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AGREEMENT BETWEEN

THE BENJAMIN LOGAN EDUCATION ASSOCIATION

AND

THE BENJAMIN LOGAN LOCAL BOARD OF EDUCATION

JULY 1, 2014

THROUGH

JUNE 30, 2017

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ARTICLE 1—PROFESSIONAL NEGOTIATION PROCEDURE

SECTION 1—PURPOSE

It is the purpose of this procedure to establish an orderly manner to consider and resolve issues of concern between the Benjamin Logan Local School District Board of Education and the Benjamin Logan Education Association.

We recognize that providing a high quality education for the children of the Benjamin Logan Local School District is the primary purpose of this school district, and that good morale in the Benjamin Logan staff is necessary for the best education of the children.

SECTION 2—RECOGNITION

The Benjamin Logan Local School District Board of Education, hereinafter referred to as the Board, is recognized as the policy-making body of the local school district, elected as representatives of the people, and directed by Ohio state law in providing educational opportunity to the children of the district.

The Superintendent is recognized as the chief administrator of the local school district and executive agent of the Board. He is further recognized to implement and administer policies set forth by the local board of Education of the district.

The instructional staff is recognized as the employees of the Board certificated or licensed by the Ohio State Department of Education to instruct the children of the district. The members of the instructional staff include classroom teachers, traveling teachers, guidance counselors, and special area teachers, employed on a full-time, part-time, or hourly basis who do not have administrative authority to employ, evaluate, or recommend discharge of members of the negotiation unit, all as specified in Chapter 4117 of the Ohio Revised Code.

The Benjamin Logan Education Association hereinafter referred to as the Association, an affiliate of the Ohio Education Association and the National Education Association, is recognized as the negotiating agent of the instructional staff with the Board for the purpose of professional negotiations in accordance with the provisions herein stated. This recognition shall continue in effect so long as the Association's paid membership contains more than fifty percent (50%) of the total employees in the negotiating unit.

Issues of negotiations are recognized as matters of concern to the Board or Association affecting employment, contracts, working conditions, and salary and fringe benefits. Nothing in this agreement shall, however, abrogate the power of the Board acting in accordance with the laws of the State of Ohio and the procedures set forth therein, to refuse to renew an individual contract or to terminate a contract for cause.

SECTION 3—ASSOCIATION RIGHTS

The Association shall be granted the following organizational rights as the negotiating agent of the instructional staff provided, however, such uses do not interfere with the primary or other proper use of said facilities.

1. To enter into professional negotiation discussions with the Board or its representatives in accordance with provisions of the procedure.
2. Payroll deduction of professional dues including Association, Ohio Education Association, and National Education Association, will be made in accordance with Article 7.
3. The Association shall have the use of bulletin boards in all employee workrooms and lounges, the use of the PA system to make necessary announcements, and the right to make Association statements at staff/faculty meetings, and be provided time at each regular Board meeting to address the Board and public.
4. Use of school mailboxes for distribution of Association materials.
5. The Association President shall receive the names, addresses, and phone numbers of any newly hired employees and copies of the financial reports of the District upon request.
6. The Association shall be given time on the first teacher day of each new school year for the purpose of conducting a general meeting and membership drive.
7. The Association President shall be sent copies of the agenda, minutes and any other attachments for each Board meeting prior to the Board meeting.
8. Association representatives may meet with employees during the workday, providing the visit does not interfere with class instruction.
9. Use of buildings and facilities for Association functions in accordance with Board policy in regard to payment of cooks, custodians, etc.
10. Any employee elected to serve in a state (OEA) or national (NEA) office shall be given an unpaid leave of absence with seniority for the period of time they serve in that office. Upon returning to the District, the employee shall be placed in a position for which he/she is certified and will be placed on the next pay level that they received prior to the leave.

SECTION 4 - NEGOTIATING PROCEDURE

- A. Negotiating Teams—The negotiation procedure shall be conducted between representatives of the Board and/or administration, and Association. These representatives shall be known as the Negotiating Teams. Each team may consist of no more than four (4) members, plus a consultant. Each party represented in the negotiating

procedure shall determine who will be its negotiating team representatives, but shall not select members of the other party involved in negotiating procedure. Negotiating team members shall be authorized to negotiate in good faith.

- B. "Good Faith" Negotiations—All negotiating shall be in good faith, meaning: Both parties pledge that they shall consider all issues submitted to the negotiation procedure with an intent to reach agreement.
- C. Negotiating in Executive Session—All negotiating sessions shall be in executive session, meaning: Only members of the negotiating team, consultants, as provided for in this procedure, and others as mutually agreed to by the negotiating teams shall be in the room in which negotiating session is being held.
- D. Length of the Negotiating Period—The negotiating period shall be thirty (30) to sixty (60) calendar days from the first negotiating session. The length beyond the thirty (30) calendar day period shall be mutually agreed upon by both organizations.
- E. Consultants—Either negotiating team may utilize the assistance of consultants at any session to assist in the process. Cost of such consultants shall be borne by the party utilizing such consultants. No consultant to be involved in discussions between teams unless approved by both parties.

Each party will determine the role that their consultants will fulfill for their respective team.

- F. Initiating the Negotiating Procedure— The negotiating procedure may be initiated either by a letter from the Superintendent or designee, to the President of the Association or the President of the Association or designee to the Superintendent.

The letter to initiate the Negotiating Procedure shall include the following:

1. Date of writing.
2. Statement that the purpose is to initiate the Negotiating Procedure.
3. The name of the representative of the requesting party to be contacted to make arrangements for establishing the initial negotiating session.
4. Signature and position of the sender of the letter.

Upon receipt of the letter to initiate the negotiating procedure, the receiving party President shall respond with a letter to the representative of the sending party within five (5) calendar days after the next regular Board or Association meeting, which shall include:

1. Date of writing.
2. Acknowledgement of receipt of letter to initiate the Negotiating Procedure.

3. The name of the representative of the receiving party to contact concerning arrangements for establishing the initial negotiating session.
4. Signature and position of the sender of the letter.

G. The Initial Negotiating Session—The negotiating session dates shall be arranged within ten (10) calendar days of the date of the letter of acknowledgement.

Each party may submit up to ten (10) issues which its representatives propose to negotiate. These issues will be exchanged between representatives of the parties at least five (5) working days during the school year prior to the first scheduled negotiation date. No new issues will be submitted thereafter unless mutually agreed upon by both teams.

H. General Provisions

1. Caucus—Either negotiating team may call for a caucus during a negotiating session. A caucus shall be for a period of twenty (20) minutes, unless otherwise mutually agreed to. If a caucus last longer than twenty (20) minutes, a representative of the caucusing team will return to inform the other team of the approximate time needed.
2. Recess—A recess in the negotiating session may be called for by either team when it is determined that further progress cannot be made at the present session. A recess shall not commence until the time, place, and date have been established for the next session, which shall not be longer than five (5) calendar days from the present session, unless mutually agreed upon by both parties.
3. Ad Hoc Committee—Ad Hoc Committees may be created by the negotiating teams to study a given area and make a report at specified times as directed by the teams.
4. Exchange of Information—The Board and Association agrees to provide the other, upon request, pertinent information to areas that may be discussed during the negotiation period.
5. Progress Reports—Each negotiating team shall be responsible to make periodic progress reports to the respective party they represent during the negotiating period or the public when warranted.
6. Tentative Agreement—As items are discussed and agreement reached, said items shall be reduced to writing and initialed by a representative of each team. This shall denote a tentative agreement. Tentative agreements shall remain part of the proposed negotiated contract, even if either party declares impasse.
7. Members of the Association Bargaining Team shall be released on professional leave without loss of pay to conduct negotiations if mutually agreed upon by both parties.

8. No action to coerce, censor, or penalize any negotiating participant shall be made or implied by any other participant.

SECTION 5—AGREEMENT

- A. Preparing Issues for Presentation to the Association and Board for Approval — When Agreement has been obtained on all issues submitted to the negotiating process, or issues have otherwise been resolved, each issue shall be reduced to writing, to be signed by members of the negotiating teams and presented to the Association within five (5) calendar days of the final negotiating session for its approval. Each issue shall include the following provisions in writing.
 1. Provision of the agreement.
 2. Date that said provisions are to be implemented.

Once the issues have been approved by the Association, they shall be submitted to the Board for approval at its next regular or special Board meeting. When approved by both parties, the items shall be signed by the president of the Association and the Board and entered into the official minutes of the Board.

SECTION 6—RESPONSIBILITY OF THE NEGOTIATING TEAMS

- A. If, after forty-five (45) days from the date of the initial bargaining session, the parties cannot reach an agreement on all issues being negotiated, either party may request, in writing, that the issues of disagreement be submitted to the Federal Mediation and Conciliation Service (FMCS). If one party requests the services of a mediator, the other party will join in the written request.
- B. The mediator shall have authority to call meetings for the purpose of promoting an agreement between the parties. The mediator has no authority to bind either party to any agreement(s).
- C. If, after thirty (30) days the mediator cannot facilitate an agreement, the parties will have exhausted their contractual impasse procedure. The Association shall have all the rights granted by Section 4117.14(D)(2) of the Revised Code as conditioned and restricted therein.
- D. The time frames in this disagreement procedure may be extended only through mutual agreement by the parties in writing.

ARTICLE 2—SUBSTITUTE TEACHERS

- A. Every reasonable effort shall be made to obtain substitute teachers during the absence of regular teachers.

- B. Every reasonable effort shall be made by the administration to avoid internal substitution. The Board and administration recognize the importance of preparation time, etc., and will not ask a teacher to give up a period unless it is necessary.
- C. Teachers shall be responsible for having lesson plans and materials available for use by substitute teachers.
- D. Teachers in special areas (art, music, and physical education) shall be replaced with substitutes if possible when absent from duty. In the event there are no qualified substitutes in each specific area, the administration shall actively recruit such qualified substitutes. (Guidance Counselor: \$225 per day, as needed)

ARTICLE 3—INSURANCE

- A. The Board will maintain group health, vision and dental insurance plans for its full-time employees, equal to or greater than the current level of benefits. Such coverage is outlined in the Benefit Plan available to each employee.
- B. The Board reserves the right to select and/or change carriers or third—party administrators, and further agrees not to diminish benefits provided during the life of this Agreement.
- C. The Board will pay 82% toward vision and dental coverage monthly premiums.
- D. The District shall offer one (1) medical plan for all employees. This plan shall be a Health Saving Account Plan. The Board will pay 75% toward the monthly premium for single and family coverage. Within the first ten (10) days of January, the Board will deposit into the employee's account the amount earned by the employee in the previous school year, based on the wellness plan criteria met in that previous year. Employees and spouses will earn \$160 for each criteria met. Employees on a family plan with no spouse on the plan will earn double (\$320 per criteria met). There are 5 participation criteria and 5 health screening criteria. See page 40 for a list of the guidelines for each criteria. When an employee joins coverage, the amount placed in the employees account is prorated on the Treasurer's calculations, based on a yearly amount of \$1,600 for single coverage and \$3,200 for family coverage. In the event an employee drops coverage, he or she may be liable for the difference of the prorated amount and shall re-pay the district based on the Treasurer's calculations.
- E. All eligible employees shall have the option to participate in a Board-approved IRS 125-Part A (Payroll Reallocation) Program, whereby employee contributions to the cost of insurance adjusts the employee's gross income downward, resulting in potential tax savings to the employee. Choice of which company will administer the program rests solely with the Board. If the foregoing Payroll Reallocation Program is nullified by subsequent governmental action, the Board will be held harmless and provision E of Article III of the Agreement will be null and void.

- F. An employee who has a spouse who is eligible for healthcare benefits through another entity may not have healthcare benefits coverage extended to the employee's spouse through the healthcare benefits offered by the Board, unless the employee pays an additional \$85 per month. Additionally, if the Board employs both spouses on a full-time basis and the couple does not have dependent children, both husband and wife must enroll in the single healthcare plan offered by the Board.
- G. Any employee who is enrolled in the healthcare plan offered by the Board on July 1, 2007, and who elects to drop the coverage and obtain coverage through a spouse's plan, shall be eligible to receive an annual payment of \$1,000. If the employee resumes coverage through the healthcare plan offered by the Board, then the payment in lieu of insurance shall be reduced on a pro rata basis.
- H. Effective January 1, 2009, any employee collecting retirement benefits from State Teachers Retirement and employed by the Board may purchase employer sponsored medical, dental, and vision insurance. The Board shall pay \$100 towards the monthly single premium for medical and dental coverage. The Board shall pay \$225 towards the monthly family premium for medical and dental coverage. The Board shall pay 82% vision coverage monthly premiums. The Board will deposit in to the employee's account the amount earned by the employee in the previous school year, based on the wellness plan criteria met in that previous year. All Current retired employees will be grandfathered into current insurance plan.
- I. Employees collecting retirement benefits from State Teachers Retirement or School Employees Retirement shall not be eligible for employer sponsored life insurance.
- J. Effective October 1, 2011, any spouse that is eligible for Medicare is not eligible to be on the District's Insurance Plan. If a spouse is on the plan and becomes eligible for Medicare, the spouse is no longer eligible for the district's plan the first day of the month in which the spouse becomes eligible for Medicare.
- K. The Wellness Committee will consist of four (4) BLEA members chosen by the BLEA, two (2) classified members, one (1) administrator, Superintendent, Treasurer, and one (1) member from the Board's insurance administering firm. The Committee will create guidelines and rules for the Benjamin Logan Insurance Wellness Plan to be approved by the Board of Education. Changes need to be submitted to the Board of Education by May 1st.
- L. Employees may choose to use their own physicians to collect results-based measurements or may participate in a District sponsored event. In order to be eligible for results-based contributions, measurements must be taken and submitted to the third party administrator between September 1 through October 31 of each year. It is the responsibility of the employee to cover all costs associated obtaining the results-based measurements for the screening if the employee chooses not to utilize the district-sponsored event.

ARTICLE 4—ASSAULT LEAVE

A school employee may be absent from duty under the provision of Sick Leave, Personal Leave, and other types of leave provided by statute and other administrative procedures. In addition to the above, a school employee may also be absent from duty due to an assault which occurs in the course of employment.

In order to qualify for assault leave, which shall not be charged against sick leave or against other leave granted under the Ohio Revised Code, the following guidelines should be observed:

1. The incident, resulting in the absence due to the physical disability of the employee to perform the duties for which he/she has been employed, must have arisen out of a situation determined to have been within the scope of the employment with the Board.
2. The determination as to whether or not the physical disability is a result of an assault that occurred in the course of Board employment shall be made by the Board. However, the employee must secure certified data as to the injuries sustained, from a person licensed to practice medicine, if requested by the Board. The Board shall pay a maximum of one hundred dollars (\$100) for such examination.
3. If the preceding determinations are established to have been a physical disability resulting from an assault which occurred in the course of Board employment, the period of time the employee will be maintained on a full-pay status during the period of such absence shall be until the employee is eligible to return to duties similar to the duties the employee was employed for prior to the physical disability resulting from the assault or one of the following limiting factors:
 - a) The end of the employee's limited term contract if within less than one year from the date of the assault.
 - b) The resignation of the employee prior to one year from the date of the assault.
 - c) The determination of the eligibility for Disability Retirement benefits by the retirement system prior to one year from the date of the assault.
 - d) The termination of the contract between the employee and the Board by any other method prior to one year from the date of the assault.
4. The return of any employee on authorized assault leave to duty shall be predicated on the establishment by the employee of his/her fitness to return to duty following the same method assault leave was authorized in the first instance. The Board shall pay a maximum of one hundred dollars (\$100.00) for such examination.

