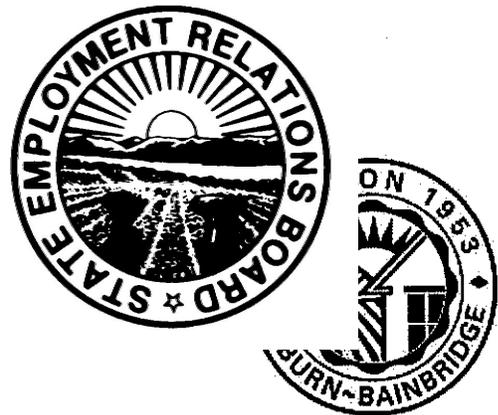


09-07-16  
15-MED-12-1295  
0851-01  
K34679



# KENSTON S C H O O L S

## **AGREEMENT**

between the

**KENSTON EDUCATION ASSOCIATION**

and the

**BOARD OF EDUCATION  
FOR THE KENSTON LOCAL SCHOOLS**

During the Period of

**March 1, 2016 through February 28, 2019**

# TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
PREFACE .....	7
ARTICLE I - RECOGNITION .....	8
1. Recognition.....	8
2. Association Rights .....	8
3. Management Rights.....	10
ARTICLE II - DEFINITIONS.....	11
ARTICLE III - NEGOTIATING PROCEDURE.....	13
1. Requests for Negotiations .....	13
2. Negotiations Meetings.....	13
3. Representation .....	13
4. News Releases .....	14
5. Agreement .....	14
6. Impasse .....	14
7. Exclusivity of Procedure .....	14
8. Exchange of Information.....	14
ARTICLE IV - WORK DAY, WORK WEEK AND WORK YEAR .....	15
1. Work Day, Work Week and Work Year .....	15
2. Teacher Directed Planning Time.....	16
3. Professional Time .....	16
4. Overload Pay .....	17
5. School Year .....	17
6. Special Education.....	18
7. Traveling Teachers.....	19
ARTICLE V - TEACHER RIGHTS.....	20
1. Membership.....	20
2. Agreement .....	20
3. Grades .....	20
4. Academic Freedom .....	20
5. Payroll Deduction Options.....	21

6. E-Mail Direct Deposit.....	21
7. Nondiscrimination.....	21
8. Pupil Discipline .....	21
<b>ARTICLE VI - TEACHER-ADMINISTRATION LIAISON.....</b>	<b>22</b>
1. Building Councils.....	22
2. Special Education Transition Review .....	22
3. Textbooks, Supplies, Equipment and New Construction.....	22
<b>ARTICLE VII - ABSENCES AND LEAVES.....</b>	<b>24</b>
1. Paid Leaves .....	24
2. Unpaid Leaves.....	29
<b>ARTICLE VIII - WORKING CONDITIONS .....</b>	<b>37</b>
<b>ARTICLE IX - EVALUATION .....</b>	<b>39</b>
1. Purpose of Evaluation.....	39
2. Definitions.....	39
3. Frequency of Observations .....	41
4. Evaluation Procedures.....	42
5. Student Growth Measures.....	44
6. Evaluation .....	44
7. Growth in Job Performance - Kenston Form 11 .....	44
8. Continuing Contract .....	45
<b>ARTICLE X - PERSONNEL FILES .....</b>	<b>46</b>
<b>ARTICLE XI - JOB SECURITY.....</b>	<b>47</b>
1. Progressive Discipline .....	47
2. Reduction in Force .....	47
3. Seniority.....	50
4. Termination.....	51
<b>ARTICLE XII - VACANCY, TRANSFER AND PROMOTION.....</b>	<b>52</b>
1. Assignments .....	52
2. Vacancies .....	52
3. Voluntary Transfers.....	52
4. Involuntary Transfers .....	53

ARTICLE XIII - COMPLAINT PROCEDURE.....54

ARTICLE XIV - ASSAULT PROTECTION .....55

ARTICLE XV - SALARY ITEMS.....57

    1. Salary Schedule.....57

    2. Operation of Salary Schedule.....57

    3. In-Building Substitute Pay .....58

    4. Extended Service.....58

    5. Summer School.....58

    6. Curriculum and Other Special Employment .....59

    7. Mileage Reimbursement.....59

    8. Innovative Professional Development Opportunities.....60

    9. Supplemental Positions and Salaries .....60

    10. Designated for Assignment Substitutes .....61

    11. Substitute Leave Replacement Teachers.....61

    12. Tutor, ELLs and HITs .....62

ARTICLE XVI - FRINGE BENEFITS .....63

ARTICLE XVII - SECTION 125 PLAN.....66

ARTICLE XVIII - RETIREMENT .....68

    1. Severance Pay .....68

    2. Severance Schedule.....68

    3. The 403(b) Plan and Elective Deferral of Severance Pay.....68

    4. STRS Pickup.....70

ARTICLE XIX - GRIEVANCE POLICY AND PROCEDURE .....72

    1. Definition.....72

    2. Statement of Basic Principles.....72

    3. Procedure .....73

ARTICLE XX - BACKGROUND CHECKS .....75

ARTICLE XXI - TUTORS AND SUBSTITUTES .....76

ARTICLE XXII - LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE .....79

ARTICLE XXIII - RESIDENT EDUCATOR PROGRAM .....80

ARTICLE XXIV - TEACHER PROFESSIONAL ORGANIZATION STIPENDS.....	82
ARTICLE XXV - FORM, EFFECT AND DURATION.....	83
1. Form.....	83
2. Effect.....	83
3. Duration .....	84
APPENDIX A - SALARY SCHEDULES .....	85
APPENDIX B – TUTOR EVALUATION.....	89
1. Purpose of Evaluation.....	89
2. Pre-Conference .....	89
3. Formal Observation .....	89
4. Post-Conference.....	90
5. Frequency of Observations .....	90
APPENDIX C – FORMS .....	91
Employee’s Absence Report .....	91
Child Rearing Leave Request .....	92
Maternity Leave Request.....	93
Tutor Evaluation Form .....	94
Form 11 – Notification of Growth in Job Performance.....	95
FMLA Form 12.....	96
FMLA Form 13.....	97
FMLA Form 14.....	98
FMLA Form 15.....	99
Tobacco Use Certification .....	100
SuperMed Plus Shell .....	101
APPENDIX D – SUPPLEMENTAL SCHEDULES .....	103
Supplemental Schedules 2016-2017 .....	104
Supplemental Schedules 2017-2018 .....	110
Supplemental Schedules 2018-2019 .....	116



## **PREFACE**

This agreement between the Kenston Local School District Board of Education (“Board”) and the Kenston Education Association (“K.E.A.” or “Association”) supersedes all previous agreements between the parties and shall remain in full force unless modified by a court decree or the written consent of the parties. Should a conflict exist or develop between any term of this Agreement and any Board policy, the term of this Agreement shall prevail.

# ARTICLE I - RECOGNITION

*Applies to all members of the bargaining unit, including Tutors, HITs, ELLs, SLRTs, and DFAs.*

## 1. Recognition

The Board recognizes the K.E.A. as the exclusive bargaining representative for the bargaining unit. The bargaining unit shall include all regularly employed, salaried, full and part time certificated/licensed personnel and will be inclusive of the groups listed below:

- a. Classroom teachers, librarians, guidance counselors, specialists, and others certified to teach in the state of Ohio (hereinafter referred to as employees)
- b. Hourly certificate/licensed personnel
- c. Substitute Leave Replacement Teacher (SLRT)
- d. Tutors (Tutor)
- e. English Language Learner Specialist (ELL)
- f. Home Instruction Tutor (HITs) after sixty (60) consecutive days in a single home tutoring assignment
- g. Designated For Assignment substitute (DFA)

All employees excluded from coverage under Chapter 4117 of the Ohio Revised Code, including all management level, supervisory personnel, Technology Director and Athletic Director shall be excluded from the bargaining unit.

Casual day-to-day substitute teachers who are called in on an as-needed basis are excluded from the bargaining unit.

Should the district elect to offer preschool or daycare programs, persons employed in such programs in a position requiring a teaching certificate/license shall be excluded from the bargaining unit. (such programs must be self-sufficient).

## 2. Association Rights

- a. The Association shall have the right to use school buildings in conformance with existing Board policy upon written request and approval from the office of the superintendent for meetings. No charge shall be made for the use of school buildings unless special custodial assistance is required. Meetings shall not be

held during the time that teachers are required to be in class or would conflict with any school program or activity.

- b. Duly authorized representatives of the K.E.A. and its respective affiliates shall be permitted to transact official business on school property at all reasonable times and after checking in with the principal. The disturbance of a teacher who is in the process of conducting a class shall be strictly prohibited.
- c. When it is necessary in order to administer this Agreement and/or to facilitate the processing of grievances, the President of the Association, the grievance chairperson of the Association, and/or the Association building representative directly involved with any such situation will be permitted to leave his or her building following the regular dismissal of students. This should not interfere with the fulfillment of the teacher's professional responsibilities, assistance to students, parent conferences and other similar activities.
- d. The K.E.A. shall have, to the exclusion of any other teacher labor organization, the right to use teacher mailboxes, and the Board will also provide bulletin Board space to the K.E.A. in each building. The K.E.A. will also have the use of school copiers, typewriters, computer and e-mail systems and other equipment with permission from a building principal or the superintendent provided (1) such use does not interfere with school necessities, (2) the K.E.A. reimburses the Board for all material costs, and (3) the K.E.A. reimburses the Board for the cost of repairing any damage to such equipment beyond what would reasonable be expected as the result of normal wear and tear.
- e. K.E.A. Leave – Teachers elected to represent the K.E.A. or chosen to serve in programs, or any official capacity at K.E.A. or affiliate meetings, conferences or conventions, shall be permitted to be absent without loss of pay not to exceed six (6) aggregate days per year exclusive of days required for negotiation of the Agreement. The maximum number of days available to any individual bargaining unit member shall be four (4). When K.E.A. leave is to be used by a bargaining unit member, the Association President will provide the superintendent prior written documentation for the leave.
- f. Board Meetings – The Association shall be notified of all Board meetings. The Association will receive a copy of the agenda 24 hours prior to the Board of Education meeting. Any addendums or attachments for each Board meeting will be available as soon as possible, and the Association will receive a copy of the Board minutes of each meeting.
- g. Orientation Meetings – The Association shall address new teachers at the new teacher orientation day.
- h. The Board shall keep the Association informed and may seek the Association's input through the K.E.A. President in matters dealing with fiscal policy, budget or

tax programs and construction programs. The Association shall be adequately represented in work concerned with the revision or formulation of educational policy, curriculum, new programs or projects involving certified/licensed personnel. The "Bylaws and Policies" are available on-line.

- i. Members of the bargaining unit may have membership dues to professional organizations deducted from their paychecks by providing the Treasurer with a signed deduction authorization prior to September 25. If the authorization states that it is intended to be continuing in nature, it shall remain in effect unless it is revoked in writing; otherwise it shall remain in effect until September 25 of the immediately succeeding calendar year unless earlier revoked in writing. Deductions per school year will be made in ten (10) equal installments.

### **3. Management Rights**

Except as expressly limited by the provisions of this Agreement, the Board reserves and retains all managerial rights and responsibilities vested in it by law including the right to determine matter of inherent managerial policy such as employer's functions and programs, standards of services, overall budget, utilization of technology, and organizational structure; the right to direct, supervise, evaluate or hire employees; the right to maintain and improve efficiency and effectiveness; the right to determine the overall methods, process, means or personnel by which Board operations are to be conducted; the right to suspend, discipline, demote or discharge for just cause, or layoff, transfer, assign, schedule, promote or retain employees; the right to determine the adequacy of the workforce; the right to determine the overall mission of the employer and to take actions to carry out said mission; and the right to effectively manage the work force.

## ARTICLE II - DEFINITIONS

*The terms DAYS, PER DIEM and FULL TIME do not apply to Tutors, ELLs, HITs, DFAs and SLRTs.*

1. **Accredited Institutions** – those schools listed in the most recent edition of the annual Higher Education Directory published by Higher Education Publications, Inc.
2. **Bargaining Unit** – The bargaining unit also shall include certificated/licensed personnel paid on an hourly basis and employed as tutors. English Language Learners specialists (“ELL”), home instruction tutors (after sixty (60) consecutive days in a single home tutoring assignment) (“HITs”) as well as certificated/licensed personnel employed and paid on a per diem basis to take the place of members of the bargaining unit absent due to casual illness, long-term leaves of absence, or fulfillment of other professional responsibilities, (designated for assignment substitutes (DFAs)). Tutors, ELLs, HITs and DFAs must satisfactorily complete a probationary period of forty-five (45) school days. Such individuals are subject to dismissal at any time within that forty-five (45) day agreement or the completion of termination procedures under Revised Code Section 3319.16 and 3319.161. DFAs shall not be considered a member of the bargaining unit represented by the Association for purposes of Article XI(2) or Article XII(3). A DFA who replaces a teacher on a long-term leave of absence and who completes sixty consecutive school days or more in that single teaching assignment shall be deemed a “substitute leave replacement teacher” and, effective with the sixty-first consecutive day in said assignment, entitled to placement on the regular teacher salary schedule and the benefits of other provisions of this Agreement for the remainder of that school year. Should the district elect to offer preschool or daycare programs, persons employed in such programs in a position requiring a teaching certificate/license shall be excluded from the bargaining unit. (Such programs must be self-sufficient.)
3. **Days** – unless otherwise specified, “days” shall mean actual working days except during the summer recess when said term shall mean weekdays exclusive of holidays.
4. **Elementary School** – refers to schools which service grades kindergarten (K) through five (5). Teachers at this level must be certified/licensed for elementary grades and/or subjects.
5. **Full time** – full time refers to an employee that actually is employed on a full-time basis under a full time contract. Anything less than this will be regarded as part-time and will be paid the appropriate fractional portion of the day except that no employee shall be paid at a fractional rate greater than three-fourths ( $\frac{3}{4}$ ) but less than one (1).

6. **High School** – refers to the school which serves grades nine (9) through twelve (12) and includes teachers that must be certified/licensed for high school grades and subjects.
7. **Middle School** – refers to grades six (6) through eight (8). Teachers at this level must be certified/licensed for middle school grades and/or subjects.
8. **Per diem** – the employee’s daily rate of pay determined by dividing the employee’s salary from the current salary schedule by the number of contracted days in the school year.
9. **Professional Meeting Time** (non-teacher directed) – time set aside for collaboration and/or communication of a collegial/administrative/professional nature.
10. **Seniority** - length of continuous service with the Board, measured from the employee’s first day worked.
11. **Student Day** - At the middle and high school levels, “student day” means the period from the tardy bell to the release bell. At the elementary school level, “student day” shall mean the time period from release to homeroom to release to busses for dismissal.
12. **Teacher Directed Planning Time** – time used by teachers for developing and improving lessons, grading, test preparation and any other activity deemed necessary by teachers for classroom preparation.
13. **Transfer** - any change of grade assignment, building assignment, or subject assignment. In dual assignment situations, a transfer is a change from the predominant area of the assignment to some other area of assignment.
14. **Vacancy** - any permanent position the Board has elected to fill that is or will become available on or before the beginning of the next school year.
15. **Teacher Records Day** - teacher directed time for clerical and records type work.

# **ARTICLE III - NEGOTIATING PROCEDURE**

*Applies to all members of the bargaining unit including Tutors, HITs, ELLs, SLRTs, DFAs.*

## **1. Requests for Negotiations**

- a. If either party desires to open negotiations for a successor Agreement, it shall notify the other party in writing not sooner than ninety (90) calendar days nor later than sixty (60) calendar days prior to the expiration date of this Agreement. Notification in writing from the Association shall be served on the superintendent and from the Board shall be served on the President of the K.E.A. The party giving notice shall also serve a copy of the written notice, together with a copy of this Agreement, to the State Employment Relations Board.
- b. Within twenty (20) calendar days after receipt of such notice, but in no event later than forty-five (45) calendar days prior to the expiration of this Agreement, an initial meeting will be held at which both parties will submit, in writing, their proposals and thereafter additional items shall not be submitted by either party unless the other party consents thereto.
- c. Proposals shall specify in form and detail that to which agreement is sought to terms acceptable to the proponent without clarification or supplementation.

## **2. Negotiations Meetings**

- a. Meetings shall be scheduled at reasonable times, intervals, and places and shall avoid, as nearly as practical, conflict and interference with school and employment schedules.
- b. Meeting shall be closed to the press and public.
- c. Either party may recess for a caucus of a reasonable length at any time. Prior to the conclusion of any session, the parties shall agree upon a time and place for the next session.

## **3. Representation**

Representation at negotiation meetings shall be limited to a maximum of five (5) representatives of the Board and a maximum of five (5) representatives of the K.E.A. In addition, each team may have up to two (2) observers at each meeting.

#### **4. News Releases**

Periodic progress reports may be issued during negotiations to the public provided any such news releases shall have the prior approval of both parties. Internal reports may be made at any time by either team to its constituents.

#### **5. Agreement**

- a. Tentative agreement on negotiation items shall be reduced to writing and initialed by the representative of each party.
- b. The final Agreement reached through negotiation containing all items shall be reduced to writing and submitted to the K.E.A. for secret ballot membership ratification vote. Upon approval by a simple majority of those voting, the Agreement shall be submitted to the Board for its action by no later than its next regularly scheduled meeting. If approved by both parties, the Agreement shall then be executed.

#### **6. Impasse**

If agreement is not reached within thirty (30) calendar days after the first negotiation meeting, either party may declare a bargaining impasse whereupon the parties shall jointly request the services of a mediator from the Federal Mediation and Conciliation Service. By mutual written agreement, the parties may select a private mediator or mutually agree upon any other dispute settlement procedure at joint expense.

#### **7. Exclusivity of Procedure**

The negotiations procedure set forth in this article supersedes and takes precedence over any inconsistent time limits or procedure set forth in Section 4117.14 of the Ohio Revised Code. Paragraph (F) of this article constitutes the parties' mutually agreed upon exclusive dispute settlement procedure and shall operate in lieu of any and all of the settlement procedures set forth in Section 4117.14 of the Ohio Revised Code.

#### **8. Exchange of Information**

Upon reasonable request, the Board will provide the K.E.A., at no cost, with all available public information, in such form as it exists, related to subjects of negotiation, and the K.E.A. will provide the Board, at no cost, with all available non-confidential information, in such form as it exists, related to subjects of negotiations.

# **ARTICLE IV - WORK DAY, WORK WEEK AND WORK YEAR**

*Applies to all members of the bargaining unit including Tutors, HITs, ELLs, SLRTs, DFAs.*

## **1. Work Day, Work Week and Work Year**

- a. All regularly scheduled work days shall begin no earlier than 7:10 a.m. and end no later than 4:00 p.m. Flexible work day schedules before 7:10 a.m. or after 4:00 p.m. may occur upon agreement of the teacher involved, KEA Executive Council and Kenston Board of Education.
- b. The work day will not exceed seven (7) hours and twenty (20) minutes at the middle school and high school. The work week at the elementary school shall not exceed 2175 minutes a week.
- c. The standard weekly building schedule (start and end times for each day of the week) will be set before the start of the school year.
- d. Professional Development/waiver days may be scheduled to start and end at times different than the standard weekly building schedule. Professional Development work days will be scheduled between 7:10 am and 4:00 pm not to exceed 7 hours in duration. The Board of Education will notify KEA of the start and end times for all Professional Development days a minimum of 14 days prior to the first Professional Development Day of the year.
- e. Teachers may be expected to attend one (1) faculty meeting per month beginning promptly at the end of the teacher work day and lasting no longer than 60 minutes and one (1) open house per school year unless excused for legitimate reasons. The high school with block scheduling may schedule a second open house when parent conference time is reduced the equivalent amount of time. Teachers who have travel duty shall be required to attend two (2) open houses. Parent conference time shall be reduced by the amount of time equivalent to the second open house.
- f. The equivalent of two (2) full days will be used for parent conferences during which time the students will be dismissed. Parent conferences may be scheduled outside the standard weekly building schedule.
- g. At the elementary level when two Parent Teacher Conference evening sessions occur in the same work week, Professional Meeting time for that week will revert to Teacher Directed Planning Time.
- h. Teacher participation in activities outside the regularly scheduled work day, including evening or weekend activities will be voluntary.

- i. Members of the bargaining unit shall have a duty-free lunch period of no less than thirty (30) consecutive minutes per day exclusive of student passing time. To accommodate KHS Block Scheduling lunch periods may be twenty-five (25) minutes in duration excluding passing time. Five (5) minutes shall be added to the affected teacher's planning time.

## **2. Teacher Directed Planning Time**

- a. Teacher directed planning time will be scheduled within the student day and will be exclusive of lunch periods, homeroom, passing time and after school dismissal. During planning time, teachers may leave the building for curricular or professional activities and emergency situations. Planning time will be scheduled with the following weekly minimum amounts: High School: 360 minutes; Middle School: 318 minutes; Elementary: 315 minutes.
- b. Teachers will be guaranteed a minimum of thirty (30) minutes of teacher directed planning time within the student day. At the high school and middle school, blocks of less than 15 minutes shall not be counted as teacher directed planning time. At the elementary level, blocks of less than 20 minutes shall not be counted as teacher directed planning time.
- c. Where teams are a required part of any teacher's assignment, for example, two (2) or more teachers teaching from an inclusion model, or teachers teaching an interdisciplinary unit, efforts will be made to provide a minimum of thirty (30) minutes common teacher directed planning time for each team daily.
- d. At the request of the teacher, lost planning time at the elementary level due to teacher attendance at elementary student performances will be rescheduled by the administrator within a work week.
- e. Middle school team time may be changed to teacher directed planning time when teacher directed planning time is used to accommodate parent meetings.

## **3. Professional Time**

- a. Professional Meeting Time (non-teacher directed) is time set aside for collaboration and/or communication of a collegial/ administrative/ professional nature.
- b. Professional meeting time (non-teacher directed) will be provided with the following weekly minimum amounts: High School: fifty (50) minutes; Elementary: sixty (60) minutes. Every middle school staff member shall be part of a teacher team. Every member of a team shall meet in a team setting a minimum of 107 minutes per week.

- c. Any time beyond the minimum weekly teacher directed planning time may be considered professional meeting time (non-teacher directed)
- d. Professional meeting time may not be used for the assignment of duties or unpaid in-building substitutes.

#### **4. Overload Pay**

- a. Overload pay for secondary teachers: Middle school and high school teachers shall be assigned a maximum of thirty (30) instructional periods per week or an equivalent amount of time (exclusive of lunch period, homeroom assignments, study hall assignments, and other student supervision periods). Where no reasonable alternative to the maximum pupil contact time can be arranged, the teacher will be compensated at the appropriate per diem rate. The formula for calculating the compensation for each period in excess of the norm shall be:
- b. Teacher base pay from the salary schedule + (base salary, Step 0, level 1) ÷ 6 x period(s) beyond 6 periods. Prorated if less than one (1) year or one (1) period.
- c. Overload pay for high school block schedule: Teacher base pay from salary schedule + (Base salary, Step 0, Level 1) ÷ 3 x block(s) beyond 3 blocks. Prorated if less than one (1) year or one (1) block.
- d. Overload pay for elementary teachers: When no reasonable alternative to the maximum pupil contact time (1640 minutes) can be arranged, the teacher will be compensated at the appropriate per diem rate. The formula for calculating the compensation for each period in excess of the norm shall be:
- e. Teacher base pay from the salary schedule (Base Salary, Step 0, Level 1) x 1/8 x number of class meeting times) = Teacher's total salary.

#### **5. School Year**

- a. The school year shall consist of a maximum of one hundred eighty-five (185) days and shall include no fewer than five (5) teacher work days which shall be used as follows:
  - i. Two (2) days prior to the start of the students' year
    - 1. One (1) teacher directed work day (no meetings)
    - 2. One (1) administrative directed day
  - ii. One-half (1/2) day teacher records day at the end of the first (1st) quarter.

- iii. The last day of the first semester as a teacher records day at all grade levels
  - iv. One day (1) at the end of the third (3rd) quarter as teacher records / collaboration day. One half day will be used as a teacher records day and one half day will be Professional Development.
  - v. Three and one-half (3 ½) hours scheduled between 7:30 a.m. and 3:30 p.m. on the last calendar day for clerical work
- b. Teachers who have a conflict with college coursework on the last teacher work day shall notify the building principal two weeks prior to the last teacher work day. The teacher shall arrange an alternate check-out day to be completed within five (5) days of the last teacher work day.
  - c. NEOEA Day shall be scheduled as a non-work, non-paid day, unless the school calendar is changed to first semester ending before winter break.
  - d. All regular school days shall be scheduled on weekdays. If weather or other calamity conditions make it impossible to achieve the minimum number of instructional hours required by law, the required number of hours shall be rescheduled. The calendar days selected for rescheduling such instructional hours shall be determined by the Board.
  - e. No meetings shall be scheduled outside the contractual work day five (5) days prior to when report cards/grades are due.
  - f. Every effort will be made to balance the number of instructional hours by semester.
  - g. The building administration will present the building event calendar to the building leadership team for feedback prior to finalization.
  - h. All members of the bargaining unit shall receive a copy of the calendar for the forthcoming year prior to the final teacher work day on each school year.

