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NORTHWOOD
LOCAL SCHOOLS

AGREEMENT BETWEEN

NORTHWOOD LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION

AND

NORTHWOOD LOCAL SCHOOL SUPPORT PERSONNEL/OEA/NEA

Effective: July 1, 2014
Expires: June 30, 2017

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NORTHWOOD LOCAL SCHOOL DISTRICT BOARD OF EDUCATION/
NORTHWOOD LOCAL SCHOOL SUPPORT PERSONNEL/OEA/NEA

This AGREEMENT made and entered into by and between the Board of Education of the Northwood Local School District and the Northwood Local School Support Personnel/OEA/NEA, as follows:

PURPOSE STATEMENT

The Board, Administration, Teachers and Staff will devote their best mutual efforts to provide the students of the District an excellent education in an environment that promotes the development of responsible young adults equipped with the skills and motivation to contribute positively to the greater community.

ARTICLE I

NEGOTIATING PROCEDURES

1.1 Recognition

The Board recognizes the Northwood Local School Support Personnel-OEA-NEA as the sole and exclusive representative for members of the bargaining unit, which shall consist of all nonteaching employees of the Board including, but not limited to, food service employees, bus drivers, mechanics, study hall monitor, aides, library aides, custodians and maintenance employees.

Excluded from the bargaining unit are: Treasurer, Treasurer's Assistant, Cafeteria Manager, Secretaries, substitutes, seasonal employees, students, confidential, supervisory or management level employees as defined in 4117.01 of the Ohio Revised Code.

All employees of the bargaining unit as described herein are entitled to all rights, benefits, and privileges, and are subject to all duties, responsibilities and obligations of this Contract unless otherwise specified.

The Union recognizes the Board as the legally-elected body, which, according to the Ohio Revised Code, has final authority and sole responsibility of establishing district policy.

The Union recognizes that the Board has the right to establish new positions, job descriptions, hours worked and wages. Said positions will be members of the Union unless they are supervisory in nature.

The Board and the Union recognize the Superintendent as the Chief Executive Officer of the school system.

1.2 Statement of Principles

1. The Board of Education of the Northwood Local School District, hereinafter referred to as the "Board," and the Union state that the purpose of the procedures established in this Agreement is to promote harmonious and cooperative relationships between the Board and its non-certificated employees and to protect the public and the welfare of Northwood School children by assuring orderly and uninterrupted operation of the public school system. For, and in aid of that purpose, the principles stated in succeeding sections of this article shall govern the interpretation and application of the remaining provisions of this Agreement and the procedures set forth therein.

2. It is recognized that sole authority to resolve any matter which may be a subject of negotiation is reposed in the Board and the unitary function of the procedures established by this Agreement is to assure consultation between representatives of the Board and representatives of its non-certificated employees precedent to Board discharge of its decision-making responsibility. Compliance with the procedures set forth in this Agreement will constitute the consultation contemplated by the parties as a predicate to Board determination of any issue which may be a subject of negotiation.

3. The terms of this Agreement, and the procedures established therein, shall not prevent, and shall not be construed to prevent, the Board from performing its obligations within such time and in such manner as may be required by law, nor from making such determinations and taking such actions preliminary thereto as may be required to ensure timely compliance with the requirements of law.

1.3 Subjects of Negotiation

Representatives of the Board and the Union will negotiate all matters concerning salaries and such other terms and conditions of employment with the authority of the Board to resolve as the parties may agree are proper subjects of negotiation.

1.4 Requests for Negotiation

1. Upon request of either party for a meeting to open negotiations, a meeting date shall be set within fifteen (15) days following such request. All proposals for negotiations by the Union shall be submitted in writing at the first meeting and the Board shall submit in writing to the Union representatives all of its proposals for negotiations no later than the second meeting. No additional proposals shall be submitted by either party following the designated meeting unless agreed to by both parties. Neither party is obligated to meet sooner than ninety (90) days prior to the expiration date of any current agreement.

2. Proposals shall in form and detail specify that to which agreement is sought in terms acceptable to the proponent without clarification or supplementation which, if agreed to by the other party, shall express the whole agreement between the parties with respect thereto. Topical listings of items proposed for negotiation ("laundry lists") shall constitute a clear failure of compliance with this requirement and may be disregarded.

1.5 Negotiation Meetings

1. Negotiation meetings shall be scheduled at the request of the parties, and, until negotiations are concluded, either party may require at each meeting a decision on the date, time, and place of a subsequent meeting.

2. Meetings shall be scheduled at reasonable intervals, places and times and to avoid conflict and interference with school and employment schedules.

3. Negotiation meetings shall be closed to the press and the public.

4. Either party may recess for caucuses of reasonable length at any time.

1.6 Representation

Representation at negotiation meetings shall be limited to five (5) representatives of the Board and five (5) representatives of the Union. If the Chief Negotiator for either team is unable to be present at the negotiating session, the other shall be notified as soon as possible and the meeting shall be rescheduled. The selection of the negotiation teams shall be the sole right of each respective party. All negotiations shall be conducted exclusively between said teams.

1.7 Agreement

1. Tentative agreement on negotiation items shall be reduced to writing and initialed by the representatives of each party, but such initialing shall not be construed as final agreement.

2. Final agreement reached through negotiation shall be reduced to writing and submitted to the personnel represented by the Union for approval, and all of the Union negotiators shall recommend and urge approval. Upon approval by the personnel represented by the Union, the Agreement shall be submitted to the Board for approval, and all of the Board's negotiators shall recommend and urge approval. If approved by both parties, the Agreement shall then be signed on behalf of the parties, and shall be adopted in resolution form as the policy of the Board.

1.8 Disagreement

In the event the parties cannot reach an agreement, either party can declare impasse; at which time, a Federal Mediator shall be requested to mediate the issues not resolved. The role of the mediator shall be that of a facilitator. Any suggestions, comments or opinions shall in no way be binding on either party.

Following good-faith efforts by the parties at mediation, should the mediator or either party determine that an impasse still exists, the parties shall proceed to fact-finding in accordance with Ohio Revised Code Section 4117.14(C)(3) and shall thereafter follow the negotiating procedures set forth in Ohio Revised Code Section 4117.14.

ARTICLE II

GRIEVANCE PROCEDURE

A grievance is defined as an alleged violation of a specific article or section of this Agreement or the application of or the interpretation of Board of Education policies which conflict with provisions of this Agreement. If any such grievance arises, there shall be no stoppage or suspension of work of the employee(s) because of such grievance. Such grievances shall be submitted on the prescribed form which shall be available in the school office and from the NLSSP building representative.

The term "grievance" shall not apply to any matter in which the Board of Education is without authority to take final action. A grievance is defined as an alleged violation by a bargaining unit member, members, or the NLSSP of a specific article or section of this Agreement or the application of or the interpretation of Board of Education policies. The term "Grievant" means a bargaining unit member, members, or the NLSSP.

A "party in interest" is the person(s) making the complaint and any person who might be required to take action or against whom action might be taken to resolve the complaint. Beyond Level I, any "party in interest" may be accompanied by a person(s) of their choice. An NLSSP representative will be permitted to attend all meetings that involve the resolution of the grievance.

The term "days," when used in this document, shall exclude weekends, vacation days, summer recess, spring break, Christmas break, and holidays on which there is no school.

The failure of the grievant to act on any grievance within the prescribed time limits will act as a bar to any further consideration of the grievance, and any administrator's failure to give a decision within the time limit prescribed for one level permits the grievant to proceed to the next level. The time limits, however, may be extended by mutual agreement in writing.

Step 1 (Local School)

Within ten (10) working days of the time a grievance arises, the employee shall first discuss the grievance with their principal or appropriate supervisor. If the Employer fails to correct the reported violation or fails to respond in any fashion within ten (10) working days of the informal meeting, then the employee may proceed to Step 2.

Step 2 (Local School)

The employee will present the grievance in writing to his/her supervisor or appropriate administrator within ten (10) working days of the Step 1 response. Within ten (10) working days of the receipt of the written grievance, the supervisor or administrator shall give his/her answer in writing to the Union and employee.

Step 3 (Central Office)

In the event a grievance has not been satisfactorily resolved at Step 2, the grievant may file, within ten (10) working days of mailing or hand delivery of Step 2 answer to the employee and the Union representative, a copy of the grievance report form with the Superintendent of schools. At this time, the appropriate administrator must be served written notice of this appeal by the grievant. The Superintendent shall conduct the hearing or designate an appropriate administrator to conduct the hearing on the written grievance at which time information may be presented by the grievant and person against whom the grievance was filed. This hearing shall be held within ten (10) working days after the receipt of the grievance by the Superintendent. The Superintendent and/or the designated administrator shall render a decision in writing within ten (10) working days following the hearing. Copies of the written decision shall be forwarded to the grievant and the building principal or other appropriate administrator and President of NLSSP.

Step 4 (Board of Education)

If the grievance has not been satisfactorily resolved at Step 3, the grievant may file, within ten (10) working days of receipt by mail or hand delivery of Step 3 answer, a copy of the appropriate grievance report form with the Board of Education. Said copy shall be sent to the Superintendent, President of the Board of Education, and Treasurer of the Board of Education. The Board of Education, no later than its next regular meeting or ten (10) working days of receipt of Step 3 answer, whichever shall be later, will hold a hearing on the grievance. The hearing shall be conducted through submission of oral presentation at Board level. A member of the Board of Education will preside over the deliberations. Due process will be provided. Disposition of the grievance in writing, by the Board of Education, shall be made no later than ten (10) working days thereafter. A copy of such disposition shall be forwarded to the grievant, building principal, designated central office administrator, and President of NLSSP. In the event the grievant and/or NLSSP disagree with the disposition of the Board of Education, they must notify the Board within ten (10) working days of receipt of the Board's disposition of their intent to petition for binding arbitration. The Local has thirty (30) calendar days from the date of

the Board disposition to appeal their case by petitioning the American Arbitration Association to provide a list of seven (7) arbitrators.

Step 5 (Binding Arbitration)

A. The decision of the Arbitrator shall be final and binding upon both parties and shall be complied with within thirty (30) calendar days unless otherwise mutually agreed upon by the Board of Education and NLSSP.

B. The expenses and compensation of the Arbitrator shall be solely paid by the group whom the decision is rendered against. In the case of a split decision, the Arbitrator will determine the portions paid by the parties.

C. The sole power of the arbitrator shall be to determine if the terms of this Agreement have been violated, and the arbitrator shall have no power or authority to make any decision which modifies, alters or amends the terms of this Agreement or which is a violation of the terms of this Agreement.

ARTICLE III

CONDITIONS OF EMPLOYMENT

3.1 Agency Shop

Each employee covered by this Agreement, with the exception of Treasurer, Assistant to Treasurer, Supervisor of Food Services, Secretaries, and any present employee who was not a member of NLSSP prior to September 1, 1997, who fails voluntarily to acquire or maintain membership in the Union, shall be required after the probationary period provided in this Agreement or sixty (60) days following the beginning of employment, whichever is less, or the effective date of this Agreement, whichever is later, to pay the Union a fair-share fee, which shall not exceed the dues paid by members of the Union who are in the bargaining unit covered by this Agreement; provided that any employee who has been declared exempt for religious convictions by the State Employment Relations Board shall not be required to pay said fair-share fee. However, such employee shall pay, in lieu of such fair-share fee, on the same time schedule as Union dues are payable, an amount of money equal to such fair-share fee to non-religious charitable fund exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, mutually agreed upon by such employee and the Ohio Education Association State Treasurer. Such employee shall furnish to the Union State Treasurer written receipts evidencing payment to such agreed-upon non-religious charitable fund. Failure to make such payment or furnish such receipts as proof of payment shall subject such employee to the same sanctions as would non-payment of Union dues under the Agreement.

On the effective date of this Agreement and for employees hired after the effective date of the Agreement sixty (60) days following the beginning of employment, employees in the unit who are not members of the Union shall pay to the Union a fair-share fee as a condition of employment with the Employer. Such fair-share fee shall not exceed dues paid by members of the Union who are in the bargaining unit. The Union shall notify the Employer of the fair-share fee amounts in the same manner as notification of amounts and changes in the amounts of dues deductions.

Fair-share fees shall be deducted from the payroll checks of the employees in the same manner as regular membership dues are deducted and forwarded by the Employer to the Union in the same manner except that written authorization for deduction of fair-share fees is not required.

In the event the laws of Ohio governing Union security are changed during the term of this Agreement to permit other forms of Union security, the Employer agrees to meet with the Union, upon its request, for the purpose of negotiating a new Union security provision to be incorporated in this Agreement.

