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OFFICIAL VERSION - FINAL as of 4/25/14

AGREEMENT

BETWEEN THE
SEBRING BOARD OF EDUCATION
AND THE
SEBRING LOCAL EDUCATION ASSOCIATION

September 1, 2013-August 31, 2016

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ARTICLE I - RECOGNITION

1.01 Statement of Recognition

The Sebring Local School District Board of Education, hereinafter referred to as the "Board," recognizes the Sebring Local Education Association, an affiliate of OEA/NEA, hereinafter referred to as the "SLEA", as the sole and exclusive employee representative for all certified/licensed personnel and other positions not excluded under ORC 4117.

1.02 Definition of Bargaining Unit

The bargaining unit represented by the SLEA shall be defined as follows:

1.021 Inclusions

All professional certified personnel employed by the Board, including part-time professional teachers, and guidance counselor.

1.022 Exclusions

Day-to-day substitutes; the superintendent; administrators; supervisors; and any employee who has the authority to recommend the hire, the discharge, or the discipline of an employee or the authority to evaluate said employee or the authority to recommend resolutions to grievances.

1.03 Definitions

The terms listed below, when used in this Agreement, shall be defined as follows:

- A. Employee: Any employee in the bargaining unit defined in Section 1.02 of this Agreement.
- B. Full-time Employee: An employee who is regularly assigned to work thirty-six and one-fourth (36 1/4) hours per week.
- C. Part-time Employee: Any employee who is regularly assigned to work fewer hours than the thirty-six and one-fourth (36 1/4) hours per week.
- D. Day: A calendar day.

- E. Workday: A day on which an employee is scheduled to report for work.
- F. Immediate Supervisor: The principal, coordinator/director of special education to whom the employee is directly responsible. An immediate supervisor shall not be a person who is a member of the bargaining unit represented by SLEA.
- G. Superintendent: The Superintendent of the Sebring Local School District or his/her designated representative.
- H. SLEA: The Sebring Local Education Association.
- I. Board: The Board of Education of the Sebring Local School District.
- J. Seniority: Seniority shall be defined as the employee's length of continuous service with the Board commencing from the employee's first day worked.
 - 1. Seniority for full-time employees will mean the number of continuous years of service commencing with the employee's first day worked.
 - 2. Seniority for part-time employees shall be determined by totaling the number of hours on active employment status during the school year and dividing such total number of hours first by seven and one-fourth (7 1/4) and then by one hundred eighty-four (184) to arrive at the amount of seniority to be credited to the employee for that school year.
 - 3. Breaking of Seniority

A layoff that does not exceed twenty-four (24) months, time spent on disability retirement, or any Board-approved leave of absence shall neither be construed to constitute a break in seniority nor an accrual of seniority; however, an employee's seniority shall be broken upon resignation, permanent retirement, or discharge for just cause.
 - 4. Exclusions
 - a. Service rendered beyond the normal work year shall not be considered toward accumulated seniority.
 - b. Years of service in supervisory or administrative positions shall not be considered toward accumulated seniority.

5. Breaking of Seniority Ties

In the event that two or more employees in the same area of certification share the same seniority date, they shall be placed on the seniority list in accordance with the date of the Board meeting at which the Board first hired them. If a tie still exists, the employees who share the same seniority date shall participate in a coin toss in the presence of the Superintendent. One employee shall flip the coin; the other shall call the toss. The employee who wins the toss shall be placed on the seniority list ahead of the loser.

- K. Bargaining Unit Work: Bargaining unit work shall be defined as all work included on the job descriptions of bargaining unit members. Aides may monitor study halls and perform other non-teaching monitoring duties. This provision shall not reduce a full-time employee to part-time status or result in a reduction in force.
- L. Agreement: The labor agreement between the SLEA and the Board.
- M. District: The Sebring Local School District.
- N. ORC: The Ohio Revised Code.
- O. Employee Unit: Employee classifications covered by the agreement.

1.04 Management Rights

The Board retains the sole right to manage the operation of the schools as described in ORC 4117.08C. The Board has the authority to:

- A. Determine matters of inherent managerial policy which include but are not limited to areas of discretion or policy such as the functions and programs of the Board, standards of school services, its overall budget, utilization of technology, and the school district organizational structure;
- B. Direct, supervise, evaluate, and hire employees;
- C. Maintain and improve the efficiency and effectiveness of Board operations;

- D. Determine the overall methods, process, means, or personnel by which school district operations are to be conducted;
- E. Suspend, discipline, demote or discharge for just cause, layoff, transfer, assign, schedule, promote, and retain employees;
- F. Determine the adequacy of the work forces;
- G. Determine the overall mission of the school district;
- H. Effectively manage the work force;
- I. Take actions to carry out the mission of the school district.

1.05 SLEA Rights

Recognition of the SLEA as the sole and exclusive employee representative shall entitle the SLEA to certain privileges not granted to any other employee representative, including but not limited to:

- A. The right to payroll deduction of membership dues in accordance with the following provisions:
 - 1. The Board agrees to deduct dues from the pay of certified employees when so authorized in writing by each employee.
 - 2. The deduction for those employees previously electing payroll deduction of dues and for employees authorizing the District Treasurer to deduct dues shall be made equally in accordance with Section 6.0153.
 - 3. The enrollment period for such deductions shall be from the first (1st) day of the school year until the sixth (6th) school day prior to the second pay date of the school year. Authorization shall be on a continuous basis from year to year unless a request for withdrawal of authorization is submitted to the District Treasurer and the SLEA President as provided in Section 1.05(A)(4).
 - 4. Such authorization for deduction of professional dues shall be irrevocable for periods of one (1) school year, except that authorization may be withdrawn during the first five (5) school days of each school year. Notification of withdrawal of deduction authorization must be

submitted, in writing, by the employee to the District Treasurer and to the SLEA President within the five (5) school day withdrawal period.

5. The balance of the annual deduction shall be deducted from the final paycheck of the employee resigning his/her position, taking an unpaid leave of absence, or having his/her employment terminated after the second pay date of the school year during the term of this Agreement.
6. Individual authorization forms for dues deductions shall be furnished by the SLEA, and when executed shall be filed by the SLEA with the District Treasurer.
7. Dues deductions shall be transmitted by the District Treasurer to the SLEA Treasurer.
8. The right to refund to an employee such dues deducted from his/her salary shall lie solely with the SLEA.
9. Each employee shall sign and deliver to the SLEA and the District Treasurer a copy of the authorization form for payroll deduction of SLEA membership dues.

B. The right to assess a representation (fair share) fee of any employee who is not a member of the SLEA in good standing in recognition of the SLEA's services to the Employee Unit.

1. Payroll deduction of such fair share fee shall commence on the first pay date which occurs on or after January 15th annually. In the case of unit employees newly hired after the beginning of the school year, the payroll deduction shall commence on the first pay date on or after the latter of:
 - a. Sixty (60) days employment in a Bargaining Unit position which shall be the required probationary period, or
 - b. January 15th
2. The District Treasurer shall notify the SLEA President when a substitute teacher becomes a member of the Bargaining Unit as a result of teaching sixty (60) consecutive days in the same position.

3. Upon timely demand, non-members may apply to the Association for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association.
 4. The Association shall indemnify and hold harmless the Board, individually and collectively; the Administration, individually and collectively; and the Treasurer of the District, against any and all claims, demands, suits, or other forms of liability arising out of any action taken or not taken by the Board, the Administration, or the Treasurer for the purpose of complying with any of the provisions of this Article.
- C. The right to meet with employees during the school day without loss of pay as is necessary to discharge its obligation as employee representative provided such representation occurs during non-instructional time or has been given prior approval by the Superintendent.
 - D. The right of the SLEA representative(s) to represent employees at grievance and arbitration hearings. Whenever possible, said hearings shall be scheduled after the conclusion of the school day or at a time when school is not in session.
 - E. The right of the SLEA to use the Board's regular daily intra/inter school mail in accordance with law.
 - F. The right of SLEA faculty representatives/officers to use bulletin boards in each building designated for SLEA announcements.
 - G. The right of the SLEA to use school buildings for SLEA meetings provided that advance approval has been received from the building principal.
 - H. The right of SLEA faculty representative/officers to use individual school equipment when such equipment is not otherwise in use.
 1. The use of school equipment is strictly to service the legitimate business of the SLEA as it relates to membership.
 2. Supplies in connection with use of such equipment will be furnished or paid for by the SLEA.

- I. The right of the SLEA to use school phones for conducting SLEA business. The Board shall be reimbursed for the cost of all SLEA long distance charges.
- J. The right of SLEA representatives to make brief announcements during school faculty meetings with the prior approval of the Superintendent or building principal. Permission to make announcements shall not be unreasonably withheld.
- K. The right of SLEA representatives to use the building public address system to make announcements subject to the prior approval of the building principal. Permission to make announcements shall not be unreasonably withheld.
- L. The right of the SLEA President to receive, upon request, a directory listing the names, addresses, phone numbers, and job assignments on record of the employees in the Bargaining Unit.
- M. The right of SLEA President to receive the names and addresses of newly hired employees within 15 days of the date of hire.
- N. The right of the SLEA President to receive a copy of the agenda of each Board meeting after it has been distributed to the Board members but in advance of the scheduled meeting. The agenda shall include attachments of a public nature. A representative of the SLEA shall be permitted to address the Board at an appropriate time(s) during its regular or special meetings.
- O. The right of the SLEA President to receive a copy of the proposed regular school year calendar not less than one (1) regular Board meeting prior to the Board meeting at which the regular school year calendar appears as an item on the Board's agenda. The regular school year calendar shall not be finalized and approved by the Board until the Association is afforded a reasonable opportunity to collaborate with the Board orally and in writing regarding the proposed school year calendar.

P. Board Policy/Rules

The SLEA shall be made aware of online documents for all Board policies, rules, regulations and procedures and any subsequent amendments as they occur.

Q. Personal and Academic Freedom

1. Private Life

The private life of an employee is not within the appropriate concern or attention of the Board, except as it may directly prevent the employee from properly performing his/her assigned functions during the work day. Teachers understand, uphold, and follow professional ethics, policies, and legal codes of professional conduct.

2. Rights of Citizenship

Employees will be entitled to full rights of citizenship, and no religious or political activities of any employee, or lack thereof, will be grounds for any discipline or discrimination with respect to the employment of such employee, providing said activities are not violation of laws.

3. Censorship

The Board and the SLEA agree that academic freedom is essential to the fulfillment of the purposes of the District; fulfillment of current academic standards, and they acknowledge the fundamental need to protect employees from any censorship or restraint which might interfere with their teaching functions.

R. Job Descriptions

All job descriptions shall contain the following: (1) the job title; (2) the job title of the immediate supervisor; (3) the certification and other qualifications for the position; (4) a list of the job duties and responsibilities.

ARTICLE II - NEGOTIATIONS PROCEDURE

2.01 Initiation of Negotiations

A written request to commence negotiation of a successor agreement shall be submitted by the SLEA to the Superintendent or by the Superintendent to the President of the SLEA no later than sixty (60) days before the expiration date of this Agreement.

2.02 Scope of Negotiations

The Board shall meet with the recognized bargaining representative for the purpose of negotiating in good faith all items which may affect the wages, salaries, hours, and other terms and conditions of employment of the employees and the continuation, modification, or deletion of an existing provision of this Agreement.

2.03 Meetings

Meetings between the negotiating team of the SLEA and the Superintendent and/or his/her official representative(s) shall be scheduled for a mutually satisfactory time within fifteen (15) days after the request for a meeting, unless a mutually satisfactory later date is agreed upon. Negotiations shall be completed within sixty (60) days from the date of the first negotiation meeting, unless there is a mutually agreed upon extension.

2.031 Negotiations Representatives

Neither party shall have any control over the selection of the negotiation representatives of the other party. Both parties agree to limit their team to five (5) representatives. In addition to the five (5) representatives, OEA and SLEA representatives shall observe proceedings; however, either party may bring in others to address specific issues as needed. The negotiation representatives of each party shall be clothed with all power and authority necessary to make proposals, consider proposals, make concessions, and reach tentative agreements subject only to ratification by both parties.

2.032 Reporting Negotiations Progress

Interim reports of progress may be made to the SLEA by its representatives and to the Board by the Superintendent or his/her designated representative; however, each party shall be restricted to reporting to its own organization.

2.033 Media Releases

While negotiations are in progress, any release prepared for the news media shall be approved by both groups. In the event that either party declares impasse, this provision shall no longer be binding.

2.034 Written Proposals and Counterproposals

The parties shall make a good faith effort to present proposals and counterproposals in written form.

2.04 Disagreement

2.041 Mediation

At any time after the thirtieth (30th) day of the sixty (60) day negotiations period, either party may request mediation conducted under the auspices of the Federal Mediation and Conciliation Service. Upon such request by either party, the parties shall submit a joint written request to the Federal Mediation and Conciliation Service to provide a mediator to facilitate bargaining. Mediation shall begin as soon as the mediator can be available and may continue until the expiration of the Agreement, and, if the parties mutually agree, may continue thereafter.