ARTICLE 5—CONTRACT TYPES

Consideration for new contract status for pay purposes shall be as follows:

- A. Each teacher who has completed training which would qualify him/her for a higher salary bracket shall do so by September 15 and January 15 of each school year. The teacher will be placed in the proper salary bracket only when an official transcript is on file in the office of the Benjamin Logan Board of Education. All credits earned must be from fully accredited colleges and universities. Course work that is to be used for salary considerations on the agreed schedule shall have been approved by the Superintendent.
- B. Contract Status Non-Tenured Staff—The contractual procedures for the employment and reemployment of non—tenured certificated/licensed staff members shall be as follows:
 - 1. All teachers new to the district shall be granted a one (1) year limited contract.
 - 2. All teachers who have successfully completed two (2) one-year limited contracts of teaching in the district, and who have been recommended by the Superintendent, shall be granted a two (2) year limited contract.
 - 3. All teachers who have successfully completed a two (2) year limited contract and who have been recommended by the Superintendent, shall be granted a three (3) year limited contract.
 - 4. All teachers who have successfully completed a three (3) year limited contract, and who have been recommended by the Superintendent, shall be granted a three (3) year limited contract.
 - 5. All teachers who have successfully completed the second three (3) year limited contract and have not obtained a masters degree, and who have been recommended by the Superintendent, shall be granted a one (1) year limited contract.
 - 6. All teachers who have successfully completed a five-year limited contract and who have been recommended by the Superintendent shall be granted a three-year limited contract.
 - 7. All teachers who were granted a three-year limited contract pursuant to Paragraph 6, above, and who have subsequently successfully completed a three-year limited contract and who have been recommended by the Superintendent, shall be granted another three-year limited contract.
 - 8. Article 5 (B) (1)-(5) shall not apply to teachers covered by Article 5 (B) (6)-(7).
 - 9. Article 5 (B) (6)-(7) shall apply only to those teachers who were covered by a five-year limited contract during the 2007-2008 school year.

10. When a teacher has met or anticipates meeting the criteria for a continuing contract, said teacher must notify the Superintendent and building principal by October 1st of the teacher's final year of his/her limited contract in order to be considered for a continuing contract for the following year.
 11. The Board at its option may interrupt this sequence at anytime and issue a one-year limited probationary contract. This interruption is limited to the extent that the one-year probationary contract must be issued with reasons and a plan for improvement. Upon successful completion of this one-year probationary contract, the teacher shall receive the next multi-year contract listed in the above sequence.
- C. Certification/Licensure Documents—The Board and its administrators shall act with reasonable promptness in processing documents required by the Ohio Department of Education in the ordinary course of teacher certification/licensure. It is the responsibility of each teacher to have on file in the office of the Superintendent a copy of his/her current certification/licensure papers and official transcripts of all college credits. These documents must be on hand by September 15th of each school year whether or not they affect the teacher's pay status. Failure to have such documents on hand will cause the Board to hold all paychecks until such time as proper credentials are received.
- D. Additionally, teachers must provide appropriate written documentation of military service or teaching service by September 15 in order to receive credit for that school year.
- E. Local Professional Development Committee
1. The Local Professional Development Committee is established for the purpose of determining whether coursework taken by a teacher meets the requirements of the State Board of Education standards for a license renewal. The LPDC will oversee and review Professional Development Plans for coursework, continuing education, and/or other equivalent activities.

For any changes to occur in this Section E, the BLEA members of the LPDC must be incorporated with the BLEA Negotiating Team, and be a part of that team during any negotiations about the LPDC, which occur.

 - a) An Individual Professional Development Plan (IPDP) is based on the needs of the educator, the students, the school, and the school district and must be submitted for approval to the LPDC for conversion to a license.
 2. There shall be at least five (5) total members on the committee: at least three (3) teacher members selected by the Association members of their building and two administrators appointed by the Superintendent. There shall be a majority of teacher members on the LPDC. The length of terms for committee members shall be determined by the LPDC and listed in its By-Laws for Operation.
 - a) The Association shall select all teacher members to the LPDC and any alternates (non-voting) or any replacements to the committee, if vacancies occur. The Association shall also determine the length of the service of

those representatives, the provisions for which shall appear in its By-Laws for Operation.

- b) Administrative members of the LPDC shall be a building principal, alternate (non-voting), and one other person designated by the Superintendent.
3. Compensation: LPDC members will be compensated for their work on the committee in the form of a stipend for any committee activity beyond the regular workday or school year. Committee members shall be approved and reimbursed at the current IRS rate per mile for all expenses incurred in pursuit of their LPDC duties outside the school district.
 - a) Service on an LPDC may be approved as one of the equivalent activities for license renewal.
 4. All procedures that enable the LPDC to execute its work shall appear in its governing document entitled: By-Laws for Operation. Any matters not appearing in the above-titled document shall be governed by applicable statute(s).
- F. Any employee collecting retirement benefits from State Teachers Retirement or School Employees Retirement and employed by the Board shall be placed between step 0 and step 8 on the salary schedule. Column placement shall correspond with the employee's educational level. These employees shall be employed for three (3) consecutive years before moving to the next step.
- a) Such teachers shall be entitled to all terms and conditions of the Agreement with the following caveats:
 1. The employer shall contribute the statutorily prescribed amount, which it had historically contributed towards a member's retirement pension, to an annuity available through the STRS.
 2. For purposes of seniority when considering transfers and reduction in force such above-described members shall be considered as new employees to the District and their seniority date shall be their most recent date of hire.
 3. Such teachers shall be permitted to continue to accrue all or part of the sick leave. However, at the time of the teachers' initial retirement, they shall be required to cash out their sick leave in accordance with the applicable provisions of Article 27.
 4. Upon separating from the District, they shall be entitled to a severance payment.

- b) The provision listed in subsection a (1,2, 3, and 4) above shall be applicable to certificated individuals who are employed at the BLSD after having retired from other school districts under the jurisdiction of STRS.

ARTICLE 6—CONTRACT

- A. In the event the Board decides not to reemploy a teacher for the succeeding school year, it shall notify that individual of its intent, on or before June 1st.

Salary notices will be issued to bargaining unit members on or before July 15th. Salary notices shall contain the following:

- Teacher's name
- School year
- List of pay periods
- Salary category (column and step)

The Superintendent will notify affected staff of change in assignment by July 20 of each year. In emergency situations, the Superintendent reserves the right to make necessary adjustments in assignments after July 20. For purposes of the administration of this provision, "emergency" shall mean the sudden and unanticipated vacancy in a bargaining unit position directly related to the Superintendent's intended action. In order to avoid problematic effects of reassignment, the Superintendent shall meet with teacher(s) and a BLEA representative(s) to discuss the reason for the emergency change of assignment(s).

- B. A supplemental contract for extra assignment in accord with Section 3319.08 of the Revised Code will be issued in a reasonable time period following approval by the Board.
- C. The Board is not required to fill all supplemental contract positions listed. For those positions for which contracts are issued, comparable experience shall be granted for comparable service on the supplemental salary schedule.

ARTICLE 7—CONTINUING MEMBERSHIP

Teachers shall sign and deliver by September 10, to the Board, an authorization for requesting membership dues of the recognized Association and its affiliates. Such authorization shall begin the first pay in October and continue in equal installments (2 times per month) with final payment to be deducted the second pay in July. The deductions shall continue in effect until such time as said teacher gives written notice to the Treasurer of the Board to discontinue such deductions or employment with the Board terminates.

A representative of the Association shall have access at reasonable times to the record of authorization and cancellations kept by the Treasurer.

ARTICLE 8—BUILDING VISITATIONS

The Association President and/or a designee who is an Association member, and/or the UniServ Consultant shall have the right to visit this district's schools. Upon arrival in the building, the person shall report his/her presence to the Building Principal or the Principal's designee, the purpose of the visit and his/her destination in the building. Visitation shall not interfere with the normal duties of any teacher. Visits that are made to discuss specific problems with the Building Principal should be arranged in advance. Visitors shall act in accordance with Board Policy and/or administrative rules and regulations while in the building. All meetings will be arranged in appropriate locations by the Principal or designee.

ARTICLE 9—PERSONAL LEAVE

- A. Employees may have three (3) personal days per school year. The Association and the administration encourage all employees to use personal leave in such a manner that is not in ethical conflict with professional duties. Personal leave is non-accumulative. However unused personal days shall, at the conclusion of the school year, be converted to sick leave days. If the teacher is unable to convert the unused personal day(s) to sick leave because the teacher has reached the maximum sick leave accumulation allowed pursuant to Article 11, then the teacher shall be paid \$80 for each unused personal day.
- B. Requests for personal leave should ordinarily be made in writing to the appropriate building principal five (5) school days in advance of the date for which leave is desired. However, personal leave shall not be denied if requested as a result of unanticipated events, as determined by the building principal, which necessitate its use.
- C. With respect to any of the three (3) days, the administration may deny approval if the administration knows or expects that at least ten percent (10%) of the teaching staff in that building will be absent on that particular day (rounding up to the nearest whole number; ex. = 10% of 23 teachers = 3 teachers). The administration may also deny approval if the requested days coincide with any grade-wide testing days.
- D. Requests for personal leave days during the last ten school days of the school year shall be submitted to the Superintendent.
- E. Leave will not be applicable to days before or after a school or legal holiday (a school holiday will be defined as a day not in session, excluding Saturday and Sunday), or to extend a vacation period.
- F. Personal leave may not be taken immediately prior to or immediately after a school or legal holiday unless such use is requested in advance for unique reasons and the Superintendent approves such use in writing.
- G. Teachers who receive the designation of Master Teacher are eligible for one Master Teacher Compensatory Leave Day per school year.

ARTICLE 10—MAINTENANCE OF STANDARDS

For the duration of this contract, the Board shall maintain all terms and benefits of employment at not less than the level in effect as of the effective date of this contract.

Code 4117.08 of the Public Employees Collective Bargaining Laws and Rules can be recognized as criteria for the Benjamin Logan Board of Education for legal maintenance of the school district.

ARTICLE 11—SICK LEAVE

- A. Teachers shall be granted sick leave at a rate of one and one-fourth (1-1/4) days per month for a maximum of fifteen (15) days per year.
- B. Sick leave may accrue to a maximum of two hundred sixty (260) days. Upon employment, teachers new to the district will be credited previously accumulated sick leave up to the maximum permitted by this school district provided that such employment (at Ben Logan) takes place within ten (10) years of the date of the last termination from public service.
- C. A teacher employed for the first time in Ohio will be advanced five (5) days. Said advance will be in effect the first four (4) months of service only, and the maximum annual accumulation shall be based upon the formula found in the above paragraph.
- D. Employees may use sick leave, upon approval of the responsible administrative officer, for absence due to the employee's illness, injury, pregnancy, or exposure to contagious disease.
- E. Sick leave may be used for illness in the employee's immediate family, which for this purpose, shall be defined as: spouse, child, parent, grandparent, sibling, grandchild, or in-law. A person who clearly stands in the same relationship with the employee as any of those persons specified, may be included at the discretion of the Superintendent. The Superintendent may also grant additional sick leave when deemed necessary.
- F. Employees may use up to six (6) weeks of sick leave immediately after the birth or adoption of a child in order to bond with the child. Eligibility for this benefit shall begin once the child is born or after the employee takes legal custody of the adopted child.
- G. Five (5) days sick leave may be used in the event of a death in the employee's immediate family. Immediate family here includes those identified in the preceding paragraph. The Superintendent may grant additional sick leave for this purpose when deemed necessary.
- H. A day of sick leave may be used for the purpose of attending the funeral of a relative not provided for in the above paragraph. In the event of a death of a friend/colleague, an employee may use one (1) day of personal leave or two (2) days of sick leave, which equals one (1) bereavement day for the purpose of attending the funeral of a friend/colleague with attached obituary.
- I. Teachers will furnish a written, signed statement on forms prescribed by the Board to justify the use of sick leave. If medical attention is required, the teacher's statement shall list the

name and address of the attending physician and the dates when he was consulted. Nothing in this section shall be construed to waive the physical-patient privilege provided by Section 2317.02 of the Revised Code. Falsification of a statement is grounds for suspension or termination under Section 3319.16 of the Revised Code.

- J. A teacher who has exhausted all accumulated paid leave as a result of a catastrophic illness or injury of a temporary nature may be granted additional sick leave days through the donation of accumulated unused sick leave by other bargaining unit members who volunteer to do so in accordance with the following guidelines:
- a) The teacher who seeks donated sick leave must have been absent from work for at least twenty (20) consecutive workdays as a result of the catastrophic illness or injury. Donated days may be applied to the twenty (20) day eligibility period;
 - b) A teacher who meets or will meet the criteria set forth above shall notify the Superintendent of his/her desire to request sick leave donations. If the request is approved by the Superintendent, he shall so advise the BLEA President, in writing, who shall then notify the bargaining unit members of the donation opportunity;
 - c) Teachers who have a balance of at least fifty (50) sick leave days may donate one or two of their sick leave days by submitting a signed letter to the Treasurer. Donations must be received by the Treasurer within ten (10) calendar days of the Superintendent's approval of the donation request referenced above. Donation will be accepted in units of up to twenty (20) days;
 - d) Donated sick leave may not result in an increase in severance pay.
 - e) Unused donated sick leave shall not be returned to the donor and will be removed from the recipient's sick leave balance.

ARTICLE 12—PROCESS OF EVALUATION

The professional staff of the Benjamin Logan Local School District believes that teacher evaluation should improve the instructional program. It should document the strengths as well as the weaknesses of the staff. It should also improve the learning environment for the students. The Board's evaluation policy also provides a reasonable means for assessing whether or not to renew or to continue a teacher's contract and to make other personnel decisions.

Evaluators will follow the timelines as established in R.C. 3319.111 and 3319.112 as well as other procedural aspects of the current evaluation procedures. Each completed evaluation will result in the assignment of a teacher effectiveness rating. The teacher effectiveness rating shall be derived from a summative evaluation where fifty percent of the overall evaluation is based on student

growth measures as provided for in this agreement and fifty percent of the overall evaluation is based on a teacher's performance rating as provided for in this agreement.

Any unit member being recommended for nonrenewal must be notified by June 1st.

The evaluation instrument shall be made available on the district website. Newly employed unit members will be provided a copy of the evaluation instrument upon request. Any changes in the teacher's evaluation instrument will be developed and approved by the Evaluation Policy Consultation Committee for the purposes of recommending changes to the Board.

Evaluators:

In evaluating a teacher's performance, evaluators will not make judgments, or otherwise discriminate, on the basis of an employee's age, gender identification, race, ethnicity, national origin, religion, sexual orientation, marital status, military status, disability, union membership or union activism.