3.2 Transportation

1. In order to ensure job opportunity and preference, the bidding procedure for bus routes, field trips, athletic trips and extra runs is defined as follows:

    a. All bus drivers will be afforded the opportunity to assist in developing bus routes;

    b. All bus drivers will receive the route schedule two (2) weeks prior to bidding;

    c. Bus routes will be bid the first week of August or as soon as possible thereafter;

    d. Bus drivers shall be present during the bidding procedure to indicate their choice. Those drivers who elect to submit their choices in writing waive all rights to challenge the completed bid roster;

    e. A driver must have completed and returned their medical form to the Superintendent before being permitted to bid on a route;

    f. The Superintendent or his or her designee will provide a list of students on each individual route prior to bidding;

    g. Regular routes have priority over field trips or any other trips; routes will not be doubled to accommodate field trips -- special trips are excluded. Whenever a field trip is or exceeds six (6) hours or is an overnight trip, regular drivers may bid for the field trip in lieu of regular routes;

h. Once a route is bid, the said driver will drive that route until the driver resigns or transfers; if a driver wishes to transfer routes they must notify the Superintendent in writing;

i. Drivers will continue to use the bus that they previously drove when changing routes at the start of a new school year, unless the bus assigned to a particular route has been assigned to accommodate special circumstances. Drivers changing routes in mid-year will drive the bus assigned to the route;

j. Whenever a vacancy occurs in the transportation department, the position shall be posted and bid according to seniority; and

k. Regular routes will be bid every three (3) years, beginning with the 1998-99 school year, unless rebidding is required during the intervening years because of major route changes.

l. Prior to bidding, all routes shall be timed and equalized as much as possible.

m. The regular workday for bus drivers on regular routes shall be two (2) hours in the morning and two (2) hours in the afternoon.

2. Bidding

All extra trips will be posted and bid on Monday. If a driver is unable to be present at the Monday bid because he or she is on a school-sanctioned trip or his or her regular route, the driver must submit his or her bid in writing, if the driver wishes to bid. If a driver does not work on the morning of bid day, the driver may not bid on any field trips. When the bidding process is finished, regular drivers have the first choice of any trips not selected through the bid process prior to substitutes being called. If additional trips are posted during the week, the drivers may bid the trip according to rotation. If a trip is canceled and rescheduled for another time, the trip is placed on the Monday bid sheet.

Employees shall be notified of any new trip that comes in AFTER the Monday morning bidding no later than 9:00 a.m. on the following day, and anyone interested in the posted trip shall contact the transportation coordinator/Superintendent's secretary by 10:00 a.m. on the second consecutive following day.

Employees shall be notified of any new trip that comes in AFTER the Monday morning bidding that is to occur prior to 10:00 a.m. on the second consecutive following day before 1:30 p.m. Anyone interested in the posted trip shall contact

the transportation coordinator/Superintendent's secretary by the time indicated by the bid notice.

When a message is left for a driver regarding a new trip that is to occur no sooner than the second consecutive day following the day the message is left, the employee shall be allowed up to three (3) hours to respond to the message.

Only the driver and his/her spouse may respond as to whether the driver wishes to take any new trips that come in after the Monday morning bidding.

Trip bid sheet shall be made available to each driver on Friday morning before the following Monday bid.

Drivers who are scheduled to drive a field trip and cancel within four (4) days of the trip shall forfeit their bid in rotation on next bid trip, unless an exception is made by the Superintendent.

Bus trips that are not regular runs that are To Be Announced (TBA) shall include the approximate time of the run, if the approximate time of the run is known at the time of the posting.

Any field trip that has been bid and is on the bid sheet but is subsequently canceled and rescheduled within the two-week bid session will automatically remain the bid for the driver who initially bid it, subject to the following exception. If the rescheduled field trip is scheduled on a date on which the driver already has a field trip, the driver will then forfeit the rescheduled field trip.

If an additional field trip comes in after the bidding process and that trip is to occur on the same day a driver is to take a rescheduled trip in accordance with the foregoing paragraph, the driver must take the rescheduled trip and may not take the additional trip, subject to the following exception. If the driver who is to take the rescheduled trip is first in rotation on the bid sheet and can take the additional trip without any conflict with the timing of the rescheduled trip, the driver can bid to take the additional trip.

3. Bus runs which are run when Northwood Schools are not in session shall be posted and assigned on the same basis as field trips. The exception to this position shall be the Penta and Parochial routes. The regular route driver will drive on those days when Northwood is closed and shall be compensated at their daily rate.

4. Regular drivers are given first priority in bidding field trips as long as the trip does not interfere with the regular route. A regular driver is someone who drives an established route on a daily basis.

5. All accidents, student misconduct, which cannot successfully be handled by the driver, mechanical problems, parental concerns and traffic violations are to be reported to the proper administrator immediately. If the problem occurs on Friday, the incident shall be reported to the appropriate administrator immediately by phone.

6. Any special trips (overnight), are not subject to the field trip rate of pay. The Union recognizes that the Board has the right to establish a fair flat rate for said trip. Lodging/meals for drivers will be paid by the Board of Education.

7. The Superintendent has the right to reorganize routes to accommodate special events, examination schedules or other school activities. If the reorganization of routes causes the driver to exceed their two hours of driving in the A.M. or P.M., said drivers will be compensated on an hourly basis.

8. Whenever a field trip is canceled without one hour's notice, the driver will be paid two (2) hours' pay.

9. Bus Routes and Rosters

   The Superintendent shall provide each driver with a map of directions and bus stops. The driver is responsible for knowing the students who ride their bus in the morning and afternoon.

   The Transportation Coordinator/Secretary will be responsible for maintaining a roster of student riders. The Transportation Coordinator/Secretary shall provide each driver with a current roster for their routes. Drivers shall be responsible to provide updated rosters with name and address changes and deductions to the Transportation Secretary.

   If a regular route is reduced in half or increased past four and one half (4 1/2) hours, the route shall be posted for re-bid.

   Any retroactive adjustment in pay attributable to a change in the bus driver's workday shall be paid in a check separate from regular payroll payments, which shall be issued on the first regular payday following authorization of such retroactive adjustment by the Board.

10. Seniority Lists for Field Trips/KDN Runs

    1. There will be one seniority list for field trips and to substitute on KDN runs. The first person on the list after Monday morning bidding on field trips will have the first option to substitute if one is needed on a KDN run. If a substitute is needed on the following consecutive days on the same KDN run, the person who takes the KDN run on the list will continue in that substitute assignment.

2. If a substitute is needed on subsequent nonconsecutive days in a particular week on the same KDN run or is needed on another KDN run in that week, such substitute assignment(s) will be given to the next and succeeding persons on the bidding list.

3. If a driver knows in advance of a given week that he/she will be absent two (2) or more consecutive days in the week, it will be put on the bid sheet prior to Monday morning bidding, and the driver who bids on it will hold that substitute assignment for that week. If the absence continues without interruption into succeeding weeks, it will be rebid each week.

11. On days when school is delayed due to inclement weather, drivers shall be notified of the delay by 6:30 a.m. when possible to do so. It is understood that schedule changes due to unforeseen events will be made when they need to be made by the administration.

12. If a driver's shift has started prior to the announcement of a school delay or closing, the driver shall be paid a minimum of one (1) hour's pay.

13. School vans transporting students can only be driven by a school bus driver with a CDL license employed by the Northwood Local Schools. If more than nine students are to be transported to sports or other school-sponsored trips, they shall be driven by a school bus driver with a CDL license employed by the Northwood Local Schools, except in the case of trips that have previously been transported in chartered vehicles. If nine or less students are to be transported to sports or other school-sponsored trips, private vehicles may be used. No bargaining unit members will transport students in their private vehicle.

14. Drivers who are required by the Superintendent or his designee to double their routes due to the absence of a driver will receive an added daily stipend of Ten Dollars ($10.00), which shall be due irrespective of whether the driver takes one or more doubled routes.

15. Drivers may take a reasonable period of time to leave to eat on field trips, provided that the scheduling of the meal period is coordinated with the teacher/coach/chaperone supervising the trip and the driver notifies the teacher/coach/chaperone where he/she will be eating.

16. During periods of their regular workday (two hours in the morning and two hours in the afternoon) when drivers are not driving, they shall be expected to perform routine cleaning of the buses, complete paperwork, fuel their buses and attend to other similar duties.

17. While operating buses, drivers shall be expected to wear closed-toe and heel shoes.

18. Protocol for Bus Drivers When Northwood Schools is Not in Session

1. The driver who has originally bid and been assigned the route has the first choice to drive or not to drive. It is the ultimate responsibility of this driver to drive this route.

2. If this driver does not wish to drive on a day when Northwood is not in session, the route will be put out to bid.

3. If all association members decline to drive the route, a substitute will be secured if available.

4. In the event no other driver can be secured, the regularly scheduled driver will have the responsibility of driving as scheduled.

5. A.M. Runs-Regular drivers who transport Parochial or Penta students from the main campus to their schools will need to drive in the morning when Northwood is not in session. Drivers of Special Needs students will pick them up at their homes and transport them to their regular destination. Driver(s) of Penta and Parochial students will pick them up at designated locations in their neighborhoods.

6. P.M. Runs-Regular drivers assigned to those routes which pick up children at either Parochial, Special Needs, or Penta will deliver those children to their homes. No additional drivers will be assigned to drive on these days.

3.3 Building Checks

1. The Superintendent or his/her designee may direct a custodian or cleaner to conduct a building check. Such checks are usually for the purpose of inspecting building security problems. However, a check may also be required for building maintenance.

2. The custodians or cleaner will be guaranteed a minimum of one (1) hour's work for each check performed. He/she shall be required to record arrival and departure times through the use of building time clock. Work performed under this section shall be paid at the affected employee's straight time hourly rate unless the work requires the employee to exceed his/her forty (40) hours per calendar week load in which case he/she shall be compensated at one and one-half (1-1/2) times his/her hourly rate of pay.

   a. If the employee elects to take compensatory time off in lieu of overtime pay, such compensatory time shall be granted on a time and one-half basis.

3. Whenever a furnace check is required or requested, the appropriate administrator or supervisor and custodian shall mutually agree what criteria is to be used for checks.

3.4 Length of Contract Year

The length of the contract for classified personnel are:

1.	Bus Driver	181 days + 11 Paid Holidays + Special, Parochial and Penta runs
2.	Cleaning Personnel	181 days + 11 Paid Holidays
3.	Custodians/Assistant Custodians/Mechanic/ Outside Maintenance Cleaning Personnel (12-month)	Calendar Year + 12 Paid Holidays + Earned Vacation
4.	Aides	181 days + 11 Paid Holidays (Educational Aides may have their schedules individually arranged)
5.	Food Service Personnel Cooks/ Assistant Cooks/Cashiers	182 days + 11 Paid Holidays (1 day before school)

6. Workweek/Day

The workday for all classified employees shall be determined by the Superintendent or designee. If an emergency situation occurs that warrants the change of the regular workday, such as shortened or altered school day, all employees shall be apprised of the situation.

The normal workweek shall be Monday through Friday, eight (8) hours a day and forty (40) hours a week for employees working a contract year less than twelve (12) months. For employees working a schedule based upon a full calendar year or twelve (12) months, the normal workweek shall be forty (40) paid hours per week, and the normal workday shall be eight (8) hours, including a half-hour paid lunch.

Beginning with the first Monday in July and ending with the last Friday in July, the workweek for 12-month employees may consist of four (4) days, ten (10) hours per day, including a thirty (30) minute paid lunch. Workdays under this alternate schedule shall be Monday through Thursday, and the workday shall begin at 6:00 a.m. and end at 4:00 p.m. If a holiday falls during this period, the workweek will consist of four (4) days, eight (8) hours per day, including a thirty

(30) minute paid lunch. This alternate schedule may also be utilized in the months of June and August during periods when school is not in session with the prior approval of the Building Principal, provided that the schedule is coordinated in such a manner as to assure that activities in the building are properly accommodated.

Time and one-half shall be paid for approved time worked over forty (40) hours in any one (1) week. Anytime an employee of the bargaining unit is required to work on a Sunday, the employee shall receive double time. For purposes of computing overtime, compensatory time, holidays and calamity days shall be regarded as time worked.

When an employee is required to work on any paid holiday, he/she shall be granted pay at the rate of time and one-half plus the holiday pay, or he/she may choose to be granted compensatory time off at the rate of time and one-half his/her regular hours of employment plus holiday pay.

3.5 Discipline of Employees

For good and just cause, the administration may take disciplinary action against any employee.

Where appropriate, principles of progressive discipline will be followed. Normal progressive discipline is:

- a verbal warning,
- a written warning,
- a suspension of 1-3 days
- termination.

The circumstances of each offense must be taken into account. Some offenses warrant immediate termination; in other cases, several warnings or more than one suspension may be appropriate. Progressive discipline may be imposed for related or unrelated incidents by an employee.

In reviewing discipline to determine the penalty to be applied, consideration shall be given to the length of time that has elapsed since prior disciplinary action, if any.

3.6 Vacancies

1. Permanent Vacancy

When a vacancy occurs in classifications included in the bargaining units, a notice, for a period of five (5) working days, will be sent to employees using electronic communication. Whenever the vacancy occurs between the last day of school and August 10, the posting shall be for ten (10) days. All posting will

include the position, wages, hours and job description or directions on where to find that information. Current employees of the District shall be given first consideration in the filling of vacancies. Positions will not be posted, nor will individuals who are not employed by the District be interviewed, unless no current employees apply or it is determined that no current employees who have applied are qualified to fill the vacancy as determined by the interview process.

