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MASTER CONTRACT

between the

**ELYRIA BOARD
OF EDUCATION**

and the

**ELYRIA
EDUCATION
ASSOCIATION**

August 1, 2014 through July 31, 2017

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ARTICLE I – RECOGNITION AND NEGOTIATIONS PROCEDURES

A. Recognition

1. The Elyria City Schools Board of Education, hereafter referred to as the Board, recognizes the Elyria Education Association, Inc., an OEA/NEA affiliate, hereafter referred to as the Association, as the sole and exclusive representative for all staff certificated under Ohio laws and regulations governing teacher education and certification employed by the Board under a regular written contract which shall include: classroom teachers, school counselors, media specialists, psychologists, itinerant teachers, home liaisons, school nurses, speech and language pathologists, ROTC Instructors, long-term substitutes, building substitutes, lead teachers, instructional coaches, occupational therapists, physical therapists, **Nurse R.N.** and tutors, and shall exclude casual substitutes and district substitutes.
2. Administrative personnel excluded from the bargaining unit shall include: superintendent, associate superintendent(s), director of human resources, director(s), administrative assistant(s), principal(s), coordinator(s), supervisor(s), assistant principal(s), assistant director(s), and business manager.
3. Such recognition shall be for the purposes of bargaining collectively in all matters as they affect wages, hours or terms and other conditions of employment and the continuation, modification, or deletion of the existing provisions of this collective bargaining agreement except as otherwise specified in this Agreement.

A long term substitute is a teacher who is employed to fill a specific opening for a consecutive period of more than sixty days resulting when (1) a teacher is granted a leave of absence; (2) a teacher resigns after August 1 during the school year (as defined in ORC Section 3313.62); or (3) a teacher's contract is terminated during the school year. For the purposes of determining whether an employee has worked for more than sixty consecutive days, absences due to illness shall not be considered as a break in consecutive days, nor shall such days be considered days worked for determining whether the employee has worked more than sixty days under this definition.

A building substitute is defined as a teacher who is regularly assigned to a specific building or buildings for a school year as a substitute.

4. The Board will notify the EEA President(s) when it creates a new position and will provide the President(s) with a copy of the job description and whether or not the Board considers the position to be a bargaining unit position. If the EEA disagrees with the Board's determination, it shall within five (5) school days or five (5) calendar days if school is not in session of the notification, meet with the Superintendent/designee to discuss the matter. If no resolution is reached within five school or calendar days, as appropriate, of the meeting, the EEA may demand

to arbitrate the issue in accordance with the provisions set forth in Article III, Section J, Step Three. The hearing shall be held in accordance with the AAA expedited arbitration rules.

The criteria to be used for determining whether or not the position shall be included in the bargaining unit shall be: (1) community of interest with the bargaining unit; (2) supervisory responsibilities with regard to directing, evaluating, hiring or firing bargaining unit members; (3) requirement of an administrative certification under ORC 3319.02; (4) wages; (5) hours; (6) other working conditions; and (7) the District's administrative structure.

5. All work currently performed by bargaining unit members shall be deemed bargaining unit work. When certified applicants are not available, the assignment may be temporally filled by non-bargaining unit members and the position will remain posted until filled by a bargaining unit member.

B. Negotiations Procedures

1. Formal Procedures
 - a. A formal written request for negotiations shall be submitted by either party no later than one hundred twenty (120) days prior to the expiration of this Contract. Within twenty (20) working days of the receipt of said letter, the parties shall schedule the first formal session. All formal meetings will be at mutual convenience.
 - b. Either party may be represented by a team consisting of no more than four (4) representatives, a chief spokesperson and four (4) observers at each formal session.
 - c. The parties agree to provide each others' negotiations committee, upon request and in reasonable time, both prior to and during formal negotiations, such information as will assist the parties in developing accurate proposals. However, neither party is obligated to gather data or information not in existence or to rework, redraft, summarize or otherwise develop data or information in other than its existing form. Information made available to the Association in the past shall be continued upon request.
 - d. The negotiating parties may create joint study committees with specific purposes, duties and deadlines. Such committees shall meet outside the negotiations procedures and have recommendation powers only.
 - e. During formal sessions news releases may be made by mutual agreement.

- f. Tentative agreements, when reached, shall be reduced to writing and initialed by the parties. When total agreement is reached, the negotiations teams shall recommend approval to the Board and the Association for their action.

2. Dispute Resolution

- a. If after sixty (60) calendar days from the first formal negotiations sessions agreement has not been reached on all items under negotiations either party may call for the services of the Federal Mediation and Conciliation Service to appoint a mediator.
- b. The mediator shall meet with the parties or their representatives and shall take such steps as he/she may deem appropriate to persuade the parties to resolve their differences and to effect a mutually acceptable agreement. The mediator shall not, without consent of both parties, make findings of fact or recommend terms of settlement.
- c. The parties agree that the aforementioned Federal Mediation shall supersede all other dispute settlement procedures contained in Chapter 4117.14 O.R.C. The parties further agree that the members of the bargaining unit have the right to strike under Chapter 4117.14 of the Revised Code provided that the employee organization representing the employees has given an appropriate lawful notice at least ten days before the commencement of the strike. If the ten day strike notice is determined to be unlawful, the ten day notice requirement shall be void.
- d. If during the life of the contract, bargaining is necessary due to impact, severability, or a specified reopener provision in the Contract, said bargaining shall be in keeping with the bargaining procedures set forth above.

C. **Definitions**

Consensus: As used in this contract, consensus shall mean unanimity or general agreement of all participating.

Long Term Substitute: A long term substitute is a teacher who is employed to fill a specific opening for a consecutive period of more than sixty days resulting when (1) a teacher is granted a leave of absence; (2) a teacher resigns after August 1 during the school year (as defined in ORC Section 3313.62); or (3) a teacher's contract is terminated during the school year. For the purposes of determining whether an employee has worked for more than sixty consecutive days, absences due to illness shall not be considered as a break in consecutive days, nor shall such days be considered days worked

for determining whether the employee has worked more than sixty days under this definition.

Building Substitute: A building substitute is a teacher who is regularly assigned to a specific building for a school year as a substitute.

Half-Day: For the purposes of Article IV, Section 09, a half day shall mean three and one half hours.

Part-Time: Anyone who works less than a full time assignment.

ARTICLE II – EXCLUSIVE RIGHTS

The Board and Association agree to certain exclusive rights of each group. These rights include, but are not limited to the following, except as may otherwise be specified in this Agreement:

A. Board of Education

- (1) 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 public employer, standards of services, its overall budget, utilization of technology, and organizational structure;
- (2) Direct, supervise, evaluate or hire employees;
- (3) Maintain and improve the efficiency and effectiveness of governmental operations;
- (4) Determine the overall methods, process, means, or personnel by which governmental operations are to be conducted;
- (5) Suspend, discipline, demote, or discharge for just cause; or lay off, transfer, assign, schedule, promote or retain employees;
- (6) Determine the adequacy of the work force;
- (7) Determine the overall mission of the employer as a unit of government;
- (8) Effectively manage the work force: A complete set of forms used by the certified staff will be maintained in each building. Any additions or revisions to said forms will be taken to Superintendent/EEA Liaison for implementation as consensus is reached;
- (9) Take actions to carry out the mission of the public employer as a governmental unit.

B. Elyria Education Association

(1) Bulletin Board

Use of bulletin boards and faculty mailboxes for Association information, provided such material does not engage in solicitation for a business or product, or is not contrary to the curriculum, in an area mutually agreed to by the EEA building representative and the building principal.

(2) Time at Faculty Meetings

Time at faculty meetings for the Association building representative to make announcements as long as the representative notifies the principal in advance.

(3) Use of PA System

Use of the building PA system to make announcements prior to or after the student day or at homeroom period, with prior notice to the appropriate building administrator.

(4) Use of School Equipment

Use of school equipment for Association business if the equipment is otherwise not in use. Supplies for such equipment will be furnished or paid for by the Association. All equipment will be checked as to condition by the building principal or his/her designated representative and the Association building representative prior to its use so that, in the event of damage or breakage, the Association will be responsible for repair or replacement costs.

(5) Use of School Buildings

Use of school buildings in accordance with Board policy governing after school facility use. EEA shall pay for additional costs, if any, which may occur in accordance with the same Board policy.

(6) Dissemination of Materials

The Association shall have the right to place organization identification on the mailboxes of all bargaining unit members who are members of the Association, and to place notices, circulars, and other material in all bargaining unit member's mailboxes. Such identification shall not be used for harassment purposes and shall be placed in a location mutually agreed upon by the Association building representative and the building principal.

(7) School Board Agenda

Receive prior to each public Board meeting a complete agenda and all pertinent reports not of a confidential nature. The monthly financial statement will be given to the Association after Board action on same.

Requests for other material shall be handled through the auspices of the Superintendent-EEA Liaison procedure.

A copy of the Board agenda will be mailed to the president of the Association at the same time as it is mailed to the members of the Board.

(8) Personnel Directory

Receive a list of employees by building at the time the list is sent to building principals. An effort will be made to distribute this list by August 20th of each year. Names and addresses (as provided on employment applications) of newly-employed staff members shall be provided to the Association president following the Board approval of their contracts.

(9) Bargaining unit members Orientation

The Association president shall have the right to participate in planning for all district-wide orientation meetings for new staff members, including the right for the EEA executive cabinet and mentor teachers to attend the orientation meetings, provide refreshments, to address new bargaining unit members, and to provide materials to new bargaining unit members.

(10) Right to Access to Buildings of President or Designee

The President of the Association and/or a designee shall have the right to visit schools during a member's planning, conference, lunch time, or before or after the student day. These visits cannot interfere with scheduled faculty or staff meetings.

(11) Copies of Contract

The administration will provide a copy of this contract to all professional staff members at the time of this agreement, or at the time of employment, whichever shall later occur with the cost of printing and the production room individual being shared between the Board and Association.

(12) No Reprisal Clause

There will be no reprisals of any kind taken against any professional staff member by reason of his/her membership in the Association or participation in negotiations, or the grievance process.

(13) Policy Manuals

Twenty-four (24) copies of the Board Policy Manual shall be distributed to employees as designated by the Association president. Additional copies will be available at a fixed expense to be determined by the Board. A copy will be placed in each building media center.

Under the provisions of the Superintendent-EEA Liaison procedure, the Association will be given the opportunity to advise and make recommendations concerning items to be included in the section of the Board Policy Manual which pertain to members of the negotiating unit.

(14) Time for Bargaining

Negotiation meetings shall not be scheduled during normal school hours except by mutual agreement. If negotiation meetings involving the Board and the Association are scheduled during a school day, the superintendent may elect to grant professional leave to permit participation in such meetings. Released time shall be granted for mediation sessions occurring during the regular school day.

(15) Association Leave

The Board shall authorize absence for 25 days of a noncumulative total, to be used by the Association President or designee and by Association members elected as representatives at the OEA representative assembly. To be valid, an absence leave request for use of this leave must be submitted by the president of the Association to the superintendent or his/her designee.

(16) Association Elections

The Association shall have the right to conduct elections during the duty-free lunch period or before and after student day.

(17) Certificated Staff List

The Association President will receive a list of certificated staff, by building, on or before October 1 of each year.

(18) Fair Share Fee

- A. An annual fair share fee will be assessed. Proof of membership shall be provided annually by the Association to the Board's treasurer not later than October 20 during each year of this Agreement by submitting a list of employees' names who are current members of the Association. The Association recognizes its obligation to fairly and equitably represent all bargaining unit members whether or not they are members of the Association. The notice of the amount of annual fair share fee, which shall not be more than 100% of the UEP dues of the Association, shall be transmitted by the Association to the Board's treasurer by October 20 of each year during the term of this Agreement. The Association shall also transmit to the Board's treasurer by October 20 the names of the bargaining unit members who have elected not to join the Association (those who will be paying a fair share fee) as well as those for each bargaining unit member who are Association members. The list shall include the amount of dues for each bargaining unit member. The Board's treasurer will deduct the fair share fee from the paychecks of teachers who elect not to join the Association beginning with the first paycheck after January 15. The annual fair share fee shall be deducted in substantially equal payments for the remainder of the paychecks until the same date in June when Association members' dues deduction cease per Section 41 (B) of Article IV.
- B. The Board's treasurer shall inform the Association when there is a newly-hired bargaining unit member after the school year begins within five (5) calendar days of that bargaining unit member being hired. If that bargaining unit member elects not to join the Association, the Association shall inform the Board's treasurer of that within thirty (30) days of that bargaining unit members' date of hire and shall also inform the Board's treasurer as to that bargaining unit member's annual fair share fee prorated. Payroll deductions in substantially equal amounts, shall commence on the first pay date after the later of sixty (60) days of employment or the first paycheck after January 15. If an employee retires or otherwise leaves the district, any remaining prorated fair share fee deductions shall be deducted in a lump sum from the employee's final paycheck and forwarded to the EEA Treasurer in the biweekly payment to EEA.
- C. The fair share fee shall be the responsibility of the Association to prescribe an internal procedure to determine a rebate, if any, for non-members which conforms to the provisions of Section 4117.09(C) of the Ohio Revised Code. No bargaining unit member is required to become a member of the Association.

The Association on behalf of itself and the OEA and NEA agrees to indemnify, defend and hold harmless the Board and its designees from any and all claims or for any cost of liability incurred as a result of the implementation and enforcement of this provision provided that:

1. Any claim made or action filed against the employer by a non-member for which indemnification may be claimed must be given in writing by the Board to the Association within ten (10) working days of receiving the written claim;
2. The Association shall reserve the right to designate counsel to represent and defend the employer;
3. The Board agrees to (a) give full and complete cooperation and assistance to the Association and its counsel at all levels of the proceeding, (b) permit the Association or its affiliates to intervene as a party in any proceedings in which the Board is named as a party pursuant to this Article, if it so desires, and/or (c) to not oppose the Association or its affiliates application to file briefs amicus curiae in the action;
4. The Board acted in good faith compliance with the fair share fee provision of this Agreement; however, there shall be no indemnification of the Board if the Board intentionally or willfully fails to apply (except due to court order) or intentionally or willfully misapplies such fair share fee provision herein.

D. All bargaining unit members who are long-term substitutes who are paid at their per diem rate for less than thirty days shall be exempt from this fair share fee provision.

(19) Super Seniority

The EEA President(s) shall be granted super seniority over all other similarly certificated bargaining unit members in the event of a layoff. At the end of his/her term of office, he /she shall return to the status he/she would have had but for the super seniority.

(20) Release Time President

The Association President shall receive release time as per the following parameters:

- A. The Association President will be assigned to a .5 position effective with the beginning of each school year with the remainder of his/her day as release time to perform his/her duties as EEA President. The

Superintendent shall have the right to assign the President to a position that in his/her judgment has the least impact on the education of students.

- B. The President shall hold the .5 position during his/her term or the end of the school year, whichever is later, unless mutually agreed otherwise.
- C. At the end of his/her term as President, he/she shall be guaranteed an equivalent position as held prior to assuming the Association Presidency. Such equivalent position shall become effective at the beginning of the school year unless mutually agreed otherwise.
- D. There will be no cost to the Board for the release time in that the EEA shall be responsible for payment of the total cost of the President's compensation and benefits for the release time. This amount shall be remitted to the Treasurer **three (3) times per year** in equal installments beginning in December with the entire amount to be paid in full **by the end of the school year**. The terms "compensation and benefits" shall include: wages, the Board's share of STRS contributions, health insurance costs, which include vision, dental, drug, medical, life insurance, and accident and sickness insurance plans. The EEA cannot utilize Association Leave to compensate the District for its share of these costs. The EEA shall not be responsible for the payment of compensation and benefits for the .5 period of time in which the President is performing his/her duties under paragraph (a) above.
- E. At no time shall more than one President be granted release time.

ARTICLE III – GRIEVANCE PROCEDURE

- A. The primary purpose of the grievance procedure shall be to expeditiously obtain solutions to grievances which may arise.
- B. Grievance is defined as a complaint limited to an alleged violation, misapplication, or misinterpretation of the written provisions of the negotiated agreement between the Association and the Board.
- C. A grievant is an individual member, the Association, or group of members of the bargaining unit, alleging a violation, misapplication or misinterpretation of a written provision of this negotiated agreement. A group grievance shall have arisen out of the same circumstances affecting each member of said group. Each member of a group grievance shall be identified on the grievance report form, which may be processed by the Association president or grievance chairperson.

- D. A decision on a group grievance applies to all employees in the group and each shall be given a copy of the decision. An employee may withdraw, without prejudice, in writing, from a group grievance anytime before a decision is rendered; however, he/she then waives any right to initiate the same or a substantially similar grievance. No more than three (3) parties to the grievance shall represent the group at hearings for Steps One, Two and Three conducted for resolution of a group grievance. However, this does not preclude members of the group being called as witnesses.
- E. Any individual grievance may be withdrawn, without prejudice or record, by the grievant at any time.
- F. A day(s) shall be defined as an employee workday(s) in the adopted school calendar, excluding holidays and vacation periods. During summer vacation, day(s) shall be considered weekdays exclusive of weekends and holidays.
- G. The number of days indicated at each step is considered a maximum. Either party shall give notice to the appropriate person at the level the grievance is filed, stating a reasonable basis for delaying the filing of, processing of, or responding to the grievance, and the reasons shall be agreed to in writing by both parties.
- H. Nothing contained in this procedure shall be construed as limiting the individual right of an employee having a complaint or problem to discuss the matter informally with members of the administration through normal channels of communications as listed under the complaint procedure.
- I. There will be no reprisals of any kind taken against any professional staff member by reason of their participation in this process. No records, documents, or communications concerning a complaint or grievance will be placed in the personnel file of any of the participants.
- J. Meetings and hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend.
- K. A grievance which is not resolved informally shall be processed as a formal grievance. The grievance shall be filed with the person whose alleged action precipitated the grievance. The procedures beginning at the lowest administrator/supervisor are as follows:

STEP ONE

1. Within fifteen (15) school days of the alleged incident which is the subject of the grievance, the grievant will reduce the grievance to writing, and will present it to the administrator/supervisor.

2. The Grievance Form shall be dated and initialed by the administrator/supervisor upon receipt.
3. Within five (5) school days after the grievance is submitted, the administrator/supervisor will discuss the grievance with the grievant involved and attempt to resolve it.

Discussion at this step and any further step shall be confined to the issues as written and stated on the Grievance Form; and to the relief sought. The employee may be accompanied at the meeting by an Association grievance chairman, Association officer, or Association representative. The administrator/supervisor may be accompanied by another administrator.

4. Within five (5) school days after this meeting, the administrator/supervisor will state his/her decision in writing on the Grievance Form and provide a copy to the grievant and the Association president.

STEP TWO

1. If the grievant is not satisfied with the decision concerning his/her grievance made at Step One, the employee may within five (5) school days of receipt of the Step One decision, submit the grievance to the superintendent or designee. The superintendent or designee shall schedule a hearing to be held within ten (10) school days of receipt of the grievance and shall notify the grievant of the time and place of such hearing. The grievant may not be accompanied by an attorney, but may be accompanied by no more than two (THREE WHEN ASSOCIATION IS THE GRIEVANT) of the following persons: Grievance chairperson, Association officer, Association representative. The superintendent and/or his designated administrative representative will conduct the hearing, and may be accompanied at the hearing by a consultant. Any individuals who have pertinent information to the grievance may be called to the hearing by the superintendent or designee or the grievant or the Association so as to facilitate an informal disposition of the grievance.
2. Within five (5) school days after such hearing, the superintendent shall notify the grievant and Association president of the decision in writing.
3. If the superintendent was the administrator rendering the disposition in Step I, then this step will be waived.

STEP THREE

1. A. If the grievant is not satisfied with the disposition of the grievance at Step **Two**, the grievant may request a hearing before an arbitrator, or may request that the Association refer the matter to arbitration and the Association shall determine whether or not to proceed to arbitration. The

grievant's request for arbitration shall be made within five (5) days following the receipt of the disposition of the grievance. The grievant's request for arbitration shall be by certified mail with a copy to the superintendent and the Association president, if applicable.

- B. In the event the Association determines, at any level of the grievance procedure, that a grievance should not be carried further, the grievant may continue the procedure but shall be liable for any expenses incurred thereafter in such proceeding.
2. Such request for binding arbitration of the grievance shall specify the act or condition upon which the grievance is based, the names and addresses of the parties, the contractual clause(s) alleged to have been misinterpreted or misapplied and the remedy sought. The American Arbitration Association (AAA) will provide both parties with a list of seven (7) names from which an arbitrator will be selected in accordance with the rules of the AAA. A second list of seven (7) names may be requested by either party.
 3. Once the arbitrator has been selected, he/she shall conduct a hearing on the grievance in accordance with the voluntary rules and regulations of the AAA.
 4. The arbitrator shall set the necessary hearing and issue the decision within such time as may be agreed upon. The decision shall be in writing and a copy sent to all parties present at the hearing. The decision of the arbitrator shall be binding and final.
 5. The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any of the provisions of this collective bargaining contract, nor add to, detract from or modify the language therein in arriving at his/her decision concerning any issue presented that is proper within the limitations expressed herein. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to decide any other issue(s) not so submitted to him/her.
 6. Except as provided in this Agreement, the arbitrator shall in no way interfere with management prerogatives involving the Board's discretion, nor limit or interfere in any way with the powers, duties and responsibilities of the Board under its policies, applicable law, and rules and regulations having the force and effect of law.
 7. The costs for the services of the arbitrator, including his/her per diem expenses, if any, shall be born equally by the Association (except as provided in **Step Three 1.B)** and the Board.
 8. The grievant(s) may be accompanied by the Association president and the Association representative.

ARTICLE IV – PROFESSIONAL NEGOTIATIONS ITEMS

01. Bargaining Unit Members Contracts

Employees hired by the Board shall be issued written regular bargaining unit member duty contracts or salary notices in accordance with the Ohio Revised Code. Such contracts shall include at least the following information:

1. Name of school district and Board employing said bargaining unit member.
2. Type of contract, Limited, Continuing or Entry Year.
3. Name, address and social security number of bargaining unit member.
4. Position (teacher, counselor, etc.).
5. Number of days in the school year.
6. Education and experience (e.g., B.A. +5)
7. Annual base salary.
8. Base contract additions, if applicable.
9. Longevity, if applicable.
10. Provision for the signature of the bargaining unit member and the date of such signing.
11. Provision for the signature of the Board President and Treasurer.
12. If there is a conflict between the written regular bargaining unit member's duty contract and/or salary notice and a provision of the Master Agreement, the Master Agreement shall prevail.
13. An updated salary notice will be issued when a change in salary status occurs.