Criteria for Performance Assessment:

No teacher shall be evaluated on his or her work performance except after fair and reasonable observations of the work performance of the teacher. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. All formal observations must be supported by evidence.

ARTICLE 13—TERMINATION OF CONTRACTS & FAIR DISMISSAL PROCEDURE

Teacher contracts shall be terminated in accordance with R.C. 3319.16, as it is written as of the March 1, 2012. This shall be the exclusive method for terminating teacher contracts.

ARTICLE 14—LUNCH DUTY-FREE

A teacher will be granted at least thirty (30) consecutive minutes for lunch each school day. No school activity shall be required for the teacher during this period.

ARTICLE 15—NON-DISCRIMINATION PLEDGE

There will be no discrimination, restraint, or coercion by either the Board or the Association, or by an agent or representative of either party, against any employee.

Such ban shall include genetic discrimination and shall be defined as follows: The employer and/or its agents shall not utilize information gained from genetic screening, micro-array analysis, genetic markers, or any other genetic information about an employee and/or a member of the employee's family, in executing decision concerning employment or contract renewal.

Such genetic information that may be available to the employer and/or its agents shall not be shared with any other person or body without the written consent of the employee.

ARTICLE 16—PERSONNEL RECORD FILE

- A. There will be established and maintained one (1) official file on all professional teaching staff members. This file will be maintained in the central administration office and should be locked when not in use.
- B. Personnel files are public record and are open to anyone upon request. The Board will retain confidentiality with respect to items that are required to be confidential by law, for example, social security numbers, annuities, and medical information.
- C. Any changes in staff member's status shall be made part of this record. (Change of residence, marital status, degrees, or hours of credits, etc.).
- D. Bargaining unit members will receive and sign copies of evaluations, discipline, and parental letters before such items are placed in the member's file.
- E. The teacher shall have the opportunity to reply to such material in a written statement to be attached to the copy. Any material to be filed will be marked "personnel file".
- F. If an employee has completed three (3) years of satisfactory performance following the placement of the material in his/her personnel file critical of his/her competence, character, or manner, the teacher may request that his/her file be reviewed by the teacher and administrator in charge of the personnel file, and upon mutual agreement said material shall then be removed from the file and destroyed.
- G. Anonymous materials shall not be placed in a staff member's file nor be made a matter of record.
- H. Personnel record files shall include, but not be restricted to, the following:
 - a) Application for employment, including references
 - b) Contract and salary status
 - c) Copy of current certificate
 - d) Official transcripts
 - e) Written evaluation and classroom visitations
 - f) Military service and/or previous experience
 - g) Letters of commendation or praise
 - h) Awards for professional or civic achievement

ARTICLE 17—VACANCIES AND TRANSFERS

A. POSTING AND VACANCIES

All vacancies and new positions shall be posted in each building office and on the District web page for a period of five (5) calendar days. The District shall also e-mail all vacancies and new positions to all BLS D staff e-mail accounts. A vacancy is defined as any position resulting from a retirement, nonrenewal, termination, death, transfer, or the creation of a new position. The Board reserves the right at all times to determine whether to fill any vacancy.

B. VOLUNTARY TRANSFERS AND REASSIGNMENTS

1. Voluntary transfer shall be initiated by filing a written request with the Superintendent or his/her designee. Such requests will be kept on file until September 1 of the next school year.
2. All teachers who have requested a position change will be interviewed and considered. Final decisions on transfers and/or reassignments shall be the responsibility of the Superintendent or his/her designee. A request for transfer cannot be a guarantee that the request will be granted.

ARTICLE 18—SCHOOL CALENDAR

- A. The Board, through its Superintendent, has the responsibility for determining the school calendar within statutory limitations.
- B. The Superintendent will provide the President of the Association a proposed school calendar before its formal acceptance by the Board. There shall be a minimum of two weeks allowed for consideration, receipt of suggestions and requests that the Association may wish to make concerning the proposed school calendar.
- C. Suggestions and requests of the Association concerning school calendar will be submitted to the Board for their consideration prior to setting the calendar.
- D. It is the preference that days missed beyond the state mandated calamity days shall be made up at the end of the adopted school year.

ARTICLE 19—PROFESSIONAL LEAVE

A teacher may apply on forms approved by the Board for professional leave. Professional leave days may be granted for workshops, in-service or seminars directly related to the teacher's classroom for extracurricular duties.

Teachers who are granted professional leave shall receive their regular pay.

Prior approval for reimbursement must be obtained from the Superintendent. In order to be reimbursed, a teacher must present receipts and a mileage statement to the Treasurer.

All professional leave must receive prior approval from the Superintendent or his/her designee. Requests must be submitted through the building principal to the Superintendent five (5) school days prior to the requested leave.

ARTICLE 20—ASSOCIATION PROFESSIONAL LEAVE

A total of eight (8) days may be used by the Association to attend meetings related to business such as OEA and COTA meetings. This is an aggregate number.

ARTICLE 21—REDUCTION IN NUMBER OF TEACHERS

The Board may suspend teachers' contracts in accordance with ORC 3319.17 as it is written on March 26, 2012, which includes the following language: The Board shall not give preference to any teacher based on seniority, except when making decisions between teachers who have comparable evaluations. Seniority shall not be the basis for rehiring a teacher, except when making a decision between teachers who have comparable evaluations.

ARTICLE 22—MILEAGE

Any teacher who, as a part of the teaching assignment, is required to travel shall be compensated at the then current IRS rate for reimbursement. The teacher shall keep an accurate log of all mileage accumulated and turn the log in to the Building Principal monthly.

ARTICLE 23—TEACHER DAY

- A. The teacher's day shall be a maximum of seven (7) hours and thirty (30) minutes, including lunch (as mandated in RC 3319.072).
- B. The teacher's week shall include planning and preparation time which shall not be less than the Minimum standards as listed in OAC 3301-35-05 (A)(9).
- C. All attempts will be made by the administration to avoid conducting meetings during planning and preparation times.
- D. IEP and IAT meetings may extend beyond the bargaining members' workday. Bargaining unit members may be permitted, after prior approval from the building principal, to leave school immediately after student dismissal. The amount of early release time shall equate to the amount of time spent in the IEP and IAT meeting that extended beyond the regular workday. In order to be eligible for the early release time,

bargaining unit members must submit timesheets, which reflect the extended time worked, to the building principal.

- E. The work year shall include at least three (3) teacher work days to be scheduled as follows: one (1) prior to the start of the school year, one (1) during the semester change, and one (1) as the last day of the school year. Meetings on these days shall not exceed two (2) hours on any of these workdays unless agreed upon by the majority of the parties involved.
- F. All attempts will be made to conduct special education meetings before and after school; if meetings occur on teacher workday, total of all meeting time on any given day shall not exceed 4 hours.
- G. Teachers shall not be required to administer medications for any students on a regular basis.

ARTICLE 24—GRIEVANCE PROCEDURE

The Board and Association recognize that it is in the interest of both parties to establish a grievance procedure. The procedure will be available to all personnel represented by the bargaining unit. It is understood that there will be no reprisals of any kind taken against any staff member initiating or participating in the procedure.

DEFINITIONS:

- A. A “contract grievance” is any alleged violation of this Agreement or any dispute with respect to its meaning or application.
- B. A “policy grievance” is an alleged violation of Board policies or administrative rules and regulations not included in the Master Agreement, teacher wages, hours and conditions of employment.
- C. “Contract grievances” may be processed through binding arbitration.
- D. “Policy grievances” may be processed to the Board of Education only. The decision of the Board at this stage is final and binding on the parties and non-arbitrable.

PURPOSE:

The purpose of this procedure shall be to obtain at the lowest administrative level, and in the shortest period of time, equitable solutions to grievances that may arise from time to time. Both the Board and the Association agree that grievance proceedings shall be handled in a confidential manner.

RIGHTS OF THE GRIEVANT AND THE ASSOCIATION:

- A. The Association will designate one representative for processing grievances in each building.
- B. The President of the Association shall receive prior notice of each meeting held to resolve a grievance formally filed. Such notice shall be given to the President of the Association.
- C. No records, documents or communications concerning a grievance shall be placed in the personnel file of any teacher. At all times, the confidentiality of such material will be maintained as confidential information and will be available only to the Superintendent and President of the Association, subject to section 143.49 of the Revised Code.
- D. All grievances shall be filed at the lowest possible level. The lowest possible level means the level of the grievance procedure at which the administrator deciding the grievance has the authority to make a decision.
- E. Hearings held under this procedure shall be conducted at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present.
- F. The Association, as such, shall have the right to file a grievance, if the subject matter involved concerns:
 - 1. An alleged violation of the negotiated contract as respects rights or privileges granted to the Association, its officers or its representatives.
 - 2. An alleged violation of the negotiated contract as respects a matter affecting two or more members of the bargaining unit.
- G. Nothing in this contract shall bind the Association from exercising discretion in deciding to pursue or not to pursue a grievance at any level. A grievance may be withdrawn at any level without prejudice or record.
- H. A grievant may appear on his own behalf or may be represented at any and all steps of the grievance procedure by the bargaining agent, or by attorney, or by any other person of the aggrieved's choice, except that the aggrieved may not be represented by an officer or employee of any teacher's organization other than the recognized bargaining agent.
- I. A grievant shall have the right to present a claim in accordance with the procedure described herein, free from interference, coercion, restraint, discrimination or reprisal.

TIME LIMITS:

- A. The number of days indicated at each step is considered a maximum. The time limits specified, however, may be extended by written agreement of the parties involved.
- B. If any grievance is not initiated at level two within ten (10) days after the grievant knew or reasonably should have known of the event or condition upon which it is based, the grievance shall be considered waived, shall no longer be deemed a grievance, and may

not be processed as such. However, if a condition is recurring, the ten (10) day limit will be applied to the most recent occurrence.

- C. All grievances must be appealed to the next formal level within ten (10) days
- D. "Days" shall be defined as full working days during the school year.

INFORMAL STEP – STEP ONE

If a grievant believes there is a basis for a grievance, the grievant should first discuss the matter with an immediate supervisor in an effort to resolve the problem informally. The President of the Association shall be notified of the time and place of such meeting by the grievant.

FORMAL PROCEDURE FOR 'CONTRACT GRIEVANCE'

A. LEVEL ONE:

In the event the teacher is not satisfied with the disposition of the grievance at the Informal Procedure level, or if no decision has been rendered by the principal within five (5) days after the discussion of the grievance referred to in the Informal Procedure, the teacher may file the grievance in writing with the principal using the prescribed form. The written grievance must be submitted to the principal or immediate supervisor within ten (10) days of the occurrence of the grievance. Within five (5) days of the filing of the grievance, the principal or immediate supervisor will meet with the grievant in an effort to resolve it. A written answer shall be given to the grievant within five (5) days after such meeting.

B. LEVEL TWO:

1. In the event that the aggrieved person(s) is not satisfied with the disposition of the grievance at Level One, the teacher or Association may then initiate the grievance at Level Two within five (5) days after receiving the disposition of the grievance at Level One.
2. The Superintendent or his/her designee will, within five (5) days, conduct a hearing concerning the grievance. The Superintendent or his/her designee shall make a written decision within five (5) days of such hearing. In the event no decision is forthcoming in the prescribed time, the grievance shall proceed to the next level.

C. LEVEL THREE:

If the aggrieved is not satisfied with the disposition at Level Two, then they may initiate Level Three of this procedure, within five (5) days, by giving written notice to the Superintendent of its desire to go to arbitration. The arbitrator shall be chosen from a list provided by the American Arbitration Association (AAA).

Selection and hearing shall be in accordance with the voluntary rules and regulations of the AAA. The arbitrator shall hold the necessary hearing promptly and issue the decision within such time as may be agreed upon. The decision shall be in writing with a copy sent to all parties

present at the hearing. The decision of the arbitrator shall be final and binding on all parties. The arbitrator shall expressly confine himself/herself to the precise issue(s) so submitted to him/her or to submit observations or declarations of opinion which are not directly essential in reaching the decision. The cost for arbitration shall be paid by the losing party.

MISCELLANEOUS:

- A. The “aggrieved” is a bargaining unit member claiming an alleged violation, misinterpretation or misapplication of any provision of the Master Agreement.
- B. Nothing contained herein will be construed as limiting the right of any teacher having a complaint or problem to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted using the grievance procedure without intervention of the Association, provided the adjustment is not inconsistent with the terms of this contract and the Association has been given the opportunity to be present at such adjustment and to state its views.
- C. Failure to appeal the grievance within the time limits specified shall further bar the grievance.
- D. Forms for filing and processing grievances shall be available in all buildings.

FORMAL PROCEDURE FOR “POLICY GRIEVANCE”

- A. Level One – Same as Level One procedure found above under “Contract Grievance”.
- B. Level Two – Same as Level Two under “Contract Grievance”.
- C. Level Three – Same general procedure as found under “Contract Grievance”, but the Board shall serve in place of an arbitrator. The Board’s decision is binding.

ARTICLE 25—COMMITTEES

- A. Faculty/Administrative Council

Faculty/Administrative Council: The Board and the Association, recognizing the value of faculty input for consideration in decision making, will create the Benjamin Logan Schools’ Faculty/Administrative Council to be headed and directed by the Superintendent. Representation on the council shall be 3 bargaining unit members per building, as appointed by the Association President.

Representation on the Council shall be established through mutual agreement.

The Council will meet at mutually agreeable time in October, January, March, and May.

The Faculty/Administrative Council will provide input from its members at the January meeting concerning the school calendar for the following year.

The Faculty/Administrative Council will provide, if necessary, requests from its members at the March meeting concerning supplemental salary schedule changes and/or revisions for the following school year.

B. Master Teacher Committee

1. A Master Teacher Committee shall be established for the purpose of designating teachers in the district as Master Teachers.
2. The Master Teacher Committee shall be comprised of a majority of practicing teachers. The committee shall be comprised of five (5) members: Three (3) eligible Association members appointed by the Association in a manner to be determined by the Association and two (2) administrators.

C. Credit Flex Policy Committee

1. The Credit Flex Policy Committee will be established by the BLSD. Association members will be represented on this committee.

ARTICLE 26—JURY DUTY

Teachers called to jury duty should promptly inform the Treasurer of the Board and their building principal.

The full pay of the employee shall be allowed for such service provided the check received by the member for jury service is endorsed payable to the Board of Education. Payment will be made only when the employee presents certification from the court that the employee served or was called for possible selection.

The request for exemption from jury duty shall rest solely with the teacher.

Time taken off for jury duty shall not be charged to/against sick leave or personal leave.

