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# *Northmor Local Schools*

## *Master Agreement*

*For Years:*

*2014-2015*

*2015-2016*

*2016-2017*

**Ratified 05/15/2014**  
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## ARTICLE I

### RECOGNITION

A. The Northmor Board of Education hereby recognizes the Northmor Teachers' Association, AFT, Local #4132, (N.T.A.) as the sole and exclusive representative of the certified personnel employed by the Board, including all full-time classroom and special teachers, counselors, librarians, tutors, and all other personnel engaged in school business, but excluding substitute teachers, principals and assistant principals, or central office-based personnel for the purposes of negotiating in good faith, wages, benefits, and all other terms and conditions of employment. The term of recognition is continuous as long as the Association maintains a majority of the bargaining unit as members.

B. Membership

It is agreed by both parties that all employees have the right to join or not to join an organization seeking recognition from the Board of Education. Membership in any such organization shall not be involuntarily imposed upon any employee by any term of this agreement.

## ARTICLE II

### ASSOCIATION PRIVILEGES

- A. The Northmor Teachers' Association shall have the sole and exclusive organizational rights as enumerated in Sections C. and E. of this Article.
- B. The N.T.A. shall have the privilege to use the faculty bulletin boards, mailboxes, inter-school mail delivery, and school facilities for the purpose of meetings.
- C. The Board agrees to authorize deductions for the N.T.A. dues plus other deductions mutually agreed upon by the N.T.A. and the Board. The N.T.A. dues deductions will be made beginning the second pay in October for ten (10) consecutive pays. One (1) check per pay period will be issued by the clerk to the N.T.A. representative.
- D. Copies of any and/or all information, statistics, records, or printed matter relating to negotiations which is public information shall be made available to the N.T.A. upon request.
- E. The Superintendent will authorize N.T.A. a total of two (2) days with pay per year to members, but not to exceed three (3) members, elected to represent the N.T.A. or chosen to serve on programs or in any capacity at N.T.A. meetings, conferences, or conventions. For any time over the above mentioned two (2) days but not to exceed five (5) days, the designated teachers shall be permitted to attend without loss of pay and with the N.T.A. compensating the Board for the pay of the substitutes.

## F. Fair Share

1. All employees hired effective the beginning of the 1999-2000 school year and any subsequent years will be subject to Fair Share Fee to be calculated at 90% of the N.T.A. dues. Any employee hired under previous teaching contracts will not be subject to the Fair Share guidelines. The employer shall deduct from the pay of the members of the bargaining unit who elect not to become or to remain members of the N.T.A., a Fair Share Fee for the union's representation of such non-members in negotiations during the term of this contract.
2. Notification of the amount of Fair Share – Notice of the amount of the annual Fair Share Fee shall be transmitted by the union to the Treasurer of the Board by September 15<sup>th</sup> of each year during the term of this contract for the purpose of determining amounts to be payroll deducted. The employer agrees to transmit all amounts deducted to the union.
3. Schedule of Fair Share Fee Deductions.
  - A. Payroll deductions of said annual fair share fees shall commence on the first pay date which occurs on or after October 1 annually.
  - B. The Treasurer of the Board shall, upon notification from the union that a member has terminated union membership, will commence the deduction of the Fair Share Fee with respect to the former member, and the amount of the fee yet to be deducted shall be the annual Fair Share Fee minus the amount of dues previously paid through payroll deduction. The deduction of said amount shall commence on the first pay date occurring on or after forty-five days from the termination of membership.
4. Transmittal of Deductions – The employer further agrees to accompany each such transmittal with a list of the names of the bargaining unit members for whom all such Fair Share Fee deductions were made. The period covered, and the amount deducted for each.

The N.T.A. represents to the Board that this Fair Share Fee is in accordance with section 4117.09 of the Revised Code.

## ARTICLE III

### NEGOTIATIONS PROCEDURE

#### A. Statement of Principles

1. The Board of Education of the Northmor Local Schools, hereinafter referred to as the "Board", and the Northmor Teachers' Association, hereinafter referred to as the "N.T.A.", state that the purpose of the procedures established in this document is to provide a means for harmonious and cooperative relationships between the Board and the certified employees through collective negotiations. The principles stated in succeeding sections of this document shall govern the negotiation process between the Board and the N.T.A.
2. "Good Faith" requires that the Board and the N.T.A. be willing to react to each other's proposals. If a proposal is unacceptable, the other side is obligated to give reasons why. Nothing in this agreement shall compel either party to agree to a proposal or to make a concession.

3. The President of the N.T.A., shall submit to the Treasurer in writing, the names and addresses of the officers and total membership of the N.T.A. annually by October 1st.
4. In the event that the parties cannot come to an agreement, arbitration or binding arbitration, is an option that may be considered to bring closure to the disagreement. Arbitration can take place when both parties agree to the process.

#### B. Subjects of Negotiation

Representatives of the Board and the N.T.A. will negotiate in good faith a salary schedule, fringe benefits, and other terms and conditions of employment.

#### C. Request for Negotiation

1. If either of the parties desires to negotiate changes in salaries or other terms of employment, it shall notify the other party in writing between April 1st and May 1st, prior to the expiration date of any agreement of understanding reached pursuant to the terms of this negotiating procedure. Notification in writing from the N.T.A. shall be submitted to the Superintendent. Notification in writing from the Board shall be addressed to the President of the N.T.A.
2. Within fifteen (15) working days after receipt of such notice, representatives of the parties shall establish a date for the initial bargaining session.
3. In the first negotiation session, proposals shall be in form and detail specifying that to which agreement is sought. Topical listings of items proposed for negotiation shall constitute a clear failure of compliance with this requirement and may be disregarded.
4. The items proposed shall constitute the total for negotiations. No new items may be substituted unless by mutual agreement of both parties.

#### D. Negotiation Meetings

1. Negotiation meetings shall be scheduled at the request of the parties and, until negotiations are concluded, either party may require at each meeting a decision on the date, time, and place of a subsequent meeting.
2. Meetings shall be scheduled at reasonable intervals to avoid conflict and interference with school and employment schedules.
3. Either party may recess for caucuses.
4. Each party shall keep minutes of meetings only if it deems necessary, and only in such form and detail as it may determine advisable.

#### E. Representation

1. The representatives of the Board shall consist of no more than five (5) designees.
2. The representatives of the N.T.A. shall consist of no more than five (5) designees.

## F. Information

The parties agree to furnish, upon written request and in reasonable time, available information concerning the financial status of the District and such other available information as will assist the parties in the development and evaluation of proposals.

## G. News Releases

Neither party shall make a release to the news media regarding negotiations unless both parties are mutually agreeable.

## H. Agreement

1. Tentative agreement on negotiated items shall be reduced to writing and initialed by the representatives of each party. All agreements are tentative, based upon the complete resolution of all issues.
2. The purpose of "tentative agreements" is to develop a package that will be submitted to the teachers and the Board for ratification. Initialing of tentative agreements shall be done in good faith.
3. The committee of the N.T.A. must affirm the acceptance of the agreement first by a membership vote and then the same shall be presented to the Board for its decision. If approved, the agreement shall be binding on both parties.
4. Within thirty (30) working days after the signing of the agreement by both parties, copies of the agreement shall be made available to all certified staff and Board members. The responsibility for printing and distributing the copies of the Agreement will be that of the Board and the N.T.A. The number of copies to be printed shall be mutually agreed to by the Superintendent and the N.T.A. President.