## **6. Special Education**

- a. Any special education teacher experiencing significant caseload issues, may request release time from his/her building administrator
- b. At the building level, special education teams will have a minimum of one monthly collaboration meeting, during the work day, as scheduled by the Special Education Director or Coordinator.

- c. Once per semester, K-12 special education personnel will meet to collaborate, during the work day, as scheduled by the Special Education Director or Coordinator.

## **7. Traveling Teachers**

Traveling Teachers will be assured a minimum of ten (10) minutes between assignments in different buildings and these minutes will not count toward their total planning time for the week. The home school will be defined as the building in which the teacher spends the most time. The teacher will report to and follow the schedule of the home school in regard to staff meetings, preparation minutes, etc.

# **ARTICLE V - TEACHER RIGHTS**

*Applies to all members of the bargaining unit including Tutors, HITs, ELLs, SLRTs, DFAs.*

## **1. Membership**

All members of the bargaining unit shall have the right to join or not join any organization for their professional or economic improvement leading to the advancement of public education.

## **2. Agreement**

Nothing in this Agreement shall prohibit any member of the bargaining unit from presenting his/her views or grievances which affect his/her status in the district to his/her principal, the superintendent, or, if neither of the foregoing results in satisfactory resolution, to the Board. However, private negotiations and/or agreements involving this Agreement and the subjects contained herein between an individual or group of individuals and the Board or administration are prohibited.

## **3. Grades**

No grade given to a student by a member of the bargaining unit may be changed except for an error in calculation or if the grade is arbitrary; nor shall any grade be changed until after a conference with the teacher unless this is impossible.

## **4. Academic Freedom**

It is the goal of the Board to educate students in the democratic tradition, to foster a recognition of individual freedom and social responsibility, and to instill appreciation of the values of individual personality. It is the practice of the administration to allow freedom of teaching and to encourage experimentation to accomplish the aforementioned. The teacher is responsible for exercising his/her judgment in selecting for discussion those relevant issues which he/she may deem of value to the maturity and understanding of the students involved. Any such selection(s) is subject to the possibility of administrative review. If the administrator determines that a portion of the subject matter being taught is inappropriate to the maturity and understanding of the students involved, the administrator shall so specify in writing and shall order the teacher to discontinue covering the subject matter. All sides of an argument are to be fairly presented and discussed, and when the teacher expresses personal opinion, it shall be identified as such.

## **5. Payroll Deduction Options**

The Board shall provide all payroll deduction options currently available to the employees. The Board shall remit a check to the appropriate organization(s) for the total of the voluntary deductions along with a complete accounting showing the individuals for whom money is being remitted and the amount of the remittance for each individual as soon as it is reasonably possible after receipt thereof.

## **6. E-Mail Direct Deposit**

All bargaining unit members shall receive salary payments via e-mail direct deposit.

## **7. Nondiscrimination**

Neither the Board nor any of its individual members, the administration or any individual administrator, nor the K.E.A. or any of its members shall practice any discrimination on the basis of age, sex, color, national origin, religion, marital status or membership or non-membership in any professional organization and/or affiliates.

## **8. Pupil Discipline**

- a. Members of the bargaining unit have the authority to make emergency removals of students from curricular or extracurricular activities if the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process or extracurricular activity.
- b. If, following an emergency removal of a student by an employee from curricular or extracurricular activities under the employee's supervision, the principal elects to return a pupil prior to the expiration of twenty-four (24) hours, the employee shall be provided with written reasons for the reinstatement of the pupil providing the employee has put into writing, using the appropriate referral form, and presented to the principal reasons for removal. Employees who remove students from class without following up on communications with the appropriate administrator on the form provided for that purpose as soon as possible and in no event later than the beginning of class the next day shall be subject to progressive disciplinary action.
- c. In all cases of an alleged assault involving a student and employee, the employee shall receive, in writing, a notification of disciplinary action taken. If the employee requests an oral explanation of the reason(s) supporting the action, an oral explanation will be given.

# **ARTICLE VI - TEACHER-ADMINISTRATION LIAISON**

*Does not apply to DFA substitutes.*

## **1. Building Councils**

- a. A school building council shall be established within each school building. This council shall consist of the building principal and staff members. The size and membership of the council shall be decided in September of each year by the faculty members at the first organizational meeting. The chairperson shall be elected by the council. Meetings will be held monthly.
- b. The purpose of the council will be to provide a vehicle for communication among the staff members and the administrators of the school.
- c. The superintendent shall be invited to attend a meeting when it is deemed necessary by the members of the council. The council will meet upon a request from the chairperson or upon a request from a majority of the members to discuss matters of mutual concern.

## **2. Special Education Transition Review**

Prior to the end of the school year, the Special Education Director will coordinate a meeting regarding students with special needs transitioning buildings. These meetings will be held during the scheduled work day, and will include a representative from each building involved.

## **3. Textbooks, Supplies, Equipment and New Construction**

- a. Before a textbook is chosen for a particular teaching area, teachers in that teaching area must be consulted and at least the majority of these teachers be in agreement on that textbook. A textbook adoption may be recommended in each subject matter area at least once in each five (5) year period.
- b. Before a budget is decided upon for each high school department or building at the elementary and middle school levels, all teachers in the department or building will be consulted to their needs. Such needs will be considered and notification of the total allotted expenditure with respect to each high school department or building will be made by not later than April 1 to the building council. Budgets shall indicate the amounts budgeted in each of the following categories:
  - i. Instructional materials and supplies
  - ii. Equipment – new and replacement

- c. When new facilities are being planned, a committee will be set up consisting of the personnel who are going to use these facilities and architects designing those facilities. The exact makeup and number of members of this committee shall be decided by the administration and staff of the building affected at the time the new facility is in the planning stage. (The recommendations of this committee will be considered in the development of new building plans.)
- d. The following procedures shall be followed relative to the implementation of budgets:
  - i. Instructional materials or supplies – Teachers shall not be required to purchase instructional material, supplies or equipment from personal funds. Teachers who wish to purchase instructional materials or supplies which are not readily available in the district and who wish to be reimbursed shall submit a written estimate of cost and shall seek advance approval from the building principal. Approved expenditures shall be reimbursed.
  - ii. Standard supplies – Procedures will be developed in each building to garner teacher input to assist in procuring supplies. If problems occur in the obtaining of standard supplies, the teacher shall notify the building principal.
  - iii. Equipment – new and replacement – Teachers who wish to purchase equipment shall notify the building principal in writing of the needed equipment. Disapproval by the principal shall include a written reason to the teacher.

# ARTICLE VII - ABSENCES AND LEAVES

*Does not apply to DFA substitutes.*

## 1. Paid Leaves

### a. Sick Leave

- i. Each member of the bargaining unit is entitled to fifteen (15) days of sick leave per school year credited at the rate of one and one-quarter (1 ¼) days for each completed month of service plus previous accumulation. Sick leave can be taken in the following amounts: 0.1, 0.25, 0.5, 0.75 or 1 whole. The 0.1 cannot be combined with any other amount and may only be used a maximum of 5 times per year.
- ii. If an employee exhausts accumulated sick leave, an advance of sick leave up to the total amount of leave that remains earnable during that school year, but in no event to exceed an advance of fifteen (15) days will be made. An employee who exhausts sick leave while under contract to the Board is entitled to medical leave of absence in accordance with the terms and conditions of Section 3319.13 Ohio Revised Code. All advance sick leave shall be repaid to the Board should any employee not return to work for any reason. An employee may be absent from regular duties because of personal illness for a period not to exceed his/her total number of days of accumulated and advanceable sick leave without loss of pay. Five (5) days, to be charged against subsequently earned sick leave, will be advanced to all new employees.
- iii. In the event a member of the bargaining unit seeks to use sick leave due to the illness of a member of the immediate family as defined in Article VII (1)(a)(v)(2) the member may use no more than ten (10) weeks (Fifty (50) days) of paid sick leave in any school year for such purposes. Additional days may be granted with the agreement of the administration and the association.
- iv. When the employee's attendance record shows an excessive and/or repetitive pattern of absenteeism, absence may be subject to administrative review and verification. In accordance with Ohio Revised Code 3319.141 falsification of a statement is grounds for suspension or termination of employment under Section 3319.16.
- v. Reasons for sick leave:
  1. Personal illness, injury, doctor appointment or pregnancy. Efforts should be made not to schedule doctor's

appointments on key days (i.e. conference evenings, open house, field trips, professional development days...)

2. Personal illness or injury in the immediate family; "immediate" family is considered.

- a. Husband, wife
- b. Children (biological, foster, adoptive, step)
- c. Father, mother
- d. Father-in-law, mother-in-law
- e. Any other relative if the relative is dependent for care upon the member of the bargaining unit, and no closer relative may reasonably be expected to perform this care.

3. Death in the immediate family; "immediate family" is considered:

- a. Husband, wife
- b. Children (biological, foster, adoptive, step)
- c. Father, mother (step)
- d. Brothers, sisters (step)
- e. Father-in-law, mother-in-law
- f. Brother-in-law, sister-in-law
- g. Grandparents
- h. Grandchildren
- i. Daughter/son-in-law
- j. Niece/nephew
- k. Aunt/Uncle

4. Exposure to contagious disease which could be communicated to others.

b. Personal Leave

- i. Each member of the bargaining unit shall be entitled to three (3) days of non-cumulative personal leave during each school year to be used in increments of at least one-quarter (1/4) day. The employee shall give his/her building principal at least twenty-four (24) hours advance notice of the leave unless precluded from doing so by an emergency.
- ii. Personal days may be used on any day of the school year. Under the following circumstances, the employee must have prior approval of the principal/supervisor and the superintendent: If the day is before or after a holiday or vacation period; on the day prior to the first student day of the school year; on the day following the last student day of the school year. Personal leave may not be used for gainful employment
- iii. Unused personal days will be converted to sick leave at the end of each school year.

c. Special Leave

- i. All special leave, except emergency, must have prior approval of the principal/supervisor and the superintendent
- ii. One (1) day per year is granted to include funerals not covered by sick leave; mandatory court appearances; necessary legal or business matters that cannot be attended to after school hours, on Saturday or during vacation periods; religious holidays; unusual family obligations ("family" is defined as in Article VII(1)(a)(v)(2) such as adoptions, weddings and graduations over which the employee has no direct control; or an emergency situation which meets the approval of the principal/supervisor and the superintendent.
- iii. Except for Rosh Hoshana or Yom Kippur or emergency situations (bad weather, power outages, car trouble....) personal leave shall be exhausted prior to the use of special leave. Special leave shall be approved for each of the reasons listed herein.
- iv. Special leave is non-accumulative and is not deducted from sick leave and is used in increments of at least one-quarter (1/4) day.

d. Maternity Leave

- i. Available sick leave may be used after childbirth for up to ten (10) calendar weeks from the delivery date, for the purpose of maternal (mother's) recuperation. Such time shall be indicated as FMLA leave as well. Absence days taken beyond said weeks will be considered child rearing leave

without pay. (See also Article VII – Child Rearing Leave/Family and Medical leave of Absence.)

- ii. Written notice of intention to take such maternity leave must be given to the superintendent, building principal and treasurer as soon as practical. The notice shall include the anticipated due date, sick leave balance, last day of work and return to work date.
- iii. Please Note: An eligible employee may take up to twelve (12) consecutive work weeks of an unpaid leave (FMLA Leave) in a twelve (12) month period measured from the date the employee begins the FMLA leave for one or more of the following circumstances:
  - 1. The birth of an employee's child and to care for the child
  - 2. The placement of a child with an employee for adoption or foster care
  - 3. To care for the spouse, child or parent of an employee when that family member has a serious health condition.
  - 4. (See Article VII(2)(c) for complete FMLA details)
- e. Sabbatical Leave – In accordance with Ohio Revised Code 3319.131 the following sabbatical leave provisions shall apply:
  - i. Any member of the bargaining unit who has completed five (5) consecutive years as a Kenston employee may be granted a leave of absence for professional improvement for up to one (1) full school year. No more than five percent (5%) of the professional staff will be granted such leave at any one time.
  - ii. Application for sabbatical leave for professional study, research, or professional improvement must be made at least sixty (60) days prior to the beginning of such requested leave. The application shall be presented to the superintendent. If sabbatical leave is requested for an effective date of the first day of the fall semester, all reasonable efforts shall be made by the employee to advise the administration of such request as early in the spring as possible. Applicant must be notified by the Board of the disposition within thirty (30) days of submission of the request. The application shall include an outline of the program of study or research to be pursued or the proposals for professional improvement.
  - iii. The applicant's plan shall meet all other requirements as established by a sabbatical leave committee.

- iv. The sabbatical leave committee shall consist of three (3) members appointed by the K.E.A. and two (2) administrators appointed by the superintendent. The sabbatical leave committee shall be responsible for recommendations to the superintendent.
- v. The superintendent will place before the Board at its next regularly scheduled meeting recommendations of the sabbatical leave committee for official Board action.
- vi. It is intended that study and other proposals for professional improvements will involve the subject area or will lead to the completion of a degree in the member's field or area of professional service if such degree, either undergraduate or graduate, is not already held. Application for leave for travel will outline in detail the scope and nature of the travel, will make provision for an itinerary covering a minimum of four (4) months for one semester leave of eight (8) months for a year's leave, will show clearly how such travel will contribute directly to improve classroom instruction or improve professional services by the member, and shall give reasons why such travel may not be accomplished when schools are not in session or when the member is not on duty.
- vii. Sabbatical leave for professional improvement will not be granted to any employee more often than once for every five (5) consecutive years of service nor will leave be granted a second time to the same individual when other members of the staff in sufficient numbers to fill the quota for the period have filed a request for, and are awaiting, such leave.
- viii. The amount of pay which an employee may receive while on leave under the provisions of this section will equal the difference between his contract salary and that of his/her replacement during the year.
- ix. Upon his/her return from leave, a member's salary will be the same as he would have received had the period of his leave been spent in the school system, and he will be returned to the same position that he held at the time said leave commenced giving credit for the year.
- x. All members will, as a condition of approval for leave of absence for professional growth, sign a written agreement to return to service in the Kenston Local School District for a period of at least one (1) year immediately following satisfactory completion of the program for professional improvement within the specified period, or to refund to the Board all of the pay received during the period of leave. The refund requirement will not apply in case of the death of the member while on leave; in cases of illness or injury, the obligation will be deferred until the member can resume his/her employment. Refund of pay received on leave may also be required if the sabbatical leave committee judges that the

member failed to complete satisfactorily the program of professional improvement, unless such failure was deemed beyond the control of the member.

f. Professional Leave

- i. Any member of the bargaining unit may be granted leave of absence for professional improvement provided the principal so recommends, and the request is approved by the superintendent. Such leave is with full pay and a substitute provided. If no substitute is available, the leave may be canceled at no cost to the employee, including reimbursement of non-refundable expenses.

g. Jury Duty

- i. The Board shall pay a member of the bargaining unit who serves on a jury the difference between the employee's regular compensation and the remuneration (without regard to reimbursed juror's expenses, if any) received by the employee for jury service.

## **2. Unpaid Leaves**

a. Types of unpaid leave

- i. Leave of Absence - Upon written application of a member of the bargaining unit with three (3) or more years of service in Kenston, the Board may grant such member an unpaid leave of absence of up to one (1) year's duration. The application shall be submitted thirty (30) days in advance of the first day of the leave. The leave may be renewed by the Board upon written request of the employee.
- ii. Child Rearing Leave - Leave for purposes of child-rearing without pay will be granted at the request of a member of the bargaining unit. These provisions shall also apply to adoptive parents. The duration of such leave will be governed by the following factors:
  1. The leave, whether for female or male, shall extend through the remainder of the school contract year (or for a shorter period at the request of the employee an approval of the superintendent) and, upon the request of the employee for an additional school year.
  2. If the employee granted leave is on a limited contract, the contract shall be extended until the expiration of the leave; Ohio Revised Code Section 3319.11 will then apply with respect to any nonrenewal decision, and operation of this

sentence will in no event increase or decrease the rights of the employee with respect to tenure. Pregnancy or parenthood shall not be grounds for termination or nonrenewal of an employee's contract; however, this leave does not exempt the employee from other non renewal provisions. The provisions of this Agreement as set forth in the sections regarding reductions in force shall apply.

3. Individuals on child rearing leave shall notify the superintendent by letter of plans for the coming school year by March 15 preceding that school year, unless the leave begins subsequent to March 15, in which case the employee shall have until June 1 to notify the superintendent of his/her intentions for the coming school year. If notification is not received in a timely fashion (either March 15 or June 1, whichever applies), it will be assumed that the individual on leave does not wish to return to employment with the Kenston Schools.
4. Notice of intention to take a child rearing leave of absence must be given as soon as practicable. If such notice is given and the reason for leave is materially altered by an unforeseen change in circumstances the employee will not be forced to take the leave. Leave will not be granted to begin when the child is more than six (6) months old except in special circumstances. In cases of adoption, where the adopted child is more than six (6) months old at the time the employee receives physical custody, leave will be granted if requested not later than one (1) week after receipt of custody.
5. An employee on unpaid child rearing leave of absence who notifies the superintendent of the desire to return to work shall resume the same contract status and shall be entitled to reinstatement preferably to the same position which he/she held prior to the leave, or if that position is no longer available or in existence, to as substantially an equivalent position as possible for which the employee holds valid, unexpired certification/licensure.
6. Sick leave for pregnancy shall be granted as needed.

b. Group Insurance While on Unpaid Leave of Absence

- i. Any member of the bargaining unit on an unpaid leave of absence shall continue to have group insurance premiums paid by the Board in accordance with the provisions contained herein for the portion of the

school year equivalent to the fraction obtained by dividing the number of days in the school year for which the employee has been paid by the total number of contractual working days in the school year. (For example: if the school year consists of one hundred eighty four (184) workdays and the employee has been paid for ninety-two (92) days that school year, the employee would be entitled to six (6) months of group insurance premiums paid by the Board for that school year in accordance with the terms of this negotiated agreement.) However, any employee employed at the conclusion of a school year shall receive benefits through the conclusion of summer unless he/she is paid in full at his/her request prior to the conclusion of summer in which case benefits terminate at the time the employee is paid in full.

- ii. Any employee who is not eligible for Board payment of group insurance premiums shall have the option of maintaining group insurance coverage by payment of the premium by the employee, providing the carrier permits this action. All checks shall be due in the office of the Board on the fifth (5th) of the month of actual coverage. If checks are not received by this date, coverage shall be terminated on the last day of the current month. It is the sole responsibility of the person on leave of absence to pay the payroll clerk of any responsibility if coverage should lapse.
- iii. This provision shall apply to employees on leaves of absence as well as employees who are without their jobs as a result of reductions in staff but who are awaiting recall to available openings.

c. Family and Medical Leave of Absence

i. Eligibility

1. An eligible employee may take up to twelve (12) work weeks of an unpaid leave (FMLA Leave) in a twelve (12) month period measured from the date the employee begins the FMLA leave for one or more of the following circumstances:
  - a. The birth of an employee's child and to care for the child;
  - b. The placement of a child with an employee for adoption or foster care;
  - c. To care for the spouse, child or parent of an employee when that family member has a serious health condition;

- d. A serious health condition that makes the employee unable to perform the essential functions of his or her job;
  - e. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty."
2. To be eligible for FMLA leave, employees must:
- a. Have been working for the Board for at least twelve (12) months before the leave request (these do not need to be consecutive months) and
  - b. Have worked at least 1,250 hours during the last twelve (12) months. Full time certificated/licensed employees employed for at least twelve (12) months are presumed to meet this requirement.
3. In cases in which the Board employs both the husband and wife, the total amount of FMLA leave is twelve (12) weeks for the couple for the birth or placement of a child.
4. This policy does not limit or enlarge entitlement to paid or unpaid leave or continuation of group insurance while on an unpaid leave of absence to which an employee is otherwise eligible under the negotiated agreement. However, if an employee is entitled to and takes paid sick leave for any of the circumstances set forth in Article VII(a)(v), the leave will be treated as and counted against FMLA leave available under this article and the employee must comply with the requirements of this article. Use of FMLA leave under this article shall not diminish a teacher's entitlement to group insurance while on unpaid leave under Article VII.
5. A spouse is entitled to FMLA leave if needed to care for a pregnant spouse who is incapacitated or if needed to care for her during her prenatal care, or if needed to care for her following the birth of a child if she has a serious health condition.

ii. Notice

1. The employee shall provide the superintendent with no less than thirty (30) days prior written notice to take leave for the birth or placement of a child when the employee's need for

leave is foreseeable. If the employee's need for leave is not foreseeable, written notice must be provided as far in advance as possible. Entitlement to leave for the birth or placement of a child expires twelve (12) months after the date of birth or placement.

2. Whenever the leave is necessitated by the serious health condition of the employee or his/her family member and is foreseeable based upon planned medical treatment, the employee shall provide the superintendent with no less than thirty (30) days prior written certification (FMLA Form 7 or 8) issued by a healthcare provider to support his/her request for leave. If an employee requires intermittent leave as set forth below, the employee shall provide the superintendent with no less than thirty (30) days prior written certification (FMLA Form 9). If there is insufficient time to provide such notice because of the need for treatment, the employee shall provide notice as early as possible.

iii. Intermittent Leave and Reduced Work Schedule

1. When medically necessary, an employee may take intermittent FMLA leave or a reduced work schedule to care for a spouse, child or parent who has a serious health condition, or if the employee has a serious health condition. The employee shall make reasonable efforts to schedule treatment so as not to unduly disrupt the regular operations of the Board.
2. However, where any employee employed principally in an instructional capacity requests intermittent leave or leave on a reduced work schedule for the purposes of a spouse, child, parent or the employee's own serious health condition, and where the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, such employee must elect either:
  - a. To take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
  - b. To transfer temporarily to an available alternative position (if any) offered by the Board for which the employee is qualified, and that

- c. Has equivalent pay and benefits; and
- d. The Board determines better accommodating recurring periods of leave than the regular employment position of the employee.

3. If any other employee requests intermittent leave or a reduced work schedule to care for the serious health condition of a family member or for the employee's own serious health condition, and the need for leave is foreseeable based on planned medical treatment, the Board may, in its discretion, temporarily transfer the employee to an available alternate position with equivalent pay and benefits if:

- a. The employee is qualified for the position and;
- b. The position better accommodates recurring periods of leave.

iv. Leave Near End of Semester

1. If an employee begins any FMLA leave more than five weeks prior to the end of a semester, the Board may require the employee to continue taking leave until the end of the semester if:

- a. The leave is of at least three (3) weeks duration, and
- b. The return to employment would occur during the three (3) week period before the end of the semester.

2. If an employee begins FMLA leave for purpose of a birth or placement of a child or in order to care for a spouse, child or parent during the period that commences five weeks prior to the end of the semester, the Board may require the employee to continue taking FMLA leave until the end of the semester if:

- a. The FMLA leave is greater than two weeks duration, and
- b. The return to employment would occur during the two (2) week period before the end of the semester.

3. If an employee begins FMLA leave because of the birth or placement of a child or in order to care for a spouse, child or

parent during the period that commences three (3) weeks prior to the end of the semester and the duration of the leave is greater than five (5) working days, the Board may require the employee to continue to take leave until the end of the semester.

v. Medical Opinion

1. The Board retains the right, if it has a reasonable doubt as to the validity of the medical certification, at its own expense, to require the employee to obtain the opinion of a second healthcare provider designated or approved by the Board. If the second opinion is in conflict with the first, the Board may require, at the Board's expense, that the employee obtain the opinion of a third health care provider who shall be mutually agreed upon by the employee and the Board. The third health care provider's opinion shall be final and binding regarding eligibility for an FMLA leave.

vi. Benefits

1. The Board shall maintain coverage under the group health plan for the duration of the FMLA leave at the level and under the conditions that would have been provided if the employee had continued to work and not taken leave. Payment of the employee's required contribution toward the premium must be made by the first day of each month. The employee shall not accrue seniority, sick, vacation or personal leaves, or any other employment benefits during the leave period.

vii. Return to Work

1. When an employee is medically able to return to work after a serious health condition, he/she shall provide the Board with a statement from his/her healthcare provider (FMLA Form 10) that the employee is able to resume the job functions for his/her position.
2. At the end of an FMLA leave, the Board shall restore an employee within a reasonable time to the same position the employee held when the leave started or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. No employee shall be entitled to any greater rights, benefits or employment beyond that to which the employee would have been entitled had the employee not taken FMLA leave.

3. Should an employee not return to work at the end of the FMLA leave for reasons other than the continuation, recurrence or onset of the serious health condition that gave rise to the leave or for circumstances beyond the employee's control, the employee shall reimburse the Board for the health insurance premiums paid by the Board during the FMLA leave period. An employee shall be required to support his/her claim of inability to return to work because of the continuation, recurrence or onset of the serious health condition. Certification (FMLA Form 7) from the employee's health care provider shall be provided in a timely manner, and no later than thirty (30) days after the claimed inability to return.

viii. Construction

1. Any ambiguities in this article shall be construed to provide the basic coverage required by the Family and Medical Leave Act. All terms which are not defined in this article shall have the same meanings as those terms are defined in the Family Medical Leave Act.