2.042 Cost of Mediation

Each party shall bear its own costs incident to mediation and they shall share equally any other costs for the mediation services.

2.05 Agreement

2.051 Final Agreement

When the parties reach a contractual agreement, it shall be reduced to writing and presented to the Board by the Superintendent and to the membership of the SLEA by its President or his/her designee.

2.052 Adoption of Final Agreement

Adoption of the aforesaid contractual Agreement shall be accomplished upon ratification by the membership of the SLEA and ratification by the Board. Signature of the completed contractual Agreement shall occur within ten (10) days after ratification by both parties.

2.06 No Reprisals

No reprisals of any kind shall be taken by either party or by any member of the administration against any party involved in negotiations.

2.07 Reopening of Negotiations

Negotiations on the existing Agreement may be reopened on any item(s) at any time prior to the expiration of the Agreement, provided that both parties mutually agree to reopen negotiations on said item(s).

ARTICLE III - GRIEVANCE PROCEDURE

3.01 Definition

A grievance is defined as a claim by an employee or the SLEA that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement.

3.02 Procedure

Grievances shall be handled as set forth in this Grievance Procedure.

3.021 Step I; Informal Procedure

An employee who feels that he has a grievance shall, within fifteen (15) work-days after the employee knew, or should have known, of the event or condition upon which the grievance is based, discuss the grievance with his immediate supervisor. If the grievant determines that said discussion does not affect a satisfactory resolution to the grievance, the grievance may be processed to Step 2 of the Grievance Procedure.

3.022 Step 2; Supervisor Level

The employee or the SLEA may present the grievance in writing to the employee's supervisor who shall arrange for a meeting to take place within five (5) workdays after receipt of the grievance. The SLEA's representative, the aggrieved employee, and his supervisor shall be present for the meeting. The supervisor must provide the employee and the SLEA with his written answer to the grievance within five (5) workdays after the conclusion of the meeting.

3.023 Step 3; Superintendent Level

If the grievance is not resolved at Step 2, or if the time limits are not met, the SLEA may, within five (5) workdays of receipt of the Step 2 decision or within five (5) workdays of the expiration of the response timeline, process the grievance to the Superintendent, or his designated representative. The Superintendent, or his designated representative, shall arrange for a meeting with the SLEA representative and the aggrieved employee to take place within five (5) workdays of his receipt of the appeal. Each party shall have the right to have present at such meeting such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent shall have five (5) workdays in which to provide his written decision to the SLEA.

3.024 Step 4; Board Level

If the grievance is not resolved at Step 3, or if the time limits are not met, the SLEA may process the grievance to the Board at its next regular meeting after the Superintendent's written response should have been rendered. Each party shall have the right to present at such meeting such witnesses as it deems necessary to develop the facts pertinent to the grievance. Upon conclusion of the hearing, the Board shall have five (5) workdays in which to provide its written decision to the SLEA.

3.025 Step 5; Arbitration

If the grievance has not been resolved through the preceding procedure, or if the Board has not issued its written answer within the time prescribed in Step 4, then

the SLEA may submit the grievance to arbitration by giving written notice to the Superintendent of its intent to do so. The SLEA shall then request the American Arbitration Association to provide a list of arbitrators. The arbitrator shall be selected according to the Voluntary Rules of the American Arbitration Association using the alternate strike method. Either party shall have the right to request a second list of arbitrators. If a demand for arbitration is not filed within thirty (30) workdays of the date for the Board's Step 4 answer, then the grievance will be deemed withdrawn.

3.0251 Authority of Arbitrator

The decision of the arbitrator shall be final and binding upon the parties. The authority of the arbitrator shall be to determine controversies involving the interpretation, application, or alleged violation of specific provisions of this Agreement and he shall have no powers to add to, subtract from, or modify any of the terms of this Agreement, or to arbitrate any matter not specifically provided for by this Agreement.

3.0252 Expedition of Grievances

If the SLEA and the Superintendent agree, Step 1, Step 2 and/or Step 3 of the grievance procedure may be by-passed and the grievance brought directly to the next step. Class grievances involving more than one supervisor, and grievances involving an administrator above the immediate supervisory level may be filed by the SLEA at Step 3.

3.0253 Rights to Representation

Both parties shall have the right to legal counsel at all levels of the procedure beginning at Step 2. The grievant shall have the right to an SLEA representative at all levels beginning at Step 1.

3.0254 Authority by SLEA to Skip Steps

The SLEA has the right to skip grievance steps without penalty in events that the supervisor is the superintendent.

3.03 Time Limits

3.031 Definition of "Workday" During Summer

When a grievance is submitted on or after the last teacher workday, "workday" shall be defined as a week day so that the matter may be resolved before the close of the school term or as soon as possible thereafter. The time limits set forth in this procedure may be extended only by mutual agreement of the parties, and the parties agree that a reasonable effort will be made to expedite the grievance process.

3.032 Waiver

If a grievance is not initiated within fifteen (15) workdays after the grievant knew, or should have known, of the event or condition upon which the grievance is based, the grievance is considered as waived.

3.04 Costs of Arbitration

Each party shall bear the full cost for its representation in the arbitration proceedings. The cost and expenses of the arbitrator and the American Arbitration Association shall be divided equally between the Board and the SLEA.

3.05 Transcripts

Should either party desire a transcript of the proceedings, that party shall bear the full cost for that transcript. Should both parties request a transcript, then the costs for the transcripts shall be divided equally between the parties.

3.06 Record Keeping

All documents, communications, and records dealing with the processing of a grievance should be filed separately from the personnel file of any employee involved.

ARTICLE IV - LEAVE POLICIES

4.01 Personal Leave

4.011 Definition

Personal leave is defined as leave which must be used to conduct business or personal affairs which cannot be conducted at any time other than during the regular school day without creating an undue hardship.

4.012 Notification for Use of Personal Leave

Notification for use of personal leave should be made to the principal of the building in which the employee is assigned at least three (3) days in advance, but exceptions may be made to this rule in emergency situations (see Appendix A).

4.0121 Employee shall receive written notice of approval or denial within forty-eight (48) hours of submission for all leave defined under Article IV.

4.013 Entitlement to Personal Leave

4.0131 Each bargaining unit member shall be granted three (3) unrestricted personal days per school year without loss of salary.

4.01311 In the event of any bargaining member requesting a personal day within the last ten (10) days of school, the member may be granted a personal day at no cost to the district, provided the member obtains coverage, so that the member may attend a child or step child's school event.

4.0132 Personal leaves shall not be used for gainful employment.

4.0133 Personal leave will not be approved on the day preceding or following a scheduled school holiday period or during the last ten (10) days of a school year except upon approval by the Superintendent for an emergency or unforeseen

event. Holiday period is to include Thanksgiving, Christmas/New Year's, and Easter.

4.0134 If the number of employees requesting personal leave on the same day exceeds ten percent (10%) of the total number of employees in the bargaining unit, the leave will be granted on a priority basis to employee(s) in the order said employee(s) submitted a written request.

4.0135 Unused personal leave days shall accumulate as sick leave at the end of each school year or will be reimbursed no later than the first pay in August of each school year at the rate of \$90 per day for one full unused day, \$110 per day for two full unused days, and \$130 per day for three full unused days.

4.02 Sick Leave

4.021 Entitlement to Sick Leave

4.0211 Employees may use sick leave upon the approval of the Superintendent for absences due to illness, pregnancy, injury, exposure to contagious disease, for illness or death in the employee's immediate family, and doctor's appointments.

4.0212 Immediate family shall be interpreted to include the employee's father, mother, brother, sister, husband, wife, child, grandchild, grandparents, all in-laws serving in the same capacity as above, power of attorney or any member of the household who has stood in the same family relationship with the employee as any of these.

4.022 Accrual of Sick Leave

Full-time employees shall accrue to their credit fifteen (15) days sick leave per year at a rate of one and one-fourth (1 1/4) days per month for each year under contract.

4.023 Transfer of Accumulated Sick Leave

An employee who transfers from one public agency in Ohio to another public agency shall be permitted to

transfer with him the amount of his accumulated sick leave.

4.024 Justification for Use of Sick Leave

The Superintendent may require an employee to complete forms furnished by the Board to justify the use of sick leave (see Appendix A). Falsification of said statement shall be ground for disciplinary action (reference Section 3319.141, Ohio Revised Code). If an employee is on sick leave for more than ten (10) consecutive working days, an attending physician's release to return to work is required.

4.025 Sick Leave Advance

Each new full-time employee shall be advanced five (5) days of sick leave credit at the beginning of the school year. If illness requires the employee to use the full amount of credit before four (4) months of service have been completed, such employee may not be lawfully advanced additional sick leave credit. The five (5) day advance is to be deducted from the future accumulation of sick leave credit the employee earns on the basis of completed months of service (reference Section 3319.141, Ohio Revised Code).

4.026 Sick Leave Accumulation

Accumulation of sick leave credit shall be limited to two hundred seventy-five (275) days.

4.027 Sick Leave Bank Guidelines

The purpose of the Sick Leave Bank (SLB) is to provide paid days for extended personal illness or family illness to SLEA members who have exhausted their accumulated sick and personal days and who are experiencing prolonged, catastrophic, or family illness. The SLB shall be governed by the following.

- A. The bank will operate on a strictly voluntary basis.
- B. Any bargaining unit member with a bank of unused sick days may elect to transfer any portion of accumulated days of sick leave to members of SLEA.

Procedure

Each bargaining unit member who wishes to participate may donate a maximum of five (5) accumulated sick days per year. No initial donation of days is required. The SLB is established to process requests and accommodate transfer of days.

If an SLEA member needs additional sick days and has exhausted all sick, and personal, the following steps must be taken:

- a. A doctor's statement that includes a description of the illness or injury, the anticipated period of recuperation, and the anticipated date of the member's return to work must accompany all applications for withdrawals.
- b. Provide verification that he/she has been under the care of a licensed physician.
- c. Make application to the SLB Committee for sick leave donation in any increments.
- d. Once the SLB Committee has received a request, all SLEA members will be asked if they wish to donate a day(s) to the requesting member who shall be identified. Requests will be conveyed through school email. Members who wish to donate day(s) have five (5) days to respond via school email. Following the five (5) days, the SLB Committee will notify the requesting member and treasurer's office of the results. If a volunteering member's sick days are being used, they will be notified. Donating member responses will be on a rotating basis. Once the requested number of days has been reached, all members will be notified.
- e. The SLB is not to be used to supplement leave for childbirth (natural or caesarean section). However, complications arising out of pregnancy or childbirth may be considered by the SLB Committee.
- f. A member may only use up to a maximum of thirty (30) donated days from the SLB per school year.

- g. Voluntary donation days to SLB will not be refunded and shall be used as needed by multiple bargaining members; however all unused days will be rolled over to the next year.
- h. SLEA will provide the treasurer with an updated copy of the procedures, rules, and regulations of the SLB, along with amendments, prior to their implementation.
- i. All applications for withdrawal shall be in writing, shall be verified by the committee, and may be submitted in behalf of an employee by another person when necessary because of the incapacity of the employee.
- j. After review of the request form and the supporting documentation, the Committee may grant all of the days requested (within the limits set forth herein), a portion of the number of days requested, or none of the days requested. All applications will be reviewed on an individual basis.
- k. An employee may apply to the Committee for a withdrawal in advance of the depletion of such employee's accumulated sick leave, to be granted, if needed, upon such depletion. All applications will be reviewed on an individual basis.
- l. Should extreme/extenuating circumstances, the Committee may consider requests beyond the thirty (30) day limit on a case by case basis, with no guarantee of request being granted.

Committee:

A SLB Committee shall be appointed by the SLEA. The Committee shall establish rules and regulations and make decisions required to administer the Bank, so long as those rules, regulations, and decisions do not modify the agreement contained herein.

4.028 Low Absenteeism Credit

Employees who during the entire school year:

- 1) use none of their sick leave days shall receive three hundred fifty dollars (\$350.00);
- 2) use one (1) day of sick leave shall receive two hundred fifty dollars (\$250.00);

- 3) use two (2) days of sick leave shall receive one hundred fifty dollars (\$150.00).

This attendance credit shall be given to the employee by the first pay in July of the school year in which it was earned.

4.03 Bereavement Leave

- 4.031 Three (3) days of bereavement leave shall be granted to SLEA members due to death in the immediate family which will be defined to include blood, step or marriage. The bereavement leave may be used for the actual funeral, for grieving, or for business related to the death as needed. Additional bereavement days may be taken from sick leave. SLEA members will also be permitted to attend funerals or services to support colleagues and/or students or to grieve their loss.
- 4.032 An employee shall be granted bereavement leave to mourn the loss of his/her own child due to a miscarriage.

4.04 Assault Leave

4.041 Entitlement to Assault Leave - School Related Issues

- 4.0411 Any employee who is absent from work due to a disability resulting from an assault which occurred in the course of or as a result of Board employment shall be maintained on full pay status during the period of his/her absence up to a maximum of thirty-two (32) school days per assault. After the first seven (7) days of the employee's absence, the pay of any employee on assault leave shall be reduced by the amount received by that employee, if any, for worker's compensation as a benefit to cover loss of pay sustained for the injury. However, the employee's pay shall not be reduced by benefits received from worker's compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines, and/or rehabilitation services.
- 4.0412 Leave granted under this provision shall not be charged against sick leave earned or earnable

under Section 3319.141 of the Ohio Revised Code.