If an employee covered by this Agreement is scheduled for an interview in connection with the filling of a vacancy, the employee shall be notified in writing in advance of any change in the interview schedule.

If the Board determines that a vacancy should be filled, reasonable efforts will be made to fill the vacancy within thirty (30) workdays.

Any employee within a classification who requests transfer will be given the position based on seniority. If no one within a classification applies and the qualifications of those outside the classification are determined equal by the Superintendent or said designee, the employee with the greatest length of seniority within the district will receive the transfer, provided the employee is qualified to fill the vacancy. Any employee who transfers from one classification to another classification shall have a thirty (30) workday trial period. In the event the employee is not able to satisfactorily perform the job, the Board may transfer the employee back to his or her prior classification.

2. Temporary Vacancy

When an employee is on a long-term leave of absence or sick leave lasting or expected to last more than thirty (30) workdays, the position shall be posted as a temporary vacancy and filled within five (5) workdays. Bargaining unit employees may bid on such temporary vacancy. Preference shall be given to the most senior within the same classification. If no one applies within the classification, then the position shall be filled by the most senior bargaining unit member who applies so long as the employee is minimally qualified. The determination of minimal qualifications shall be made by the Superintendent. Once the temporary vacancy has been filled, any resulting vacancies shall be filled as determined by the Board.

An employee who fills a temporary vacancy shall have a thirty (30) workday trial period. In the event the employee is not able to satisfactorily perform the job, the Board may transfer the employee back to his or her prior position.

When the regular employee returns to work, the employee filling the temporary vacancy shall return to his or her regular position. If the regular employee does not return to work (retirement, resignation or death), a permanent vacancy is created and the position must be posted.

Any employee of the bargaining unit who fills a temporary vacancy or substitutes regardless of length of the vacancy, shall be paid at their current step in their present position.

3.7 Layoff/Recall

If the Board of Education decides to lay off employees in any classification included in the bargaining unit, they will do so beginning with the least senior employee in that classification. Classifications shall be defined as shown under the recognition clause of this document.

Seniority shall be defined as the uninterrupted length of continuous service with the Board in a particular job classification computed from the latest date of hire or appointment to their present classification. Authorized Leaves of Absence shall not be constituted as an interruption of continuous service.

An employee scheduled for layoff in one classification who also holds previous seniority in another classification shall have the right to bump the least senior employee in the former classification providing he/she has greater seniority than the current least senior employee. Such employee shall retain all previous seniority accumulated in that classification. The employee who elects to bump shall retain all rights to recall to the position in which the layoff occurred.

Any openings which occur in a classification from which employees are laid off shall be offered to the most senior employee on the layoff list before the next employee on the list may be considered. (Any employee who declines reinstatement shall be removed from the reinstatement name list.) Recalled employees must report to work within ten (10) days of notification unless an extension is granted by the Board.

The employees shall remain on the recall list for a period of two (2) years from their effective date of layoff. If reinstated from layoff during this period, such employee shall retain all previous accumulated seniority and a notice of reinstatement shall be made by certified mail. It is the responsibility of the employee to ensure that the Board has the correct address and phone number.

3.8 Cleansing of Personnel File

Written disciplinary action shall be removed from an employee's file four (4) years after date of entry at the employee's request.

ARTICLE IV

LEAVES OF ABSENCE

4.1 NLSSP Leave

Up to two (2) duly elected delegates of the bargaining unit may request professional leave with pay of up to four (4) days of their normal workweek, to attend the annual Ohio Education Association Conference. No expense (mileage, meals, motel, etc.) shall be paid by the Board.

4.2 Disability Leave

Upon the written request of a member of the bargaining unit, the Board of Education may grant a leave of absence for a period of not more than one (1) school year. With Board approval, the leave of absence may be renewed for a one-year period. The Board shall grant such leave where illness or other disability is the reason for the request, in accordance with Ohio Revised Code.

Upon written request, the Superintendent may grant a leave of absence without pay for personal reasons for a period not to exceed fourteen (14) days. The written request for leave must be submitted to the Superintendent at least two (2) workdays in advance of the leave, and the request shall state the desired length of leave and return-to-work date.

4.3 Family and Medical Leave Act

The Family and Medical Leave Act of 1993 shall not diminish the leave of absence rights and benefits under this Agreement where it provides greater rights and benefits than the Family Leave Act. To the extent that the Family Leave Act mandates leave rights and benefits beyond those provided in this Agreement, those incremental leave of absence rights and benefits should be accorded to the bargaining unit members.

Nothing contained in this Agreement shall prevent the Board from complying with the requirements of federal or state laws pertaining to family or medical leaves of absence. The twelve (12) month period in which leaves may be taken under the Family and Medical Leave Act of 1993 shall run from July 1 of one calendar year to June 30 of the succeeding calendar year. The parties recognize that the special rules regarding employees of schools under the Family and Medical Leave Act shall be applicable.

Notices regarding the rights of employees under the Family and Medical Leave Act shall be posted in accordance with the Act's requirements.

4.4 Assault Leave

In the event that an employee is required to take a leave because of physical injury, resulting from an assault while on duty, he/she shall be entitled to assault leave payment equivalent to his/her rate of pay for a period of not more than eight (8) days (non-accumulative).

Assault leave shall not be deducted from sick leave accumulated days.

If medical attention is required, a statement from a licensed physician stating the nature of the disability and its duration shall be required.

Said employee shall sign a statement stating that such leave was due to physical or mental disability resulting from an assault which occurred while on duty as an employee of the Board of Education, provided that the need for leave is verified by the District's Managed Care Organization.

4.5 Personal Leave

1. All unused personal leave days will be rolled over to sick leave.

2. Each employee may be granted three (3) non-accumulative days of personal absence per school year.

3. Application for leave must be submitted to the Superintendent at least two (2) days in advance of time requested, except in extreme emergency, as determined by the Superintendent or his designee. If an extreme emergency exists, the emergency shall be discussed with the Superintendent, if possible.

4. Personal absence may not be granted on the day before or the day after a holiday or vacation period, except in case of an emergency, as determined by the Superintendent or his designee. In the case of an emergency, the Superintendent shall be notified prior to the personal absence.

5. No personal leaves will be granted the first ten (10) days of school nor the last ten (10) days of school.

6. If an extreme emergency occurs preventing the employee from fulfilling these prerequisites, the employee shall meet and discuss the situation with the Superintendent who will have the authority to grant the request.

7. Application for personal leave shall be made on the prescribed personal leave request form.

4.6 Sick Leave

1. Sick leave shall be cumulative to 284 days.

2. Sick leave must be taken in increments of one-quarter, one-half, three-quarter or full days. Sick leave reported on employees' payroll stubs shall be computed in days as opposed to hours.

3. In the event a member needs to utilize a day of sick leave, the member will inform his/her supervisor as soon as possible, preferably the day before. However, if that is not possible, the member may call the day of the absence, provided he/she communicates the upcoming absence to the supervisor (or designee), rather than leaving a message on an answering machine.

4. Employees, upon approval of the responsible administrative officer of the District, may use sick leave for absence due to personal illness, pregnancy, injury, exposure to contagious disease that could be communicated to others and for absence due to illness or injury in the employee's immediate family. The immediate family is to be interpreted to mean father, mother, sister, brother, husband, wife, children, stepparent, stepchild, immediate parents-in-law, grandparents, grandchild, person who stands in loci parentis or an immediate relative (including foster child) living in the same household.

4.7 Funeral Leave

Funeral leave for which sick leave or personal leave may be used is as follows:

a. Employees, who have a death in the immediate family, may be granted a three-workday absence with no deduction in pay. The immediate family is to be interpreted to mean father, mother, sister, brother, husband, wife, children, stepparent, stepchild, immediate parents-in-law, grandparents, grandchild, person who stands in loci parentis or an immediate relative (including foster child) living in the same household. Employees attending the funeral of a relative not in the immediate family and not living in the same household, shall be allowed absence for the day of the funeral with no deduction in pay. If the death of a member of the immediate family occurs in another city, and if that city is more than 200 miles (one-way) from Northwood (by Google or similar internet trip estimator), a total absence of no more than five (5) working days will be granted. Sick leave time or personal leave will be allowed only if the employee attends the funeral.

4.8 Jury Duty/Court Leave

Employees selected to serve on a jury or as a court witness under subpoena in a case in which the employee is not a party during their standard workweek schedule shall

be excused for such absence and shall be paid for such leave days. Court service shall require submission of the subpoena to the Treasurer for verification to receive the reimbursement of wages.

A bargaining until employee who is directed by the Board or its administrative agent(s) to appear in court on behalf of the Board, or in any other job related capacity, shall receive his/her regular rate of pay as a bargaining unit member and will not forfeit his/her personal leave.

4.9 Use of Leave

In cases in which the need for leave is foreseeable, such as planned medical treatment or prescheduled appointments, employees must attempt to schedule such matters outside working hours before necessitating the use of leave.

ARTICLE V

WORKING CONDITIONS

5.1 School Delays

On days when school is delayed due to inclement weather, classified employees are to report to work for their regularly scheduled hours with the exception of bus drivers and emergency staff, as defined below. Bus drivers will report to work at the reporting time which coincides with the length of the delay.

Any decision to delay or cancel school after the usual starting time will be made by the Superintendent of schools or his/her designee. When the decision has been reached, the building principals will be notified.

5.2 School Closings

When the Superintendent of schools declares that schools are closed because of emergency conditions, all classified employees will be excused from work with pay except those designated as "emergency staff." Those designated as emergency staff may include, but are not limited to Building Custodians and Head Cooks:

1. Those employees designated as emergency staff will be sent home once the buildings are secure and ready for the next day of school.

2. When an emergency occurs necessitating closing one school for part of a day or a full day, all classified employees are required to work unless they are expressly excused or sent home by the Superintendent or his/her designee. Employees may be assigned to work in other buildings by the Superintendent.

3. Twelve (12) month classified and nine (9) month cleaning staff and cooks, at the discretion of their supervisor, will have the opportunity to either work or go home when schools are closed. Employees remaining at work shall be entitled to receive commencing at the beginning of their shift, in addition to base pay, compensation at the employee's straight time hourly rate for the number of hours worked or compensatory time off equal to the number of hours worked, which may be taken at a mutually agreed later time, and will be required to work their full regular day. On days when schools are closed, nine (9) month cleaning employees shall be expected to report to work at 10:00 a.m. The employee may elect to carry over no more than forty (40) hours' compensatory time from one school year to the next. No overtime pay will be provided for these situations whether or not all or part of the staff are required to remain to cover the necessary function unless the function exceeds forty (40) hours for the week worked, then time and one-half will be paid for any hours that exceed forty (40).

4. Employees who are off on sick leave on a day when all schools are closed will not be charged a sick day for the school closing day. Employees on vacation or personal leave will not be charged for that day on their vacation schedule or personal leave allowance. Employees who are on a leave of absence or are absent due to illness and have exhausted their sick leave will not receive compensation for a closing day.

5. With the exception of nine (9) month cleaning personnel, in the event the number of calamity days exceeds the state-approved number of days, employees other than twelve (12) month employees shall be required to work such make-up days without additional compensation. Nine (9) month cleaning employees shall be compensated for any make-up days.

5.3 School Operations

Work Schedules

1. A work schedule and any work schedule changes are to be worked out mutually between Building Personnel and the appropriate Supervisor (Building Personnel refers to Custodians, Assistant Custodians, Cleaning personnel and Aides), Cafeteria Personnel and Supervisor of Food Services and Building Principal, Drivers, and Superintendent, Maintenance/Mechanical Personnel and Superintendent. Hours may be changed in order to meet the demands of the situation. Before any employee schedule is changed, they have the right to discuss the change with the proper administrator. The intent of changing any work schedule is to accommodate an emergency situation and will not be used for any other reason.

2. Head Cooks shall have a paid 15-minute break, which shall be scheduled in the middle of their shift.

Extra Duty Compensation

1. If an outside group not affiliated with the District is renting or using the building, the following rate of pay shall apply:

Cooks	Custodians
$25.00	$30.00

All in-house banquets, that request food service personnel, will pay food service personnel at their applicable pay rate.

2. A cashier will be assigned to the school breakfast program at any school building participating in the school breakfast program whenever a substitute cashier is needed, but this assignment shall not result in any increase in the size of the food service crew for this program.

3. Head Cooks who report to work on a day school is canceled shall be provided compensatory time equal to the time actually worked in addition to regular compensation, provided that the Head Cooks shall be offered the opportunity to work at least two (2) hours, if they so choose. Head Cooks may elect to carry over no more than forty (40) hours' compensatory time from one school year to the next.

4. All training hours shall be compensated at the substitute hourly rate.

5. Bus drivers shall be paid their regular daily rate for driving on days beyond their contract days that are scheduled as a result of delay hour accumulation.