## **ARTICLE VIII - WORKING CONDITIONS**

*Requirements involving parent teacher conferences, class size, and scoring state sponsored assessments do not apply to DFAs.*

1. The Board recognizes the necessity of abiding by state and local codes pertaining to safety and health. It is their intention to provide adequate facilities for each staff member.
2. Employees will be provided with a separate lunch area.
3. Available computers and printers may be used by teachers for preparation of instructional materials. Duplicating machines, copying machines, and other materials will be available in each school for the use of teachers in preparing instructional materials.
4. The Board shall not require any member of the bargaining unit to assist any student in taking medicine, aiding in medical procedures or assisting in student bodily functions. Ohio Revised Code 3723.02 requires medical personnel to handle medical procedures. This section does not apply to the school nurse.
5. Employees will not be expected to confer with parents except during conference periods or by appointment, unless an emergency arises.
6. Not less than one (1) room, appropriately furnished, shall be reserved for use as a lounge for staff members. At least one lounge in each building will include a refrigerator.
7. Telephones for the use of the professional staff will be available in each building. The telephones will be in private locations.
8. Storage facilities in which employees may store instructional supplies shall be provided in each building. Upon the request of a teacher, a lockable storage facility will be provided sufficient for the teacher's reasonable personal belongings and supplies for which the teacher is held accountable.
9. Separate clean, well-lighted restroom facilities will be provided for the faculty in each building.
10. Each school will have a workroom reserved for the use of the staff and containing the equipment and supplies necessary to the preparation of instructional materials. Such equipment and supplies would include any material necessary to normal classroom operation.
11. A member of the bargaining unit who is required to collect student fees or make any other collection of monies for school related purposes as determined by the

administration, shall exercise reasonable custodial care of such funds. No member of the bargaining unit shall be held liable for any loss of such funds unless the employee's actions, under the circumstances, demonstrate a reckless or negligent disregard of the Board's interests.

12. Parent – Teacher Conferences

- a. It is a teacher's responsibility to properly inform parents as to the progress of their child in school and, through a personal contact, offer suggestions as to how improvement, if needed, can be brought about. If at all possible, conferences should be arranged so that they do not conflict with the teacher's instructional time. If that is not possible, released time will be provided and a substitute will be hired.
- b. Teachers who wish to mail letters or any other correspondence to parents shall provide the school secretary with legible, handwritten note. The school secretary shall be responsible for typing and mailing.

13. The Kenston Local School District strives to maintain class size below the state maximum standards. The Kenston Schools also recognizes the increased responsibility classroom teachers have with special needs students. Attempts will be made to support the classroom teacher in working with special needs students (i.e. lower class size, rotation of these responsibilities...). The Kenston Schools will continue to take reasonable steps to deal with class size and special needs students issues that are consistent with its financial resources, facility capacity and enrollment patterns.

14. Teachers will be compensated for scoring student responses to any state/federally mandated instruments of assessment (diagnostic, proficiency, practice proficiency and achievement tests) pertaining to regular education. Pre-approved compensation for scoring such assessments outside of the school day will be paid at the curriculum rate.

15. The Board expects Kenston's faculty members to dress in a professional manner.

# ARTICLE IX - EVALUATION

The district will utilize Safe Harbor. Value Added data from the 2015-16 and 2016-17 school years will not be used to calculate student academic growth for the purpose of conducting teacher evaluations or in making decision regarding the dismissal, retention, tenure, or compensation of the district's teachers. The Board and the Association agree that if the state General Assembly extends the Safe Harbor time frame such extensions will apply without the need for an additional MOU between the parties.

## 1. Purpose of Evaluation

- a. To provide feedback and record commendable teacher performance.
- b. To continue to provide quality education.
- c. To provide written documentation of a teacher's performance.
- d. To aid and enhance professional growth.
- e. To encourage and generate a cooperative environment within the education staff.
- f. To assist the appraisee by developing a plan of action to achieve greater effectiveness in his/her respective assignment.
- g. To assist in making sound administrative decisions regarding the utilization and placement of certified/licensed staff.

## 2. Definitions

### a. Appraisee

- i. Any teacher employed under a teacher's license or a professional teacher's certificate in accordance with law and who spends at least 50% of his or her time providing direct student instruction.
- ii. Librarians, guidance counselors, social workers, OT/PTs, school psychologists and speech therapists shall be evaluated by way of their respective courses of study/job descriptions.
- iii. Tutors who have contact with students but do not fall under the definition of teacher under ORC, shall be evaluated annually using the Kenston procedure and evaluation form.

- b. **Appraiser** – the licensed building principal, or his/her licensed designee as charged by the superintendent of schools with the responsibility of evaluating the buildings' staff each year. Appraisers must be certified as an evaluator by the Ohio Department of Education. Appraisers will be administrators employed by the Kenston Board of Education or administrators working within the school district but under contract to an outside organization. (An example would be an administrator employed by the Geauga county Board of Education but working in the Kenston Local School District.
- c. **Evaluation** - the process by which supervisory personnel gather data from firsthand observations (formal and informal) of actual teaching/learning events for the purpose of analyzing teaching/student behaviors and activities for instructional improvements.
- d. **Formal observation** - a visitation for an entire class period or an entire lesson for the purpose of collecting data for the assessment of the appraisee's performance. (eTPES Form)
- e. **Informal observation** - A scheduled or unannounced 10 to 15 minute visitation during a class period for the purpose of collecting data for the assessment of the appraisee's performance. (eTPES Form)
- f. **Off-Cycle Year Teacher** - Members of the bargaining unit whose state rating is being carried over from the previous year.
- g. **On-Cycle Year Teacher** - Members of the bargaining unit who will receive a new state rating as a result of the current school year evaluations.
- h. **Post-Conference** - time after the formal observation when the appraiser and appraisee meet to review the recently completed formal observation.
- i. **Pre-Conference** - time prior to the formal observation when appraiser and appraisee meet to review relevant issues of the forthcoming lesson/class to be formally observed.
- j. **Professional Growth Plan** - a plan designed to set goals and determine a growth plan for an upcoming school year. This growth plan will be included in the evaluation process. Each bargaining unit member will complete a professional growth plan unless the member is on an improvement plan. (eTPES Form)
- k. **Self-Assessment Tool** - tool used to assess professional strengths and weaknesses of the bargaining unit member and aid in the development of goals for the professional growth plan. Each bargaining unit member will may complete a Self-Assessment Tool. (eTPES Form)

### **3. Frequency of Observations**

- a. Members of the bargaining unit will be evaluated by their principals with assistance from other supervisory staff at the principal's request. Evaluations must include personal observation of the employee's work. The employee may request additional observations.
- b. All post-conferences related to the OTES process must be completed 10 days prior to the state mandated deadlines.
- c. Members of the bargaining unit new to the district shall be evaluated two (2) times. The first observation must take place prior to November 1.
- d. Off-Cycle year teachers will have one Informal Observation conducted by the assigned evaluator and a post conference with the following exclusions:
  - i. Teachers who are new to a building or administrative unit will receive one walkthrough. At the discretion of the building administrator, the teacher may receive one additional walkthrough.
  - ii. Those eligible and applying for continuing contract shall be formally observed three (3) times in the year of eligibility. The first observation must take place prior to November 1. The third observation must take place prior to April 1.
- e. The maximum number of formal observations per school year will be (2) except those who are eligible for continuing contract or who are on a Kenston Growth In Job Performance Plan (Form 11), or unless a request for additional observations and conferences as a means of professional growth for one's self are made by a member of the bargaining unit.
- f. There will be a minimum of 5 school days between formal observations unless mutually agreed upon between appraisee and appraiser. No formal observations or informal observations (for the purpose of collecting data) will be conducted the day before or the day returning from a school recess unless requested by the teacher.
- g. Librarians, guidance counselors, social workers, OT/PTs, school psychologists and speech therapists shall be evaluated by way of their respective courses of study/job descriptions. Each spring these members of the bargaining union shall establish goals for the coming school year. This shall be done as a pre-conference between appraiser and appraisee. This conference shall take place after April 1 and before October 1. Prior to April 1, the appraiser and appraisee shall meet for a post conference of

the past school year, in order to identify the goals that have been accomplished and to what degree they were accomplished.

- h. Teachers rated “Accomplished” will be evaluated every third (3rd) year. Teachers rated “Skilled” will be evaluated every other year.

#### **4. Evaluation Procedures**

- a. Appraiser and appraisee set time for pre-conference.
- b. Pre-Conference is held during an appraisee’s professional time or a mutually agreed upon time.
- c. Relevant issues to be reviewed in the pre-conference may include, but not necessarily be limited to the following items:
  - i. Educational objectives and correlation to course of study.
  - ii. Instructional strategies
  - iii. Educational materials
  - iv. Student assessment
  - v. Exchange of information between appraiser and appraisee to assist mutual understanding regarding observational and lesson activities
  - vi. Relevant student information, where appropriate
  - vii. Appraisee’s professional growth plan (Form 8).
  - viii. Previous informal observations (eTPES Form) and formal observations (eTPES Form)
- d. The pre-conference shall take place within five (5) school days of the actual observation, or at a time mutually agreed upon, unless the teacher chooses to forgo the pre-conference. A five (5) day notice or mutually agreed upon time for the formal observation shall be arranged with the observed teacher.
- e. Formal Observations
  - i. The appraiser will attempt to begin the observation at the beginning of the class or lesson.

- ii. The formal observation will entail a minimum of thirty (30) minutes and a maximum of eighty-five (85) minutes, unless mutually agreed upon by both parties.
- iii. The results of the formal observation will be incorporated into the formal evaluation form.
- iv. The appraiser will attempt to conclude the observation at the end of the class or lesson.
- v. The appraiser will monitor items in the formal observation discussed in the pre-conference and any other relevant items.
- vi. The appraiser will spend time reviewing and assessing pre-observation notes, and formal observation notes.

f. Informal Observations

- i. An informal observation may be done anytime and may be unannounced.
- ii. Within (5) five school days, the completed informal observation form (eTPES Form) shall be available to the member of the bargaining unit. The bargaining unit member may request and receive a post conference pertaining to the results of informal observation evaluation form. (eTPES Form)

g. Post Conference

- i. The post-conference shall be held within ten (10) school days of the observation, for which the appraisee has been present, or a mutually agreed upon time.
- ii. The post-conference will be held during the appraisee's professional meeting time or during a mutually agreed upon time.
- iii. During the post-conference, the formal observations shall be exchanged, read and discussed, along with any other matter of concern. The evaluation form (eTPES Form) will be discussed during this time.
- iv. Three copies of the form shall be made, one each for teacher, administrator, and central office.
- v. A Member of the bargaining unit has the right to provide evidence and a written rebuttal within 10 days of the post-conference, and

may request a conference, and have that rebuttal attached to the form in the member's personnel file. (Kenston Form 4)

## **5. Student Growth Measures**

- a. Each district building will establish a Student Learning Objectives (SLO) Committee comprised of teachers appointed jointly by the KEA president and administrators. The Committee will determine a reasonable timeline for the development of SLOs and whether the building will utilize one or two SLOs. SLOs will comprise 50% of the student academic growth portion of the evaluation with the exception of teachers required to utilize the vendor assessment STARS. If using STARS then the SLO Building Committee will determine the percentage to be used in each grade level after surveying each grade level.
- b. Teacher who have not been trained in the development and the use of SLOs will receive such training and support prior to September 30 each year of this agreement.

## **6. Evaluation**

- a. In accordance with all the stated purposes of the evaluation in Article IX, A, each teacher shall be provided with a Final Summative Rating of Teacher Effectiveness no later than the state mandated deadline.
  - i. The Final Summative Rating of Teacher Effectiveness (Form 6) will provide comprehensive ratings of a staff member's performance in the classroom setting.
  - ii. A member of the bargaining unit has the right to include evidence and a written rebuttal of the final summative.

## **7. Growth in Job Performance - Kenston Form 11**

- a. When serious questions arise as to the performance of a member of the bargaining unit, the member in question will be formally notified (Form 11). Within six (6) weeks of the notification a minimum of two (2) additional formal observations and conferences shall be held; at least one of these observations shall be conducted by a member of the administrative staff previously uninvolved in the current evaluation process.
- b. During such additional observations and conferences, the principal and others on the supervisory staff must point out to the member of the bargaining unit specific deficiencies and provide specific professional

assistance to help the member of the bargaining unit to improve. These suggestions shall be documented on the evaluation form.

- c. In the case of continued performance issues and an overall ineffective rating the bargaining unit member shall be placed on an improvement plan which has specific measurable objectives to be met for improvement of teaching performance. The plan will be prepared by the evaluator and the teacher together. The plan will include specific objectives, timelines, and resources, as necessary. After sufficient opportunity has been given for the member of the bargaining unit to improve, the member of the bargaining unit must be informed through a conference that failure to make a sustained and continued improvement may result in dismissal.
- d. A final conference will be held prior to May 1 for any member of the bargaining unit who will not be recommended for re-employment, and the appraisal conference forms (including a Final Summative Rating of Teacher effectiveness (Form 6) that was performed in the current school year) containing all the necessary data will be sent to the superintendent no later than May 1.
- e. The building principal and the appraiser shall meet, in person, with the member of the bargaining unit, for notification of recommendation for nonrenewal, prior to board action on the non-renewal, provided the appraisee has been present during the five (5) school days preceding the board meeting. The member is entitled to KEA representation at all meetings. The evaluation procedure set forth in this Article IX shall supersede and take the place of those set forth in Ohio Revised Code section 3319.111 provided, however, that any teacher whose contract is non-renewed retains those rights of appeal as set forth in Ohio Revised Code 3319.111

## **8. Continuing Contract**

Those members who will be eligible for continuing contract consideration during that school year must provide written notice of such eligibility to the office of the superintendent, the building principal and the K.E.A. president by October 1st. Failure to provide the required notice in the time period described above will mean that the teacher waives his/her eligibility for continuing contract consideration for one (1) school year. The intent of this language is not to eliminate continuing contract from the Kenston Schools.

*See Appendix for referenced evaluation forms.*

## **ARTICLE X - PERSONNEL FILES**

*Applies to all members of the bargaining unit, including Tutors, HITs, ELLs, SLRTs, DFAs.*

1. Each member of the bargaining unit shall have the opportunity to review the contents of his/her official personnel file except for material supplied to the administration as confidential prior to employment. A representative of the association may, at the employee's request, accompany the employee in such a review or may review the file for an employee who is unable to be present if the employee so indicates in writing to the superintendent. An employee shall be entitled to a copy of any material except that supplied to the administration as confidential prior to his/her employment. Subsequent to the effective date of this agreement, a copy of any material placed in the personnel file shall be provided to the employee at the time it is placed in the file.
2. An employee shall have the privilege of replying to any material in his/her official personnel file, including evaluative material. He/she may provide a written reply which shall be attached to the subject of the response and placed in his/her personnel file. An employee shall be informed of any record of any complaint made with respect to him/her by a parent, student, teacher, administrator, Board member, etc. Anonymous letters or materials shall not be placed in a member's file nor shall they be made a matter of record or used as a basis for any personnel decision; it may, however, be used as a basis from which investigation leading to information dealing with a personnel decision is based.
3. Items as entered into the personnel file will have a log date indicating date of entry. The superintendent or his designee must be present at all times while an employee is reviewing his/her file.
4. Upon the employee's request, written reprimands and/or letters of a disciplinary nature will be removed from the employee's personnel file providing that three (3) years have elapsed after the effective date of the reprimand and/or letter and providing there are no intervening reprimands or disciplinary letters during the three (3) year period. This does not include the removal of any formal evaluation document. The superintendent or his designee must be present at all times while the personnel file is being perused. This paragraph shall not apply to the nonrenewal of limited contract teachers pursuant to Ohio Revised Code 3319.11.
5. The employee shall receive written notification when anyone other than a Kenston administrator views the employee's personnel file.

# ARTICLE XI - JOB SECURITY

*Paragraphs involving Reduction in Force and Seniority do not apply to HITs, SLRTs, and DFAs.*

## 1. Progressive Discipline

- a. All staff discipline will be done in private and kept confidential.
- b. The employee shall have the right to a representative of his/her choice at any disciplinary conference.
- c. No member of the bargaining unit shall be disciplined or deprived of any professional benefits without just cause.
- d. Whenever disciplinary action is taken, it will be in accordance with the following principles of progressive corrective action provided; flagrant violations may result in immediate imposition of any action available to the Board.
  - i. For a first offense situation, and any subsequent offenses where such action is deemed appropriate, by the administrator involved, a documented verbal warning may be issued at a conference to inform the employee of the nature of the problem and steps needed to correct the problem.
  - ii. Subsequent offenses may subject the offender to letters of reprimand or further disciplinary action. Further disciplinary action shall not be taken until a letter of reprimand is issued (in which the employee is informed of the nature of the problem and steps needed to correct the problem).
  - iii. The District has the right to suspend a staff member for just cause for one (1) day without pay. If an offense is of a serious nature, immediate corrective action may be taken.
  - iv. Terminations will be done in accordance with Ohio Revised Code Section 3319.16

## 2. Reduction in Force

- a. General Procedures
  - i. A reduction in the work force may take place for the reasons stated in Ohio Revised Code 3319.17. The displacement of a temporarily-assigned member of the bargaining unit by the return to duty of a regular employee after a leave of absence shall not be considered a reduction in the work force within the meaning of this article.

- ii. The superintendent shall provide written notice to the K.E.A. president of the anticipated positions to be eliminated, and the reasons therefore, not less than thirty (30) calendar days prior to Board action and at least forty-five (45) days prior to the effective date of the reduction.
- iii. Prior to Board action to effect a reduction in the work force, the superintendent shall provide written notice to each affected employee of his/her impending layoff with a copy furnished to the K.E.A.
- iv. As to tutor and ELLs the provisions of Article XI (2) shall apply, provided that reductions in force among tutor and ELLs shall be done on the basis of district seniority as a tutor or ESL. The tutor or ESL may only exercise bumping rights in specialty areas for which they hold the appropriate certificate/license and provided further that no tutor or ESL shall be entitled to exercise seniority rights to bump into or displace any employee in the district other than a junior tutor or ESL, respectively.
- v. In the event of a reduction in force, tutors and ELLs alone may exercise their authority to displace only members of the bargaining unit junior to them employed in their specific classification. Tutors or ELLs shall not displace other members of the bargaining unit.
- vi. Designated for assignment substitutes shall not be entitled to exercise any rights under Article XII (3) or Article XI (2).

b. Determination of Reduction in Force List

- i. The impact of a reduction in the work force upon members of the bargaining unit will be minimized by attrition in the work force (that is, approved leaves of absence or the severing of employment through retirements, resignations, or terminations of employment for any other reasons). A decision not to fill a vacated position shall not be construed as a reduction in the work force within the meaning of this article.
- ii. The members of the bargaining unit to be laid off shall be determined, within each affected area of certification/licensure, by system wide seniority as defined in Section 3 of this Article, except that in all areas of certification/licensure a member of the bargaining unit with tenure shall be deemed to have greater seniority than a member of the bargaining unit without tenure.
- iii. The employee(s) with the least seniority will be determined on a system wide basis in the elementary schools, and by departments in the secondary schools. An employee shall not lose seniority when he/she changes assignments to a different position, department, grade level or building. Employees with multiple certification/licensed areas shall be

given the full benefit of their areas. (That is, if an employee is certified/licensed to teach both mathematics and science but is teaching mathematics exclusively and is the least senior person in that department at the time of a reduction in force, the employee shall be reassigned to science if there is employed at the time of the reduction a science teacher with lesser seniority.)

- iv. Those members of the bargaining unit who are laid off as part of a reduction in the work force shall be placed on a reduction in force list ("RIF list") and shall have recall rights, as indicated in section c. below, for a period of two (2) calendar years from the effective date of the layoff.
  - v. All teachers employed by the Board who have received evaluation ratings of "Accomplished," "Skilled" and "Developing" shall be deemed comparable for purpose of reduction in force.
- c. Reinstatement of Teachers from the Reduction in Force List
- i. If a bargaining unit position is filled, it shall be offered to the most senior member of the bargaining unit with certification/licensure for the position whose name appears on the RIF list. The affected member of the bargaining unit will be notified of recall by certified mail, it being mutually understood that the employee is responsible for keeping the Board informed of a current, accurate address. If the member of the bargaining unit does not accept recall within fourteen (14) calendar days from the postmark date of the recall letter, all recall rights shall be deemed fully and finally waived and the position will be offered to the next most senior name on the RIF list. If an offer of recall occurs during a school year and the member of the bargaining unit is employed in another school district, the employee may accept recall effective with the beginning of the next succeeding school year. During the implementation period of any recall, temporary employees may be used to cover positions that need to be filled.
  - ii. A recalled member of the bargaining unit will be fully restored to contractual status, salary and fringe benefits with no credit, however, for the time spent on layoff. The Board agrees not to employ a new member of the bargaining unit in a particular position so long as names appear on the RIF list with respect to that position.
  - iii. Laid off members of the bargaining unit will be given preferential consideration for available substitute or part-time service in their areas of certification/licensure; however, acceptance or rejection of such service shall not be deemed in and of itself as a waiver of recall rights under this article.

- d. Nothing in this section shall be construed to diminish in any way the legal rights of continuing contract employees.

### **3. Seniority**

- a. Seniority is defined as length of continuous service with the Board, measured from the employee's first day worked. In the event of a tie, the senior person shall be determined by
  - i. Highest column (BA/BS 129/138) on salary schedule; then by
  - ii. Length of total service with the Board, then by
  - iii. Length of total teaching experience, then by
  - iv. Date of signature on first teacher contract in the Kenston Schools, then by
  - v. The flip of a coin

Extended service at the beginning or end of a school year and service in non-bargaining unit positions shall not count toward accumulation of seniority. Periods of layoff (up to two (2) calendar years), disability retirement, approved unpaid leaves of absence and service in non-bargaining unit positions shall neither break nor be counted toward accumulation of seniority.

- b. By not later than November 1 of each school year, the Board agrees to provide seniority lists to each bargaining unit member. Such lists will also note those member of the bargaining unit with continuing contract status. Employees with multiple areas of certification/licensure shall be listed in all areas for which they have valid certification/licensure. Each employee shall have thirty (30) calendar days within which to advise the superintendent, in writing, of any inaccuracy as shown on the posting, with respect to his/her seniority status. If no protest is timely filed, the employee's seniority status shall be considered final until the next year's posting. If a protest is timely filed and an adjustment made as a result, revised seniority lists showing any adjustments will then be posted.
- c. No part time employee shall have seniority rights over a full time employee for a full time position. Part time is defined as less than one hundred twenty (120) days of full time equivalent (FTE) employee service in a school year. However, all previous full time work shall count towards seniority for any job plus any pro-rata part time worked. In this case, a part time teacher whose total (full time and pro rata part time) seniority shall displace a full time teacher with less seniority. Pro rata part time seniority accumulation shall only occur after full time employment.

#### **4. Termination**

All termination of teachers' contracts shall be in accordance with Ohio Revised Code 3319.16.

# **ARTICLE XII - VACANCY, TRANSFER AND PROMOTION**

*Applies to all members of the bargaining unit, including Tutors, HITs, ELLs, SLRTs, DFAs.*

## **1. Assignments**

- a. Employees will be notified before the regular school year ends of their assignments for the coming school year. Every effort will be made to minimize alterations of schedules. Any changes made to the employee's assignment after the last day of school must be discussed with the employee as soon as practical.
- b. Reorganization Compensation - Those members of the bargaining unit required to change rooms due to an involuntary transfer or change in room assignments will be provided pre-approved release time and/or compensated up to three (3) days at \$100/day and be furnished with proper moving supplies and assistance.

## **2. Vacancies**

- a. Vacancies for positions, including promotional and supplemental contract positions, will be posted in each school of the district and emailed to all members before it is posted externally. Vacancies for positions, including promotional and annual supplemental contract positions, will be posted in each school of the district and emailed to all members. Bargaining unit members who are interested in supplemental contracts must notify administration annually.
- b. All qualified members of the bargaining unit will be given first consideration. Bargaining unit members with appropriate licensure and qualifications who apply shall be interviewed before outside candidates are considered.
- c. In case of a vacancy occurring during the summer, all those who contacted the superintendent's office prior to the vacancy will be contacted.

## **3. Voluntary Transfers**

Voluntary transfers will be made on the basis of proper qualifications except that, with respect to filling a bargaining unit position, preference shall be granted to qualified members of the bargaining unit who applied for the position on the basis of seniority (i.e. the most senior applicant will be offered the position) unless following seniority in a particular case would be contrary to the best educational needs and interests of the district. Should the most senior person not be chosen for the position, they may request a conference with the administration.