4.042 Justification for Use of Assault Leave

An employee desiring assault leave shall file the prescribed form (Appendix C) with the Superintendent. If medical attention is required, the employee shall provide a certificate from a licensed physician stating the nature of the disability and its probable duration.

4.05 Professional Leave

4.051 Entitlement to Professional Leave

4.0511 An employee may be granted leave with pay for attendance at SLEA meetings and conferences, or at meetings, conferences and visitations of a professional nature upon prior approval of the Superintendent. In addition to the paid leave, the employee shall be reimbursed for actual cost of registration, transportation by common carrier, and housing at the cost of a double-room rate unless a single room is required, providing receipts are submitted. Reimbursement shall be at the IRS rate and up to thirty dollars (\$30.00) per diem for meals. Expense reimbursement as described above shall not be applicable to attendance at OEA Representative Assemblies and conferences relative to labor relations.

4.0512 Attendance at such meetings or conferences can be of a specific or general education program and need not be in the same specific category of the employee's normal assignment field.

4.0513 The Superintendent shall approve up to three (3) days for observation of other educators in or out of district for professional growth.

4.052 Employment of Substitute for Employee on Professional Leave

When leave is granted under the provisions of this section, the Board shall make every effort to provide a substitute.

4.053 Requests for Professional Leave

Requests for said leave shall be made in writing, to the Superintendent at least ten (10) days prior to the date of requested leave (see Appendix B). One copy shall be submitted to the principal, one copy shall be retained by the Superintendent, and one copy shall be placed in the employee's personnel file.

4.06 Court Leave

Leave for court appearances shall be defined as an absence that is precipitated by an employee being subpoenaed as a witness or selected as a juror. SERB is considered a court according to SLEA. Such leave shall be without loss of pay or other leave.

4.07 Sabbatical Leave

Sabbatical leave for study or research or for teaching in a foreign country may be granted by the Board upon request of employees who have completed seven (7) years of service in the District subject to the following conditions:

4.071 Submission of Plan for Sabbatical

The employee shall present a plan for professional growth to the Superintendent for his approval and authorization of sabbatical leave. At the conclusion of the leave, the employee shall provide evidence that the plan was followed.

4.072 Frequency of Sabbatical

No employee may be granted such leave more often than once for each seven (7) years of service nor shall an employee be granted such leave for a second time when other employees have filed a request for such leave.

4.073 Limitation of Sabbatical

Sabbatical leaves shall not be granted to more than five percent (5%) of the professional staff during a given period.

4.074 Employment Commitment While on Sabbatical

An employee who is granted sabbatical leave shall be required to return to the staff of the school system for at least one (1) year. If he/she does not return for one (1) year, he/she shall be required to refund the Board monies paid as compensation during such leave.

4.075 Duration and Pay While on Sabbatical

A sabbatical leave may be granted for one (1) semester, one (1) full school year, or for the last semester of one (1) school year and the first semester of the following year. An employee while on sabbatical leave shall receive the difference between the pay paid to his replacement and the new pay which the employee would have received if teaching at the District.

4.076 Application Timelines for Sabbatical

Application for sabbatical leave shall be made in writing and addressed to the employee's immediate supervisor not later than February 15 or October 15 preceding the school term within which the leave is desired. The Board must take action on any application submitted on or before the October 15 deadline not later than December 15. The Board must take action on any application submitted on or before the February 15 deadline not later than April 15.

4.077 Assignment after Sabbatical

If said leave did not exceed a period of one (1) semester, upon return from leave the employee shall be restored to his/her former position. If said leave exceeded one (1) semester, upon return from leave, the employee shall be restored to his/her former position or a comparable position at the discretion of the Superintendent.

4.078 Replacement While on Sabbatical

Such leave shall not be granted unless there is available a certified replacement for the employee requesting such leave.

4.079 Service Credit While on Sabbatical

Regular annual salary increments shall be given for the time of leave as if the employee had performed service to the school during the period of leave.

4.0710 Insurance on Sabbatical

Insurance coverages provided for under this Agreement shall be provided to any employee during the term of his/her sabbatical leave.

4.08 Parental Leave

4.081 Entitlement to Parental Leave

Parental leave of absence shall be granted, upon request, to an employee who becomes pregnant or who becomes a parent by childbirth or adoption. Said leave shall be an unpaid leave of absence and shall be granted for a full school year or part of the school year in which it is requested. Parental leave for pregnancy may begin at any point of the pregnancy and shall continue through the disability connected with the delivery. Upon request of the employee, parental leave may be extended for a period up to one (1) additional school year, provided the request is made in writing to the Superintendent on or before July 1 immediately preceding the school year for which the extension is requested.

4.082 Application for Parental Leave

Application for a parental leave shall be made in writing to the Superintendent not later than thirty (30) workdays prior to the effective date for such leave. The parental leave request shall state the anticipated duration of the leave. In the case of parental leave for pregnancy, the request shall be accompanied by a statement from the attending physician giving the expected date of delivery.

4.083 Reassignment to Duty

4.0831 An employee who desires to be reassigned to duty following the expiration of such leave shall adhere to the following procedure:

- A. An employee whose leave of absence shall expire prior to the beginning of the Fall semester shall notify the Superintendent in writing by certified mail not later than March 1 if he/she intends to return to active duty at the beginning of the next school year.
- B. An employee whose leave of absence shall expire prior to the beginning of the Spring semester shall notify the Superintendent in writing by certified mail not later than December 1 if he/she intends to return to active duty at the beginning of the Spring semester.
- C. An employee whose leave of absence begins after March 1 and expires prior to the beginning of the Fall semester shall notify the Superintendent in writing by certified mail not later than July 1 if he/she intends to return to active duty at the beginning of the next school year.

4.0832 Reinstatement of the employee to duty following a leave of absence shall be made after the proper notification has been submitted and no later than the beginning of the next semester.

4.0833 An employee returning from leave of absence shall be reinstated to the same position held prior to the commencement of leave or to a comparable position.

4.09 Leave Without Pay

4.091 Entitlement to Leave Without Pay

Upon the written request of an employee, the Board may grant a leave of absence without pay for a period from one (1) day and not more than two (2) consecutive school years for educational, professional, or other purposes, and shall grant such leave where illness or other disability is the reason for the request.

4.092 Return to Duty

Upon return to duty at the expiration of such leave, the employee shall resume the contract status that he held prior to such leave.

- A. An employee whose leave of absence shall expire prior to the beginning of the Fall semester shall notify the Superintendent in writing by certified mail not later than March 1 if he/she intends to return to active duty at the beginning of the next school year.
- B. An employee whose leave of absence shall expire prior to the beginning of the Spring semester shall notify the Superintendent in writing by certified mail not later than December 1 if he/she intends to return to active duty at the beginning of the Spring semester.

4.10 Family and Medical Leave

Notwithstanding other provisions of this Agreement, the Board agrees to abide by the provisions of the Family and Medical Leave Act of 1993. The parties agree that all benefits guaranteed by the Act will be provided to employees covered by this Agreement. An employee shall not be required to substitute any paid leave provided by this agreement for any leave provided by the FMLA.

ARTICLE V - RIGHTS AND RESPONSIBILITIES

5.01 Vacancies

5.011 Definition of Vacancy

Unless the number of employee positions is reduced, a vacancy in an employee position shall exist when:

- A. An employee dies;
- B. An employee resigns;
- C. An employee retires;
- D. An employee's employment is terminated or non-renewed;
- E. An employee is transferred;

- F. An employee is promoted;
- G. An employee's unpaid leave of absence is of a duration of more than one (1) year; or
- H. A new position is created.

5.012 Posting of Vacancies

Within three (3) days after the occurrence of a vacancy, the Superintendent shall post to the District website, email to staff, and on the bulletin board in the faculty lounges in each building written notice of such vacancy (see Appendix E). The SLEA President shall receive a copy of the notice on or before the date of posting. During summer recess said notices shall be emailed to the employees. Said notices shall also be mailed to those employees opting for the 20-pay plan.

5.013 Notice of Vacancies

Each notice of vacancy shall include the building(s) of assignment, the subject(s) to be taught, the grade level(s), and the qualifications required of each applicant (see Appendix E). In the case of newly-created positions, said notice shall also stipulate the compensation for the position.

5.014 Filling of Vacancies

Employees shall have ten (10) days to bid on the vacancy.

5.0141 If no qualified employee bids on the vacancy within the ten (10) day posting period, the Superintendent may fill the vacancy.

5.0142 In the event a vacancy occurs during the summer recess, said vacancy may be filled ten (10) days after the date of mailing of paychecks. If a vacancy occurs within ten (10) days of the first day of the school year, the Superintendent and the President of SLEA shall agree upon the procedure to be followed to fill the vacancy.

5.0143 When the qualifications of two (2) or more applicants for a vacancy are essentially equal,

preference shall be given to the senior qualified employee in filling the vacancy.

5.015 Restrictions

5.0151 The implementation of Section 5.014 shall be subject to the provisions of Sections 5.0533 and 5.0534 of this Agreement.

5.0152 The Superintendent shall determine whether or not a vacancy (excluding a new position) occurring during the school year shall be filled by a substitute or posted in accordance with Section 5.012.

5.02 Notice of Reassignment

By the **last day in April** of each year, the Superintendent shall notify each employee of any change in his/her tentative assignment for the ensuing school year. Said notice shall include the subject(s) to be taught and grade level(s), the number of assigned classes in each subject, and the building(s) of assignment. When a change in an employee's assignment is necessitated by changes in staffing requirements occurring after the end of the school year, such change may be made after notification to the employee.

5.03 Seniority List

5.031 Posting of Seniority List

The Board shall prepare and post on the bulletin boards in the faculty lounges, a seniority list indicating the first day worked, the date of hire, the area(s) of certification and the years of seniority for each employee. Such postings shall be made in September of each work year. The President of the SLEA shall be provided with a copy of the seniority list prior to posting.

5.0311 The names of employees on the seniority list shall appear in seniority rank order within areas of certification, with the name of the most senior employee appearing at the top of the listing and the name of the least senior employee appearing at the bottom of the listing.

5.0312 The names of employees who are certified in more than one (1) area shall be included on the listing for all areas of certification.

5.032 Correction of Inaccuracies

Each employee shall have a period of thirty (30) days after the posting of the seniority list in which to advise the Board in writing of any inaccuracies that affect his/her seniority. No protest shall be considered after thirty (30) days of the posting of the seniority list, and the list shall be considered as final until the next posting. The Board shall investigate all reported inaccuracies, make such adjustments as may be in order, and post the updated list immediately. If the employee is unable to resolve his dispute regarding placement on the seniority list, the employee may file a grievance.

5.04 Transfer & Reassignment

5.041 Definitions

5.0411 Definition of Transfer

A transfer shall be defined as a change in the building in which an employee teaches.

5.0412 Definition of Assignment

An assignment is the grade level or subject area taught within a building.

5.0413 Definition of Reassignment

A reassignment is a change in the grade level or subject area taught within a building.

5.042 Types of Transfer

5.0421 Voluntary Transfer

A. A voluntary transfer is a transfer that is requested by the employee (see Appendix D).

B. Voluntary transfers shall be based on seniority when all other qualifications

advertised on the posting of vacancy notice are deemed equal.

5.0422 Involuntary Transfer

- A. An involuntary transfer is the reassignment of an employee from one building to another, initiated by the superintendent, for one (1) of the following reasons.
 - 1. Enrollment decreases
 - 2. Closing positions, school buildings
 - 3. The filling of a vacancy for which a voluntary transfer request has not been received; and/or
 - 4. Emergency situations to be considered immediately in consultation with the SLEA president.

- B. When it becomes necessary to implement an involuntary transfer, said transfers shall be based on seniority when all other qualifications advertised on the posting of vacancy notice are deemed equal.

- C. Prior to the implementation of an involuntary transfer, the employee's immediate supervisor shall confer with the employee explaining the reason(s) for the transfer and lending assistance to the employee in making a smooth transition to the new assignment.

- D. The involuntary transfer of an employee shall be implemented in a manner that is not arbitrary or unreasonable.

5.05 Reduction in Force

5.051 General Procedures

- 5.0511 The method of implementation of a reduction in force shall be in accordance with Ohio Revised Code 3319.17.

- 5.0512 Not later than May 1 preceding the school year in which a reduction in force is expected to

occur, the Superintendent shall provide written notice to the SLEA President of the anticipated reduction in force. Said notice shall list the positions (subject area and grade level) and the employees the Superintendent expects will be affected by the anticipated reduction in force.

5.0513 **Not later than May 15th**, the Superintendent shall provide written notice to each employee he expects will be affected by the anticipated reduction in force. Said notice shall state that the Superintendent expects that the employee's position will be affected by an anticipated reduction in force.

5.0514 Thirty (30) days preceding the date of implementation, the Board shall provide written notice to the SLEA President of its intent to proceed with the implementation of the reduction in force through the suspension of contracts and shall present the documentation to justify the reduction in force.