## I. Disagreement

1. If agreement is not reached within ninety (90) days following commencement of negotiations; either party may at any time thereafter request the employment of a mediator, and the cost, if any, of such mediation services shall be shared equally by the Board and the N.T.A. However, if after sixty (60) days from commencement of negotiations should either side request that negotiations be extended before mediation, and if both parties mutually agree to do so, negotiations before mediation will be extended up to thirty (30) additional days making a total number of days for any one negotiating session one hundred twenty (120) days from the day of initial meeting.
2. The mediator shall be supplied by the Federal Mediation and Conciliation Service or any other source acceptable to both parties.
3. In the event mediation fails to help the parties reach agreement, the final act of the mediator shall be to report to the parties in writing declaring the points of disagreement and the position of the parties on the impasse items as they appear to the mediator, and his/her recommendations.
4. In the event that the parties cannot come to an agreement, arbitration or binding arbitration is an option that may be considered to bring closure to the disagreement. Arbitration can take place when both parties agree to the process.

#### J. Consistency with Law

If any provision of this Agreement or the application of any provision shall be rendered or declared invalid, unlawful, or not enforceable by any court action or by reason of any existing or subsequently enacted legislation, then such provision shall not be applicable, performed, or enforced, but all remaining parts of this Agreement shall remain in full force and effect for the term of this Agreement.

#### K. Further Terms of Agreement

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals on any subject with the scope of negotiations. The understandings and agreements arrived at by the parties agree that this Agreement constitutes the entire contract between them and settles all demands and issues on all matters with the scope of negotiations. All prior negotiated agreements not contained herein shall not be binding upon the parties of this Agreement.

### ARTICLE IV

#### GRIEVANCE PROCEDURE

##### A. Grievance Policy

The Northmor Board of Education recognizes that in the interest of effective personnel management, a procedure is desirable whereby its employees can be assured of a prompt, impartial and fair hearing on their grievances. Such procedures shall be available to all employees and no reprisals of any kind shall be taken against any employee initiating or participating in the grievance procedure.

##### B. Definitions

A grievance shall mean a complaint by a member of the bargaining unit that there was an alleged violation, misapplication, or misinterpretation by the Board or the Administration of this contract, rules, policies, or procedures.

An aggrieved person or grievant is the person making the complaint. A party in interest is the person(s) making the complaint and any person who might be required to take action or against whom action might be taken to resolve the complaint.

The term days, when used in this document, shall mean working days unless otherwise indicated. Thus, weekend and vacation days are excluded.

##### C. Level One

A teacher with a problem or potential grievance will first discuss it verbally and may submit it in writing to the principal or immediate superior, either individually or

accompanied by the N.T.A. representative, with the objective of resolving the matter informally.

#### **D. Level Two**

If the teacher and N.T.A. representative are not satisfied with the disposition of the grievance, he/she may file written grievance with his/her principal within ten (10) days following the act or condition, which is the basis of his/her complaint.

The written grievance shall contain a concise statement of the facts upon which the grievance is based and a reference to the specific provision of the memorandum, contract, policy, rule or regulation allegedly violated, misinterpreted or misapplied. Copies of such written grievance are to be sent by the aggrieved party to the representative of the N.T.A. and to the Superintendent. The principal shall communicate his/her decision in writing five (5) days to the grievant, to the N.T.A., and to the Superintendent.

#### **E. Level Three**

If the teacher and the N.T.A. representative are not satisfied with the disposition of his/her grievance, he/she may within five (5) days of receipt of the decision rendered by the principal, appeal to the Superintendent. The appeal shall include (a) a copy of the decision; (b) the grounds for the appeal; and (c) the names of all persons officially present at the hearing.

The appeal shall be heard by the Administration and the Grievance Committee, which may, composed of the grievant, his/her building representative, Grievance Committee Chairperson, the N.T.A. President, and one (1) other N.T.A. member within (20) days of its receipt. Five (5) days prior to the hearing, written notice of the time and place shall be given to the grievant, N.T.A. representative and parties previously involved. Within ten (10) days of hearing the appeal, the Superintendent shall communicate to the N.T.A. and the grievant his/her decision, in writing, including support reasons.

#### **F. Level Four**

If the action taken by the Superintendent is not to the satisfaction of the grievant, having the support of the N.T.A., the grievant may request within five (5) days, in writing, that the matter be submitted to the Board or a committee of the Board consisting of at least three (3) of its members. Not later than ten (10) days after the conclusion of the hearing, the Board shall submit its disposition in writing to the grievant and a copy to the President of the N.T.A.

#### **G. Level Five**

If the grievance is not resolved in Level Four, the aggrieved employee may submit the matter to an arbitrator under the Voluntary Labor Arbitration Rules of the American Arbitration Association by filing notice with the Board no later than ten (10) days after receipt of the unsatisfactory decision at Level Four.

The arbitrator shall issue his/her decision not later than thirty (30) days from the date of the closing of the hearings or, if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The arbitrator's decision will be in writing and shall set forth his/her findings, reasoning and conditions on the issue submitted. The arbitrator will be without power or authority to amend, add to, or modify the terms of this agreement. The decision of the arbitrator, if made in accordance with his/her jurisdiction and authority under this agreement, will be accepted as final by the parties to the dispute and both will abide by it.

The arbitrator's fee will be shared equally by the parties to the dispute.

#### **H. Time Limits**

Failure at any step of this procedure by the Board's representative to communicate the decision in writing on a grievance within the specified time limits shall permit the grievance to proceed to the next step. Failure at any step of the procedure to appeal a grievance by the N.T.A. to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

#### **I. Meeting Time**

It will be the practice of all parties in interest to process all levels of grievances after the regular day has ended.

#### **J. Records**

Careful records shall be maintained by the Administration concerning all grievances, written appeals and decisions rendered. A copy shall be furnished to the N.T.A.

#### **K. Forms**

Grievances, appeals, notices of meetings and dispositions shall be filed on the appropriate forms.

## **ARTICLE V**

### LEAVES/MEETINGS

- A.** Teachers may attend professional meetings with permission of the Board when funds for such meetings are available.
1. Professional meetings are defined as those conferences, conventions, school visitations, or other activities approved by the Superintendent.
  2. Teachers may request to attend a meeting through their building principal.
  3. The Superintendent must make final approval.
  4. The building principal will have the prerogative in determining if the meeting is in the best interest of the teacher and the school.

5. It will be the policy of the Administration to attempt to equalize meetings among all teachers.

**B.** Long term leave will be granted with the following conditions:

1. Without pay for one (1) year.
2. If the employee is not under a probationary contract or letter of notice.
3. Will be given first priority on the candidate's former position and then on any teaching position available for which the candidate is qualified when returning.
4. Intent on returning must be given to the Superintendent by April 15th.
5. Will maintain seniority if returned to employment within the prescribed time.
6. The Board will have the right to determine whether any long term leave will serve the benefit of the school system.