#### **4. Involuntary Transfers**

- a. When need exists which could necessitate an involuntary transfer of an employee by an administrator, the following steps shall be taken:
  - i. The administrator shall attempt to solicit volunteers for such transfers.
  - ii. The administrator shall review the transfer needs and discuss them with the employee(s) involved.
  - iii. If all constructive means attempted to remedy the need are ineffective toward a solution, an involuntary transfer may be initiated by the administrator who shall transfer the least senior qualified teacher unless following seniority would be contrary to the best educational needs and interests of the district.

## **ARTICLE XIII - COMPLAINT PROCEDURE**

*Applies to all members of the bargaining unit, including Tutors, HITs, ELLs, SLRTs, DFAs.*

1. Complaints against any member of the bargaining unit shall be handled by the administrator as he deems appropriate to the situation. In most cases, the person making the complaint will be referred to the employee. If the complaint remains unresolved after the administrator who received the complaint has attempted to resolve it, a meeting shall be held between the employee(s), the complainant(s) and the administrator in an effort to resolve the complaint and/or determine the facts before the complaint progresses to the next level of this procedure. If a complaint still exists, it will be handled in the following sequence: principal, superintendent, and finally the Board. In any case the employee will be informed of the situation and will be involved at any of the steps as deemed necessary in the situation. Upon being informed the employee who is the subject of the complaint shall be provided the opportunity to respond to the complaint.
2. No complaint shall be recorded or used as the sole basis for any personnel decision without first identifying and substantiating the complaint at which time the employee will be notified.

## **ARTICLE XIV - ASSAULT PROTECTION**

*Applies to all members of the bargaining unit, including Tutors, HITs, ELLs, SLRTs, DFAs.*

The Board supports totally the prosecution of any student or visitor to school property who assaults a member of the bargaining unit. Procedure for filing reports of assault:

1. Any member of the bargaining unit who has experienced an assault at the hands of a student or visitor to school property while working that resulted in physical injury or in damaged or destroyed personal property shall make an immediate oral report, if possible and shall within one (1) day, unless incapacitated, make a written report of the circumstances thereof to the building principal. The employee shall make supplemental written reports attaching copies of any summons, complaints, process information, indictment, notice or demand served upon him in connection with such assault within five (5) days after he has been served therewith, and shall report the final disposition of any such proceedings.
2. The principal or designated representative shall obtain a list of witnesses to said assault of a member of the bargaining unit by a student or visitor to school property; the principal shall then obtain a written statement of the observations of each witness.
3. Such reports will be forwarded to the Board through the superintendent's office, provided that such information is not privileged by law, and copies of all reports will be provided the assaulted employee by the Board.
4. The superintendent shall acknowledge receipt of the principal's and the employee's reports and shall communicate this information immediately to the president of the Board and president of the K.E.A. with a written follow-up.
5. It is fully understood that an employee assaulted in the course of employment as a member of the Workmen's Compensation Fund has a right to file a claim with the state for reimbursement of hospital and doctor bills and will be properly and promptly assisted by a member of the administrative staff.
6. If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, the Board will furnish legal counsel to defend such person provided, at the time of the alleged assault, the person acted within the scope of his/her employment and acted in good faith belief that such conduct was lawful and in the best interests of the district. A decision to withhold legal counsel shall be based upon all evidence available at the initiation of the criminal or civil proceeding(s) and may be made if such evidence leads to the reasonable conclusion that the employee did not act in the good faith belief that his/her conduct was lawful and in the best

interest of the district. In this event the Board shall be entitled to recover the full amount of its legal expenses with respect to the employee.

7. Ohio law requires that police court affidavits be filed by the affected parties. The school principal will usually file in the case of trespass or disorderly conduct. In the case of assault and battery, the victim will file.
8. No action against an employee shall be taken on the basis of a complaint by a parent or a student for an alleged assault; nor shall any notice thereof be included in the employee's personnel file unless the matter is first reported to the employee in writing at which time the employee may appeal the notice to the superintendent. The employee shall have the right to request a hearing by a designated representative of the Board. An employee shall have the right to be assisted at such hearings by counsel of the employee's choice.
9. If court action results, the employee shall be granted leave of his/her professional duties and a qualified substitute provided with no loss of pay for days in court or official court proceedings.
10. If an assault on a member of the bargaining unit by a student or visitor to school property results in an employee being unable to work for a period of time, the member shall be provided leave until he/she is able to resume his/her professional duties without loss of pay and no deduction will be made from his/her sick leave for a period not to exceed twenty (20) days.

# ARTICLE XV - SALARY ITEMS

## 1. Salary Schedule

*Salary Schedule does not apply to Tutors, HITs, ELLs, SLRTs, and DFAs.*

Effective for the 2016-2017, 2017-2018, and 2018-2019 school years, the base salary on the attached salary schedule (Appendix A) shall be \$39,607 for 2016-2017, \$40,399 for 2017-2018, and \$41,207 for the 2018-2019 school years.

## 2. Operation of Salary Schedule

*Operation of Salary Schedule does not apply to Tutors, HITs, ELLs, SLRTs, and DFAs. Exceptions: subparagraphs e, f, g regarding payment dates, direct deposits and city taxes applies to Tutors and ELLs.*

- a. All members of the bargaining unit shall be paid according to the attached salary schedules. Pay and benefits for part time employees shall be prorated according to the hours worked; K.E.A. president shall receive a copy of the calculations of the proration of pay for all part time employees.
- b. There shall be (6) levels of training: BA/BS, 129 hours, 138 hours, MA, MA+15 and MA+30. The amount of training and degree received from accredited institutions shall determine the placement on a level for salary purposes. Earned college credit must be evidenced by an official transcript to be filed with the superintendent in addition to those required, if any, by the county and state. A grade report slip or other appropriate proof may be substituted temporarily by the employee for the official transcript. Salary level adjustments shall be made at the beginning of the first semester and at the beginning of the second semester. All hours are calculated in semester hours.
- c. New employees joining the system will be given credit for previous experience and military service up to five (5) years, but the Board may grant additional years if they so desire at the time of hire only.
- d. Except for substitute or temporary teaching, a minimum of a bachelor's degree is required for employment.
- e. Salary payments shall be made on the fifth (5th) and twentieth (20th) of each month at the rate of 1/24 of the annual contract less deductions. If the first regularly scheduled workday of the school year falls on or before August 31, salary payments shall begin with the fifth (5th) of September; if the first regularly scheduled workday of the school year falls on or after September 1, salary payments may begin with the twentieth (20th) of September. If payday falls on a

Saturday, Sunday or holiday, the payday shall be the immediately preceding Friday except Good Friday. The Board shall continue to mail paycheck confirmations to teachers for pay days which occur over vacation periods as in the past.

- f. All bargaining unit members shall receive salary payments via direct deposit.
- g. Applications for new city tax deductions will be accepted until November 1st each school year for January deduction. The Board will consider five (5) new municipalities each year prioritized by the highest number of applicants for that entity. (In the event of a tie, total seniority of the number of applicants for that community will break the tie.)

It will be the responsibility of the employee to make any address changes affecting the tax directly with the Payroll Department.

### **3. In-Building Substitute Pay**

*In-Building Substitute Pay does not apply to Tutors, HITs, ELLs, and DFAs. See subparagraph b for specific SLRT language.*

- a. Employees who sign a supplemental contract to substitute may be required to do so. The substitution must be during a preparation period when the employee is available. The rate of substitution pay is calculated as follows: base salary (Step 0, Level 1) divided by 185 days, divided by eight (8), divided by forty-two (42), times the number of minutes the teacher works as a substitute.

### **4. Extended Service**

*Extended Service does not apply to Tutors, HITs, ELLs, SLRTs, and DFAs*

- a. A member of the bargaining unit who is required to work beyond the one hundred eighty-five (185) day school year will be compensated at his/her per diem rate of pay for each additional day worked, prorated to the nearest one-half (1/2) day.

### **5. Summer School**

*Summer School does not apply to Tutors, HITs, ELLs, SLRTs, and DFAs*

- a. Summer school positions shall be posted on the first Monday in May, or as soon as such positions become known. The postings will be for a period of at least five (5) days. Applicants shall have ten (10) days from the date of initial posting to apply for the summer school job. Such application shall be submitted to the principal. All employees who make application for summer school teaching shall receive notification by June 7 that:

- i. There is no possibility of appointment
  - ii. A probability of appointment is contingent upon student enrollment and administrative policy regarding enrollment.
  - iii. A contract will be extended.
- b. The first priority used for summer school staffing shall be to consider those employees who taught summer school in the preceding year; the second priority shall be to consider those who have seniority within the corresponding department or grade level of the course or class being offered as determined by the length of continuous service to the Kenston Schools during the regular school year. The third priority shall be to consider seniority within the school district. Summer school compensation shall be determined by the superintendent or building administrator of Kenston summer school.
- c. The western field trip compensation for the director and assistants shall be determined by the superintendent and director.

## **6. Curriculum and Other Special Employment**

*Curriculum and Other Special Employment applies to all members of the bargaining unit including Tutors, HITs, ELLs, SLRTs, DFAs.*

- a. Employees may be employed for professional work as requested by the Board. This employment shall be voluntary. The hourly rate of pay shall be calculated as follows: base salary (Step 0, Level 1) divided by 185 days, divided by 7.25 = hourly rate. This is not to be confused with any other per diem rate of pay allowed.
- b. Any special education teacher experiencing significant caseload issues, may request release time from his/her building administrator.

## **7. Mileage Reimbursement**

*Mileage Reimbursement applies to all members of the bargaining unit including Tutors, HITs, ELLs, SLRTs, DFAs.*

- a. Members of the bargaining unit shall be reimbursed at the standard mileage allowance prescribed by the Internal Revenue Service (IRS) every January 1st of each contract year whenever they are required to drive their own automobiles for school related business. This shall not apply to trips to and from school undertaken to fulfill daily work duties.
- b. Trips (for which mileage is to be paid) must have prior approval by the superintendent or building principal on the form provided. Forms shall be available

in the school offices. In emergency situations, the prior approval requirement shall be waived.

## **8. Innovative Professional Development Opportunities**

The Board of Education recognizes the value of innovative professional development opportunities such as specialized training, professional conferences, speaking engagements or other unique professional experiences. When such opportunities exist, which may not be specifically aligned with building goals or beyond the funding capabilities of the building budget, members of the bargaining unit may submit a proposal for consideration through the Assistant Superintendent's office.

## **9. Supplemental Positions and Salaries**

*Supplemental Positions and Salaries applies to all members of the bargaining unit including Tutors, HITs, ELLs, SLRTs, DFAs.*

- a. Acceptance of a supplemental position shall be voluntary except the band and choral director supplemental may be required.
- b. All supplemental salaries shall be paid at the rates set forth in the attached Appendix times a base salary (Step 0, Level 1).
- c. Once a teacher is placed on the schedule, the teacher can only move one (1) year for each year of experience in the sport or activity, and the teacher must move a year for each year of experience. An employee who functions in the position of assistant and is promoted to the head position or vice versa, shall be given full credit for experience as long as the assistant experience/head experience is in the same activity or sport.
- d. Supplemental salaries shall be paid according to one the following plan:
  - i. Seasonal activities shall be paid in a lump sum payment not later than the full pay period following completion of the regular seasonal supplemental contract assignment. These payments shall be treated for withholding tax purposes as a supplemental tax wage payment subject to withholding at the minimum flat rate as determined by the IRS.
  - ii. Year long activities shall be paid in twenty-four (24) installments combined with regular earnings.
  - iii. The supplemental contract shall designate which of the two (2) payments is applicable to the job.

- e. If new positions are created by the Board or if the duties connected with existing positions are substantially altered, the pay for the newly created or altered position shall be negotiated by representatives of the Board and the K.E.A. The pay that is determined by the committee shall be considered an addendum to the existing supplemental professional schedule. An activity may be commenced during negotiation of the compensation, but the pay that results shall be effective with the first day the activity began.
- f. Bargaining unit members who are supplemental contract holders with only one step will receive a one percent (1%) increase for each five (5) years of experience at Kenston in a related activity. Non-bargaining unit members who are supplemental contract holders with only one step will receive a one half percent (1/2%) increase for each five (5) years of experience at Kenston in a related activity. Bargaining unit members who are supplemental contract holders with Step 0, 1 and 2 will receive a one percent (1%) increase for each five (5) years beginning with the eighth (8th) year of service at Kenston in a related activity. Experience need not be consecutive – only in the same or related activity. Non-bargaining unit members who are supplemental contract holders with Steps 0, 1 and 2 will receive a one half percent (1/2%) increase for each five (5) years beginning with the eighth (8th) year of service in a related activity. Experience need not be consecutive – only in the same or related activity. This does not apply to class trips.
- g. A supplemental contract which is extended beyond the regular length of the contract will receive additional pay at a rate determined by the supplemental salary time length of extension divided by regular season length. The athletic director and/or principal will determine the number of assistants who will receive extensions.

## **10. Designated for Assignment Substitutes**

*Designated for Assignment Substitutes applies only to DFAs.*

- a. The daily rate paid to designated for assignment substitutes shall be 110% of the Board approved daily substitute rate for casual day to day substitutes for the first thirty (30) days of service in a school year, increasing to 120% of the daily rate for casual day to day substitutes approved by the Board for all days thereafter in that same school year.

## **11. Substitute Leave Replacement Teachers**

*Substitute Leave Replacement Teachers applies only to SLRTs.*

- a. The salary for substitute leave replacement teachers shall be as follows:

- i. 0-60 consecutive days in a single teaching assignment, the substitute leave replacement teacher will be placed on the teacher salary schedule at Step 0, level 1. This applies to substitute leave replacement teachers who work at least twelve (12) days or more in the same assignment 61st consecutive day of assignment and thereafter – the substitute leave replacement teacher shall be placed on the regular teacher salary schedule, not to exceed Step 3 of said schedule.

**12. Tutor, ELLs and HITs**

*Tutor, ELLs and HITs applies only to Tutors, ELLs, and HITs.*

Level / Semester Hours

STEP	BA	BA150	MA	MA15
0-3	0.00074560	0.00077160	0.00079860	0.00082650
4-6	0.00077160	0.00079860	0.00082650	0.00085550
7-9	0.00079860	0.00082650	0.00085550	0.00088550
10-14	0.00082650	0.00085550	0.00088550	0.00091650
15-19	0.00085550	0.00088550	0.00091650	0.00094850
20-24	0.00094860	0.00098160	0.00101560	0.00104950
25+	0.00101560	0.00104960	0.00108460	0.00112050

- a. All Rates are hourly, based on a percentage of the BA base salary.
- b. All tutors/ELLs shall be placed at the appropriate experience level based upon their years of Kenston service; their education column placement shall be determined individually.
- c. Experience refers to Kenston school experience.
- d. All tutors/ELLs who work twenty (20) hours or more per week shall receive, each day, an unpaid duty free lunch of at least one-half (1/2)/hour.

## ARTICLE XVI - FRINGE BENEFITS

*Paragraphs involving waiving health insurance, insurance descriptions, insurance selection, open enrollment, and health insurance eligibility do not apply to HITs and/or DFAs.*

1. The Board shall provide health and dental insurance for members of the bargaining unit. Eligible members of the bargaining unit have a managed care program with benefits as described in Appendix A. The Board's share of the premium, whether for single or family coverage, will be prorated in a case of a part time employee. Effective September 1, 2011, the Board will pay 90% of premium for single coverage, 89% of premium for family coverage for managed care and dental programs.

All new employees hired for the 2011-2012 school year and after, the Board will pay 85% of the premium for family and single coverage.

Effective September 1, 2013, the Board will pay 83% of the premium for single and family coverage for managed care and dental programs for any employee and/or family member who uses tobacco products. Employees will be surveyed annually about his/her/family tobacco usage. Falsification will be grounds for termination.

- a. Pre-existing condition – a pre-existing condition is an illness, injury or medical condition, including pregnancy, which exists on the effective date of coverage and for which the employee or dependent has received medical treatment or advice within the past six (6) months. No payment will be made for services related to a pre-existing condition until the employee or dependant has been treatment free for a period of nine (9) consecutive months. After nine (9) consecutive treatment free months, the waiting period is waived for the remaining months. If the employee or dependant is not treatment free for nine (9) consecutive months of coverage, no payment will be made for the condition for a full twelve (12) months after the effective date. This pre-existing condition clause does not apply to employees of new groups who were covered under the group's prior health insurance coverage. However, subsequent additions to the group are subject to this pre-existing condition clause. Pre-existing condition clause does not apply to new employees with no health coverage. (New employees with available C.O.B.R.A. benefits are subject to pre-existing condition clause).
2. An employee currently enrolled in and otherwise eligible for family coverage may elect to have no medical insurance coverage (hospitalization and major medical) for an entire school year and so shall receive an annual payment of \$450 during the month of June of that year. An employee currently enrolled in and otherwise

eligible for family and dental coverage may elect to have no such coverage for an entire school year and so shall receive an annual payment of \$100 during the month of June of that year. The initial election in either case must be made in writing to the treasurer no later than August 15 of each school year. Once an employee has elected this option and continues to be eligible, it is assumed that they do not need a new request for the ensuing school year. However, an employee who elects no medical or dental subsequently may elect to participate in either of those insurance plans during that year, subject to the rules of the carrier, if she or he has had a change in marital status through death, divorce, dissolution of marriage, or if her or his spouse becomes unemployed and so loses insurance coverage. Upon election to participate in coverage, the employee waives eligibility for the annual payment described above.

3. The Board will provide full time members of the bargaining unit (but not spouse or dependents) with twenty-five thousand dollars (\$25,000) life insurance coverage with accidental death and dismemberment riders. Participating employees may purchase additional life insurance through payroll deduction provided requirements imposed by the insurance carrier are satisfied. Employees may elect to purchase an additional twenty-five thousand dollars (\$25,000) of life insurance through payroll deduction.
4. The Board will fully reimburse those employees who incur premium costs of Medicare payments. This reimbursement will be paid quarterly by the Board to the employee.
5. Employees shall be entitled to insurance plan descriptions in the form made available by the insurance carrier.
6. The Board shall have the right to select the insurance carriers for the insurance fringe benefits described in this article. In the event a change in carrier is made, the current coverages or their equivalents shall be continued or improved unless otherwise mutually agreed by the Board and the association. The Board will provide at least thirty (30) days notice to the K.E.A. president in the event of a change in any insurance carrier. Should either the Board or association seek to change any of the benefit levels, the parties shall meet for the purpose of negotiating such changes in accordance with the provisions of Article III provided, however, that an agreement may be reached to change benefit levels at times other than contract expiration.
7. The K.E.A. president shall each receive one (1) copy of all insurance policies.
8. Open Enrollment: Should the Kenston Board of Education eliminate open enrollment, any employee with students already enrolled in the district and all of their siblings (born or unborn) shall be permitted to continue in the district through graduation.

9. Designated for assignment substitutes and HITs shall not be entitled to participate in any aspect of the health insurance fringe benefit program. The Board contribution for single or family coverage in the health care benefit program for tutors and ELLs who elect to participate in the health benefit program will be as set forth below and will be based on the hours established during the first full week in October.

- |                                 |                   |
|---------------------------------|-------------------|
| a. 33.75 or more hours per week | 90% Board payment |
| b. 25 – 33.74 hours per week    | 74% Board payment |
| c. 20 – 24.99 hours per week    | 59% Board payment |
| d. 0 – 19.99 hours per week     | 0% Board payment  |
- e. The tutor and ESL individual contribution towards the cost of these benefits will be deducted from the employee's paychecks over the period October through June, with the health benefit coverage available on an October – September benefit year.

#### 10. Healthcare committee

- a. A health care committee from all stakeholders shall be convened as needed to review proposals, investigate options that maximize employee benefits and promote fiscal responsibility.

## **ARTICLE XVII - SECTION 125 PLAN**

*Does not apply to HITs and/or DFAs.*

1. The Board shall establish a "cafeteria plan" that is designed to (1) allow employees who must make employee contributions for health care coverage to elect to do on a pre-tax basis, (2) allow employees to elect to receive additional cash in lieu of Board paid health care coverage (as agreed to by the Board and the association, and (3) allow employees to elect to participate in the dependent care and medical care flexible spending accounts ("FSAs") described in paragraph "C" below. In accordance with the foregoing, the payment in lieu of insurance coverage (Section 33 H) provisions of this agreement shall be made through the cafeteria plan.
2. The cafeteria plan will be designed to meet the requirements of Internal Revenue Code ("IRC") Section 125 and applicable regulations. Accordingly, each employee will have an opportunity on an annual basis to enroll in the cafeteria plan. The election to participate may not be revoked during the current plan year unless there is a change in the employee's circumstances that, in accordance with IRC Section 125, permits the employee to change his or her election under the plan (e.g. divorce, death of spouse, change in employment status, including employment status affecting a spouse or dependent, birth or adoption of a child, a child losing eligibility for coverage, a court order requiring coverage, or other enrollment rights consistent with federal law). Details of the cafeteria plan will be provided on an annual basis at the time of enrollment and will also be available through the Board treasurer's office and or the TPA.
3. Under the cafeteria plan, each employee will be allowed to make a pre-tax "salary reduction" election up to the maximum amount allowable under IRC Section 129 (currently \$5,000 per year) and receive a corresponding credit under a dependent care FSA. Under the dependent care FSA, reimbursement may be received for dependent care expenses described in IRC Section 129. In addition, each employee will be allowed to make a separate pre-tax "salary reduction" election up to a maximum amount of \$3,600 per year, and receive a corresponding credit under a health care FSA. Under the health care FSA, reimbursement may be received for medical expenses (under IRC Section 213) that are not otherwise reimbursable by the health care plans of the Board or of another employer. To comply with the requirement of IRC Section 125, amounts remaining in the FSAs at the end of a 2 ½ month grace period following the end of each plan year will be forfeited.
4. The Board shall be the administrator of the cafeteria plan, but may delegate administration to the treasurer's office and/or a third party administrator, the costs of which shall be charged to the employee accounts under the FSAs. The Board shall be permitted to administer, interpret and operate the plan as the Board shall

deem necessary for compliance with IRC Section 125 and applicable regulations (including proposed regulations) and rulings thereunder. To the extent required for compliance with IRC Section 125, the Board may also provide for restrictions on the timing of the benefit elections of employees and dependents under the health care plans of the Board. The Board does not guarantee the tax consequences of the cafeteria plan or that reimbursements from the FSAs will be tax free; and the treasurer's office will report taxable income and prepare and file W-2s and other tax forms with governmental agencies as it believes it is required to do so by law.

# ARTICLE XVIII - RETIREMENT

*Paragraphs involving Severance Pay, Severance pay schedule, and 403(b) Plan do not apply to SLRTs, HITs, and/or DFAs.*

## 1. Severance Pay

A member of the bargaining unit may elect, at the time of retirement from active service with the Board, to receive severance pay in accordance with the percentage of the value of the employee's accrued but unused sick leave at the time of retirement. This payment shall be based on the employee's per diem rate of pay (exclusive of any compensation under a supplemental contract) at the time of retirement. An employee may receive only one payment under this article. As used in this article, "retirement" means (1) disability or service retirement under the State Teachers Retirement System set forth in Ohio Revised Code 3307, or (2) resignation if the member of the bargaining unit is at least fifty-five (55) years of age and has at least ten (1) consecutive years of service (with approved leaves of absence not contributing to nor interrupting service) with the Board, or (3) death, in which case payment shall be made to the employee's spouse, or if there is no spouse, to the employee's estate. In the retirement, fifteen allowable sick days will be accrued and then reconciled at the end of that school year.

## 2. Severance Schedule

Severance will be paid on the following schedule. A signed "hard copy" retirement letter received in the board of education office by:

- |                 |                        |
|-----------------|------------------------|
| a. March 31     | 32% of 235 day maximum |
| b. April 30     | 29% of 235 day maximum |
| c. June 1       | 27% of 235 day maximum |
| d. After June 1 | 25% of 235 day maximum |

## 3. The 403(b) Plan and Elective Deferral of Severance Pay

- a. Notwithstanding anything in this agreement or Board policy to the contrary, in accordance with the terms of this section and any related provisions of a plan document adopted by the Board to comply with the requirements of Section 403(b) of the Internal Revenue Code ("IRC"), certain retiring employees shall have their severance pay (as defined below) mandatorily paid into an annuity contract or custodial account that is designed to meet the tax qualification requirements of IRC Section 403(b) (a "TSA"). Such payment shall be in lieu of the payment being made directly to the retired teacher; and such payment shall eliminate all

sick leave credit of the retired teacher. For purposes of this section, this arrangement is referred to as the 403(b) plan.