02. Workday

- A. The workday for the bargaining unit member is set forth in the following subsections. As used in this section, conference and planning time is defined as a total time the teacher is required to be at school excluding time assigned to teach and/or supervise and excluding a thirty minute duty free lunch. Bargaining unit members shall be free to leave on Friday or the last day of the week as soon as school is dismissed but after most students have had an opportunity to leave the building or premise. A bargaining unit member may leave earlier only with the

permission of his/her supervisor. However, the scheduled conference and planning time following dismissal of students is to be counted in the weekly accrual of conference and planning time even though the teacher is allowed to leave early.

B. Secondary Classroom Teachers

1. With the exception of those classes that traditionally have multiple periods such as laboratory classes, industrial or vocational education, music, art, physical education or duty under Article IV, Section 13, the instructional load is not to exceed five full period classes or the equivalent as defined by the total number of instructional minutes in the Building Master Schedule unless otherwise agreed to by the teacher.

If the teacher agrees to the greater load or is assigned the greater load under the exception clause, they shall be relieved of any duty assignment. Extra duties shall be defined as those duties performed for more than five (5) minutes with the exception of homeroom duty. Every effort will be made to establish class schedules to be instructionally sound.

2. The total time a high school teacher / or high school counselor will be required to be at school except as provided in Article IV, Sections 06 and 07 shall not exceed 7 hours and 35 minutes. Instructional time shall be determined as set forth in (B)(1) above.
3. The total time a middle school teacher / or middle school counselor will be required to be at school except as noted in Article IV, Sections 06 and 07 shall not exceed 7 hours and 35 minutes. Instructional time shall not exceed 6 hours and 15 minutes.
4. Except as provided in Article IV, Section 12, secondary classroom teachers shall be entitled to a thirty (30) minute duty free lunch and a minimum of two hundred and forty (240) minutes of conference and planning time each five (5) day week.

C. Elementary AMPS

1. For the duration of this agreement, the following conditions shall be implemented.
 - a. In grades full-day kindergarten through 3, each classroom shall be scheduled within a range of 25 to 35 minutes per week for each AMPS subject.

- b. In grades 4 through 6, each classroom teacher shall be scheduled within a range of 30 to 40 minutes per week for each AMPS subject.
 - c. Kindergarten teachers shall receive no less than sixty (60) minutes of AMPS per week. This does not insure equivalent amounts of art, music, and physical education time. The superintendent and his/her designee(s) and the Elyria Education Association representatives will meet each July to review the AMPS for kindergarten if either party determines it is necessary.
 - d. AMPS teachers will upon request meet with the building administrator to discuss their building schedules
2. Special Education Related Services, teachers of Art, Music and Physical Education, shall maintain the same time schedule as the teachers of the building to which they are assigned regarding arrival and departure. If assigned to an elementary building and a secondary building the same day, they are to follow a schedule not to exceed 7 hours and 35 minutes.
 3. Such teachers shall be entitled to a thirty (30) minute duty free lunch. Elementary AMPS shall have a minimum of two hundred and forty (240) minutes of conference and planning time in each five (5) day week.
 4. Elementary AMPS teachers shall be permitted to use three (3) of five (5) elementary conference half-days in their respective buildings as determined by the administration. The remaining two half-days shall be used for departmental in-service under the appropriate supervisor or administrator.
 5. Elementary Art teachers, who order and maintain supplies for their buildings shall be provided one (1) day extended time prior to the start of the school year at the teacher's per diem rate.

D. Elementary Classroom Teachers

1. The total time an elementary classroom teacher / or elementary counselor will be required to be at school, with the exceptions noted in Article IV, Sections 06 and 07, shall not exceed seven (7) hours and fifteen (15) minutes. The instructional day shall not exceed five (5) and one-half hours which excludes a 30 minute duty free lunch. On parent-teacher conference days, the teacher / or elementary counselor workday shall not exceed six (6) hours and forty-five (45) minutes exclusive of lunch.

2. An elementary classroom teacher who has a full time equivalent classroom teaching assignment shall have a minimum of two hundred and forty (240) minutes of preparation time during each five (5) day work week during which he/she shall not be assigned duties. Such time shall be construed as protected time for use of planning, lesson preparation, conference duties, and/or staff meetings. AMPS time shall be considered protected time and shall be in addition to the 240 minutes of conference and planning time specified above. Time away from the classroom for AMPS shall be utilized for conference, planning or material preparation.
3. If an elementary teacher is assigned to student activity supervision outside the student day, he/she shall receive compensatory time equal to such time spent outside the student day. This section does not apply to activities supervised beyond the workday, i.e., camping and/or outdoor program and field trips.
4. Nothing herein shall be construed as precluding additional conference time.

E. Psychologist and Home Liaisons

Psychologists and Home Liaisons shall have an eight (8) hour workday which shall include a thirty (30) minute duty free lunch.

F. Supervisory Duties

The assignment of supervisory duties of students will be scheduled in accordance with Section 03.3. Any unassigned time shall be considered to be conference and planning time.

03. Starting and Ending Times

1. The school starting and ending times will be as follows:

	Middle School	High School	Elementary	Grade K	EECV Pre-K*	**Franklin
Teachers Report	7:15 a.m.	7:40 a.m.	8:15 a.m.	8:15 a.m.	8:45 a.m.	8:00 a.m.
Doors Open	7:25 a.m.	7:15 a.m.	8:55 a.m.	8:55 a.m.	9:15 a.m.	8:30 a.m.
Classes Start	7:30 a.m.	7:50 a.m.	9:10 a.m.	9:10 a.m.	9:15 a.m./12:45 p.m.	8:45 a.m.
Classes End	2:15 p.m.	2:32 p.m.	3:10 p.m.	3:10 p.m.	11:45 a.m./3:15 p.m.	3:30 p.m.
Teachers Leave	2:35 p.m.	3:00 p.m.	3:30 p.m.	3:30 p.m.	3:50 p.m.	3:50 p.m.

*The schedule for EECV Grade K will become effective for the 2015-2016 school year.

**Franklin times shall be based on the duration of the MOU between the parties.

- a. If it becomes necessary to change the starting and ending times due to transportation or other such logistical issues, the issue will be brought before EEA-Liaison for discussion and resolution.
2. The teacher reporting and leaving times may be modified by the building's site-based committee. The site-based committee shall have as a goal to develop a 40 minute block of time in the a.m. for collaboration at the elementary level.
3. The site-based committee will, where appropriate, develop a rotating teacher supervisory schedule of no more than 10 minute blocks. Any teachers who have supervisory responsibility will have his/her workday adjusted to compensate for the supervisory time.
4. All site-based recommendations under 2 and 3 above shall be reported to the Superintendent-EEA Liaison Committee no later than September 15 of each school year.

04. Lunch Time and Planning Time

- A. During time designated as duty-free lunch periods, bargaining unit members may receive visitors and/or leave the building on personal business after notifying the office.
- B. During the time designated for planning, preparation, and conference, bargaining unit members may receive visitors and/or leave the building after first notifying the Building Principal or designee. Planning time will be assigned to employees as evenly and equitably as possible throughout the work week.

05. Non-Teaching Duties

It is not the intention of the Board of Education to regularly assign bargaining unit members to non-teaching duties beyond the workday. The Board and Association recognize that exceptions to this statement may occur.

If non-teaching duties need to be assigned to bargaining unit members, outside of the teacher's workday, the Administration shall first seek volunteers to perform such duties. If volunteers are not available, bargaining unit members shall be assigned in an equitable manner and granted compensatory time equal to the time of the non-teaching duty.

06. After School Conferences

- A. Building Meetings

Nothing in a teacher's workday shall be construed as making mandatory attendance at meetings called by the building principal which extend more than

one hour beyond the end of the workday except Open House unless compensatory time is provided.

B. Parent-Teacher Conferences

Parent-teacher conferences which extend more than one hour beyond the end of the workday will be held at a mutually agreed time by bargaining unit member and parent. An amount of time equal to conference periods scheduled after more than one hour beyond the end of the workday will be given the teacher at a time mutually acceptable between bargaining unit member and principal, said time to be equal to the time normally used for scheduled parent-teacher conference. Buildings, through their site-based committees, or written individual teacher/principal agreement may adjust their conference day schedules to accommodate evening conferences or other conference schedules.

Bargaining unit members who wish to assure that a building administrator will be available in the building during such conferences that may be scheduled after the regularly scheduled day for bargaining unit members shall make arrangements with the building principal prior to scheduling of the conference.

C. Makeup Conferences

The makeup of regularly scheduled conferences missed as a result of legitimate bargaining unit member absence shall be determined by consultation between the bargaining unit member and the building principal.

Makeup conferences deemed necessary by the above will be scheduled by the bargaining unit member. The makeup conference is not to interfere with the daily thirty-minute duty-free lunch and should be accomplished within the conference and planning time presently included in the Master Contract in Section 02.

07. School Staff Meetings

For the purpose of building meetings, the employee's work schedule may be extended at the discretion of the building principal not earlier than 7:00 a.m. and not more than one hour beyond the regularly scheduled school day for employees unless compensatory time is granted. A bargaining unit member shall not be required to attend more than one such meeting in any particular day.

District-wide meetings may be called by the superintendent or designee upon approval by the superintendent. Such meetings will not extend more than one hour beyond the end of the workday unless by mutual agreement. Mandatory meetings may be called throughout the year by authorized central office personnel. Mandatory meetings will be considered as one of the four meetings per month that employees may be required to attend. If attendance is mandatory, as much notice as is reasonably possible will be given.

The total number of building level and district-wide meetings will not exceed four (4) such meetings per month unless agreed to by the employee. Exceptions may be made for specially funded district-wide projects by mutual agreement between the building principal and the building staff.

Individuals holding a supplemental contract such as a Department Chair or an extended duty contract such as a school counselor may be required to attend no more than five meetings per month inclusive of any building level or district wide meetings they are required to attend.

08. Curriculum Study Committees

Committees may be appointed to make recommendations with respect to the following:

1. New adoptions for textbooks and supplementary materials.
2. Review/Revisions of assessments, curriculum maps, and materials currently in use.
3. Integrating curriculum with state standards.

An effort shall be made to include on the committee a majority of bargaining unit members from those curricular areas involved in the study and in keeping with the criteria cited in the job posting. Any curriculum study work done outside regular school hours, whether during the school year or during the summer, will be compensated at the hourly rate set forth in Section 34.

09. Number of Working Days

The number of working days for employees shall consist of 180 instructional days and five (5) in-service days. Should the Board be required by law to provide paid holidays for bargaining unit employees, the required holidays will be placed on the school calendar without any additional compensation for bargaining unit members. Paid holidays, if any, will not be counted as working days.

The five (5) in-service days shall consist of: one (1) days at the beginning of the school year with the equivalent of one half (1/2) day for district and/or building meetings and other one half (1/2) day for elementary and secondary work day; November = one (1) day elementary work day; and one (1) day secondary work day; January = one (1) day elementary and secondary in-service; End of the 3rd grading period = one (1) day elementary work day and one (1) day secondary work day; June = one (1) day at the end of the year for bargaining unit members to process records and reports. For the purpose of this section, a half day shall mean three and one half hours.

10. **NEOEA Day**

The day on which NEOEA meets shall not be considered a part of the required working days set by the Board of Education and will not be one of the days upon which the employee's salary is based.

11. **School Calendar**

At the January Superintendent-EEA Liaison meeting, the Association President shall first be provided copies of the proposed calendars. Prior to **any required public hearing regarding a proposed calendar**, the Association will be provided the opportunity to make recommendations regarding such **proposed** calendar and/or any revisions pertaining thereto.

12. **Supplemental Pay for Substitute Work**

When in the absence of a classroom teacher for whom a suitable substitute is unavailable another classroom teacher is temporarily assigned to instruct or otherwise supervise the pupils of the absent teacher, provision for additional compensation will be made as indicated below:

- a. A secondary classroom teacher will be paid on the basis of the hourly rate as specified in the item entitled Hourly Rate for any of his/her planning, preparation, and conference time during the student day that he/she is required by the principal or designee to utilize for instructing/supervising the pupils ordinarily assigned to an absent classroom teacher for the given time.
- b. An elementary classroom teacher or AMPS teacher will be paid on the basis of the hourly rate as specified in the item entitled Hourly Rate for the time that he/she is required by the principal or designee to instruct/supervise the pupils ordinarily assigned to an absent teacher for the given time, or will be paid a prorated amount if the pupils are divided among several teachers.

During a time scheduled for a special teacher of elementary Art, Vocal Music, or Physical Education (AMPS), if such special teacher is absent from their regularly assigned duty without a substitute, the regular classroom teacher or AMPS teacher will be paid at the hourly rate stipulated above for conducting the AMPS instruction for his/her class during such time. Exception to this procedure is when the AMPS teacher(s) is reassigned in building to prepare for a school-wide program.

Payments for duties referred to above will be made no later than two (2) pay periods after such duties are performed if the treasurer's office receives the prescribed application within five (5) days of the date the work was performed.

- c. At the beginning of the school year, a volunteer list shall be posted so that interested bargaining unit members may sign up to volunteer to cover classes under this section. The principal shall first seek volunteers, assuming it will not materially affect the educational process, to cover the classes. If no volunteer is available and another teacher must give up his/her conference and planning time, the principal will do so on a rotation basis.

13. Substitute Teachers

The administration shall attempt to obtain substitutes for all absent regular classroom teachers (as reported in the current Ohio Department of Education SF-1 Form), Special Education classroom teachers, and teachers of elementary Art, Music, and Physical Education. The provisions for substitutes as defined in the item Supplemental Pay for Substitute Work shall apply when substitutes are not secured.

In order to minimize the occasions that enough substitutes cannot be secured, the administration shall maintain an adequate pool of substitutes through the school year.

The classroom teacher may request through the principal or designee that a particular substitute be returned or not be returned to his/her classroom. Such request shall be in writing stating documentable reasons for the request and a copy shall be forwarded to the director of human resources.

The regular teacher shall make available for use of the substitute teacher lesson plans and any other information or materials which will be helpful in carrying out the specific duties of the assignment. These materials will be made accessible to the substitute teacher in accordance with procedures established by the building principal.

Copies of the substitute teacher's report form shall be given to the teacher and the principal.

14. Class Size

The Board of Education shall follow the mandated student/teacher ratio established by the State Department of Education.

Prior to the beginning of the school year, the EEA President and Human Resources Director shall meet to review the most recent student enrollment numbers and projected class size numbers.

A Standing Class Size Review Committee shall be formed prior to the last teacher work day of each year. The committee shall consist of:

1. The superintendent or designee;
2. The president of the Association or designee;

3. Three members appointed by the superintendent;
4. Three members appointed by the President of the Association (One elementary, one Junior High, and one Secondary).

The EEA President and Director of Human Resources Director shall meet with the Committee prior to the end of the school year, no later than May 1, to review the most recent student enrollment numbers and any projected class size numbers. Similar meetings shall be held no later than August 15 and the second week of October.

A teacher may file a complaint with the principal regarding class size beginning with the Friday after Labor Day or the first Friday of the second semester.

The affected teacher and/or principal shall have the opportunity to make a presentation to the committee. The committee shall have authority to investigate complaints regarding class size and to make recommendations with respect to such complaints. The committee shall consider, among other things, the number of students with IEPs, the severity of the disability, and the supportive services provided by the District for the student.

The committee shall meet within five days of the time a complaint is filed with the principal.

The committee shall make its advisory recommendation to the superintendent, the EEA President and to the teacher(s) and building principal involved within three (3) workdays of its meeting.

The principal and teacher shall submit a written follow up outlining the actions taken and results to the Standing Class Size Committee within fifteen (15) workdays following receipt of the recommendation.

15. **Non-Discrimination**

The Board and the Association will not discriminate against any employee because of race, creed, color, age, sex, handicap, or national origin. The employer shall not discriminate against employees because of membership in the union or participation in union activities.

16. **Summer School**

- A. A list of probable summer school positions will be sent to each building for posting by the principal. Postings will be listed on the District's web site. The list will be posted at least three weeks prior to the Board's action to employ summer school bargaining unit members. If necessary, a subsequent notice will be sent announcing positions for which a probable need is later identified. In

addition to the probable positions the list shall include at least the following information:

- a. Effective starting date
 - b. Deadline for application
- B. The Summer School Director shall select, assign, and recommend to the Board bargaining unit members to be employed for summer school. Consideration for selection will be made from the properly certificated applicants based on the following priorities:
- a. Elyria school personnel
 - b. Instructional effectiveness
 - c. Prior successful services in summer school
 - d. Length of service in Elyria
- C. Bargaining unit members to be recommended for employment will be notified of such intention by June 1 to the extent that the need for summer school teachers has been determined by that time. Other employees that have applied may inquire of the summer school director as to their status.
- D. Bargaining unit members working summer school shall have the option to select two (2) payments in July or one (1) payment on July 30.**

17. Home Instruction

Information will be sent to the building principals for posting regarding the possible need for teachers of pupils who may be approved for state-reimbursed home instruction. Interested bargaining unit members may submit their names at any time to the Pupil Services office indicating the areas in which they are qualified to teach.

Assignments will be made in the following priorities:

1. Classroom Teacher
2. Teachers from the student's home school
3. Regular certificated personnel of the Elyria City Schools
4. Other certificated persons

In the event the student's teacher has not indicated a prior interest, the teacher will still be granted first choice upon application.

18. Assignment

As used in this section, the term "assignment" shall mean intrabuilding movement.

A written notice of the grade level or subject area assignment as authorized by the superintendent or designee will be given to returning employees by the last day of the school year if a change in assignment is expected to the extent known at that time. Unless such a notice is received, the employee is assigned to the same assignment as held the previous year.

Prior to the issuance of such written assignment notices to bargaining unit members, each principal or designee will communicate with bargaining unit members within his/her area of responsibility concerning proposed regular teaching duty assignments for the next school year, and will provide an opportunity for bargaining unit members to discuss assignments with the principal or designee.

If a change in a teacher's regular teaching duty assignment becomes necessary, including those occurring during the summer, an attempt will be made by the Superintendent or designee to discuss the proposed change of assignment prior to giving the bargaining unit member a written notice of assignment change.

Once school has started, assignment changes will be made only under extraordinary circumstances.

Assignments may be made for building, systemic or educational needs. Upon request of the bargaining unit member or Association designee, the rationale shall be shared with the affected bargaining unit member and the Association President. Assignments shall not be arbitrary or capricious.

Bargaining unit members displaced due to declining enrollment will be placed according to Section 19(B)(2). All vacancies within a building due to resignation, retirement, death, non-renewal, establishment of a new position or termination shall be filled in the following manner:

1. The building principal may reassign bargaining unit members for building, systemic or educational needs. Upon request, the rationale shall be shared with the affected bargaining unit member and the Association President. The assignment shall not be arbitrary or capricious.
2. Any remaining openings will be announced at a building staff meeting. After the opening is announced to the regular bargaining unit members within the building, it will be posted in accordance with the posting procedure set forth in Section 20.

Secondary Openings

If changing enrollment at the secondary level requires realignment of courses and/or classes, volunteers within the affected building staff will be first sought before any involuntary changes in courses and/or classes will occur.

Special Program Teachers

Bargaining unit members in special programs such as special education shall have the same opportunity to be considered for a regular classroom position as stated for general education teachers in this section. The involuntary transfer of special education teachers shall be in accordance with the voluntary transfer provisions set forth above.

19. Bargaining Unit Member Transfer

All transfers shall be classified as Voluntary or Involuntary. As used in this section, the term "transfer" shall mean movement between buildings. The following procedure shall be followed in each transfer classification.

A. Voluntary Transfer

1. Annually bargaining unit members may submit a general request for transfer to another bargaining unit position for the following school year for which an opening may occur in the future. Such request shall specify schools and/or positions which the bargaining unit member would prefer or would reject. Such requests shall be submitted by the close of business of the second Friday in January.
2. Beginning the second Friday in January through July 10, the Human Resource Department shall publish **electronically on the District web site** a listing of vacant teaching positions available for the coming school year as they occur. Posted lists shall include all positions vacated during the school year for which a long-term substitute was **employed** and to which the vacating person is not eligible to return by reasons of parental leave, or other approved reason. The listing shall be available electronically to all bargaining unit members. Bargaining unit members may submit written transfer requests in response to the specific openings on the published listing. Such request shall be submitted within seven (7) calendar days after date of posting unless otherwise noted. Any vacancy the Administration is aware of before July 10 will be posted in accordance with the posting procedure.
3. **All certified** postings shall be **posted electronically**. The postings shall state the grade level and/or subject area and building. These positions shall be posted **electronically on the District's website** on a weekly basis during the school year until July 10th. **An email notification will be sent**

to all members for each posting indicating the building, position, and grade level/subject area.

4. Unless canceled in writing, all requests for transfer shall be considered in effect until August 15 and consideration shall be given to seniority and qualifications when an applicable vacancy occurs.
5. If requested at the time of submission of the transfer request, arrangements will be made for bargaining unit members being considered for transfer to visit the prospective building and interview with the principal or team at that building unless either bargaining unit member or principal is not available.
6. Applications for positions shall be submitted to the director of human resources within seven (7) calendar days following the **electronic** posting.

B. Involuntary Transfer

1. The Director of Human Resources may initiate the transfer of a bargaining unit member from one position to another to meet the changing administrative needs of the school system and to provide programs based on student need. Transfers initiated under this Article shall not be arbitrary and/or capricious.
2. If a building needs to reduce bargaining unit members due to enrollment decline, said bargaining unit members shall be treated as "displaced bargaining unit members".
 - a. The bargaining unit member may first be reassigned to a vacancy within their current building.
 - b. Preference of grade, subject, building previously submitted voluntary transfer forms will be given consideration.
3. When a transfer is involuntary, the bargaining unit member shall be consulted and then notified in writing at the earliest possible time before the effective date of the transfer.
4. When involuntary transfers are to be made, the recommendations of principals concerned will be considered.
5. Involuntary transfers shall be subject to expedited grievance arbitration.
6. A bargaining unit member who has been involuntarily transferred may bid on open positions for which the bargaining unit member is qualified as they are posted.

A transferee from an established position to fill a new position or vacancy for which a candidate for employment or a voluntary transferee is not available, may, at the conclusion of the year request, through the Human Resources Director, transfer to an available opening for which the person is certified/licensed and highly qualified. That request will be given preference over requests for transfer (Unless otherwise noted, "highly qualified" refers to compliance with federal law and/or state licensure standards.)

Prior to transfer the bargaining unit member(s) may schedule a conference concerning the transfer with the director of human resources at a mutually agreeable time.

C. **Building Consolidations**

1. When buildings are closed or consolidated, bargaining unit members in those buildings are considered to be "displaced bargaining unit members."
2. The Administration and EEA shall jointly survey the displaced bargaining unit members to find their preferences as to grade, subject and building.
3. Displaced bargaining unit members shall be assigned in order of seniority giving consideration to their preferences (see #2 above) whenever possible.
4. Following placement of displaced bargaining unit members, then voluntary transfer requests shall be given an opportunity to interview and be placed, after which a general posting shall be made in accordance with A.3 above.