**C.** Sick Leave

1. Sick leave will be accumulated at the rate of fifteen (15) days per year, to a maximum of three hundred (300) days. Severance pay will be based on days accumulated up to two hundred and fifty (250) days. Beginning with the 2016-2017 contract year there will be an increase in the amount of sick days to be factored for severance pay to 275 days.
2. Sick leave and conditions of sick leave policy are enumerated under the following:

- a. Sickness at home.
- b. Sickness under care of a physician at home or in an institution.
- c. Sick Leave
  1. Unlimited sick leave will be granted for illness or hospitalization of the employee and/or requiring the employee's assistance for the following: spouse, children, father and mother.
  2. 10 days of sick leave will be granted for illness or hospitalization requiring the employee's assistance for the following: father-in-law, mother-in-law, grandmother, grandfather, grandchildren, son-in-law, daughter-in-law, sister, brother, brother-in-law, and sister-in-law.
- d. Sick leave pay will be granted only during the time school is in session for teachers and/or during time of employment for others. No penalty or sick leave deduction will be imposed on a teacher who was sick on a day which school was closed due to bad weather or any other emergency day. No sick days will accumulate during a leave of absence (other than maternity leave).
- e. Sick leave is accumulative at the time employee is ill.
- f. To be eligible for sick leave pay, a teacher shall notify the principal or designee prior to 6:30 A.M. for jr. high/high school teachers, 7:00 A.M. for elementary teachers with reason for absence and provision of adequate lesson plans.
- g. Birth of a new baby. A letter of request shall be submitted to the Superintendent 60 days prior to the due date.
- h. The Northmor Board of Education recognizes the educational importance of regular teachers being in the classroom. Therefore, the Board agrees to pay any certified employee an amount equal to one (1) day at their per diem rate if zero sick days are used during the current contract year and an amount equal to one

half (1/2) day at their per diem rate if one (1) sick day is used during the current contract year (with the exception of personal leave).

### 3. Sick Leave Pool

The Sick Leave Pool is a voluntary plan allowing teachers to donate up to five (5) sick leave days for a pool to be used by employees who experience catastrophic illness that constitutes an emergency situation (life threatening) as determined by medical documentation and a joint committee of four (4) members, two (2) from the N.T.A., and two (2) from the Northmor Administration. Decisions require a majority vote. An employee may request up to 10 days per request, only after exhausting all individual sick days and personal/vacation days and not in excess of three (3) requests. The total is not to exceed 30 days per three (3) year period in the sick leave pool. The Board will provide assistance to the teacher in applying for disability under S.T.R.S. guidelines if more time off is required. The Board will furnish the N.T.A. with a statement of the number of days left in the Sick Leave Pool on or before August 15<sup>th</sup> of each year.

#### D. Teacher Maternity Leave of Absence/New Parent Leave of Absence

1. A pregnant teacher shall be granted an unpaid maternity leave of absence.
2. The teacher shall notify the building principal as soon in advance as possible of the date of expected delivery.
3. Upon request, a teacher adopting a child under six (6) years of age shall be granted a maximum of six (6) weeks parental leave. A teacher adopting a child six (6) years of age and older shall be granted a maximum of three (3) weeks parental leave. Accumulated sick leave may be used during this leave. Lack of sick leave will require the teacher to take unpaid leave.
4. Upon request, a pregnant teacher will be granted an unpaid maternity leave of absence. The maximum number of sick days that may be applied to a maternity leave is thirty. Maternity Leave may be extended for an additional six weeks through the use of Family Medical Leave Act. Therefore the total maternity leave may be up to twelve weeks (six weeks available through sick leave) and any additional time will be in the form of a one year unpaid leave of absence.
5. A teacher returning from maternity leave in the same school year will be returned to her contracted position. The teacher will be reinstated in her prior contracted position in the next school year if notification of intent to return at the beginning of the school year is given by April 15th.
6. By mutual agreement between the clerk and teacher, insurance premiums will be paid by the clerk during unpaid maternity leave when the teacher's sick leave fund are adequate to cover such payments. Lack of sick leave funds will require the teacher to pay insurance premiums through the clerk.
7. Mutual agreement must be reached thirty (30) days prior to the date of the first payment of unpaid maternity leave. Each payment must be received two (2) weeks before the clerk is to pay insurance premiums to the insurance company.

#### E. Personal Leave

1. Each faculty member shall be entitled to three (3) days of personal leave per school year, non-cumulative, with pay. Personal leave may be granted for three (3) days without the teacher indicating the reason(s) on the prescribed form. However, it is understood that any leave request must be within the limitations of the intent of the leave provisions outlined below. The following are situations for the use of personal leave:

- a. Personal business which cannot be conducted except during school hours.
- b. Emergency situations beyond the control of the employee.
- c. Observance of a religious holiday(s) of faculty member's personal faith.
- d. Death of a close friend and/or relative not covered under funeral leave.
- e. Adverse weather or road conditions not covered by school closing.
- f. Attendance at graduation, award ceremony, and/or other honorary ceremony of the employee or the employee's family.

2. Notice of intent to use personal leave shall be filed with the building principal no less than forty-eight (48) hours prior to the intended date of use, except in emergency situations. In case of emergencies, the form shall be completed upon return of the employee.

3. The day shall not be used for gainful employment in some other capacity.

4. Personal leave days can be used to extend a vacation or holiday if a substitute is available. The administration will make this determination. This will be on a first come first serve basis. A vacation is defined as Thanksgiving, Christmas, or Easter Break. A holiday is defined as all legal holidays observed by the school district, including July 4th, Labor Day, President's Day, Martin Luther King Day, and Memorial Day. Personal leave cannot be used during the staff orientation prior to the opening of school or on the teacher workday following the last day of school. In the event of unavoidable circumstances that are related to the health and welfare of employees' families, leave requests may be considered and granted. The staff member, principal/supervisor, and superintendent will document in writing their acknowledgment and understanding of the unavoidable circumstances.

5. The parties to this agreement, the Board and Association, strongly discourage the use of personal leave during the first two and last two weeks of the school year. Staff members should refrain from leaves during these times except in cases of absolute necessity with Superintendents approval as stated above in #4.

6. An employee who does not use any of the three (3) personal leave days in a contract year will be paid an amount equal to one (1) day at their per-diem rate.

7. Any personal days may be refused by the Superintendent after six (6) requests have been received for the same day(s).

8. Personal days may not be subdivided into units of  $\frac{1}{4}$ .

## F. Funeral Leave

Up to five (5) days maximum, one (1) of which must be the day of the funeral, shall be granted to an employee who has had a death in the immediate family. The immediate family includes: father, mother, sister, brother, husband, wife, children, stepchildren,

stepparents, grandparents, grandchildren, guardian, foster children, father-in-law, mother-in-law, son-in-law, daughter-in-law, aunt, uncle, brother-in-law and sister-in-law.

#### **G. Family Leave**

Teachers shall be granted an unpaid leave of absence in accordance with the Federal Family and Medical Leave Act of 1993. Care for elderly parent(s) will also be included in this unpaid leave of absence.

#### **H. Court Appearance**

Any staff member called to serve for jury duty will be paid at their per diem rate and must surrender their jury pay to the Northmor Local School District Board of Education. Any staff member subpoenaed to court as a result of their employment by the Northmor Board of Education will be paid at their per diem rate and excused for their days in court. Any other court appearances by an employee must be covered under Personal Leave or Dock days.

#### **I. After School Meetings and In-Services**

The administration recognizes the importance of professional meetings for all educators yet will remain mindful of the time commitments of all involved. An attempt should be made to limit faculty meetings to bi-weekly when possible.

In-service meetings will be scheduled as is appropriate. The administration will support and encourage the possibility of the Local Professional Development Committee granting “vouchers” for these meetings.

#### **J. Staff Development**

The Northmor Board of Education and the N.T.A. recognize the need for members of the staff to have time to meet for professional development. Therefore, there may be days during the regular school year when school will be dismissed early or a delayed start for staff development. These meetings will be either grade level or discipline area meetings within the district, or they will be opened up to allow for a special speaker to present information pertaining to an issue within the district. At least one meeting each year must be a grade level or discipline area meeting. These early dismissals are in the addition to the ones previously set for the end of each grading period.

#### **K. Dock Days**

Dock days must be approved in advance by the Board of Education.