- b. For purposes of the 403(b) plan, the term "severance pay" shall include any severance pay that a member is entitled to on account of "retirement," pursuant to Article XVII (1) of this agreement.
- c. Participation in the 403(b) plan shall be mandatory for any teacher who:
  - i. Is employed on or after the effective date of this agreement
  - ii. Is entitled to severance pay, and
  - iii. Is, or will be, age 55 years or older in the calendar year in which he/she retires, or if applicable, resigns.
- d. If a retiring teacher is a participant in the 403(b) plan, an employer contribution shall be made on his/her behalf under the 403(b) plan in an amount equal to the total amount that otherwise would be payable to the participant as severance pay.
- e. The required contribution to the 403(b) plan shall be made within the timeframe provided for payment of severance pay above.
- f. In the calendar year of retirement, or in any other calendar year, the total amount of severance pay that may be paid to a TSA under the 403(b) plan shall not exceed the maximum contribution amount allowable under the federal income tax law for TSA's that are intended to be tax qualified under IRC Section 403(b). If the amount payable to the 403(b) plan in any calendar year would exceed the maximum amount that is permitted under the applicable federal income tax law for that year, the excess amount shall be contributed to the 403(b) plan after the first payroll date in January of the next calendar year. This process shall be repeated for up to five (5) calendar years following the year of retirement, in each such year not to exceed the maximum amount permitted under the applicable federal income tax law for that year; and if there are still any remaining excess amounts in the fifth (5th) calendar year after retirement, the remaining excess shall be paid in cash to the retired member.
- g. The TSA that shall be used for the 403(b) plan shall be the group annuity contract of AIG VALIC has made available for use with its "special pay plan." However, the Board will maintain the terms of the 403(b) plan and will not be using the AIG VALIC plan documents. 403(b) plan participants shall be required to complete AIG VALIC enrollment forms; and unless and until a member does so, no contribution of severance pay shall be made to under the 403(b) plan on behalf of the member. A successor company(ies) to AIG VALIC may be selected at any time by mutual agreement of the Board and the association.

- h. If a teacher is entitled to have a contribution paid to the 403(b) plan and dies prior to such contribution being paid to the 403(b) plan, the contribution shall be paid to the 403(b) plan provider and shall be paid to a beneficiary of the teacher in accordance with the terms of the 403(b) plan provider's contract.
- i. A teacher who is entitled to severance pay under Article XVII(1) of this agreement and who is not an eligible participant in the 403(b) plan will continue to be eligible for any and all severance payments in accordance with Article XVII(1) . Any such teacher may elect to defer such payments to a TSA as permitted by law and Board policy.
- j. After adoption of the 403(b) plan, any administrative fees shall be borne by the 403(b) plan participants.
- k. All contributions to the 403(b) plan, all deferrals to a TSA and all check payments to teachers, shall be subject to reduction for any tax withholding or other withholding that the treasurer, in his or her sole discretion, determines is required by law. Neither the Board nor K.E.A. guarantee any tax results associated with the 403(b) plan, deferrals to a TSA or check payments made to a teacher.

#### **4. STRS Pickup**

- a. The total annual salary of each member of the bargaining unit, as shown on the teachers' salary schedule, shall be payable by the Board in two parts: (1) deferred salary, and (2) cash salary. An employee's deferred salary shall be equal to that percentage of said employee's total annual salary which is required from time to time by the State Teachers Retirement System ("STRS"), pursuant to Ohio Revised Code 3307, to be paid as an employee contribution by said employee and shall be paid by the Board to STRS on behalf of said employee as a "pickup" of the STRS employee contribution otherwise payable by said employee. An employee's cash salary shall be equal to said employee's total annual salary less the amount of the "pickup" for said employee and shall be payable, subject to applicable payroll deductions, to said employee. The Board's total combined expenditures for total annual salaries of all members of the bargaining unit (including "pickup" amounts) and its employer contributions to STRS shall not be greater than the amounts it would have paid for those items had this section of the agreement not been in effect.
- b. The Board shall compute and remit its employer contributions to STRS based upon an employee's total annual salary including the "pickup." The Board shall report for federal and Ohio income tax purposes as an employee's gross income and said employee's total annual salary less the amount of the "pickup." The Board shall report for municipal income tax purposes as an employee's gross income said employee's total annual salary, including the amount of the "pickup."

The Board shall compute income tax withholding based upon gross income as reported to the respective taxing authorities.

- c. The "pickup" shall be included in the member's total annual salary for the purpose of computing daily rate of pay, for determining paid salary adjustments to be made due to absence, or for all other salary related purposes except those pertaining to this "pickup" deferring the "pickup" amount in relation to state and federal taxes.

# **ARTICLE XIX - GRIEVANCE POLICY AND PROCEDURE**

*Applies to all members of the bargaining unit, including Tutors, HITs, ELLs, SLRTs, and DFAs.*

## **1. Definition**

A grievance is any allegation by a member of the bargaining unit or the K.E.A. that a provision of this agreement has been violated, misinterpreted or misapplied.

## **2. Statement of Basic Principles**

- a. The chairman of the K.E.A. grievance committee shall receive notice of any grievance meeting held pursuant to the formal grievance procedure. The K.E.A. shall have the right to have a representative present at such grievance meetings.
- b. A grievant shall not be subject to reprisals by virtue of participation in the grievance procedure nor shall the fact of filing a grievance be recorded in the grievant's personnel file.
- c. A grievance may be withdrawn at any level. A withdrawn grievance shall not be reopened except by mutual agreement of the parties.
- d. Grievance proceedings shall be kept as informal and confidential as is practical.
- e. Time limits set forth in the grievance procedure shall not be extended except by mutual agreement of the parties.
- f. Failure by a grievant to meet a time limit set forth in the grievance procedure shall constitute a complete waiver of the grievance. Failure to respond to a grievance within a time limit set forth in the grievance procedure shall permit the grievant forthwith to process the grievance to the next higher level of the grievance procedure, and the grievant shall thereafter suffer no prejudice for failing to meet a time limit.
- g. The grievant shall be entitled to a representative of his/her choice at any level of this procedure.
- h. The administration and the K.E.A. will cooperate in the investigation of any grievance. This shall include an exchange of available information, upon reasonable advance request, in such form as it currently exists and provided it is reasonably related to the grievance.

### **3. Procedure**

#### **a. Level 1**

A grievant is encouraged to discuss the grievance informally with his/her immediate supervisor. If the grievance is not thus resolved, the grievant may file a formal grievance. The formal grievance shall be filed within ten (10) days of the informal conference or twenty (20) days after the matter giving rise to the grievance or after the grievant knew of, or should have known of, the matter giving rise to the grievance, whichever comes later. The grievance shall be filed in writing with the lowest level administrator who has the authority to resolve the grievance (which may be the superintendent, in which case the grievance shall be processed under Level 2 below) and a copy shall be given to the K.E.A. president. A meeting among the grievant, the grievant's representative, if any, and the administrator shall be held within ten (10) days of the date of filing. The administrator shall render his decision in writing to the grievant and the K.E.A. within ten (10) days of this meeting.

#### **b. Level 2**

If the grievance is not resolved at Level 1, the grievant may, within ten (10) days of receipt of the Level 1 response, file an appeal with the superintendent, and a meeting among the grievant, the grievant's representative, if any, and the superintendent shall then be held within ten (10) days of the date of filing. The superintendent shall render his decision in writing to the grievant and the K.E.A. within ten (10) days of this meeting.

#### **c. Level 3**

If the grievance is not resolved at level 2, the grievant (with the concurrence of the Association Executive Committee) and the Board may by mutual agreement request that the matter be facilitated through the Federal Mediation and Conciliation Service (FMCS). The request for mediation shall be made within ten (10) days of the Level 2 decision. If the mediation process is not successful, can not be timely heard, or is not initiated, the grievance may be advanced to Level 4.

#### **d. Level 4**

If the grievance is not resolved at Level 2 or at the conclusion of Level 3, the grievant, with the concurrence of the Association Executive Committee, may submit the grievance to arbitration within twenty (20) days. If the case pertains to a matter involving the individual rights of an individual grievant, and if the abandonment of the grievance would not adversely implicate the contractual rights of other members of the bargaining unit, the appeal to arbitration must be

supported by the individual grievant. However, the parties mutually recognize that abandonment of such a grievance shall have no precedential value with respect to other grievances that may arise. Any other type of grievance may be appealed to arbitration by the K.E.A. Selection of an arbitrator and conduct of any hearing shall be in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association. If a mutual selection of an arbitrator is not achieved from the first panel of names provided by the American Arbitration Association, a second panel of names shall be provided to the parties. If a mutual selection of an arbitrator is not achieved from the second panel of names provided by the American Arbitration Association, a third panel consisting of three (3) names shall be provided to the parties from which an arbitrator shall be selected in accordance with standard American Arbitration Association procedure, unless otherwise mutually agreed. The arbitrator shall have no authority to modify the terms of this agreement and the award shall be binding upon the parties. The cost of arbitration shall be borne equally by the Board and the K.E.A. and every reasonable effort shall be made to schedule hearings so as not to interfere with the assigned duties of members of the bargaining unit.

## **ARTICLE XX - BACKGROUND CHECKS**

*Applies to all members of the bargaining unit, including Tutors, HITs, ELLs, SLRTs, and DFAs.*

All teaching employees new to the district shall be conditionally employed until the Board receives the results of a criminal records check as directed by Ohio Revised Code 3319.39. The Board shall initiate the check as promptly as possible, and in no case later than the next business day following Board approval of conditional employment of a teaching employee. During that period of conditional employment, the new teaching employee shall be considered a member of the bargaining unit represented by the Association and entitled to all provisions of the Board – Association Agreement. If the report received from the background check indicates that the individual does not qualify for employment as defined in Ohio Revised Code 3319.29(B)(1), the individual shall be informed that he/she is being released immediately from conditional employment and the reason, i.e. the report from the background check, for the release. No individual released from conditional employment under this section, nor the Association or any other agency or individual acting upon the employee's behalf, shall have the right to bring a grievance, request arbitration or initiate any other legal proceeding against or involving the Board of education to contest an employee's release from conditional employment by the Board pursuant to 3319.30(B)(1) and this section.

# ARTICLE XXI - TUTORS AND SUBSTITUTES

1. Unless otherwise stated in this collective bargaining agreement and/or this article, all provisions of the collective bargaining agreement shall apply to the following members:
  - a. Tutors
  - b. Home Instruction Tutors (HITs) after sixty (60) consecutive days in a single home tutoring assignment
  - c. English Language Learner Specialists (ELLs)
  - d. Designated for Assignment Substitutes (DFAs)
  - e. Substitute Leave Replacement Teachers (SLRTs)
2. Probationary Period: Tutors, ELLs, HITs and DFAs must satisfactorily complete a probationary period of forty-five (45) school days. Such individuals are subject to dismissal at any time within that forty-five (45) day probationary period without resort to any provisions of this collective bargaining agreement or the completion of termination procedures under Revised Code 3319.16 and 3319.161.
3. A DFA who replaces a teacher on a long-term leave of absence and who completes sixty consecutive school days or more in that single teaching assignment shall be deemed a "Substitute Leave Replacement Teacher" and, effective with the sixty-first consecutive day in said assignment, entitled to placement on the regular teacher salary schedule and the benefits of other provisions of this agreement for the remainder of that school year.
4. Workday
  - a. DFA substitutes (other than those employed as substitute leave replacement teachers) shall be expected to report for duty on each day when school is in session and students are in attendance and are compensated on a per diem basis for their work,
  - b. HITs, given the sporadic nature of their assignments, are assigned on an as needed basis to tutor students whose individual circumstances require home instruction. In each instance of assignment, the tutor will be advised of his/her schedule at the outset of the assignment by the superintendent or designee, with regular updates to follow.
  - c. The work day for Tutors and ELLs shall be established on an annual basis. Those work hours, once established, shall not be reduced after completion

of the last full week of September. Should the number of hours for tutoring services or ELL services in a particular year become unnecessary due to, for example, student reassignment, the Tutors shall be subject to reassignment to other comparable instructional duties or supervisory duties. The work day schedule for Tutors and ELLs may not include periods, during the day, of unassigned time for which no compensation is provided unless approved by the affected tutor and K.E.A. president.

- d. Tutors, HITs and ELLs shall be paid preparation time equal to the minimum teacher directed preparation time provided to teachers in the building he/she is assigned. The preparation time will be exclusive of lunch periods, homeroom assignments and posting time. Preparation time for less than a full time tutor assignment will be prorated.
- e. At the elementary level there shall be a minimum of thirty (30) continuous minutes of planning time each day, unless agreed upon by the Tutors, HIT or ELL. Blocks of less than twenty (20) minutes shall not be counted as part of the member's teacher directed time. At the middle school and high school there shall be a minimum of thirty (30) continuous minutes of planning time each day. Blocks of less than fifteen (15) minutes shall not be counted as part of the teacher directed planning time.
- f. All Tutors and ELLs who work twenty (20) hours or more per week shall receive, each day, an unpaid duty free lunch of at least one-half (1/2) hour.
- g. Tutors, HITs, and ELLs and any other hourly member of the bargaining unit shall not attend any meetings beyond their regularly scheduled day unless they are compensated at their appropriate hourly rate. Prior administrative approval is required for additional time.

## 5. Contract Rights

### a. DFAs, SLRTs, and HITs

- i. Contracts issued shall be considered automatically non-renewed at the conclusion of each school year without the necessity of further action by the Board or delivery of notice of nonrenewal.
- ii. DFAs, SLRTs, and HITs shall not be deemed eligible for, nor entitled to, receive continuing contracts under Revised Code 3319.11
- iii. DFAs, SLRTs, and HITs shall not be entitled to preference for voluntary transfer under Article XII for other bargaining unit positions, e.g. classroom teaching.

iv. When a SLRT is employed in the same capacity for a second consecutive school year, effective with his/her first day of employment in that second school year, she/he will be entitled to placement on the regular teacher salary schedule and the benefits of other provisions of this agreement for the remainder of that school year.

b. Tutors and ELLs

i. Tutors and ELLs shall be deemed eligible to be considered for continuing contract status under Revised Code Section 3319.11, but if awarded such continuing contract status, their status shall be applicable only for a position with the Board as a Tutors and/or ELL, respectively and shall not entitle its holder to any special rights to a classroom teaching position.

# ARTICLE XXII - LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

*Applies to all members of the bargaining unit, including Tutors, HITs, ELLs, SLRTs, and DFAs.*

1. Pursuant to Ohio Revised Code 3319.22 (A) and OAC 3301-24-08 (Teacher Licensure Law and Regulations), a local professional development committee (LPDC) shall be established to review professional development plans composed of course work, continuing education units and other equivalent activities, and to approve district programs for credit. The LPDC and its individual members shall be responsible for complying with state law and regulations.
2. The LPDC will be responsible for developing and implementing in-service programs for professional staff to explain the Individual Professional Development Plan and Master Teacher process and the function of the LPDC.
3. The Board will provide the LPDC with meeting space.
4. The LPDC will establish an appeals process following the establishment of state guidelines.
5. The LPDC shall establish its rules and operating procedures.
6. The District shall have one (1) LPDC to serve all staff members.
7. The LPDC shall have nine (9) members. Five (5) teacher members shall be appointed by the KEA President. Terms, replacements and removal from office of teacher members shall be according to the K.E.A. constitution.
8. Four (4) administrative members shall be appointed by the superintendent.
9. The LPDC shall adhere to any changes in structure, scope, size, etc. as mandated by state statute.
10. Compensation: Each member of the LPDC shall be compensated at the current hourly rate used for curriculum writing (as referenced in Article XV(6)). A total of seventy-five (75) hours shall be allocated for utilization by each member for LPDC meetings during the course of one (1) school year. If necessary, requests and an explanation for additional hours for LPDC work shall be presented to the superintendent for his review by March 1 of a school year.

## **ARTICLE XXIII - RESIDENT EDUCATOR PROGRAM**

The Kenston Local School district provides guided direction and information for those teachers under this contract who are required to take part in the Ohio Resident Educator Program by the Ohio Department of Education.

Kenston will provide the requirements of the Resident Educator mentoring (years 1-3) through a contracted service arrangement with the Educational Service Center, or similar qualified entity, unless either the Assistant Superintendent or the KEA President believe that teachers in the Resident Educator program will be better served by Kenston. Should the decision be made to discontinue ESC services, a Memorandum of Understanding will be developed with the specifics of the new program.

1. Compensation: \$400.00 Resident Educator Year 1
2. The Resident Educator shall be provided release time not to exceed two (2) days per school year for the purpose of observing classes, meeting with assigned Mentor, attending workshops/professional development, preparing for the RESA assessment, etc. The days may be used in quarter (¼) day increments and shall be coordinated by the building administrator.
3. The Resident Educator is not required to complete an IPDP or participate in the LPDC process.
4. Protections for the Resident Educator include:
  - a. No Resident Educator shall be required to remain in a Resident Educator program after obtaining a professional educator license.
  - b. Communications between a Mentor and the assigned Resident Educator shall be considered confidential to the extent permitted by law. Any violation of this tenet by the Mentor shall constitute grounds for immediate removal from the Mentor relationship.
  - c. At any time, either the Mentor or the Resident Educator may request that a new Mentor teacher be assigned. If either individual makes such a request, no specifics shall be given as to the exercise of the option and no prejudice in the evaluation shall occur.
  - d. No Mentor shall participate in any informal or formal evaluation of a Resident Educator, nor make or be requested or directed to make any recommendation regarding the continued employment of a Resident Educator.

- e. Formative assessment evidence is the property of the Resident Educator, and thus the Resident Educator reserves the right to share or not share it with the administration. It will not be collected by the administration and it will not be utilized for the teacher's evaluation or as a basis for employment decisions.

# **ARTICLE XXIV - TEACHER PROFESSIONAL ORGANIZATION**

## **STIPENDS**

*Applies to all members of the bargaining unit including Tutors, HITs, ELLs, SLRTs, and DFAs.*

Consistent with Rule 3307-6-01 of the Ohio Administrative Code and at no expense to the Board, the Board will pay a stipend to the association president, vice president, secretary and treasurer/membership chair. Each year on or before the second Monday in October, the association shall provide written certification of the stipend amounts to the Board's treasurer, which can in no event exceed the maximum allowed by Rule 3307-6-01. The association shall promptly and fully reimburse the Board for the total cost of stipends, including any applicable retirement costs.

# **ARTICLE XXV - FORM, EFFECT AND DURATION**

*Applies to all members of the bargaining unit including Tutors, HITs, ELLs, SLRTs, and DFAs.*

## **1. Form**

Within thirty (30) calendar days after the parties have appropriately indexed, proofread, and executed this agreement, the agreement shall be printed in booklet form by a professional printer and a copy distributed to each member of the bargaining unit. Each new member of the bargaining unit will be furnished a copy of the agreement upon employment. The cost of printing shall be shared equally by the Board and the K.E.A. Fifty (50) extra copies shall be provided for K.E.A. and Board use. Any amendments of this agreement shall be printed at the parties' equal expense and distributed to each member of the bargaining unit on a sheet with an adhesive back for insertion into the appropriate section of the agreement.

## **2. Effect**

If any term of this contract is held in conflict with any law of the state of Ohio or the United States, then that term shall be considered null and void to the extent necessary to be compatible with law without, however, impairing any other term of this contract. Consistent with the law, the parties shall meet within ten (10) days for the purpose of renegotiating the provisions declared contrary to law.

**3. Duration**

**This agreement shall take effect March 1, 2016 and shall remain in full force and effect through and including February 28, 2019.**

Now, therefore, this agreement between the parties is attested to by representatives whose signatures appear below:

KENSTON EDUCATION ASSOCIATION

By: Anissa Smith  
KEA President Anissa Smith

Date: 4-18-16

KENSTON BOARD OF EDUCATION

By: Beth Krause  
BOE President Beth Krause

Date: 4.18.16

[Signature]

[Signature]

[Signature]

[Signature]

Mary Lynn Raphael

[Signature]  
[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]  
[Signature]

# APPENDIX A - SALARY SCHEDULES

**KENSTON LOCAL SCHOOL DISTRICT  
TEACHER'S SALARY SCHEDULE  
2016-2017**

<b>LEVEL STEP</b>	<b>(1) BA/BS</b>	<b>(2) 129</b>	<b>(3) 138</b>	<b>(4) MA</b>	<b>(5) MA+15</b>	<b>(6) MA+30</b>
<b>0</b>	<b>39,607</b> 214.09	<b>40,795</b> 220.51	<b>41,983</b> 226.94	<b>43,964</b> 237.64	<b>45,350</b> 245.14	<b>46,736</b> 252.63
<b>1</b>	<b>40,993</b> 221.59	<b>42,181</b> 228.01	<b>43,370</b> 234.43	<b>45,865</b> 247.92	<b>47,251</b> 255.41	<b>48,637</b> 262.90
<b>2</b>	<b>42,379</b> 229.08	<b>43,568</b> 235.50	<b>44,756</b> 241.92	<b>47,766</b> 258.19	<b>49,152</b> 265.69	<b>50,539</b> 273.18
<b>3</b>	<b>43,766</b> 236.57	<b>44,954</b> 242.99	<b>46,142</b> 249.42	<b>49,667</b> 268.47	<b>51,053</b> 275.96	<b>52,440</b> 283.46
<b>4</b>	<b>45,152</b> 244.06	<b>46,340</b> 250.49	<b>47,528</b> 256.91	<b>51,568</b> 278.75	<b>52,955</b> 286.24	<b>54,341</b> 293.74
<b>*5</b>	<b>46,736</b> 252.63	<b>47,924</b> 259.05	<b>49,113</b> 265.48	<b>53,866</b> 291.17	<b>55,252</b> 298.66	<b>56,638</b> 306.15
<b>6</b>	<b>48,321</b> 261.19	<b>49,509</b> 267.61	<b>50,697</b> 274.04	<b>56,163</b> 303.58	<b>57,549</b> 311.08	<b>58,935</b> 318.57
<b>7</b>	<b>49,905</b> 269.76	<b>51,093</b> 276.18	<b>52,281</b> 282.60	<b>58,460</b> 316.00	<b>59,846</b> 323.49	<b>61,232</b> 330.98
<b>8</b>	<b>51,489</b> 278.32	<b>52,677</b> 284.74	<b>53,866</b> 291.17	<b>60,757</b> 328.42	<b>62,143</b> 335.91	<b>63,530</b> 343.41
<b>9</b>	<b>53,271</b> 287.95	<b>54,460</b> 294.38	<b>55,648</b> 300.80	<b>63,054</b> 340.83	<b>64,441</b> 348.33	<b>65,827</b> 355.82
<b>10</b>	<b>55,054</b> 297.59	<b>56,242</b> 304.01	<b>57,430</b> 310.43	<b>65,748</b> 355.39	<b>67,134</b> 362.89	<b>68,520</b> 370.38
<b>11</b>	<b>56,836</b> 307.22	<b>58,024</b> 313.64	<b>59,212</b> 320.06	<b>68,441</b> 369.95	<b>69,827</b> 377.44	<b>71,213</b> 384.94
<b>12</b>	<b>58,618</b> 316.86	<b>59,807</b> 323.28	<b>60,995</b> 329.70	<b>71,134</b> 384.51	<b>72,520</b> 392.00	<b>73,907</b> 399.50
<b>13</b>	<b>60,599</b> 327.56	<b>61,787</b> 333.98	<b>62,975</b> 340.41	<b>73,827</b> 399.06	<b>75,214</b> 406.56	<b>76,600</b> 414.05
<b>14</b>	<b>62,579</b> 338.27	<b>63,767</b> 344.69	<b>64,955</b> 351.11	<b>76,521</b> 413.63	<b>77,907</b> 421.12	<b>79,293</b> 428.61
<b>17</b>	<b>64,064</b> 346.29	<b>65,253</b> 352.72	<b>66,441</b> 359.14	<b>78,541</b> 424.55	<b>79,927</b> 432.04	<b>81,313</b> 439.53
<b>19</b>	<b>65,550</b> 354.32	<b>66,738</b> 360.74	<b>67,926</b> 367.17	<b>80,561</b> 435.46	<b>81,947</b> 442.96	<b>83,333</b> 450.45
<b>20</b>	<b>67,035</b> 362.35	<b>68,223</b> 368.77	<b>69,411</b> 375.19	<b>82,581</b> 446.38	<b>83,967</b> 453.88	<b>85,353</b> 461.37
<b>22</b>	<b>68,520</b> 370.38	<b>69,708</b> 376.80	<b>70,897</b> 383.23	<b>84,601</b> 457.30	<b>85,987</b> 464.79	<b>87,373</b> 472.29
<b>25</b>	<b>70,005</b> 378.41	<b>71,194</b> 384.83	<b>72,382</b> 391.25	<b>86,621</b> 468.22	<b>88,007</b> 475.71	<b>89,393</b> 483.21
<b>27</b>	<b>71,491</b> 386.44	<b>72,679</b> 392.86	<b>73,867</b> 399.28	<b>88,640</b> 479.14	<b>90,027</b> 486.63	<b>91,413</b> 494.12

\* Highest Step for New Employees

Salary step and level will be determined upon verification of certification and receipt of all transcripts