20. **Posting and Interview Procedures**

- A. Each building shall establish an interview team for each certified bargaining unit vacancy.
- B. The interview team shall be selected by the Principal and the Building Representative. If the vacancy to be filled is a district position, the Program Coordinator and the Association President or designee shall select the interview team. In addition to the building interview team, every attempt will be made to include at least one (1) bargaining unit member who will be working directly with the candidate.

- C. Following the procedures in Section 18 and 19, voluntary transfers and bidders within the District will be interviewed.

The Director of Human Resources will provide the building interview committee a list of the voluntary transferees and bidders who are appropriately certified/licensed and highly qualified for each position. The transferees and bidders will be listed and interviewed according to each transferee's and bidder's date of hire. If the transferee/bidder is not available at the time the interview is scheduled, the committee will decide if and when the interview will be rescheduled.

If and only if no bargaining unit member is acceptable to the committee, then applicants outside the bargaining unit may be interviewed.

- D. Building Interview Committees

The Building Interview Committee shall not be required to interview the same individual for multiple positions within the building. However, the individual may be required to undergo additional interviews for a different position with a building if requested to do so by the Building Interview Committee. The bargaining unit interviewees shall be notified of the outcome of the interview within ten (10) work days, or ten (10) calendar days if the interviews are conducted while school is not in session, after the interview committee makes its selection.

The Building Interview Committee shall determine the methods used by the interview committee.

- E. The Director of Human Resources shall be responsible for uniform and consistent posting of all certified vacancies. **All postings shall be electronically only.** All applicants, both internal and external, must file his/her application with the Office of the Director of Human Resources. If the application is not filed with the Office of the Director of Human Resources within the application period, it will not be considered.
- F. Upon request to the Director of Human Resources, an internal applicant who is not selected for the position shall be given an opportunity to **meet with the Building Administrator regarding** the committee's rationale for the final selection.
- G. The Director of Human Resources will meet with the Association President at least annually to identify high need areas for new bargaining unit member recruiting purposes. The members of the high need area interview committee shall select a representative to attend hiring fairs with the Director of Human Resources. The District will be permitted to offer contracts at the hiring fair to those individuals in identified high need areas. Those individuals offered

contracts at the hiring fairs will not be subject to the same interview and hiring process as other new employees and the District has the right to assign these individuals to a vacant position within the District.

- H. Prior to the end of the school year, the Association President and Director of Human Resources shall meet and establish an interview procedure for those vacancies considered during the summer months.

Bargaining Unit Member Transfer Request

Name _____ Date of Request _____

School _____ Type of Certificate/License _____

Current Assignment _____ Years in Present Position _____

_____ I wish to apply for a transfer.

Elementary changes in order of your priority:

Grade Level Interests:

Building Preferences:

Secondary interests other than current placement:

Grade Level Interests:

Subject Assignment(s):

Building Preferences:

This form must be received by the Director of Human Resources no later than the second Friday in January.

21. Related Teachers

Related teachers may be assigned to the same building.

22. Reduction in Personnel

- I. The following definitions are applicable to this item:
- A. “Employer” refers to the Board and the superintendent in their respective or combined functions relative to the determination of personnel needs and the employment, non-renewal, termination, or suspension of contracts of employees pursuant to the provisions of the Ohio Revised Code.
 - B. “Teaching field” or “field” refers to a specific area of certification/license as designated on the certificate/license issued by the Ohio Department of Education, but does not include a temporary certificate or license.
 - C. “Seniority” refers to the length of the most recent period of continuous service in the Elyria City School District for full time and part time (minimum .5) personnel. The seniority begins to run as of the date an employee assumes the duties of his/her position (not necessarily the same as the date scheduled to assume the duties). Continuous service for a given period means that the employee has been under contract for active service for each employee workday designated on the Board-adopted calendar(s) for that period. Effective with the 1982-83 contract year authorized leave of absence for not to exceed two consecutive calendar years from the beginning date of the leave for any given leave and approved sick leave, assault leave, and personal leave days will be counted both for seniority and continuous service. There is no building seniority.
 - D. “Attrition” refers to a reduction in the number of employees resulting from not employing replacement for employees who die, retire, resign, or whose limited contracts are not renewed on the basis of performance.
 - E. When a long-term substitute is hired as a regular employee with no break in service, placement on the seniority list will be determined by the last date hired.
- II. Except as provided in Section K, below, the following procedures will govern the reduction in the number of employees made necessary as determined by the Employer through decreases in student enrollments, curricular changes, and shortage of funds.
- A. Attrition. The reduction in staff will first be accomplished through attrition insofar as it is possible to do so.

- B. Long term substitutes and building substitutes, if any, shall be nonrenewed.
- C. **Suspension of Contracts.** If the employer determines that further reduction is necessary, **preference shall be given to staff members on continuing contract. Seniority shall not be a basis for determining the order of teacher dismissal for a reduction in force except when deciding between teachers who have comparable evaluations. With the exception of those teachers who were on a plan for improvement during the 2013-14 and/or 2014-15 school year, all evaluations shall be deemed comparable until the District completes two (2) consecutive years of OTES evaluations. Thereafter, evaluations will be deemed comparable when teachers earn the same rating within a group as described below. The ratings used to determine each group will be the rating assigned for the two (2) prior evaluations most recently completed prior to the notice of reduction in force (accomplished, skilled, developing, or ineffective). The rating used for calculation purposes shall be the final summative rating.**

Comparison of the two (2) year period shall be made by awarding points for each rating during the two (2) year period. Accomplished = 4 points, Skilled = 3 points, Developing = 2 points, and Ineffective = 1 point.

Comparable ratings shall be determined by the total points for two (2) years.

Group One = Up to 2 points total

Group Two = 3-4 points total

Group Three = 5-6 points total

Group Four = 7 or more points total

For a teacher with fewer than two (2) evaluations a single point will be added for each year to total two (2) years.

Reductions in the affected area of licensure shall be made starting with the most junior limited contract teachers in Group One, and shall proceed sequentially, moving to limited contract teachers in Groups Two, Three and Four, based on seniority within each group, before proceeding to teachers with continuing contracts in the affected area of licensure. The same sequence will then apply to continuing contract teachers, beginning with the most junior

continuing contract teacher in Group One and proceeding sequentially through Groups Two, Three and Four.

Reductions will be achieved in accordance with the procedures for suspension of contracts as set forth in Section 3319.17, Ohio Revised Code. Employees with continuing contracts will be **given preference**.

- D. Application of Seniority. Seniority shall only be considered where two or more individuals subject to a **reduction have comparable evaluations**. **Seniority as a criterion for determining the order of suspension** of contracts will be applied by teaching field to those employees who hold valid certification in the respective fields. A temporary certificate or license shall not be considered "valid certification" under this section.
- E. Tie-Breaking Procedures. If all persons with **comparable evaluations have** the same seniority as applied in D, above, do not need to have their contracts suspended, the tie-breaking procedures below will be followed in order of priority:
1. The larger the number of years of service in the Elyria City School system prior to the latest uninterrupted period upon which the seniority is based, the greater the seniority.
 2. Within any group formed by the application of 1, above, the larger the number of years of service in another school district that was recognized for credit on the salary schedule at the time of appointment to a position in the Elyria City School District, the greater the seniority.
 3. Within any group formed by the application of 1 and 2 above, the earlier the date of Board action to hire, the greater the seniority.
 4. Within any group formed by application of 1, 2, and 3 above, the earlier the date of the bargaining unit member signing the contract, the greater the seniority.
 5. With respect to any group formed by the application of 1 and 2, 3 and 4 above, if all such employees are to have their contracts suspended, the final selection will be made by drawing lots.
- F. Notification. Employees whose contracts are to be suspended will be notified **thirty (30) days prior to the effective date of the suspension**.
- G. Later offers of employment. When an opening occurs after the reduction in personnel has been effected, it will be offered to the employees concerned in the reverse order of their suspension of contract, using the

respective mailing addresses on file in the human resources department. It shall be the responsibility of each employee to notify the human resources department of any change of address. The employee's address as it appears on the human resources department's records shall be conclusive when used in connection with this item.

An employee shall be eligible for re-employment under these procedures for twenty-five (25) calendar months following the effective date of the suspension.

An employee who is offered and declines re-employment, or who fails to respond within ten (10) calendar days of the mailing date to a written offer sent by certified mail, shall be considered to have voluntarily waived any further rights to re-employment under the provisions of this item. Conclusive evidence of the mailing date shall be the Post Office Receipt for Certified Mail obtained at the time of mailing.

- H. Return to service. Personnel who return to service pursuant to G, above, will have the same seniority and contract status as if they had not had their contracts suspended. Placement on the salary schedule, however, will be determined by years of active service that can be credited when employment resumes, but not less than that which had accrued at the time their contracts had been suspended.
- I. When a reduction in force is imminent a good faith effort will be made to advise the president of the Association prior to announcing the same to members of the bargaining unit.

No less than ten (10) days prior to a Board action to reduce personnel the Board will advise the Association to the extent known:

1. Why the reduction is necessary
2. The areas which are going to be affected
3. The extent of the reduction in personnel
4. The seniority of employees in the bargaining unit for which
 - a. Limited Contract bargaining unit members will include:
 - (i) The date of initial assumption of duties for the most recent period of continuous service
 - (ii) The duration of any leaves of absence (beginning and ending date) prior to the 1982-83 contract year

- (iii) All fields of teaching in Elyria for which the employee holds valid certification
 - (iv) Where employees having the same seniority will be affected by the reduction the following information will be added: The number of years of service in the Elyria system prior to the date of initial assumption of duties for the most recent period of continuous service, and the number of years of service in another school district that was recognized for credit on the salary schedule at the time of appointment to a position in Elyria.
 - b. Continuing contract bargaining unit members will include the initial date of employment and all fields of teaching in Elyria for which the employee holds valid certification.
- J. The provisions of this section do not apply to:
 - 1. Long-term substitutes
 - 2. Bargaining unit members employed after August 1 of any school year for the Auxiliary Services program for non-public school pupils unless such bargaining unit members have been previously employed by the Board.
 - 3. Building substitutes
 - 4. Employed retirees hired on or after August 1, 2005.
- K. Bargaining unit members suspended under Section II.B will be given preferential consideration as substitute bargaining unit members and part-time bargaining unit members. However, employment as a substitute or part-time bargaining unit member shall not disqualify that bargaining unit member from placement or continued placement on the reduction in force list for full time employment.
- L. A draft seniority list shall be provided to the Association President before October 25th each year. The EEA shall distribute this draft and return all corrections to the Director of Human Resources by November 30th of that school year. A finalized seniority list shall be given to the EEA President by January 1st of that school year. Once the final list is given to the EEA President the list shall be deemed accurate for the remainder of the school year and both parties may rely upon its accuracy for any actions taken under this section.

23. **Procedures for Non-Renewal, Termination, Suspension, and Continuing Contracts**

- A. Suspension and termination during the term of the teaching contract shall be in accordance with state statutes pertaining thereto.
- B. Non-renewal of all regular teaching duty limited contracts other than for Long-term Substitutes and building substitutes shall be in accordance with the following:

- 1. **If the Superintendent is to recommend to the Board a non-renewal of a bargaining unit member's limited contract, the evaluation(s) shall have been conducted pursuant to Article IV, Section 24 of the Agreement.**

To the extent allowable by law, the above procedures and timeliness exceed and shall supersede the provisions of Section 3319.111 of the Ohio Revised Code.

- 2. The superintendent or designee shall discuss the reason(s) for a recommendation for non-renewal with the bargaining unit member prior to official action of the Board not to renew a limited contract. At the meeting where such discussions are held, the bargaining unit member shall have the right to have a representative of his/her choice present.
- 3. If after this conference, the superintendent or designee recommends non-renewal and, following official notification from the superintendent or designee of his/her recommendation, the bargaining unit member shall have all the procedural rights set forth in Section 3319.11(G) and (H) of the Ohio Revised Code.
- 4. **Notice of Board action to non-renew a limited contract shall be received on or before June 1 by hand delivery or certified mail.**

C. Eligibility for Continuing Contract

For bargaining unit members who received their initial license prior to January 1, 2011, in order to be eligible for a continuing contract for the first time he/she must:

- 1. Have been employed in the district three years under a 4-year Provisional Certificate or Permanent (Life) Certificate or Professional Educator License.
- 2. Be a holder of a current 8-year Professional Certificate or Permanent (Life) Certificate or Professional Educator License.

- 3. If the bargaining unit member did not hold a master's degree at the time of initially receiving an educator licensure, thirty (30) semester hours of coursework in the area of licensure or a related area.**

If the bargaining unit member held a master's degree at the time of initially receiving an educator license, six (6) semester hours of graduate coursework in the area of license or related area.

- 4. Be recommended by the building principal or immediate supervisor and superintendent.**
- 5. If a bargaining unit member has held a continuing contract in another school district and is a holder of a current 8-year Professional or Permanent (Life) Certificate or Professional Educator License, they are eligible for a continuing contract after teaching two years in the district upon completion of the appropriate appraisal program and recommendation of the building principal and superintendent.**

For bargaining unit members who received their initial license on or after January 1, 2011, in order to be eligible for a continuing contract for the first time he/she must:

- 1. Be a holder of a valid professional educator license, senior professional educator license, or lead professional educator license.**
- 2. Have held an educator license for at least seven (7) years.**
- 3. Have been employed in the District three (3) years under a professional educator license, senior professional educator license, or lead professional educator license.**
- 4. If the bargaining unit member did not hold a master's degree at the time of initially receiving an educator licensure, thirty (30) semester hours of coursework in the area of licensure or a related area.**

If the bargaining unit member held a master's degree at the time of initially receiving an educator license, six (6) semester hours of graduate coursework in the area of license or related area.

- 5. Be recommended by the building principal or immediate supervisor and superintendent.**

- D. Withholding of continuing contracts shall be in accordance with the following:
1. The superintendent or designee shall discuss the reason(s) for a recommendation not to grant continuing contract status prior to official action of the Board. The bargaining unit member shall have the right to have a representative of his/her choice present at said conference.
 2. Further consideration of continuing contracts shall be in accordance with state statutes.
- E. **Notwithstanding the procedures above, continuing contracts shall be awarded in accordance with Ohio law at the time of continuing contract consideration.** After the above procedures have been followed, the decision of the Board shall be final except for an appeal provided by statute.
- F. **Any member who is issued a continuing contract to take effect the following school year will be given priority over members with limited teaching contracts in the event of a reduction in force.**

24. **Bargaining Unit Member Evaluation**

1. **Purpose:**

The purposes of the teacher evaluation are:

- A. **Assess a teacher's instructional performance.**
- B. **Assist teachers to achieve greater effectiveness in performance.**
- C. **Provide a tool to advance the professional development of teachers.**
- D. **Identify and document observed teacher competencies.**
- E. **Facilitate teacher/evaluator communication.**
- F. **Identify areas of improvement and assist teachers in remedying identified needs.**
- G. **To constitute the basis for administrative decisions regarding the promotion, reassignment, and retention of teachers.**

2. Overview

The evaluation procedure established in this agreement conforms to the framework for the evaluation of teachers as established through The Ohio Teacher Evaluation System (OTES), and will utilize multiple factors, with the intent of providing meaningful feedback to each teacher. Evaluation ratings will be based in equal parts upon teacher performance and student growth and will result in an effectiveness rating of:

- A. Accomplished**
- B. Skilled**
- C. Developing**
- D. Ineffective**

Student Growth Measures shall account for a percentage of the teacher's evaluation and shall comply with the OTES established standards, which calculates student growth by assessing student achievement occurring between two points in time. The student growth measure will be established collaboratively with the District and Association.

Each teacher's overall performance rating will be a combination of both the teacher's performance rating and the student growth measure as defined by OTES.

3. Orientation

Teachers required to write Student Learning Objectives (SLOs) shall receive training.

4. Procedure

A. Evaluator

- 1. There shall be one evaluator for each teacher and shall only consist of the following:**
 - a. Teacher-Building Administrator**
 - b. Intervention Specialist-Building Administrator, with input from Pupil Services Administrator**

2. A teacher that works at two (2) or more buildings shall be evaluated by the building administrator designated as the teacher's home school.

B. Evaluation Instruments

1. Teacher performance shall be evaluated through both formal and informal observations and based on criteria established in the OTES instrument. The following OTES documents will be utilized during the teacher evaluation:
 - a. Professional Growth Plan
 - b. Formal Observations/Performance Rubric
 - c. Final Summative Rating of Teacher Effectiveness
2. Additional resources utilized in the evaluation of teachers will also include the locally adopted Pre-Observation Form, Walkthrough Form (informal observations), Post-Observation Form, and Professional Improvement Plan Form.

- C. The evaluation cycle for teachers will follow the review procedure outlined in OTES. At the beginning of each school year a teacher will collaborate with their evaluator to establish a professional growth plan.**

D. Observations

1. A minimum of two (2) formal and two (2) informal observations shall be completed during the evaluation period. The first formal observation shall be completed by January 15 and the second formal observation shall be completed no later than May 1.
2. Formal observations will include the following:
 - a. A pre-observation conference designed to facilitate and promote communication shall precede the formal observation and is an opportunity for the teacher and evaluator to discuss and review plans and objectives for the work situation to be observed.

- b. **Formal observations are to be conducted within five (5) work days from the pre-observation conference and is the time in which the evaluator is actually observing the teacher in the classroom setting implementing a lesson. Each formal observation shall be for a duration of at least thirty (30) consecutive minutes and performed in an open environment with the full knowledge of the teacher.**
- c. **Within five (5) work days from the formal observation, the teacher and evaluator shall meet for the post-observation conference. This is the time for professional dialogue and to evaluate the activities which occurred during the formal observation. The written observation/performance rubric and the post-observation form shall be reviewed and provided to the teacher.**

3. Informal observations shall include the following:

- a. **Informal observations shall typically last five (5) to eight (8) consecutive minutes.**
- b. **Teachers shall be provided with a copy of the walkthrough form within five workdays following the informal observation.**
- c. **Teachers shall be provided the opportunity to provide additional evidence within five work days after receipt of the informal observation form.**

E. Finalization of Evaluation

- 1. **No later than May 10, a copy of the cumulative performance rating portion of the final summative rating for teacher effectiveness shall be provided to the teacher.**

2. A teacher's final performance rating will be combined with the assessment of pre-determined student growth measures to produce the summative evaluation rating utilizing the OTES established evaluation matrix. A copy of the summative evaluation report will be made available to the teacher.
3. A teacher's signature/PIN on the summative evaluation report shall verify notification of receipt and shall not be construed as evidence that the teacher agrees with the content of the evaluation report.
4. The teacher shall have the right to make a written response to the observations and final evaluation within ten (10) work days which shall be attached to the final summative form and placed in the member's personnel file.
5. The District shall utilize Option 2 of the established ODE guidelines when entering data into the eTPES system which includes a combination of the electronic and locally developed OTES forms including the observation forms, rubric, teacher performance score, and documented evidence.

F. SLO Committee

A standing SLO Committee shall be established for the purpose of establishing the process for the development, review, and approval of SLOs. The SLO Committee will be comprised of all High School Department Heads, a selection of Science and Social Studies (Grades 3-8) appointed by the Association, and Administrators appointed by the Superintendent/designee. All committee members must receive SLO training.

G. Professional Improvement Plan

1. A teacher that receives an ineffective cumulative or summative rating, or if during the evaluation process the evaluator determines the teacher displays ineffective performance, a Professional Improvement Plan may be initiated.

2. The Improvement Plan will be incorporated into the evaluation process and will be documented on the locally adopted Improvement Plan form.
3. So that an Improvement Plan can be effective and achieve positive results, the plan should be initiated within five (5) workdays from the date of the post-conference and shall include specific performance expectations, timelines for completion, **and to the extent possible, related training and development opportunities.**
4. Teachers on an Improvement Plan shall be entitled to Association representation during evaluation conferences.

H. There shall be no mention of “progressive discipline” or any other progressive discipline step, including misuse of sick/personal leave in any evaluation document.

I. **In the event a teacher experiences an extended absence or leave of absence which interrupts the evaluation process, such absence will be excluded from the SGM portion use in the Final Summative Rating of Teacher Effectiveness.**

J. **Evaluation Review**

Each year at the May liaison meeting, the evaluation process will be reviewed based on information reported by teachers and evaluators to make any necessary recommendations to the evaluation procedure. Other than mandatory changes required by law, any recommended changes to the evaluation procedure shall be by mutual agreement of the parties and subject to ratification by the Association and Board.

K. **Personnel Action**

Student growth measures shall not be the sole determining factor regarding decisions of retention and non-renewal for the duration of this agreement.

L. **Change in Law**

During the term of this agreement, should a change in law occur regarding OTES procedures and/or reducing the required percentage attributed to measures of student growth, the parties agree to bargain such changes in accordance with the negotiations article of this agreement.

25. School Discipline and Teacher Protection

A. Assault Leave

Employees absent from assigned duties because of physical disability directly resulting from a physical assault occurring during the performance of their employment assignment will be maintained on full pay status during the period of approved absence.

In accordance with Section 3319.143 of the Ohio Revised Code, the following rules are established by the Elyria City Board of Education.

1. Assault leave shall not be based on a predetermined number of days nor shall any accrual of assault leave be earnable. The superintendent, or designee, shall grant upon request of an employee, assault leave with full pay up to the number of days as determined by the attending physician. Should the employee request additional days of assault leave, the superintendent, or designee, shall have the sole discretion of extending the assault leave previously granted.
2. Employees who have been physically attacked or a witness to the attack, if any, shall make an immediate report of the attack to the building principal or such other school administrator who may be on duty. A written report shall be made by the employee to the proper school administrator before the end of the day or as soon as the employee is physically able. Such report shall contain all relevant facts and include the names of teachers, students and/or other persons who were witnesses or may have participated in the attack.
3. If the assaulted employee decides to file criminal charges against a person making a physical assault on the employee, such employee shall file the complaint with the appropriate court, and provide such reports as may be required to the office of the prosecutor.
4. Employees absent from assigned duties as a result of a physical attack on the employee by another person during the period of their employment assignment shall submit a signed request for assault leave on Form 0308.08 immediately upon their return to their regular assignment. If medical attention was required as a result of the physical assault, the certificate from a licensed physician stating the nature of the disability and its duration shall be required before assault leave can be paid and before the employee may be allowed to resume the regular assigned duties.
5. Assault leave shall not be charged against sick leave earned by the employee under Section 3319.141 of the Ohio Revised Code.

6. Employees who have filed complaints of physical assault suffered during their employment assignment in an appropriate court and who are required by court to be absent from assigned duties at a later date for purposes of appearing in court shall request and receive assault leave with full pay for the day(s) of absence required by the court.
7. If an employee is convicted of criminal assault in a court of competent jurisdiction, which resulted in the injury this article shall not apply.