ARTICLE 27—SEVERANCE ALLOWANCE

Teachers shall be awarded as severance pay twenty-five percent (25%) of all the sick days they have accumulated. The maximum number of days that can be awarded as severance pay shall be sixty-five (65). Additionally, teachers shall receive an additional \$100.00 per year for each year of Benjamin Logan service. However, teachers who retire when first eligible to retire with 30 years of service under STRS rules and submit written notice of retirement by January 1 of the year of their retirement (and the Board acts on the retirement before February 1 in the year of retirement) shall receive forty percent (40%) of all their accumulated sick days

ARTICLE 28—STRS “PICKUP” – SALARY REDUCTION METHOD

The Board and the Association herewith agree that the School District shall “pick-up” all of the contributions which, in accordance with Chapter 3307 of the *Ohio Revised Code*, are required to be paid by members of the unit (“employee contributions”) to the State Teachers Retirement System (“STRS”). The pick up of employee contributions to STRS shall constitute only an assumption and payment of the employee contribution to STRS in accordance with Section 414(h)(2) of the Internal Revenue Code (a “salary reduction” pickup); and shall be reported to STRS as an employee contribution. Accordingly, such pickup shall not (i) increase the gross annual compensation of members of the unit covered by the pickup, (ii) increase the contribution which is required to be paid by the School District to STRS in accordance with Chapter 3307 of the *Ohio Revised Code*, or (iii) otherwise be considered compensation of the member of the unit for any purpose. No member shall have the option of receiving a cash payment or other compensation in lieu of the pickup of his or her employee contribution to STRS. If the provisions of the Internal Revenue Code (and rulings and Attorney General Opinions thereunder) which authorize such pickup are altered or amended, or the taxation of picked up amounts is changed after execution of this agreement, the Board and School District shall be held harmless from any liability which may result from such changes.

ARTICLE 29—RESIDENT EDUCATOR PROGRAM

When the Resident Educator Program is implemented utilizing Benjamin Logan employees and is not administered by the Educational Service Center, the Ohio Resident Educator Program shall be followed. The building principal and the Resident Educator Program Coordinator will annually select qualified mentors. Mentors who are selected and who perform their mentoring responsibilities satisfactorily shall be paid:

- \$500 for years one (1) and three (3) for each mentee
- \$200 for year two (2) for each mentee

ARTICLE 30—ELECTRONIC DEPOSIT

Salary Checks

The Board of Education shall electronically deposit all payroll checks and proof of deposit shall be e-mailed to each employee.

Deductions

Only the following deductions from paychecks shall be made without prior written authorization of the employee:

1. Federal, state, city and school district income taxes
2. Retirement

3. Court ordered deductions

Only the following deductions from paychecks will be made upon a signed, written authorization:

1. Personal group insurance as already established
2. Employee's cost for district involved medical insurance
3. Tax sheltered annuities:

The employee remains at all times responsible for any tax consequences as a result of the employee's decision to establish or change the amount of any tax-sheltered annuity. In the event the Treasurer and/or the Board of Education are assessed any taxes, charges, penalties or interest as a result of the deductions by an employee which exceed or contravene the Internal Revenue Code limitations and regulations, those amounts shall be reimbursed by the employee to the Treasurer or Board of Education as long as such taxes, charges, penalties or interest do not accrue due to negligence by the Board or its agents.

4. Professional dues
5. 125 Plan

NOTE: "Administrative expenses" are any fees charged back by the credit union to the Treasurer's office.

ARTICLE 31—CURRICULUM

Teachers who are requested by the Superintendent or his/her designee to score local competency based education or Ohio Graduation Test (OGT) and Ohio Achievement Test (OAT) testing samples and/or work on curriculum committees shall be granted time to do such within the work day.

If work is completed outside the normal school day, teachers shall be compensated at the rate of \$24.00 per hour.

ARTICLE 32—MANAGEMENT RIGHTS

The Board of Education has the right and responsibility to:

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;
9. Take actions to carry out the mission of the public employer as a governmental unit.

ARTICLE 33—ATTENDANCE INCENTIVE PREMIUM

Any member of the certified staff with one hundred percent (100%) attendance during the school year will receive a two hundred twenty-five dollar (\$225.00) premium to be paid no later than July 10 of each year. There will be a deduction of seventy-five dollars (\$75.00) for each sick leave day and/or personal leave day used, to the maximum of two hundred twenty-five dollars (\$225.00). This action shall not be affected by those who have been granted professional or Association leave.

ARTICLE 34—TUITION REIMBURSEMENT

The Benjamin Logan Local Board of Education shall pay tuition reimbursement for semester/quarter hours of graduate or undergraduate credit to certified personnel already possessing a degree, subject to the following conditions or limitations:

1. The maximum allowance shall be three hundred dollars (\$300.00) per semester hour and two hundred dollars (\$200.00) per quarter hour.
2. Reimbursement shall be made on submission of an official transcript or grade card of credit hours earned or the actual grade report from the accredited educational institution. This report or transcript shall be presented to the Superintendent for approval of payment. In order to be eligible for reimbursement, the teacher must submit the grade report or transcript within 16 weeks of completing the coursework.

3. Only grades A, B or S will be reimbursed.
4. This provision shall not apply if compensation is received from some other source such as federal or state grants, scholarships or other types of compensation not specifically listed.
5. The amount reimbursed to the certificated person applying for the compensation will not exceed the amount that was paid to the educational institution for tuition, based on proof of payment (credit card statements, receipts, canceled checks, etc).
6. Only courses that pertain to the certificated/licensed person's related educational/teaching field will be subject to reimbursement. The intent of this Article is that all course work is related and of benefit to the professional teaching curriculum of the school district and the individual teacher's assignment.
7. The sum of forty thousand dollars (\$40,000) shall be allocated during each fiscal year for disbursement for this program. In the event that a greater number of teachers with courses become eligible, the \$40,000 will be allocated among all teachers eligible on a per course-hour basis.
8. If a teacher elects to leave the school district, he/she forfeits this contract provision. All reimbursements shall be paid for the prior school year by the tenth of October.

ARTICLE 35—FAIR SHARE FEE

The Association shall have the right to assess non-members a representation fee. Said fee shall be in conformance with the internal rules and regulations of the Association.

Certified employees will have the options of:

1. Joining the Association and enjoying all the rights of NEA/OEA/COEA/BLEA membership.
2. Not joining the Association and paying the representation fee, which shall be not more than one hundred percent (100%) of the unified dues of the Association. Members who select the representation fee forfeit the following rights:
 - a. Holding Association office or committee positions
 - b. Voting privileges on Association contracts
 - c. Receipt of interest-free loans in the event of a teacher strike

Notice of the amount of the annual fair share fee shall be transmitted by the Union to the Treasurer of the Board on or about September 15 of each year during the term of this contract for the purpose of the determining amounts to be payroll-deducted and the employer agrees to promptly transmit all amounts deducted to the Association.

Payroll deductions of these fees shall commence the second regular pay in January and be deducted in equal amounts over the remainder of the pay periods left in the year, concluding the

second pay in August. In the case of unit employees newly hired after the beginning of the school year, the payroll deduction shall commence on the first pay date on or after the later of sixty days employment in a bargaining unit position or January 15.

The Association represents to the employer that an internal rebate procedure has been established in accordance with Section 4117.09(C) of the Revised Code and that a procedure for challenging the amount of the representation fee has been established and will be given to each member of the bargaining unit who does not join the Association and that such procedure and notice shall be in compliance with all applicable state and federal laws and the Constitutions of the United States and the State of Ohio.

Upon timely demand, non-members may apply to the Association for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association.

Teachers who elect membership per item 1 above, shall sign and deliver by September 10, to the Board, an authorization for requesting membership dues of the recognized Association and its affiliates. Such authorization shall begin the first pay in October and continue in equal installments (2 times per month) with final payment to be deducted the second pay in August. The deductions shall continue in effect until such time as said teacher gives written notice to the Treasurer of the Board to discontinue such deductions or employment with the Board terminates. A representative of the Association shall have access at reasonable times to the record of authorization and cancellations kept by the Treasurer.

ARTICLE 36—MASTERS DEGREE INCENTIVE

To encourage more advanced levels of teaching, Benjamin Logan Local Schools will provide a one time stipend for teachers who earn a Masters Degree or an additional 30 semester hours beyond a Masters Degree according to the following principles.

1. Academic teachers of grades 5-12 earn a Master's Degree in one of the areas they are certified in and teach.
2. Academic teachers of grades K-4 earn a Master's Degree in one of the four core academic areas:
 - i. Math
 - ii. Science
 - iii. Social Studies
 - iv. Language Arts (Reading or Writing)
3. Vocational teachers earn a Master's Degree in one of the areas they are certified in and teach.
4. Fine Arts teachers earn a Master's Degree in one of the areas they are certified in and teach.

Upon completion of a Master's Degree in the appropriate area with transcript approval, Benjamin Logan Local Schools will issue a one time \$1,600 stipend to be paid in July of that year.

ARTICLE 37—DURATION

This agreement is hereby ratified by both the Benjamin Logan Local Board of Education and the Benjamin Logan Education Association and shall be effective from July 1, 2014 through June 30, 2017.

Under Revised Code Chapter 4117, any changes in wages, hours, terms or conditions of employment are subject to midterm bargaining, provided the parties mutually agree.

FOR THE BOARD:

William Ramsey
President

La. P. Lytle
Superintendent

Debra Kull
Treasurer

Shawn Rice
Administrator

Mark Butler
Administrator

FOR THE ASSOCIATION:

Kevin Penwell
BLEA President

Marge Jenkins
Member

Andrea M. Gray
Member

Samant LMY
Member

Benjamin Logan Education Association ratified on April 30, 2014.

Benjamin Logan Local Board of Education ratified on May 19, 2014.

Benjamin Logan Index

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11	1.4400	1.5900	1.7500	1.8540
12	1.4800	1.6400	1.8100	1.9180
13	1.4900	1.6600	1.8300	1.9390
14	1.5000	1.6800	1.8500	1.9600
15	1.5400	1.7170	1.8930	2.0190

BENJAMIN LOGAN LOCAL SCHOOL DISTRICT
2014-2015 Certificated Salary Schedule

	B	B/150	M	M+15
0	32,300	33,592	35,369	37,145
1	33,592	35,207	37,145	39,212
2	34,884	36,822	39,083	41,279
3	36,176	38,437	41,021	43,347
4	37,468	40,052	42,959	45,414
5	38,760	41,667	44,897	47,481
6	40,052	43,282	46,835	49,548
7	41,344	44,897	48,773	51,615
8	42,636	46,512	50,711	53,683
9	43,928	48,127	52,649	55,750
10	45,220	49,742	54,587	57,817
11	46,512	51,357	56,525	59,884
12	47,804	52,972	58,463	61,951
13	48,127	53,618	59,109	62,630
14	48,450	54,264	59,755	63,308
15	49,742	55,459	61,144	65,214

Longevity Stipend (2014-2015, 2015-2016, 2016-2017)

Year 20 - \$1,350

Year 25 - \$1,625

Year 30 - \$2,125

One Time Payment (Half to be paid at the end of each semester)

* Year is defined as "Years in STRS Service"

BENJAMIN LOGAN LOCAL SCHOOL DISTRICT
2015-2016 Certificated Salary Schedule

	B	B/150	M	M+15
0	32,785	34,096	35,899	37,702
1	34,096	35,735	37,702	39,800
2	35,407	37,374	39,669	41,899
3	36,719	39,014	41,636	43,997
4	38,030	40,653	43,603	46,095
5	39,341	42,292	45,570	48,193
6	40,653	43,931	47,538	50,291
7	41,964	45,570	49,505	52,390
8	43,276	47,210	51,472	54,488
9	44,587	48,849	53,439	56,586
10	45,898	50,488	55,406	58,684
11	47,210	52,127	57,373	60,782
12	48,521	53,767	59,340	62,881
13	48,849	54,422	59,996	63,569
14	49,177	55,078	60,651	64,258
15	50,488	56,291	62,061	66,192

BENJAMIN LOGAN LOCAL SCHOOL DISTRICT
2016-2017 Certificated Salary Schedule

	B	B/150	M	M+15
0	33,276	34,607	36,438	38,268
1	34,607	36,271	38,268	40,397
2	35,938	37,935	40,264	42,527
3	37,269	39,599	42,261	44,657
4	38,600	41,263	44,257	46,786
5	39,932	42,926	46,254	48,916
6	41,263	44,590	48,251	51,046
7	42,594	46,254	50,247	53,175
8	43,925	47,918	52,244	55,305
9	45,256	49,582	54,240	57,435
10	46,587	51,245	56,237	59,565
11	47,918	52,909	58,233	61,694
12	49,249	54,573	60,230	63,824
13	49,582	55,239	60,896	64,523
14	49,914	55,904	61,561	65,221
15	51,245	57,135	62,992	67,185

2014-2015 Supplemental Salary Schedule

32,300							
Index	Increment	Position	0	1	2	3	4
0.14	0.0115	Head Football Coach Head Basketball Coach - Girls Head Basketball Coach - Boys	4,522	4,893	5,265	5,636	6,008
0.125	0.0097	Head Wrestling Coach	4,038	4,351	4,664	4,977	5,291
0.102	0.008	Head Baseball Coach HS Track Coach - Girls HS Track Coach - Boys Head Volleyball Coach Head Softball Coach Head Soccer Coach - Girls Head Soccer Coach - Boys	3,295	3,553	3,811	4,070	4,328
0.09	0.0075	Assistant Football Coach x 6 Reserve Basketball Coach - Girls Reserve Basketball Coach - Boys	2,907	3,149	3,392	3,634	3,876
0.075	0.0065	Head Golf Coach - Girls Head Golf Coach - Boys Head Cross Country Coach - Girls First Robotics Advisor HS Yearbook Head Cross Country Coach - Boys Marching Band Director	2,423	2,632	2,842	3,052	3,262
0.07	0.006	Head Bowling Coach - Boys Head Bowling Coach - Girls HS Show Choir	2,261	2,423	2,649	2,842	3,036
0.06	0.0055	HS Cheerleader Coach - BB HS Cheerleader Coach - FB Assistant Volleyball Coach Freshman Basketball Coach - Girls Freshman Basketball Coach - Boys Freshman Volleyball Coach Freshman Baseball Coach Freshman Softball Coach HS Assistant Track Coach X 2 - Boys HS Assistant Track Coach X 2 - Girls Assistant Baseball Coach X 2 Assistant Softball Coach X 2 Assistant Wrestling Coach X 2 Assistant Soccer Coach - Girls Assistant Soccer Coach - Boys Head Weight Room Coordinator Events Manager X 2 HS Musical Director	1,938	2,116	2,293	2,471	2,649
0.055	0.005	MS Football Coach x 4 MS Volleyball Coach x 2 MS Basketball Coach (Girls) x 2 MS Basketball Coach (Boys) x 2 MS Track Coach - Girls MS Track Coach - Boys MS Wrestling Coach x 2	1,777	1,938	2,100	2,261	2,423
0.045	0.0045	HS Musical Orchestra Director Assistant Weight Room Co. X 3	1,454	1,599	1,744	1,890	2,035

Index	Increment	Position	0	1	2	3	4
0.04	0.0025	HS Teaching Assistant Coordinator MS Assistant Track Coach - X 2 Frosh / JV Cheerleader Coach - BB Frosh / JV Cheerleader Coach - FB MS Cheerleader Coach - BB MS Cheerleader Coach - FB MS / HS Assistant Cross County Coach HS Assistant Marching Band HS Intramural Director MS Intramural Director LPDC Secretary	1,292	1,373	1,454	1,534	1,615
0.035	0.0025	Junior Class Advisor x 2 High School Play Director x 2 MS Yearbook Advisor Elementary Yearbook Guard/Majorette/Flag Advisor JETS (Jun. Engineering Tech Society) HS Student Government x 2	1,131	1,211	1,292	1,373	1,454
0.025	0.0015	Key Club Advisor HS Dance Team Coach MS Newspaper Advisor Link Crew Advisor x 2 Future City Advisor Math Counts Advisor Global Gateways x 2 Middle School Art Club Elementary Art Club MS Student Council Advisor MS Builders Club National Honor Society Advisor MS Straight "A" Advisor Senior Class Advisor x 2	808	856	904	953	1,001
0.02	0.001	Academic Advisor HS Ohio Model UN x 2 MS Ohio Model UN x 2 Freshman Class Advisor x 2 Sophomore Class Advisor x 2	646	678	711	743	775
0.02	0.0015	LPDC Member LPDC Chair + 10%	646	694	743	791	840
0.013	0.0025	HS Ass't Musical Director HS Musical Technical	420	501	581	662	743

Teachers Overnight Outdoor Ed/8th Grade trip, Etc... - \$50.00 per night
Teachers substituting in classroom- \$25.00 per 80 minutes / \$20.00 for 45 minutes / \$15.00 for 35 or 40 minutes
(All else prorated)

Summer School - \$25.00 per hour
Technology Assistants - \$20.00 per hour (Not to exceed 300 hours per building)
Master Teacher Application read by a committee member - \$30.00 Stipend
Credit Flex Application read by a committee member - \$30.00 Stipend per review
Credit Flex teachers will receive \$30.00 per test graded.
Teachers who supervise independent study or demonstrating mastery will receive \$210.00 per student.