## **ARTICLE VI**

### **GENERAL ISSUES**

- A. Contracts will be issued by the Northmor Board per the following schedule:
1. One Year, upon initial employment.
  2. One year, upon re-employment, for the second contract.
  3. Two years, upon re-employment, for the third contract.
  4. Three years, upon re-employment, for the fourth contract.
- B. Any teacher on or eligible to receive a multi-year contract who, upon reemployment is offered a contract of less duration, shall be given notice in writing setting forth the reasons for not receiving the normal contract progression. Probationary contracts may be issued between any of the contract steps at the discretion of the Board.
- C. Continuing contracts will be issued as provided in the Ohio Revised Code. It is the teacher's responsibility to inform the district of eligibility for a continuing contract. Continuing contracts will be awarded at the end of any existing contract.

**D. Teacher's Evaluation**

Evaluation procedures will follow the Ohio Revised Code. In the event a teacher believes one or more parts of said legislation is not followed, the employee may file a grievance according to Article IV, page 8 of the NTA Master Agreement. If it is found during the grievance procedure that a teacher was assigned a lower summative evaluation score than was deserved, the teacher will have their summative evaluation score corrected to the actual level of performance and the Ohio Department of Education will be instructed to change the teacher's rating.

- E. Vacancies (teaching, administrative and supplemental) will be posted in each school building throughout the school calendar year. In the event vacancies become available during the summer months, a written notice of the vacancy will be given to those staff members who have indicated a prior interest to transfer to the superintendent. The interest to transfer shall be in writing to the superintendent along with an address to which the vacancy notice can be sent. Notices will also be posted at the administration center. All interested employees will be contacted regarding openings, that are certified, during the summer months (this would include all supplemental openings unless the teacher specifically requested that information). A posting will also be made in the administrative center.
- F. No involuntary transfer or reassignment will be made without a conference between teacher and the building principal involved.

G. Upon retirement, severance pay will be made by the Northmor Local Board of Education based on a portion of the accumulated sick leave at the time an employee retires from active service. The number of days paid in severance pay shall equal thirty percent (30%) of the accumulated sick leave up to two-hundred and fifty (250) days. The daily rate shall be calculated on the said employee's current salary as per contract and shall not include supplemental or extra-curricular salary. The payment shall be made after the completion of a current contract, the receipt of a resignation and notification from the retirement system that the employee is fully retired and receiving retirement income.

## H. School Calendar

A committee consisting of members of the NTA and NCE shall create two possible school calendars to be voted on by the unions. The calendar receiving the highest number of votes will be forwarded to the Northmor Board of Education for consideration.

I. Substitutes shall be provided in the absence of regular classroom teachers, and teachers of special subjects. Special education teachers will be provided one (1) day to prepare for I.E.P. conferences. A sub teacher will be provided. Regular classroom teachers shall not be expected to cover for absent teachers or teachers who cannot meet their classes due to schedule changes. Classroom teachers shall not be required to secure their own substitutes.

If a teacher is asked by administration to give up his/her conference time to cover for another teacher, he/she shall receive \$20.00 (twenty) per hour pro-rated. Such assignments shall be made upon a rotating basis in each building, and only with the consent of the substituting teacher. The administration will make sure that the proper forms will be readily available through N.T.A. building representatives.

Should it be impossible to secure substitutes, teachers may be assigned over longer periods of time by mutual agreement, between the building principal and teachers involved.

Mutual agreements between teachers, who with the consent of the building principal cover for each other, shall not receive such compensation.

Leaving work early or arriving to work late because of dentist, doctor, etc., appointments will not be accepted without a deduction from employees pay, sick leave, or personal leave.

J. On the last day of school of each grading period, schools will be dismissed one (1) hour or more early. Teachers shall use this time for record keeping and paperwork. The grades will be due before classes start on the morning of the fifth calendar day.

K. Any teacher requesting or requested to attend a meeting with an administrator related to a personnel matter or dealing with a disciplinary matter shall have the option of having an N.T.A. official, in that building, in attendance.

L. In the elementary schools, every effort will be made to provide substitutes for teachers absent in the areas of physical education, art, and music. Should teachers be asked by the building principal or administration to cover physical education, art, music or any other "special", teachers will be compensated at the rate of \$10.00 per ½ hour.

## M. Class Size

The Board agrees to make a commitment to the educational need of proper and legal class size as per state minimum standards. They will make every effort to meet this goal before the opening day of school.

1. Attempts will be made to maintain class size at 24 or less in grades K-3. However, in times of financial hardship, the board reserves the right to increase the class size to 26 without an additional aide.

2. Attempts will be made to maintain class size at 28 or less in grades 4-12. (Art, music, physical education, and health are excluded). High school teachers shall not have responsibilities for more than one hundred ninety-six (196) students per day. (Art, music, physical education, and health excluded).

3. If it becomes necessary due to financial, scheduling, or other unforeseen circumstance to assign classes higher than 26 in K-3 or 28 in 4-6, support will be provided for the classroom teacher without exception. Without teacher approval and/or support being provided, grades 7-12 classes shall not exceed 32 students. The support may include, but is not limited to:

- a. Instructional Aides
- b. Additional Preparation Time
- c. Re-Assignment of Students

Supervisory assignments and/or study hall assignments will not count toward a teacher's total of one hundred and ninety-six total students.

#### **N. Athletic/Activity Passes**

An athletic/activity pass will be issued for teacher and one (1) guest.

#### **O. Tuition-Free Status for Employee Non-Resident Children**

School aged dependents of non-resident teachers may attend Northmor Local Schools under the open enrollment procedures established by the State of Ohio and Board policy. They will be guaranteed open enrollment if the paperwork is completed.

**P.** Northmor employees may participate in a credit union and be provided payroll deduction. (Credit Union to be decided by joint committee representing all Northmor employees.)

#### **Q. Reconciliation of Organization Funds**

All Northmor organization advisors shall receive a reconciliation of monies at the end of each month.

#### **R. Lunch Period**

Teachers shall be entitled to an uninterrupted, duty-free lunch period of not less than thirty (30) minutes.

Travel time during the school day shall not be considered lunchtime.

#### **S. Personnel Files**

The Superintendent will develop and implement a comprehensive and efficient system of personnel records, under the following guidelines:

1. A personnel folder for each employee will be accurately maintained in the Board office.
2. Personnel folders will contain records and information relative to compensation, evaluation, and such other information as may be required by the State or considered pertinent by the Board.
3. At no time shall the personnel file for a teacher be opened to the public unless the material requested is considered as public information as per statute.
4. Each employee will have the right, upon request, to review the contents of his/her own personnel file as per statute. Such request will be made to the Superintendent and scheduled for a time convenient for the parties involved. The employee may be accompanied by another individual of his/her choice.
5. The employee shall be informed of any written complaint by a parent, student, or any other person which is directed toward them if such will become a matter of records in the personnel file. The employee shall have the right for inspection, rebuttal and a hearing to have the matter expunged if it is proven false, irrelevant, or not timely.

Employees may make written rebuttal to any information contained in the file. Any written objection must be signed by the staff member and will become a part of the employee's personnel file. Anonymous material from unidentified sources will not be placed in a staff member's file.