5.0515 Prior to the Board action on reduction in force, the SLEA shall be given the opportunity to address the Board in an open meeting for the purpose of presenting both orally and in writing its views on the proposed reduction in force.

5.0516 If a dispute occurs with regard to the justification for the reduction in force, the matter shall be submitted to expedited arbitration in accordance with the procedures established by the American Arbitration Association.

5.052 Determination of Reduction in Force List

5.0521 Certification and system-wide seniority shall be the reduction criteria of any reduction in force program. Seniority shall be determined according to the provisions set forth in Section 5.03 of this Agreement, the only exception being that employees with continuing contracts shall be granted greater seniority than employees with limited contracts in determining the order of contract suspension.

5.0522 A formal statement list shall be prepared indicating the specific positions to be abolished.

5.0523 A reduction in force list shall be prepared by applying the following steps until all necessary reductions have been accomplished.

A. First, employees who will leave the District by reasons of retirement, resignation, an approved leave of absence, or non-renewal of contract for performance reasons.

B. Second, the least senior certificated employee(s) from the position(s) to be abolished in keeping with the seniority list.

5.0524 Prior to Board action to effect a reduction in force, an employee whose contract is to be suspended as a result of a Reduction in Force Program shall be given written notification by certified mail that his/her employment shall be suspended. The notice shall state the reason for such suspension.

5.053 Reinstatement of Employees from the Reduction in Force List

5.0531 All employees whose contracts are suspended as a result of a Reduction in Force Program shall be placed on a list stating years of continuous service to the District and subject(s) certified to teach.

5.0532 An employee on the reduction in force list shall be offered reinstatement to position(s) for which certificated, as set forth on said Reduction in Force List, as positions become available and in keeping with the seniority provisions of the Reduction in Force List: inverse order - last suspended, first reinstated.

5.0533 When a vacancy(s) occurs, the Board shall send a certified letter to all employees certified for the position. This letter will be sent to the employee's last known address. It is the employee's responsibility to keep the Board informed of his/her whereabouts. The employee

shall, within fifteen (15) days from the postmark date of the letter, indicate availability and desire for such position. The Board shall reinstate that employee indicating availability and desire for such position who has the greatest seniority. If the employee fails to notify the Board within the specified period of time, or if the employee rejects the offered position, said employee shall be considered to have rejected the position and to have forfeited his/her right to recall to service in the District. The position will then be made available to the next eligible employee on the Reduction in Force List.

5.0534 Transfers of employees employed but not affected by the Reduction in Force Program shall be limited to positions not affected by said Program. If a position(s) initially abolished is reinstated or if a new position(s) is established, this position(s) will be staffed first from the employee Reduction in Force List. Transfers may be made to a position affected by the Reduction in Force Program after the position(s) has been offered to all properly certificated employees on the Reduction in Force List.

5.0535 No employees new to the District shall be employed until all properly certified employees on the Reduction in Force List have been offered reinstatement to a position in accordance with the provisions of this policy.

5.0536 Upon recall, all rights related to contract status, salary and fringe benefits shall be fully restored; however, no credit on the salary index shall be given for time spent on suspended status.

5.054 Additional Provisions

5.0541 Employees on layoff status will be given preferential consideration as substitute employees. However, employment as a substitute will not disqualify that employee from placement or continued placement on the Reduction in Force List.

5.0542 Employees on layoff status shall have the right to remain in all Board-provided insurance programs at their own expense for a period not to exceed two (2) years.

5.0543 Employees on layoff status shall be provided with notice of every vacancy for which they are or may become certified in accordance with the provisions of Section 5.0533. It shall be the obligation of the employee to notify the Board of any credentials acquired while the employee is on layoff status.

5.0544 An employee affected by a reduction in force shall be granted the rights herein stated for a period not to exceed two (2) years, beginning from the date of contract suspension.

5.06 Just Cause

5.061 Definition of Just Cause

No employee shall be adversely evaluated, disciplined, non-renewed, or reduced in rank or compensation without just cause.

5.062 Just Cause Initiation

For employees hired after October 1, 1989, the just cause protections appearing in 5.061 above shall not apply during the first two (2) years of employment with respect to non-renewal.

5.07 Evaluation Procedure

5.071 Evaluation Committee

The committee shall be comprised of five (5) association members appointed by the association president and three (3) members appointed by the board or its designee.

Committee members shall serve staggered terms of not more than two (2) years.

Committee members shall be representative of elementary, middle school, secondary, and specialty areas

(e.g., music, art, special education) and programs (e.g., career tech) within the district.

5.0711 Committee Authority

The committee shall be responsible for jointly developing, reviewing, and recommending the policy, procedures, and processes, including the evaluation instrument, for teacher evaluations.

The committee shall not have the authority to negotiate wages, hours, or terms and conditions of employment.

The board and the association shall bargain during regular contract negotiations all elements of the teacher evaluation procedure that are not expressly prohibited subjects of bargaining, and these negotiations shall be satisfactorily completed prior to implementation of the evaluation procedure or prior to any modification or amendment of the same. Any agreement that is achieved through said negotiations shall be subject to ratification by both parties.

The board shall amend its evaluation policy to conform to the terms of this agreement.

If either party wishes to consider any change or revision to the evaluation procedure or process, including the evaluation instrument, during the term of this agreement, it shall discuss the matter with the committee. If the discussion results in a recommendation by the committee to change or revise the evaluation procedure or process, including evaluation instrument, during the term of the agreement, then said recommendation shall be subject to ratification by the board and the association.

In the event of legislative action by the Ohio General Assembly that impacts in any way on this topic, the parties to this agreement shall discuss this topic to determine whether adjustments are appropriate during the term of this agreement. The implications of changes made to Ohio Revised Code regarding

evaluation may be bargained without opening the entire negotiated agreement.

5.08 Personnel Files

5.081 Maintenance

An official personnel file shall be maintained for all employees in accordance with Ohio Revised Code Section 1347.

5.082 Documentation of Filed Information

Each item in the file shall indicate its date of origin and the date it was entered into the file.

5.083 Examination of File

An employee may examine his/her personnel file upon request and shall be entitled to immediately view and a copy of any document contained therein free of charge no more than once per school year; additional hard copy requests will be provided at ten (10) cents per page.

5.084 Rebuttal to Filed Information

An employee shall be entitled to attach a reply to any document contained in the file.

5.085 Prohibition Against Anonymous Information

No anonymous letter, report, or communication shall be included in the employee's personnel file.

5.086 Right to Review Information to be Filed

If a communication regarding an employee is to be placed in the personnel file by any individual(s) other than the employee's designated evaluator, then it shall first be reviewed by the individual(s) with the employee involved and the employee shall be afforded the opportunity to file a written reply.

5.09 Nondiscrimination

The Board and the SLEA agree that neither party shall discriminate against each other or against any employee on the basis of race,

color, creed, sex, religion, national origin, handicap, or marital status as applied to the terms of this Agreement.

5.10 School Day

The normal school day shall not exceed seven and one-fourth (7 1/4) consecutive hours.

5.101 Lunch Periods

The school day shall include a daily, minimum thirty (30) minute, duty-free, uninterrupted lunch period. Any current employee whose teaching load is reduced due to a Reduction-In-Force (RIF) shall have a thirty (30) minute, duty-free, uninterrupted lunch period. Any employee hired after the 1991-92 school year whose teaching load is less than full-time shall not be entitled to a lunch period.

5.102 Planning Period

All teachers (K-12) shall receive a minimum of at least 40 consecutive minutes of uninterrupted planning time each day.

5.103 Open Lunch upon Notification

An employee may leave the building during the daily lunch period or planning period upon notification of the employee's supervisor.

5.104 Secondary Lunch Duties

Secondary teachers may be assigned duties either before or after their thirty (30) minute uninterrupted lunch. These duties shall be uniform and when possible, on a rotating basis.

5.105 Meetings

Teachers shall receive a minimum of twenty-four (24) hours notice for all non-emergency meetings. Cancellation shall occur as soon as possible.

5.11 School Year

5.111 School Year Defined

The school year shall consist of one hundred eighty-four (184) days. One hundred eighty (180) days shall be designated as instruction days, two (2) days shall be designated as employee report days, and two (2) days shall be designated as professional in-service days.

5.112 Extended Time

An extended time (supplemental) contract shall be provided for professional services performed beyond the parameters of the defined school year.

5.113 Compensation for Extended Time

Additional days worked beyond the school year shall be reimbursed at a minimum rate proportional to the employee's per diem rate during the school year the days are worked.

5.12 Substitutes

5.121 Substitute List

The Superintendent shall maintain a list of qualified substitute employees. A copy of this list shall be given to the SLEA President at the start of every school year.

5.122 Requirement for Employing Substitute

In the event of the absence of a guidance counselor, regardless of the duration of absence, or in the absence of the high school librarian, which does not exceed one (1) day, no substitute employee shall be required. In all other instances when an employee is absent, the Board shall make a reasonable effort to provide a certified substitute.

5.123 Failure to Employ Substitute

No employee shall be required to relinquish planning time when a substitute has not been made available for an absent employee. The Board shall make every reasonable effort to obtain a substitute for an absent employee.

5.124 Class Coverages

Employees that are required to substitute for an absent employee shall receive compensation for such service at a rate of twelve dollars and fifty cents (\$12.50) per period. This shall also apply to teachers whose study halls are used when no substitute is available.

The number of coverages per year shall accumulate and be paid by **the first pay in June.**

5.13 Tutoring

Employees who tutor students during the school day shall be provided with time to discharge their tutoring responsibilities. No employee shall be required to perform any such tutoring services during his planning period without his consent and no tutoring shall be performed during the lunch period.

5.14 Non-Teaching Duties

5.141 Morning Duty

Every secondary employee shall be assigned morning duty on a uniform rotating basis not to exceed fifteen (15) minutes before the start of the student school day.

5.15 In-Service Programs

5.151 In-Service Planning

Planning the in-service program that takes place on the in-service day designated on the school calendar shall be done by a committee composed of an equal number of representatives of the Superintendent and the SLEA. The Board shall assume the costs of said program. The SLEA President and the Superintendent shall meet to decide the number of representatives who shall serve on such committee.

5.152 In-Service CEU

In-service programs will qualify for CEU credit by the LPDC. Such said CEU credit will be in the form of certificates and will be printed by the administration at no cost to the employee. There will be a mutually agreed upon form that will be turned in for redemption.

5.153 In-Service NEOEA Day:

On NEOEA Day, teachers have the option of attending meetings of their choice. Teachers as professionals are expected to utilize the day for professional development. NEOEA Day will be a day without students.

5.16 Lesson Plans

5.161 Lesson Plan Submission

Lesson plans shall be submitted **electronically** by the beginning of the student day on the first school day of the week and shall provide plans for that week's instructional activities.

5.162 Lesson Plan Format

Lesson plans shall be submitted in a format acceptable to the Principal.

5.163 Lesson Plan Copies

Electronic copies will be kept by the teacher, principal and/or his/her secretary for use with substitutes.

5.17 Student Grades

No grade assigned to a student shall be changed before a discussion is held including the employee who assigned the grade, the administrator who is considering changing the grade, and, at the request of the employee, an SLEA representative. In the event that a grade assigned to a student by an employee is to be changed without the concurrence of the employee, the employee shall not be held responsible for the grade changed by the administrator.

5.18 Class Size

The Board shall make an effort to maintain student enrollment in each class to twenty-five (25) students. Twenty (20) if high amount of IEP/WEP students in class.

5.181 Special Education Guarantee

If the number of IEP students is over the state limit for an intervention specialist's case load, IEP/WEP/regular education students will be inadequately serviced. Therefore, the board will make every effort that is financially feasible to provide a certified intervention specialist teacher to meet the needs of the students in that grade level.

5.19 Curriculum Development

The Board shall allow substantial involvement by employees appointed by the SLEA President in any recommendation to change the curriculum or to change textbooks and similar materials used in the curriculum, provided that the Superintendent shall retain the right to appoint all representatives to any County committees considering such matters.

5.20 Materials and Supplies

The Board shall provide each employee with the materials and supplies necessary in the employee's daily assignments. Such materials and supplies shall be reasonably accessible.

5.21 Teaching Load

A full-time teaching load at the secondary level shall consist of at least five (5) teaching classes.

5.22 Subcontracting

No bargaining unit work may be subcontracted out.

5.23 Local Professional Development Committee

The Local Professional Development Committee (LPDC) shall consist of four (4) members from the SLEA in accordance with the provisions of Section 3319.22 of the ORC (Educators licenses; Professional Development Committees) A majority of the members of the LPDC shall be practicing, classroom employees appointed by the SLEA President. The LPDC shall be empowered according to law and determine its own structure, plans and criteria for approval of individual employee education plans, in-service plans for the District and any other requirements. The LPDC members shall attend any and all meetings required by the state or local

governing body and those meetings deemed necessary by the Superintendent.