5.4 Assignment to Positions

When the assistant cook and/or cashier are not needed in their assigned building, they may be assigned another duty in another building. The less senior person in that building shall be requested to temporarily move.

5.5 Food Service Facilities

Anyone required to use a steamer shall receive adequate training.

Supervisory personnel in the food service area may perform work reserved to bargaining unit employees only when bargaining unit employees are absent or on leave and substitutes are not available, or such supervisory personnel may provide incidental assistance to bargaining unit employees, provided that they do not displace incumbent members of the bargaining unit.

Whenever there is a change in the hours or job description in food service positions, the most senior person in the same classification shall be entitled to move to that job.

5.6 Tobacco Use

Every building in the district, every event held in any building in the district, and all Board-owned vehicles and equipment will be smoke/tobacco free at all times, regardless of whether or not school is in session or students are in attendance.

5.7 Library Hours

Usual library hours shall be 6 1/2 hours scheduled by the Superintendent to coincide with the student school day. Computer stations in the library shall remain open at times when the library is open.

5.8 Criminal Background Checks

Consistent with Ohio Revised Code Section 109.57, the Board may conduct criminal background checks on all new employees through the Ohio Bureau of Criminal Investigation. In accordance with Ohio Revised Code Section 3319.39(B)(2), a new employee shall be conditionally employed until the criminal records check is completed and the Board has received the results of the criminal records check. If the results of the criminal records check are unsatisfactory within the meaning of Ohio Revised Code Section 3319.39(B)(1), the Board will release the new employee from employment. The full cost of such criminal records check shall be paid by the District.

ARTICLE VI

COMPENSATION

6.1 Salary Schedules

Salary levels and their effective dates during the term of this Agreement shall be as set forth in Appendices B, C and D attached hereto and made a part hereof.

6.2 Classification Pay

If any employee is temporarily assigned to a position in a higher classification, said employee shall be paid at that higher classification wage from onset of the assignment through the end of the assignment or the end of the regularly-scheduled workday for that classification, whichever comes first.

6.3 Overtime

1. Field trips and/or overtime for bus drivers shall be offered on a rotating basis by seniority.

2. A seniority list shall be established by department within each building of those employees desiring to be considered for overtime, based on the employee's total seniority with the classification.

   Whenever a building cook is absent, the most senior assistant cook/cashier will be offered the head cook's position. If the most senior assistant cook/cashier refuses the position, the next senior assistant cook/cashier will be offered the position. All other additional time will be offered on a seniority basis.

3. Overtime and extra work assignments for custodians and cleaning personnel shall be offered on a rotating basis in the following manner. A custodian overtime list shall be maintained with custodians in order of seniority, and a cleaning personnel overtime list shall be maintained consisting of all 12-month and 9-month cleaning personnel in order of seniority. Overtime and extra work assignments shall be offered in descending order down the applicable overtime list. Each overtime and extra work assignment shall be offered to the first employee on the list who was not reached when the last assignment was made. The supervisor will maintain a record of the process and the assignments made.

4. With the exception of outside events, overtime and extra work assignments for food service employees shall be offered to employees in the classification in which overtime is needed on the basis of seniority within the classification. Overtime and extra work assignments for food service employees due to outside events shall be offered to head cooks in order of seniority and then to assistant cooks/cashiers in order of seniority.

5. When the cafeteria supervisor is notified by a head cook of his/her absence prior to the actual date of absence a "call return time" of 10:30 p.m. shall be honored. That is to say the most senior assistant cook/cashier shall have until 10:30 p.m. to respond to calls or be contacted by the supervisor.

   In the event that the supervisor is not notified by 10:30 p.m. by the most senior assistant cook/cashier; the position shall be offered to the next senior assistant cook/cashier; in the event the next senior assistant cook/cashier cannot be reached the next senior assistant cook/cashier may be offered the position and so on.

6.4 Payroll Deductions for Association Dues

1. The Board will provide a payroll deduction for Local, District, State and National Association dues, provided the employee has signed the appropriate payroll deduction authorization form.

The Association agrees to indemnify and hold the Board harmless for any claims, actions, demands, suits, damages, awards, fines and court costs by any employee(s) recognized by the Association, arising from deductions made by the Employer pursuant to this Article.

On or before September 15 of each year, the Union shall provide a list specifying the Association dues to be paid by each employee in the bargaining unit. Association dues will be deducted in eighteen (18) installments. The first such deduction shall be made from the first paycheck in October of each school year, and said deduction shall be for Local Union Dues. The remaining seventeen (17) deductions shall be made beginning with the second paycheck in October of each school year and continuing through the second paycheck in June of each school year, and said deduction shall be for State Union Dues.

Any missed deductions will be made up on the next scheduled deduction providing said deduction is made up within thirty-one (31) days. All deductions made from members of the bargaining unit will be forwarded to the Local Association Treasurer each pay period by check by the Local School District Treasurer.

2. Dues deduction authorization for the employees covered by this Agreement shall not be afforded any other labor organization as long as the Association remains the collective bargaining representative.

6.5 Direct Deposit

All employees shall participate in direct deposit at the bank of their choice.

6.6 Number of Pays

All NLSSP employees shall be paid over twenty-four (24) equal pays in a year on the 15th and last day of each month with a two-week holdover.

6.7 Paycheck Distribution

In the event pay day falls on a holiday recognized under this Agreement when school is not in session, the payroll electronic deposit will occur on the day prior to the scheduled pay date.

6.8 Payroll Corrections

When a payroll error is made in an amount exceeding One Hundred Dollars ($100.00), written, signed and dated notification of the error with supporting documentation must be submitted to the school district treasurer or the payroll staff. A check will be drafted reflecting the correction within five (5) working days of the receipt

of the error notification; providing, the employee had submitted all time cards and/or time slips at designated pay period deadlines.

ARTICLE VII

FRINGE BENEFITS

7.1 Vacations

1. Up to five (5) days of vacation may be accumulated and carried over to the next year.

2. If a paid holiday falls during an employee's vacation, the employee is entitled to one (1) additional day for the paid holiday.

3. New employees hired for less time than the position requires will have vacation time prorated for the first year only.

4. All non-certified personnel working the full calendar year shall be granted the following vacations:

1 year -	10 workdays per year
6 years -	12 workdays per year
7 years -	13 workdays per year
8 years -	14 workdays per year
9 years -	15 workdays per year
20 years -	20 workdays per year
25 years -	25 workdays per year

Years of service for computing vacation pay shall be the number of years the employee has been employed in a twelve (12) month position by the District.

Notification must be in writing to the Superintendent three (3) weeks prior to days being requested, with a maximum of fifteen (15) days' vacation in the summer.

Vacation periods shall exclude one (1) week prior to the opening of school, the first week of classes, and the final five (5) working days of classes. During the period from June 15 to August 15, no more than two (2) 12-month employees shall be permitted to take vacation at the same time. The Superintendent shall have final authority on granting vacation requests.

The employee shall be eligible to take his/her earned prorated vacation after June 30 following his/her date of hire.

7.2 Holidays

All classified employees will be paid their regular rate of pay for holidays listed below provided such employees are physically in attendance working on the last scheduled workday preceding such holiday and the first scheduled workday following such holiday, unless on vacation, funeral leave or professional leave or unless the employee is absent on either or both qualifying days and receives full paid sick leave for the time missed and furnishes a certificate signed by a licensed physician stating the nature of the illness and notifying the employer that the employee was unable to perform his or her job duties on the qualifying day(s) in question. If an extreme emergency occurs preventing the employee from fulfilling these prerequisites, the employee shall meet and discuss the situation with the Superintendent who will have the authority to grant the request.

1. 9- and 10-Month Employees

New Year's Eve Day (Dec. 31)
New Year's Day (Jan. 1)
Dr. Martin Luther King Day
Presidents' Day
Friday before Easter
Memorial Day
Labor Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve Day (Dec. 24)
Christmas Day (Dec. 25)

2. 12-Month Employees

New Year's Eve Day (Dec. 31)
New Year's Day (Jan. 1)
Dr. Martin Luther King Day
Presidents' Day
Friday before Easter
Memorial Day
Independence Day (July 4)
Labor Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve Day (Dec. 24)
Christmas Day (Dec. 25)

A holiday falling on a Saturday shall normally be observed on the preceding Friday, and a holiday falling on a Sunday shall normally be observed on the following Monday, provided there is no school scheduled for that day, unless the employee makes other arrangements with the Superintendent.

When an employee is required to work on any paid holiday, he/she shall be granted pay at the rate of time and one-half plus the holiday pay, or he/she may choose to be granted compensatory time off at the rate of time and one-half his/her regular hours of employment plus holiday pay.

In no event shall employees be compensated for more than their contractual days, which include paid holidays.

7.3 Severance Pay

Members of the bargaining unit may become eligible for severance pay according to the following provisions:

1. Severance pay shall be a one (1) time, lump sum payment to eligible employees upon retirement.

2. Retirement shall be defined as "service retirement" as specified in Section 3307.38, of the Ohio Revised Code.

3. An employee's eligibility for severance pay shall be determined as of the last day of his/her employment by the Board in accordance with requirements of Section 3307.38. Members of the bargaining unit may become eligible for severance pay according to the following provisions:

   - The person must have applied and is receiving his/her retirement within four (4) years of his/her last official date of Northwood employment.

   - The last employer to pay into SERS was Northwood Local Schools.

4. The severance pay benefits shall be calculated according to the following formula:

   a. Severance retirement shall be limited to seventy-five (75) days if the individual has accumulated two hundred thirty-five (235) sick days. If the person has less than two hundred thirty-five (235) accumulated sick days, severance pay shall be equal to one-fourth (1/4) of their accumulated sick days.

5. Payment of sick leave on this basis shall be considered to eliminate all sick leave credit earned by the employee.

6. No employee shall be eligible for severance pay prior to completion of ten (10) years' service with Northwood Board of Education.

7. If a bargaining unit member has given written notification to the Superintendent of his/her intent to retire, but dies before receiving his/her retirement bonus, the bonus shall be paid to his/her surviving spouse or, if none, to his/her estate.

7.4 Insurance

1. Health and Dental

a. The Board of Education agrees to provide the current PPO medical plan for classified employees through December 31, 2015. The Board will pay 85% of the cost of PPO coverage for 12-month employees and the employee shall pay 15%, not to exceed One Hundred Fifty Dollars ($150.00) per month for family coverage and not to exceed Seventy Dollars ($70.00) per month for single coverage for the 2014-2015 school year, and not to exceed Two Hundred Dollars ($200.00) per month for family coverage and not to exceed Ninety Dollars ($90.00) per month for single coverage for the period from July 1, 2015 through December 31, 2015. The Board will maintain a Section 125 plan for the purposes of allowing employees to make these medical insurance contributions on a pre-tax basis and toprovide for elder or child-care expenses that qualify under the District's Section 125 plan.

b. Effective January 1, 2016, employees will be offered the following health plan options with the stated contribution rates:

Northwood Custom PPO Plan

(terms summarized in Appendix E-1)

Employee contribution equal to 15% of the plan cost, but not to exceed Two Hundred Twenty-Five Dollars ($225.00) per month for family coverage and not to exceed Ninety-Five Dollars ($95.00) per month for single coverage through June 30, 2016, at which point said caps shall expire.

WCSC PPO Benchmark Plan

(terms summarized in Appendix E-2)

Employee contribution equal to 15% of plan cost.

WCSC CDHP/HSA Benchmark Plan

(terms summarized in Appendix E-3)

Employee contribution equal to 7.5% of plan cost. Upon the employee's first election to enter the WCSC CDHP Plan, the Board of Education will make a one-time contribution of $1,500 into a health savings account on behalf of the employee.

WCSC Minimum Value Plan

(terms summarized in Appendix E-4)

Employee contribution equal to 15% of plan cost.

c. All other non-certified personnel working 20-40 hours per week for nine (9) months shall qualify for insurance benefits per month as noted in the following table.

Hrs. Worked Per Week	Length of Contract	Health
31-40	9 months	$300
20-30	9 months	$275
19 or less	9 months	$175

The Board agrees to establish an account wherein One Hundred Dollars ($100.00) may be used annually for reimbursement for prescription drug and doctor visits per family, effective Jan. 1, 1992.

d. The employee contribution for dental coverage shall be Fifteen Dollars ($15.00) per month. The maximum nonsurgical periodontic benefit provided under the dental plan shall be increased to $2,000.00 per calendar year per person. The lifetime maximum orthodontia benefit shall be increased to $1,500.00.

e. Spousal Coverage

Effective July 1, 2007, The Wood County Schools Consortium Health Plan requires spouses of covered employees to enroll in other available group health and prescription plans if any of the following parameters apply:

1. The spouse is eligible for Medical & Prescription coverage through their employer.

2. The spouse has retiree Medical & Prescription coverage available.

3. The spouse is eligible for other Medical & Prescription coverage.

An employee's spouse is required to obtain at least single coverage at the spouse's next open enrollment period through his/her available plan, unless the cost of such coverage is greater than $75 per month. The spouse's plan will be considered primary coverage and Wood County Schools Benefit Plan will not provide coverage on a secondary basis. Eligible Child(ren) will be permitted to enroll in either plan and order of payment if enrolled in both the employee and spouse plan will be determined by the Birthday Rule, which is defined by the first birthday in a calendar year of either spouse according to Ohio Administrative Code 3901-1-56 coordination of benefits.