- T. The Northmor Board of Education agrees to pay teachers who cover Saturday School the rate of \$20.00 per hour with a maximum of 20 students per teacher. Payment will be made one time per month. This job will be posted as are other positions. After administrative approval of the teachers requesting the position, teachers will sign up to fill the posted dates.
- U. The Northmor Board of Education and the N.T.A. recognize the value in reporting grade card information to students and their families. The grade card/report schedule shall be as follows:
  1. Grade cards given to students every nine weeks.
  2. Mid-Quarters given to all students for all grading periods.
  3. Mid-Quarters given to students who have dropped two or more letter grades from the previous grading period.
  4. Mid-Quarters (other than stated above) given to students at the teacher's discretion.
  5. The administration may require teachers to report grades of all students no more than four (4) times per grading period, including the report card. This would exclude postings in an electronic grade book. These electronic postings shall not exceed more than one time per week. In a given school year, failure of a teacher to post grades electronically within a 7 day period from the time the homework, quizzes or tests have been submitted may be interpreted as an act of insubordination and will be subject to the disciplinary procedures as found in Article VI, Letter 4.
  6. This will exclude parent requests approved by administration.
  7. On a report card or mid-quarter, if a student received a grade of D or F it is required that there be a comment added.
- V. The administration will seek input and insight from an Advisory Committee consisting of the building principal, two (2) guidance counselors, and three (3) teachers regarding issues

related to the curriculum and to scheduling. This committee will meet a minimum of twice during the school year.

#### **W. Teacher Duties (Medical and/or Personal Hygiene)**

Teacher will not be required to perform medical or personal hygienic procedures for students. This would include, but not to be limited to the following:

1. Changing diapers
2. Lifting students on and off toilet facilities
3. Individual feeding of students
4. Cleaning of students after use of restroom facilities

#### **X. Local Professional Development Committee**

##### **A. Purpose**

A Local Professional Development Committee (LPDC) shall be established to oversee and review professional development plans for course work, continuing education units, and/or other equivalent activities.

##### **B. Term of Office**

Except as specified below for initial appointments, the term of office for members serving on the committee shall be two years. The terms shall be staggered.

For the initial appointment, two (2) teacher members and the superintendent member shall be appointed to three (3) year terms. Thereafter, all terms shall be two (2) years.

##### **C. Committee Composition and Selection**

1. The committee shall be comprised of seven members as follows:
  - Three (3) teachers
  - N.T.A. President
  - One building principal
  - Superintendent
  - One other district employee
2. The three (3) teacher members shall represent all three buildings and shall be appointed by the NTA officers. The principals of the district shall select the principal member. The Superintendent shall appoint the other employee member.
3. In the event of a vacancy, the committee shall be replaced in accordance with C-2 above and shall complete the term of the vacant slot.

##### **D. Chairperson**

The committee chairperson shall be determined by majority vote of the committee members.

##### **E. Quorum**

The committee will endeavor to make decisions by consensus in all cases. If efforts to reach consensus are unsuccessful, then decisions shall be made by the majority vote of the committee members present and voting so long as a quorum is present. A quorum shall consist of four (4) committee members. The committee shall not be empowered to perform its business unless a minimum of four of its members are in attendance at any meeting that has been scheduled in accordance with provision G

herein. Such quorum shall include at least two (2) members of the NTA and two (2) members of the committee who are not NTA members.

**F. Training**

1. Members of the LPDC shall be afforded the opportunity to attend training on the purpose, responsibilities, implementation, functioning, and legal requirements of LPDC's.
2. If the training is available during work hours, the committee members shall be given paid release time to attend said training. If the training is not during regular workday or contracted days, members shall be paid at the per diem rate for each hour involved.

**G. Meetings and Compensation**

1. The LPDC shall meet as often as the members deem necessary to complete their work. It is the intent of the parties that the LPDC meet quarterly during the workday, but it is recognized that exceptions may arise. The board shall provide substitutes on days the LPDC is meeting during the workday. In the event of meetings in addition to the quarterly scheduled meetings, the LPDC shall give the school calendar consideration and shall give the administration as much advanced notice as possible.
2. Not later than September 10 each year, the committee shall post in each building their meeting schedule. Additional meetings may be scheduled as necessary.
3. Committee members shall be paid at their per diem rate for committee work performed outside the regular workday or contracted days.
4. All compensation shall be drawn from the district's receipt of monies provided by the state and earmarked for Local Professional Development Committee. If such monies are not available, compensation shall come from the district's general fund. Upon receipt of monies earmarked for LPDC's, the district shall notify the committee chairperson of the amount and the guidelines for expenditures of such monies.
5. LPDC members shall be reimbursed for all actual and necessary expenses incurred as part of the training. Expenses will be submitted to the district treasurer on the LPDC form.

**H. Transition Process**

Teachers changing grade level or subject area shall be given credit for any work done on their current IPDP. Upon changing grade level or subject area or coming into the Northmor district, the educator will need to complete an IPDP under the procedures and criteria established for his/her new position.

**J. Appeals Process**

Within thirty (30) days of publication of the Ohio State Department of Education Regulations/Guidelines on LPDC appeals, the NTA and the Board of Education shall meet to bargain the appeals procedure which herein apply.

**Y. Disciplinary Procedures**

Discipline of teachers will be determined by the severity of an alleged misconduct. The Board may suspend with pay a teacher during the fact-finding procedure for an alleged misconduct. If the Board determines that disciplinary action is appropriate, one or more of the following actions may be applied:

1. Verbal reprimand
2. Written reprimand
3. Suspension with pay
4. Suspension without pay
5. Termination

All statutory rights of the teacher and rights in this agreement specifically pertain to this paragraph. Procedures one and two above may be initiated by the district administration. Procedures three, four and five require Board action.

#### **Z. Retired Teachers Rehire Agreement**

All rehired employees will go to Step 0. The teacher will stay at that level. Effective July 1, 2011, any currently retired/rehired employees are “grandfathered” for one contract year.

Retired/rehired teachers may or may not be evaluated each year and it is understood that these contracts are for one year. If a retired/rehired teacher is evaluated, it is based on at least two observations.

If a certified employee is retired from the Northmor Local School District and is rehired to the Northmor Local School District, the certified employee may retain any sick days that they accumulated beyond two hundred and fifty (250). This total is not to exceed fifty days. There will be no additional severance pay regardless of the number of sick days a rehired certified employee may accumulate.

**AA.** Teachers who do not maintain the appropriate certification that initially qualified them for their position will be subject to an immediate loss pay and/or termination.

#### **BB. Standards for Dress Code**

Teachers and other staff members shall convey a professional appearance. Employees shall dress as professionals on a daily basis. Physical education teachers and others who may be exempt from the daily dress code are expected to follow the staff dress code for parent teacher conferences or on other occasions when not instructing a class. Employees performing duties in lab settings or at extracurricular activities shall dress in a manner befitting their profession and befitting the nature of the work they are completing.

Exceptions to these guidelines are during “Spirit” Weeks or Days and on approved “Casual Fridays”.

##### Acceptable Dress Attire:

- Shirts or blouses, button up shirts, golf type shirts, sweaters
- Dress shoes or well kept tennis shoes. Shoes must also be safe for the employees work conditions and during various weather conditions.
- Dress pants or khakis (of any color) for men
- Slacks, khakis (of any color), or skirts for women.

- Dress Capris for women

Inappropriate Dress Includes:

- Jeans of any color or style
- Any type of shorts, cargo style pants, wind pants and sweat pants
- Flip flops
- Skorts
- Sweatshirts or hoodie style sweatshirts (except on Spirit Days)
- T-Shirts (unless covered by appropriate dress attire, or worn on “Spirit” Days and only then if they promote Northmor groups, clubs or athletics), tank shirts, muscle shirts, sleeveless tops unless worn as an undergarment
- Any attire that exhibits excess wear such as fraying or holes

## ARTICLE VII

### PAYROLL PROCEDURES

#### A. Frequency of Pays

Teachers will receive twenty-six (26) paychecks per year. A paycheck will be issued every other Friday.