The Board and school administrators will cooperate in every reasonable way with bargaining unit members who sustain injuries from physical assaults as cited above. It should be understood that, when a physical assault occurs, the bargaining unit member has the right to use and apply such amount of force as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil for the purpose of self-defense or for the protection of persons or property, as provided by the Ohio Revised Code. The bargaining unit member may also obtain assistance. It also should be fully understood that a bargaining unit member assaulted in the course of employment as a member of the Workers' Compensation Fund, has the right to file a claim with the State for reimbursement of hospital and doctor bills and will be properly and promptly assisted by a member of the administrative staff.

B. Verbal Assault

In case of verbal assault the procedures to be followed shall include, but are not limited to, the following:

1. A bargaining unit member who has been verbally assaulted may make an oral report to the principal or his/her designee. The bargaining unit member shall make a written report to the principal before leaving school that day or as soon as possible. The report shall contain all relevant facts and include the names of bargaining unit members, students and/or other persons who were witnesses to the assault.
2. The principal shall notify the superintendent or designee regarding verbal assault involving threats against persons or property when there is probable cause for believing that the threatened actions could become reality. In such cases, the principal, if he/she deems it necessary, shall notify the police. In any case, the bargaining unit member, acting in a personal capacity may notify the police if he/she judges such notification to be necessary. If it is determined that charges should be filed against the student, the bargaining unit member will file a complaint with the Juvenile Court or the City Solicitor, as appropriate, and provide such reports as may be required for the processing of the case.

Also, in such cases the accused student or students shall be removed from classes immediately and detained by the principal pending an investigation and decision regarding disciplinary action appropriate to the case. Charges may be filed against the student as indicated in the previous paragraph. If the charges are filed and substantiated, and if and when the student may be permitted to return to classes, he will be transferred out of the assaulted teacher's class upon the teacher's request provided a suitable alternative class assignment can be made.

C. Due Process

The above procedures shall be carried out in a manner consistent with requirements of due process of students.

D. Teacher Appeals

If a bargaining unit member is dissatisfied with administrative handling of student discipline problems, he/she may initiate a complaint with the building principal who shall respond to the complaint within three working days, except at the end of the school year, when the response shall be within five calendar days. If as a result of the complaint, the complainant believes that a procedure should be developed or modified, the issue shall be referred to the Building Discipline Committee. If the matter is not resolved by the Building Discipline Committee within five calendar days, the Discipline Resource Group shall provide assistance.

E. Every effort will be made to inform the appropriate bargaining unit member(s) of any known data regarding students which is pertinent to maintaining classroom control. There shall be no violation of any information privileged under law.

F. School Discipline

1. Building Action Discipline Plan

- a. Every school shall develop and implement a building action discipline plan ("The Plan") no later than November 1. This plan shall be a part of the Building Continuous Improvement Plan.
- b. The plan will include but shall not be limited to: (1) building focus and mission statement; (2) guidelines for staff and students; (3) methods of implementation and communication; and (4) process of monitoring; (5) if a mandatory in school suspension room or intervention room is established in a building, it shall be staffed by a certified staff member or classified member.
- c. Annually each building will designate a committee and/or subcommittee of the site-based committee. The plan will be

developed by a joint committee, school improvement team, minimally composed of four (4) persons, half of which will be selected by the EEA and half selected by the building principal. All committee recommendations will be made by consensus.

- d. Responsibility for implementation of the discipline plan will be shared equally by all staff members and administrators.
- e. This plan shall not supersede the district pupil code of conduct, state, federal or local laws, rules or regulations.
- f. Problems of interpretation shall be first referred to the Discipline Resource Group and if no resolution is reached to the EEA/Superintendent Liaison Committee.

2. Discipline Resource Group

- a. The Discipline Resource Group (DRG) shall provide assistance to school employees in the following ways:

Upon request, assist building in the development and implementation of building discipline plans;

Provide behavioral management training based on current research and best practices;

Enhance communication regarding discipline issues;

Instruct staff concerning Elyria's Code of Pupil Conduct;

Provide behavioral consultation.

- b. The Discipline Resource Group (DRG) shall be composed of:

Superintendent or designee;

EEA officer;

Four (4) teachers (elementary, middle school, high school, special education)

Four (4) administrators (special education director or designee, elementary, middle school, high school)

A behavioral consultant

A pupil service representative.

- c. The DRG shall report to and be accountable to the EEA/Superintendent Liaison Committee.
- d. The DRG shall adopt policies and procedures. These policies and procedures, as developed and/or amended by consensus of the committee, shall be reviewed at the Superintendent/EEA Liaison at least once a school year.
- e. The meeting schedule of the DRG will be established at the first committee meeting of the school year. That meeting will be held by November 1 of each school year.

26. Classroom Conditions

Staff members will work under safe and healthful conditions. Questions concerning classroom conditions shall be discussed with the building principal. Adequate facilities will be maintained.

Whenever the temperature of a school building and/or classroom falls below 60°F, in a secondary building or below 62°F, in an elementary school building, the principal in consultation with as many affected bargaining unit members and other employees as feasible shall determine whether a recommendation for closing the school will be forwarded to the superintendent. If the temperature falls below the levels specified above, the bargaining unit member shall so notify the principal as soon as possible.

If the temperatures of a classroom other than gymnasium remains below 60°F in a secondary school building or below 62°F in an elementary school building for a ninety-minute period during which students are present, the principal will arrange to move the class to a warmer location.

This item shall not supersede government regulations on energy conservation.

The administration will endeavor to maintain 67°F, in elementary classrooms and 65°F, in the secondary classrooms during regular instructional hours.

27. Faculty Facilities

The Board shall endeavor to provide educational facilities and faculty lounges that conform to local and state health and safety codes.

Bargaining unit members will be provided restroom facilities that are separate from those provided for students.

As approved by the superintendent or designee, beverage-dispensing and coffee-making devices may be placed in a school building and made available to employees.

A refrigerator will be provided for bargaining unit members' use in each school building.

If not already provided and if requested by the individual employees concerned, the Board will endeavor to make available the following:

1. For each employee a desk or work space and a file cabinet in at least one of the buildings where the employee is assigned to work.
2. Telephones, in at least the number indicated as follows, for bargaining unit members to use for conducting school business.
 - a. One telephone in each elementary school and middle school building
 - b. Two telephones in each senior high school building
3. The number of teaching staff in a building will be taken into consideration when decisions are made to replace and/or add copy machines. Bargaining unit members shall have access to building copy machines. The use of copy machines utilized by office staff, special organizations or specific departments may be restricted at designated times.
4. When not being used for student instruction, computers will be made available in each building for bargaining member use.

In cases where on-school property or street parking is not available for all employees who drive to school, if requested, the Board will endeavor to provide additional parking facilities in proximity to the assigned building.

28. Health and Safety of Staff Members

If an employee has reasonable cause to believe that in the performance of his/her assigned duties a condition exists which endangers his/her health or safety, the employee will transmit such information to the principal or immediate supervisor who will investigate and issue instructions regarding the matter. If the employee is not satisfied with the decision of the principal, or immediate supervisor, he/she may request a review of that decision by the superintendent or designee whose decision shall not be grievable under Article III of this agreement.

If the superintendent and/or his delegate or representative determines that there is a general civil disturbance in the area of the school, no bargaining unit member will be required to attend that school while the emergency exists. In the event of disorder or other emergency while school is in session and a bargaining unit member is in charge of

pupils such bargaining unit member shall use the judgment of a prudent person in caring for the safety and welfare of such pupils.

If the State Superintendent of Public Instruction determines that a school was closed because of epidemic or other public calamity as provided by law, or if school is closed due to utility failure, affected employees shall be paid for the days that their school was closed to the extent that such payment is permitted by law. However, if the school calendar must be extended to meet the minimum number of days that school must be open for instruction as designated by law, the total payment to an employee will not exceed the salary stipulated in the employee's contract for that school year.

In the case of absence resulting from travel difficulties between the staff member's local residence and place of employment, provided these difficulties are caused by flood, storm, terrorism or other uncontrollable conditions (acts of God), the superintendent shall waive salary deduction if, in his/her judgment, the employee made every reasonable effort to get to his/her place of employment. In the case of absence due to damage or serious and immediate threat of damage to a member of the professional staff's residence resulting from flood, storm, or other uncontrollable conditions, the superintendent shall waive the salary deduction if, in his/her judgment, such absence was imperative to the protection of property and/or personal safety or the employee and his/her immediate family. Leave granted for any of the absences in this paragraph shall be considered personal leave and any personal leave accumulated by the employee would be charged accordingly.

No bargaining unit member will be expected to report to work while the school(s) is closed for instruction by the superintendent. Bargaining unit members will not be required to work beyond the days specified in the contract unless compensated for same at the bargaining unit member's daily rate of pay.

Crisis plans will be reviewed and distributed by October 31st of each school year.

29. Salary and Longevity

A. Salary

<u>Effective for Contract Year</u>	<u>Salary Amount</u>	<u>Percentage</u>
8/1/2014	\$35,510	1%
8/1/2015	\$36,362	2.4%
8/1/2016	\$37,235	2.4%

For the 2014-15 school year only, vertical step increases will resume for eligible employees. No previously frozen vertical steps will be reinstated.

Beginning with the 2015-2016 school year, vertical step increases will be frozen until the next successor agreement is negotiated.

The teacher salary index schedule will remain the same as in the current agreement.

Supplemental pay rates will remain the same for 2014-2015 school year. Revised Supplemental pay rates will become effective with the 2015-2016 school year.

The revised tutor hourly rate will become effective January 1, 2015.

B. Home Liaisons Salary Schedule

Home Liaisons shall be placed on the new bargaining unit members' salary schedule. They will be placed at the appropriate step up to step 8 based on their current status. The Home Liaisons contract will consist of 185 days.

C. Psychologists Salary Schedule

Effective 8/1/94, the psychologists will be placed at their appropriate step on the new bargaining unit member's salary schedule.

D. Junior ROTC Instructor Salary Schedule

Effective with the start of the 2003-2004 school year, the Junior ROTC Instructors will be placed on the bargaining unit members' salary schedule at a level that provides compensation to meet the instructor's pay as if they were on active military duty less their military pension. Placement on the bargaining unit member's salary schedule will also include the instructor's educational level.

E. Longevity Pay

In addition to regular salary, a longevity payment determined by multiplying the Bachelor's degree/no experience base salary by the percents specified below will be made to teachers under contract with the Board for full-time employment and who are credited with years of experience as shown:

<u>Years of Experience</u>	<u>Longevity Payment (% of BA base salary)</u>
14-19 inclusive	2.0%
20-24 inclusive	Another 2.0% for a total of 4%
25-28 inclusive	Another 4.0% for a total of 8%
29 or more	Another 4.0% for a total of 12%

Credited years of experience will be determined by the number of years of experience credited to the teacher when placed upon the salary schedule at the time of original employment by the Board plus the number of years of subsequent full-time service (or approved leave of absence) in the Elyria Public Schools.

THE ELYRIA SCHOOLS
 SALARY SCHEDULE &
 SALARY PROJECTION SPREADSHEET FOR 2014-2015

ENTER BASE SALARY HERE

35,510

ENTER # OF DAYS HERE

185

INDEX FACTORS ARE LISTED BELOW [INDEX IS REPEATED IN CELLS WHERE THERE IS NO CHANGE]

ENTER DEGREE COLUMN HEADINGS ON THE LINE BELOW: [COPY TO SAL SCHED]

	BA	BA+10	BA+20	MA	MA+10	MA+20	MA+30	MA+40	PHD
0	1.0000	1.0374	1.0762	1.1165	1.1583	1.2016	1.2466	1.2932	1.3416
1	1.0374	1.0762	1.1165	1.1583	1.2016	1.2466	1.2932	1.3416	1.3918
2	1.0762	1.1165	1.1583	1.2016	1.2466	1.2932	1.3416	1.3918	1.4439
3	1.1165	1.1583	1.2016	1.2466	1.2932	1.3416	1.3918	1.4439	1.4980
4	1.1583	1.2016	1.2466	1.2932	1.3416	1.3918	1.4439	1.4980	1.5540
5	1.2016	1.2466	1.2932	1.3416	1.3918	1.4439	1.4980	1.5540	1.6122
6	1.2466	1.2932	1.3416	1.3918	1.4439	1.4980	1.5540	1.6122	1.6725
7	1.2932	1.3416	1.3918	1.4439	1.4980	1.5540	1.6122	1.6725	1.7351
8	1.3416	1.3918	1.4439	1.4980	1.5540	1.6122	1.6725	1.7351	1.8000
9	1.3918	1.4439	1.4980	1.5540	1.6122	1.6725	1.7351	1.8000	1.8674
10	1.4439	1.4980	1.5540	1.6122	1.6725	1.7351	1.8000	1.8674	1.9372
11	1.4980	1.5540	1.6122	1.6725	1.7351	1.8000	1.8674	1.9372	2.0097
12	1.5540	1.6122	1.6725	1.7351	1.8000	1.8674	1.9372	2.0097	2.0849
13	1.6122	1.6725	1.7351	1.8000	1.8674	1.9372	2.0097	2.0849	2.1629
14	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
15	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
16	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
17	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
18	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
19	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
20	1.6522	1.7125	1.7751	1.8400	1.9074	1.9772	2.0497	2.1249	2.2030
21	1.6522	1.7125	1.7751	1.8400	1.9074	1.9772	2.0497	2.1249	2.2030
22	1.6522	1.7125	1.7751	1.8400	1.9074	1.9772	2.0497	2.1249	2.2030
23	1.6522	1.7125	1.7751	1.8400	1.9074	1.9772	2.0497	2.1249	2.2030
24	1.6522	1.7125	1.7751	1.8400	1.9074	1.9772	2.0497	2.1249	2.2030
25	1.6922	1.7525	1.8151	1.8800	1.9474	2.0172	2.0897	2.1649	2.2429
26	1.6922	1.7525	1.8151	1.8800	1.9474	2.0172	2.0897	2.1649	2.2429
27	1.6922	1.7525	1.8151	1.8800	1.9474	2.0172	2.0897	2.1649	2.2429
28	1.6922	1.7525	1.8151	1.8800	1.9474	2.0172	2.0897	2.1649	2.2429
29	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
30	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
31	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
32	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
33	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
34	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
35	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
36	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
37	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
38	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
39	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
40	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829

[This grid will be "read" by the salary projection spreadsheet]

FISCAL YEAR 2014-2015

ELYRIA CITY SCHOOLS CERTIFICATED EMPLOYEES' SALARY SCHEDULE

	B	C	D	E	F	G	H	I	J
	BA	BA+10	BA+20	MA	MA+10	MA+20	MA+30	MA+40	PHD
0	35,510	36,838	38,216	39,647	41,131	42,669	44,267	45,922	47,640
1	36,838	38,216	39,647	41,131	42,669	44,267	45,922	47,640	49,423
2	38,216	39,647	41,131	42,669	44,267	45,922	47,640	49,423	51,273
3	39,647	41,131	42,669	44,267	45,922	47,640	49,423	51,273	53,194
4	41,131	42,669	44,267	45,922	47,640	49,423	51,273	53,194	55,183
5	42,669	44,267	45,922	47,640	49,423	51,273	53,194	55,183	57,249
6	44,267	45,922	47,640	49,423	51,273	53,194	55,183	57,249	59,390
7	45,922	47,640	49,423	51,273	53,194	55,183	57,249	59,390	61,613
8	47,640	49,423	51,273	53,194	55,183	57,249	59,390	61,613	63,918
9	49,423	51,273	53,194	55,183	57,249	59,390	61,613	63,918	66,311
10	51,273	53,194	55,183	57,249	59,390	61,613	63,918	66,311	68,790
11	53,194	55,183	57,249	59,390	61,613	63,918	66,311	68,790	71,364
12	55,183	57,249	59,390	61,613	63,918	66,311	68,790	71,364	74,035
13	57,249	59,390	61,613	63,918	66,311	68,790	71,364	74,035	76,805
14	57,959	60,101	62,324	64,628	67,022	69,500	72,075	74,745	77,515
15	57,959	60,101	62,324	64,628	67,022	69,500	72,075	74,745	77,515
16	57,959	60,101	62,324	64,628	67,022	69,500	72,075	74,745	77,515
17	57,959	60,101	62,324	64,628	67,022	69,500	72,075	74,745	77,515
18	57,959	60,101	62,324	64,628	67,022	69,500	72,075	74,745	77,515
19	57,959	60,101	62,324	64,628	67,022	69,500	72,075	74,745	77,515
20	58,670	60,810	63,034	65,338	67,732	70,210	72,785	75,455	78,229
21	58,670	60,810	63,034	65,338	67,732	70,210	72,785	75,455	78,229
22	58,670	60,810	63,034	65,338	67,732	70,210	72,785	75,455	78,229
23	58,670	60,810	63,034	65,338	67,732	70,210	72,785	75,455	78,229
24	58,670	60,810	63,034	65,338	67,732	70,210	72,785	75,455	78,229
25	60,090	62,231	64,454	66,759	69,152	71,631	74,205	76,876	79,645
26	60,090	62,231	64,454	66,759	69,152	71,631	74,205	76,876	79,645
27	60,090	62,231	64,454	66,759	69,152	71,631	74,205	76,876	79,645
28	60,090	62,231	64,454	66,759	69,152	71,631	74,205	76,876	79,645
29	61,510	63,652	65,875	68,179	70,573	73,051	75,626	78,296	81,066
30	61,510	63,652	65,875	68,179	70,573	73,051	75,626	78,296	81,066
31	61,510	63,652	65,875	68,179	70,573	73,051	75,626	78,296	81,066
32	61,510	63,652	65,875	68,179	70,573	73,051	75,626	78,296	81,066
33	61,510	63,652	65,875	68,179	70,573	73,051	75,626	78,296	81,066
34	61,510	63,652	65,875	68,179	70,573	73,051	75,626	78,296	81,066
35	61,510	63,652	65,875	68,179	70,573	73,051	75,626	78,296	81,066
36	61,510	63,652	65,875	68,179	70,573	73,051	75,626	78,296	81,066
37	61,510	63,652	65,875	68,179	70,573	73,051	75,626	78,296	81,066
38	61,510	63,652	65,875	68,179	70,573	73,051	75,626	78,296	81,066
39	61,510	63,652	65,875	68,179	70,573	73,051	75,626	78,296	81,066
40	61,510	63,652	65,875	68,179	70,573	73,051	75,626	78,296	81,066

THE ELYRIA SCHOOLS
 SALARY SCHEDULE &
 SALARY PROJECTION SPREADSHEET FOR 2015-2016

ENTER BASE SALARY HERE

36,362

ENTER # OF DAYS HERE

185

INDEX FACTORS ARE LISTED BELOW [INDEX IS REPEATED IN CELLS WHERE THERE IS NO CHANGE]

ENTER DEGREE COLUMN HEADINGS ON THE LINE BELOW: [COPY TO SAL SCHED]

	BA	BA+10	BA+20	MA	MA+10	MA+20	MA+30	MA+40	PHD
0	1.0000	1.0374	1.0762	1.1165	1.1583	1.2016	1.2466	1.2932	1.3416
1	1.0374	1.0762	1.1165	1.1583	1.2016	1.2466	1.2932	1.3416	1.3918
2	1.0762	1.1165	1.1583	1.2016	1.2466	1.2932	1.3416	1.3918	1.4439
3	1.1165	1.1583	1.2016	1.2466	1.2932	1.3416	1.3918	1.4439	1.4980
4	1.1583	1.2016	1.2466	1.2932	1.3416	1.3918	1.4439	1.4980	1.5540
5	1.2016	1.2466	1.2932	1.3416	1.3918	1.4439	1.4980	1.5540	1.6122
6	1.2466	1.2932	1.3416	1.3918	1.4439	1.4980	1.5540	1.6122	1.6725
7	1.2932	1.3416	1.3918	1.4439	1.4980	1.5540	1.6122	1.6725	1.7351
8	1.3416	1.3918	1.4439	1.4980	1.5540	1.6122	1.6725	1.7351	1.8000
9	1.3918	1.4439	1.4980	1.5540	1.6122	1.6725	1.7351	1.8000	1.8674
10	1.4439	1.4980	1.5540	1.6122	1.6725	1.7351	1.8000	1.8674	1.9372
11	1.4980	1.5540	1.6122	1.6725	1.7351	1.8000	1.8674	1.9372	2.0097
12	1.5540	1.6122	1.6725	1.7351	1.8000	1.8674	1.9372	2.0097	2.0849
13	1.6122	1.6725	1.7351	1.8000	1.8674	1.9372	2.0097	2.0849	2.1629
14	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
15	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
16	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
17	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
18	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
19	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
20	1.6522	1.7125	1.7751	1.8400	1.9074	1.9772	2.0497	2.1249	2.2030
21	1.6522	1.7125	1.7751	1.8400	1.9074	1.9772	2.0497	2.1249	2.2030
22	1.6522	1.7125	1.7751	1.8400	1.9074	1.9772	2.0497	2.1249	2.2030
23	1.6522	1.7125	1.7751	1.8400	1.9074	1.9772	2.0497	2.1249	2.2030
24	1.6522	1.7125	1.7751	1.8400	1.9074	1.9772	2.0497	2.1249	2.2030
25	1.6922	1.7525	1.8151	1.8800	1.9474	2.0172	2.0897	2.1649	2.2429
26	1.6922	1.7525	1.8151	1.8800	1.9474	2.0172	2.0897	2.1649	2.2429
27	1.6922	1.7525	1.8151	1.8800	1.9474	2.0172	2.0897	2.1649	2.2429
28	1.6922	1.7525	1.8151	1.8800	1.9474	2.0172	2.0897	2.1649	2.2429
29	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
30	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
31	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
32	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
33	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
34	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
35	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
36	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
37	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
38	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
39	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
40	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829

[This grid will be “read” by the salary projection spreadsheet]