When a spouse is employed in another Wood County Schools Consortium district, each employee shall enroll as a single in their particular district if no additional dependents are eligible. If dependents are involved they must take one plan with the Wood County Schools Consortium based on their choice or the birthday rule, which is defined by the first birthday in a calendar year of either spouse according to Ohio Administrative Code 3901-1-56 coordination of benefits.

Employees are required to complete a new Application and Policy Change Form within 31 days of employment status change. All current and new employees must complete a Coordination of Benefits Questionnaire for documentation purposes on an annual basis.

2. Term Life/Paid-Up Life Insurance

The Board shall provide a thirty-five thousand dollar ($35,000) term life insurance benefit. The Board is responsible for the paid-up life insurance plan's premium payments for the thirty-five thousand dollar ($35,000) term life insurance benefit while the employee is an active employee of the District.

3. School Employee Liability Insurance

The Board will pay the cost of school employee liability insurance, which shall have coverage limited to $100,000 per individual, and an aggregate of $1,000,000.

7.5 Perfect Attendance

Any non-certified employee working a 9-month or 10-month contract who is present every day of their contract and is not absent for any part of a whole day, whether it be for personal leave, sick leave, funeral leave, or any other reason, excluding approved professional days, compensatory time and vacation time, shall receive a stipend of Two Hundred Dollars ($200.00), which shall be paid on the first payroll date following the employee's last scheduled workday. For 12-month contract employees who meet the requirements for an attendance incentive payment as set forth in this Section, the amount

of the stipend shall be Two Hundred Fifty Dollars ($250.00), which shall be paid on the first payroll date following the last regularly-scheduled workday for 12-month employees. Any employee who is absent or tardy no more than one (1) day shall receive one-half (1/2) of the applicable stipend, which shall be paid on the dates set forth previously in this Section.

The contract days are from the first regularly scheduled workday to the last day of the individual's contract. The stipend will be awarded at the conclusion of the contract.

7.6 Reimbursement

1. Whenever the Board requires any employee in the bargaining unit to have a physical examination or drug testing, the Board shall pay the normal and customary cost of such examination and shall reimburse the employee at the current Internal Revenue Service rate for his or her mileage in reporting for the physical examination or drug testing.

2. The Board of Education shall pay for the Bus Driver Abstract.

3. The Board shall reimburse bus drivers an amount not to exceed One Hundred Twenty-Five Dollars ($125.00) annually for the cost of physical examinations not covered by insurance, commercial driver's licenses or testing or fingerprinting required as a condition of their employment, but employees shall not be reimbursed for the cost of any such services that the District offers at no cost to the employee.

4. Any head cook or assistant cook who attends American School Food Service Association school and successfully completes and provides the Board or its designee with a copy of the earned certificate shall be reimbursed Ten Dollars ($10.00).

5. It is recommended, but not mandatory, that a custodian have a boiler's license as a condition of employment. Examination costs and initial and renewal licensure costs shall be reimbursed at actual cost. Upon successfully passing the initial examination to obtain a boiler's license, the employee shall be reimbursed for the cost of boiler operator schooling, not to exceed One Hundred Dollars ($100.00).

6. Assistant Cooks and Cashiers who are regularly assigned to make pick-ups and deliveries shall be reimbursed for automobile usage at the currently applicable Internal Revenue Service mileage rate. A standard mileage between buildings shall be established by the Administration with input from the Union, which shall then be used as the basis for reimbursement for all pick-ups and deliveries.

7. Twelve (12) month employees and nine (9) month cleaning employees will receive Seventy-Five Dollars ($75.00) annually through payroll on the second pay of September to offset the cost of purchasing steel-toed or fiberglass-toed safety

shoes which they are required wear while on duty. Head Cooks will receive Fifty Dollars ($50.00) annually through payroll on the second pay of September to offset the cost of purchasing work shoes which they are required wear while on duty. Less than twelve (12) month employees and part-time employees shall receive Thirty Dollars ($30.00) annually through payroll on the second pay of September to offset the cost of purchasing work shoes which they are required to wear while on duty.

8. When banquets or dinners (with the exception of outside rentals) are held in District facilities, the organization sponsoring the event shall be encouraged to provide necessary cleaning. In the event District personnel are required to assist in or complete such cleaning, they shall be paid the reasonable amount of overtime needed to accomplish such cleaning in addition to usual job duties, not to exceed two (2) hours, provided that such overtime was previously authorized by the Principal, Superintendent or their designee.

9. Cashiers will be reimbursed at the current Internal Revenue Service rate for mileage when directed by the District to transport monies between Lark Elementary School and the Board office.

10. The Board shall reimburse employees for the costs associated with renewal of any license required by law as a condition of their employment.

7.7 Bus Routing

Drivers who are required to prepare Kindergarten, Handicap, C.R.C., Summer School and Preschool bus routes at the beginning of the school year shall be compensated for doing so in one payment equal to one-half their daily rate.

7.8 Safety/Health Training

The parties agree that classified employees covered by the Northwood Local School Support Personnel/OEA/NEA master agreement who are not scheduled to be at work, shall be paid for one hour of time, at their current rate of pay, for attending the Board of Education required federal or state safety or health training at the beginning of each school year on orientation day. Employees who work more than their scheduled workday on orientation day shall be compensated at their customary hourly rate for the excess hours.

7.9 Work Attire

Eight (8) hour/day, forty (40) hour/week twelve (12) month employees shall be paid $250.00 annually through payroll on the second pay of July to offset the cost of purchasing appropriate work attire that meets the established dress code.

ARTICLE VIII

GENERAL CONDITIONS

8.1 Printing of Contract

The Board will make available to the Association an electronic copy of the completed Agreement.

8.2 Conflict with Law

If any provisions of this document, or any application of the provisions of this document, or any agreement reached under its terms, conflicts with any federal or state law (now or hereafter enacted or issued), such provisions (only to the extent such provisions, application or agreement is in conflict with any federal or state law), application shall be inoperative but the remaining provisions hereof shall remain in effect.

8.3 Entire Agreement Clause

This contract supersedes and cancels all previous agreements, verbal or written or based on alleged past practices between the Board and the Union and constitutes the entire agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

8.4 Board Policies

The Board of Education agrees to post all Board of Education policies and revisions on the District website or other internal electronic medium.

8.5 No Discrimination

There shall be no discrimination against an employee in the bargaining unit because of race, religion or age.

8.6 Terms and Conditions of Employment

The Board agrees that changes in wages, hours and other terms and conditions of employment of members of the bargaining unit must be negotiated in accordance with the Ohio Public Employee Collective Bargaining Act, Ohio Revised Code Chapter 4117.

8.7 District Compliance

The Board shall conform to and comply with all health, safety and sanitation requirements imposed by state or federal law and regulations adopted under state or federal law.

8.8 Release Time

If the Board requests the NLSSP President or designee to attend any hearings or other business that requires the President to miss their regular work schedule, the Board shall pay the regular wages for hours missed. It is the responsibility of the NLSSP President to notify the Board Representative if any time will be missed.

8.9 Job Descriptions

The Board shall provide each employee and the Union with a copy of each employee's job description at the beginning of each employee's hiring date and shall keep them apprised of any changes.

Prior to implementing new job descriptions or changes in existing job descriptions, the Superintendent shall receive prior input from NLSSP.

8.10 ADA and OSHA

The parties recognize that the requirements of federal and state handicap or disability laws [including the Americans with Disabilities Act (ADA)] and applicable state and federal Occupational Safety and Health Act (OSHA) legislation must be complied with notwithstanding any language in this contract which might be contrary to the requirements of said laws. If the aforementioned applicable legislation conflicts with any provisions contained in this agreement, such provision is null and void and the Board shall implement appropriate rules and requirements to comply with such legislation.

In such an event, the Board will provide notice to the Union prior to implementing such rules or requirements, and will negotiate with the Union concerning the effects of such rules or requirements.

8.11 Passes to School Events

The Board will issue passes to employees to attend all home games. The pass will be valid only for the employee and one (1) guest. Employees are encouraged to volunteer their service at these games in exchange for the passes.

8.12 Bulletin Boards

1. The Union may install one bulletin board in each school building in a location satisfactory to the Board.

2. The size, general type of construction of the bulletin boards shall be mutually agreeable to the Board of Education and the Union.

3. Bulletin boards shall be the property of the Board of Education.

4. Bulletin boards shall be used for the sole purpose of posting Union's notices. No notices shall be posted unless advance approval by the Board's designated representative is first obtained. The Board may give blanket advance approval for the posting of routine notices. Nothing inflammatory, derogatory, controversial or disruptive to good relations shall be contained in material posted on bulletin boards.

8.13 Superintendent/NLSSP Meeting

The Superintendent and NLSSP President, Officers and Representatives shall meet on a monthly basis for the purpose of discussing concerns. Each date and time shall be mutually agreeable. In the event both parties agree, the monthly meeting may be canceled.

8.14 No Strike - No Lockout

During the agreement of this contract, there will not be any strikes, work stoppages, slowdowns and lockouts.

8.15 Administering Medicine to Students

Classified employees will not be required to administer medicine to students, unless they are trained to do so.

8.16 Health/Wellness/Safety Advisory Committee

NLSSP employees who serve as members of the Health/Wellness/Safety Advisory Committee and who fully participate in the Committee's activities to their completion shall be compensated at the rate of Ten Dollars ($10.00) per meeting.

8.17 Recording of Time Worked

The Employer shall use time clocks or other electronic means as a means of recording time worked by employees.

8.18 Substitute Positions

Employees shall be permitted to apply to be placed on the District's substitute list, so long as any substitute assignment they seek does not conflict with their regular work schedule.

8.19 Personal Appearance

Employees shall be expected to maintain a professional appearance during working time that is appropriate to a professional educational environment.

8.20 Wireless Communication

Building Custodians and Bus Mechanics will maintain personal wireless phones/communication devices that they may be contacted on by the school district when necessary for professional reasons. The Northwood Board of Education agrees to pay Building Custodians and Bus Mechanics $35.00 per month through a separate check. Employee may choose to receive this as an annual lump sum at the conclusion of the fiscal year upon notification to the payroll staff.

ARTICLE IX

EXCELLENCE AWARD

In the event the District earns a rating of "B" as determined by the Ohio Department of Education's School Report Card or an equivalent rating in the event the Ohio Department of Education adopts an alternative ranking system, bargaining unit members who were employed during the school year in which the rating of "B" was earned (defined as the academic year prior to the year in which the rating is announced), and who have not (by choice) severed their relationship with the Northwood Local Schools and have not been terminated, shall receive a lump sum payment of Five Hundred Dollars ($500.00), prorated based on the number of hours the employee works, in a separate check issued along with the second paycheck in the month of November following the issuance of that rating. In the event the District earns a rating of "A" or an equivalent rating in the event the Ohio Department of Education adopts an alternative ranking system, bargaining unit members who were employed during the school year in which the rating of "A" was earned (defined as the academic year prior to the year in which the rating is announced), and who have not (by choice) severed their relationship with the Northwood Local Schools and have not been terminated, will receive a lump sum payment of One Thousand Dollars ($1,000.00), based on the number of hours the employee works, in the same manner.

ARTICLE X

NLSSP BUSINESS

1. The Board shall permit the NLSSP to make use of school buildings for meetings in accordance with the terms of the policy on Use of Board Facilities. NLSSP business will not be conducted at a time when such business would interrupt the education process.

2. The NLSSP shall have the privilege of using the school inter-office mail service, teacher mailboxes, and the District's e-mail service for NLSSP communication

with members subject to compliance with the District's authorized use policy and provided that use by NLSSP does not interfere with other District operations.

3. The NLSSP may provide bulletin boards in school building lounges for posting notices and other material relating to NLSSP activities. Such bulletin boards may not exceed sixteen (16) square feet in size and placement must be approved by the principal and head of maintenance before installation and shall be in an area frequented by employees.

4. The NLSSP may use school-owned equipment (excluding consumable supplies) provided that:

   a. Proper advance request is made and approved;

   b. Use of equipment does not interfere with school-usage requirements, and the use is conducted by teaching personnel at such times other than contracted service periods; and

   c. The purpose is solely the legitimate and internal business of NLSSP (e.g., records, notices, correspondence) and not for public distribution.

5. NLSSP may use of a total of twelve (12) days per school year for NLSSP business which shall be used in either half or full-day increments. The Board shall provide substitutes, if available, the cost of which shall be borne by the NLSSP.

6. The NLSSP shall be provided on-line access to the Board Policy Book. In the event Board policies are revised or newly adopted, the NLSSP President shall be notified of same within five (5) working days of the Board action.