**KENSTON LOCAL SCHOOL DISTRICT  
TEACHER'S SALARY SCHEDULE  
2017-2018**

<b>LEVEL STEP</b>	<b>(1) BA/BS</b>	<b>(2) 129</b>	<b>(3) 138</b>	<b>(4) MA</b>	<b>(5) MA+15</b>	<b>(6) MA+30</b>
<b>0</b>	<b>40,399</b> 218.37	<b>41,611</b> 224.92	<b>42,823</b> 231.48	<b>44,843</b> 242.39	<b>46,257</b> 250.04	<b>47,671</b> 257.68
<b>1</b>	<b>41,813</b> 226.02	<b>43,025</b> 232.57	<b>44,237</b> 239.12	<b>46,782</b> 252.88	<b>48,196</b> 260.52	<b>49,610</b> 268.16
<b>2</b>	<b>43,227</b> 233.66	<b>44,439</b> 240.21	<b>45,651</b> 246.76	<b>48,721</b> 263.36	<b>50,135</b> 271.00	<b>51,549</b> 278.64
<b>3</b>	<b>44,641</b> 241.30	<b>45,853</b> 247.85	<b>47,065</b> 254.41	<b>50,660</b> 273.84	<b>52,074</b> 281.48	<b>53,488</b> 289.12
<b>4</b>	<b>46,055</b> 248.95	<b>47,267</b> 255.50	<b>48,479</b> 262.05	<b>52,599</b> 284.32	<b>54,013</b> 291.96	<b>55,427</b> 299.61
<b>*5</b>	<b>47,671</b> 257.68	<b>48,883</b> 264.23	<b>50,095</b> 270.78	<b>54,943</b> 296.99	<b>56,357</b> 304.63	<b>57,771</b> 312.28
<b>6</b>	<b>49,287</b> 266.42	<b>50,499</b> 272.97	<b>51,711</b> 279.52	<b>57,286</b> 309.65	<b>58,700</b> 317.30	<b>60,114</b> 324.94
<b>7</b>	<b>50,903</b> 275.15	<b>52,115</b> 281.70	<b>53,327</b> 288.25	<b>59,629</b> 322.32	<b>61,043</b> 329.96	<b>62,457</b> 337.61
<b>8</b>	<b>52,519</b> 283.89	<b>53,731</b> 290.44	<b>54,943</b> 296.99	<b>61,972</b> 334.98	<b>63,386</b> 342.63	<b>64,800</b> 350.27
<b>9</b>	<b>54,337</b> 293.71	<b>55,549</b> 300.26	<b>56,761</b> 306.82	<b>64,315</b> 347.65	<b>65,729</b> 355.29	<b>67,143</b> 362.94
<b>10</b>	<b>56,155</b> 303.54	<b>57,367</b> 310.09	<b>58,579</b> 316.64	<b>67,062</b> 362.50	<b>68,476</b> 370.14	<b>69,890</b> 377.78
<b>11</b>	<b>57,973</b> 313.37	<b>59,185</b> 319.92	<b>60,397</b> 326.47	<b>69,809</b> 377.35	<b>71,223</b> 384.99	<b>72,637</b> 392.63
<b>12</b>	<b>59,791</b> 323.19	<b>61,002</b> 329.74	<b>62,214</b> 336.29	<b>72,557</b> 392.20	<b>73,971</b> 399.84	<b>75,385</b> 407.49
<b>13</b>	<b>61,810</b> 334.11	<b>63,022</b> 340.66	<b>64,234</b> 347.21	<b>75,304</b> 407.05	<b>76,718</b> 414.69	<b>78,132</b> 422.34
<b>14</b>	<b>63,830</b> 345.03	<b>65,042</b> 351.58	<b>66,254</b> 358.13	<b>78,051</b> 421.90	<b>79,465</b> 429.54	<b>80,879</b> 437.18
<b>17</b>	<b>65,345</b> 353.22	<b>66,557</b> 359.77	<b>67,769</b> 366.32	<b>80,111</b> 433.03	<b>81,525</b> 440.68	<b>82,939</b> 448.32
<b>19</b>	<b>66,860</b> 361.41	<b>68,072</b> 367.96	<b>69,284</b> 374.51	<b>82,172</b> 444.17	<b>83,586</b> 451.82	<b>84,999</b> 459.45
<b>20</b>	<b>68,375</b> 369.59	<b>69,587</b> 376.15	<b>70,799</b> 382.70	<b>84,232</b> 455.31	<b>85,646</b> 462.95	<b>87,060</b> 470.59
<b>22</b>	<b>69,890</b> 377.78	<b>71,102</b> 384.34	<b>72,314</b> 390.89	<b>86,292</b> 466.44	<b>87,706</b> 474.09	<b>89,120</b> 481.73
<b>25</b>	<b>71,405</b> 385.97	<b>72,617</b> 392.52	<b>73,829</b> 399.08	<b>88,353</b> 477.58	<b>89,767</b> 485.23	<b>91,181</b> 492.87
<b>27</b>	<b>72,920</b> 394.16	<b>74,132</b> 400.71	<b>75,344</b> 407.26	<b>90,413</b> 488.72	<b>91,827</b> 496.36	<b>93,241</b> 504.01

\* Highest Step for New Employees

Salary step and level will be determined upon verification of certification and receipt of all transcripts

**KENSTON LOCAL SCHOOL DISTRICT  
TEACHER'S SALARY SCHEDULE  
2018-2019**

<b>LEVEL STEP</b>	<b>(1) BA/BS</b>	<b>(2) 129</b>	<b>(3) 138</b>	<b>(4) MA</b>	<b>(5) MA+15</b>	<b>(6) MA+30</b>
0	41,207 222.74	42,443 229.42	43,679 236.10	45,740 247.24	47,182 255.04	48,624 262.83
1	42,649 230.54	43,885 237.22	45,122 243.90	47,718 257.94	49,160 265.73	50,602 273.52
2	44,091 238.33	45,328 245.02	46,564 251.70	49,696 268.63	51,138 276.42	52,580 284.22
3	45,534 246.13	46,770 252.81	48,006 259.49	51,674 279.32	53,116 287.11	54,558 294.91
4	46,976 253.92	48,212 260.61	49,448 267.29	53,652 290.01	55,094 297.81	56,536 305.60
*5	48,624 262.83	49,860 269.51	51,097 276.20	56,042 302.93	57,484 310.72	58,926 318.52
6	50,273 271.75	51,509 278.43	52,745 285.11	58,432 315.85	59,874 323.64	61,316 331.44
7	51,921 280.65	53,157 287.34	54,393 294.02	60,822 328.77	62,264 336.56	63,706 344.36
8	53,569 289.56	54,805 296.24	56,042 302.93	63,212 341.69	64,654 349.48	66,096 357.28
9	55,423 299.58	56,660 306.27	57,896 312.95	65,602 354.61	67,044 362.40	68,486 370.19
10	57,278 309.61	58,514 316.29	59,750 322.97	68,404 369.75	69,846 377.55	71,288 385.34
11	59,132 319.63	60,368 326.31	61,604 332.99	71,206 384.90	72,648 392.69	74,090 400.49
12	60,986 329.65	62,223 336.34	63,459 343.02	74,008 400.04	75,450 407.84	76,892 415.63
13	63,047 340.79	64,283 347.48	65,519 354.16	76,810 415.19	78,252 422.98	79,694 430.78
14	65,107 351.93	66,343 358.61	67,579 365.29	79,612 430.34	81,054 438.13	82,496 445.92
17	66,652 360.28	67,889 366.97	69,125 373.65	81,713 441.69	83,156 449.49	84,598 457.29
19	68,198 368.64	69,434 375.32	70,670 382.00	83,815 453.05	85,257 460.85	86,700 468.65
20	69,743 376.99	70,979 383.67	72,215 390.35	85,917 464.42	87,359 472.21	88,801 480.01
22	71,288 385.34	72,524 392.02	73,761 398.71	88,018 475.77	89,460 483.57	90,903 491.37
25	72,833 393.69	74,070 400.38	75,306 407.06	90,120 487.14	91,562 494.93	93,004 502.72
27	74,379 402.05	75,615 408.73	76,851 415.41	92,221 498.49	93,664 506.29	95,106 514.09

\* Highest Step for New Employees

Salary step and level will be determined upon verification of certification and receipt of all transcripts

# APPENDIX B - TUTOR EVALUATION

## 1. Purpose of Evaluation

- a. To provide feedback and record commendable teacher performance.
- b. To continue to provide quality education.
- c. To provide written recommendation of the tutor's performance.
- d. To aid and enhance professional growth.
- e. To encourage and generate a cooperative environment within the educational staff.
- f. To assist the appraisee by developing a plan of action to achieve greater effectiveness in his/her respective assignment.
- g. To assist in making sound administrative decisions regarding the utilization and placement of certified/licensed staff.

## 2. Pre-Conference

- a. Appraiser and appraisee set time for a pre-conference regarding their annual tutor formal observation.
- b. Pre-conference is held during a mutually agreed upon time during the school day.
- c. Exchange of information between appraiser and appraisee to assist mutual understanding regarding observational and lesson activities.
- d. The pre-conference shall take place within 5 school days of the actual observation, or at a time mutually agreed upon.

## 3. Formal Observation

- a. The results of the formal observation will be incorporated into the formal observation form.
- b. The appraiser will spend time reviewing and assessing pre-observation notes, formal observation notes and draw conclusions as a means of completing the evaluation form.

#### **4. Post-Conference**

- a. The post-conference shall be held within 5 school days of the observation, for which the appraisee has been present, or a mutually agreed upon time during the school day.
- b. During the post-conference, the formal observations shall be exchanged, read and discussed, along with any other matter of concern. The evaluation form will be discussed during this time.
- c. Three copies of the form shall be made: one for the principal, one for the appraisee and one for the employee's personnel file.
- d. The member of the bargaining unit has the right to reply in writing to the remarks of the evaluation form and have that reply attached to the form in question in the member's personnel file. This reply should be made on the rebuttal form.

#### **5. Frequency of Observations**

- a. Tutors with continuing contract status will be evaluated every other year.

# APPENDIX C - FORMS

## Employee's Absence Report

<b>KENSTON SCHOOLS EMPLOYEE'S ABSENCE REPORT</b>	
NAME _____	NO. OF DAYS _____ <small>Please use decimals: .25, .50, .75, 1.25, etc.</small>
ID NO. _____	DATES _____
My Absence was due to: (Please check one)	
1. EMPLOYEE: <input type="checkbox"/> Illness <input type="checkbox"/> Injury <input type="checkbox"/> Pregnancy <input type="checkbox"/> Dr. Appointment (*See Below)	(SI) _____
2. IMMEDIATE FAMILY ILLNESS OR SERIOUS INJURY Relationship must correspond with your negotiated agreement	(SI) _____ Relationship _____
3. DEATH IN IMMEDIATE FAMILY Relationship must correspond with your negotiated agreement	(SI) _____ Relationship _____
4. JURY DUTY	(OT) _____
5. PROFESSIONAL LEAVE *Please explain below	(PR) _____
6. PERSONAL LEAVE ** Pre-submission must correspond with your negotiated agreement	(PL) _____
7. SPECIAL LEAVE <b>Prior Supt. approval necessary</b> <input type="checkbox"/> Rosh Hashanah <input type="checkbox"/> Yom Kippur <input type="checkbox"/> Personal Leave exhausted* <input type="checkbox"/> Emergency* <small>*Please explain below      *Please explain below</small>	(OT) _____
8. IN-DISTRICT MEETING or FIELD TRIP (that requires a Substitute) <small>*Please explain below</small>	(PR) _____
9. VACATION (12 Month Employees)	(VA) _____
10. OTHER _____ *Please explain below	( ) _____
_____ Employee's Signature/Date	_____ Administrator's Signature/Date
*If you have been or will be attended by a doctor, please submit doctor's name.	
_____ Doctor's name	_____ Superintendent's Signature
_____ Substitute Employed	Date: _____
	Approval _____ Non-Approval _____
*If Nos. 5, 7, 8 or 10 are checked as reasons for absence, a full explanation of the circumstances must be provided in this space:  _____  _____	
TOP COPY-Central Office.....MIDDLE COPY-Building.....BOTTOM COPY-Employee <span style="float: right;">absence form.wd 2/06/08.epv</span>	

# Child Rearing Leave Request



## CHILD-REARING LEAVE REQUEST (Article VII, Board-KEA Agreement)

Dear Superintendent:

Pursuant to Article VII, I hereby request leave without pay for reasons of child-rearing, such leave to commence \_\_\_\_\_. I understand this leave is for the balance of this current school year unless my request for a short duration is approved by the Superintendent. I do \_\_\_\_\_, do not \_\_\_\_\_ request leave of a shorter duration. Per Article VII, to the extent my health insurance benefits are not covered by family and medical leave, I may maintain such coverage during the leave by paying the full cost of such coverage. I understand my payment for such coverage must be received at the Board Office by the 5th day of the month of coverage. I do \_\_\_\_\_ do not \_\_\_\_\_ elect this option.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

NAME:				SCHOOL:	
ID No.:				Address:	
Phone:					
Anticipated Due Date:				Last Work Day:	
Return to Work Date:					
CONTINUATION OF BENEFITS ONCE ON LEAVE WITHOUT PAY AND/OR FMLA PAID BENEFITS				Board Office Use Only	
Benefit Name	Yes	No	FMLA		
Medical					
Dental					
Life Insurance					
				COBRA:	
				Sick leave balance: _____ as of _____	

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Board Meeting Approval Date

cc: Building Principal  
Treasurer

op/Childrearing/From.doc March 29, 2016

# Maternity Leave Request



## MATERNITY LEAVE REQUEST

Dear Superintendent:

I hereby request maternity leave to commence \_\_\_\_\_.  
 I will \_\_\_\_\_, will not \_\_\_\_\_ return to work at the completion of ten calendar weeks from the  
 baby's birth date.

I understand that if I do not intend to return to work after ten calendar weeks, I must  
 complete a Child Rearing (Without Pay) Request Form.

(Maternity leave is charged to accumulated sick leave balances. Employees without  
 available sick leave will not be compensated.)

\_\_\_\_\_  
 Employee Signature Date

NAME:			SCHOOL:	
ID No.			Home Address:	
Home Phone:				
Anticipated Due Date:			Last Work Day:	
Return to work Date:				
CONTINUATION OF BENEFITS ONCE ON LEAVE WITHOUT PAY AND/OR FMLA PAID BENEFITS				Board Office Use Only (Board Approval not necessary for use of sick leave)
Benefit Name	Yes	No	FMLA	
Medical				COBRA:
Dental				Sick leave balance: _____ as of _____
Life Insurance				D.O.B.:

\_\_\_\_\_  
 Superintendent Signature Date

Please send cc to: Building Principal \_\_\_\_\_ Treasurer \_\_\_\_\_

Maternity leave request cv.doc

# Tutor Evaluation Form

## TUTOR EVALUATION FORM

Appraisee \_\_\_\_\_

Area of Responsibility \_\_\_\_\_

Building \_\_\_\_\_

Date of Pre-conference \_\_\_\_\_

Date of Observation \_\_\_\_\_

I. Description of Lesson

II. Commendable Performance Areas

III. Performance Areas Outlined for Improvement

IV. Methods for Improvement

Appraisee's Signature \_\_\_\_\_

Appraiser's Signature \_\_\_\_\_

Date of Post-conference \_\_\_\_\_

The above signature certifies that the appraisee's performance has been reviewed in conference. The appraisee must have a copy of this form. This does not necessarily mean that agreement exists.

# Form 11 – Notification of Growth in Job Performance



**KENSTON**  
S C H O O L S

**Form 11**

**NOTIFICATION OF GROWTH IN JOB PERFORMANCE**  
(Article IX, Section 7)

This form shall be completed when a principal determines that serious questions exist as to the competency of a member of the bargaining unit. The principal shall review this form and plans with the member of the bargaining unit for additional observations and conferences consistent with Article IX, Section 7 of the Negotiated Agreement (Growth in Job Performance).

Teacher's Name: \_\_\_\_\_

School: \_\_\_\_\_

Administrator: \_\_\_\_\_

Please list areas of serious concern (to be completed by administrator). Use back of page for additional areas of serious concern.

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Acknowledges conference held with building principal and review of Article IX, Section 7 of the Negotiated Agreement)

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Acknowledges conference held with teacher and review of Article IX, Section 7 of the Negotiated Agreement)

Copies:     Teacher  
              KEA President  
              Superintendent  
              Building Principal

**FMLA Form 12**



**KENSTON**  
S C H O O L S

**FMLA Form 12**

**HEALTH CARE PROVIDER'S CERTIFICATION FOR  
EMPLOYEE'S SERIOUS HEALTH CONDITION**

To Health Care Provider: \_\_\_\_\_ (Employee) has applied for family or medical leave from the Kenston Local School District. Employee is employed as a \_\_\_\_\_ (name of position). A copy of the job description, which includes the essential job functions, is attached. Please complete the information outlined below so that the employee's eligibility can be determined.

I hereby certify that I have physically examined \_\_\_\_\_ (Employee) and have determined that she/he has a serious health condition.

This serious health condition began on \_\_\_\_\_ (date) and will continue until \_\_\_\_\_ (date) (Indicate whether actual \_\_\_ or estimated \_\_\_ ).

Please provide appropriate medical facts:  
(Attach separate sheet if necessary)

I also certify that the employee is unable to perform the essential job functions of her/his position.

The employee will continue to be under my care for treatment, and I will give Kenston Local School District a monthly update in writing on the employee's condition.

\_\_\_\_\_  
Health Care Provider (Please print or type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

**FMLA Form 13**



**KENSTON**  
S C H O O L S

**FMLA Form 13**

**HEALTH CARE PROVIDER'S CERTIFICATION FOR SERIOUS  
HEALTH CONDITION OF EMPLOYEE'S SPOUSE, CHILD OR PARENT**

To Health Care Provider: \_\_\_\_\_ (Employee) has applied for family or medical leave from the Kenston Local School District. Please complete the information outlined below so that the employee's eligibility can be determined.

I hereby certify that \_\_\_\_\_ (Employee) is needed to care for her/his child/spouse/parent because such relative has a serious health condition.

This serious health condition began on \_\_\_\_\_ (date) and will continue until \_\_\_\_\_ (date) (Indicate whether actual \_\_\_\_ or \_\_\_\_ estimate).

Please provide appropriate medical facts and indicate why employee is needed to care for the relative:  
(Attach separate sheet if necessary).

The employee will have to care for her/his relative until \_\_\_\_\_ (date)  
(Indicate whether actual \_\_\_\_ or estimate \_\_\_\_)

\_\_\_\_\_  
Health Care Provider (Please print or type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

**FMLA Form 14**



**KENSTON**  
S C H O O L S

**FMLA Form 14**

**HEALTH CARE PROVIDER'S CERTIFICATION FOR EMPLOYEE  
REQUEST FOR INTERMITTENT LEAVE OR REDUCED-WORK SCHEDULE**

To Health Care Provider: \_\_\_\_\_ (Employee) has applied for family or medical leave from the Kenston Local School District. Please complete the information below so that the employee's eligibility can be determined.

Employee has requested intermittent leave or a reduced-work schedule for planned medical treatment. Indicate below the dates on which treatment is expected to be given and the duration of the treatment.

Employee has requested intermittent leave or a reduced-work schedule for her/his own serious health condition. Indicate below the medical necessity and expected duration of such leave.

Employee has requested intermittent leave or a reduced-work schedule to care for a child/spouse/parent. Indicate below why leave is necessary for the care of the relative and how it will assist in their recovery and the expected duration and schedule of such leave.

Please provide appropriate medical facts: (Attach separate sheet if necessary)

\_\_\_\_\_  
Health Care Provider (Please print or type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

**FMLA Form 15**



**KENSTON**  
S C H O O L S

**FMLA Form 15**

**HEALTH CARE PROVIDER'S CERTIFICATION FOR  
RETURN TO WORK**

I hereby certify that I have physically examined \_\_\_\_\_  
(Employee) and have determined that she/he is able to resume all the essential job  
functions of her/his position and so is eligible to return to work in the Kenston Local  
School District.

The following limits exist or accommodations are necessary to resume her/his essential  
job functions:

\_\_\_\_\_  
Health Care Provider (Please print or type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

# Tobacco Use Certification



## TOBACCO USE CERTIFICATION

Employees (and any covered dependents) enrolled in Medical Mutual of Ohio benefits plans (including all affiliated companies; collectively "Medical Mutual") will incur a monthly Tobacco User Premium. For the purposes of this certification, tobacco use includes, but is not limited to, the use of cigarettes, cigars, pipes, oral tobacco products, or other products containing tobacco.

Please review the following and check the appropriate box:

NON-TOBACCO USER  I certify that I (and any covered dependent) am not a tobacco products user, have not used tobacco products within the last 90 days, or will not have used tobacco for at least 90 days prior to my hire date.

TOBACCO USER  I declare that, I and/or one or more dependents covered under my health insurance coverage through Medical Mutual currently uses tobacco products in some form. By checking this box I acknowledge that I will be subject to the Tobacco User Premium.

DECLINE TO DISCLOSE TOBACCO USE  I choose not to disclose my or my dependents' status as it relates to tobacco use. I understand and agree that by not making an election I am voluntarily choosing to pay the Tobacco User Premium.

I do hereby attest the above information is true and correct, and complete to the best of my knowledge. I understand that I am required to report any tobacco use, subject to the tobacco user premium, by me (or any covered dependents) within 30 days of use, if not previously reported above. In addition, I acknowledge and understand that providing false, inaccurate or incomplete information may result in disciplinary action including termination from employment.

*The language used in this document does not create an employment contract of any kind between the employee and Kenston Schools.*

*Your signed and completed form must be **received by** Kenston Schools, 17419 Snyder Road, Chagrin Falls, Ohio 44023, Attention Payroll Department, with the enclosed application.*

If a completed Non-Tobacco User Certification form is not received with the enclosed application, you will incur the monthly Tobacco User Premium.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

# SuperMed Plus Shell

Benefits	Network	Non-Network
Benefit Period	January 1 <sup>st</sup> through December 31 <sup>st</sup>	
Dependent Age	26	
Older Age Child	28	
Pre-Existing Condition Waiting Period	Removal upon End of Calendar Year	
Lifetime Maximum	Does Not Apply	
Overall Benefit Period Maximum	Unlimited	
3 month Deductible Carryover	Does Apply	
Benefit Period Deductible – Single/Family <sup>1</sup>	\$400/\$800	\$900/\$1,800
Coinsurance	90%	70%
Coinsurance Out-of-Pocket Maximum (Excluding Deductible) – Single/Family	\$800/\$1,600	\$1,600/\$3,200
TOTAL BENEFIT OUT OF POCKET (DEDUCTIBLE + COINSURANCE) <sup>7</sup>	\$1,200/\$2,400	\$2,500/\$5,000
<b>Physician/Office Services</b>		
Office Visit (Illness/Injury) <sup>2</sup>		
Primary Care Physician	\$15 copay, then 100%	\$25 copay, then 70%
Specialist <sup>3</sup>	\$25 copay, then 100%	\$35 copay, then 70%
Urgent Care Office Visit <sup>2</sup>	\$25 copay, then 100%	\$35 copay, then 70%
Immunizations (Includes, but is not limited to: tetanus toxoid, rabies vaccine, and meningococcal polysaccharide vaccine are covered services)	100%	50% after deductible <sup>5</sup>
Administration of H1N1	100%	
<b>Preventive Services</b>		
<b>Preventive Services, in accordance with state and federal law<sup>4</sup></b>		
Routine Physical Exam (Age 21 and over) (One exam per benefit period)	100%	50% after deductible <sup>5</sup>
Well Child Care Services including Exam, Routine Vision, Routine Hearing Exams, Well Child Care Immunizations and Laboratory Tests (To age 21)	100%	70% after deductible
Routine Mammogram and Associated Office Visit (One each per benefit period)	100%	70% after deductible
Routine Pap Test and Associated Office Visit (One each per benefit period)	100%	70% after deductible
Routine Lab, X-ray and Medical Tests	100%	70% after deductible
<b>Outpatient Services</b>		
Surgical Services	90% after deductible	70% after deductible
Diagnostic Services	100%	70% after deductible
Physical & Occupational Therapies Facility/Professional (40 visits combined per benefit period)	90% after deductible	70% after deductible
Chiropractic Therapy (24 visits per benefit period)	90% after deductible	70% after deductible
Speech Therapy – Facility and Professional (20 visits per benefit period)	90% after deductible	70% after deductible
Cardiac Rehabilitation	90% after deductible	70% after deductible
Emergency use of an Emergency Room	100%	
Non-Emergency use of an Emergency Room <sup>6</sup>	\$100 copay, then 90%	\$100 copay, then 70%

Benefits	Network	Non-Network
<b>Inpatient Facility</b>		
Semi-Private Room and Board	90% after deductible	70% after deductible
Maternity	90% after deductible	70% after deductible
Skilled Nursing Facility (100 days per benefit period)	90% after deductible	70% after deductible
Organ Transplants	90% after deductible	70% after deductible
<b>Additional Services</b>		
Allergy Testing	90% after deductible	50% after deductible <sup>5</sup>
Allergy Treatments	90% after deductible	50% after deductible <sup>5</sup>
Ambulance (including Life Flights)	\$100 copay, then 90%	\$100 copay, then 70%
Durable Medical Equipment	90% after deductible	70% after deductible
Home Healthcare	90% after deductible	50% after deductible <sup>5</sup>
Hospice	90% after deductible	50% after deductible <sup>5</sup>
Private Duty Nursing (\$1,000 maximum per benefit period)	90% after deductible	70% after deductible
<b>Mental Health and Substance Abuse – Federal Mental Health Parity</b>		
Inpatient Mental Health and Substance Abuse Services	<b>Benefits paid are based on corresponding medical benefits</b>	
Outpatient Mental Health and Substance Abuse Services		

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

Deductible expenses incurred for services by a network provider will only apply to the network deductible out-of-pocket limits. Deductible expenses incurred for services by a non-network provider will only apply to the non-network deductible out-of-pocket limits.