5.24 Resident Educator Program

1. In August 2011, The Education Opportunity Act (HB1) created the Ohio Resident Educator Program. It provides a four year program of support and mentoring for new teachers. The Ohio Department of Education (ODE) has created requirements in the Resident Educator Program.
2. To qualify for consideration as mentor candidates, individuals must:
 - A) Meet all of the following qualifications:
 - 1) Five-year professional license OR two-year provisional license that has been renewed two or more times;
 - 2) Five years of teaching experience; and
 - 3) Recent classroom experience within the last five years
 - B) Successfully complete state sponsored training.
3. The Resident Educator Program will be conducted in conjunction with the MCESC, and will be re-evaluated every year for the purpose of assessing the content of the program for subsequent years.
4. No member will be required to serve as a mentor.
5. The Resident Educator/Mentor relationship will be solely for the purpose of formative assistance. No information gathered shall serve as a basis for any summative evaluation of the Resident Educator. Any information gathered will not be used by the Board in any matter relating to the employment or re-employment of the Resident Educator or the mentor.
6. The district shall provide mentors in a manner according to state requirements and individual Resident Educators needs to be determined by the District's Lead Mentor.

ARTICLE VI - SALARY AND FRINGE BENEFITS

6.01 Salary Schedule Guidelines

<u>School year</u>	<u>BA-0</u>	<u>Percentage increase</u>
2013-2014	\$28,792	1% Steps Unfrozen *
2014-2015	\$29,224	1.5% Steps Unfrozen
2015-2016	\$29,662	1.5% Steps Unfrozen

* New steps seventeen (17) and twenty-three (23) will be added to the Salary Schedule beginning in the 2013-2014 school year.

6.011 Service Credit

- A. Up to a maximum of twenty (20) years shall be granted to an employee for previous teaching experience in another school district and military service. No more than five (5) years of military service shall be included in the service credit granted hereunder.
- B. Part-time employees shall be advanced on the salary schedule upon completion of each school year of service with the Board.

6.012 First Pay Date

The first biweekly pay date of each contract year shall be the second Thursday in September.

6.013 Professional Development Stipend

1. The Board and the Association recognize the importance of continuing education in terms of the growth of the professional staff. For this reason, each bargaining unit member attaining a minimum of twenty (20) clock hours shall receive a payment of five hundred (\$500.00) dollars. The stipend shall be available for redemption during the 2014-2015 and 2015-2016 years of this collective bargaining agreement.
2. This continuing education, which shall be completed on the bargaining unit member's own time, may include any of the following so long as they are not subject to tuition reimbursement:

- a. College course either at the graduate or undergraduate level, relating to the bargaining unit members' teaching assignment.
 - b. Workshops and professional meetings.
 - c. Locally planned and developed staff development programs.
 - d. Professional services that provide students with activities and experiences that enhance their education in accordance with the mission of the district, which include (but are not limited to) approved participation in any of the following:
 1. Home and School Association Meetings
 2. Open Houses
 3. Family Fun Night
 4. Science Fair
 5. Art Fair
 6. Supervision of Graduation Exercises
 7. After School Tutoring
 8. Chaperones
 9. Spelling Bees
 10. Committee Service
 11. Mapping courses
 12. Continuous Improvement plan
 - e. Required meetings if approved by Superintendent or his/her designee.
3. All such professional development activities and professional services shall be approved by the administration in advance of the bargaining unit member's participation to qualify for the professional development stipend. The administration shall also provide the opportunity for a minimum of twenty (20) hours of staff development programs during each school year.
 4. Both parties also recognize the importance of staff input in curriculum decisions and planning necessary to the improvement of the quality of instruction in the district.

5. Continuing educational activities approved by the Local Professional Development Committee, which are completed to satisfy licensure or re-licensure requirements, will qualify toward the professional development reimbursement.

6.014 Termination of Employment

In the event an employee's individual contract is terminated by either party during the school year, at the option of the employee, the total sum due the employee shall be paid at the next scheduled pay date after the Board's official action on the employee's contract.

6.015 Payroll Deductions

6.0151 Payroll deductions for membership dues shall be made in accordance with the provisions of Section 1.05(A) of this Agreement.

6.0152 Optional payroll deduction(s) of the cost of any insurance coverage(s) that is not provided by the Board and that has been authorized by the employee shall be made equally from the second pay of each month beginning in September and ending in August, notwithstanding the pay schedule option elected by the employee.

6.0153 Optional payroll deductions addressed in law or this Agreement and authorized by the employee may be made in thirteen (13) or twenty-six (26) equal pays at the option of the employee. Any change in the option desired by the employee must be submitted to the Treasurer's Office in writing at least thirty (30) days in advance of the effective date of the change.

The Board shall continue all payroll deductions provided in the last previous school year, which shall include, but shall not be limited to, the following:

- Credit Union
- SLEA Membership Dues
- Cancer Insurance
- Tax-Sheltered Annuities

U.S. Savings Bonds
Federal Tax
State Tax
City Tax
School Tax

6.0155 Payroll deductions required by law or authorized by this Agreement are the only deductions which the Treasurer is required to make.

6.02 Pay Schedule Option

6.021 Options

Prior to July 1 of each year, each employee shall indicate and shall be granted his/her preference for his/her pay to be divided into twenty (20) or twenty-six (26) equal and consecutive pays. If no preference is indicated by August 15, the last previous pay plan shall be implemented.

6.022 Direct Deposit of Pay

Teachers shall be paid using direct deposit to a bank of their choosing. Notices of direct deposit shall be distributed to the employee's email. New employees shall have thirty (30) days to make arrangements for conversion to direct deposit.

6.023 Hourly Rates

All hourly rate work shall be compensated at a rate of twenty-five dollars (\$25) per hour.

6.0231 Saturday School

Employees wishing to volunteer to supervise Saturday School shall submit a written statement to the principal at the beginning of each semester indicating their desire to supervise. Assignment to this duty shall be from those who submit a request. Compensation shall be at the rate of twenty-five dollars (\$25) per hour. The Board will fill this position from qualified applicants of persons outside the bargaining unit when there are no volunteers from within the bargaining unit.

6.0232 Out of School Tutors Rate

Employees who are assigned by the Board to tutor students who cannot attend classes shall be compensated at the rate of twenty-five dollars (\$25) per hour.

6.0233 Summer School

An employee shall be compensated at a daily rate of one hundred dollars (\$100.00) at no more than a four (4) hour day.

6.0234 School Detention Pay

Approved school detention supervision shall be paid twenty five (\$25.00) dollars per hour. There will be no reduction of this rate during the life of this contract.

6.03 Salary Schedules

SEBRING LOCAL SCHOOL DISTRICT
Teacher Salary Schedule - Effective 9/1/2013

<u>YEAR</u>	<u>BACHELORS</u>	<u>5 YEAR</u>	<u>MASTERS</u>	<u>MASTERS +15</u>	<u>MASTERS +30</u>
0	\$28,792 1.0000	\$31,179 1.0829	\$32,993 1.1459	\$33,897 1.1773	\$35,708 1.2402
1	31,179 1.0829	32,993 1.1459	34,804 1.2088	35,708 1.2402	37,522 1.3032
2	32,993 1.1459	34,804 1.2088	36,615 1.2717	37,522 1.3032	39,333 1.3661
3	34,804 1.2088	36,615 1.2717	38,429 1.3347	39,333 1.3661	41,144 1.4290
4	36,615 1.2717	38,429 1.3347	40,240 1.3976	41,144 1.4290	42,958 1.4920
5	38,429 1.3347	40,240 1.3976	42,051 1.4605	42,958 1.4920	44,769 1.5549
6	40,240 1.3976	42,051 1.4605	43,865 1.5235	44,769 1.5549	46,580 1.6178
7	42,051 1.4605	43,865 1.5235	45,676 1.5864	46,580 1.6178	48,394 1.6808
8	43,865 1.5235	45,676 1.5864	47,487 1.6493	48,394 1.6808	50,205 1.7437
9	45,676 1.5864	47,487 1.6493	49,301 1.7123	50,205 1.7437	52,016 1.8066
10	47,487 1.6493	49,301 1.7123	51,112 1.7752	52,016 1.8066	53,827 1.8695
11	49,301 1.7123	51,112 1.7752	52,923 1.8381	53,827 1.8695	55,641 1.9325
12	51,112 1.7752	52,923 1.8381	54,736 1.9011	55,641 1.9325	57,452 1.9954
13	52,923 1.8381	54,736 1.9011	56,547 1.9640	57,452 1.9954	59,263 2.0583
17	53,556 1.8601	55,370 1.9231	57,181 1.9860	58,085 2.0174	59,896 2.0803
20	54,189 1.8821	56,003 1.9451	57,814 2.0080	58,718 2.0394	60,529 2.1023
23	54,823 1.9041	56,637 1.9671	58,448 2.0300	59,352 2.0614	61,163 2.1243
27	55,456 1.9261	57,270 1.9891	59,081 2.0520	59,985 2.0834	61,796 2.1463

SEBRING LOCAL SCHOOL DISTRICT
Teacher Salary Schedule - Effective 9/1/2014

<u>YEAR</u>	<u>BACHELORS</u>	<u>5 YEAR</u>	<u>MASTERS</u>	<u>MASTERS +15</u>	<u>MASTERS +30</u>
0	\$29,224 1.0000	\$31,647 1.0829	\$33,488 1.1459	\$34,405 1.1773	\$36,244 1.2402
1	31,647 1.0829	33,488 1.1459	35,326 1.2088	36,244 1.2402	38,085 1.3032
2	33,488 1.1459	35,326 1.2088	37,164 1.2717	38,085 1.3032	39,923 1.3661
3	35,326 1.2088	37,164 1.2717	39,005 1.3347	39,923 1.3661	41,761 1.4290
4	37,164 1.2717	39,005 1.3347	40,843 1.3976	41,761 1.4290	43,602 1.4920
5	39,005 1.3347	40,843 1.3976	42,682 1.4605	43,602 1.4920	45,440 1.5549
6	40,843 1.3976	42,682 1.4605	44,523 1.5235	45,440 1.5549	47,279 1.6178
7	42,682 1.4605	44,523 1.5235	46,361 1.5864	47,279 1.6178	49,120 1.6808
8	44,523 1.5235	46,361 1.5864	48,199 1.6493	49,120 1.6808	50,958 1.7437
9	46,361 1.5864	48,199 1.6493	50,040 1.7123	50,958 1.7437	52,796 1.8066
10	48,199 1.6493	50,040 1.7123	51,878 1.7752	52,796 1.8066	54,634 1.8695
11	50,040 1.7123	51,878 1.7752	53,717 1.8381	54,634 1.8695	56,475 1.9325
12	51,878 1.7752	53,717 1.8381	55,558 1.9011	56,475 1.9325	58,314 1.9954
13	53,717 1.8381	55,558 1.9011	57,396 1.9640	58,314 1.9954	60,152 2.0583
17	54,360 1.8601	56,201 1.9231	58,039 1.9860	58,956 2.0174	60,795 2.0803
20	55,002 1.8821	56,844 1.9451	58,682 2.0080	59,599 2.0394	61,438 2.1023
23	55,645 1.9041	57,487 1.9671	59,325 2.0300	60,242 2.0614	62,081 2.1243
27	56,288 1.9261	58,129 1.9891	59,968 2.0520	60,885 2.0834	62,723 2.1463

SEBRING LOCAL SCHOOL DISTRICT
Teacher Salary Schedule - Effective 9/1/2014

<u>YEAR</u>	<u>BACHELORS</u>	<u>5 YEAR</u>	<u>MASTERS</u>	<u>MASTERS +15</u>	<u>MASTERS +30</u>
0	\$29,662 1.0000	\$32,121 1.0829	\$33,990 1.1459	\$34,921 1.1773	\$36,787 1.2402
1	32,121 1.0829	33,990 1.1459	35,855 1.2088	36,787 1.2402	38,656 1.3032
2	33,990 1.1459	35,855 1.2088	37,721 1.2717	38,656 1.3032	40,521 1.3661
3	35,855 1.2088	37,721 1.2717	39,590 1.3347	40,521 1.3661	42,387 1.4290
4	37,721 1.2717	39,590 1.3347	41,456 1.3976	42,387 1.4290	44,256 1.4920
5	39,590 1.3347	41,456 1.3976	43,321 1.4605	44,256 1.4920	46,121 1.5549
6	41,456 1.3976	43,321 1.4605	45,190 1.5235	46,121 1.5549	47,987 1.6178
7	43,321 1.4605	45,190 1.5235	47,056 1.5864	47,987 1.6178	49,856 1.6808
8	45,190 1.5235	47,056 1.5864	48,922 1.6493	49,856 1.6808	51,722 1.7437
9	47,056 1.5864	48,922 1.6493	50,790 1.7123	51,722 1.7437	53,587 1.8066
10	48,922 1.6493	50,790 1.7123	52,656 1.7752	53,587 1.8066	55,453 1.8695
11	50,790 1.7123	52,656 1.7752	54,522 1.8381	55,453 1.8695	57,322 1.9325
12	52,656 1.7752	54,522 1.8381	56,390 1.9011	57,322 1.9325	59,188 1.9954
13	54,522 1.8381	56,390 1.9011	58,256 1.9640	59,188 1.9954	61,053 2.0583
17	55,174 1.8601	57,043 1.9231	58,909 1.9860	59,840 2.0174	61,706 2.0803
20	55,827 1.8821	57,696 1.9451	59,561 2.0080	60,493 2.0394	62,358 2.1023
23	56,479 1.9041	58,348 1.9671	60,214 2.0300	61,145 2.0614	63,011 2.1243
27	57,132 1.9261	59,001 1.9891	60,866 2.0520	61,798 2.0834	63,664 2.1463

6.04 Supplemental Salary Schedule

6.041 Supplemental Positions

The following supplemental positions shall be compensated in accordance with the designated percentages that shall be applied to the Bachelor's minimum base salary to determine the appropriate salary for each supplemental position. All supplemental contracts shall be automatically non-renewed at the conclusion of the activity or by April 30 of each year, whichever is sooner, in accordance with Ohio Revised Code Sections 3319.08 and 3319.11.