FISCAL YEAR 2015-2016

ELYRIA CITY SCHOOLS CERTIFICATED EMPLOYEES’ SALARY SCHEDULE

	B	C	D	E	F	G	H	I	J
	BA	BA+10	BA+20	MA	MA+10	MA+20	MA+30	MA+40	PHD
0	36,362	37,722	39,133	40,598	42,118	43,693	45,329	47,023	48,783
1	37,722	39,133	40,598	42,118	43,693	45,329	47,023	48,783	50,609
2	39,133	40,598	42,118	43,693	45,329	47,023	48,783	50,609	52,503
3	40,598	42,118	43,693	45,329	47,023	48,783	50,609	52,503	54,470
4	42,118	43,693	45,329	47,023	48,783	50,609	52,503	54,470	56,507
5	43,693	45,329	47,023	48,783	50,609	52,503	54,470	56,507	58,623
6	45,329	47,023	48,783	50,609	52,503	54,470	56,507	58,623	60,815
7	47,023	48,783	50,609	52,503	54,470	56,507	58,623	60,815	63,092
8	48,783	50,609	52,503	54,470	56,507	58,623	60,815	63,092	65,452
9	50,609	52,503	54,470	56,507	58,623	60,815	63,092	65,452	67,902
10	52,503	54,470	56,507	58,623	60,815	63,092	65,452	67,902	70,440
11	54,470	56,507	58,623	60,815	63,092	65,452	67,902	70,440	73,077
12	56,507	58,623	60,815	63,092	65,452	67,902	70,440	73,077	75,811
13	58,623	60,815	63,092	65,452	67,902	70,440	73,077	75,811	78,647
14	59,350	61,543	63,819	66,179	68,630	71,168	73,804	76,538	79,375
15	59,350	61,543	63,819	66,179	68,630	71,168	73,804	76,538	79,375
16	59,350	61,543	63,819	66,179	68,630	71,168	73,804	76,538	79,375
17	59,350	61,543	63,819	66,179	68,630	71,168	73,804	76,538	79,375
18	59,350	61,543	63,819	66,179	68,630	71,168	73,804	76,538	79,375
19	59,350	61,543	63,819	66,179	68,630	71,168	73,804	76,538	79,375
20	60,077	62,269	64,546	66,906	69,357	71,895	74,531	77,266	80,105
21	60,077	62,269	64,546	66,906	69,357	71,895	74,531	77,266	80,105
22	60,077	62,269	64,546	66,906	69,357	71,895	74,531	77,266	80,105
23	60,077	62,269	64,546	66,906	69,357	71,895	74,531	77,266	80,105
24	60,077	62,269	64,546	66,906	69,357	71,895	74,531	77,266	80,105
25	61,532	63,724	66,001	68,361	70,811	73,349	75,986	78,720	81,556
26	61,532	63,724	66,001	68,361	70,811	73,349	75,986	78,720	81,556
27	61,532	63,724	66,001	68,361	70,811	73,349	75,986	78,720	81,556
28	61,532	63,724	66,001	68,361	70,811	73,349	75,986	78,720	81,556
29	62,986	65,179	67,455	69,815	72,266	74,804	77,440	80,175	83,011
30	62,986	65,179	67,455	69,815	72,266	74,804	77,440	80,175	83,011
31	62,986	65,179	67,455	69,815	72,266	74,804	77,440	80,175	83,011
32	62,986	65,179	67,455	69,815	72,266	74,804	77,440	80,175	83,011
33	62,986	65,179	67,455	69,815	72,266	74,804	77,440	80,175	83,011
34	62,986	65,179	67,455	69,815	72,266	74,804	77,440	80,175	83,011
35	62,986	65,179	67,455	69,815	72,266	74,804	77,440	80,175	83,011
36	62,986	65,179	67,455	69,815	72,266	74,804	77,440	80,175	83,011
37	62,986	65,179	67,455	69,815	72,266	74,804	77,440	80,175	83,011
38	62,986	65,179	67,455	69,815	72,266	74,804	77,440	80,175	83,011
39	62,986	65,179	67,455	69,815	72,266	74,804	77,440	80,175	83,011
40	62,986	65,179	67,455	69,815	72,266	74,804	77,440	80,175	83,011

THE ELYRIA SCHOOLS
 SALARY SCHEDULE &
 SALARY PROJECTION SPREADSHEET FOR 2016-2017

ENTER BASE SALARY HERE

37,235

ENTER # OF DAYS HERE

185

INDEX FACTORS ARE LISTED BELOW [INDEX IS REPEATED IN CELLS WHERE THERE IS NO CHANGE]

ENTER DEGREE COLUMN HEADINGS ON THE LINE BELOW: [COPY TO SAL SCHED]

	BA	BA+10	BA+20	MA	MA+10	MA+20	MA+30	MA+40	PHD
0	1.0000	1.0374	1.0762	1.1165	1.1583	1.2016	1.2466	1.2932	1.3416
1	1.0374	1.0762	1.1165	1.1583	1.2016	1.2466	1.2932	1.3416	1.3918
2	1.0762	1.1165	1.1583	1.2016	1.2466	1.2932	1.3416	1.3918	1.4439
3	1.1165	1.1583	1.2016	1.2466	1.2932	1.3416	1.3918	1.4439	1.4980
4	1.1583	1.2016	1.2466	1.2932	1.3416	1.3918	1.4439	1.4980	1.5540
5	1.2016	1.2466	1.2932	1.3416	1.3918	1.4439	1.4980	1.5540	1.6122
6	1.2466	1.2932	1.3416	1.3918	1.4439	1.4980	1.5540	1.6122	1.6725
7	1.2932	1.3416	1.3918	1.4439	1.4980	1.5540	1.6122	1.6725	1.7351
8	1.3416	1.3918	1.4439	1.4980	1.5540	1.6122	1.6725	1.7351	1.8000
9	1.3918	1.4439	1.4980	1.5540	1.6122	1.6725	1.7351	1.8000	1.8674
10	1.4439	1.4980	1.5540	1.6122	1.6725	1.7351	1.8000	1.8674	1.9372
11	1.4980	1.5540	1.6122	1.6725	1.7351	1.8000	1.8674	1.9372	2.0097
12	1.5540	1.6122	1.6725	1.7351	1.8000	1.8674	1.9372	2.0097	2.0849
13	1.6122	1.6725	1.7351	1.8000	1.8674	1.9372	2.0097	2.0849	2.1629
14	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
15	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
16	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
17	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
18	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
19	1.6322	1.6925	1.7551	1.8200	1.8874	1.9572	2.0297	2.1049	2.1829
20	1.6522	1.7125	1.7751	1.8400	1.9074	1.9772	2.0497	2.1249	2.2030
21	1.6522	1.7125	1.7751	1.8400	1.9074	1.9772	2.0497	2.1249	2.2030
22	1.6522	1.7125	1.7751	1.8400	1.9074	1.9772	2.0497	2.1249	2.2030
23	1.6522	1.7125	1.7751	1.8400	1.9074	1.9772	2.0497	2.1249	2.2030
24	1.6522	1.7125	1.7751	1.8400	1.9074	1.9772	2.0497	2.1249	2.2030
25	1.6922	1.7525	1.8151	1.8800	1.9474	2.0172	2.0897	2.1649	2.2429
26	1.6922	1.7525	1.8151	1.8800	1.9474	2.0172	2.0897	2.1649	2.2429
27	1.6922	1.7525	1.8151	1.8800	1.9474	2.0172	2.0897	2.1649	2.2429
28	1.6922	1.7525	1.8151	1.8800	1.9474	2.0172	2.0897	2.1649	2.2429
29	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
30	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
31	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
32	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
33	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
34	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
35	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
36	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
37	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
38	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
39	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829
40	1.7322	1.7925	1.8551	1.9200	1.9874	2.0572	2.1297	2.2049	2.2829

[This grid will be “read” by the salary projection spreadsheet]

FISCAL YEAR 2016-2017

ELYRIA CITY SCHOOLS CERTIFICATED EMPLOYEES’ SALARY SCHEDULE

	B	C	D	E	F	G	H	I	J
	BA	BA+10	BA+20	MA	MA+10	MA+20	MA+30	MA+40	PHD
0	37,235	38,628	40,072	41,573	43,129	44,742	46,417	48,152	49,954
1	38,628	40,072	41,573	43,129	44,742	46,417	48,152	49,954	51,824
2	40,072	41,573	43,129	44,742	46,417	48,152	49,954	51,824	53,764
3	41,573	43,129	44,742	46,417	48,152	49,954	51,824	53,764	55,778
4	43,129	44,742	46,417	48,152	49,954	51,824	53,764	55,778	57,863
5	44,742	46,417	48,152	49,954	51,824	53,764	55,778	57,863	60,030
6	46,417	48,152	49,954	51,824	53,764	55,778	57,863	60,030	62,276
7	48,152	49,954	51,824	53,764	55,778	57,863	60,030	62,276	64,606
8	49,954	51,824	53,764	55,778	57,863	60,030	62,276	64,606	67,023
9	51,824	53,764	55,778	57,863	60,030	62,276	64,606	67,023	69,533
10	53,764	55,778	57,863	60,030	62,276	64,606	67,023	69,533	72,132
11	55,778	57,863	60,030	62,276	64,606	67,023	69,533	72,132	74,831
12	57,863	60,030	62,276	64,606	67,023	69,533	72,132	74,831	77,631
13	60,030	62,276	64,606	67,023	69,533	72,132	74,831	77,631	80,536
14	60,775	63,020	65,351	67,768	70,277	72,876	75,576	78,376	81,280
15	60,775	63,020	65,351	67,768	70,277	72,876	75,576	78,376	81,280
16	60,775	63,020	65,351	67,768	70,277	72,876	75,576	78,376	81,280
17	60,775	63,020	65,351	67,768	70,277	72,876	75,576	78,376	81,280
18	60,775	63,020	65,351	67,768	70,277	72,876	75,576	78,376	81,280
19	60,775	63,020	65,351	67,768	70,277	72,876	75,576	78,376	81,280
20	61,520	63,764	66,096	68,512	71,022	73,621	76,321	79,121	82,029
21	61,520	63,764	66,096	68,512	71,022	73,621	76,321	79,121	82,029
22	61,520	63,764	66,096	68,512	71,022	73,621	76,321	79,121	82,029
23	61,520	63,764	66,096	68,512	71,022	73,621	76,321	79,121	82,029
24	61,520	63,764	66,096	68,512	71,022	73,621	76,321	79,121	82,029
25	63,009	65,254	67,585	70,002	72,511	75,110	77,810	80,610	83,514
26	63,009	65,254	67,585	70,002	72,511	75,110	77,810	80,610	83,514
27	63,009	65,254	67,585	70,002	72,511	75,110	77,810	80,610	83,514
28	63,009	65,254	67,585	70,002	72,511	75,110	77,810	80,610	83,514
29	64,498	66,744	69,075	71,491	74,001	76,600	79,299	82,099	85,004
30	64,498	66,744	69,075	71,491	74,001	76,600	79,299	82,099	85,004
31	64,498	66,744	69,075	71,491	74,001	76,600	79,299	82,099	85,004
32	64,498	66,744	69,075	71,491	74,001	76,600	79,299	82,099	85,004
33	64,498	66,744	69,075	71,491	74,001	76,600	79,299	82,099	85,004
34	64,498	66,744	69,075	71,491	74,001	76,600	79,299	82,099	85,004
35	64,498	66,744	69,075	71,491	74,001	76,600	79,299	82,099	85,004
36	64,498	66,744	69,075	71,491	74,001	76,600	79,299	82,099	85,004
37	64,498	66,744	69,075	71,491	74,001	76,600	79,299	82,099	85,004
38	64,498	66,744	69,075	71,491	74,001	76,600	79,299	82,099	85,004
39	64,498	66,744	69,075	71,491	74,001	76,600	79,299	82,099	85,004
40	64,498	66,744	69,075	71,491	74,001	76,600	79,299	82,099	85,004

30. Severance Pay

1. Bargaining unit members who retire from active service with the Elyria City School District Board of Education and who have ten or more years of service with the state of Ohio, any of its political subdivisions, or any combination thereof shall, upon the filing of the proper application with the treasurer, be granted severance pay in an amount set forth below:
 - a. For not to exceed **250 days** of accrued sick leave credit a bargaining unit member will be paid for one-fourth the value of such unused sick leave credit. Severance pay will be paid based upon a daily rate of pay as determined from the bargaining unit member's basic contracted salary plus longevity, exclusive of all supplemental contracts and extended time allowances. Severance pay under this provision shall not exceed the value of **63 days** of accrued but unused sick leave.
2. Payment for sick leave on the basis set forth above shall be considered to eliminate all sick leave credit accrued by the bargaining unit member. Such payment shall be made only once to any bargaining unit member. A waiver to this effect will be executed at the time payment is received. If an employee dies before payment is made, such payment will be made to the authorized representative of the employee's estate after the employee has been accepted for retirement by STRS.
3. For the purpose of implementing this policy, retirement is deemed to occur when the bargaining unit member has been accepted for retirement, by the Ohio State Teachers' Retirement Board and has been notified of the effective date that retirement pay will begin. The bargaining unit member may then apply to the treasurer for severance pay, which shall be paid in a lump sum **within sixty (60) days of receipt of proof of retirement.**
4. Any bargaining unit member planning to retire pursuant to the rules and regulations of the STRS at the end of the school year and who gives the Director of Human Resources an irrevocable letter of retirement prior to the second Friday in January shall receive a notification bonus of \$250.00.

31. Death Benefits

If an employee has qualified for severance pay as provided in the item entitled Severance Pay, and the employee dies before payment is made, such payment will be made to the authorized representative of the employee's estate.

32. Hourly Rate

The hourly rate for home instruction, ABLE, curriculum study committees, summer school, for the supplemental pay for substitute work shall be .00076 multiplied by the B.A. base salary throughout the duration of this Master Contract.

33. Time and Method of Salary Payment

The total amount of annual salary of employees will be paid in twenty-four equal installments. **All payments will be made electronically by direct deposit. Pay stubs will be delivered electronically by email.**

34. Change in Salary Classification

For Graduate Course Work to be acceptable for a change in salary classification the following requirements shall be met:

- I. A. College or university to be accredited by a recognized accrediting association.
 - B. Credit from a teacher training institution approved by the State of Ohio Department of Education.
 - C. Out-of-state credits require a letter from the State Department of Education from said state that credits are applicable for teacher certification/licensure purposes, and that the institution giving credit is approved for teacher training in that state.
- II. Coursework to apply to:
 - A. Related to area of teaching assignment or
 - B. Certification requirements in the field of education or
 - C. Work towards an institutionally approved degree program in the field of education.

Any course which might not meet the above requirements should receive prior approval from the director of human resources prior to taking of the course.

Employees will be given two window periods for horizontal movement on the salary schedule due to the completion of additional training. Employees desiring horizontal movement on the salary schedule upon the completion of additional training shall file with the director of human resources by September 30th for work completed prior to that date with an official transcript or other documentation supporting such training. Changes requested due to additional training or not supported by transcript until after September

30th shall not be considered until January 31 of the school year. Salary adjustment will begin with the first pay in November for the training for which paperwork has been submitted by September 30th and subsequently approved by the Director of Human Resources and with the first pay in March for the training for which paperwork has been submitted by January 30th and subsequently approved by the Director of Human Resources. Payments shall be retroactive to September 1 for the first period and February 1 for the second period.

35. Prorated Salary

Part-time employees and employees involved in a job share whose active service occurs less than the equivalent of one half the school year will be credited with one year's experience for the purpose of calculating the employee's salary every two years as long as the sixty days equivalent is reached in that second year.

Compensation of part time and job share employees shall be prorated on the basis of the portion of a full-time assignment for which he/she is employed.

36. Supplemental Compensation

The supplemental salary schedule for 2014-2015 shall remain unchanged. The supplemental salary schedule for the 2015-2016 and 2016-2017 school years shall be increased by 2.4%. The Board will provide supplemental compensation for positions designated by the Board as covering duties other than regularly assigned teaching duties.

Any new supplemental duty position created by the Board shall be added to the Master Contract Supplemental Salary Listing. Prior to Board action to employ a person for the position, the Association president will be given the opportunity for consultation on the rate of pay for the position. The supplemental compensation for such position shall be subject to negotiations at the next round of negotiations on the supplemental pay schedule subsequent to the establishment of the position.

Staff members who are given limited contracts for the additional-duty positions listed in Item 37 (Other Pay Schedules) will be given the job description for such additional-duty position at the time the initial contract is offered.

Special categorical aid programs under limited terms provided by state or federal funds are exempt from the provisions of this item.

Transportation used for groups traveling to and from any school event shall be safe and reliable.

No bargaining unit member shall evaluate or supervise another bargaining unit member.

A. Selection Procedures

1. If a bargaining unit member continues in a supplemental position from the previous year, that position shall not be posted.
2. If a bargaining unit member does not continue in the supplemental position, then the following procedures shall be followed:
 - a. The bargaining unit member shall first be notified in writing. The written notification shall be provided by a designated district administrator and/or the bargaining unit member and shall specify the reason(s) for concluding the supplemental contract. The position shall then be posted in accordance with the procedures in Section 22A.
3. The following procedures will be used where applicable for selecting personnel for supplemental positions.
 - a. The selection process to choose from candidates for athletic positions will be as follows: an interview committee that includes the appropriate principals, the Athletic Director, a representative of the EEA mutually agreed to by the building representative and building principal and Director of Human Resources, if necessary. The committee will conduct one or more rounds of interviews with the head coaches who have indicated a desire to continue in the position.
 - b. If a certified bargaining unit member continues in the supplemental position, it shall not be posted. If two certified bargaining unit employees hold the equivalent supplemental position and those positions are consolidated, then each if interested will be given the opportunity to interview with the building principal for the position for the following school year.
 - c. Any position held by any person other than a certified bargaining unit member shall be posted annually. If there are no qualified bargaining unit members, then the position may be filled outside the bargaining unit.
 - d. The following music supplementals are an integral part of the teaching assignment: High School Band Director, High School Assistant Band Director, High School Choir Director, High School Orchestra Director, Middle School/Elementary Instrumental

Music, Middle School Vocal Music, Elementary Vocal Music,
Assistant Choir Director and Assistant Orchestra Director.

37. Other Pay Schedules

1. Supplemental contracts for all persons who are also employed in a non-supplemental position by the Elyria City Schools shall be paid at a percentage of the base pay based on experience at the same level or higher in the specific field that the supplemental represents. These Percentages can be found in the accompanying charts. (If a person held a supplemental position in 1998-1999 please see #3 below.)
2. Supplemental contracts for all persons who are not also employed in a non-supplemental position by the Elyria City Schools shall be paid at the percentage based on 0 years of experience in that specific field. This should be at the first step found in the accompanying charts.
3. Supplemental contracts for all persons who held a supplemental position in the 1998-1999 school year and who are also employed in a non-supplemental position by the Elyria City Schools shall be paid at the higher level between the pay established in the previous contract and the pay established in this contract.
4. When counting experience for a position only four (4) years experience may be counted for work done in districts other than the Elyria City Schools.
5. Employees who are working under a supplemental contract with the Elyria City Schools shall be allowed to leave their assigned buildings at the end of the student day to perform the duties required by that supplemental.

The supplemental compensation for the following additional-duty positions will be determined by multiplying the Bachelor's degree/no experience base by the percent indicated for the respective positions.

Sports Supplementals

Non specific	0-2 YEARS	3-5 YEARS	6+ YEARS
Faculty Manager-Sr Hi	22	23	25
Trainer	22	23	25
Cheer – Vars	8	9	10
Cheer – JV	6	7	8
Cheer -- Middle School	3.5	4	4.5
Cheer – Freshman	3.5	4	4.5

FALL	0-2 yrs.	3-5 yrs.	6+ yrs.
Football-HS/Head	22	23	25
Football-HS/Asst	14	15	16
Football-Middle School/Head	10	11	12
Football-Middle School/Asst	7	8	9
(each school)			
X-Country-HS/Head	10	11	12
X-Country-HS/Asst	7	8	9
X-Country-Middle School/Head	6	7	8
Volleyball-HS/Head	17	18	20
Volleyball-HS/Asst	10	11	12
Volleyball-Middle School/Head	7	8	9
Soccer-HS/Head	17	18	20
Soccer-HS/Asst	10	11	12
Tennis-HS/Head	10	11	12
Tennis-HS/Asst	7	8	9
Golf-HS/Head	10	11	12
Golf-HS/Asst	7	8	9

WINTER

Basketball-HS/Head	22	23	25
Basketball-HS/Asst	12	13	14
Basketball-Middle School/Head	9	10	11
Basketball-Middle School/Asst	7	8	9
Wrestling-HS/Head	17	18	20
Wrestling-HS/Asst	10	11	12
Wrestling-Middle School/Head	8	9	10
Wrestling-Middle School/Asst	6	7	8
Swimming-HS/Head	14	15	16
Swimming-HS/Asst	10	11	12
Bowling	10	11	12

SPRING

Track-HS/Head (Indoor and Outdoor)	18	19	21
Track-HS/Asst (Indoor and Outdoor)	13	14	15
Track-Middle School/Head	7	8	9
Track-Middle School/Asst	5	6	7
Baseball-HS/Head	14	15	16
Baseball-HS/Asst	9	10	11
Baseball-HS//Fresh	9	10	11
Softball-HS/Head	14	15	16
Softball-HS/Asst	9	10	11
Softball-HS Fresh	9	10	11

High School	0-2 yrs	3-5 yrs	6+ yrs
Band Director	14	15	17
Asst. Band Director	9	10	11
Student Council Advisor	9	10	11
Yearbook Advisor	11	12	13
Choir Director	9	10	11
Thespian Advisor	9	10	11
Stage and Lighting Director	9	10	11
Orchestra Director	9	10	11
Sr. Class Advisor	7	8	9
Junior Class Advisor	7	8	9
School Paper Advisor	7	8	9
Academic Challenge	5	6	7
Musical Director (Per Production)	5	6	7
Play Director (Per Production)	5	6	7
Tech Director (Per Production)	3.5	4	4.5
National Honor Society	3.5	4	4.5
Department Chair	8	9	10
Choreography	2	3	4
Assistant Choir	4	5	6
Assistant Orchestra	4	5	6
EHS Fiddlers	7	7	7
Leadership and Service Club	3.5	4	4.5
Head Link Crew	9	10	11
MAC Scholar	4	5	6
Pep Band Director	3	3	3
Jazz Band Director	10	11	12

Middle School	0-2 yrs	3-5 yrs	6+ yrs
Web MS	5	6	7
Student Council	8	9	10
Middle School/Elem. Instrumental Music	4	5	6
Vocal Music	3.5	4	4.5
Academic Challenge	1.5	2	2.5
Spelling Bee	1.5	2	2.5
Yearbook Advisor	3.5	4	4.5
Drama Advisor	3.5	4	4.5
Honors Choir	1.5	2	2.5

Elementary	0-2 yrs.	3-5 yrs.	6+ yrs.
Student Council	3.5	4	4.5
Safety Patrol	2.5	3	3.5
Vocal Music	2.5	3	3.5

B. Minimum criteria used when issuing a new supplemental contract not limited to district-wide are:

1. The number of students involved.
2. Overall impact on the student body and district.
3. The educational value of the activity.
4. Must have a teacher advisor initially.
5. Number of hours worked per month.
6. Number of weeks worked per year.
7. Must have a job description for the advisor with the goals and objectives of the activity.
8. Building level activities must be in place for at least one school year before they may be considered for a discretionary supplemental contract.

C. Criteria used when determining the compensation rate for supplemental contracts are:

1. Length of contract (season).
2. Number of hours worked.
3. Number of students involved.
4. Degree of responsibility and liability.
5. Comparison with other similar positions within and outside the district.
6. Amount of budget and fund raising responsibilities.
7. Title IX compliance be maintained.
8. Availability of funds.