7. Employees may attend NLSSP meetings of sixty (60) minutes on one of the first two workdays of the year and once during the school year after bus routes have been completed. Meeting dates shall be cleared with the Superintendent, and notification of the dates and the hour teachers may leave the buildings will be sent to all building principals by the Superintendent.

ARTICLE XI

TERM OF AGREEMENT

This Agreement shall take effect on July 1, 2014 and remain in full effect until 12:00 Midnight on June 30, 2017.

By affixing their signatures below, the President of Northwood Local School Support Personnel/OEA/NEA and the President of the Board of Education concur that the instrument within is the complete understanding between the parties to this Agreement.

NORTHWOOD LOCAL SCHOOL DISTRICT

Denise C. Niese, President

Mike Wasch, Vice President

Amy Romstadt, Board Member

Fritz Kalmbach, Board Member

Jeff Dunlap, Board Member

Gregory A. Clark, Superintendent

Angel Adamski, Treasurer

5/19/15
Date

NORTHWOOD LOCAL SCHOOL SUPPORT PERSONNEL/OEA/NEA

President

Pat Wanthorn

4/30/15
Date

It is hereby certified with respect to the contract, agreement, obligations, payment, wage or salary schedule set forth in this Agreement that the Northwood Local School District has in effect for the remainder of the current fiscal year (July 1 to June 30) and the succeeding fiscal year (July 1 to June 30) the authorization to levy taxes including the renewal or replacement of existing levies, which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide the operating revenues necessary to enable the district to maintain all personnel, programs and services essential to the provision of an adequate educational program for all the days set forth in its adopted school calendars for the current fiscal year (July 1 to June 30) and for a number of days in the succeeding fiscal year (July 1 to June 30) equal to the number of days instruction was held or is scheduled for the current fiscal year (July 1 to June 30).

5/19/15
Date

Amy L. Adamski
Treasurer

Superintendent

Jessie C. Neese
Board President

APPENDIX A

DRUG AND ALCOHOL TESTING

1. Both the Union and Board recognize illegal drug usage and impairment due to alcohol are threats to the safety of our employees, students and the public. The goal of the drug and alcohol testing program is prevention of abuse, the dangers arising therefrom and where possible rehabilitation.

2. Effective January 1, 1996, employees will be required to submit to a drug test and an alcohol test where the employee is involved in an accident or has caused a serious injury to the public, the employee or fellow employees. Further, in accordance with the Omnibus Transportation Employee Testing Act of 1991 and its implementing regulations, employees holding CDL's may be subject to random drug and alcohol testing in accordance with the Act and its regulations.

3. The Board's contract will preserve any specimen collected for at least three (3) months in order that the employee may at Board expense have the sample sent to another laboratory agreed to by the Board and the Union for further analysis. Should a second test produce a result different from the first, a third test will be conducted by a third laboratory agreed to by the Board and the Union, on the same sample, using a methodology selected by the third laboratory.

4. Prior to testing, an employee may reveal any prescription drug and shall supply a physician statement in connection with that prescription drug within 72 hours. The employee will receive due consideration in the determination of potential work violation(s) if the drug is properly prescribed and administered.

5. An employee who is required to take a test for suspected drug or alcohol abuse or following an accident or injury will be permitted to have a Union representative present during testing provided, however, that the testing will not be unreasonably delayed (more than one hour) to allow the attendance of the Union representative.

6. The laboratory selected to conduct the analysis must be experienced and capable in the areas of quality control, documentation, chain of custody, technical expertise and have a demonstrated proficiency in testing. All tests will be conducted using chain-of-custody procedures whereby all specimen samples are sealed, labeled and checked against the identity of the person being tested. Samples shall be stored in a secured and refrigerated atmosphere until tested.

    a. The alcohol test will be conducted by analyzing a blood sample taken of the employee.

    b. The drug test will consist of two phases:

The enzyme multiplied immunoassay technique (EMIT) shall be used to screen the urine sample.

Any positive result will be confirmed using the gas chromatography/mass pectrometry (GC/MS) test.

c. The threshold limits used by the United States Department of Health and Human Services shall be employed in drug testing to determine the quantity of drugs in the specimen necessary to have a positive result.

7. All testing will be paid for by the Board. All employee testing time shall be paid at the employee's regular rate of pay.

8. Employees who voluntarily reveal drug and/or alcohol problems but who have not been involved in other violations of the Board's rules and regulations (other than prohibitions regarding drug and alcohol use) will be referred to the Board's employee assistance program, and in appropriate circumstances, will be transferred to a non-safety sensitive position if one is vacant at the rate of pay for such position. If there is no such vacant position, the employee shall use available paid time off or be placed on unpaid leave of absence. The employee will be permitted to return to a safety sensitive position only upon approval of his/her attending physician and the Board's physician and thereafter shall be subject to regular and random drug testing for the duration of their employment with the Board.

9. All information regarding drug or alcohol testing results will be kept confidential. Only Board personnel who need to know the information will be informed of the results.

10. Employees who are disciplined, including termination, as a result of drug or alcohol use are entitled to contest the discipline through the grievance procedure of the Agreement, provided no employee may be reinstated to a safety-sensitive position where such reinstatement would not be authorized by the Omnibus Transportation Employees Testing Act and its implementing regulations.

APPENDIX B

NORTHWOOD LOCAL SCHOOLS

Classified Salary Schedule
Effective: 2014-2015 School Year

Base Wage $10.63 add $1.23 per hour per step from 2013-2014 rates

Base wage x index + 1.23 for each step

Years of Exp.	Cleaning	Assistant Cook/Cashier	Aides	Building Cook	Library Aide	Head[1] Custodian	Bus Driver	Lead Custodian/ Mechanic
0	$11.96	$11.96	$12.52	$12.55	$13.31	$15.75	$15.82	$17.25
	1.01	1.01	1.06	1.06	1.14	1.37	1.37	1.51
1	$13.12	$13.12	$13.55	$13.71	$14.31	$17.09	$15.96	$18.63
	1.12	1.12	1.16	1.17	1.23	1.49	1.39	1.64
2	$13.39	$13.39	$13.72	$13.91	$14.45	$17.41	$16.11	$18.98
	1.14	1.14	1.18	1.19	1.24	1.52	1.40	1.67
3	$13.60	$13.60	$13.91	$14.18	$14.88	$17.71	$16.25	$19.38
	1.16	1.16	1.19	1.22	1.28	1.55	1.41	1.71
4	$13.88	$13.88	$14.18	$14.35	$15.15	$18.01	$16.41	$19.73
	1.19	1.19	1.22	1.23	1.31	1.58	1.43	1.74
5	$14.18	$14.18	$14.35	$14.56	$15.33	$18.38	$16.55	$20.12
	1.22	1.22	1.23	1.25	1.33	1.61	1.44	1.78
6	$14.29	$14.29	$14.49	$14.69	$15.49	$18.56	$16.70	$20.27
	1.23	1.23	1.25	1.27	1.34	1.63	1.46	1.79
7	$14.45	$14.45	$14.64	$14.85	$15.64	$18.72	$16.84	$20.42
	1.24	1.24	1.26	1.28	1.36	1.65	1.47	1.81
10	$14.59	$14.59	$14.79	$15.00	$15.80	$18.87	$16.98	$20.57
	1.26	1.26	1.28	1.30	1.37	1.66	1.48	1.82
FIELD TRIPS		$13.45						
		1.15						

KINDERGARTEN/PRESCHOOL/
SUMMER SCHOOL RUN: HOURLY RATE (MINIMUM OF 1 HOUR)

[1]Add $.15 Per Hour For Second Shift (School Year Only)

APPENDIX C

NORTHWOOD LOCAL SCHOOLS

Classified Salary Schedule
Effective: 2015-2016 School Year

Base Wage $10.63 add $2.46 per hour per step from 2013-2014 rates

Base wage x index + 2.46 for each step

Years of Exp.	Cleaning	Assistant Cook/Cashier	Aides	Building Cook	Library Aide	Head[1] Custodian	Bus Driver	Lead Custodian/ Mechanic
0	$13.19	$13.19	$13.75	$13.78	$14.54	$16.98	$17.05	$18.48
	1.01	1.01	1.06	1.06	1.14	1.37	1.37	1.51
1	$14.35	$14.35	$14.78	$14.94	$15.54	$18.32	$17.19	$19.86
	1.12	1.12	1.16	1.17	1.23	1.49	1.39	1.64
2	$14.62	$14.62	$14.95	$15.14	$15.68	$18.64	$17.34	$20.21
	1.14	1.14	1.18	1.19	1.24	1.52	1.40	1.67
3	$14.83	$14.83	$15.14	$15.41	$16.11	$18.94	$17.48	$20.61
	1.16	1.16	1.19	1.22	1.28	1.55	1.41	1.71
4	$15.11	$15.11	$15.41	$15.58	$16.38	$19.24	$17.64	$20.96
	1.19	1.19	1.22	1.23	1.31	1.58	1.43	1.74
5	$15.41	$15.41	$15.58	$15.79	$16.56	$19.61	$17.78	$21.35
	1.22	1.22	1.23	1.25	1.33	1.61	1.44	1.78
6	$15.52	$15.52	$15.72	$15.92	$16.72	$19.79	$17.93	$21.50
	1.23	1.23	1.25	1.27	1.34	1.63	1.46	1.79
7	$15.68	$15.68	$15.87	$16.08	$16.87	$19.95	$18.07	$21.65
	1.24	1.24	1.26	1.28	1.36	1.65	1.47	1.81
10	$15.82	$15.82	$16.02	$16.23	$17.03	$20.10	$18.21	$21.80
	1.26	1.26	1.28	1.30	1.37	1.66	1.48	1.82
FIELD TRIPS		$14.68						
		1.15						

KINDERGARTEN/PRESCHOOL/
SUMMER SCHOOL RUN: HOURLY RATE (MINIMUM OF 1 HOUR)

---

[1]Add $.15 Per Hour For Second Shift (School Year Only)

APPENDIX D

NORTHWOOD LOCAL SCHOOLS

Classified Salary Schedule
Effective: 2016-2017 School Year

Base Wage $10.63 add $3.69 per hour per step from 2013-2014 rates

Base wage x index + 3.69 for each step

Years of Exp.	Cleaning	Assistant Cook/Cashier	Aides	Building Cook	Library Aide	Head[1] Custodian	Bus Driver	Lead Custodian/ Mechanic
0	$14.42	$14.42	$14.98	$15.01	$15.77	$18.21	$18.28	$19.71
	1.01	1.01	1.06	1.06	1.14	1.37	1.37	1.51
1	$15.58	$15.58	$16.01	$16.17	$16.77	$19.55	$18.42	$21.09
	1.12	1.12	1.16	1.17	1.23	1.49	1.39	1.64
2	$15.85	$15.85	$16.18	$16.37	$16.91	$19.87	$18.57	$21.44
	1.14	1.14	1.18	1.19	1.24	1.52	1.40	1.67
3	$16.06	$16.06	$16.37	$16.64	$17.34	$20.17	$18.71	$21.84
	1.16	1.16	1.19	1.22	1.28	1.55	1.41	1.71
4	$16.34	$16.34	$16.64	$16.81	$17.61	$20.47	$18.87	$22.19
	1.19	1.19	1.22	1.23	1.31	1.58	1.43	1.74
5	$16.64	$16.64	$16.81	$17.02	$17.79	$20.84	$19.01	$22.58
	1.22	1.22	1.23	1.25	1.33	1.61	1.44	1.78
6	$16.75	$16.75	$16.95	$17.15	$17.95	$21.02	$19.16	$22.73
	1.23	1.23	1.25	1.27	1.34	1.63	1.46	1.79
7	$16.91	$16.91	$17.10	$17.31	$18.10	$21.18	$19.30	$22.88
	1.24	1.24	1.26	1.28	1.36	1.65	1.47	1.81
10	$17.05	$17.05	$17.25	$17.46	$18.26	$21.33	$19.44	$23.03
	1.26	1.26	1.28	1.30	1.37	1.66	1.48	1.82
FIELD TRIPS		$15.91						
		1.15						

KINDERGARTEN/PRESCHOOL/
SUMMER SCHOOL RUN: HOURLY RATE (MINIMUM OF 1 HOUR)

---

[1]Add $.15 Per Hour For Second Shift (School Year Only)