- a. A selection committee shall be used to choose an individual, when more than one person applies for the following supplemental positions:

Head Coach, Varsity Football
Head Coach, Varsity Volleyball
Head Coach, Boys Varsity Basketball
Head Coach, Girls Varsity Basketball
Head Coach, Varsity Baseball
Head Coach, Varsity Softball

- b. The selection committee shall consist of the following:

1. Superintendent
2. High School Principal
3. Athletic Director
4. Board of Education Member
5. SLEA President or their Designee
6. Community Member

In the event of a vacancy in a Head Coaching Position, said selection committee shall begin the selection process within thirty (30) days of the known vacancy.

When a supplemental position is held by a person outside the bargaining unit, at the end of the supplemental contract, the position will be deemed vacant. The position will be posted and all applicants will be considered, with a Superintendent/Selection Committee awarding the position to the individual he/she or the committee chooses from the applicants.

6.0412 Any SLEA member filling a supplemental contract shall be granted an additional 1% of the current supplemental pay.

6.042 Coach Positions

6.0421 Athletic Supplements –Boys

Head Football Coach	20%
First Assistant Football Coach	12%
Second Assistant Football Coach	10%
Reserve Football Coach	10%
Freshman Football Coach	9%
8th Grade Football Coach	8%
7th Grade Football Coach	8%
Weight Training Advisor Football	6%
Head Basketball Coach	20%
Reserve Basketball Coach	12%
Freshman Basketball Coach	10%
8th Grade Basketball Coach	8%
7th Grade Basketball Coach	8%
Grade School Basketball Coach (2)	7%
Summer Basketball Coach	6%
Head Baseball Coach	11%
Reserve Baseball Coach	7%
Assistant Baseball Coach	5%
Golf Coach	8%

6.0422 Athletic Supplements - Girls

Head Basketball Coach	20%
Assistant Basketball Coach	12%
8th Grade Basketball Coach	8%
7th Grade Basketball Coach	8%
Grade School Basketball Coach (2)	7%
Summer Basketball Coach	6%
Head Volleyball Coach	17%
Reserve Volleyball Coach	9%
Freshman Volleyball Coach	8%
8th Grade Volleyball Coach	8%
7th Grade Volleyball Coach	8%
Grade School Volleyball Coach (2)	5%
Head Softball Coach	11%
Reserve Softball Coach	7%
Assistant Softball Coach	5%
High School Cheerleader Advisor	9%

	Assistant Cheerleader Advisor	5%
	Jr. High School Cheerleader Advisor	5.00%
6.0423	<u>Athletic Supplementals – Boys & Girls</u>	
	Head Track Coach	7.5%
	Junior High Track Coach	5%
	Cross Country Coach	10%
	Ski Club Advisor	2%

6.043 Other Supplemental Positions

	Director of Athletics	22%
	Faculty Manager (2)	6%
	Drama Director (Per Production; Max.2)	7%
	Assistant Drama Director (Per Production; Max.2)	5%
	Choreography Director	3%
	High School Yearbook Advisor	9%
	Jr. High Yearbook Advisor	5%
	Elementary Yearbook Advisor	5%
	Newspaper Advisor	7%
	National Honor Society Advisor	3%
	Student Senate Advisor	3%
	Language Club Advisor	2%
	Junior High Student Council Advisor	3%
	Freshman Class Advisor	1.5%
	Sophomore Class Advisor	1.5%
	Junior Class Advisor (2)	4%
	Senior Class Advisor (2)	3%
	Pep Club Advisor	2%
	Special Display Coordinator	2%
	Elementary Musical Coordinator	3%
	Elementary Stage Coordinator	2%
	Safety Patrol Advisor	2%
	ECO Advisor	2%
	Young Authors Club	1.5%
	Math Contest Advisor (St. Jude's)	1.5%
	Head Teacher (2) –1 per building	8%
	Choir Advisor	4%
	Lead Mentor	6%
	Mentor	3%
	Band Advisor	18%
	Flag Line Coordinator	2%
	Academic Coach	4%
	LPDC Committee Chair	2.5%

LPDC Committee Member	2%
LPDC Committee Alternate	1%
Destination Imagination	4%
SADD	2%
Photography	3%
Building Leadership Team Member	\$25/hr.
District Leadership Team Member	\$25/hr.
Teacher Based Team Leader	\$25/hr.
Evaluation Committee	\$25/hr.
Student Learning Objective Construction	\$25/hr.
SCAT Grading	\$25/hr.

Department Chairman District

Mathematics	5%
Social Studies	5%
Language Arts	5%
Reading	5%
Science	5%
Expressive Arts (Art, Music, Home Economics, Computers, Industrial Arts, Physical Education)	5%

- * Creation of new supplementals must be bargained with SLEA.
- * All participation on these DLT, BLT, and TBT teams is voluntary.

6.044 Payment for Supplementals

The Board agrees that all supplemental compensations will be distributed in three (3) separate payrolls during the season or one (1) pay at the end of the season, or equally throughout the school year at the option of the employee. Adjustments for tax rate shall be made at the request of the employee. All employees with supplemental contracts will be provided with a form for the purpose of electing to change the tax deduction percentage in the payroll system.

6.045 The Board and the SLEA agree to:

The Director of Athletics supplemental contract is part of the Dean of Students' or Assistant Principal's administrative contract. If the Director of Athletics supplemental ceases to be part of the Dean of Students' or Assistant Principal's responsibility, it will revert back to the bargaining unit.

6.046 Longevity Stipend Adjustment

Any bargaining unit member holding a contract in the same position for 5-9 consecutive years shall receive a 3% increase on the posted supplemental stipend, for 10-14 years a 6% increase, for 15 or more years a 9% increase. Members who have held a contract in the previous year shall be awarded the same position based on a satisfactory review of performance. This clause shall be retroactive to include credit for time served by current position holders.

6.05 Travel Reimbursement

When, during the course of the school day, employees are required by the Board to use their vehicles to properly fulfill their assigned duties, they shall be reimbursed at the maximum IRS rate per mile. This provision shall not apply to employees on supplemental contracts.

6.06 Severance

6.061 Eligibility

The employee's eligibility for severance pay shall be determined as of the final date of employment. The criteria are:

6.0611 The employee retires from service with the District. Retirement shall be construed to mean disability or service retirement under any State or Municipal retirement system in the State.

6.0612 The employee must be eligible for retirement as of the last date of employment.

6.0613 The employee must, within one hundred twenty (120) days of the last date of employment, prove acceptance into the retirement system.

6.0614 The employee must not have fewer than ten (10) years of service with the State or its political subdivisions or a combination thereof.

6.0615 The employee must sign for the severance check certifying that all eligibility criteria have been met. Said payment shall be made in a

lump sum within forty-five (45) days from the date of proof of acceptance into the retirement system or, at the option of the employee, in two (2) payments; one (1) within forty-five (45) days from the date of proof of acceptance into the retirement system and one (1) by January 31st of the next tax year.

6.062 Benefit Calculation

The amount of the benefit due an employee shall be calculated by:

6.0621 Multiplying the employee's accrued but unused sick leave by one-fourth (1/4).

6.0622 Multiplying the above product times the per diem rate of pay appropriate for that individual's placement on the salary schedule.

6.0623 The amount of the benefit calculated in Steps "A" and "B" shall not exceed the value of sixty (60) days.

6.063 Elimination of Sick Leave Credit

Receipt of payment for accrued but unused sick leave shall eliminate all sick leave credit accrued by the employee.

6.07 Passes to School Events

The Board shall provide two (2) free passes to each employee for admission to all sponsored school activities within the regulations established by the Auditor of the State of Ohio.

6.08 Employee Insurances

6.081 General Coverage

6.0811 Board-Provided Insurance

The Board shall provide all employees with the following insurance coverage and shall provide for no less coverage and services than provided during the last previous work year:

A. Medical Coverage

A comprehensive medical program that will include Comprehensive Hospitalization and Surgical; Major Medical, Outpatient, Diagnostic, Laboratory, and Emergency Care. Deductibles and co-insurance are described under specific coverage (see 6.0821). Full-time employees will be required to make a \$123.00 in 2013-2014 (\$140.00 in 2014-2015 and 2015-2016) per month family coverage and a \$50.00 in 2013-2014 (\$70.00 in 2014-2015 and 2015-2016) per month single coverage contribution to their medical coverage premium. This contribution shall be calculated as a per pay deduction and be withheld from the employee each pay period. Part-time employees will pay a portion of the monthly medical coverage premium pro-rated on the number of hours or days worked per week. Any employee who is classified as full-time on or before September 1st 2007 and who is later reduced to part-time status will only be required to pay the same contribution as full-time employees.

B. Prescription Drug Family Plan

At no cost to the employee, a "Formulary Drug Plan" provided to each employee and their family members. Co-payments and specifications are described under specific coverage (see 6.0822).

C. Family Dental Plan

At no cost to the employee, dental insurance coverage provided to each employee and his/her family members that meets or exceeds the specifications set forth under specific coverage (see 6.0823). Deductibles and co-insurance apply for restorative coverage (see 6.0823) but NOT for preventative and diagnostic coverage.

D. A 125 plan shall be established so as to provide employees with a means to pay out of pocket medical expenses on a pretax basis. A Flexible Spending Account (FSA) will be available at the election of the employee to be used for this pretax process. The administration and the SLEA shall work jointly to establish the process and parameters for implementing the FSA.

E. Term Life with Accidental Death and Dismemberment

At no cost to the employee, term life insurance provided to each employee in the amount of fifty thousand dollars (\$50,000.00) with an equivalent accidental death and dismemberment benefit.

F. Severance Payment due to Death

In the event of the death of an employee, the severance amount shall be paid to the employee's estate.

6.0812 Continuation of Benefits

The Board shall permit all employees who have been granted unpaid leaves of absence or who are on layoff status to remain in the employee insurance group for all coverages provided by the Board at the employees' expense for the duration of said unpaid leave or entitlement to reinstatement. Insurance coverage for employees who have been granted paid leaves of absence shall continue to be provided at the Board's expense.

6.0813 Copies of Insurance Contracts

The Board shall provide to the SLEA one (1) copy of each signed contract entered into between the Board and the insurance companies which shall provide the benefits specified in this contract. Copies of existing contracts shall be provided to the SLEA within twenty-four (24) hours of ratification of the

Agreement by both parties. Copies of contracts subsequently entered into by the Board shall be provided within one (1) week after they are received.

6.0814 Change(s) in Carriers

If, at any date following the ratification of this Agreement, the Board elects to change the insurance carriers that provide any of the coverage and services specified herein, the SLEA President shall be notified in writing thirty (30) days, if possible, but in no event later than fifteen (15) days prior to the effective date of the change in carriers. At the time of said notification, the Board shall provide to the SLEA a complete copy of the bid specifications or the certificate of insurance for the new plan setting forth in detail the specifications of coverage and services to be provided by the new carrier.

6.0815 Medical Coverage Opt-out Payment

Those employees not selecting any of the insurance coverages will receive a payment of one thousand dollars (\$1,000.00) annually. The payment shall be made in two (2) installments, the first to be paid by December 15th and the second payment shall be made by July 15th. Teachers covered under Section 6.0816 are not eligible for the one thousand dollar (\$1,000.00) payment.

An employee eligible for family coverage who elects single coverage shall receive five hundred dollars (\$500.00) annually as an insurance offset. This payment shall be made by July 15th.

6.0816 Spousal Coverage by Another Employer

Employees who have spouses covered by another non-contributory medical program must take at least single coverage with that program and will be subject to coordination of benefits for every covered claim. If the medical program is contributory, the Board shall have the option to pay the premium liability for that employee's

spouse rather than provide coverage under the Board plan. Employees must provide to the District any premium cost the spouse may incur. Spousal coverage reimbursement dates shall be 3/30, 6/30, 9/30, and 12/30. The employee must request spousal reimbursement in writing and include proof of premium paid by September 1st each year on forms provided by the building secretary in order for the treasurer's office to meet this schedule.

6.0817 Change(s) in Coverage Status

An employee may change the coverage status (single or family) effective the first (1st) day of any month.