II. The supplemental compensation for the following additional-duty positions will be determined as indicated:

A. Secondary guidance/school counselors, psychologists, and Itinerant teachers, and home counselors shall be paid at the appropriate per diem rate. **The Work/Study Coordinator shall have a supplemental for additional duties of ten (10) days at his/her per diem rate.**

Psychologists shall have a supplemental for additional duties of thirty (30) days at his/her per diem rate. Ten (10) of these days shall be for time during the regular school year for time spent beyond the regular work day.

B. Supplemental Salaries

Lead Teacher

BA Min. x .25

- C. Bargaining unit members involved in extracurricular activities may request that consideration be given for supplemental compensation. Requests shall be directed to his/her building principal, who may discuss said request with the superintendent. This request may also be presented at Superintendent-EEA Liaison. Nothing herein shall be construed as requiring the establishment of an additional supplemental position by the Board/Administration.

38. Supplemental Pay Periods

An employee with a supplemental contract may have the following options for receiving his/her supplemental pay:

1. In a lump sum at the end of the term of the supplemental duty.
2. In equal installments beginning the first pay period after the beginning of the term of supplemental duty and continuing through the remaining pay periods of his/her regular duty salary.
3. If a preference of 1 or 2 is not noted on the signed contract, the employee will be paid in a lump sum as described in No. 1 above.
4. Any person employed on a supplemental contract and not a regular certified employee will be paid in a lump sum as described in No. 1 above.

39. Payroll Deductions

Authorization for any of the deductions listed below will be made on the form(s) approved by the treasurer.

The following payroll deductions are permitted and will be reflected on the payroll information stub in addition to retirement to date, income tax (local, state and federal) to date, and gross income to date:

A. Annuities

Employees may make a written request on or before dates set forth to the treasurer that annuity payments be withheld from their paychecks in accordance with the following:

1. **Enrollment/changes can occur at any time throughout the school year.**
2. Written cancellation may be submitted at any time during the school year.

B. Association Dues

Employees shall have the option of using a payroll deduction plan for the payment of membership dues which they desire to have paid to and through the Association.

Such membership dues shall be deducted in fifteen (15) equal installments beginning with the first paycheck in November. If necessary to delay the beginning of the deductions until the second pay in November, the membership dues shall be deducted in fourteen (14) equal installments.

Except as provided in Article II, Section 18, deductions will be made on the basis of deduction authorizations signed by the respective member and supplied to the treasurer by the Association. Such authorization shall continue in effect until the member submits a written cancellation to the treasurer and the Association treasurer.

No later than October 15th of each year, the Association shall provide to the treasurer an alphabetized list of new members, by building, along with the signed authorization form for each new EEA member. Also no later than October 15th, if there is any modification in the current members' dues deductions from the previous year, the Association president shall certify such changes to the treasurer by providing an alphabetized list by building indicating the new deductible amount.

C. Political Contributions

1. Employees may request on the prescribed form a payroll deduction for a political contribution, **which may include deductions for the Fund for Children and Public Education ("FCPE")**.
2. Political contribution deductions may be discontinued upon submission of a written notice to the treasurer.

D. School Employees' Lorain County Credit Union

1. Any employee interested in membership with the S.E.L.C.C.U. may request on the prescribed form a payroll deduction. Those employees enrolled on or before the 15th of any month will have authorized the payroll deduction effective the first pay date of the following month.
2. The deduction will be continuous unless the treasurer is notified in writing by the person signing the original deduction authorization.

3. A reasonable effort will be made by the treasurer to forward the amount deducted from the employee's pay to the credit union on the day said deduction is made.

E. **Supplemental Group Life Insurance**

For the basic group life insurance plan provided in Section 41 (Economic Fringe Benefits), there will be secured a carrier which will also provide the opportunity for employees to apply for supplemental life insurance through a payroll deduction plan subject to the underwriting requirements of the carrier. Such supplemental plan will be rated separately from the basic group life insurance plan.

F. **United Way**

Any employee desiring to contribute to the United Way may do so through use of the payroll deduction. Proper deduction authorization forms must be submitted to the treasurer's office by October 15th each year, and the first deduction will be made on the second pay date in November. Payroll deductions must be renewed in writing each year by persons participating in the program.

- G. Additional payroll deductions, such as Levy Contributions, will be discussed with the Superintendent-EEA Liaison before they are implemented.

40. **Mileage Reimbursement**

An employee whose use of his/her personal automobile for assigned duties is required and approved in advance by the superintendent or designee will be reimbursed at the applicable I.R.S. reimbursement rate. Any rate adjustment shall be effective on and after **Board approval of any published rate change by the I.R.S. Board approval shall occur within thirty (30) days of the IRS published rate.**

41. **Economic Fringe Benefits**

At the beginning of the school year, the treasurer shall provide the Joint Committee on Insurance (JCOI) with the tables of the prorated calculations procedures for cost of any economic fringe benefits. Each bargaining unit member shall receive a copy of all insurance plans in effect. For each full-time employee the Board shall pay the full cost of the Premiums for the insurance plans offered.

1. The Association has agreed that the Board has the authority to enter into a Self-Funded Insurance Plan. However, the self-insurance must be in accordance with the following terms:
 - a. The change to a self-funded insurance program will be instituted with a same carrier, same benefits philosophy.

- b. The self-funded hospitalization and medical benefits accounts will be funded at 87.5% of the insurance costs as calculated by the joint health care committee. The self-funded dental, vision and prescription drug benefit accounts will be funded at 87.5% of the insurance costs as calculated by the joint health care committee. No transfer of funds from the self-insurance fund to any other fund under the control of the Board of Education will be permitted.
- c. All premiums paid will be deposited no later than the last business day of each month to a separate fund established in accordance with State Law and all income earned through investment of excess funds or other income generated as the result of the self-funded insurance program will be credited to the self-funded insurance program for the benefit of the fund.
- d. The Board shall not borrow against any reserves in the self-funded insurance account for any other school needs.
- e. The Board recognizes, during the term of any agreements now in effect between the Board and the Elyria Education Association, that any modifications, changes and/or alterations regarding the specification for the insurance coverages on specific benefits shall be recommended by consensus of the JOINT COMMITTEE ON INSURANCE (“JCOI”) and ratified by the Board and the Association.
- f. The Board, in concert with the Elyria Education Association (EEA), will establish funding targets annually that will outline the level of internal rate stabilization expectations for the program.
- g. The Joint Committee on Insurance shall have the authority to investigate cost containment alternatives and to recommend, by consensus, changes in benefits to the Board and the Association for ratification.
- h. The membership of the Joint Committee on Insurance shall consist of a total of six (6) certified staff members appointed by the EEA which includes its consultant, a total of six (6) classified staff members appointed by the ESSS which includes its consultant and a total of (6) management representatives from the School District’s Administration which includes any consultant. Appointments to the committee will be made by the respective parties no later than September 1st annually. There shall be no more than three chairpersons, one selected by the EEA, one selected by the ESSS and the District’s Benefits Administrator.

- i. The Joint Committee on Insurance shall be able to, subject to all legal requirements of the Ohio Revised Code and Board of Education Policies and Procedures, employ a full-time Benefits Coordinator/Administrative Specialist as an employee of the district and contract for consultants to assist in the administration and selection of programs to assist in claim administration and other matters affecting the operations of the self-funded insurance program. Expenditures associated with the administration of the fund will be the responsibility of the fund.
- j. The Joint Committee on Insurance (JCOI) shall meet at least quarterly to monitor the activity of the self-funded insurance program. The JCOI shall be provided information on claims paid to premiums paid by month for each line of insurance, claims tracking, administrative costs, and information regarding specific and aggregate stop-loss usage of the self-funded insurance program.
- k. The Joint Committee on Insurance shall record the activities and recommendations of the committee and provide interested parties with all necessary information.

Except as set forth in Article VI, this agreement shall be in effect beginning **August 1, 2014, through July 31, 2017.**

For full-time employees under contract with the Board, the economic fringe benefits to be made available by the Board will be as follows:

- 1. A Hospital/Medical Insurance plan with benefits at least equivalent to the Medical Mutual of Ohio contract number **847891-100 in effect on August 1, 2014.**
 - a. Group contract for Certain Health Care Benefits incorporating the 120 day Extended Benefit Employee Certificate are as follows:
 - Health Care Certificate
 - Extended Health Certificate
 - Skilled Nursing Facility Benefits Rider
 - Laboratory and Pathological Services Rider
 - Emergency Medical Care Rider
 - Consultation Services Rider
 - Emergency Room Deductible Rider
 - COBRA Provisions-Coverage Continuation
(Rider 666)
 - Order of Benefits-Birthday Rule
(Rider 588)
 - Base Schedule of Benefits
 - Base Health Care Certificate

b. Group Contract for Supplemental Health Expense Benefits

Major Medical Coverage

Supplemental Major Medical Coverage Rider

Effective 7/1/93

Routine Mammogram Rider

Well Child Care Rider

Coordinator of Benefits and Subrogation Rider

Routine Pap Rider

Supplemental Major Medical Rider Schedule of Benefits

Supplemental Major Medical Rider

As assembled September 11, 2001

- c. The Joint Committee on Insurance adoptions from 12/1/2001 on mental health benefits and colonoscopy.
- d. The Joint Committee on Insurance adoptions from 2/1/02 on hearing and Well Child Care.
2. A Prescription Drug plan with benefits at least equivalent to CAREMARK with a 10/20/40 co-pay in effect on January 1, 2010.
3. A Dental Health plan with benefits at least equivalent to Delta Dental in effect on March 1, 2002.
4. A Vision Care Plan with benefits at least equivalent to Vision Service Plan in effect on March 1, 2002.
5. A group term life insurance plan with coverage for each employee in an amount equal to such employee's base salary (pro-rated for part-time employees) plus an equal amount of accidental death and dismemberment coverage.
6. An accident and sickness income insurance plan at least equivalent to the UNUM in effect on July 1, 2008.
7. Liability Insurance
- a. The Elyria City Board of Education shall make available for full-time employees under contract Liability Insurance at least equivalent to Nationwide Insurance Coverage policy 91 GP 401-533-0001L, CAS 408L, CAS 3119, CAS 2700C (2-90).

- b. Upon the request of an OEA-NEA member, and with the concurrence of the OEA-NEA Liability Insurance Carrier, the carrier shall provide primary coverage, and designate legal counsel to represent that member. If a member is provided a defense by the OEA-NEA Liability Carrier that individual shall hold harmless the Board of Education and its insurance carrier for any and all damages, claims and/or fees arising out of the action.
- c. The Board and its members, the Administration, the Board's insurance carrier, the EEA officers, cabinet and/or representative, the OEA/NEA insurance carrier and members of the bargaining unit shall be barred from making media releases regarding any potential or actual liability suit except by mutual agreement of the parties.

42. Condition of Insurance Coverage

For those economic fringe benefit coverages which the Board pays all or part of the premiums for full-time employees, the Board will pay such premiums for part-time employees on a prorated basis.

For those insurance plans for which the Board provides employee-only coverage, a payroll deduction plan may be used by employees to purchase dependents' coverage as available from the carrier of the basic plan.

Insurance coverage for participating employees will be effective as follows:

- A. Employees whose first workday is on or prior to the 14th of any given month shall be covered by all fringe benefits effective from the first day of that month.
- B. Employees whose first workday is on or after the 15th of any given month shall be covered by all fringe benefits effective from the first day of the following month.

Present employees must submit to the regulations prescribed by the present hospitalization plan and other insurance plans described under said carrier for enrollment purposes.

Except as provided elsewhere in this Agreement, if so requested an employee may continue participation in the group insurance plan during such leave, if underwriting requirements of the respective carriers permit, by remitting the premiums to the treasurer. Remittance must be submitted by the time specified by the treasurer if continuous coverage is to be maintained. Such remittance shall not be required more than thirty (30) days in advance.

Upon separation from employment the bargaining unit member shall have the right to assume life insurance coverage from the current carrier, at his/her own expense at the rates and guidelines established by the carrier.

43. Theft Insurance

An employee who is required to collect or be responsible for money collected for school purposes will be insured against loss resulting from theft of such school money in the amount of up to \$500 if such theft occurs on school premises during the time that the employee is on duty. The employee will promptly report such theft to the police through the building principal in order to be eligible later to file a claim for loss.

Except in unusual circumstances bargaining unit members will be afforded the opportunity to deposit funds with the building principal or designee during the regularly-scheduled workday.

44. Court Duty Leave

Any full-time employee called for jury duty or subpoenaed as a witness or required to be in Court on a job-related matter shall upon request be excused to perform such service and will receive regular compensation for the time required to fulfill this obligation during regular work hours. The employee shall pay to the Board the amount of money received for such duty or any per diem fees available from the party issuing the subpoena. Time served for court duty under these provisions will not be charged to any other leave. To be eligible for compensation, the employee must provide the superintendent or designee (a) notice of his/her summons or a copy of the subpoena (as soon as possible prior to the date of such service) and (b) a Clerk of Court's certificate or other documentation of the Court stating the dates served and compensation received together with a statement of actual time served. Employees desiring full compensation for any partial date of Court duty shall immediately notify the superintendent or designee when excused by the Court for the day and then report promptly to their regular duty locations unless the superintendent or designee instructs them otherwise.

45. Sick Leave

Unused sick leave accrued to an employee in accordance with ORC 3319.141 will be cumulative to a maximum of 250 days. Any bargaining unit member unless otherwise excluded in the Master Contract who is on sick leave with pay when schools are closed for calamity days, shall receive their regular pay. Such days shall not be charged to sick leave.

Each full-time employee of the Elyria City Board of Education under annual or regular school year contract, shall earn one and one-quarter (1-1/4) days of sick leave credit for each month of completed service to a maximum of 15 days per year.

Bargaining unit members, unless otherwise excluded in the Master Contract and staff members beginning their teaching in Ohio are automatically advanced five days of sick leave credit. Additional sick leave credit does not accumulate until said bargaining unit member has been in the Board's employment a sufficient time to have earned the five (5) days so credited.

Unused sick leave credit accumulated in the Ohio Public Schools and other public agencies in Ohio only is transferable, and such transfer must occur within ten (10) years of their separation from the previous public agency employment.

"Immediate Family" as used in this section shall mean husband, wife, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, grandparent grandchild daughter-in-law, son-in-law and step-children or anyone who has been living in the same household as integral part of the family and stands in a similar position to the aforelisted persons, and is meant to cover areas where a relative or even a person who is not a relative has accepted the privileges of the home as a continuous occupant thereof and has become a part of the family life.

Sick leave not to exceed one (1) day shall be granted to attend the funeral of a grandparent, niece, nephew, grandchild, aunt, uncle, brother-in-law, sister-in-law, or son-in-law, or daughter-in-law.

In addition to the above, the superintendent may grant an employee sick leave not to exceed one (1) day to attend a funeral when it is clearly the obligation of the employee to attend such funeral.

Sick leave use will only be approved in segments of whole or half days. Half days will be charge for absence due to illness up to three and one half hours in duration, and whole days will be charged for absence due to illness in excess of three hours.

Bargaining unit members absent from regular duties because of illness or other leaves shall file, in duplicate, a statement on the prescribed forms supporting the use of sick leave credit during their absence. Such statements must be filed with the director of human resources within thirty (30) calendar days after the return to work. A separate statement is required for each separated period of absence. Failure to submit the prescribed form within thirty (30) calendar days of absence may result in a loss of pay for the day(s) of absence. Effective the 2001-2002 school year, if the Board has a reasonable basis, including but not limited to the timing or pattern of absences, to suspect an employee is falsifying the use of sick leave, the Director of Human Resources will meet with EEA Presidents(s) to review the matter and afterwards may require the employee to provide additional documentation including an actual physician's statement setting forth the basis of and necessity for sick leave.

Falsification of a signed statement supporting the use of sick leave is grounds for suspension or termination of employment.

An employee may use up to two personal leave days for religious purposes. Such days shall not be counted as days absent for attendance bonus purposes.

46. Personal Leave – No Deduct

An employee shall be allowed not to exceed three (3) days of personal leave during a school year with no salary deduction for the purpose of conducting personal business which in the judgment of a prudent person could not be performed other than on school time. If such leave is requested for the day before or the day following a vacation period, the employee must submit the reasons in writing to the superintendent or designee for a final decision. If an employee was absent on an Inservice Day the previous year, the employee must submit the reasons in writing in advance to the building principal for approval of a personal leave request for an Inservice Day in the current year. Personal leave days without salary deduction shall not be cumulative. Any unused personal days shall be converted to sick leave days at the end of the school year and added to sick leave accumulation.

47. Personal Leave Deduct

Bargaining unit members may request a personal leave without pay for purposes not covered by other leave policies. All requests for personal leave shall be considered on their own merits and no accrual and/or right to any specific number days shall exist.

Such leave shall be deducted from the employee's salary. The amount deducted shall be equal to the bargaining unit member's per diem rate. Deduction for the absence shall occur within two pay periods from the date of absence.

All absence for personal reasons under this section, except in cases of emergency or extenuating circumstances, shall have prior approval of the building principal or immediate supervisor. The proper form shall be filed with the director of human resources for final approval. This policy shall be uniformly administered.

48. Parental/Family Leave

It is the good faith intent of the Board and the Association to comply with the provisions of P.L. 103-3, the Family and Medical Leave Act of 1993.

I. Use of Sick Leave

An employee may use sick leave for absence due to disability caused or contributed to by pregnancy or serious health condition in the immediate family as defined in Section 47.

II. Use of Unpaid Maternity/Paternity Leave

An employee shall be eligible for maternity/paternity leave without pay commencing with the date the doctor verifies that she is able to return to work and continuing through the date determined in part 2 below.

Maternity/paternity leave shall be governed by the following conditions:

1. The employee will request the leave of absence in writing to the Director of Human Resources at least a month (30 calendar days) in advance of the first effective day of the requested leave. In the event of premature birth or complications related directly to the pregnancy as attested to by the physician, the thirty-day (30) period may be waived.
2. A meeting with the Director of Human Resources will be arranged to discuss a mutually convenient separation date as well as the date of expected return to full employment, which shall be at the end of a grading period, unless mutually agreed to otherwise.
3. The employee and the Director of Human Resources will complete the maternity/paternity leave application after the prescribed conference.
4. A staff member approved for unpaid maternity/paternity leave in any given school year **must notify the District of his/her intent to return to work no later than April 1 of the year of the leave. If notification is received after April 1, he/she is not assured of returning to his/her formerly held position and may be assigned to any available and open position. A staff member approved for an unpaid maternity/paternity leave in any given school year may request an extension for the following school year by January 1.** If the sick leave/unpaid maternity/paternity leave spans two (2) school years, the bargaining unit member may request an extension for the balance of the second school year at least 30 days prior to the agreed upon return date. If the birth occurs during the summer, the bargaining unit member may request an extension for the balance of the new school year at least 30 days prior to the agreed upon return date.
5. Requests for unpaid maternity/paternity leave shall be presented to and approved only by the Board.
6. Associated with the pregnancy, the Board will pay hospitalization or other benefits for employees on sick leave/unpaid maternity/paternity leave up to a maximum of 12 work weeks. After the 12 work weeks the employee **will be offered an extension of benefits through COBRA provisions.**

7. A new employee who is employed to replace an individual who has been granted a maternity/paternity leave will be hired as a Long-Term Substitute. A Long-Term Substitute will not be granted a leave of absence until his or her replacement classification is changed.
8. Staff members who will be on unpaid maternity/paternity leave to become effective at the termination of the period of disability caused or contributed to by pregnancy shall be entitled to use sick leave during the period of disability to the limit of their accrued sick leave only.

III. Adoption Leave

A staff member who is adopting a child may request a leave of absence without pay for adoption reasons to begin upon the receipt of custody, and for the balance of the school year and for the following school year if requested prior to January 1.

Application for Leave – Applications for adoption leave shall be in writing, and shall contain a statement of the date of obtaining custody, the date on which the leave of absence is requested to commence, and the date the staff member may anticipate return to service. Applications for adoption leave should be made at least thirty days in advance of anticipation of custody.

Associated with the adoption, the Board will pay hospitalization or other benefits for employees on unpaid adoption leave up to a maximum of 12 work weeks. After the 12 work weeks the employee **will be offered an extension of benefits through COBRA provisions.**

IV. Foster Care Leave/Serious Health Condition Leave

An employee who has need for Foster Care Leave or Serious Health Care Leave in the immediate family shall contact the Director of Human Resources. Provisions for Foster Care Leave and Serious Health Care Leave shall comply with the provisions of P.L. 103-3, the Family and Medical Leave Act of 1993.

Associated with foster care leave and serious health condition leave in the immediate family, the Board will pay hospitalization or other benefits for employees on the unpaid leave up to a maximum of 12 work weeks. **After the 12 work weeks, the employee will be offered an extension of benefits through the COBRA provisions.**

V. **Reinstatement**

Upon return from approved leaves listed in this Article at the time set forth in the application for leave, the staff member shall be entitled to reinstatement to the same position which he/she held prior to the leave, or if that position is no longer in existence, to a substantially equivalent position for which the staff member holds valid certification.

If the staff member desires to return to active service prior to the stated date given on the application for leave, the staff member shall notify the Director of Human Resources in writing that an early return to service is requested; and the date upon which the staff member requests to return. In this case, the staff member will be placed in a position at the earliest possible time a suitable vacancy occurs.

49. **Sabbatical Leave**

Employees may request an unpaid leave of absence for study purposes in accordance with the following provisions:

I. **Eligibility for Professional Improvement Leave**

- A. An employee must have completed at least five years of service in the Elyria City Schools prior to the granting of approval for professional improvement leave.
- B. Candidates for professional improvement leave shall have at least five years expected service remaining at the time such leave is requested.

II. **Procedure for Applying for Professional Improvement Leave**

- A. A written application shall be submitted to the director of human resources including an outline of the proposed study.
- B. Applications and all other pertinent materials shall be submitted to the director of human resources no later than May 1 proceeding the year for which the leave is being requested.
- C. Such requests shall be submitted to the Board for approval or rejection by June 1 following the application.

III. **General Conditions**

- A. Employees granted leave for professional improvement may retain group hospitalization coverage by requesting such in writing to the treasurer and by submitting a check by the first of each month to cover the premium.

- B. Employees on professional improvement leave shall not accept full-time teaching jobs with another district.
- C. The Board reserves the right to limit the number of persons on professional improvement leave to one (1) percent of the number of employees in the bargaining unit.
- D. Leaves shall be limited to one school year.
- E. Individuals returning from leave for professional improvement will be placed in the same position if possible as determined by the superintendent or designee, but they may be assigned to another position for which they are certified.
- F. Employees returning from leave for professional improvement shall assume the same contractual status held at the time the leave began with the exception that additional compensation may be granted for additional graduate credit gained while on leave. Official transcripts of such credit shall be submitted to the director of human resources in accordance with administrative regulations.
- G. Employees on leave for professional improvement shall notify the director of human resources in writing by April 1, preceding the year of their intended return.