#### B. All Northmor employees will use direct deposit.

#### C. Flex Pay or Skip Pay

Every 7-10 years the number of pays will be 27 instead of 26. This is to avoid paying in advance.

#### D. It is the teacher’s responsibility to inform the district of eligibility for an additional step on the pay schedule due to completed graduate work. Any salary change will occur for the year following the completion of the work. Official transcripts must be provided to the Treasurer.

## ARTICLE VIII

### MONEY ISSUES

#### A. Salary Schedule

1. The 2014-2015, 2015-2016 and 2016-2017 salary schedules will be in place with the base at \$31,867 and additional salary increments (steps) at years 28 and 32 (reference Exhibit A attached to this document).
2. The Board will honor any new minimum teacher base salary schedule that the Ohio Legislature may pass during 2015, 2016 or 2017 which is greater than what has been agreed to in this contract. Any change would continue to use the increment percentages as agreed to in Exhibit A.

3. To qualify for the B.A. +18 pay scale, the teacher will have 18 semester hours or more (or equivalent quarter hours considered at 2/3 of a semester hour) of post bachelor's degree education related to the area of teaching. To qualify for the M.A. +18 pay scale, the teacher will have 18 semester hours or more (or equivalent) of post master's degree education related to the area of teaching.

4. If the Northmor community approves a levy prior to the expiration of this contract, negotiations may be reopened for the purpose of negotiating salary.

## B. Insurance

1. Regarding dental, prescription, vision and medical insurance; The employee must take all or none of the insurance package and each employee must take all forms of insurance as either single or family plan (no mixing and matching)

2. The Board will pay one hundred percent (100%) per month toward the premium of thirty-five thousand dollars (\$35,000) life insurance coverage on the employee.

3. The Board will pay one hundred percent (100%) per month toward the premium of a dental plan for the employee, which also covers their spouse and legal dependents.

4. The Board shall make available a comprehensive major medical insurance program. The carrier for the program shall be determined by the Board and shall include the following:

		<u>In Network</u>	<u>Out of Network</u>
a.	Calendar Year Deductibles	Per person	\$3,000
		Per family	\$6,000
		<u>In Network</u>	<u>Out of Network</u>
b.	Co-Payment		85%
		Single	\$900
		Family	\$1,800
		<u>In Network</u>	<u>Out of Network</u>
c.	Maximum Out-of-Pocket Expense (including deductibles)	Single	\$1,400
		Family	\$2,800

The Board will pay for the deductible after the employee meets the first \$500 per person and \$1,000 per family in network and \$1,000 per person and \$2,000 per family out of network.

5. The Board will pay eighty-five percent (85%) per month toward the premium of the comprehensive major medical basic hospitalization.

6. The Board will pay one hundred percent (100%) per month of single and family monthly premiums for a vision plan. Benefits include an eye exam every twelve months with a \$10.00 co-pay, lenses and frames every twenty four months.

7. The Board will pay eight-five percent (85%) of a \$20/\$40/\$60 prescription drug plan which also covers their spouse and legal dependents. Mail order prescriptions have a 2X's the co-payment of the \$20/\$40/\$60. Network Pharmacy would equal co-pay + twenty five percent (25%).

8. All insurance will become effective the first day of the month following one month of employment (September 1<sup>st</sup> for new employees beginning at the start of the school year) and end effective one month after the final payroll check is issued.

9. School Employees Health Care Board and Advisory Committee Best Practices will be adhered to per Ohio Revised Code.

### C. Supplemental Contracts

1. Supplemental contracts will be made on the basis of the "Northmor Supplemental Contract", Exhibit B.
2. Supplemental contract salaries shall be paid in two (2) equal payments, following an authorization by the athletic director or the building principal.
3. A notice of hire or contract for supplemental positions will be issued a maximum of two (2) weeks after Board approval.
4. The appropriate administrator must confirm fulfillment of contract obligations before final supplemental contract payment is made.

- D. Credit Flex pay will be \$100.00 per student per subject. Teacher will be selected/offered position based on seniority.

## ARTICLE IX

### ASSAULT LEAVE

Pursuant to Section 3319.143 of the Ohio Revised Code, the Board shall provide teachers with assault leave by which a teacher who is absent, due to a disability resulting from a violent physical attack on their person which occurs in the course of employment, shall be maintained on full pay status for a period not to exceed forty-five (45) continuous school days.

Certification from a licensed physician, the physician having been approved by the Board stating the nature of the disability and its duration shall be required before assault leave can be approved for payment. The Superintendent will grant assault leave.

Assault leave granted under this section shall not be charged against sick leave or personal time earned. All earnings paid under this section are in lieu of Workers' Compensation benefits. The Board of Education agrees to continue payroll until Worker's Compensation arrives. The employee will reimburse the district.

## ARTICLE X

### REDUCTION-IN-FORCE

- A. When by reason of decreased enrollment of pupils, return to duty of regular employees after leaves of absence, or by reason or suspension of schools or territorial changes affecting the District, or for financial considerations-financial considerations (no part of Article X, Section A shall supersede any state laws). When the Board decides it will be necessary to reduce the number of employees, it shall consider its employees in two areas: those with continuing contract status and those with limited contract status. Those employees with continuing contract status shall be given preference over all limited contract employees. If Reduction in Force is to affect continuing contract employees, the

first consideration will be the employees summative rating for the past three years, if comparable scores exist, and then seniority. For employees on limited contract status, preference shall be given to those with higher comparable scores (as defined in Article VI Employee Evaluation). Suspended employees shall have the right of restoration by reverse order of dismissal (last one released will be the first one called back).

- B.** Paragraph A. of this Article does not apply to attrition or non-renewal of contracts.
- C.** If the Board authorizes a reduction in the number of certified positions, the following steps shall be taken into consideration to determine which employees are to be dismissed or demoted:
1. Normal attrition shall be considered PRIOR to any reduction in staff
  2. Work performance
  3. Length of service in the Northmor Local School District
  4. Service in extra duty positions and ability to fill such positions
  5. Other beneficial services provided to the Northmor Local School District
  6. Recommendations and advice from the superintendent or designee

Note: Among these factors, primary consideration will be given to work performance. In assessing an employee's work performance for purposes of this policy, the Northmor Local School District may consider performance evaluations, improvement plans, past disciplinary actions and other relevant factors as determined by the superintendent. In the event two employees have been evaluated equally (same summative score for the previous three (3) scoring cycles), then the employee with the greater experience will be given preference. Summative scoring will have a value of four (4) for Accomplished, three (3) for Skilled, two (2) for Developing and one (1) for Ineffective.

## ARTICLE XI

### ADDITIONAL COLLEGE TRAINING

The Northmor Board of Education agrees to budget forty thousand dollars (\$40,000.00) per year (September through August) to aid teachers in obtaining additional college training in an approved crediting college.

The course(s) taken shall be approved by the Local Superintendent prior to the start of the course. Courses taken must be in an approved program leading toward a degree or a certification program and/or be appropriate to his/her teaching position. Graduate courses must meet the additional following criteria to be approved by the superintendent: 1. The institution must be recognized by the National Council for the Accreditation of Teacher Education and 2. The institution must be a four year degree granting institution. This is consistent with what the Ohio Department of Education requires. Each course must be satisfactorily completed to receive reimbursement. Teachers must maintain active employment through October following completion of course work to be eligible for reimbursement.