6.082 Specific Coverage **Modified Effective June 30, 2011**

6.0821 Comprehensive Hospitalization and Surgical/
Major Medical

A. The comprehensive plan shall provide a health care program equal to or better than the current health care plan.

B. Deductibles

A two hundred fifty dollar (\$250.00) per year deductible for individual and a five hundred dollar (\$500.00) per year deductible per family.

C. Co-Insurance

Coverage shall provide for a eighty-five percent/fifteen percent (85%/15%) co-insurance up to the first two thousand five hundred dollars (\$2500.00) of in-network covered expenses per individual/family and seventy percent/ thirty percent (70%/30%) co-insurance up to the first two thousand five hundred dollars (\$2500.00) of out-of-network covered expenses and one hundred percent (100%) of coverage per individual/family thereafter in each benefit

year up to a maximum lifetime amount of one million dollars (\$1,000,000.00).

D. Substance Abuse Maximum

Treatment for substance abuse is encouraged on an outpatient basis. The employee/dependent must complete the program for payment.

E. Mental/ Nervous Disorders Maximum

Mental/nervous disorders allow an in-hospital and/or outpatient. The employee/dependent must complete the program for payment.

F. Coverage Exclusions

Board insurance will not cover employees or dependents for any claim resulting from the following:

- a. Sky-diving
- b. Bungee Jumping
- c. Motorcycle Racing
- d. Auto Racing (including stock car and drags)
- e. Stunt Aircraft

G. In-Hospital Benefits/ Requirements

- Three hundred sixty-five (365) days of care
- All regular hospital services in full
- Blood and plasma in full and administration of same
- Maternity benefits in full
- Intensive care in full
- Hospital admittance pre-certification is mandatory for all elective (non-emergency surgery) with a one hundred dollar (\$100.00) penalty for failure to comply.

H. Outpatient and Emergency Benefits

The outpatient coverage provided by the Board shall include treatment of acute medical emergencies (heart attacks, convulsive seizures, hemorrhages, unconsciousness, etc.), outpatient surgery, medical services and emergency first aid.

Coverage includes the following:

- Unlimited emergency room care as result of accident - within seventy-two (72) hours
- Unlimited diagnostic x-ray/ diagnostic medical services
- One hundred dollars (\$100.00) laboratory services including pap, blood, tissue, urine, etc.
- Unlimited basal metabolism
- Unlimited electrocardiograms and electroencephalograms
- Unlimited outpatient surgery
- Unlimited radiation therapy
- Unlimited outpatient medical emergency

I. Surgical Benefits

- Three hundred sixty-five (365) days (UCR) doctor's in-hospital medical
- Surgery - maximum - UCR fee
- Anesthesia - maximum - UCR fee
- Radiotherapy
- Electroshock treatments - limited to ten (10) treatments during one continuous hospital admission
- Fracture care
- Surgical assistance, including lab services
- Consultation service - limited to one (1) visit per confinement
- Diagnostic medical services - EKG's, BMR's, EEG's
- Surgical Pathology
- Diagnostic x-ray
- Burn treatment
- Wound stitching
- OB-delivery and anesthesia in full

J. Routine Physical Exams

Beginning in year two of the contract, an annual routine physical will be covered by insurance for employees and dependents.

K. Increases to Select Benefits

Beginning in year two of the contract Pap smear and mammogram will increase from one hundred dollars (\$100.00) to two hundred dollars (\$200.00) per year, and well-child will increase from one hundred fifty dollars (\$150.00) to two hundred dollars (\$200.00) per year.

6.0822 Prescription Drug

The plan shall cover all legend drugs, including injectable insulin, prescribed by a physician and shall provide for a thirty (30) day supply or other prescribed dosage by a physician. The following thirty (30) day supply co-payments apply: generic: five dollars (\$5.00); formulary: fifteen dollars (\$15.00); non-formulary: twenty-five dollars (\$25.00). When using mail-order, the employee will receive a ninety (90) day supply at the cost of co-payment x 2.

6.0823 Dental

A. Co-insurance % to be Paid by the Employee

Preventive and diagnostic (Class I): 0%
Basic restorative (Class II): 20%
Major restorative (Class III): 40%

Orthodontia (Class IV): The employer will pay one hundred percent (100%) of the first eight hundred fifty dollars (\$850.00) lifetime maximum. The employee will pay one hundred percent (100%) after the first eight hundred fifty dollars (\$850.00) is paid.

B. Maximums Paid by Employer

Class I, II, and III: not less than twenty-five hundred dollars(\$2,500.00) per person per year.

Class IV: not less than eight hundred fifty dollars (\$850.00) per person per lifetime.

C. Deductibles

Class I and IV: none

Class II and III: twenty-five dollars (\$25.00)
per person or seventy-five dollars (\$75.00)
per family per calendar year.

6.0824 Description of Plan Benefits to Employees

Within thirty (30) days following the signing of the Agreement and thereafter as amendments in coverages are made, each employee shall receive a plan description for each insurance benefit provided by the Board.

6.0825 Benefit Changes Committee

When changes in the law regarding "Best Practices" become adopted, representatives from the Administration and the bargaining unit will meet to discuss how those changes will affect the specific benefits provided by the Board.

6.083 Eligible Participants for Board Provided Insurance

The employee, their spouse, and dependent children to age twenty-three (23) (or twenty-five [25] if a full-time student) are eligible for all insurances described under 6.082.

6.084 Duration of Described Coverage

The before mentioned conditions and coverages shall remain in full force and effect for the duration of this contract unless stated otherwise.

6.09 Board Pick-up of Employee Contributions to the State Teachers Retirement System (Salary Reduction/Restatement)

In accordance with Internal Revenue Service Rulings 77-462, 81-35 and 81-36, the SLEA and the Board agree that, effective January 1, 1995, the Board shall contribute to the State Teachers Retirement System an amount equal to each employee's contribution to the State Teachers Retirement System. This amount contributed by the Board is in lieu of payment of said amount to each employee and shall be treated as a mandatory salary reduction from the contract salary or hourly rate otherwise

payable to each employee. The amount contributed by the Board on behalf of the employee is in addition to the Board's required employer contribution.

6.091 Amount Picked-up for STRS

The dollar amount to be "picked-up" by the Board:

6.0911 Shall be credited to the State Teachers Retirement System as employee contributions under authority of Ohio Attorney General Opinion 82-097;

6.0912 Shall be included in computing an employee's final average salary for State Teachers Retirement System purposes and in reporting employee-authorized credit information to financial institutions;

6.0913 Shall not be reported by the Board as subject to current federal and state income taxes;

6.0914 Shall be reported by the Board as subject to city income taxes.

6.092 IRS Compliance

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

6.093 Deferred Salary and Cash Salary

For purposes of this provision, an employee's total annual salary and/or salary per pay period shall be the salary specified in Sections 6.03, 6.04, and 5.113 of this Agreement. The total annual salary and/or salary per pay period shall be payable by the Board in two components: (1) deferred salary and (2) cash salary.

6.0931 An employee's deferred salary shall be equal to that percentage of said employee's total annual salary and/or salary per pay period which is required by the State Teachers Retirement System to be paid as an employee contribution by said employee.

6.0932 An employee's cash salary shall be equal to the employee's total annual salary and/or salary per pay period less the amount of the deferred salary for said employee and shall be payable to said employee subject to applicable payroll deductions. The Board's total expenditures for employee's salaries as specified in Sections 6.03, 6.04, 6.05 and 5.113 of this Agreement and its employer contributions to the State Teachers Retirement System shall not be greater than the amounts the Board would have paid had this provision not been in effect.

6.094 Board's Remittance to STRS

The Board shall compute and remit its employer contributions to the State Teachers Retirement System based upon the employee's total annual salary and/or salary per pay period.

6.095 Hourly Employees Addendum

An addendum to each employee's contract or salary notice (for hourly employees) currently in effect shall be prepared and distributed that states:

6.0951 That the employee's contract salary or hourly rate is being restated as consisting of a cash salary and of a deferred salary that is equal to the amount of the employee contribution to the State Teachers Retirement System being "picked-up" by the Board on behalf of the employee;

6.0952 That the Board will contribute to the State Teachers Retirement System an amount equal to the employee's required contribution to the State Teachers Retirement System for the account of each employee; and

6.0953 That life insurance, sick leave pay, assault leave pay, severance pay, supplemental pay, extended service pay, worker's compensation benefits, unemployment compensation benefits, or any other compensation or benefit that is indexed to or otherwise determinable by reference to the employee's rate of pay shall be

calculated upon the combined cash salary and the deferred salary of the employee.

6.096 Compliance of All Salary Notices

All subsequent contracts and salary notices for employees shall comply with the provisions of this section.

6.10 Retirement Incentive

The Board agrees to a cash payment of ten thousand dollars (\$10,000.00). To be eligible for this provision, the employee must retire during the first year he/she becomes eligible for retirement by STRS standards. The employee shall be paid in two (2) payments: one (1) within forty-five (45) days from the date of proof of acceptance into the retirement system and one (1) payment by January 31st of the next tax year.

An employee who retires and is not eligible for the above payment will receive a thirty dollar (\$30.00) thank you bonus for every year of service accumulated at the date of retirement.

ARTICLE VII - EMPLOYEE DISCIPLINE

7.01 Steps for Employee Discipline

It is important to all parties that employees perform as expected and that an employee discipline plan be clear and consistent. The steps of employee discipline are:

- Oral reprimand
- Written reprimand
- Suspension - without pay
- Termination

Nothing herein shall preclude the Administration from issuing more than one oral or written reprimand.

7.02 Areas of Discipline

- The general areas of discipline include:
- A. Violation of reasonable regulations.
 - B. Improper conduct.

7.03 Due Process Procedure

1. Except in cases requiring immediate suspension, no employee shall be disciplined without first having been given due process in accordance with the following procedure.
 - a. Notice of Allegation and Conference: A written notice setting forth the allegations, which, if substantiated, could result in disciplinary action, shall be delivered in person and receipted or sent to the employee by certified mail. The notice shall include the time and place of a conference to discuss the allegations.
 - b. Conference: The conference to discuss the allegations shall be attended by the employee, the employee's Association representative(s), and the Board's representative(s). The conference shall be held no sooner than three (3) days nor later than ten (10) ten days following the employee's receipt of the notice of allegations or at the time and place mutually agreed upon by the parties.
 - c. Notification of Disposition: The employee and the Association President shall be notified immediately by certified mail of the disposition of the matter. If a determination has been made to take disciplinary action, the notice of disposition shall include the disciplinary action to be taken and the reason(s) for the action.
2. In cases of immediate suspension, the written notice of allegations shall be presented to the employee within twenty four (24) hours following the suspension, and the conference shall be held as expeditiously as possible

7.04 Purge of Files

Written reprimands shall be purged from the file if there has been no further recurrence of the offense in the subsequent three (3) years.

7.05 Reprimand Procedure

A written notice of the scheduled meeting will be given to the employee.

7.051 Oral Reprimand Procedure

- A. Review of the rule, conduct, order, procedure or regulation will be made which is the basis for the oral reprimand action.
- B. The action or failure on employee's behalf to comply with (A) above will be stated.
- C. It will be stated that an oral reprimand or warning is being issued.
- D. Employee will be afforded the opportunity to provide witnesses and relevant data.
- E. Help will be offered.
- F. It will be understood that failure to comply will warrant further disciplinary action.
- G. A written note or anecdotal record will be made of date, time, and action on appropriate form and signed by the employee and administrator. A copy will be given to the employee. **No copies will be put into the employees file.**

7.052 Written Reprimand Procedure

- A. Specific facts such as date, time and place, witnesses to, and actions of the individual will be stated by the administrator and the employee.
- B. The rule, conduct, order, procedure or regulation violated or breached will be given.
- C. Previous oral reprimands or warnings will be outlined.
- D. It will be stated that this is a written reprimand.
- E. The employee will be given another opportunity to improve, with hopes and expectations of his/her doing so.
- F. It will be stated that, if the employee does not improve, he/she will be subject to further disciplinary action.

- G. A copy of the written reprimand will be given personally to the employee and a copy placed in his/her file.

7.06 Suspension

Upon a determination by the Superintendent that the conduct of the instructor is detrimental to the goals and objectives of the Sebring Local School District, a certificated member of the bargaining unit may be suspended from his/her duties without pay for a maximum of six (6) days per school year.

No suspension shall be imposed without due process.

7.07 Reservation of the Right to Terminate

Nothing herein shall preclude the Board of Education from action to institute contract termination proceedings pursuant to 3319.16 and 3319.161 of the Ohio Revised Code when in the sole and exclusive discretion of said Board it is determined that such action is warranted.

ARTICLE VIII – EMPLOYMENT OF RETIREES AS TEACHERS

This Article governs the terms and conditions of employment of any superannuate or “other system retirant” (as those terms are statutorily defined for purposes of O.R.C, Section 3307.35) whom the Board may regularly employ in a position that falls within the description of the bargaining unit appearing in Article 1.02 of this agreement. Any such employee will become a bargaining unit member upon employment and, except as otherwise specified below, be subject to the provisions of this agreement.

The provisions of Article VIII supersede and prevail over any inconsistent terms that may appear elsewhere in this agreement or in any part of the O.R.C.