50. Professional Growth

If requested by the administration and approved by the superintendent, any bargaining unit member who enrolls in a course related to his/her instructional responsibilities at an accredited college or university shall receive partial or full reimbursement from the Board for tuition and books upon the completion of such course(s).

If approved by the superintendent, released time may be granted to attend professional meetings, conferences, or visitations which may provide the opportunity for the staff member's professional growth.

Interested employees may check with the principal, supervisor or coordinator to determine if financial assistance will be available for attendance at such activities.

Applications for professional leave and financial assistance for such leave shall be made on the prescribed form well in advance of the registration deadline, which is to be indicated on the application, in order to permit the application to be routinely processed in sufficient time to meet the needs of the applicant. In any case, such application is to be submitted not less than two weeks prior to the date for which the professional leave is requested. If priority processing is needed under special circumstances, the applicant may telephone or personally contact the supervisor concerned to request and to arrange

for special handling of the application. Unless approved by the Director of Human Resources, no more than twenty (20) professional leaves requiring a substitute shall be approved on a particular day. Requests shall be considered on a first come, first served basis based upon receipt by the Director of Human Resources.

Prior to the beginning of each school year, the superintendent will determine the budget for discretionary professional leave. This amount shall be in addition to funds allocated for district-wide goals and mandated professional leave. The dollars will be allocated per teacher and distributed per building. Persons who work in more than one building will seek approval of the building administrator who is responsible for evaluating that employee.

The staff and principal will establish guidelines for the distribution of such funds within the building. Substitute costs, if needed, will be deducted from the building professional leave budget. Any professional leave dollars remaining at the end of the school year will be carried over for that building's professional leave account the following year.

51. Professional Development Through Travel

To assist in obtaining possible tax deduction for travel that can be related to teaching assignments, bargaining unit members may consult with their principal or supervisors in advance concerning the relevance of the proposed travel to the teaching responsibilities. Such travel, though considered appropriate, is not required.

The bargaining unit member may request approval by submitting a written description of such travel to the principal or supervisor. If the principal or supervisor deems such travel to be relevant, he/she will approve and sign a statement thereon.

52. Tuition Reimbursement

1. The Board agrees to pay up to \$200.00 per semester hour (2/3 of this amount will be paid for quarter hours) to full-time certified employees who successfully complete (grade B or better) courses taken. Only course work taken by full time certificated employees in accordance with his/her approved individual professional development plan (IPDP) and are fulfilling a licensure applies under this section.
2. An employee may receive reimbursement for a maximum of six (6) semester hours or nine (9) quarter hours per school year under this provision. A certified transcript and a receipt for tuition payments must be submitted to the Treasurer to be eligible for tuition reimbursement.
3. An employee must teach in the District the year following the earning of the coursework credit to be eligible to receive tuition reimbursement.

4. The Board will appropriate for tuition reimbursement purposes a maximum of **Seventy-Five Thousand Dollars (\$75,000) per school year** to be allocated **\$50,000** for the classes taken between January 1 through August 31 and another **\$25,000** shall be allocated for the classes taken between September 1 and December 31. Any amount left over from the **\$50,000** allocation shall be rolled into the allocation for the second period. This amount shall not accumulate from school year to school year. If the amount of valid tuition reimbursement requests exceeds these amounts, eligible employees will be reimbursed on a prorated basis computed by dividing the appropriated amount by the total number of credit hours District wide for which reimbursement is requested. Payment will be made during February for the classes completed prior to December 31 and during October for the classes completed prior to August. Transcripts and proof of payment must be filed with the Director of Human Resources no later than January 15 for the February payment and September 15 for the October payment.
5. The amount of tuition reimbursement shall not exceed the actual cost of the tuition paid by an employee for coursework. Additionally, employees who are reimbursed by another agency shall be eligible for the difference, if any, between reimbursement to which they would be entitled and the amount received from the agency.

53. Personal Freedom

Those personal rights as guaranteed to every individual by the Constitution of the United States shall be adhered to by the Board and the administration and the Elyria Education Association.

54. Personnel Records

Any bargaining unit member will be given a copy of an evaluation hereafter made of his/her behavior as an employee of the Board prior to the placement of such material in his/her Personnel Department folder. The bargaining unit member shall acknowledge that he/she has received a copy and has read the material by affixing his/her signature to the copy to be filed. The signature will indicate that the evaluation has been inspected by the bargaining unit member but does not necessarily indicate agreement with the contents of the material. However, if the bargaining unit member disagrees with the evaluation in any significant way, he/she shall within ten (10) days after inspection of the material reply in a written statement to be attached to the filed copy. Such statement will contain specific reasons why the teacher disagrees with the evaluation.

Anonymous letters or materials will not be placed in a bargaining unit member's file nor will they be made a matter of record.

In general, employees are expected to maintain their own files of records which would be available to them upon their request to the original source. However, to assist a bargaining unit member having an urgent need to consult such records, school officials shall, upon request, provide a bargaining unit member the opportunity to see them in the presence of the director of human resources or designee and a representative of the Association if requested by the bargaining unit member. In addition, upon request, each bargaining unit member will be given the opportunity in the presence of the director of human resources or designee and a representative of the bargaining unit member choice to review other items from the bargaining unit member's personnel folder.

A personnel file for each bargaining unit member shall be kept at the Board office. Additionally, each building principal may continue to have a file on each bargaining unit member at the building. The contents of a teacher's file shall be disclosed to someone other than the teacher only as required by law with prior notice to the teacher.

All materials placed in a bargaining unit member's file subsequent to the adoption of this agreement shall be clearly marked with the date of filing and a copy to the teacher.

A bargaining unit member may review his/her personnel file at the building or Board level and is entitled to copies of his/her personnel file at his/her expense at the copying cost of 10 cents per page.

Without superseding the provisions as stated above, nothing in this item is to be construed as permitting access by the employee or other than specifically authorized personnel to recommendations or letters of reference pertaining to such employee.

55. Staff Participation in School Design

Employees will be given the opportunity to be involved in developing the educational specifications for new educational facilities. In addition to persons who may be selected from other groups the superintendent or designee will select from among employees, if any, nominated by the Association for involvement.

56. In-service Training

Administrators shall endeavor to develop in-service educational programs which are responsive to the needs of the bargaining unit members involved. An opportunity will be provided for the Association to have input into the planning of in-service programs.

Districtwide **Professional Development** Days shall be limited to two (2) full days per year. Elementary and Secondary Professional Development Days shall be held on the same day.

57. Superintendent-EEA Liaison

The president of the Elyria Education Association and the superintendent shall meet no later than the end of the second week of school to establish a calendar for the school year for the Liaison meetings. If there is a conflict with a scheduled meeting, it shall be rescheduled as soon as possible. These meetings are designed to discuss any matters pertaining to the Association or its membership and to discuss any matters the superintendent deems appropriate. Respective agendas shall be shared at least five working days prior to the scheduled meeting. Before a matter is brought before the Superintendent EEA Liaison Committee it must first be discussed with the building or program administrator. The bargaining unit member presenting the issue need not be the person to raise it with the building or program administrator. Rather, the building representative or any Association officer or representative may bring the issue before the administrator.

The Liaison's agenda and responsibilities does not preclude complaints from the Association, an individual bargaining unit member, or group of bargaining unit members pertaining to the alleged misinterpretation, misapplication, or violation of an established Board policy, administrative regulation or procedure to present their case to the Board of Education so long as the issue was first addressed in Liaison.

The president of the Association and/or the superintendent may be accompanied to these meetings by one other person at his/her discretion and by such other persons as may be arranged in advance by mutual agreement.

The Superintendent-EEA Liaison committee shall be the only forum for negotiating mandatory items of bargaining under Ohio Revised Code 4177.08 during the duration of the contract.

58. STRS – Salary Reduction/Salary Restatement (Sheltering)

The salaries of all bargaining unit members shall be reduced by an amount equivalent to the teacher's STRS contributions as provided by law. The Board of Education shall forward such contributions to STRS, although these contributions will be designated as employee contributions for STRS purposes. It is understood that they are being forwarded by the Board in lieu of contributions otherwise taxable by the employee. It is further agreed that in the event such Board-paid contributions are determined to be taxable to the employee by IRS or other taxing authority, or determined to be illegal by any board, agency, or court of competent jurisdiction, the salaries of all bargaining unit members will be increased by an amount equivalent to the teacher's STRS contributions for taxing purposes.

59. Lesson Plans

Lesson plans shall conform with the State Minimum Standards. Lesson plans shall be developed weekly in advance by the teacher. Lesson plans shall be available to administrators **electronically** by the close of the teacher day on Friday or the beginning of the teacher day on Monday. Lesson plans shall be detailed enough for the teacher's and/or a substitute's use. Lesson plans are considered a guideline for effective instruction. It is essential that all teachers maintain current daily lesson plans which will provide a framework for such instruction. A teacher shall not be expected to submit lesson plans when he/she is absent for extended periods of time.

60. Interschool Mail

Except for multi-addressed correspondence, interschool mail shall be opened only by the addressee.

61. Job Sharing

Job sharing has been and is being permitted in the Elyria City Schools. A bargaining unit member wishing to participate in a job share will, to the extent possible, be included in the selection of a partner.

After a mutually agreed upon plan between the two bargaining unit members involved the building principal involved, and the central office administration with input from the EEA is approved, the job sharing plan will be taken to the Board of Education for final approval on a case-by-case basis.

Prior to Board approval of any job sharing plan, the EEA shall be notified via the Superintendent-EEA Liaison.

Salary and fringe benefits shall be available on a prorated basis. Employees who work the equivalent of a half the school year in a job sharing assignment will be recognized for a full year of credit on the salary schedule.

All bargaining unit members involved in a job sharing plan shall have all rights and protections under the Master Contract as all other members of the bargaining unit, including a full year of seniority for each year of service in a job sharing plan.

This does not include the normal practice of part-time assignment which may be determined by the administration as being needed to fill given vacancies.

Job sharing bargaining unit members will attend staff meetings scheduled on their work time and will consult with the building principal to obtain pertinent information covered in the staff meetings scheduled outside their work time.

62. Elementary Guidance

Every attempt will be made to make a phone and room available for elementary school counselor's use.

63. Tutors

Tutors employed by the Board have duties and responsibilities which differ from those of teachers in many ways and shall be employed under annual tutor limited contracts for the number of days specified in each tutor's contract.

The following Articles and Sections only shall apply to tutors:

Article I

Article IV

Section	11	<u>School Calendar</u>
	15	<u>Non-discrimination</u>
	16	<u>Summer School</u>
	17	<u>Home Instruction</u>
	21	<u>Related Teachers</u>
	22	<u>Reduction in Personnel</u> – (Within their own area) Tutors shall be on a separate seniority list for purpose of Reduction in Force after serving a one (1) year probationary period. Tutor seniority shall be determined by the length of continuous service of the individual tutor in the bargaining unit. Tutors shall be eligible for rehire only to like positions following a contract non-renewal. If two or more tutors have the same length of continuous service, then seniority will be determined by A. Date of the Board Meeting at which the tutor was hired. B. The date on which the tutor submitted a completed job application. C. By lot.
23B		<u>Non-Renewal Procedures</u>
24		<u>Criteria of Acceptable Level of Performance Only</u>
30		<u>Severance Pay (DPIA and Auxiliary only)</u>
31		<u>Death Benefits</u>
32		<u>Hourly Rate</u>
36		<u>Supplemental Compensation</u>
37		<u>Other Pay Schedules</u>
38		<u>Supplemental Pay Period (Item #1 only)</u>
39		<u>Payroll Deductions</u>
40		<u>Mileage Reimbursement</u>
41		<u>Economic Fringe Benefits</u> – Tutors working a minimum of 15 hours per week have the option to purchase benefits.

44	<u>Court Duty Leave (DPIA and Auxiliary only)</u>
45	<u>Sick Leave (DPIA and Auxiliary only)</u>
46	<u>Personal Days</u>
48	<u>Parental/Family Leave</u>
49	<u>Sabbatical Leave</u>
53	<u>Personal Freedom</u>
54	<u>Personnel Records</u>
57	<u>Superintendent-EEA Liaison</u>
60	<u>Interschool Mail</u>

A tutor may grieve only violations of these specified articles and sections pursuant to Article III of this agreement. All other articles and sections of this agreement shall be inapplicable to tutors. Furthermore, the provisions of Sections 3319.11 and 3319.111 (H.B. 330) are not applicable to tutors.

Tutors shall be employed on annual tutor contracts which shall be limited contracts and which are not teacher contracts.

The annual hiring/recall of tutors depends in part, but is not limited to, need.

Tutors shall not be eligible for continuing contracts.

Tutors shall be compensated at the hourly rate in Section 32 – Hourly Rate.

Each tutor shall be paid at the hourly rate for required attendance at departmental in-service meetings and parent-teacher conferences.

The provisions of this section of the agreement are controlling, notwithstanding any provisions of the Ohio Revised Code including but not limited to Sections 3319.08, 3319.09, 3319.10, 3319.11, 3319.111, 3317.13 and 3317.14. Notwithstanding any other provisions of the Ohio Revised Code now in effect or hereinafter enacted, tutors shall be entitled only to the employment benefits specifically provided in this Section 63 and shall accept said benefits provided in lieu of any and all statutory employment rights which are hereby specifically waived and superseded.

Scheduling shall be worked out by the Director of Human Resources after consultation with the building principal and tutor.

DPIA and Auxiliary tutors only shall be paid for all calamity days as determined and granted by the State Superintendent of Public Instruction at their regular rate.

64. Building Substitutes

In accordance with Article I, a building substitute is a teacher who is regularly assigned to a specific building or buildings for a school year.

Building Substitutes employed by the Board have duties and responsibilities which differ from those of regular teachers in many ways and shall be employed under annual building substitute limited contracts for the number of days specified in building substitute's contract.

The following Articles and Sections only shall apply to building substitute:

Article I

Article II, (B) (17)

Article IV

Section	02	<u>Workday</u>
	03	<u>Starting and Ending Times</u>
	04	<u>Lunch and Planning Time</u>
	05	<u>Non-Teaching Duties</u>
	06	<u>After School Conferences</u>
	07	<u>School Staff Meetings</u>
	09	<u>Number of Working Days</u>
	11	<u>School Calendar</u>
	12	<u>Supplemental Pay for Substitute Work</u>
	15	<u>Non-discrimination</u>
	16	<u>Summer School</u>
	17	<u>Home Instruction</u>
	21	<u>Related Teachers</u>
	31	<u>Death Benefits</u>
	32	<u>Hourly Rate</u>
	36	<u>Supplemental Compensation</u>
	37	<u>Other Pay Schedules</u>
	38	<u>Supplemental Pay Period (Item #1 only)</u>
	39	<u>Payroll Deductions</u>
	40	<u>Mileage Reimbursement</u>
	41	<u>Economic Fringe Benefits</u> – Building Substitutes working a minimum of 15 hours per week have the option to purchase benefits.
	45	<u>Sick Leave</u>
	46	<u>Personal Days</u>
	48	<u>Parental/Family Leave</u> (if qualified)
	49	<u>Sabbatical Leave</u>
	53	<u>Personal Freedom</u>
	54	<u>Personnel Records</u>
	57	<u>Superintendent-EEA Liaison</u>
	60	<u>Interschool Mail</u>

A building substitute may grieve only violations of these specified articles and sections pursuant to Article III of this agreement. All other articles and sections of this agreement shall be inapplicable to building substitutes. Furthermore, the provisions of Sections 3319.11 and 3319.111 (H.B. 330) are not applicable to building substitutes.

Building substitutes shall be employed on annual building substitute contracts which shall be limited contracts and which are not teacher contracts. Their rate of pay shall be \$125.00.

The annual hiring/recall of building substitute depends in part, but is not limited to need.

Building substitute shall not be eligible for continuing contracts.

The parties agree and understand that building substitutes will have the conference and planning time of the teacher he/she replaces. This may result in a situation where the building substitute has less conference and planning time than specified in the agreement.

The provisions of this section of the agreement are controlling, notwithstanding any provisions of the Ohio Revised Code including but not limited to Sections 3319.08, 3319.09, 3319.10, 3319.11, 3319.111, 3317.13 and 3317.14. Notwithstanding any other provisions of the Ohio Revised Code now in effect or hereinafter enacted, a building substitute shall be entitled only to the employment benefits specifically provided in this Section 43 and shall accept said benefits provided in lieu of any all statutory employment rights which are hereby specifically waived and superseded.

Scheduling shall be worked out by the Director of Human Resources after consultation with the building principal and building substitute.

A building substitute will have the opportunity to be considered for any vacant bargaining unit position for which he/she meets the eligibility criteria only after all regular teachers have exercised their rights under the Master Contract.

Buildings subs will be eligible for sick leave in accordance with ORC 3319.141 under Article IV, Section 45 of the Master Contract. Eligibility for any other benefit will be determined by the Insurance Sub-Committee. Building subs working more than 15 hours per week may enroll in and pay the full premium for medical/drug, dental and vision plans as offered to other employees.

When a building substitute is not subbing for a teacher in the building or assigned to another building, he/she shall perform instructional duties such as intervention, or tutoring, but shall not do clerical work.

65. Physical Therapists and Occupational Therapists

Physical Therapists and Occupational Therapists employed by the Board have duties and responsibilities which differ from those of regular teachers in many ways and shall be employed under annual limited contracts for the number of days specified in Physical Therapists and Occupational Therapists contract.

The following Articles and Sections only shall apply to Physical Therapists and Occupational Therapists:

Article I

Article IV

Section	11	<u>School Calendar</u>
	15	<u>Non-discrimination</u>
	16	<u>Summer School</u>
	17	<u>Home Instruction</u>
	21	<u>Related Teachers</u>
	31	<u>Death Benefits</u>
	32	<u>Hourly Rate</u>
	36	<u>Supplemental Compensation</u>
	37	<u>Other Pay Schedules</u>
	38	<u>Supplemental Pay Period</u> (Item #1 only)
	39	<u>Payroll Deductions</u>
	40	<u>Mileage Reimbursement</u>
	41	<u>Economic Fringe Benefits</u>
	45	<u>Sick Leave</u>
	46	<u>Personal Days</u>
	48	<u>Parental/Family Leave</u> (if qualified)
	49	<u>Sabbatical Leave</u>
	53	<u>Personal Freedom</u>
	54	<u>Personnel Records</u>

A Physical Therapist and Occupational Therapist may grieve only violations of these specified articles and sections pursuant to Article III of this agreement. All other articles and sections of this agreement shall be inapplicable to Physical Therapists and Occupational Therapists. Furthermore, the provisions of Sections 3319.11 and 3319.111 (H.B. 330) are not applicable to Physical Therapists and Occupational Therapists.

Physical Therapists and Occupational Therapists shall be employed on annual OT/PT contracts which shall be limited contracts and which are not teacher contracts.

The annual hiring/recall of Physical Therapists and Occupational Therapists depends in part, but is not limited to, need.

Physical Therapists and Occupational Therapists shall not be eligible for continuing contracts.

The provisions of this section of the agreement are controlling, notwithstanding any provisions of the Ohio Revised Code including but not limited to Sections 3319.08, 3319.09, 3319.10, 3319.11, 3319.111, 3317.13 and 3317.14. Notwithstanding any other provisions of the Ohio Revised Code now in effect or hereinafter enacted, OT/PT shall be entitled only to the employment benefits specifically provided in this Section 65 and shall accept said benefits provided in lieu of any and all statutory employment rights which are hereby specifically waived and superseded.

Scheduling shall be worked out by the Director of Human Resources after consultation with the building principal and Physical Therapists and Occupational Therapists.

Effective 8/1/02, the OT/PT's will be placed at their appropriate step on the new teachers' salary schedule. If this would mean a decrease in salary for a current OT/PT, they shall be grand-fathered in at their current salary. They will remain at that salary until such time that their experience credit and column placement becomes equal to or greater than their current salary.

66. Site-Based Decision Making Joint Study Committee

1. Site-Based decision making is an educational concept supported by the Board of Education and the Elyria Education Association, designed to promote efficient learning environments in the Elyria Schools. This concept empowers those most directly affected to have greater control of building decisions.
2. Each building will establish a Site-Based Decision Making Steering Committee (SBDMC) by November 5 of each year. The SBDMC will be composed of a minimum of five members (4 bargaining unit members and the principal) and a maximum of twelve (11 bargaining unit members and the principal). The process of selecting the bargaining unit members will be determined by the home based bargaining unit members.
3. Members volunteering to serve on the committee should do so with the understanding that additional commitments of time will be required on their part. The SBDMC for each building must determine a process of rotating membership among bargaining unit members and the possible addition of representatives from other groups.

The SBDMC will assume responsibility to make decisions designed to improve the education of the students in its building. The committee will use data, information and the suggested ideas from all stake holders in an effort to create an efficient and effective learning environment. Subject to the provisions of this Master contract the SBDMC may choose to make decisions solely within the committee, or the committee may choose to involve the staff and community as a whole.

4. The focus and authority of the SBDMC shall include, but not be limited to proposals for deviations of the Master Contract. Additionally, each SBDMC shall work to establish building educational goals consistent with the philosophy and goals of the Elyria City Schools and develop a culture of sharing decision making that could include staff selection and interviews, budgeting or any other activity that enhances efficient and effective learning environments.
5. Any staff member may discuss and present ideas to SBDMC, or individuals on the SBDMC, on any topic that meets the purpose identified in paragraph one. Additionally, the only areas of the Master Contract where deviation is permitted in Article IV, are as follows:

- 02 Work Day
- 03 Starting and Ending Time
- 04 Lunch and Planning Time
- 06 After School Conferences
- 07 School Staff Meetings
- 09 Number of Working Days
- 10 NEOEA Day
- 27 Faculty Facilities
- 50 Professional Growth/Program Development designed to meet the specific and unique needs of students at the building
- 55 Staff Participation in School Design
- 56 In-service Training
- 59 Lesson Plans

In addition, the site based committee may address the following non-contractual issues:

- a. Arrangement of students and staff time during the day.
- b. Involvement in personnel recommendations (determining the number and staff employed at the building, staff selections).
- c. Building level budgets for teacher travel and conferences, instructional supplies and other supplies, based on allocation determined by the Superintendent and Treasurer, with the ability to save or reallocate money without District recapture of dollars at the end of the fiscal year.
- d. Supplemental instructional materials in addition to those core instructional materials adopted by the Board of Education.
- e. Collection and spending of student fees and fines.
- f. Curriculum adaptations (designed to provide for the special and unique needs of students in the building, i.e. interdisciplinary work).
- g. Looping

Additionally, bargaining unit member meetings outside the workday will be considered by the SBDMC.