2015-2016 Supplemental Salary Schedule

32,785							
Index	Increment	Position	0	1	2	3	4
0.14	0.0115	Head Football Coach Head Basketball Coach - Girls Head Basketball Coach - Boys	4,590	4,967	5,344	5,721	6,098
0.125	0.0097	Head Wrestling Coach	4,098	4,416	4,734	5,052	5,370
0.102	0.008	Head Baseball Coach HS Track Coach - Girls HS Track Coach - Boys Head Volleyball Coach Head Softball Coach Head Soccer Coach - Girls Head Soccer Coach - Boys	3,344	3,606	3,869	4,131	4,393
0.09	0.0075	Assistant Football Coach x 6 Reserve Basketball Coach - Girls Reserve Basketball Coach - Boys	2,951	3,197	3,442	3,688	3,934
0.075	0.0065	Head Golf Coach - Girls Head Golf Coach - Boys Head Cross Country Coach - Girls First Robotics Advisor HS Yearbook Head Cross Country Coach - Boys Marching Band Director	2,459	2,672	2,885	3,098	3,311
0.07	0.006	Head Bowling Coach - Boys Head Bowling Coach - Girls HS Show Choir	2,295	2,459	2,688	2,885	3,082
0.06	0.0055	HS Cheerleader Coach - BB HS Cheerleader Coach - FB Assistant Volleyball Coach Freshman Basketball Coach - Girls Freshman Basketball Coach - Boys Freshman Volleyball Coach Freshman Baseball Coach Freshman Softball Coach HS Assistant Track Coach X 2 - Boys HS Assistant Track Coach X 2 - Girls Assistant Baseball Coach X 2 Assistant Softball Coach X 2 Assistant Wrestling Coach X 2 Assistant Soccer Coach - Girls Assistant Soccer Coach - Boys Head Weight Room Coordinator Events Manager X 2 HS Musical Director	1,967	2,147	2,328	2,508	2,688
0.055	0.005	MS Football Coach x 4 MS Volleyball Coach x 2 MS Basketball Coach (Girls) x 2 MS Basketball Coach (Boys) x 2 MS Track Coach - Girls MS Track Coach - Boys MS Wrestling Coach x 2	1,803	1,967	2,131	2,295	2,459
0.045	0.0045	HS Musical Orchestra Director Assistant Weight Room Co. X 3	1,475	1,623	1,770	1,918	2,065

Index	Increment	Position	0	1	2	3	4
0.04	0.0025	HS Teaching Assistant Coordinator MS Assistant Track Coach - X 2 Frosh / JV Cheerleader Coach - BB Frosh / JV Cheerleader Coach - FB MS Cheerleader Coach - BB MS Cheerleader Coach - FB MS / HS Assistant Cross County Coach HS Assistant Marching Band HS Intramural Director MS Intramural Director LPDC Secretary	1,311	1,393	1,475	1,557	1,639
0.035	0.0025	Junior Class Advisor x 2 High School Play Director x 2 MS Yearbook Advisor Elementary Yearbook Guard/Majorette/Flag Advisor JETS (Jun. Engineering Tech Society) HS Student Government x 2	1,147	1,229	1,311	1,393	1,475
0.025	0.0015	Key Club Advisor HS Dance Team Coach MS Newspaper Advisor Link Crew Advisor x 2 Future City Advisor Math Counts Advisor Global Gateways x 2 Middle School Art Club Elementary Art Club MS Student Council Advisor MS Builders Club National Honor Society Advisor MS Straight "A" Advisor Senior Class Advisor x 2	820	869	918	967	1,016
0.02	0.001	Academic Advisor HS Ohio Model UN x 2 MS Ohio Model UN x 2 Freshman Class Advisor x 2 Sophomore Class Advisor x 2	656	688	721	754	787
0.02	0.0015	LPDC Member LPDC Chair + 10%	656	705	754	803	852
0.013	0.0025	HS Ass't Musical Director HS Musical Technical	426	508	590	672	754

Teachers Overnight Outdoor Ed/8th Grade trip, Etc... - \$50.00 per night
Teachers substituting in classroom- \$25.00 per 80 minutes / \$20.00 for 45 minutes / \$15.00 for 35 or 40 minutes
(All else prorated)

Summer School - \$25.00 per hour
Technology Assistants - \$20.00 per hour (Not to exceed 300 hours per building)
Master Teacher Application read by a committee member - \$30.00 Stipend
Credit Flex Application read by a committee member - \$30.00 Stipend per review
Credit Flex teachers will receive \$30.00 per test graded.
Teachers who supervise independent study or demonstrating mastery will receive \$210.00 per student.

2016-2017 Supplemental Salary Schedule

33,276							
Index	Increment	Position	0	1	2	3	4
0.14	0.0115	Head Football Coach Head Basketball Coach - Girls Head Basketball Coach - Boys	4,659	5,041	5,424	5,807	6,189
0.125	0.0097	Head Wrestling Coach	4,160	4,482	4,805	5,128	5,451
0.102	0.008	Head Baseball Coach HS Track Coach - Girls HS Track Coach - Boys Head Volleyball Coach Head Softball Coach Head Soccer Coach - Girls Head Soccer Coach - Boys	3,394	3,660	3,927	4,193	4,459
0.09	0.0075	Assistant Football Coach x 6 Reserve Basketball Coach - Girls Reserve Basketball Coach - Boys	2,995	3,244	3,494	3,744	3,993
0.075	0.0065	Head Golf Coach - Girls Head Golf Coach - Boys Head Cross Country Coach - Girls First Robotics Advisor HS Yearbook Head Cross Country Coach - Boys Marching Band Director	2,496	2,712	2,928	3,145	3,361
0.07	0.006	Head Bowling Coach - Boys Head Bowling Coach - Girls HS Show Choir	2,329	2,496	2,729	2,928	3,128
0.06	0.0055	HS Cheerleader Coach - BB HS Cheerleader Coach - FB Assistant Volleyball Coach Freshman Basketball Coach - Girls Freshman Basketball Coach - Boys Freshman Volleyball Coach Freshman Baseball Coach Freshman Softball Coach HS Assistant Track Coach X 2 - Boys HS Assistant Track Coach X 2 - Girls Assistant Baseball Coach X 2 Assistant Softball Coach X 2 Assistant Wrestling Coach X 2 Assistant Soccer Coach - Girls Assistant Soccer Coach - Boys Head Weight Room Coordinator Events Manager X 2 HS Musical Director	1,997	2,180	2,363	2,546	2,729
0.055	0.005	MS Football Coach x 4 MS Volleyball Coach x 2 MS Basketball Coach (Girls) x 2 MS Basketball Coach (Boys) x 2 MS Track Coach - Girls MS Track Coach - Boys MS Wrestling Coach x 2	1,830	1,997	2,163	2,329	2,496
0.045	0.0045	HS Musical Orchestra Director Assistant Weight Room Co. X 3	1,497	1,647	1,797	1,947	2,096

Index	Increment	Position	0	1	2	3	4
0.04	0.0025	HS Teaching Assistant Coordinator MS Assistant Track Coach - X 2 Frosh / JV Cheerleader Coach - BB Frosh / JV Cheerleader Coach - FB MS Cheerleader Coach - BB MS Cheerleader Coach - FB MS / HS Assistant Cross County Coach HS Assistant Marching Band HS Intramural Director MS Intramural Director LPDC Secretary	1,331	1,414	1,497	1,581	1,664
0.035	0.0025	Junior Class Advisor x 2 High School Play Director x 2 MS Yearbook Advisor Elementary Yearbook Guard/Majorette/Flag Advisor JETS (Jun. Engineering Tech Society) HS Student Government x 2	1,165	1,248	1,331	1,414	1,497
0.025	0.0015	Key Club Advisor HS Dance Team Coach MS Newspaper Advisor Link Crew Advisor x 2 Future City Advisor Math Counts Advisor Global Gateways x 2 Middle School Art Club Elementary Art Club MS Student Council Advisor MS Builders Club National Honor Society Advisor MS Straight "A" Advisor Senior Class Advisor x 2	832	882	932	982	1,032
0.02	0.001	Academic Advisor HS Ohio Model UN x 2 MS Ohio Model UN x 2 Freshman Class Advisor x 2 Sophomore Class Advisor x 2	666	699	732	765	799
0.02	0.0015	LPDC Member LPDC Chair + 10%	666	715	765	815	865
0.013	0.0025	HS Ass't Musical Director HS Musical Technical	433	516	599	682	765

Teachers Overnight Outdoor Ed/8th Grade trip, Etc... - \$50.00 per night
Teachers substituting in classroom- \$25.00 per 80 minutes / \$20.00 for 45 minutes / \$15.00 for 35 or 40 minutes
(All else prorated)

Summer School - \$25.00 per hour

Technology Assistants - \$20.00 per hour (Not to exceed 300 hours per building)

Master Teacher Application read by a committee member - \$30.00 Stipend

Credit Flex Application read by a committee member - \$30.00 Stipend per review

Credit Flex teachers will receive \$30.00 per test graded.

Teachers who supervise independent study or demonstrating mastery will receive \$210.00 per student.

Wellness Activities Program

ADMINISTERED BY Benjamin Logan



Benjamin Logan has instituted a **voluntary wellness plan** that will strive to make employees and spouses healthier in the coming years by encouraging a healthy lifestyle. This is a comprehensive plan that will tie the amount the Board of Education contributes yearly to the employee's health savings account with their **participation in wellness activities and the meeting of markers in designated areas of wellness**. This information focuses on the participation in wellness activities which will be administered by Benjamin Logan.

PARTICIPATION IN WELLNESS ACTIVITIES

This part of the wellness plan has 5 criteria that can be obtained per employee and spouse, if applicable

*Criteria	Action
Annual Medical Exam	Participate in the sponsored wellness screening taking place in October.
Annual Dental Exam	Receive exam between November 1, and October 31, then submit documentation to the Treasurer's Office by October 31 at 3:30 pm.
Annual Vision Exam	Receive exam between November 1, and October 31, then submit documentation to the Treasurer's Office by October 31 by 3:30 pm.
Annual Health Educational Session	Participate in 1 Benjamin Logan sponsored wellness educational session.
Annual Wellness Activity Points (See below for list of activity opportunities)	<p>Reach the level of activity points needed between November 1 of prior year to October 31 of current year. Points are to be logged by the employee and spouse on the Benjamin Logan Wellness Plan Activity Log Sheet.</p> <ul style="list-style-type: none"> ○ November 1, 2012 – October 31, 2013 → must earn 20 points ○ November 1, 2013 – October 31, 2014 → must earn 22 points ○ November 1, 2014 – October 31, 2015 → must earn 24 points

Activity Point Opportunities	Points Available
Addiction Cessation Program – For food or substance abuse	1 point per month
Get suggested health screenings each year (e.g., mammogram, pap smear, prostate check, etc.)	1 point per screening
Exercise 2 times per week (e.g., Jazzercise, weight lifting, running, walking, YMCA, workout DVDs, organized sports, etc.)	1 point per month
Participate in mental health activity (e.g., counseling, support group, etc.)	1 point per session
Volunteer your time to a non-profit (Cannot be earning supplemental pay for the activity)	1 point for every 2 hours
Participate in a weight management program (e.g., Weight Watchers, My Fitness Pal, Biggest Loser, etc.)	1 point per month
Participate in a social activity (e.g., staff bowling, card party, Christmas party, etc.)	1 point per activity

*These guidelines are subject to change pursuant to Article 3 (K).

Note: Benjamin Logan Schools (BLS) will enter into an agreement with a third party to consult and administer the results-based incentive plan in accordance of applicable Federal laws. Additionally, whereas, the U.S. Department of Health and Human Services ("HHS") has issued final regulations, pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), governing the privacy of individually identifiable health information obtained, created or maintained by certain entities, including healthcare providers (the "HIPAA Privacy Regulations"), the security of such information in electronic form (the "HIPAA Security Regulations"), and modifications to the HIPAA Privacy Regulations and HIPAA Security Regulations under the Health Information Technology for Economic and Clinical Health Act (the "HITECH Act") whereas, BLS will engage a Business Associate to perform services or provide goods, or both and will be documented through such Business Associate Agreement

Benjamin Logan Local Schools Wellness Plan Guidelines*

HEALTH SCREENING CRITERIA	October 2014 Guidelines	October 2015 Guidelines	Alternative Goal
Body Mass Index	≤ 28.9	≤ 27.9	9 % weight reduction for 2014 10% weight reduction for 2015 from prior year screening
Blood Pressure	≤ 135/85	≤ 135/85	Marked Improvement
LDL Cholesterol	≤ 140	≤ 130	Marked Improvement
Glucose	≤ 115	≤ 110	Marked Improvement
Tobacco / Nicotine	Negative	Negative	Contact Bravo Wellness for Quit Logix Information

1 Point will be assessed to each passing criteria

BLOOD PRESSURE (mmHg)		
	Systolic	Diastolic
Desirable	Below 120	Below 80
Elevated I	120 - 135	80 - 85
Elevated II	136 - 139	86 - 89
Elevated III	140 - 159	90 - 99
Elevated IV	160 or Higher	100 or Higher

LDL CHOLESTEROL (mg/dL)		
Desirable	Below 100	OR Participant LDL to HDL ratio will not exceed 5
Elevated I	101 - 130	
Elevated II	131 - 159	
Elevated III	160 or Higher	

GLUCOSE** (mg/dL)	
Desirable	Below 100
Elevated I	101 - 110
Elevated II	111 - 125
Elevated III	126 or Higher

BODY MASS INDEX (kg/m ²)
9% Weight reduction for 2014 10% weight reduction for 2015 from prior year screening

*These guidelines are subject to change pursuant to Article 3 (K)

** BL employees that are maintaining and monitoring their glucose levels under the care of a physician, can file an appeal. Download the form at www.bravowell.com/benlogan. Employees may submit the completed form to Bravo Wellness prior to their screening or within the 30 days from the date on their results letter.