APPENDIX E-1

NORTHWOOD CUSTOM PPO PLAN

Benefits	Network	Non-Network
Benefit Period	January 1st through December 31st	
Dependent Age Limit	Through Age 26	
Benefit Period Deductible – Single/Family[1]	$200/$400	
Coinsurance	90%	80%
Coinsurance Out-of-Pocket Maximum	$1,500 Single/$3,000 Family (copays, Rx copays and coinsurance)	
Preventative Services		
Wellness Care (For ages seventeen and older)[2]	$0 copay Limited to $500 per benefit period – Including: - Routine Physical Exam/Office Visits; - Routine Pap and Associated Office Visit - Routine Lab, X-ray, Medical Tests and - Routine Hepatitis B Vaccine (for employee only) 80% after deductible, thereafter For the following services: - One Routine physical Exam/ Office Visit per benefit period - Routine Pap - Routine Hepatitis B Vaccine (for employee only)	80% after deductible For the following services: - One Routine Physical Exam/ Office Visit per benefit period - Routine Pap - Routine Lab, X-ray, Medical Tests (For ages nine and older), Limited to $500 per benefit period - Routine Hepatitis B Vaccine (for employee only)
Routine Mammogram	100% (One per benefit period, limited to an $85 maximum)	80% after deductible (One per benefit period, limited to an $85 maximum)
Well Child Care[2]	$0 copay To age one, limited to a $500 maximum; Ages one to seventeen, limited to a $150 maximum per benefit period	80% after deductible To age one, limited to a $500 maximum; Ages one to nine, limited to a $150 maximum per benefit period
Physician/Office Services		
Office Visit (Illness/Injury)[2]	$15 copay, then 100%	80% after deductible
Urgent Care Facility Services[2]	$15 copay, then 100%	80% after deductible
Allergy Testing and Treatments	90% after deductible	80% after deductible
Outpatient Services		
Diagnostic Services	90% after deductible	80% after deductible
Therapies - Physical - Chiropractic - Occupational - Speech - Cardiac Rehabilitation	 90% after deductible 90% after deductible 90% after deductible 90% after deductible 90% after deductible	 80% after deductible 90% after deductible 90% after deductible 90% after deductible 90% after deductible
Chemotherapy	90% after deductible	80% after deductible
Radiation Therapy	90% after deductible	80% after deductible
Dialysis	90% after deductible	80% after deductible

APPENDIX E-1

Benefits	Network	Non-Network
Professional Services	90% after deductible	80% after deductible
Emergency Use of an Emergency Room - Medical Emergency - Accident Emergency	90% after deductible	
Non-Emergency Use of an Emergency Room	$500 (waived if admitted)	
Emergency Transportation	$25 copay	
Inpatient Facility		
Semi-Private Room and Board – Including Ancillaries	90% after deductible	80% after deductible (365 days per inhospital benefit period[4])
Skilled Nursing Facility	90% after deductible	80% after deductible
Tuberculosis Services	100% for the first 31 days per inhospital benefit period[3]; 80% after deductible thereafter	80% after deductible
Inpatient Medical Care Visits	90% after deductible (120 visits per inhospital benefit period[4])	80% after deductible (120 visits per inhospital benefit period[4])
Inpatient Consultation	90% after deductible	80% after deductible
Maternity	90% after deductible	80% after deductible
Dialysis	90% after deductible	80% after deductible
Respiratory Therapy	90% after deductible	80% after deductible
Physical Therapy	90% after deductible	80% after deductible
Speech Therapy	90% after deductible	80% after deductible
Occupational Therapy	90% after deductible	80% after deductible
Cardiac Rehabilitation	90% after deductible	80% after deductible
Additional Services		
Ambulance Services	90% after deductible	90% after deductible
Durable Medical Equipment (Including TMJ Appliances)	90% after deductible	90% after deductible
Second Surgical Opinion	90% after deductible	80% after deductible
Home Health Services	90% after deductible	80% after deductible
Hospice Services	90% after deductible	80% after deductible
Private Duty Nursing	90% after deductible	90% after deductible
Organ Transplant Services	90% after deductible	80% after deductible
Mental Health and Substance Abuse		
Inpatient Mental Health and Substance Abuse Services (31 days per benefit period - $50,000 per lifetime for Substance Abuse)	90% after deductible	80%
Outpatient Mental Health Services and Substance Abuse Services	90% after deductible	80% (20 visits per benefit period for Mental Health; $1,000 maximum per benefit period for Substance Abuse)
Prescription Drugs		
Retail Rx	$10 Generic/$20 Brand	
Mail Rx	$20 Generic/$40 Brand	

Note: Services requiring a copayment are not subject to the single/family deductible.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures. Non-network fees will be paid on a usual, customary and reasonable basis.

The meaning of "usual, customary and reasonable" is:

Usual	The charge made most frequently for a given service by the physician who rendered a particular service.
Customary	Charges of physicians generally of similar training and experience in that geographical area for same or similar service.
Reasonable	The charge considered for usual medical circumstances or complications requiring additional time, skill, or experience in connection with a particular case.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

[1]Maximum family deductible. Member deductible is the same as single deductible.
[2]The office visit copay applies to the cost of the office visit only.
[3]An inhospital benefit period is a period of time beginning when the member enters a hospital or other inpatient facility and ending when he/she has been out for 90 consecutive days.

APPENDIX E-2

Wood County School Consortium
PPO Benchmark Plan

APPENDIX E-2

Medical

		Network	Non-Network
General Information			
Product		SuperMed Plus CMM	
Dependent Age		26	
Older Age Child		28	
Dependent Removal		End of Calendar Year	
Pre-existing Condition Waiting Period		Does Not Apply	
Overall Benefit Period Maximum		Unlimited	
3 Month Deductible Carryover Credit		Yes	
How Claims are Paid			
Benefit Period		January 1st through December 31st	
Coinsurance		80%	60%
Benefit Period Deductible - Single		$500	$1,500
Benefit Period Deductible - Family		$1,000	$3,000
Coinsurance Out-of-Pocket Limits (Excludes Deductible) - Single		$1,000	$3,000
Coinsurance Out-of-Pocket Limits (Excludes Deductible) - Family		$2,000	$6,000
Emergency Room			
Emergency - Medical/Accident - Emergency Room		100% (Emergency Medical)	
Emergency - Supplemental Accident Services	(Emergency Accident Services)	100% for the first 72 hours following the accident; 90% after deductible thereafter	
Non-Emergency - Emergency Room		80% after deductible	60% after deductible
Inpatient Services			
Institutional Services		80% for the first 31 days per admission, then 70% after deductible (Tuberculosis Care); 90% after deductible (All Other)	60% after deductible
Professional Services		80% for the first 31 days per admission, then 70% after deductible (Tuberculosis Care); 90% for the first 120 days per admission, then 70% after deductible (All Other)	60% after deductible
Skilled Nursing Facility(SNF)		80% after deductible	60% after deductible
Mental Health, Alcohol and Drug Abuse			
Inpatient Alcoholism Services		Benefits paid based on corresponding medical benefits	
Inpatient Drug Abuse Services		Benefits paid based on corresponding medical benefits	
Inpatient Mental Health Services		Benefits paid based on corresponding medical benefits	

APPENDIX E-2

Outpatient Alcoholism Services		Benefits paid based on corresponding medical benefits	
Outpatient Drug Abuse Services		Benefits paid based on corresponding medical benefits	
Outpatient Mental Health Services		Benefits paid based on corresponding medical benefits	
Office Visits(Illness/Injury)			
Medically Necessary Office Visits/Consultations - PCP		$20 copay, then 100%	60% after deductible
Medically Necessary Office Visits/Consultations - Specialist		$30 copay, then 100%	60% after deductible
Urgent Care Provider Office Visits		$20 copay, then 100%	60% after deductible
Outpatient Services			
Allergy Testing		80% after deductible	60% after deductible
Allergy Treatment		80% after deductible	60% after deductible
Diagnostic Lab, X-ray and Medical Tests		80% after deductible	60% after deductible
Diagnostic Imaging		80% after deductible	60% after deductible
Home Health Care		80% after deductible	60% after deductible
Surgical Services - Surgery		80% after deductible	60% after deductible
Surgical Services - Surgery Facility		80% after deductible	60% after deductible
Outpatient Therapy			
Cardiac Rehabilitation		80% after deductible	60% after deductible
Chemotherapy		80% after deductible	60% after deductible
Chiropractic	(10 visits, then Medical Review) (combined with Physical and Occupational Therapies)	80% after deductible	60% after deductible
Occupational Therapy	(10 visits, then Medical Review) (combined with Physical Therapy and Chiropractic)	80% after deductible	60% after deductible
Physical Therapy	(10 visits, then Medical Review) (combined with Occupational Therapy and Chiropractic)	80% after deductible	60% after deductible
Speech Therapy	(10 visits, then Medical Review)	80% after deductible	60% after deductible
Preventive/Routine/Well Child Care			
Health Care Reform Preventive Benefits		Do Not Apply	
Health Care Reform Preventive Benefits for Women		Do Not Apply	
Preventive/Routine Exams and Immunizations			
Exam Associated with Pap Test	(all ages; 1 per benefit period)	100%	60% after deductible

APPENDIX E-2

Immunizations	(Standard Immunizations)	100%	60% after deductible
Physical Exam	(age 21 and over, 1 per benefit period) (combined with Family Planning Exam)	100%	60% after deductible
Preventive/Routine Tests			
Endoscopic Services	(age 50 and over) (All Endoscopic Services)	100%	60% after deductible
Lab	(all ages)	100%	60% after deductible
Mammogram	(all ages, 1 per benefit period)	100%	60% after deductible
Medical Tests	(all ages)	100%	60% after deductible
Pap Test	(all ages, 1 per benefit period)	100%	60% after deductible
Standard Tests		N/A	
X-rays	(all ages)	100%	60% after deductible
Well Child Care			
Age Limit		21	
Exams		100%	60% after deductible
Immunizations	(Well Child Immunizations)	100%	60% after deductible
Labs		100%	60% after deductible
Additional Services			
Acupuncture		Not Covered	Not Covered
Ambulance		80% after deductible	60% after deductible
Durable Medical Equipment		80% after deductible	60% after deductible
Hospice		80% after deductible	60% after deductible
Organ Transplant		80% after deductible	60% after deductible
Private Duty Nursing		80% after deductible	60% after deductible

APPENDIX E-2

Drug

General Information		
Days Supply - Retail		30
Days Supply - Home Delivery		90
How Claims are Paid		
Retail Copayments		
Generic Copayment		$10
Formulary Copayment		$20
Non-Formulary Copayment		$30
Home Delivery Copayments		
Generic Copayment		$20
Formulary Copayment		$40
Non-Formulary Copayment		$60
Additional Drug Exclusions		
1)	Injectable drugs to treat impotency	Not Covered
2)	Contraceptive implants and injections	Not Covered

APPENDIX E-3

Wood County School Consortium
HSA Benchmark Plan

APPENDIX E-3

Medical

		Network	Non-Network
General Information			
Product		SuperMed Plus CMM - HSA	
Dependent Age		26	
Older Age Child		28	
Dependent Removal		End of Calendar Year	
Pre-existing Condition Waiting Period		Does Not Apply	
Overall Benefit Period Maximum		Unlimited	
3 Month Deductible Carryover Credit		No	
How Claims are Paid			
Benefit Period		January 1st through December 31st	
Coinsurance		100%	60%
Benefit Period Deductible - Single		$2,500	$5,000
Benefit Period Deductible - Family		$5,000	$10,000
Type of Deductible Accumulation		Separate - Deductible incurred for a non-network provider will only apply to the non-network deductible limits. Deductible incurred for a network provider will only apply to the network limits.	
Prescription Drug Copayment- Out-of-Pocket Limits (Excludes Deductible) - Single		$1,000	$1,000
Prescription Drug Copayment Out-of-Pocket Limits (Excludes Deductible) - Family		$2,000	$2,000
Emergency Room			
Emergency - Medical/Accident - Emergency Room		100% after deductible	
Non-Emergency - Emergency Room		100% after deductible	60% after deductible
Inpatient Services			
Institutional Services		100% after deductible	60% after deductible
Professional Services		100% after deductible	60% after deductible
Skilled Nursing Facility(SNF)	(180 days per benefit period)	100% after deductible	60% after deductible
Mental Health, Alcohol and Drug Abuse			
Inpatient Alcoholism Services		Benefits paid based on corresponding medical benefits	
Inpatient Drug Abuse Services		Benefits paid based on corresponding medical benefits	
Inpatient Mental Health Services		Benefits paid based on corresponding medical benefits	
Outpatient Alcoholism Services		Benefits paid based on corresponding medical benefits	
Outpatient Drug Abuse Services		Benefits paid based on corresponding medical benefits	
Outpatient Mental Health Services		Benefits paid based on corresponding medical benefits	

