teeth (for example, bridges and dentures)	60%	40%	60%	40%
Major Restorative Services - Used when teeth can't be restored with another filling material (for example, crowns)	60%	40%	60%	40%
Class IV Benefits				
Orthodontic Services (no age limit) - Used to correct malposed teeth (for example, braces)	60%	40%	60%	40%

Customer Service Toll-Free Number: 800-524-0149
www.deltadentaloh.com
January 1, 2011

APPENDIX B-1

- The orthodontic age limitations are hereby waived for eligible Subscribers, spouses and dependent children.
- Oral exams, prophylaxes (cleanings), and fluoride treatment (no age limit) are payable twice per calendar year.
- Bitewing X-rays are payable twice per calendar year and full mouth X-rays (which include bitewing X-rays) are payable once in any three-year period.
- Sealants are only payable once per tooth per 36 months for the occlusal surface of first permanent molars and second permanent molars to age 14. The surface must be free from decay and restorations.
- Inlays are a Covered Service.
- Veneers are payable on upper and lower anterior teeth, including the bicuspids, once in any five-year period.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain crowns are optional treatment on posterior teeth.
- Occlusal guards are a benefit once every three years.
- Implants and implant related services are payable once per tooth in any five-year period.
- People with certain high-risk medical conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.

Having Delta Dental coverage makes it easy for our enrollees to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental Information sheet.

Maximum Payment -- \$2,500 per eligible person total per benefit year on all services except orthodontics. For orthodontic services, benefits will not exceed a lifetime maximum of \$2,000 per eligible person.

Deductible -- \$25 deductible per person per benefit year limited to a maximum deduction of \$50 per family per benefit year on Class II and Class III Benefits. The deductible does not apply to Class I Benefits, periodontal prophylaxes or Class IV Benefits. Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the deductible for that benefit year will also be applied to the deductible for the following benefit year.

Waiting Period -- Coverage for eligible employees who are actively at work is effective on the date specified by the employer. Dependent(s) effective date: Eligible dependent(s) will become covered under the Plan on the later of the dates listed below, provided the employee has enrolled them in the Plan within thirty (30) days of meeting the Plan's eligibility requirements. The date the employee's coverage becomes effective. The date the dependent is acquired, provided any required contributions are made and the employee has applied for dependent coverage within thirty (30) days of the date acquired. Newborn children shall be covered from birth, regardless of confinement, provided the employee has applied for dependent coverage within thirty (30) days of birth. Coverage for a newly adopted child shall be effective on the date the child is placed for adoption, provided the employee has applied for dependent coverage within thirty (30) days of placement.

Eligible People -- All regular employees as determined by the employer, shall be eligible to enroll for dental coverage under this plan. Yellow Springs Schools (8450) and Yellow Springs Schools COBRA (8459).

Also eligible at your option are your legal spouse, your dependent children to the end of the calendar year in which they turn 24.

If you and your spouse are both eligible for coverage under this contract, you may be enrolled together on one application card or separately on individual application cards, but not both. Your dependent children may only be enrolled on one application card. Delta Dental will not coordinate benefits if you and your spouse are both covered under this contract. Unless this is a Section 125 plan, Subscribers and their dependents who enroll in the dental plan are required to remain enrolled for a minimum of 12 months. Any Subscriber or dependent who drops the dental plan may not re-enroll at a later date. If this is a Section 125 plan, an election may be revoked or changed at any time if the change is the result of a change in family status as defined under Internal Revenue Code Section 125. The Employer and Subscriber may share the cost of this plan.

Benefits generally will cease on the last day of the month in which the employee is terminated or a dependent loses eligibility.

Customer Service Toll-Free Number: 800-524-0149
www.deltadentaloh.com

January 1, 2011

APPENDIX B-1

EPC - VISION PLAN SUMMARY – VSP



District: **Yellow Springs**

Dependents: Legally married spouse (not legally separated) and unmarried children who are not employed full-time to age 24 (end of calendar year).

More information: VSP Customer Service 1-800-877-7195 or www.vsp.com

This is a Preferred Provider Organization plan with a Network of vision providers who have contracts with VSP. You will pay less out of pocket by using Network providers.

Covered Services	Covered Frequency	Network You pay:	Non Network The Plan Pays:
EXAMINATION	Every 12 months	\$10 Copayment	\$35
LENSES <ul style="list-style-type: none"> • Single Vision lenses • Bifocal lenses • Trifocal lenses • Lenticular lenses 	Every 12 months	\$25 Copayment	\$25 \$40 \$55 \$80
FRAMES	Every 24 months		
CONTACT LENSES In place of Lenses and Frames <ul style="list-style-type: none"> • Medically necessary (Prior Authorization req) • Elective 	Every 12 months	Covered in full Plan pays \$130	\$210 \$130

This is a brief summary of the plan. For additional information on specific coverage provisions, contact Customer Service or the VSP website.

When both lenses and frames are purchased only one \$25 co-pay applies.

Frame Allowance: If the frames selected cost more than the plan allowance, there will be an additional charge. The frame allowance is approximately \$130 of retail value.

Lens options: Extra costs for elective lens options are not covered by the plan. These include services such as Blended, Progressive or Oversize lenses, Special edging, Coatings and Special lens materials. Polycarbonate lenses are covered by the plan.

Lost or broken lenses and frames are not covered except at the normal frequency of service.

Low vision benefit: Supplemental low vision analysis, diagnosis and therapy are covered for those with severe visual problems. Contact VSP for additional information.

Network Doctors: Refer to the VSP website www.vsp.com for a list of VSP member doctors.

How VSP works: Tell your Doctor's office you have VSP when you make your appointment so they can confirm the benefits you have available under the plan before you arrive. You can also access your benefits history and see if it's time for a visit through the VSP website.

Non VSP Member Doctor Claims: See Frequently Asked Questions under Member Information on the VSP website www.vsp.com for details on submitting claims for non member doctors.

Revised 10/10

GRIEVANCE REPORT
Submit in duplicate at each step

Name of Grievant	Building	Assignment	Date filed
------------------	----------	------------	------------

STEP II

A. Date cause of grievance occurred: _____

B. 1. Statement of grievance: _____

2. Relief sought: _____

Signature Date

C. Disposition by Administrator or Supervisor: _____

Signature of Administrator/Supervisor Date

D. Position of Grievant: _____

Signature Date

Attach additional sheets as necessary.