ALTERNATIVE GOALS[^]

Just as unhealthy habits don't develop overnight; neither does health improvement. That is why it's important to recognize those taking personal accountability for their health and making progress towards their employer's health goals.

Included in your employer's plan design this year are alternative goals. If you failed to meet your employer's goal, but made improvement in that area from one category level to the next since the last health screening, you can still earn the credit!

What defines improvement?

As an example: If your 2015 screening result for LDL is 170 (Elevated II), you would need to either improve your LDL into the Elevated I range of 141-159 – OR – achieve your employer goal of ≤ 140 at your 2016 screening.

Improvement category levels are not intended to identify risk or medical appropriateness. Always consult with your medical doctor before starting any new exercise or nutrition program.

[^] If we have results from your last Bravo screening, your improvement will be automatically considered. If Bravo does not have prior results, you will be provided the information you need to request an alternative goal in your results letter.

BODY MASS INDEX (kg/m ²)	
NIH Goal: ≤ 18.5 -24.9; August 2015 guidelines: ≤ 28.9	
9% Weight reduction from prior screening	

BLOOD PRESSURE (mmHg)		
NIH Goal: $\leq 120/80$; August 2015 guidelines: $\leq 135/85$		
	Systolic	Diastolic
Elevated I	136 - 139	86 - 89
Elevated II	140 - 159	90 - 99
Elevated III	160 or Higher	100 or Higher

LDL CHOLESTEROL (mg/dL)		
NIH Goal: ≤ 100 ; August 2015 guidelines: ≤ 140		
Elevated I	141 - 159	OR Participants LDL to HDL ratio will not exceed 5
Elevated II	160 or Higher	

GLUCOSE (mg/dL)	
NIH Goal: ≤ 100 ; August 2015 guidelines: ≤ 115	
Elevated I	110 and below
Elevated II	111 - 125
Elevated III	126 or Higher

* BL employees that are maintaining and monitoring their glucose levels under the care of a physician, can file an appeal. Download the form at www.bravowell.com/benlogan. Employees may submit the completed form to Bravo Wellness, prior to their screening or within the 30 days from the date on their results letter.

Benjamin Logan Wellness Plan August 2015 Guidelines

ADMINISTERED BY BRAVO WELLNESS



- Benjamin Logan has partnered with Bravo Wellness to coordinate screenings and administer your wellness program for those enrolled in the health plan.
- Your covered spouse is also invited to participate.
- Benjamin Logan is committed to helping you achieve your best health! Your participation in the program will have a financial impact if you are covered in the health plan. If you are unable to meet a goal under this wellness program, you might qualify to earn the same financial impact by different means. Although voluntary, if you choose not to participate, you might miss out on earning funds for your H.S.A. We will work with you (and, if you wish, with your doctor) to find an alternative with the same reward that is right for you in light of your health status.
- Your specific results will not be shared with your employer and will remain confidential.

Plan design for plan year 2016 (August 2015 screenings) Participants Earn Points by Achieving Healthy & Reasonable Goals

HEALTH SCREENING TESTS	Employer's Goals	Alternative Goal ² (see reverse side/next page)	Points Earned if Goal Met
Body Mass Index ¹	≤28.9	See reverse side for improvement requirement	1
Blood Pressure	≤135/85	See reverse side for improvement requirement	1
LDL Cholesterol	≤140	See reverse side for improvement requirement	1
Glucose	≤115	See reverse side for improvement requirement	1
Tobacco / Nicotine	Negative	Contact Bravo Wellness once you receive your results for more information	1

NATIONAL INSTITUTES OF HEALTH STANDARDS	
BMI	≤ 24.9 kg/m ²
BP	≤ 120/80 mmHg
LDL	≤ 100 mg/dL
Glucose	≤ 100 mg/dL
Tob/Nic	Negative

Available for reference only

¹ Waist measure automatically corrects elevated BMI due to lean muscle mass, even if the participant fails the BMI goal. See your participant guide for more information.

² If we have results from your last Bravo screening, your improvement will be automatically considered. If Bravo does not have prior results, you will be provided the information you need to request an alternative goal in your results letter.

Participants Convert Points into Savings and Increase Health Awareness!

Just by participating, you are taking the first step in controlling your share of healthcare costs. Participation in this program is voluntary. If you choose not to participate, you will not be eligible for the HSA dollars. **For each goal met, participants earn \$160 HSA dollars**, which means you could earn up to \$800 annually, or \$1600 with your covered spouse in rewards!

Can I do this part with my Doctor? Employees and spouses may choose to use their own physicians to collect results-based measurements or may participate in a district sponsored event. In order to be eligible for results-based contributions, measurements must be taken and submitted to Bravo Wellness between August 1 through September 15 of each year. It is the responsibility of the employee to cover all costs associated with obtaining the results based measurements for the screening if the employee chooses not to utilize the district sponsored event.

Please Note: A blood or urine test is required for nicotine usage. Be sure to advise your physician accordingly. Additional charges may apply if the exam is not coded as preventive. Please confirm with your physician when scheduling your appointment. Please note that the nicotine testing will only be covered by BLLS for employees that test at an onsite screening event.

If you choose to see your doctor, you will need to take the provider packet forms that will be made available during the on-line registration period.

Participants must be actively employed and still enrolled in the plan in order to earn credit.

Proprietary and Confidential
Plan Design Auto App_04 10 2014_v1 0

QUESTIONS?
Contact Bravo Wellness at
877.662.7286

BRAVO WELLNESS

Benjamin Logan Wellness Form

Due October 31, 2015 at 3:30 at Central Office

Name: _____

If you are not the employee, what is your spouse's name? _____

Did you see your eye doctor between November 1, 2014 and October 30, 2015?

Yes or No (circle) If Yes, what was the date: _____

*** If the doctor said to come back in 2-years in your last visit, circle this sentence and fill-in the date.*

Did you see your dentist between November 1, 2014 and October 30, 2015?

Yes or No (circle) If Yes, what was the date: _____

How many activity points did you earn between November 1, 2014 and October 30, 2015?

****Remember to keep your activity point log in the event you are chosen for an audit.**

Did you watch the educational video between November 1, 2014 and October 30, 2015?

Yes or No (circle) If Yes, what was the date: _____

What was the subject matter of the video? _____

What was once piece of information you learned from watching the video?

I acknowledge that by signing this document, I am giving permission to Benjamin Logan to audit the information by a third-party. I also realize that giving false information shall result in reimbursement to Benjamin Logan and discipline to the employee.

Signature

Date

Benjamin Logan Wellness Form

Due October 31, 2016 at 3:30 at Central Office

Name: _____

If you are not the employee, what is your spouse's name? _____

Did you see your eye doctor between November 1, 2015 and October 31, 2016?

Yes or No (circle) If Yes, what was the date: _____

*** If the doctor said to come back in 2-years in your last visit, circle this sentence and fill-in the date.*

Did you see your dentist between November 1, 2015 and October 31, 2016?

Yes or No (circle) If Yes, what was the date: _____

How many activity points did you earn between November 1, 2015 and October 31, 2016?

***Remember to keep your activity point log in the event you are chosen for an audit.*

Did you watch the educational video between November 1, 2015 and October 31, 2016?

Yes or No (circle) If Yes, what was the date: _____

What was the subject matter of the video? _____

What was once piece of information you learned from watching the video?

I acknowledge that by signing this document, I am giving permission to Benjamin Logan to audit the information by a third-party. I also realize that giving false information shall result in reimbursement to Benjamin Logan and discipline to the employee.

Signature

Date

INSTRUCTIONS FOR SCREENING WITH YOUR HEALTHCARE PROVIDER

As an employee of Benjamin Logan Local Schools, you have the opportunity to participate in your company's wellness program, administered by Bravo Wellness. This program rewards healthy lifestyle choices with the potential to manage your share of healthcare costs. Participation is easy. You may be screened by your healthcare provider (or at a retail clinic location such as CVS, Walgreens, etc.). This packet contains information for both you and your healthcare provider in order to complete your screening and receive credit for participation in the program.

PLEASE COMPLETE THE STEPS BELOW TO ENSURE THE RESULTS OF YOUR HEALTH SCREENING ARE RECEIVED BY BRAVO WELLNESS BY SEPTEMBER 15, 2015

- 1 Make an appointment now with your healthcare provider** to ensure there is enough time for you to be seen and your lab work processed and returned. Make sure the provider you see is in your benefit plan network or you may incur an additional personal expense. Most health plans cover one preventative wellness visit a year at 100%, with no out-of-pocket costs for you. Remind your provider that the screening should be coded as "preventative care." Please note: a second health screening performed in the same calendar year will not be covered at 100%.

If you already had a health screening in 2015 the results of your screening conducted between August 1, 2015 and today may be used to fulfill the requirement. Please have your healthcare provider fill out the enclosed Provider Screening Form, based on your results, and return to Bravo Wellness.

- 2 Complete page 1 of the enclosed Provider Screening Form prior to your health screening.** Read the Participant Notice and Consent and sign and date the bottom of page 1. The remainder of the form is for the provider to fill out.
- 3 Remember to fast 12 hours prior to your appointment and drink plenty of water.**
- 4 This information is time-sensitive** and must be complete with supporting documentation, be signed by your healthcare provider and received by Bravo Wellness by September 15, 2015 in order to participate in the program. An incomplete form may result in non-participation status.

Once all documentation is received by Bravo Wellness, a results letter will be sent to you containing information on what points you have earned and the correlating contribution. If you are unable to meet a goal under this wellness program, you might qualify to earn the same financial impact by different means. If you have any other questions, please contact Bravo Wellness Customer Service at 877.662.7286.

Mail or fax your completed and signed forms to Bravo at:
One International Place
20445 Emerald Parkway Dr. SW
Suite 400
Cleveland, Ohio 44135
FAX: 855.297.3215

Provider Screening Form

PLEASE PRINT CLEARLY AND STAY WITHIN THE BOXES PROVIDED

Employer Name: Benjamin Logan Local Schools

PARTICIPANT INFORMATION (the person being screened): I am the Employee I am the Spouse of the Employee

Participant Last Name: _____

Participant First Name: _____ Middle Initial: _____

Gender: Male Female Date of Birth: _____ Employee Social Security: _____
(Month) (Day) (Year) (Last 4 Digits Only)

Mailing Address: _____

City: _____

State: _____ Zip: _____ Phone: _____ - _____ - _____

EMPLOYEE INFORMATION Indicate your anticipated Benefits Coverage Level:
 Employee Only Employee + Child Employee + Children Employee + Spouse Family

Please indicate your tobacco or nicotine substitute usage including but not limited to: cigarettes, cigars, pipe smoking, snuff, chewing tobacco, nicotine patch, nicotine gum or other nicotine supplements. Any person who knowingly and with intent to injure, defraud, or deceive any insurer, files a statement of claim or an application containing any false, incomplete, or misleading information will be subject to criminal penalties applicable to state laws.

EMPLOYEE: Have you used tobacco/nicotine products within the past 90 days?
 PLEASE ANSWER Yes No

FOR HEALTHCARE PROVIDER USE ONLY: (must be a M.D., D.O., P.A., or N.P.)

Patient Last Name: _____ Patient First Name: _____

Patient Date of Birth: (mm/dd/yyyy) _____ Date of Exam: (mm/dd/yyyy) _____

Biometric Measurements - REQUIRED

**** Please refer to information on the following page regarding recommended procedures outlined for these tests. ****

Height: _____ Ft. _____ In. 1/4 1/2 3/4 Even Weight: _____ lbs. Pulse: _____

Blood Pressure: 1st: _____ / _____ 2nd: _____ / _____ Please take 2nd BP if 1st is over 120/80

Waist: _____ In. 1/4 1/2 3/4 Even Hip: _____ BMI will be calculated based on height and weight. For more information, visit www.nih.gov and type BMI in the search box.

Laboratory Values - REQUIRED

Total Cholesterol: _____ HDL Cholesterol: _____ Trigly - cerides: _____ LDL Cholesterol: _____ Glucose: _____

Date values obtained: _____ Hours Fasted: _____ Cotinine Result: [^] Positive Negative [^]A blood test or urinalysis may be taken to test the cotinine level

Healthcare Provider Use Only - REQUIRED (note: do not use stamp over boxes)

Provider Last Name: _____ (Place stamp in area below)

Provider First Name: _____

Position: _____ Phone: _____ - _____ - _____
(ex. M.D., D.O.)

PROVIDER SIGNATURE: _____ **DATE:** _____

I have carefully read the agreement on the following page and understand the terms and conditions of my voluntary participation in the program.

PARTICIPANT SIGNATURE: _____ **DATE:** _____



PARTICIPANT NOTICE AND CONSENT

I hereby authorize my healthcare provider and the laboratory utilized to complete the necessary examination which may include a blood draw, or other body fluid required. Biometric measurements and laboratory test on page 1 will be measured and recorded. I authorize the use or disclosure of health and personal information about me, including all health screening and laboratory results obtained as part of this screening to: Bravo Wellness, LLC, a Case Manager/Disease Manager, worksite wellness program vendors, my personal healthcare provider and/or the managing general underwriter for my employer's health plan. This authorization will expire 12 months from the date of my new medical plan year or one year from date of this document, whichever is later.

In the event of a termination of the services provided by Bravo Wellness under my employer's program, I authorize that Bravo Wellness may send the data and information collected pursuant to my screening to another wellness administrator or health plan to maintain the continuity of information for my participation in the program as directed by my employer.

I have read and understand the following statements about my rights:

1. I may revoke this authorization at any time by notifying Bravo Wellness, LLC, in writing, but revocation will not have any effect on any actions that the entity took before receiving the revocation.
2. I may see and copy the information described on this form upon request.
3. The information that is used or disclosed pursuant to this authorization may be re-disclosed by the receiving entity as described above.

I understand that any participation in this program is voluntary and that enrollment in or eligibility for health plan benefits is not conditioned upon providing this authorization except to the extent necessary for underwriting or risk rating determinations that may be used to reduce or increase health plan benefits or payroll contributions. By participating in the program and screening events, I hereby accept all risk, except in the case of gross negligence, to my health that may result from such participation and I hereby release and agree to hold harmless my employer, my employer's insurance agent, Bravo Wellness, its affiliates, and their respective officers, directors, employees, agents, successors and assigns from any and all liability to myself, my personal representatives, estate, heirs, next of kin and assigns, from any and all claims and causes of actions for all illness or injury to my person resulting from my participation in the program and the screening events.