The qualifiers for processing ideas are as follows:

- A. No additional cost to the district
 - B. No adverse effect on other buildings
 - C. Must meet the criteria of promoting efficient and effective learning environments in Elyria Schools.
6. The SBDMC will review all ideas, seek additional resources where helpful, and invite discussion from all members of the staff. Prior to making recommendations to the staff as a whole, the SBDMC will have reached consensus regarding proposed deviations. Such deviation will be presented in writing to the Superintendent and President of the EEA through Liaison.
 7. All recommendations under Section 70 that require deviation from the current Master Contract will be presented in writing to the Superintendent and EEA President at least five (5) days before a scheduled Superintendent-EEA Liaison meeting. If affirmed by liaison, it shall be brought to the Staff as a whole for discussion.
 8. Prior to any waivers for contract deviation being instituted, a sample ballot stating the full language changes, duration of changes, and explanations of the changes are to be provided to the staff. The staff may accept or reject the recommendations as stated on the ballot through a secret vote, monitored by the members of the EEA on the SBDMC. A seventy percent (70%) affirmative vote of those members voting shall be required to deviate from any item or provision found in the Master Contract. The building SBDMC, with input from the staff, will determine the method of evaluating the change.
 9. All waivers approved by the staff shall be signed by the members of the SBDMC. Copies will be sent to the Director of Human Resources and the President of the Elyria Education Association.
 10. In cases where a misapplication or dispute arises from the process of contract deviation, such complaint shall be brought to the Superintendent/EEA Liaison meeting. The complaint may be resolved at the Superintendent/EEA Liaison meeting or a process for dispute resolution may be developed at the Liaison meeting.
 11. The Board of Education and the Elyria Education Association understand that support is needed to ensure the success of school Site-Based Decision Making Teams. With that end in mind, the Board of Education and the Elyria Education Association will work cooperatively to provide training during the 2002-2003 school year and every two years thereafter in the following areas:
 - a. Budget development, projects and allocations.
 - b. Site-Based Committee team training.

- c. Administrative training in shared decision-making and participative management.
 - d. Other areas based on needs defined by each building or the District.
12. Effective with the 2000-01 school year, site-based decisions and contract waivers will continue in effect for a period not to exceed three years. After three years, an evaluation of the effectiveness of the waivers or decisions will be made and a reaffirmation vote will be required for any decision or waiver to continue. A seventy (70) percent affirmative vote of those members voting shall be required to discontinue the waiver or decision. Any such decision or waiver which has been in effect for at least three years at the conclusion of the 2000-01 school year is subject to this reaffirmation.
13. Areas that are not subject to Site-Based Decision making at the building level:
- a. Raising revenue and determining the District budget (both general fund and capital improvement money).
 - b. Capital expenditure – new construction, renovation, major repairs and equipment.
 - c. Establishing educational performance outcomes at each grade level and within each subject area.
 - d. Approval and adoption of core instructional materials that meet the educational performance outcomes.
 - e. Staff Development for Courses of Study and its implementation, including core instructional materials, CBE implementation, and other curriculum/instruction needs.
 - f. District services such as transportation, food service, extra-curricular programs.
 - g. Screening of candidates for jobs.
 - h. Substitute lists for employees within various job categories.
 - i. General District community relations programs.
 - j. Board of Education policy, procedures, and contracts dealing with employee benefits, salary, Association rights, employee rights, due process, and requirements mandated by Federal, State or Local laws.
 - k. District Code of Pupil Conduct, and student rights, due process and projections under Federal, State and Local law.

1. Gathering data regarding student performance and achievement.

14. Dispute Resolution

- a. Disputes among members of a Site-Based Committee will be referred to the Joint Committee for Site-Based Decision Making will:
 1. Solve the problem.
 2. Refer the problem to the Superintendent-EEA Liaison meeting.
- b. Disputes between District and buildings will be resolved by the Superintendent/EEA Liaison.

67. Lead Teacher

Only bargaining unit members with a minimum of three years of bargaining unit service in the district shall be selected as Lead Teachers. Lead Teachers shall be and shall remain as a full time teacher. Expansion or enhancement in the Lead Teacher programs shall be done through the Superintendent EEA Liaison Committee.

68. 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 that are based on improving student achievement.

The purpose of the LPDC is limited to the review and approval of individual professional development plans and professional development activities for recertification and licensure as specified by ORC 3319.22 and OAC 3301-24.

The LPDC shall have no authority or affect to revise, delete, add to or modify any article or section of this negotiated agreement. Actions of the LPDC are not to be contrary to the negotiated agreement or law.

B. Committee Composition and Selection

1. The committee shall be comprised of 13 members as follows:
 - Members
 - 3 Elementary Teachers selected by EEA
 - 3 Secondary Teachers selected by EEA
 - 3 Administrators selected by all Administrators
 - These positions should be constant
 - EEA Member of Executive Cabinet
 - Director of Human Resources
 - Academic Services (elementary and secondary)
 - LPDC committee can consult with content area specialist as needed.
 - Co-chairs: Director of Human Resources and E.E.A. Exec. Cabinet Member.
2. The LPDC shall adopt policies and procedures. These policies and procedures, as amended from time to time, shall be reviewed and approved by the Liaison Committee. These policies and procedures will be distributed to each certified/licensed employee. In the event of an in-term vacancy or removal, the teacher member shall be replaced by the association.
3. The association shall determine the length of the term of office for the teacher members of the LPDC. The length of terms shall vary to allow for staggered terms.

C. Training, Compensation and Support

Members of the LPDC shall be afforded the opportunity to attend training on the purpose, responsibilities, functioning, and legal requirements of the LPDC/certification/licensure. The Committee shall decide on appropriate training and LPDC members shall be reimbursed for all actual and necessary expenses incurred as part of the training. Any leave that is necessary, for the above training, will be charged against professional leave.

The meeting schedules of the LPDC will be established at the first committee meeting of each school year. If release time is not granted, bargaining unit members shall be paid the hourly rate specified in Article IV, Section 32.

69. Parental Complaint Procedure

1. If a parent contacts an administrator with a complaint concerning a bargaining unit member, other than complaints concerning allegations of abuse or other similar issues, the building principal will notify the bargaining unit member of the complaint and the bargaining unit member must contact or schedule an appointment with the parent to address the problem.
2. The bargaining unit member must attempt to contact and/or schedule the meeting within two school days of notification by the building principal. The bargaining unit member must document the attempts made to contact the parent. If the bargaining unit member does not attempt to contact and/or schedule the meeting within two school days, the parent may then involve the building principal.
3. If the problem is not resolved by the building principal, Central Office Administrators may become involved. If the problem is one of a reoccurring nature, the building principal may attempt to resolve the problem with the parent without first involving the bargaining unit member.

70. Resident Educator Program

This article will adhere to the requirements of the OAC 3301-24-04: Teacher Residency.

A. Definitions

1. **“Mentor” – a member of the bargaining unit who voluntarily applies and is selected to provide professional support to an individual within the first four (4) years of employment working under a resident educator license or alternative resident educator license.**
2. **“Resident Educator” – a member of the bargaining unit in the first four (4) years of employment working under a resident educator license or alternative resident educator license.**

B. Mentor Application

Any member of the bargaining unit who meets the selection criteria established in Section (C) below and wishes to be part of the Mentor Teacher pool shall make his/her interest known to the HR Director or designee in writing.

C. Criteria for Mentor Selection

Mentors must meet the following criteria:

- 1. The applicant must have a minimum of five (5) consecutive years of teaching experience.**
- 2. The applicant must hold a valid 5-year professional license or 2-year provisional license that has been renewed two (2) or more times and should currently be teaching in the same area of certification as the resident educator where possible. If such an applicant is not available, this criteria will be waived so that the resident educator will have a mentor who meets the other criteria listed in this section.**
- 3. The applicant must have completed state required mentor training. The District will pay all training fees for mentors to receive state required mentor training.**
- 4. The applicant must have the ability to maintain confidentiality.**

Once mentors have been selected, every attempt will be made to assign mentors to resident educators in their area of certification and buildings. Should no mentor be available in any area of certification, a mentor will be assigned from another area of certification. This may result in a mentor being assigned a resident educator from a different building.

D. Mentor Responsibilities

The mentor, in collaboration with the resident educator, shall follow the program of professional support for the resident educator as legislated by OAC 3301-24-04 and established by ODE guidelines.

The mentor and resident educator shall be provided coordinated release/planning time in order to obtain the support for professional growth and in order to successfully complete the Resident Educator Program. Said release time shall be up to four (4) days collectively between the mentor and the resident educator to schedule as they see fit. Such days may be utilized in one-half (1/2) or all-day increments.

E. Mentor Resources

Mentor teachers shall be provided with the following:

- 1. An orientation to mentoring responsibilities.**
- 2. Training in knowledge and skills necessary to perform mentoring responsibilities, i.e., state sponsored training.**
- 3. Opportunities to consult with and otherwise assist the assigned resident educator person or persons on a regular basis, with adequate time within the instructional day allocated for such consultation and assistance. There can be up to nine (9) such consultations per school year, approved by the Superintendent.**

F. Restrictions

- 1. The program of professional support developed between the mentor and resident educator shall not be utilized as part of the evaluation process of the resident educator.**
- 2. No mentor teacher shall participate in any informal or formal evaluation of a resident educator, nor make, or be requested or directed to make, any recommendation regarding the continued employment of a resident educator.**
- 3. All interaction, written or oral, between the mentor teacher and resident educator shall be confidential. Any violation of confidentiality by the mentor teacher shall constitute grounds for immediate removal from the mentor teacher role.**
- 4. Unless mutually agreed upon, no mentor teacher shall be assigned to more than one (1) resident educator at any time during the school year.**
- 5. A mentor teacher may be assigned to a cohort of resident educators in years two (2), three (3), or four (4) of the program.**

G. Protections

Other than a notation to the effect that a teacher has served as a mentor teacher, the teacher's activities as a mentor teacher shall not be part of that teacher's evaluation or any other employment decisions.

Not later than six (6) weeks after the initiation of the Resident Educator Program, the mentor teacher may exercise the option of being relieved of a mentoring assignment.

No mentor teacher shall be involved in the teacher evaluation process.

Training for all affected parties must address legal, contractual, and professional confidentiality issues.

H. Compensation

The mentor teacher shall be paid a stipend of \$1,000 per resident educator.

If the assignment does not last the entire year, compensation will be prorated for the year.

I. Lead Mentor

- 1. The Lead Mentor, if any, will be appointed by the Superintendent or designee.**
- 2. The Lead Mentor will work with administration to secure mentor teachers for the program and assign mentors to resident educators. The Lead Mentor will also provide assistance to mentors and shall be the cohort for resident educators within their second, third, and fourth year of the program.**
- 3. The Lead Mentor will be provided half (1/2) time release to perform the responsibilities of the lead mentor position and will be provided office space.**
- 4. The Lead Mentor will not have a formative evaluation role and shall not participate in the evaluation of any resident educator.**
- 5. The Lead Mentor will not be requested to make any recommendation regarding the continued employment of the resident educator.**
- 6. The Lead Mentor will be reimbursed for mileage for necessary travel between school buildings.**

71. Re-Employment of Retired Bargaining Unit Members

A. Employment

The Board retains the right to re-employ retired bargaining unit members. The Board will make these determinations on a case-by-case basis.

B. Salary Placement and Index

Bargaining unit members that have retired under STRS and subsequently are reemployed by the Elyria City Schools may be employed at Step 10 of the salary schedule if they retired with at least 30 years experience. The reemployed retired bargaining unit member will progress on the salary schedule as any other member of the bargaining unit.

The salary for an employed retiree will reflect the most recent education level (BA + 10, MA, etc.) and will be adjusted as appropriate in accordance with the negotiated agreement.

C. Insurance

The employed retiree will be entitled to the same health care benefits as other members.

D. Sick Leave

Employed retirees shall be eligible for a maximum of fifteen days sick leave per year, non-accumulative. The employed retiree shall not be eligible for severance pay when they leave the employment of the Board.

E. Contracts

The employed retiree will be hired to a one year limited contract and will not be eligible for or granted continuing contract status. The contractual and statutory evaluation procedures shall not apply.

F. Reduction in Force

An employed retiree shall accrue seniority rights pursuant to the negotiated agreement from the date that he/she is re-employed by the Board. No previous service time shall be used to determine seniority for purposes of a reduction in force. Any retired bargaining unit member hired on or after August 1, 2005 shall not accrue seniority for purposes of reduction in force. All terms, conditions, rights and responsibilities afforded to members of the bargaining unit shall apply to all employed retirees unless expressly stated above.

ARTICLE V – CONFLICT OF LAW

- A. This contract supersedes and prevails over all statutes of the State of Ohio (Except as specifically set forth in Section ORC 4117.10(A). However, should the State Employment Relations Board or any Court of competent jurisdiction, determine, after all appeals or times for appeal have been exhausted, that any provision herein is unlawful, such provision shall be automatically terminated but all other provisions of the Contract shall remain in full force and effect.
- B. The parties shall meet within ten (10) work days after the final determination of unlawfulness to bargain over its impact and to bring the Contract into compliance. If the parties fail to reach agreement over the affected provision, the contractual dispute settlement procedure shall be utilized to resolve the dispute.

ARTICLE VI – EXTENT AND DURATION OF AGREEMENT

This Contract shall be in effect from **August 1, 2014, through July 31, 2017.**

- 1. The employee contribution shall be capped at 12.5% of the insurance costs as calculated by the Joint Health Care Committee, or if such committee no longer exists, as calculated by the Board of Education. Any person working less than a full time assignment, i.e., five days a week at the hours as set forth in Article IV, Section 02 (B), (C), (D) and (E) with the employee paying 12.5% plus an additional amount prorated to the time schedule to work. For example, if an employee works 70% schedule, the employee will be responsible for payment of 42.5% of the premium cost.
- 2. Either party may give written notice no later than March 1 of the year this agreement expires that it wishes to commence negotiations for a successor agreement. At the time this notice is given, the party giving the notice shall have the right to include economic fringe benefits set forth in Article IV, Section 41 as an item for negotiations in the successor agreement. In such cases, all aspects of the economic fringe benefits shall be a subject for negotiations between the parties and the provision in Section 41 removing it from negotiations shall be null and void. If the notifying party does not include specific notice that it intends to negotiate the economic fringe benefits set forth in Article IV, Section 41 as part of the successor agreement, the other party shall have the right within ten (10) work days from receipt of the notice to notify the other party in writing that it intends to negotiate the economic fringe benefits set forth in Article IV, Section 41 as part of the successor agreement. If such notice is given, all aspects of the economic fringe benefits shall be a subject for negotiations between the parties and the provision in Section 41 removing it from negotiations shall be null and void.

This Agreement supersedes and cancels all previous agreements, verbal or written, and constitutes the entire agreement between the parties. Any amendment supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

ARTICLE VII – CONTINUITY OF SERVICE

The Board and the Association mutually pledge a continuity of service in keeping with the legal requirements and the terms and conditions of this contract.

ARTICLE VIII – MODIFICATION OF PROVISIONS

Except as provided in Article VI, there shall be no modifications of this Agreement except pursuant to the formal negotiations or Memorandum of Understanding procedures provided herein.

In witness of this Agreement the following parties have caused their names to be hereunto subscribed and attested to on this day 27 of March, 2015.

ELYRIA EDUCATION ASSOCIATION

BY: Mark W. Smith
Its President

BY: [Signature]
Its Vice-President

**ELYRIA CITY SCHOOL DISTRICT
BOARD OF EDUCATION**

BY: Kathryn Kayser
Its President

BY: Kate Henes
Its Treasurer

Appendix A

Contract Overview

Contract Overview

Article I Recognition and Negotiations Procedures

- I Recognition (who is in the unit, new positions)
- II Procedures (used in negotiations)
 - A. Formal Procedures
 - B. Dispute Resolution
 - C. Definitions (negotiated definitions)

Article II Exclusive Rights

- A. Board of Education (some exclusive rights of the Board)
- B. Elyria Education Association (exclusive rights including: bulletin boards; time at faculty meetings; use of PA Systems, school equipment, school buildings; dissemination of material; school board agendas; personnel directory; new teacher orientation; right of access to buildings by President; copies of contract; no reprisal; policy manuals; time for bargaining; association leave; association elections; certificated staff list; fair share fee; super seniority; and released time for the President).

Article III Grievance Procedure

Explanation

Informal

Formal:

- Step One (meeting with administrator/supervisor)
- Step Two (meeting with superintendent)
- Step Three (Arbitration)

Article IV Professional Negotiations Items

- (01) Bargaining Unit Member contracts
- (02) Workday (times per level and/or positions)
- (03) Starting and Ending Times (including modifications that may be made)
- (04) Lunch Time and Planning Time
- (05) Non-Teaching Duties (how to assign)
- (06) After School Conferences (including building meetings; parent-teacher conferences, mandatory district-wide inservice; and make-up conferences)
- (07) School Staff Meetings (defines time allotments and number of conferences)
- (08) Curriculum Study Committees (description and compensation)
- (09) Number of Working Days
- (10) NEOEA Day
- (11) School Calendar
- (12) Supplemental Pay for Substitute Work

- (13) Substitute Teachers
- (14) Class Size (including committee definition and time-line)
- (15) Non-Discrimination
- (16) Summer School
- (17) Home Instruction
- (18) Assignment (intra-building movement)
- (19) Bargaining Unit Member Transfer (including voluntary, involuntary and procedures used to fill openings due to enrollment or consolidation)
- (20) Posting and Interview Procedures (including job fairs)
- (21) Related Teachers
- (22) Reduction in Personnel (RIF – definitions and procedures)
- (23) Procedures for Non-Renewal, Termination, Suspension and Continuing Contracts
- (24) Bargaining Unit Member Evaluation
- (25) School Discipline and Teacher Protection (including disruptive students, assault leave, building action discipline plan and Discipline Resource Group – DRG)
- (26) Classroom Conditions
- (27) Faculty Facilities
- (28) Health and Safety of Staff Members
- (29) Salary and Longevity including index and salary schedule
- (30) Severance Pay
- (31) Death Benefits
- (32) Hourly Rate
- (33) Time and Method of Salary Payment
- (34) Change in Salary Classification (course work)
- (35) Prorated Salary
- (36) Supplemental Compensation (selection procedures)
- (37) Other Pay Schedules (list of supplementals, discretionary contracts, additional duty positions)
- (38) Supplemental Pay Periods
- (39) Payroll Deductions (including Association Dues; Political contributions; credit union; supplemental group life; United Way, U.S. Savings Bonds; direct deposit)
- (40) Mileage reimbursement
- (41) Economic Fringe Benefits (including memorandum form insurance committee)
- (42) Condition of Insurance Coverage
- (43) Theft Insurance
- (44) Court Duty Leave (jury duty, witness on job related matter)
- (45) Sick Leave (approval, forms, compensation at end-of year)
- (46) Personal Leave – No Deduct
- (47) Personal Leave Deduct (prior approval except in emergencies)
- (48) Parental/Family Leave (including use of sick leave, foster care leave/serious health condition leave in the family, reinstatement)
- (49) Sabbatical Leave (for professional improvement for one year)

- (50) Professional Growth (release time for conferences, number of releases/district)
- (51) Professional Development Through Travel
- (52) Tuition Reimbursement
- (53) Personal Freedom
- (54) Personnel Records (teacher's file, access to and materials in the file)
- (55) Staff Participation in School Design
- (56) In-Service Training (Waiver Days)
- (57) Superintendent-EEA Liaison
- (58) STRS – Salary Reduction/Salary Reinstatement
- (59) Lesson Plans
- (60) Interschool Mail
- (61) Job Sharing
- (62) Elementary Guidance (room and phone)
- (63) Tutors (articles and sections which apply)
- (64) Building Substitutes
- (65) Physical Therapists and Occupational Therapists
- (66) Site-Based Decision-Making Joint Study Committee
- (67) Lead Teacher
- (68) Local Professional Development Committee (LPDC)
- (69) Parental Complaint Procedure
- (70) Resident Educator Program
- (71) Re-employment of Retired Teachers

Article V Conflict of Law

Article VI Extent and Duration of Agreement

Article VII Continuity of Service

Article VIII Modification of Provisions

Appendix B

District Forms

**SUPPLEMENTAL COMPENSATION APPLICATION
(Substitute Work)**

Name of Applicant _____ Building _____

Absent Teacher _____ Date of Absence _____

Absent Educ. Counselor _____ Date of Absence _____
Special Ed. Para. _____

Class or grade level _____ Number of students assigned to me _____

Substitution time amount: Hours _____ Minutes _____

Date Filed _____
Signature of Applicant _____

I certify that I have performed the substitute service for which I wish to be paid:

Principal:

Percentage (%) of class assigned to above applicant: _____

I certify that the substitute work listed on this application was performed at my direction under terms of the negotiated agreement and due to lack of a suitable substitute teacher/EC/Spec. Ed. Para.

Date Approved _____
Signature of Principal _____

Date Approved _____ Amount of Payment Approved \$ _____

Director of Human Resources

(Forward all copies to the Director of Human Resources)

Distribution of Copies:

Original - Treasurer

Yellow - Applicant

Pink - Building Principal

Goldenrod - Human Resources Department

**THE ELYRIA SCHOOLS TUITION REIMBURSEMENT PROGRAM
CERTIFICATED**

Name: _____

Date: _____

Building: _____

Assignment: _____

Educational Institution: _____

Course(s)	Course No.(s)	Day & Time of Class	# Credit Hours	Cost of Tuition
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Objective in taking the above course(s) _____

To be eligible to participate in the Elyria Schools Tuition Reimbursement Program you must be a full time certificated employee of the Elyria Schools at the commencement and completion of your coursework. Only coursework taken by full time certificated employees in accordance with an approved Individual Professional Development Plan (IPDP) for fulfilling state licensure requirements will be eligible for tuition reimbursement.

A refund of up to \$200.00 per semester hour (2/3 of this amount for quarter hours) will be paid to you when you successfully complete the course with a grade B or above. If the amount of tuition requests exceeds the Board established allocations during the school year, eligible employees will be reimbursed on a prorated basis computed by dividing the appropriated amount by the total number of credit hours District-wide for which reimbursement is requested.

Pay the tuition fees with your own money when you register and upon successful completion of the coursework, present your original receipt of tuition payment and your original grade transcript to the Human Resources Department for reimbursement. COPIES OF ORIGINALS WILL NOT BE ACCEPTED. Reimbursements will be made during February for classes completed prior to December 31 and during October for classes completed prior to August 31. Transcripts and proof of payment must be received no later than January 15 for February payment and September 15 for October payment.

Employee's Signature (Date)

Approved by:

Human Resources Director (Date)

White Copy: Human Resources

Yellow Copy: Payroll

Pink Copy: Employee