Reimbursement will be made in October of the year following the completion of the courses. Reimbursement will be initiated by the employee by submitting a form (available from the Board Office), grade sheet and receipt and/or proof of payment. Reimbursement will be made for one hundred percent (100%) of the actual cost until the forty thousand dollars (\$40,000.00) allotment is spent. If the actual cost is less than the budgeted forty thousand dollars (\$40,000.00), the difference will be rolled over and included in the following year's budget. The Treasurer will provide the NTA President with a report summarizing the reimbursement for each year by November 1<sup>st</sup> of year following completion of the course work. Should request be more than forty thousand dollars (\$40,000.00) the Board will reimburse all courses using the following plan:

All teachers who have completed courses will go through the same steps as above. If the total cost of the graduate courses exceeds forty thousand dollars (\$40,000.00), then the reimbursement for the cost of these courses will be a percentage of the total cost of each person having taken graduate course work. This percentage will be calculated in the manner below and will be kept as accurate as possible:

$$\text{Percent} = \frac{40,000}{\text{Total Cost}} \times 100$$

The amount that will be reimbursed to each employee will be computed with the following formula (rounded to the nearest cent):

$$\text{Reimbursement to employee} = \frac{\text{Percent}}{100} \times (\text{total cost for the employee})$$

Pay increases based on additional college course work will be based only on college credits earned after teacher certification is completed. Tuition reimbursement is for tuition only. This does not include such things as books, mileage and other fees. Any Board paid reimbursement is intended for out of pocket expenses that go unreimbursed from any source (e.g. grant and/or scholarships).

## ARTICLE XII

### STATE TEACHER'S RETIREMENT SYSTEM

#### A. S.T.R.S. Pickup

The Board shall "pick-up" the teacher's full contribution to the State Teacher's Retirement System as authorized by Federal Ruling No. 77-462 and OAG 82.097 and 78-049. This "pick-up" of the employee's share of the retirement for S.T.R.S. is by the salary reduction method only.

To comply with the State Teacher's Retirement System guidelines, the following is to be observed:

1. The “pick-up” must be in a uniform percent for the entire group being covered. It must be considered as a condition for employment for that group and not at the individual member’s option.
2. For determining retirement earnings and contributions, earnable compensation for “pick-up” purposes includes supplemental earnings and the amount of the pick-up.
3. The amount “picked-up” by the employer is applied toward employee contributions under Section 3307.51 of the O.R.C. All statutory and regulatory requirements applicable to Section 3307.51 O.R.C. must also apply to the “pick-up.”
4. The Treasurer will prepare and distribute an addendum to each certified employee’s contract which states:

a. That the employee’s contract salary is being restated as consisting of:

(1) a cash salary component, and

(2) a “pick-up” component which is equal to the amount of the employee contribution being “picked-up” by the Board on behalf of the employee.

b. That the Board will contribute to S.T.R.S. an amount equal to the employee’s required contribution to S.T.R.S. for the amount of each certified employee; and

c. That sick leave, severance, vacation, supplemental, and extended service pay and insurance benefits which are indexed to or otherwise determinable by reference to the employee’s rate of pay shall be calculated upon both the cash salary component and “pick-up” component of the employee’s restated salary.

5. Federal and state taxes will be deducted on the cash salary component only and will be noted on the individual teacher’s W-2 form as required by law.

**B. S.T.R.S. Contribution 1.5%**

The Northmor Board of Education pays the following:

Beginning with the 2016-2017 contract year there will be an increase in the amount of the Board Pick Up to STRS at 1.5% .

**C. Purchase of S.T.R.S. Service Credit**

Eligible teachers may purchase S.T.R.S. service credits as provided by S.T.R.S. guidelines, and payment may be provided by payroll deduction. This would be a tax deferred at no cost to the Northmor Board.

**ARTICLE XIII**

CONTINUOUS PERFORMANCE PLEDGE

A. The N.T.A., its officers and agents agree not to engage in, advocate, call, or approve any strike or other work stoppage during the duration of this Agreement. For the purpose of this Article, "strike" means concerted action in failing to report and carry out assigned duties.

B. The Board agrees there will be no lockout of employees.

C. Those persons withholding services or creating disruptions in the School System will be subject to the provisions of the law pertaining to public employee work stoppages.

D. The N.T.A. and the Board will make every reasonable effort to prevent or terminate violations of this pledge.

**ARTICLE XIV**

DURATION OF AGREEMENT

This Agreement shall take effect immediately on the 1<sup>st</sup> day of September, 2014, and continue in force until the 31<sup>st</sup> day of August, 2017, and year to year thereafter unless written notice of termination for re-negotiation shall be given by either party to the other by May 1st prior to the termination date or anniversary thereof. Any notice of termination shall include a list of items to be the subject of negotiations and in such event termination or renegotiations shall apply only to the parts of the Agreement mentioned in the notice. This contract is for a three (3) year period on all details.

This Agreement attested to this 15<sup>th</sup> day of May, 2014, by and between the parties, shall bind the Board and the N.T.A. as agreed.

*Daniel Lopez*  
President, Board of Education

*Benjamin Travers*  
President, N.T.A.

*Justin Howard*  
Superintendent of Schools

*R. J. Ross*  
Vice-President, N.T.A.

*May 15, 2014*  
Date

*May 20, 2014*  
Date

NORTHMOR LOCAL SCHOOLS  
SALARY SCHEDL 2014-15      FY      2015  
BASE:    31,867

YEAR	B.A.		B.A.+18		M.A.		M.A.+18		M.A. +30	
0	1.000	31,867	1.040	33,142	1.090	34,735	1.160	36,966	1.210	38,559
1	1.044	33,269	1.084	34,544	1.138	36,265	1.208	38,496	1.258	40,089
2	1.088	34,672	1.128	35,946	1.186	37,795	1.256	40,025	1.306	41,619
3	1.132	36,074	1.172	37,348	1.234	39,324	1.304	41,555	1.354	43,148
4	1.176	37,476	1.216	38,751	1.282	40,854	1.352	43,084	1.402	44,678
5	1.220	38,878	1.260	40,153	1.330	42,383	1.400	44,614	1.450	46,207
6	1.264	40,280	1.304	41,555	1.378	43,913	1.448	46,144	1.498	47,737
7	1.308	41,682	1.348	42,957	1.426	45,443	1.496	47,673	1.546	49,267
8	1.352	43,084	1.392	44,359	1.474	46,972	1.544	49,203	1.594	50,796
9	1.396	44,487	1.436	45,761	1.522	48,502	1.592	50,733	1.642	52,326
10	1.440	45,889	1.480	47,163	1.570	50,032	1.640	52,262	1.690	53,856
11	1.484	47,291	1.524	48,566	1.618	51,561	1.688	53,792	1.738	55,385
12	1.528	48,693	1.568	49,968	1.666	53,091	1.736	55,322	1.786	56,915
13	1.528	48,693	1.588	50,605	1.714	54,620	1.784	56,851	1.834	58,444
14	1.528	48,693	1.622	51,689	1.762	56,150	1.832	58,381	1.882	59,974
15	1.548	49,330	1.622	51,689	1.782	56,787	1.880	59,910	1.930	61,504
16	1.572	50,095	1.646	52,453	1.782	56,787	1.900	60,548	1.950	62,141
17	1.572	50,095	1.666	53,091	1.802	57,425	1.900	60,548	1.950	62,141
18	1.572	50,095	1.666	53,091	1.830	58,317	1.928	61,440	1.970	62,778
19	1.572	50,095	1.666	53,091	1.830	58,317	1.948	62,077	1.998	63,671
20	1.616	51,497	1.686	53,728	1.850	58,954	1.968	62,715	2.018	64,308
21	1.616	51,497	1.710	54,493	1.878	59,847	1.996	63,607	2.046	65,200
22	1.616	51,497	1.710	54,493	1.878	59,847	1.996	63,607	2.046	65,200
23	1.660	52,900	1.730	55,130	1.898	60,484	2.016	64,244	2.066	65,838
24	1.660	52,900	1.754	55,895	1.926	61,376	2.044	65,137	2.094	66,730
25	1.704	54,302	1.754	55,895	1.926	61,376	2.044	65,137	2.094	66,730
26	1.704	54,302	1.798	57,297	1.970	62,778	2.092	66,666	2.142	68,260
27	1.704	54,302	1.798	57,297	1.970	62,778	2.092	66,666	2.142	68,260
28	1.724	54,939	1.818	57,935	1.990	63,416	2.112	67,304	2.162	68,897
29	1.724	54,939	1.818	57,935	1.990	63,416	2.112	67,304	2.162	68,897
30	1.724	54,939	1.818	57,935	1.990	63,416	2.112	67,304	2.162	68,897
31	1.724	54,939	1.818	57,935	1.990	63,416	2.112	67,304	2.162	68,897
32	1.744	55,576	1.838	58,572	2.010	64,053	2.132	67,941	2.182	69,534