Consultation with Providers: This program is not a diagnostic tool, nor is it a substitute for, professional medical advice, diagnosis or treatment. The program recommends consultation with my healthcare provider for such services. The information provided by the program is for educational purposes only. It is not a diagnosis or recommendation for a specific treatment plan, product, or course of action. **I have carefully read this agreement and understand the terms and conditions of my voluntary participation in the program.** (Please sign & date the previous page.)

**** ATTENTION HEALTHCARE PROVIDER ****

These results are tied to financial incentives, please follow the procedures outlined below.

- **Height:** Perform the height measurement using a sliding height measuring stick. Have the patient remove their shoes and record to the nearest ¼ inch. Self reported heights are not acceptable.
- **Weight:** Perform a weight measurement using a professional grade scale with a maximum capacity of 400 pounds. Have the patient remove their shoes and record. Do not make any adjustments for clothes.
- **Pulse:** Please take a full 60 second reading.
- **Blood Pressure:** Perform using a standard sphygmomanometer, cuff size as appropriate. If the patient's blood pressure is above 120/80, please take the blood pressure in the opposite arm & record both readings on the form.
- **Waist/Hip:** Use a soft tape measure. For waist measurement, place the tape measure at the navel. For hip measurement, hold the tape measure at the widest point.
- **Laboratory Testing:** Include full lipid profile and glucose with a blood test, if possible.

YOUR WELLNESS
Journey
STARTS HERE

GET ENGAGED

PROGRAM GUIDE

BE INFORMED





Your employer is teaming with Bravo Wellness to present you with an exciting voluntary opportunity to take control of your healthcare costs. Over the next several months, you will be assessed on your health with the ultimate goal of helping you maintain good health and make improvement.

Bravo Wellness is a company that works with employers like yours, to administer compliant wellness programs. As experts in the industry, Bravo Wellness is committed to data integrity and will ensure your information is kept private and never shared with your employer.

This year, we encourage you to embark on a journey that can improve your health and the health of your organization.

INCLUDED IN THIS PROGRAM GUIDE



GETTING STARTED



2016 INCENTIVE PLAN DESIGN



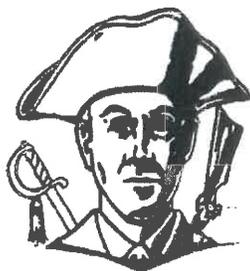
HEALTH SCREENING TESTS

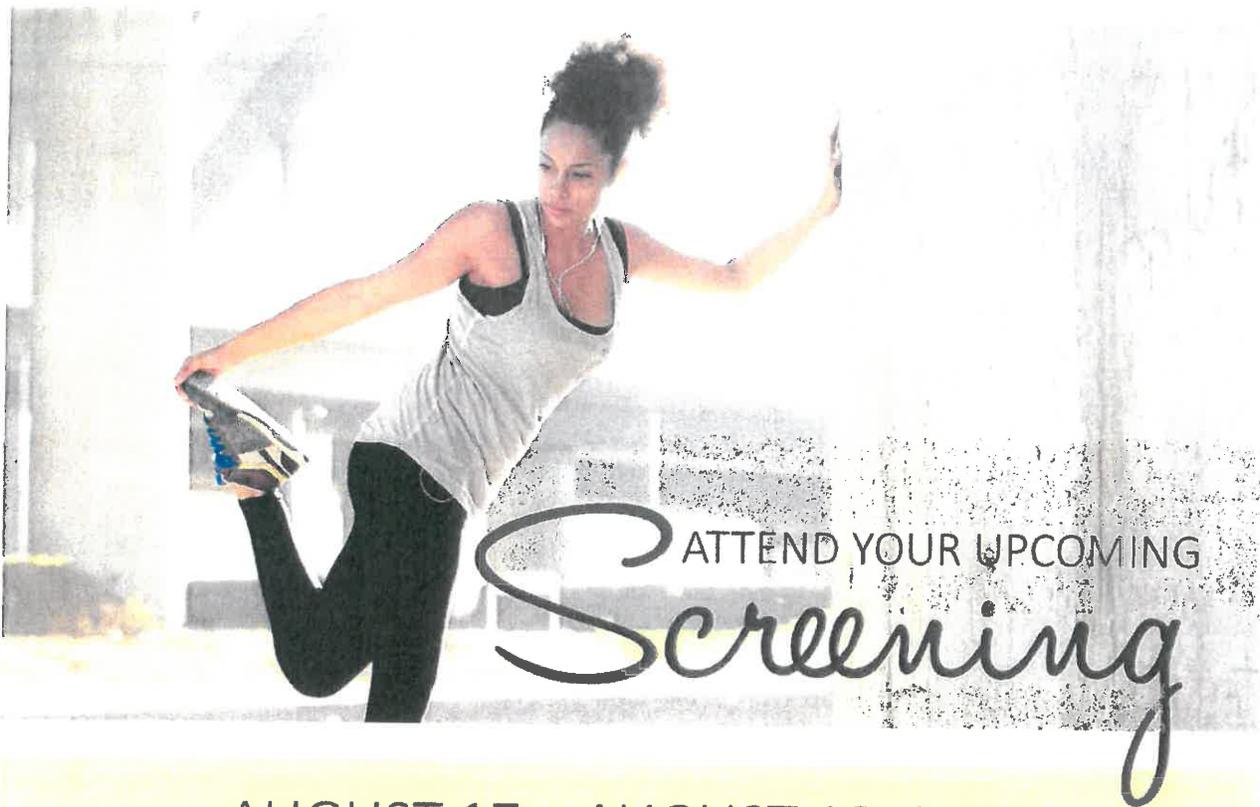


TOOLS & RESOURCES



FAQ's





AUGUST 17 – AUGUST 18, 2015

ARRIVAL

- Arrive five (5) minutes early
- Be sure to have a photo ID

FASTING

- Fast for 10 to 12 hours prior to your screening
- Take all medications as prescribed
Speak with your healthcare provider if you feel fasting will affect any medical condition that you have

DRINKS

- Stay hydrated one week prior to screening, and consume 6-8 oz. of water before your screening
- You **MAY** consume black decaffeinated coffee or clear water but do not add creamer or sweetener to your coffee
- Staying hydrated will help ensure a smooth blood draw

TOBACCO

- Do not smoke or chew tobacco 1 hour prior to screening

DON'T FORGET

- You must complete your health screening so you can have the opportunity to earn HSA dollars
- If you haven't signed up, see HR but if you did sign up for a screening time, make sure you don't miss it

EXERCISE

- Avoid exercise or strenuous activity 24 hours prior to screening

POST SCREENING

- Avoid heavy or strenuous activity after your screening
- Notify an examiner immediately if you feel dizzy or light-headed
Occasionally, participants may experience some pain, redness, soreness, bruising or swelling around the needle insertion site

 **BRAVO WELLNESS**

Contact Bravo Wellness at 877.662.7286 or visit www.bravowell.com





EMPLOYEES REGISTER AT
www.bravowell.com/benlogan

Registration Opens
July 23, 2015

Registration Closes
August 6, 2015

Create an account & login to register, schedule your screening appointment/download your screening form, and complete a health risk assessment! By completing the program requirements, you could earn HSA dollars.



DON'T MISS OUT ON YOUR
HSA CONTRIBUTION!

★ BRAVO WELLNESS

Contact Bravo Wellness at 877.662.7286 or visit www.bravowell.com



📍 Welcome

Your employer has teamed with Bravo Wellness to provide a way for you to take steps towards improving your health and ultimately, your life. Let's embark on a journey towards wellness together! Participation in this program is voluntary. However, if you enroll in the health plan but choose not to participate, you may miss out on significant financial rewards.

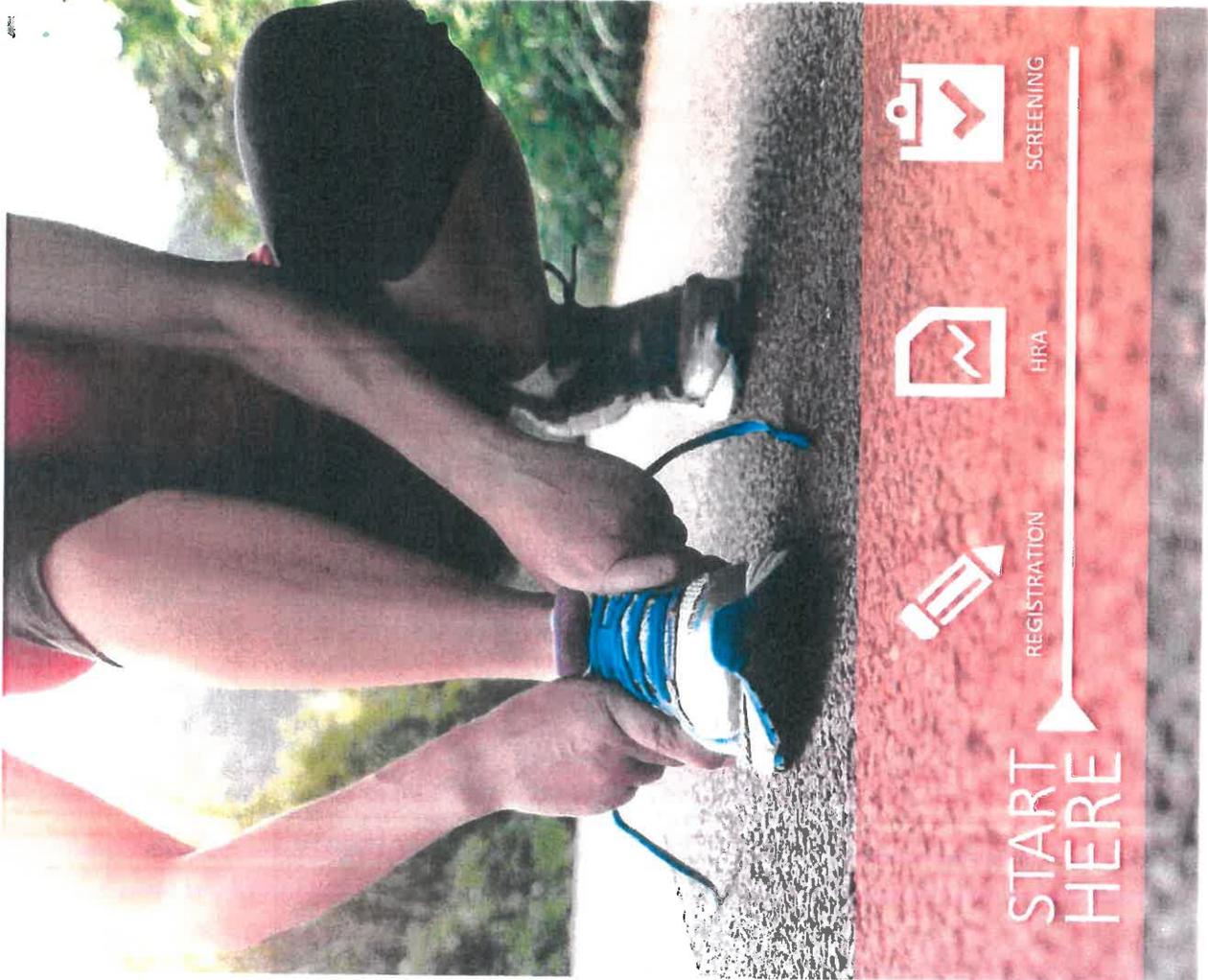
★ BRAVO WELLNESS



GET STARTED AND EARN HSA DOLLARS!

Registration Opens July 23, 2015

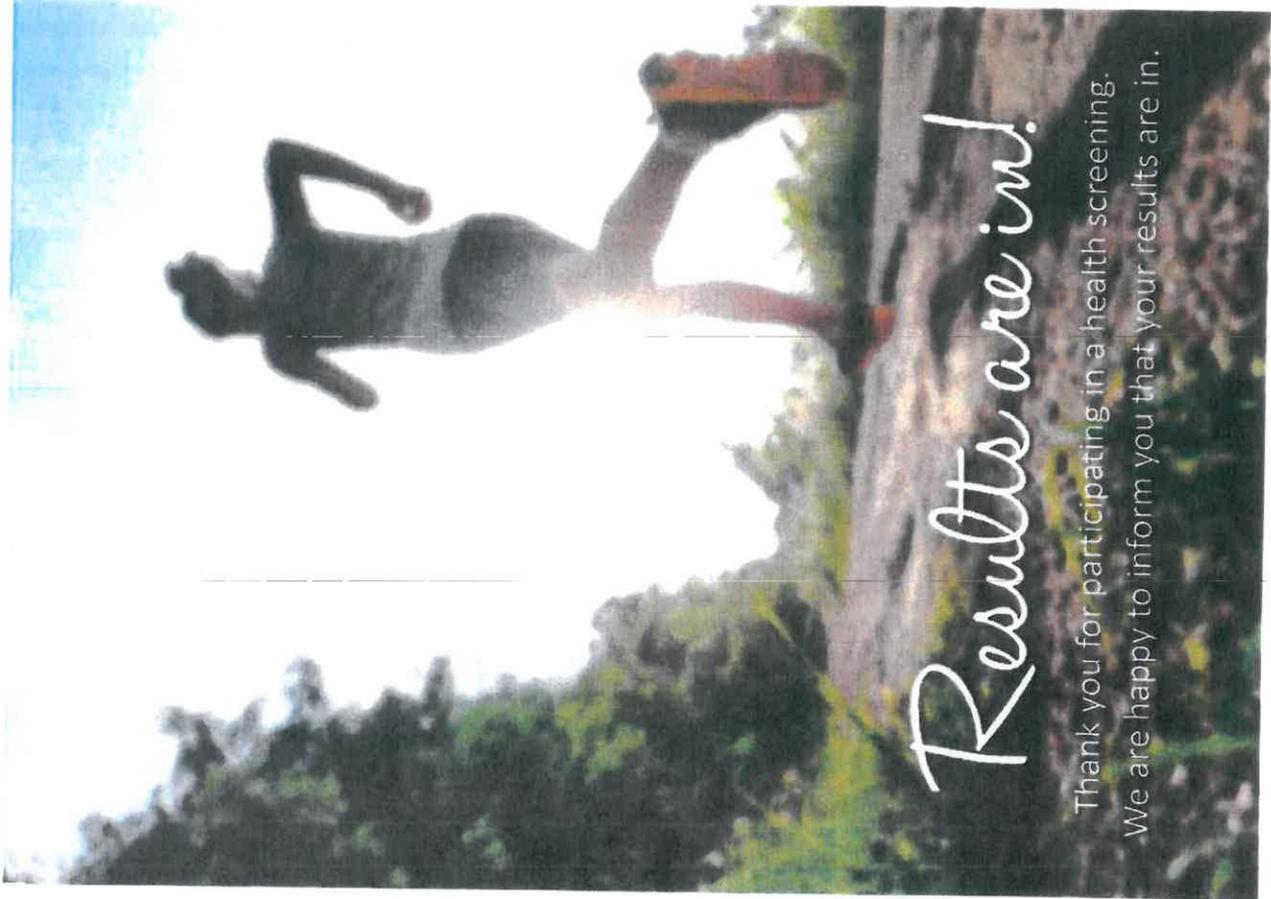
Register at www.bravowell.com/benlogan



Please
place
stamp
here

«First Name» «Last Name»
«Address1»
«Address2»
«City», «State» «Zip»

 **BRAVO WELLNESS**



Visit www.bravowell.com/benlogan, your online web portal, and login to view your health screening results and financial rewards.