Coinsurance expenses incurred for services by a network provider will only apply to the network coinsurance out-of-pocket limits. Coinsurance expenses incurred for services by a non-network provider will only apply to the non-network coinsurance out-of-pocket limits.

Non-Contracting and Facility Other Providers will pay the same as Non-Network.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

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.

<sup>1</sup>Maximum family deductible. Member deductible is the same as single deductible. 3-month carryover applies

<sup>2</sup>The office visit co-pay applies to the cost of the office visit only.

<sup>3</sup>The PCP copayment will apply to Specialist Office Visits when services are rendered outside the SuperMed Service Area.

<sup>4</sup>Preventive services include evidence-based services that have a rating of "A" or "B" in the United States Preventive Services Task Force, routine immunizations and other screenings, as provided for in the Patient Protection and Affordable Care Act.

<sup>5</sup>Not applied to Coinsurance Out-of-Pocket Maximum.

<sup>6</sup>Copay waived if admitted. The co-pay applies to room charges only. All other covered charges are subject to deductible and coinsurance.

<sup>7</sup>FEDERAL HEALTH CARE LAWS PROVIDE FOR TOTAL MAXIMUM AMOUNT : (deductible+coinsurance+copays) in 2014. (Applies to Network services only). These amounts will increase each year, subject to federal regulations.

## **APPENDIX D - SUPPLEMENTAL SCHEDULES**

# Supplemental Schedules 2016-2017

## Kenston Supplementals

39,607

Revised August 12, 2003  
 Revised February 23, 2004  
 Revised June 2, 2004  
 Revised April 2006  
 Revised February 2007  
 Revised March 2007  
 Revised August 20, 2007  
 Revised October 20, 2008  
 Revised March 2009  
 Revised November 2010  
 Revised March 2011  
 Revised April 2013  
 Revised July 2013  
 Revised January 2014

	Step 0	Step 1	Step 2	Pre	Season			
<b>Athletics</b>								
Position	Job Desc.							
<b>General</b>								
Athletic Coordinator	19.0%	7,525	21.0%	8,317	24.0%	9,506	4.0%	1,584
HS Faculty Manager	7.0%	2,772	9.0%	3,565	12.0%	4,753		
MS Athletic Director	11.0%	4,357	13.0%	5,149	16.0%	6,337	2.0%	792
MS Athletic Coordinator	12.0%	4,753	14.0%	5,545	17.0%	6,733	2.0%	792
MS Faculty Manager	5.0%	1,980	6.0%	2,376	9.0%	3,565		
Weight Room Supervisor	2.0%	792	2.5%	990	3.0%	1,188		
Equipment Manager HS	5.5%	2,178	6.0%	2,376	8.0%	3,169		
Mat Maid Advisor	2.0%	792	N/A		N/A			
<b>Baseball/Softball</b>								
Head Coach	12.0%	4,753	12.6%	4,990	13.2%	5,228		
Assistant Coach	0.70	3,327	0.70	3,493	0.70	3,660		
Freshman Coach	0.66	3,137	0.66	3,294	0.66	3,451		
MS Coach	0.60	2,852	0.60	2,994	0.60	3,137		
MS Assistant Coach	0.58	2,757	0.58	2,894	0.58	3,032		
<b>Basketball</b>								
Head Coach	16.0%	6,337	16.9%	6,694	17.5%	6,931		
Assistant Coach	0.70	4,436	0.70	4,686	0.70	4,852		
Freshman Coach	0.66	4,182	0.66	4,418	0.66	4,575		
MS Head Coach	0.60	3,802	0.60	4,016	0.60	4,159		
MS Assistant Coach	0.58	3,676	0.58	3,882	0.58	4,020		
<b>Cheerleader</b>								
Varsity Advisor	4.4%	1,743	4.6%	1,822	4.7%	1,862		
JV Advisor	0.70	1,220	0.70	1,275	0.70	1,303		
Freshman Advisor	0.66	1,150	0.66	1,202	0.66	1,229		
MS Advisor	0.60	1,046	0.60	1,093	0.60	1,117		
<b>Cross Country</b>								
Head Coach	7.9%	3,129	8.4%	3,327	8.7%	3,446		
MS Coach	0.60	1,877	0.60	1,996	0.60	2,067		
<b>Football</b>								
Head Coach	16.0%	6,337	16.9%	6,694	17.5%	6,931	4.0%	1,584
Assistant Coach	0.70	4,436	0.70	4,686	0.70	4,852	0.70	1,109
Freshman Coach	0.66	4,182	0.66	4,418	0.66	4,575	0.66	1,046
Asst. Freshman Coach	0.65	4,119	0.65	4,351	0.65	4,505	0.65	1,030
MS Head Coach	0.60	3,802	0.60	4,016	0.60	4,159	0.60	951
MS Assistant Coach	0.58	3,676	0.58	3,882	0.58	4,020	0.58	919
<b>Golf</b>								
Head Coach	7.9%	3,129	8.4%	3,327	8.7%	3,446		
Assistant Coach	0.70	2,190	0.70	2,329	0.70	2,412		

## Kenston Supplementals

39,607

Revised August 12, 2003  
 Revised February 23, 2004  
 Revised June 2, 2004  
 Revised April 2006  
 Revised February 2007  
 Revised March 2007  
 Revised August 20, 2007  
 Revised October 20, 2008  
 Revised March 2009  
 Revised November 2010  
 Revised March 2011  
 Revised April 2013  
 Revised July 2013  
 Revised January 2014

	Step 0	Step 1	Step 2	Pre	Season	
<b>Gymnastics</b>						
Head Coach	12.3%	4,872	12.7%	5,030	13.0%	5,149
Assistant Coach	0.70	3,410	0.70	3,521	0.70	3,604
MS Head Coach	0.60	2,923	0.60	3,018	0.60	3,089
MS Assistant Coach	0.58	2,826	0.58	2,917	0.58	2,986
<b>Ice Hockey</b>						
Head Coach	12.3%	4,872	12.7%	5,030	13.0%	5,149
Assistant Coach	0.70	3,410	0.70	3,521	0.70	3,604
<b>Lacrosse</b>						
Head Coach	7.9%	3,129	8.4%	3,327	8.7%	3,446
Assistant Coach	0.70	2,190	0.70	2,329	0.70	2,412
<b>Soccer</b>						
Head Coach	12.0%	4,753	12.6%	4,990	13.2%	5,228
Assistant Coach	0.70	3,327	0.70	3,493	0.70	3,660
Freshman Coach	0.66	3,137	0.66	3,294	0.66	3,451
MS Coach	0.60	2,852	0.60	2,994	0.60	3,137
MS Assistant Coach	0.58	2,757	0.58	2,894	0.58	3,032
<b>Swimming</b>						
Head Coach	12.3%	4,872	12.7%	5,030	13.0%	5,149
Assistant Coach	0.70	3,410	0.70	3,521	0.70	3,604
<b>Tennis</b>						
Head Coach	7.9%	3,129	8.4%	3,327	8.7%	3,446
Assistant Coach	0.70	2,190	0.70	2,329	0.70	2,412
<b>Track</b>						
Head Coach	12.0%	4,753	12.6%	4,990	13.2%	5,228
Assistant Coach	0.70	3,327	0.70	3,493	0.70	3,660
MS Head Coach	0.60	2,852	0.60	2,994	0.60	3,137
MS Assistant Coach	0.58	2,757	0.58	2,894	0.58	3,032
<b>Volleyball</b>						
Head Coach	11.3%	4,476	11.8%	4,674	12.1%	4,792
Assistant Coach	0.70	3,133	0.70	3,272	0.70	3,355
Freshman Coach	0.66	2,954	0.66	3,085	0.66	3,163
MS Head Coach	0.60	2,685	0.60	2,804	0.60	2,875
MS Assistant Coach	0.58	2,596	0.58	2,711	0.58	2,780
<b>Wrestling</b>						
Head Coach	16.0%	6,337	16.9%	6,694	17.5%	6,931
Assistant Coach	0.70	4,436	0.70	4,686	0.70	4,852
Freshman Coach	0.66	4,182	0.66	4,418	0.66	4,575
MS Head Coach	0.60	3,802	0.60	4,016	0.60	4,159
MS Assistant Coach	0.58	3,676	0.58	3,882	0.58	4,020
<b>Advisors</b>						

**Kenston Supplementals**

39,607

Revised August 12, 2003  
 Revised February 23, 2004  
 Revised June 2, 2004  
 Revised April 2008  
 Revised February 2007  
 Revised March 2007  
 Revised August 20, 2007  
 Revised October 20, 2008  
 Revised March 2009  
 Revised November 2010  
 Revised March 2011  
 Revised April 2013  
 Revised July 2013  
 Revised January 2014

	Step 0		Step 1		Step 2	Pre Season
<b>Academic Competition</b>	3.0%	1,188	N/A		N/A	
<b>Class Advisors</b>						
Senior	2.5%	990	3.5%	1,386	5.5%	2,178
Junior	2.0%	792	3.0%	1,188	5.0%	1,980
Sophomore	1.0%	396	2.0%	792	4.0%	1,584
Freshman	1.0%	396	2.0%	792	4.0%	1,584
<b>Forensics</b>						
Head Coach	4.0%	1,584	5.0%	1,980	7.0%	2,772
Assistant Coach	1.0%	396	2.0%	792	4.0%	1,584
<b>Janus</b>	6.7%	2,654	6.9%	2,733	7.1%	2,812
<b>National Honor Society</b>	4.0%	1,584	5.0%	1,980	7.0%	2,772
<b>NHS Variety Show</b>	2.0%	792	N/A		N/A	
<b>Newspaper</b>						
High School	6.7%	2,654	6.9%	2,733	7.1%	2,812
Middle School	2.0%	792	N/A		N/A	
<b>Power of the Pen</b>	2.0%	792	N/A		N/A	
<b>Science Olympiad</b>						
Head Coach	6.7%	2,654	6.9%	2,733	7.1%	2,812
Assistant Coach	0.70	1,858	0.70	1,913	0.70	1,968
<b>Yearbook Advisor</b>						
High School	7.9%	3,129	8.4%	3,327	8.7%	3,446
Middle School	0.60	1,877	0.60	1,996	0.60	2,067
<b>Curriculum Leader</b>	2.0%	792	N/A		N/A	
<b>Interact</b>	2.0%	792	3.0%	1,188	5.0%	1,980
<b>Student Council</b>						
High School	5.2%	2,060	5.4%	2,139	5.5%	2,178
Middle School	0.60	1,236	0.60	1,283	0.60	1,307
KIS (per grade)	0.50	1,030	0.50	1,069	0.50	1,089
<b>*Club Advisor</b>	2.0%	792	N/A		N/A	
Art Club	KMS					
Technology Club	KMS					
Computer Club	KMS					
French Club	KHS					
Junior State of America	KHS					
Pulse Club	KHS					
Science Club	KHS					
Teen Institute	KHS					
*club list subject to change						

## Kenston Supplementals

39,607

Revised August 12, 2003  
 Revised February 23, 2004  
 Revised June 2, 2004  
 Revised April 2008  
 Revised February 2007  
 Revised March 2007  
 Revised August 20, 2007  
 Revised October 20, 2008  
 Revised March 2009  
 Revised November 2010  
 Revised March 2011  
 Revised April 2013  
 Revised July 2013  
 Revised January 2014

	Step 0		Step 1		Step 2	Pre	Season
<b>Faculty Leaders</b>							
<b>Department Heads</b>							
6 or more members	9.0%	3,565	N/A		N/A		
3 to 6 members	5.2%	2,060	N/A		N/A		
fewer than 3 members	4.5%	1,782	N/A		N/A		
<b>Team Leaders</b>							
10 or more members	5.0%	1,980	6.0%	2,376	9.0%	3,565	Rev 7/13
Under 10 members	4.0%	1,584	5.0%	1,980	8.0%	3,169	Rev 7/13
<b>Grade Level Chairperson</b>							
10 or more members	5.0%	1,980	6.0%	2,376	9.0%	3,565	
Under 10 members	4.0%	1,584	5.0%	1,980	8.0%	3,169	
<b>Music</b>							
<b>Band</b>							
High School Band Dir.	11.0%	4,357	12.5%	4,951	15.0%	5,941	
Asst. High School Band	4.0%	1,584	5.0%	1,980	7.0%	2,772	
Auxiliary Unit Advisor	9.0%	3,565	10.0%	3,961	12.0%	4,753	Rev 11/10
Band Camp	2.0%	792	N/A		N/A		
Drill Team Camp	2.0%	792	N/A		N/A		
HS Jazz Band	2.0%	792	3.0%	1,188	4.0%	1,584	Rev 11/10
MS Jazz Band	0.60	475	0.60	713	0.60	951	Rev 11/10
<b>Drama</b>							
HS Musical Director	4.0%	1,584	5.0%	1,980	7.0%	2,772	
MS Musical Director	0.60	951	0.60	1,188	0.60	1,663	Rev 10/08
Asst. HS Musical Director	1.0%	396	2.0%	792	4.0%	1,584	
Asst. MS Musical Director	0.60	238	0.60	475	0.60	951	Rev 10/08
Technical Director	4.0%	1,584	5.0%	1,980	7.0%	2,772	Rev 02/07
MS Technical Director	0.60	951	0.60	1,188	0.60	1,663	Rev 10/08
Play Director	4.0%	1,584	5.0%	1,980	7.0%	2,772	
MS Play Director	0.60	951	0.60	1,188	0.60	1,663	Rev 10/08
<b>Choir/Jazz</b>							
Show Choir Director	6.0%	2,376	8.0%	3,169	10.0%	3,961	
MS Ensemble Director	0.60	1,426	0.60	1,901	0.60	2,376	
5th Grade Chorus Director	0.50	1,188	0.50	1,584	0.50	1,980	
HS Varsity Jazz Vocal Group	2.0%	792	3.0%	1,188	4.0%	1,584	Rev 11/10
<b>Technology</b>							
Grade Level Technology (per grade)	1.5%	594	N/A		N/A		
<b>Web Page</b>							
High School	6.7%	2,654	6.9%	2,733	7.1%	2,812	

**Kenston Supplementals**

39,607

Revised August 12, 2003  
 Revised February 23, 2004  
 Revised June 2, 2004  
 Revised April 2006  
 Revised February 2007  
 Revised March 2007  
 Revised August 20, 2007  
 Revised October 20, 2008  
 Revised March 2009  
 Revised November 2010  
 Revised March 2011  
 Revised April 2013  
 Revised July 2013  
 Revised January 2014

	Step 0		Step 1		Step 2		Pre	Season
Middle School	0.60	1,592	0.60	1,640	0.60	1,687		
Intermediate School	0.50	1,327	0.50	1,366	0.50	1,406		
Timmons	0.45	1,194	0.45	1,230	0.45	1,265		
Gardner Early Learning Center	0.40	1,061	0.40	1,093	0.40	1,125		

**Miscellaneous**

<b>Auditorium AV Specialist KHS</b>								
	13.0%	5,149	14.0%	5,545	15.0%	5,941		Rev 03/07
Assistant AV Specialist	0.60	3,089	0.60	3,327	0.60	3,565		Rev 10/08

<b>Field Trip Supervisor</b>			N/A		N/A			
<b>No Longevity beginning 2013-14</b>								Rev 4/13
1st Day	1.0%	396	N/A		N/A			
2nd Day	1.25%	495	N/A		N/A			
3rd Day	1.5%	594	N/A		N/A			
4th Day	1.75%	693	N/A		N/A			
5th Day	2.0%	792	N/A		N/A			

<b>Assistant Supervisor KMS Outdoor Education</b>								
	1.0%	396	N/A		N/A			Rev 03/11

<b>Industrial Arts Maint.</b>	2.0%	792	N/A		N/A			
-------------------------------	------	-----	-----	--	-----	--	--	--

<b>In School Suspension (per 4 hour session)</b>	0.25%	99	N/A		N/A			
--	-------	----	-----	--	-----	--	--	--

<b>Outdoor Education Dir.</b>	4.0%	1,584	N/A		N/A			
-------------------------------	------	-------	-----	--	-----	--	--	--

<b>Radio Station Manager</b>	7.0%	2,772	N/A		N/A			
------------------------------	------	-------	-----	--	-----	--	--	--

<b>Visual Aids Director</b>	1.5%	594	2.0%	792	3.5%	1,386		
-----------------------------	------	-----	------	-----	------	-------	--	--

**District Wellness Coordinator**

<b>Zoo Crew</b>	2.0%	792	N/A		N/A			
-----------------	------	-----	-----	--	-----	--	--	--

**Longevity-Not to exceed contract amount for that Supplemental**

<b>Contracts with Steps 0, 1, 2</b>	<b>7 years</b>		<b>12 years</b>		<b>17 years</b>		<b>22 years</b>	
	1.0%	396	2.0%	792	3.0%	1,188	4.0%	1,584

	<b>27 Years</b>		<b>32 Years</b>		<b>37 Years</b>			
	5.0%	1,980	6.0%	2,376	7.0%	2,772		

Longevity begins with the 8th year and increases 1% for every 5

<b>Contracts with: Step 0 Except Trips Beginning 2013-14</b>	<b>5 years</b>		<b>10 years</b>		<b>15 years</b>		<b>20 years</b>	
	1.0%	396	2.0%	792	3.0%	1,188	4.0%	1,584

	<b>25 Years</b>		<b>30 Years</b>		<b>35 Years</b>			
	5.0%	1,980	6.0%	2,376	7.0%	2,772		

Longevity begins with the 6th year and increases 1% for every 5



# Supplemental Schedules 2017-2018

## Kenston Supplementals

40,399

Revised August 12, 2003  
 Revised February 23, 2004  
 Revised June 2, 2004  
 Revised April 2006  
 Revised February 2007  
 Revised March 2007  
 Revised August 20, 2007  
 Revised October 20, 2008  
 Revised March 2009  
 Revised November 2010  
 Revised March 2011  
 Revised April 2013  
 Revised July 2013  
 Revised January 2014

		Step 0		Step 1		Step 2		Pre	Season
<b>Athletics</b>									
Position	Job Desc.								
<b>General</b>									
Athletic Coordinator		19.0%	7,676	21.0%	8,484	24.0%	9,696	4.0%	1,616
HS Faculty Manager		7.0%	2,828	9.0%	3,636	12.0%	4,848		
MS Athletic Director		11.0%	4,444	13.0%	5,252	16.0%	6,464	2.0%	808
MS Athletic Coordinator		12.0%	4,848	14.0%	5,656	17.0%	6,868	2.0%	808
MS Faculty Manager		5.0%	2,020	6.0%	2,424	9.0%	3,636		
Weight Room Supervisor		2.0%	808	2.5%	1,010	3.0%	1,212		
Equipment Manager HS		5.5%	2,222	6.0%	2,424	8.0%	3,232		
Mat Maid Advisor		2.0%	808	N/A		N/A			
<b>Baseball/Softball</b>									
Head Coach		12.0%	4,848	12.6%	5,090	13.2%	5,333		
Assistant Coach		0.70	3,394	0.70	3,563	0.70	3,733		
Freshman Coach		0.66	3,200	0.66	3,360	0.66	3,520		
MS Coach		0.60	2,909	0.60	3,054	0.60	3,200		
MS Assistant Coach		0.58	2,812	0.58	2,952	0.58	3,093		
<b>Basketball</b>									
Head Coach		16.0%	6,464	16.9%	6,827	17.5%	7,070		
Assistant Coach		0.70	4,525	0.70	4,779	0.70	4,949		
Freshman Coach		0.66	4,266	0.66	4,506	0.66	4,666		
MS Head Coach		0.60	3,878	0.60	4,096	0.60	4,242		
MS Assistant Coach		0.58	3,749	0.58	3,960	0.58	4,100		
<b>Cheerleader</b>									
Varsity Advisor		4.4%	1,776	4.6%	1,858	4.7%	1,899		
JV Advisor		0.70	1,244	0.70	1,301	0.70	1,329		
Freshman Advisor		0.66	1,173	0.66	1,227	0.66	1,253		
MS Advisor		0.60	1,067	0.60	1,115	0.60	1,139		
<b>Cross Country</b>									
Head Coach		7.9%	3,192	8.4%	3,394	8.7%	3,515		
MS Coach		0.60	1,915	0.60	2,036	0.60	2,109		
<b>Football</b>									
Head Coach		16.0%	6,464	16.9%	6,827	17.5%	7,070	4.0%	1,616
Assistant Coach		0.70	4,525	0.70	4,779	0.70	4,949	0.70	1,131
Freshman Coach		0.66	4,266	0.66	4,506	0.66	4,666	0.66	1,067
Asst. Freshman Coach		0.65	4,201	0.65	4,438	0.65	4,595	0.65	1,050
MS Head Coach		0.60	3,878	0.60	4,096	0.60	4,242	0.60	970
MS Assistant Coach		0.58	3,749	0.58	3,960	0.58	4,100	0.58	937
<b>Golf</b>									
Head Coach		7.9%	3,192	8.4%	3,394	8.7%	3,515		
Assistant Coach		0.70	2,234	0.70	2,375	0.70	2,460		

## Kenston Supplementals

40,399

Revised August 12, 2003  
 Revised February 23, 2004  
 Revised June 2, 2004  
 Revised April 2006  
 Revised February 2007  
 Revised March 2007  
 Revised August 20, 2007  
 Revised October 20, 2008  
 Revised March 2009  
 Revised November 2010  
 Revised March 2011  
 Revised April 2013  
 Revised July 2013  
 Revised January 2014

	Step 0		Step 1		Step 2		Pre	Season
<b>Gymnastics</b>								
Head Coach	12.3%	4,969	12.7%	5,131	13.0%	5,252		
Assistant Coach	0.70	3,478	0.70	3,591	0.70	3,676		
MS Head Coach	0.60	2,981	0.60	3,078	0.60	3,151		
MS Assistant Coach	0.58	2,882	0.58	2,976	0.58	3,046		
<b>Ice Hockey</b>								
Head Coach	12.3%	4,969	12.7%	5,131	13.0%	5,252		
Assistant Coach	0.70	3,478	0.70	3,591	0.70	3,676		
<b>Lacrosse</b>								
Head Coach	7.9%	3,192	8.4%	3,394	8.7%	3,515		
Assistant Coach	0.70	2,234	0.70	2,375	0.70	2,460		
<b>Soccer</b>								
Head Coach	12.0%	4,848	12.6%	5,090	13.2%	5,333		
Assistant Coach	0.70	3,394	0.70	3,563	0.70	3,733		
Freshman Coach	0.66	3,200	0.66	3,360	0.66	3,520		
MS Coach	0.60	2,909	0.60	3,054	0.60	3,200		
MS Assistant Coach	0.58	2,812	0.58	2,952	0.58	3,093		
<b>Swimming</b>								
Head Coach	12.3%	4,969	12.7%	5,131	13.0%	5,252		
Assistant Coach	0.70	3,478	0.70	3,591	0.70	3,676		
<b>Tennis</b>								
Head Coach	7.9%	3,192	8.4%	3,394	8.7%	3,515		
Assistant Coach	0.70	2,234	0.70	2,375	0.70	2,460		
<b>Track</b>								
Head Coach	12.0%	4,848	12.6%	5,090	13.2%	5,333		
Assistant Coach	0.70	3,394	0.70	3,563	0.70	3,733		
MS Head Coach	0.60	2,909	0.60	3,054	0.60	3,200		
MS Assistant Coach	0.58	2,812	0.58	2,952	0.58	3,093		
<b>Volleyball</b>								
Head Coach	11.3%	4,565	11.8%	4,767	12.1%	4,888		
Assistant Coach	0.70	3,196	0.70	3,337	0.70	3,422		
Freshman Coach	0.66	3,013	0.66	3,146	0.66	3,226		
MS Head Coach	0.60	2,739	0.60	2,860	0.60	2,933		
MS Assistant Coach	0.58	2,648	0.58	2,765	0.58	2,835		
<b>Wrestling</b>								
Head Coach	16.0%	6,464	16.9%	6,827	17.5%	7,070		
Assistant Coach	0.70	4,525	0.70	4,779	0.70	4,949		
Freshman Coach	0.66	4,266	0.66	4,506	0.66	4,666		
MS Head Coach	0.60	3,878	0.60	4,096	0.60	4,242		
MS Assistant Coach	0.58	3,749	0.58	3,960	0.58	4,100		

### Advisors

**Kenston Supplementals**

40,389

Revised August 12, 2003  
 Revised February 23, 2004  
 Revised June 2, 2004  
 Revised April 2006  
 Revised February 2007  
 Revised March 2007  
 Revised August 20, 2007  
 Revised October 20, 2008  
 Revised March 2009  
 Revised November 2010  
 Revised March 2011  
 Revised April 2013  
 Revised July 2013  
 Revised January 2014