Base - 2014-2015 \$31,867.00

Duration of the Contract  
**SUPPLEMENTAL CONTRACTS**

2014-2015 School Year  
2015-2016 School Year  
2016-2017 School Year

Each step is granted for three (3) years of service in the same sport/extra-curricular activity.

\*\*The Board reserves the right to recognize the years of head coaching/advisory experience in the same sport/activity at a previous school when hiring people for head coaching position(s).

<b>LEVEL</b>	<b>POSITION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>
1	Athletic Director Facility/Faculty Manager	Set amount at \$1,000.00			
	**The contracts of the Athletic Director and the Facility/Faculty Manager may be divided among two or more people with previous agreement by the Board and the employee(s).				
		.18	.19	.20	.21
	2014-2015	5,736	6,055	6,373	6,692
	2015-2016	5,736	6,055	6,373	6,692
	2016-2017	5,736	6,055	6,373	6,692
<hr/>					
2	Head Football Coach All Winter Head Coaches - (Boys' & Girls' Basketball & Wrestling) Marching Band Director				
	Musical: A. Director	40%			
	B. Vocal Director	35%			
	C. Accompanist	25%			
		.15	.16	.17	.18
	2014-2015	4,780	5,099	5,417	5,736
	2015-2016	4,780	5,099	5,417	5,736
	2016-2017	4,780	5,099	5,417	5,736
<hr/>					
3	Fall & Spring Head Coaches - (Cross Country, Volleyball, Boys' & Girls' Track, Baseball, Softball, Golf) Head Cheerleader Advisor Assistant Football (4) JV Basketball (Boys) JV Basketball (Girls) JV Wrestling Coach				
		.10	.11	.12	.13
	2014-2015	3,187	3,505	3,824	4,143
	2015-2016	3,187	3,505	3,824	4,143
	2016-2017	3,187	3,505	3,824	4,143

Assistant High School Basketball (Boys)  
 Assistant High School Basketball (Girls)  
 Assistant High School Wrestling  
 Assistant Varsity Baseball  
 Assistant Varsity Softball  
 Assistant Varsity Volleyball  
 Assistant Varsity Track – two positions  
 Assistant Cross Country  
 JV Baseball  
 JV Softball  
 JV Volleyball  
 Freshman Boys' Basketball  
 Freshman Girls' Basketball  
 Yearbook Advisor  
 Freshman Girls' Volleyball Coach  
 Show Choir Advisor/Dinner Show

Freshman coaches in any sport will receive payment for a contract if the number of athletes are great enough (number arrived at between the head coach, the athletic director and the administration) for a team and if the team enters the season with a schedule equal to an amount greater than fifty percent (50%) of the varsity schedule for that sport. In the event the schedule can't be played due to a decrease in the number of Northmor athletes the coach will receive fifty percent (50%) of the contract if the coach continues to work with the freshmen team on a regular basis. If the original schedule for the freshman team does not reach an amount greater than fifty (50%) of the varsity schedule due to other teams dropping their freshman program, the coach will receive full pay provided the coach continues to work with the freshmen team on a regular basis.

	.08	.085	.09	.095
2014-2015	2,549	2,709	2,868	3,027
2015-2016	2,549	2,709	2,868	3,027
2016-2017	2,549	2,709	2,868	3,027

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All Junior High Coaches:  
 (Two for each sport A. through F. depending upon student participation)  
 A. Football  
 B. Volleyball  
 C. Girls' Basketball  
 D. Boys' Basketball  
 E. Wrestling  
 F. Track  
 Junior High Cheerleader Advisor (Combines Fall and Winter)  
 Jazz Band  
 Assistant Marching Band Director  
 Strength & Conditioning Coach

September – November	25%
December – February	25%
March – May	25%
June – August	25%

Junior High Honors Choir  
 High School Show Choir Assistant Director

	.06	.07	.08	.09
2014-2015	1,912	2,231	2,549	2,868
2015-2016	1,912	2,231	2,549	2,868
2016-2017	1,912	2,231	2,549	2,868

- 6 Student Council Advisor  
 Senior Class Advisor  
 School Attendance Record Keeper (or one period)  
 Pep Band  
 National Honor Society Advisor  
 \*Assistant Varsity Cheerleading Coach

	.02	.025	.0275	.03
2014-2015	637	797	876	956
2015-2016	637	797	876	956
2016-2017	637	797	876	956

- 7 Sophomore Class Advisor  
 Freshman Class Advisor  
 Jr. High Activities Advisor

	.01	.0125	.014	.015
2014-2015	319	398	446	478
2015-2016	319	398	446	478
2016-2017	319	398	446	478

- 8 Junior Class Advisor (2 positions)

	.025	.0275	.03	.0325
2014-2015	797	876	956	1,036
2015-2016	797	876	956	1,036
2016-2017	797	876	956	1,036

**Mohican Outdoor School Coordinator position at the rate of \$300 per year. Camp Program \$50.00 per night (One per class of students). Washington D.C. Teacher Chaperones \$50.00 per night, maximum paid per night is \$250.00 (this is to be divided among the chaperones).**

**Mentor Program**

The Mentor Coordinator will be paid \$1,000 per year with the clarification that any outside funding that comes to the district for the mentor coordinator position will be deducted from the \$1,000.

A teacher who is trained as a mentor and is designated as such by the building principal will receive a total payment of \$400.00. The Board will pay the mentor the difference between any grant payments and \$400.00 (the mentor may receive a total payment of more than \$400.00 if that payment comes from grant money).

## **Saturday School      See Article VI, Section T**

T. The Northmor Board of Education agrees to pay teachers who cover Saturday School the rate of \$20.00 per hour with a maximum of 20 students per teacher. Payment will be made one time per month. This job will be posted as are other positions. After administrative approval of the teachers requesting the position, teachers will sign up to fill the posted dates.

Activities that are school related but not carried on during school hours will be given “voucher” credit or paid according to Level 7. These activities include:

- Odyssey of the Mind (One per team – minimum students per team is five)
- Spelling Bee (One per building)
- Science Fair (One per building)

### **Youth Coordinator**

Any Board approved individual who coordinates a youth sports program will receive payment of \$300.00 for each separately conducted program. These programs include: 1) two boys and two girls basketball positions (one each for Johnsville and Iberia Elementary) and 2) one position each for football, volleyball, and wrestling.

### **Assistant Varsity Cheerleading Coach**

This would include assistant basketball and assistant football cheerleading coach. The contracts of the Varsity Cheerleading Advisor and the Assistant Varsity Cheerleading Advisor may not be combined under one person.