Your screening results are private and confidential, and will not be shared with your employer.



To fully understand the program, or to dispute your results, refer to your Program Guide.

NEED ASSISTANCE?

CONTACT BRAVO WELLNESS AT 877.662.7286



Getting Started



HELPFUL HINT

Bravo Wellness | Results |
www.bravowell.com/benlogan

Enter your URL directly into your web browser at the top of the internet page. Entering the address through a search engine (like Google) may result in an error message.

STEPS TO COMPLETE

DEADLINE:



REGISTRATION OPENS JULY 23, 2015
Visit www.bravowell.com/benlogan. Follow the steps to create an account and register for the program.

AUGUST 8, 2015



HRA
Complete your online health risk assessment and receive a comprehensive report with your screening results.

August 8, 2015



SCREENING SCHEDULING
Visit www.bravowell.com/benlogan and download a screening form and schedule a health screening with your healthcare provider. Take your screening form to your appointment and submit the completed form to Bravo Wellness before your deadline.

AUGUST 8, 2015

OR

Schedule your onsite screening appointment by selecting a date and time that works best for you.

NEED ASSISTANCE? CONTACT BRAVO WELLNESS 877.662.7286



2016 PLAN DESIGN

Your employer has created a plan with you in mind! The goals listed below are part of your 2016 wellness program. By achieving these goals, you are able to earn HSA dollars. Participation in this program is voluntary. However, if you enroll in the health plan but choose not to participate, you may miss out on significant financial rewards.

YOUR RESULTS & GOALS		
CRITERIA	EMPLOYER GOAL	POINTS EARNED IF GOAL MET
*BODY MASS INDEX	≤ 28.9	1
BLOOD PRESSURE	≤ 135/85	1
LDL CHOLESTEROL	≤ 140	1
FASTING GLUCOSE	≤ 115	1
TOBACCO/NICOTINE	Negative	1

**Waist measure automatically corrects elevated BMI due to lean muscle mass, even if the participant fails the BMI goal. (male ≤ 35 Female ≤ 33)*

Participants Convert Points into Savings and Increase Health Awareness!

Just by participating, you are taking the first step in controlling your share of healthcare costs. Participation in this program is voluntary. If you choose not to participate, you will not be eligible for the HSA dollars. **For each goal met, participants earn \$160 HSA dollars**, which means you could earn up to \$800 annually, or \$1600 with your covered spouse in rewards!

Can I do this part with my Doctor? Employees and spouses may choose to use their own physicians to collect results-based measurements or may participate in a district sponsored event. In order to be eligible for results-based contributions, measurements must be taken and submitted to Bravo Wellness between August 1 through September 15 of each year. It is the responsibility of the employee to cover all costs associated with obtaining the results based measurements for the screening if the employee chooses not to utilize the district sponsored event.

If you choose to see your doctor, you will need to take the provider packet forms that will be made available during the on-line registration period.

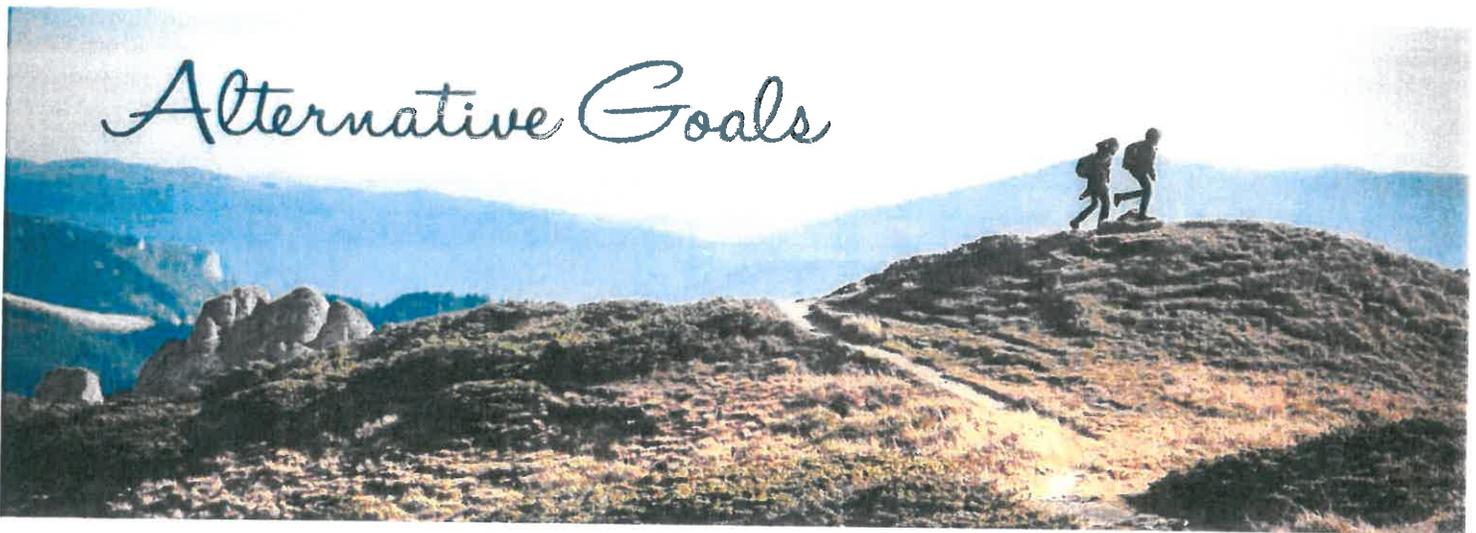
EARN HSA DOLLARS!



Not sure if you can meet one or more of the goals?

We can work with you, and if you wish your doctor, to find an alternative way for you to qualify for the full reward.

Contact Bravo Wellness
at 877.662.7286 or
visit your company portal at
bravowell.com/benlogan



Alternative Goals

Included in your employer's plan design this year are alternative goals. If you failed to meet your employer's goal, but made improvement in that area from one category level to the next since the last health screening, you can still earn the credit! Participants must be actively employed, still enrolled in the plan and have completed the reasonable alternative in order to earn credit for meeting the alternative goal.

What defines improvement?

As an example: If your 2015 screening result for LDL is 170 (Elevated II), you would need to either improve your LDL into the Elevated I range of 141-159 – OR – achieve your employer goal of ≤ 140 at your 2016 screening

BODY MASS INDEX (kg/m ²) Employer Goal: ≤ 28.9	
9% Weight loss since last screening (as long as it was 6+ mos. ago)	

LDL CHOLESTEROL (mg/dL) Employer Goal: ≤ 140		
Elevated I	141 - 159	OR Participants LDL to HDL ratio will not exceed 5
Elevated II	160 or Higher	

GLUCOSE (mg/dL)* Employer Goal: ≤ 115	
Elevated II	116 - 125
Elevated III	126 or Higher

BLOOD PRESSURE (mmHg) Employer Goal: $\leq 135/85$		
	Systolic	Diastolic
Elevated I	136 - 139	86 - 89
Elevated II	140 - 159	90 - 99
Elevated III	160 or Higher	100 or Higher

*** BL employees that are maintaining and monitoring their glucose levels under the care of a physician, can file an appeal. Download the form at www.bravowell.com/benlogan. Employees may submit the completed form to Bravo Wellness, prior to their screening or within the 30 days from the date on their results letter.**

Improvement category levels are not intended to identify risk or medical appropriateness. Always consult with your medical doctor before starting any new exercise or nutrition program.

If we have results from your last Bravo screening, your improvement will be automatically considered. If Bravo does not have prior results, you will be provided the information you need to request an alternative goal in your results letter.

There is an appeal process if you think your results are incorrect or you may qualify for a medical exception.

Contact Bravo Wellness at 877.662.7286



Health Screening Tests



BODY MASS INDEX

Body Mass Index (BMI) is a measurement of your weight distribution compared to your height. Many health conditions, including cholesterol levels and total heart health, are related to your body mass. **Elevated BMI can result in health problems associated with heart and kidney disease.** *To improve your BMI, aim to live a more balanced lifestyle by increasing your physical activity, drinking plenty of water, and choosing a balance diet.*



BLOOD PRESSURE

Blood pressure is the force of blood against the walls of the arteries. It is recorded in two numbers: the systolic/top number (pressure as the heart beats) and diastolic/bottom number (pressure as the heart relaxes between beats). **To improve your blood pressure, follow a healthy eating pattern by eating foods low in salt and sodium, maintain a healthy weight, and increase physical activity. Smoking can also increase your risks of hypertension (elevated blood pressure).**



LDL CHOLESTEROL

Cholesterol is a waxy substance in the blood stream and the body's cells which aids in forming some hormones and other body functions. Specifically, LDL cholesterol is labeled as the "bad" cholesterol and if too much is circulating, it can build up in the walls of arteries that serve the heart and brain and **increase in individuals risk of heart disease and stroke.** *To improve your LDL, it's important to start with a healthy diet that is low in saturated fats, and increase your physical activity.*



HDL CHOLESTEROL

Cholesterol is a waxy substance in the blood stream and the body's cells which aids in forming some hormones and other body functions. Cholesterol is broken down into HDL and LDL. HDL is labeled the "good" cholesterol as it may protect against heart attack - but low levels may actually be harmful. **To improve your HDL, it's important to start with a healthy diet that is low in saturated fats and increase your physical activity.**



GLUCOSE

Most of the food you eat is broken down into glucose, a form of sugar in the blood. Glucose is the main source of fuel for the body. After digestion, glucose passes into the bloodstream, where it is used by cells for growth and energy. **Uncontrolled glucose levels increase risk for diabetes.** *To improve your glucose, be conscious of your sugar intake and maintain healthy eating habits.*



TOBACCO/NICOTINE

Cigarette smoking is the leading cause of preventable death in the United States, accounting for approximately 1 of every 5 deaths in the United States each year. Cigarettes, cigars, e-cigarettes, other tobacco products (such as chewing tobacco and snuff), and tobacco smoke contain nicotine. **It is recommended to quit using these products to eliminate the tobacco/nicotine in your system. Different treatments work for different people. The most important thing is to try, try, and try again until you succeed! You can find an effective way to quit.**

Source: <http://www.cdc.gov>



CONSULT YOUR DOCTOR

For more information about these health measures, you are encouraged to talk with your doctor.



Your employer has given you a number of tools and resources to help you achieve your health goals. If you have questions regarding the resources below, contact your Human Resources representative for more information.



By completing your online health risk assessment, you will receive a comprehensive risk stratification report

Employer Offerings

- Health assessment
- Onsite health screening
- Smoking cessation through Quit Logix
- Anthem Healthy Lifestyles Tools
- Care Comparison tool



FREQUENTLY ASKED *Questions*

WHAT IF I DON'T MEET MY PROGRAM GOAL?

If your program requires the achievement of a goal, there may be alternative ways to qualify. If we have results from your last Bravo screening, your improvement will be automatically considered. If Bravo does not have prior results, you will be provided the information you need to request an alternative goal in your results letter. Alternatives are typically based on improvement from prior results or on completion of a program that is related to health improvement within a certain biometric. Contact Bravo Wellness and we will work with you (and, if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.

WHAT IF MY RESULTS ARE NOT CONSISTENT WITH RECENT TESTS?

In the event that the screening results differ significantly from recent medical results, a Type 1 (dispute of accuracy) appeal may be submitted with supporting documentation within 30 days of the date displayed on your original results letter. Any retesting may be at the expense of the participant.

WHAT IF I HAVE A MEDICAL CONDITION AND I CANNOT MEET THE GOAL OR THE ALTERNATIVE GOAL (IF APPLICABLE)?

If your employer's goal(s) or reasonable alternative goal(s) are considered unreasonably difficult due to a medical condition or medically inadvisable (Type 2 Appeal), Bravo Wellness manages appeals and coordinates personalized alternatives for these goals. Any retesting may be at the expense of the participant. Contact Bravo Wellness for more information.

IS THIS PROGRAM LEGAL? CAN MY EMPLOYER REALLY BASE MY HSA CONTRIBUTION ON MY HEALTH RESULTS?

Bravo administers programs in compliance with the Affordable Care Act's (ACA) Incentives for Non-Discriminatory Wellness Programs in Group Health Plans. This allows employers to adjust healthcare cost for those on the health plan who meet certain health goals. At Bravo, we also adhere to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Protected Health Information (PHI) protocols. This ensures that your personal information, including your results, will not be shared with any unauthorized parties, including your employer.

DOES EVERYONE HAVE TO PARTICIPATE?

No, participation in this program is voluntary. However, if you choose not to participate, you may miss out on significant financial impacts, including an additional amount HSA contribution if you enroll in the health plan.

HOW WILL I RECEIVE MY RESULTS?

Results will be posted to your secure account on the portal you registered on. You will receive an email notification to alert you when they are available.

WILL MY EMPLOYER SEE MY RESULTS?

No, Bravo Wellness will not share your individual results with your employer. They will be given a summary of the number of wellness points each employee received as a result of the health screening, but will not know which category or any specific laboratory results. Your employer may request that your results be sent to an approved third party for coaching or to be included in your health assessment.

DO SPOUSES AND ADULT DEPENDENT CHILDREN NEED TO BE SCREENED?

Since studies show that engaging spouses can help improve the health of the employee, your company is allowing spouses to be screened this year.

NEED ASSISTANCE? CONTACT BRAVO WELLNESS AT 877.662.7286



When scheduling your screening appointment, it's important to provide your healthcare provider's office with the correct information to ensure a successful visit.

WHAT TYPE OF APPOINTMENT AM I SCHEDULING?

When calling your healthcare provider's office to schedule your appointment tell them you would like to schedule, "preventative screening visit" or "annual wellness visit." These are the frequently used industry terms and your healthcare provider's office should be able to easily accommodate your request.

IF A BLOOD TEST IS REQUIRED, WHAT TYPE SHOULD I REQUEST?

Your healthcare provider's office should perform a standard lipid panel blood test for you. For the most accurate results, fasting 10-12 hours prior to your health screening is recommended. If a nicotine result is part of the program.

WHAT SHOULD I BRING WITH ME TO THE APPOINTMENT?

Do not forget to bring your screening form with you to your appointment. Your healthcare provider is required to fill out this form, sign it and fax it back to Bravo Wellness. This form can be obtained through your custom web portal.

WHO IS PERMITTED TO SIGN THE FORM OR COMPLETE THE APPOINTMENT?

If your provider is an M.D., N.P., P.A., or D.O., their signature is acceptable to process the form. Please remember that a participant signature is also required to process the form.

ONCE COMPLETED & SIGNED, WHO SENDS THE SCREENING FORM TO BRAVO WELLNESS?

As the participant, it is ultimately your responsibility to ensure the completed form is sent to Bravo Wellness. Your healthcare provider can fax the form and lab work results to Bravo on your behalf. It is your responsibility to ensure your completed form is sent to Bravo Wellness on or before your "complete by" deadline.