APPENDIX E-3

Office Visits(Illness/Injury)			
Medically Necessary Office Visits/Consultations - PCP		100% after deductible	60% after deductible
Medically Necessary Office Visits/Consultations - Specialist		100% after deductible	60% after deductible
Urgent Care Provider Office Visits		100% after deductible	60% after deductible
Outpatient Services			
Allergy Testing		100% after deductible	60% after deductible
Allergy Treatment		100% after deductible	60% after deductible
Diagnostic Lab, X-ray and Medical Tests		100% after deductible	60% after deductible
Diagnostic Imaging		100% after deductible	60% after deductible
Home Health Care	(limit applies to Non-Network only) (30 visits per benefit period)	100% after deductible	60% after deductible
Surgical Services - Surgery Professional		100% after deductible	60% after deductible
Surgical Services - Surgery Facility		100% after deductible	60% after deductible
Outpatient Therapy			
Cardiac Rehabilitation		100% after deductible	60% after deductible
Chemotherapy		100% after deductible	60% after deductible
Chiropractic	(10 visits, then Medical Review; combined with Physical Therapy and Occupational Therapy)	100% after deductible	60% after deductible
Occupational Therapy	(10 visits, then Medical Review - Professional; unlimited - Institutional; combined with Chiropractic and Physical Therapy)	100% after deductible	60% after deductible
Physical Therapy	(10 visits, then Medical Review - Professional; unlimited - Institutional; combined with Chiropractic and Occupational Therapy)	100% after deductible	60% after deductible
Speech Therapy	(10 visits, then Medical Review - Professional; unlimited - Institutional)	100% after deductible	60% after deductible
Preventive/Routine/Well Child Care			
Health Care Reform Preventive Benefits		100%	60% after deductible

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Health Care Reform Preventive Benefits for Women		100%	60% after deductible
Preventive/Routine Exams and Immunizations			
Hearing Exam	(all ages)	100%	60% after deductible
Immunizations	(All Immunizations)	100% after deductible, unless the service is covered under Health Care Reform Preventive Benefits	60% after deductible
Physical Exam	(age 21 and over)	100%	60% after deductible
Preventive/Routine Tests			
Endoscopic Services	(All Endoscopic Services) (all ages)	100%	60% after deductible
Lab	(all ages)	100%	60% after deductible
Mammogram	(all ages, 1 per benefit period)	100%	60% after deductible
Medical Tests	(all ages)	100%	60% after deductible
Pap Test	(all ages, 1 per benefit period)	100%	60% after deductible
Standard Tests		N/A	N/A
X-rays	(all ages)	100%	60% after deductible
Well Child Care			
Age Limit		21	
Exams		100%	60% after deductible
Immunizations	(All Immunizations)	100%	60% after deductible
Labs		100%	60% after deductible
Additional Services			
Ambulance		100% after deductible	60% after deductible
Durable Medical Equipment		100% after deductible	60% after deductible
Hospice		100% after deductible	60% after deductible
Organ Transplant		100% after deductible	50% after deductible
Private Duty Nursing		100% after deductible	60% after deductible

APPENDIX E-3

Drug

How Claims are Paid		
Benefit Period		January 1st through December 31st
HCR Preventive Benefits - Drug		100%
Contraceptive Coverage and HCR Preventive Benefits for Women - Drug		100%
Benefit Period Deductible - Single	(combined with medical)	$2,500
Benefit Period Deductible - Family	(combined with medical)	$5,000
Benefit Period Copay Maximum	$1000 Single/$2000 Family	
Major Medical Drug Copays		
Retail - Generic Copayment	Covers up to a 90-day supply.	$15 after deductible
Retail - Formulary Copayment	Covers up to a 90-day supply.	$30 after deductible
Retail - Non-Formulary Copayment	Covers up to a 90-day supply.	$45 after deductible
Home Delivery - Generic Copayment	Covers up to a 90-day supply.	$30 after deductible
Home Delivery - Formulary Copayment	Covers up to a 90-day supply.	$60 after deductible
Home Delivery - Non-Formulary Copayment	Covers up to a 90-day supply.	$90 after deductible
Preventive Drug Copays		
Preventive Drug List(s)		Lists 1 and 2
Retail - Generic Copayment	Covers up to a 90-day supply	$0
Retail - Formulary Copayment	Covers up to a 90-day supply	$0
Retail - Non-Formulary Copayment	Covers up to a 90-day supply	$0
Home Delivery - Generic Copayment	Covers up to a 90-day supply	$0
Home Delivery - Formulary Copayment	Covers up to a 90-day supply	$0
Home Delivery - Non-Formulary Copayment	Covers up to a 90-day supply	$0

APPENDIX E-4

Wood County School Consortium
Minimum Value Plan

APPENDIX E-4

Medical

		Network	Non-Network
General Information			
Product		SuperMed Plus CMM - HSA	
Dependent Age		26	
Older Age Child		28	
Dependent Removal		End of Calendar Year	
Pre-existing Condition Waiting Period		Does Not Apply	
Overall Benefit Period Maximum		Unlimited	
3 Month Deductible Carryover Credit		No	
How Claims are Paid			
Benefit Period		January 1st through December 31st	
Coinsurance		80%	60%
Benefit Period Deductible - Single		$5,000	$10,000
Benefit Period Deductible - Family		$10,000	$20,000
Type of Deductible Accumulation		Separate - Deductible incurred for a non-network provider will only apply to the non-network deductible limits. Deductible incurred for a network provider will only apply to the network limits.	
Coinsurance Out-of-Pocket Limits (Excludes Deductible) - Single		$1,350	$2,700
Coinsurance Out-of-Pocket Limits (Excludes Deductible) - Family		$2,700	$5,400
Type of Coinsurance Out-of-Pocket Accumulation		Separate - Coinsurance incurred for a non-network provider will only apply to the non-network coinsurance limits. Coinsurance incurred for a network provider will only apply to the network limits.	
Type of Copay Processing		Standard Copay Processing - Copays do not accumulate to the Coinsurance Out-of-Pocket Limits and they continue to be taken once the Coinsurance Out-of-Pocket Limits are met, unless otherwise noted.	
Emergency Room			
Emergency - Medical/Accident - Emergency Room		80% after deductible	
Non-Emergency - Emergency Room		80% after deductible	60% after deductible
Non-Emergency - Physician		80% after deductible	60% after deductible
Inpatient Services			
Institutional Services		80% after deductible	60% after deductible
Professional Services		80% after deductible	60% after deductible
Skilled Nursing Facility(SNF)	(180 days per benefit period)	80% after deductible	60% after deductible
Mental Health, Alcohol and Drug Abuse			
Inpatient Alcoholism Services		Benefits paid based on corresponding medical benefits	
Inpatient Drug Abuse Services		Benefits paid based on corresponding medical benefits	

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Inpatient Mental Health Services		Benefits paid based on corresponding medical benefits	
Outpatient Alcoholism Services		Benefits paid based on corresponding medical benefits	
Outpatient Drug Abuse Services		Benefits paid based on corresponding medical benefits	
Outpatient Mental Health Services		Benefits paid based on corresponding medical benefits	
Office Visits(Illness/Injury)			
Medically Necessary Office Visits/Consultations - PCP		80% after deductible	60% after deductible
Medically Necessary Office Visits/Consultations - Specialist		80% after deductible	60% after deductible
Urgent Care Provider Office Visits		80% after deductible	60% after deductible
Outpatient Services			
Allergy Testing		80% after deductible	60% after deductible
Allergy Treatment		80% after deductible	60% after deductible
Diagnostic Lab, X-ray and Medical Tests		80% after deductible	60% after deductible
Diagnostic Imaging		80% after deductible	60% after deductible
Home Health Care	(limit applies to Non-Network only) (30 visits per benefit period)	80% after deductible	60% after deductible
Surgical Services - Surgery Professional		80% after deductible	60% after deductible
Surgical Services - Surgery Facility		80% after deductible	60% after deductible
Outpatient Therapy			
Cardiac Rehabilitation		80% after deductible	60% after deductible
Chemotherapy		80% after deductible	60% after deductible
Chiropractic	10 visits, then Medical Review, combined with Physical and Occupational Therapies)	80% after deductible	60% after deductible
Occupational Therapy	(10 visits, then Medical Review, Professional; unlimited - Institutional; combined with Physical Therapy and Chiropractic)	80% after deductible	60% after deductible
Physical Therapy	(10 visits, then Medical Review, Professional; unlimited - Institutional; combined with Occupational Therapy and Chiropractic)	80% after deductible	60% after deductible

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Speech Therapy	(10 visits, then Medical Review - Professional; unlimited - Institutional)	80% after deductible	60% after deductible
Preventive/Routine/Well Child Care			
Health Care Reform Preventive Benefits		100%	60% after deductible
Health Care Reform Preventive Benefits for Women		100%	60% after deductible
Preventive/Routine Exams and Immunizations			
Hearing Exam	(all ages)	100%	60% after deductible
Immunizations	(All Immunizations)	80%, after deductible, unless the service is covered under Health Care Reform Preventive Benefits	60% after deductible
Physical Exam	(age 21 and over)	100%	60% after deductible
Vision Exam	(all ages)	100%	60% after deductible
Preventive/Routine Tests			
Endoscopic Services	(All Endoscopic Services) (all ages)	100%	60% after deductible
Lab	(all ages)	100%	60% after deductible
Mammogram	(all ages, 1 per benefit period)	100%	60% after deductible
Medical Tests	(all ages)	100%	60% after deductible
Pap Test	(all ages, 1 per benefit period)	100%	60% after deductible
Standard Tests		N/A	N/A
X-rays	(all ages)	100%	60% after deductible
Well Child Care			
Age Limit		21	
Exams		100%	60% after deductible
Immunizations	(All Immunizations)	100%	60% after deductible
Labs		100%	60% after deductible
Additional Services			
Acupuncture		Not Covered	Not Covered
Ambulance		80% after deductible	60% after deductible
Durable Medical Equipment		80% after deductible	60% after deductible
Hospice		80% after deductible	60% after deductible
Non-emergency care when traveling outside the United States		Not Covered	
Organ Transplant		80% after deductible	50% after deductible
Private Duty Nursing		80% after deductible	60% after deductible
Other Additional Services			
1)	(Stem Cell Harvesting and Preservation)	Benefits paid based on services rendered	

APPENDIX E-4

Drug

General Information		
Days Supply		90
How Claims are Paid		
Benefit Period Deductible - Single/Family		See Medical
Coinsurance Out-of-Pocket Limits - Single/Family		See Medical
Major Medical Drug Coverage		80% after deductible
Major Medical - Additional Drug Exclusions		
Compound Drug Coverage Management		Does Not Apply
Compound Drug Bulk Powder Exclusion		Does Not Apply
1)		N/A

July 1, 2003

Ms. Carolyn S. Wilkerson
Labor Relations Consultant
Ohio Education Association
Maumee Valley UniServ Office
6135 Trust Drive, Suite 218
Holland, Ohio 43528

Dear Ms. Wilkerson:

In the course of our recent negotiations, there was discussion regarding the position of Transportation Coordinator, and it was agreed that said position shall have the duties and responsibilities set forth in the Board's current job description. Further, the District's intent is that said position shall be filled with a member of the NLSSP bargaining unit. If the District determines at any point to fill that position but believes there is no member of the bargaining unit qualified to fill that position, it shall meet with NLSSP representatives to discuss whether any qualified bargaining unit member can be identified.

FOR THE NORTHWOOD LOCAL SCHOOL DISTRICT BOARD OF EDUCATION

_____
Superintendent

We agree with the foregoing, this ____ day of _____, 2003.

FOR NORTHWOOD LOCAL SCHOOL SUPPORT PERSONNEL/OEA/NEA

_____
Carolyn S. Wilkerson

SLK_TOL:#2570104v1

October 7, 2003

Ms. Carolyn S. Wilkerson
Labor Relations Consultant
Ohio Education Association
Maumee Valley UniServ Office
6135 Trust Drive, Suite 218
Holland, Ohio 43528

Dear Ms. Wilkerson:

In connection with our recent negotiations to arrive at a renewal agreement, there was discussion regarding the reporting of sick leave on the payroll stubs for 8-hour, 12-month employees. It was agreed that the payroll stubs for these employees shall reflect sick leave computed in terms of days rather than hours, it being understood that employees shall only be entitled to thereafter take sick leave in full or one-quarter day increments as opposed to in hours.

If the foregoing accurately describes the parties' understanding on this issue, please affix your signatures on the lines provided below.

FOR THE NORTHWOOD LOCAL SCHOOL DISTRICT BOARD OF EDUCATION

_____
Superintendent

We agree with the foregoing, this ____ day of _____, 2003.

FOR NORTHWOOD LOCAL SCHOOL SUPPORT PERSONNEL/OEA/NEA

_____
Carolyn S. Wilkerson

SLK_TOL:#2570104v1

July 1, 2014

Mr. Torian Hodges Finch
Labor Relations Consultant
Ohio Education Association
Maumee Valley UniServ Office
6135 Trust Drive, Suite 218
Holland, Ohio 43528

Dear Mr. Hodges Finch:

In the course of our recent negotiations, there was discussion regarding summer cleaning hours, and it was agreed upon that 200 summer cleaning hours shall be offered to all 9-month cleaning personnel.

Also agreed upon is that the district shall provide a designated bus driver work area to be located at the former Northwood Middle School building.

FOR THE NORTHWOOD LOCAL SCHOOL DISTRICT BOARD OF EDUCATION

_____
Superintendent

We agree with the foregoing, this ____ day of _____, 2015.

FOR NORTHWOOD LOCAL SCHOOL SUPPORT PERSONNEL/OEA/NEA

_____
Torian Hodges Finch

SLK_TOL:#2570104v1