8.01 Definition of Retiree - A Retiree is an individual who has attained service retirement status with the State Teachers Retirement System and is otherwise qualified by certification and background for public school teaching in Ohio.

8.02 Vacancy - Where a teaching vacancy exists, which the Board may fill by hiring a properly certified teacher who is not already employed by the Board, the Board may consider and employ

Retirees for any such vacancy upon the recommendation of the Superintendent.

- 8.03 Salary - A Retiree may be paid at the BA-2 salary step level regardless of training and years of service in any Ohio public or private school and, so long as employment with the Board continues, shall not advance on the salary schedule based either on years of service or additional training. This provision expressly supersedes Chapter 3317 of the O.R.C.
- 8.04 Contract Length - A Retiree shall receive a one year limited teaching contract that shall expire automatically at the end of the stated term. No notice of non-renewal or Board action is required. Continuation of employment of a Retiree through offering new one-year limited contracts that automatically expire shall be at the election of the Board and upon recommendation of the Superintendent. A Retiree is not eligible for a continuing teaching contract, regardless of years of employment with the Board. The parties specifically wave all rights for such employees pursuant to O.R.C. 3319.11 and 3319.111.
- 8.05 Evaluation - Evaluations shall be conducted at the discretion of the building principal. The decision to conduct or not conduct an evaluation shall not affect the automatic expiration of the limited contract.
- 8.06 Sick Leave - A Retiree shall accumulate and may use sick leave in accordance with Article IV of the Negotiated Agreement, but shall not be entitled to severance pay under Article VI of the Negotiated Agreement or under law upon conclusion of employment as a Retiree.
- 8.07 Insurance - A Retiree shall not be entitled to participate in insurances provided to the bargaining unit members under Article VI of the Negotiated Agreement.
- 8.08 Seniority - A Retiree shall not accumulate seniority in the bargaining unit and has no right of recall in the event of a reduction in force pursuant to Article V of the Negotiated Agreement.
- 8.09 Sebring Retiree - An employee who retires from service with the Sebring Local Board of Education, at the written request of the employee, may be re-employed by the Sebring Board of Education. The following provisions shall apply to this re-employment:

- 1) The retiree shall remain in the teaching assignment held prior to retirement whenever possible.
- 2) The retiree shall be offered the option of a one or two-year limited contract.
- 3) The retiree shall be paid at the B-4 salary step level during both years of the two year contract.
- 4) If a reduction in force is implemented, the retiree's seniority before retirement shall be used when determining the reduction in force list.
- 5) The employee is not eligible to participate in any insurance fringe benefit offered by this Agreement. If the employee is precluded under STRS policy (or other retirement system policy, if applicable) from obtaining medical benefits through STRS, then the Board shall choose to make certain medical benefits available.
- 6) All other provisions in the Agreement between the Sebring Board of Education and the Sebring Local Education Association shall remain in full force and effect.

ARTICLE IX – EFFECTS OF THE CONTRACT

9.01 No Reprisals

The Board and the Superintendent agree that there shall be no reprisals of any kind taken against the employees for action taken relative to negotiations, and/or membership representation, and/or holding office in the SLEA, and/or for the formal filing of a grievance.

9.02 Amendment

This Agreement represents the full understanding and commitment between the parties and replaces all previous agreements. This Agreement may be added to, deleted from, or otherwise changed only by an amendment in writing properly signed and adopted by each party.

9.03 Severability

9.031 Legal Compliance

If any provision of this Agreement or any application of this Agreement to any individual employee or group of employees shall be found to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all

other provisions or applications shall continue in full force and effect.

9.032 Renegotiation of Invalid Provision

Any provision of this Agreement which is deemed contrary to law by the court of highest jurisdiction shall be renegotiated by the parties within fifteen (15) days after said finding is rendered.

9.033 Disagreement

If agreement has not been reached upon expiration of the fifteen (15) day negotiation period, the disputed provision shall become subject to the negotiation impasse procedure outlined in Section 2.04 of this Agreement.

9.04 Legal Rights

Nothing in this Agreement, with the exception of Article VIII, shall deny any employee rights or privileges that are granted to said employees by the Ohio Revised Code or any other statute or law.

9.05 Individual Contracts

All individual contracts entered into between an employee and the Board shall be consistent with the terms and conditions of this Agreement, and compensation for bargaining unit positions shall not exceed those rates set forth in this Agreement.

9.06 Conflicts

It is understood that employees shall continue to serve under the direction of the Superintendent and in accordance with Board and Superintendent policies, rules, and regulations, provided that the provisions of this Agreement shall supersede and prevail over any conflicting provisions.

9.07 Consolidation Rights

9.071 Transfer to New School District

9.0711 If bargaining unit members covered by this Contract are transferred to another or new school district during the term of this Contract, the employer agrees that prior to such transfer it will make a good faith effort to protect the

security of its employees with the successor employer with the following exceptions and limitations:

- A. If the successor employer already recognizes a union which is an affiliate of the Ohio Education Association, then the transferred employees will be considered to be added to the existing bargaining unit; however, such transferred employees will enjoy the rights, protections, benefits and salaries/wages of the Contract providing greater rights, protections, benefits and salaries/wages for them until such time a new Contract is reached between the union and the successor employer.
- B. If the successor employer recognizes a union which is not an affiliate of the Ohio Education Association, the successor employer will refer the matter of representation to the State Employment Relations Board.

9.0712 Seniority

- A. If one of the employers does not recognize a union, the seniority provision of the Contract shall govern the credited seniority of all employees employed by the successor employer as if they had been bargaining unit members; or
- B. When both employers recognize unions affiliated with the Ohio Education Association and notwithstanding any other contractual seniority provision, seniority shall be defined as the length of continuous employment in a bargaining unit position beginning with the first day worked in such position.

9.072 Maintenance of Rights

- 9.0721 The new district consolidation, jurisdictional change or territorial transfer shall in no way diminish the individual contractual status, service

credit for salary placement, or any other statutory entitlement that would have accrued to an employee had the district consolidation, jurisdictional change or territorial transfer not taken place.

9.0722 Any transferring employee shall have the previous district service combined with the newly created district service, and it shall be considered "continuous service" for retirement benefits and any other statutory or contractual benefit which requires continuous service.

9.08 Duplication and Distribution of the Agreement

9.081 Distribution

As soon as is reasonably possible after the parties have formally ratified this Agreement, but not later than thirty (30) days after the parties have proofread and executed the final draft, the Board shall have copies of the Agreement printed and distributed to each employee. Employees hired thereafter shall also be furnished with a copy of the Agreement upon employment.

9.082 Cost of Preparation and Printing

The SLEA shall bear the full cost of the labor and materials utilized in preparing the final draft and any subsequent amendment(s) of the Agreement. The Board shall bear the full cost for printing the Agreement from the final draft and for any subsequent amendment(s) of the Agreement.

9.083 Printing of Amendment

Any amendment(s) to the Agreement that is adopted by the parties subsequent to the initial printing of the Agreement but prior to its expiration and that can be inserted into the Agreement without disturbing the unaffected provisions of the existing Agreement shall be printed on paper for insertion of the amendment(s) into the appropriate section(s) of the Agreement. If amendments cannot be inserted into the Agreement without disturbing the unaffected provisions, the Agreement shall be reprinted in its entirety.

9.084 Copies for SLEA's Use

The Board shall provide copies of the printed Agreement to the SLEA for the SLEA's use.

9.09 Duration of Contract Provisions

Unless otherwise specified herein, all provisions of this Agreement shall remain in full force and effect from September 1, 2013 until midnight, August 31, 2016.

IN WITNESS WHEREOF, the parties to this Agreement, signed this 25th day of March, 2014.

FOR THE SLEA

[Signature]
PRESIDENT

[Signature]
CHIEF NEGOTIATOR

[Signature]
NEGOTIATOR

[Signature]
NEGOTIATOR

[Signature]
NEGOTIATOR

FOR THE BOARD

[Signature]
PRESIDENT

[Signature]
SUPERINTENDENT

[Signature]
TREASURER

[Signature]
member

[Signature]
vice president

**Certificated Employees
Leave Report**

Employee: _____

Date(s) Absent: _____



Sebring Local Schools
Sebring, Ohio 44672

____ ½ Day (A.M. or P.M.) ____ Full Day

Mark Reason:

<p>Sick Leave:</p> <p><input type="checkbox"/> Self Illness (includes medical/dental apt.)</p> <p><input type="checkbox"/> Family Illness</p> <p><input type="checkbox"/> Pregnancy</p> <p><input type="checkbox"/> Work Related Injury/Condition</p> <p>Personal Leave:</p> <p><input type="checkbox"/> Not for gainful employment.</p> <p>Bereavement Leave:</p> <p><input type="checkbox"/> Death in the immediate family.</p>	<p>Professional Leave:</p> <p><input type="checkbox"/> Conference/Meeting</p> <p><input type="checkbox"/> Observation/Professional Growth</p> <p>Other Leave:</p> <p><input type="checkbox"/> Court/Jury Duty</p> <p><input type="checkbox"/> Assault</p> <p><input type="checkbox"/> Sabbatical</p> <p><input type="checkbox"/> Parental</p> <p><input type="checkbox"/> Leave Without Pay</p> <p><input type="checkbox"/> Family and Medical</p> <p><input type="checkbox"/> _____</p>
--	--

Substitute that covered: _____

**SEBRING LOCAL SCHOOLS
PROFESSIONAL LEAVE REQUEST**

Name _____

Building _____

Workshop, Conference, Visitation _____

Location _____
(City) (State)

Date(s) _____
(From) (To)

*Brief Description of Purpose _____

*Please attach a copy of the agenda for the workshop or conference you wish to attend

Employee Signature _____ Date _____

Principal Signature _____ Date _____

To be submitted to the Superintendent no less than ten (10) days prior to the date of requested leave.

Approved _____ Date _____
Superintendent

=====
Purchase Orders must be done in advance to cover registration & lodging.

Reimbursements will be issued for the following provided receipts & proper forms are attached to a P.O.

_____ Meals \$10 per meal; \$30 maximum per day
_____ Mileage \$_____ per mile

- cc: Employee
- Building Principal
- Payroll
- File

Adopted -- February 1, 1980
Revised -- February 6, 1997
Revised -- July 21, 2004

SEBRING LOCAL SCHOOL DISTRICT ASSAULT REPORT FORM

NAME OF ASSAULTED EMPLOYEE _____ HOME PHONE NO. _____

BUILDING _____ ASSIGNMENT _____

DATE OF ASSAULT _____ APPROX. TIME OF ASSAULT _____ A.M.
P.M.

PLACE OF OCCURRENCE _____

NAME OF PERPETRATOR (S) _____

PLEASE CIRCLE THE RELEVANT DATA:

Physical Assault	Assault With Weapon	Personal Property Damage	School Property Damage	Personal Injury
---------------------	---------------------------	--------------------------------	------------------------------	--------------------

THIS INCIDENT WAS REPORTED TO: ___ Principal ___ Juvenile Authorities ___ Police

ACTION HAS BEEN TAKEN BY: ___ School ___ Juvenile Authorities ___ Police
(If checked, please describe the action taken)

BRIEFLY DESCRIBE INCIDENT _____

INCIDENT COULD HAVE BEEN PREVENTED OR ALLEVIATED IF _____

THE INCIDENT WAS REPORTED TO THE BUILDING PRINCIPAL BY:

NAME

DATE

Submit in duplicate

SEBRING LOCAL SCHOOL DISTRICT

REQUEST FOR TRANSFER

=====

NAME _____

STREET ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP CODE _____

TYPE OF CONTRACT _____ EXPIRATION DATE _____

SUBJECTS AUTHORIZED ON TEACHING CERTIFICATE(S) _____

ASSIGNMENT REQUEST (BE AS SPECIFIC AS POSSIBLE) _____

STATE BRIEFLY THE REASONS FOR THIS REQUEST _____

LIST YOUR ACADEMIC QUALIFICATIONS FOR THIS REQUEST _____

=====

DATE _____ SIGNATURE _____

=====

NOTE: The assignment of teachers shall be the responsibility of the Superintendent of Schools (Ohio Revised Code Section 3319.01). This form is to be used to request a transfer as per the Master Agreement between the Board and the Association. This request will be invalid if not acted upon by August 15. During the school year new requests will be required for all announced vacancies.

File this request with the Superintendent of Schools.

DATE RECEIVED _____ TIME _____

SEBRING LOCAL SCHOOLS

NOTICE OF VACANCY

POSITION _____

BUILDING _____

DEPARTMENT _____ GRADE LEVEL(S) _____

SUBJECT _____

QUALIFICATIONS REQUIRED

1. _____

2. _____

3. _____

COMPENSATION _____

DATE OF POSTING _____

DEADLINE FOR APPLICATION _____

APPENDIX F

REQUEST TO PARTICIPATE IN THE SICK LEAVE BANK

I _____ request that one (1) day of my accumulated sick
(Print Name)

Leave be deposited in the Sick Leave Bank for the _____ school year.
(School Year)

I have read and understand the guidelines of the Sick Leave Bank.

(Signature of Member)

(Date)