	Step 0		Step 1		Step 2	Pre Season
<b>Academic Competition</b>	3.0%	1,212	N/A		N/A	
<b>Class Advisors</b>						
Senior	2.5%	1,010	3.5%	1,414	5.5%	2,222
Junior	2.0%	808	3.0%	1,212	5.0%	2,020
Sophomore	1.0%	404	2.0%	808	4.0%	1,616
Freshman	1.0%	404	2.0%	808	4.0%	1,616
<b>Forensics</b>						
Head Coach	4.0%	1,616	5.0%	2,020	7.0%	2,828
Assistant Coach	1.0%	404	2.0%	808	4.0%	1,616
Janus	6.7%	2,707	6.9%	2,788	7.1%	2,888
National Honor Society	4.0%	1,616	5.0%	2,020	7.0%	2,828
NHS Variety Show	2.0%	808	N/A		N/A	
<b>Newspaper</b>						
High School	6.7%	2,707	6.9%	2,788	7.1%	2,888
Middle School	2.0%	808	N/A		N/A	
Power of the Pen	2.0%	808	N/A		N/A	
<b>Science Olympiad</b>						
Head Coach	6.7%	2,707	6.9%	2,788	7.1%	2,888
Assistant Coach	0.70	1,895	0.70	1,951	0.70	2,008
<b>Yearbook Advisor</b>						
High School	7.9%	3,192	8.4%	3,394	8.7%	3,515
Middle School	0.60	1,915	0.60	2,036	0.60	2,109
Curriculum Leader	2.0%	808	N/A		N/A	
Interact	2.0%	808	3.0%	1,212	5.0%	2,020
<b>Student Council</b>						
High School	5.2%	2,101	5.4%	2,182	5.5%	2,222
Middle School	0.60	1,260	0.60	1,309	0.60	1,333
KIS (per grade)	0.50	1,050	0.50	1,091	0.50	1,111
*Club Advisor	2.0%	808	N/A		N/A	
Art Club	KMS					
Technology Club	KMS					
Computer Club	KMS					
French Club	KHS					
Junior State of America	KHS					
Pulse Club	KHS					
Science Club	KHS					
Teen Institute	KHS					

\*club list subject to change

**Kenston Supplementals**

40,399

Revised August 12, 2003  
 Revised February 23, 2004  
 Revised June 2, 2004  
 Revised April 2006  
 Revised February 2007  
 Revised March 2007  
 Revised August 20, 2007  
 Revised October 20, 2008  
 Revised March 2009  
 Revised November 2010  
 Revised March 2011  
 Revised April 2013  
 Revised July 2013  
 Revised January 2014

	Step 0		Step 1		Step 2		Pre Season
<b>Faculty Leaders</b>							
<b>Department Heads</b>							
6 or more members	9.0%	3,636	N/A		N/A		
3 to 6 members	5.2%	2,101	N/A		N/A		
fewer than 3 members	4.5%	1,818	N/A		N/A		
<b>Team Leaders</b>							
10 or more members	5.0%	2,020	6.0%	2,424	9.0%	3,636	Rev 7/13
Under 10 members	4.0%	1,616	5.0%	2,020	8.0%	3,232	Rev 7/13
<b>Grade Level Chairperson</b>							
10 or more members	5.0%	2,020	6.0%	2,424	9.0%	3,636	
Under 10 members	4.0%	1,616	5.0%	2,020	8.0%	3,232	
<b>Music</b>							
<b>Band</b>							
High School Band Dir.	11.0%	4,444	12.5%	5,050	15.0%	6,060	
Asst. High School Band	4.0%	1,616	5.0%	2,020	7.0%	2,828	
Auxiliary Unit Advisor	9.0%	3,636	10.0%	4,040	12.0%	4,848	Rev 11/10
Band Camp	2.0%	808	N/A		N/A		
Drill Team Camp	2.0%	808	N/A		N/A		
HS Jazz Band	2.0%	808	3.0%	1,212	4.0%	1,616	Rev 11/10
MS Jazz Band	0.60	485	0.60	727	0.60	970	Rev 11/10
<b>Drama</b>							
HS Musical Director	4.0%	1,616	5.0%	2,020	7.0%	2,828	
MS Musical Director	0.60	970	0.60	1,212	0.60	1,697	Rev 10/08
Asst. HS Musical Director	1.0%	404	2.0%	808	4.0%	1,616	
Asst. MS Musical Director	0.60	242	0.60	485	0.60	970	Rev 10/08
Technical Director	4.0%	1,616	5.0%	2,020	7.0%	2,828	Rev 02/07
MS Technical Director	0.60	970	0.60	1,212	0.60	1,697	Rev 10/08
Play Director	4.0%	1,616	5.0%	2,020	7.0%	2,828	
MS Play Director	0.60	970	0.60	1,212	0.60	1,697	Rev 10/08
<b>Choir/Jazz</b>							
Show Choir Director	6.0%	2,424	8.0%	3,232	10.0%	4,040	
MS Ensemble Director	0.60	1,454	0.60	1,939	0.60	2,424	
5th Grade Chorus Director	0.50	1,212	0.50	1,616	0.50	2,020	
HS Varsity Jazz Vocal Group	2.0%	808	3.0%	1,212	4.0%	1,616	Rev 11/10
<b>Technology</b>							
Grade Level Technology (per grade)	1.5%	606	N/A		N/A		
<b>Web Page</b>							
High School	6.7%	2,707	6.9%	2,788	7.1%	2,868	

**Kenston Supplementals**

40,399

Revised August 12, 2003  
 Revised February 23, 2004  
 Revised June 2, 2004  
 Revised April 2006  
 Revised February 2007  
 Revised March 2007  
 Revised August 20, 2007  
 Revised October 20, 2008  
 Revised March 2009  
 Revised November 2010  
 Revised March 2011  
 Revised April 2013  
 Revised July 2013  
 Revised January 2014

	Step 0		Step 1		Step 2		Pre	Season
Middle School	0.60	1,624	0.60	1,673	0.60	1,721		
Intermediate School	0.50	1,353	0.50	1,394	0.50	1,434		
Timmons	0.45	1,218	0.45	1,254	0.45	1,291		
Gardiner Early Learning Center	0.40	1,083	0.40	1,115	0.40	1,147		

**Miscellaneous**

Auditorium AV Specialist KHS	13.0%	5,252	14.0%	5,658	15.0%	6,060		Rev 03/07
Assistant AV Specialist	0.60	3,151	0.60	3,394	0.60	3,636		Rev 10/08

Field Trip Supervisor			N/A		N/A			
No Longevity beginning 2013-14								Rev 4/13
1st Day	1.0%	404	N/A		N/A			
2nd Day	1.25%	505	N/A		N/A			
3rd Day	1.5%	606	N/A		N/A			
4th Day	1.75%	707	N/A		N/A			
5th Day	2.0%	808	N/A		N/A			

Assistant Supervisor KMS Outdoor Education	1.0%	404	N/A		N/A			Rev 03/11
--	------	-----	-----	--	-----	--	--	-----------

Industrial Arts Maint.	2.0%	808	N/A		N/A			
------------------------	------	-----	-----	--	-----	--	--	--

In School Suspension (per 4 hour session)	0.25%	101	N/A		N/A			
---	-------	-----	-----	--	-----	--	--	--

Outdoor Education Dir.	4.0%	1,616	N/A		N/A			
------------------------	------	-------	-----	--	-----	--	--	--

Radio Station Manager	7.0%	2,828	N/A		N/A			
-----------------------	------	-------	-----	--	-----	--	--	--

Visual Aids Director	1.5%	606	2.0%	808	3.5%	1,414		
----------------------	------	-----	------	-----	------	-------	--	--

District Wellness Coordinator								
Zoo Crew	2.0%	808	N/A		N/A			

**Longevity-Not to exceed contract amount for that Supplemental**

Contracts with Steps 0, 1, 2	7 years	1.0%	404	12 years	2.0%	808	17 years	3.0%	1,212	22 years	4.0%	1,616
	27 Years	5.0%	2,020	32 Years	6.0%	2,424	37 Years	7.0%	2,828			

Longevity begins with the 8th year and increases 1% for every 5

Contracts with: Step 0 Except Trips Beginning 2013-14	5 years	1.0%	404	10 years	2.0%	808	15 years	3.0%	1,212	20 years	4.0%	1,616
	25 Years	5.0%	2,020	30 Years	6.0%	2,424	35 Years	7.0%	2,828			

Longevity begins with the 6th year and Increases 1% for every 5



# Supplemental Schedules 2018-2019

## Kenston Supplementals

41,207

Revised August 12, 2003  
 Revised February 23, 2004  
 Revised June 2, 2004  
 Revised April 2006  
 Revised February 2007  
 Revised March 2007  
 Revised August 20, 2007  
 Revised October 20, 2008  
 Revised March 2009  
 Revised November 2010  
 Revised March 2011  
 Revised April 2013  
 Revised July 2013  
 Revised January 2014

	Step 0	Step 1	Step 2	Pre	Season
<b>Athletics</b>					
Position	Job Desc.				
<b>General</b>					
Athletic Coordinator	19.0% 7,829	21.0% 8,653	24.0% 9,890	4.0%	1,648
HS Faculty Manager	7.0% 2,884	9.0% 3,709	12.0% 4,945		
MS Athletic Director	11.0% 4,533	13.0% 5,357	16.0% 6,593	2.0%	824
MS Athletic Coordinator	12.0% 4,945	14.0% 5,769	17.0% 7,005	2.0%	824
MS Faculty Manager	5.0% 2,080	6.0% 2,472	9.0% 3,709		
Weight Room Supervisor	2.0% 824	2.5% 1,030	3.0% 1,236		
Equipment Manager HS	5.5% 2,266	6.0% 2,472	8.0% 3,297		
Mat Maid Advisor	2.0% 824	N/A	N/A		
<b>Baseball/Softball</b>					
Head Coach	12.0% 4,945	12.6% 5,192	13.2% 5,439		
Assistant Coach	0.70 3,461	0.70 3,634	0.70 3,808		
Freshman Coach	0.66 3,284	0.66 3,427	0.66 3,590		
MS Coach	0.60 2,967	0.60 3,115	0.60 3,264		
MS Assistant Coach	0.58 2,868	0.58 3,011	0.58 3,155		
<b>Basketball</b>					
Head Coach	16.0% 6,593	16.9% 6,964	17.5% 7,211		
Assistant Coach	0.70 4,615	0.70 4,875	0.70 5,048		
Freshman Coach	0.66 4,351	0.66 4,596	0.66 4,759		
MS Head Coach	0.60 3,956	0.60 4,178	0.60 4,327		
MS Assistant Coach	0.58 3,824	0.58 4,039	0.58 4,183		
<b>Cheerleader</b>					
Varsity Advisor	4.4% 1,813	4.6% 1,896	4.7% 1,937		
JV Advisor	0.70 1,269	0.70 1,327	0.70 1,356		
Freshman Advisor	0.66 1,197	0.66 1,251	0.66 1,278		
MS Advisor	0.60 1,088	0.60 1,137	0.60 1,162		
<b>Cross Country</b>					
Head Coach	7.9% 3,255	8.4% 3,461	8.7% 3,585		
MS Coach	0.60 1,953	0.60 2,077	0.60 2,151		
<b>Football</b>					
Head Coach	16.0% 6,593	16.9% 6,964	17.5% 7,211	4.0%	1,648
Assistant Coach	0.70 4,615	0.70 4,875	0.70 5,048	0.70	1,154
Freshman Coach	0.66 4,351	0.66 4,596	0.66 4,759	0.66	1,088
Asst. Freshman Coach	0.65 4,286	0.65 4,527	0.65 4,687	0.65	1,071
MS Head Coach	0.60 3,956	0.60 4,178	0.60 4,327	0.60	989
MS Assistant Coach	0.58 3,824	0.58 4,039	0.58 4,183	0.58	956
<b>Golf</b>					
Head Coach	7.9% 3,255	8.4% 3,461	8.7% 3,585		
Assistant Coach	0.70 2,279	0.70 2,423	0.70 2,510		

**Kenston Supplementals**

41,207

Revised August 12, 2003  
 Revised February 23, 2004  
 Revised June 2, 2004  
 Revised April 2006  
 Revised February 2007  
 Revised March 2007  
 Revised August 20, 2007  
 Revised October 20, 2008  
 Revised March 2009  
 Revised November 2010  
 Revised March 2011  
 Revised April 2013  
 Revised July 2013  
 Revised January 2014

	Step 0		Step 1		Step 2		Pre	Season
<b>Gymnastics</b>								
Head Coach	12.3%	5,068	12.7%	5,233	13.0%	5,357		
Assistant Coach	0.70	3,548	0.70	3,663	0.70	3,750		
MS Head Coach	0.60	3,041	0.60	3,140	0.60	3,214		
MS Assistant Coach	0.58	2,940	0.58	3,035	0.58	3,107		
<b>Ice Hockey</b>								
Head Coach	12.3%	5,068	12.7%	5,233	13.0%	5,357		
Assistant Coach	0.70	3,548	0.70	3,663	0.70	3,750		
<b>Lacrosse</b>								
Head Coach	7.9%	3,255	8.4%	3,461	8.7%	3,585		
Assistant Coach	0.70	2,279	0.70	2,423	0.70	2,510		
<b>Soccer</b>								
Head Coach	12.0%	4,945	12.6%	5,192	13.2%	5,439		
Assistant Coach	0.70	3,461	0.70	3,634	0.70	3,808		
Freshman Coach	0.66	3,264	0.66	3,427	0.66	3,590		
MS Coach	0.60	2,967	0.60	3,115	0.60	3,264		
MS Assistant Coach	0.58	2,868	0.58	3,011	0.58	3,155		
<b>Swimming</b>								
Head Coach	12.3%	5,068	12.7%	5,233	13.0%	5,357		
Assistant Coach	0.70	3,548	0.70	3,663	0.70	3,750		
<b>Tennis</b>								
Head Coach	7.9%	3,255	8.4%	3,461	8.7%	3,585		
Assistant Coach	0.70	2,279	0.70	2,423	0.70	2,510		
<b>Track</b>								
Head Coach	12.0%	4,945	12.6%	5,192	13.2%	5,439		
Assistant Coach	0.70	3,461	0.70	3,634	0.70	3,808		
MS Head Coach	0.60	2,967	0.60	3,115	0.60	3,264		
MS Assistant Coach	0.58	2,868	0.58	3,011	0.58	3,155		
<b>Volleyball</b>								
Head Coach	11.3%	4,656	11.8%	4,862	12.1%	4,986		
Assistant Coach	0.70	3,259	0.70	3,404	0.70	3,490		
Freshman Coach	0.66	3,073	0.66	3,209	0.66	3,291		
MS Head Coach	0.60	2,794	0.60	2,917	0.60	2,992		
MS Assistant Coach	0.58	2,701	0.58	2,820	0.58	2,892		
<b>Wrestling</b>								
Head Coach	16.0%	6,593	16.9%	6,964	17.5%	7,211		
Assistant Coach	0.70	4,615	0.70	4,875	0.70	5,048		
Freshman Coach	0.66	4,351	0.66	4,596	0.66	4,759		
MS Head Coach	0.60	3,956	0.60	4,178	0.60	4,327		
MS Assistant Coach	0.58	3,824	0.58	4,039	0.58	4,183		
<b>Advisors</b>								

## Kenston Supplementals

41,207

Revised August 12, 2003  
 Revised February 23, 2004  
 Revised June 2, 2004  
 Revised April 2006  
 Revised February 2007  
 Revised March 2007  
 Revised August 20, 2007  
 Revised October 20, 2008  
 Revised March 2009  
 Revised November 2010  
 Revised March 2011  
 Revised April 2013  
 Revised July 2013  
 Revised January 2014

	Step 0		Step 1		Step 2	Pre Season
<b>Academic Competition</b>	3.0%	1,236	N/A		N/A	
<b>Class Advisors</b>						
Senior	2.5%	1,030	3.5%	1,442	5.5%	2,266
Junior	2.0%	824	3.0%	1,236	5.0%	2,060
Sophmore	1.0%	412	2.0%	824	4.0%	1,648
Freshman	1.0%	412	2.0%	824	4.0%	1,648
<b>Forensics</b>						
Head Coach	4.0%	1,648	5.0%	2,060	7.0%	2,884
Assistant Coach	1.0%	412	2.0%	824	4.0%	1,648
Janus	6.7%	2,761	6.9%	2,843	7.1%	2,926
<b>National Honor Society</b>	4.0%	1,648	5.0%	2,060	7.0%	2,884
<b>NHS Variety Show</b>	2.0%	824	N/A		N/A	
<b>Newspaper</b>						
High School	6.7%	2,761	6.9%	2,843	7.1%	2,926
Middle School	2.0%	824	N/A		N/A	
<b>Power of the Pen</b>	2.0%	824	N/A		N/A	
<b>Science Olympiad</b>						
Head Coach	6.7%	2,761	6.9%	2,843	7.1%	2,926
Assistant Coach	0.70	1,933	0.70	1,990	0.70	2,048
<b>Yearbook Advisor</b>						
High School	7.9%	3,255	8.4%	3,461	8.7%	3,585
Middle School	0.60	1,953	0.60	2,077	0.60	2,151
<b>Curriculum Leader</b>	2.0%	824	N/A		N/A	
<b>Interact</b>	2.0%	824	3.0%	1,236	5.0%	2,060
<b>Student Council</b>						
High School	5.2%	2,143	5.4%	2,225	5.5%	2,266
Middle School	0.60	1,286	0.60	1,335	0.60	1,360
KIS (per grade)	0.50	1,071	0.50	1,113	0.50	1,133
<b>*Club Advisor</b>	2.0%	824	N/A		N/A	
Art Club	KMS					
Technology Club	KMS					
Computer Club	KMS					
French Club	KHS					
Junior State of America	KHS					
Pulse Club	KHS					
Science Club	KHS					
Teen Institute	KHS					

\*club list subject to change

**Kenston Supplementals**

41,207

Revised August 12, 2003  
 Revised February 23, 2004  
 Revised June 2, 2004  
 Revised April 2006  
 Revised February 2007  
 Revised March 2007  
 Revised August 20, 2007  
 Revised October 20, 2008  
 Revised March 2009  
 Revised November 2010  
 Revised March 2011  
 Revised April 2013  
 Revised July 2013  
 Revised January 2014

	Step 0		Step 1		Step 2	Pre	Season
<b><u>Faculty Leaders</u></b>							
<b>Department Heads</b>							
6 or more members	9.0%	3,709	N/A		N/A		
3 to 6 members	5.2%	2,143	N/A		N/A		
fewer than 3 members	4.5%	1,854	N/A		N/A		
<b>Team Leaders</b>							
10 or more members	5.0%	2,060	6.0%	2,472	9.0%	3,709	Rev 7/13
Under 10 members	4.0%	1,648	5.0%	2,060	8.0%	3,297	Rev 7/13
<b>Grade Level Chairperson</b>							
10 or more members	5.0%	2,060	6.0%	2,472	9.0%	3,709	
Under 10 members	4.0%	1,648	5.0%	2,060	8.0%	3,297	
<b><u>Music</u></b>							
<b>Band</b>							
High School Band Dir.	11.0%	4,533	12.5%	5,151	15.0%	6,181	
Asst. High School Band	4.0%	1,648	5.0%	2,060	7.0%	2,884	
Auxiliary Unit Advisor	9.0%	3,709	10.0%	4,121	12.0%	4,945	Rev 11/10
Band Camp	2.0%	824	N/A		N/A		
Drill Team Camp	2.0%	824	N/A		N/A		
HS Jazz Band	2.0%	824	3.0%	1,236	4.0%	1,648	Rev 11/10
MS Jazz Band	0.60	494	0.60	742	0.60	989	Rev 11/10
<b>Drama</b>							
HS Musical Director	4.0%	1,648	5.0%	2,060	7.0%	2,884	
MS Musical Director	0.60	989	0.60	1,236	0.60	1,731	Rev 10/08
Asst. HS Musical Director	1.0%	412	2.0%	824	4.0%	1,648	
Asst. MS Musical Director	0.60	247	0.60	494	0.60	989	Rev 10/08
Technical Director	4.0%	1,648	5.0%	2,060	7.0%	2,884	Rev 02/07
MS Technical Director	0.60	989	0.60	1,236	0.60	1,731	Rev 10/08
Play Director	4.0%	1,648	5.0%	2,060	7.0%	2,884	
MS Play Director	0.60	989	0.60	1,236	0.60	1,731	Rev 10/08
<b>Choir/Jazz</b>							
Show Choir Director	6.0%	2,472	8.0%	3,297	10.0%	4,121	
MS Ensemble Director	0.60	1,483	0.60	1,978	0.60	2,472	
5th Grade Chorus Director	0.50	1,236	0.50	1,648	0.50	2,060	
HS Varsity Jazz Vocal Group	2.0%	824	3.0%	1,236	4.0%	1,648	Rev 11/10
<b><u>Technology</u></b>							
<b>Grade Level Technology (per grade)</b>							
	1.5%	618	N/A		N/A		
<b>Web Page</b>							
High School	6.7%	2,761	6.9%	2,843	7.1%	2,926	

**Kenston Supplementals**

41,207

Revised August 12, 2003  
 Revised February 23, 2004  
 Revised June 2, 2004  
 Revised April 2006  
 Revised February 2007  
 Revised March 2007  
 Revised August 20, 2007  
 Revised October 20, 2008  
 Revised March 2009  
 Revised November 2010  
 Revised March 2011  
 Revised April 2013  
 Revised July 2013  
 Revised January 2014

	Step 0		Step 1		Step 2		Pre	Season
Middle School	0.60	1,657	0.60	1,706	0.60	1,755		
Intermediate School	0.50	1,380	0.50	1,422	0.50	1,463		
Timmons	0.45	1,242	0.45	1,279	0.45	1,317		
Gardiner Early Learning Center	0.40	1,104	0.40	1,137	0.40	1,170		

**Miscellaneous**

Auditorium AV Specialist KHS	13.0%	5,357	14.0%	5,769	15.0%	6,181		Rev 03/07
Assistant AV Specialist	0.60	3,214	0.60	3,461	0.60	3,709		Rev 10/08

Field Trip Supervisor			N/A		N/A			
No Longevity beginning 2013-14								Rev 4/13
1st Day	1.0%	412	N/A		N/A			
2nd Day	1.25%	515	N/A		N/A			
3rd Day	1.5%	618	N/A		N/A			
4th Day	1.75%	721	N/A		N/A			
5th Day	2.0%	824	N/A		N/A			

Assistant Supervisor KMS Outdoor Education	1.0%	412	N/A		N/A			Rev 03/11
--	------	-----	-----	--	-----	--	--	-----------

Industrial Arts Maint.	2.0%	824	N/A		N/A			
------------------------	------	-----	-----	--	-----	--	--	--

In School Suspension (per 4 hour session)	0.25%	103	N/A		N/A			
---	-------	-----	-----	--	-----	--	--	--

Outdoor Education Dir.	4.0%	1,648	N/A		N/A			
------------------------	------	-------	-----	--	-----	--	--	--

Radio Station Manager	7.0%	2,884	N/A		N/A			
-----------------------	------	-------	-----	--	-----	--	--	--

Visual Aids Director	1.5%	618	2.0%	824	3.5%	1,442		
----------------------	------	-----	------	-----	------	-------	--	--

District Wellness Coordinator

Zoo Crew	2.0%	824	N/A		N/A			
----------	------	-----	-----	--	-----	--	--	--

**Longevity-Not to exceed contract amount for that Supplemental**

Contracts with Steps 0, 1, 2	7 years		12 years		17 years		22 years	
	1.0%	412	2.0%	824	3.0%	1,236	4.0%	1,648

	27 Years	5.0%	2,060	32 Years	6.0%	2,472	37 Years	7.0%	2,884
--	----------	------	-------	----------	------	-------	----------	------	-------

Longevity begins with the 8th year and increases 1% for every 5

Contracts with: Step 0 Except Trips Beginning 2013-14	5 years		10 years		15 years		20 years	
	1.0%	412	2.0%	824	3.0%	1,236	4.0%	1,648

	25 Years	5.0%	2,060	30 Years	6.0%	2,472	35 Years	7.0%	2,884
--	----------	------	-------	----------	------	-------	----------	------	-------

Longevity begins with the 6th year and increases 1% for every 5

**Kenston Supplementals**

41,207

Revised August 12, 2003  
 Revised February 23, 2004  
 Revised June 2, 2004  
 Revised April 2006  
 Revised February 2007  
 Revised March 2007  
 Revised August 20, 2007  
 Revised October 20, 2008  
 Revised March 2009  
 Revised November 2010  
 Revised March 2011  
 Revised April 2013  
 Revised July 2013  
 Revised January 2014

Step 0                      Step 1                      Step 2                      Pre    Season

**Non - KEA Staff**

Rev 4/13

**Longevity-Not to exceed contract amount for that Supplemental**

<b>Contracts with Steps 0, 1, 2</b>	<b>7 years</b> 0.5%	206	<b>12 years</b> 1.0%	412	<b>17 years</b> 1.5%	618	<b>22 years</b> 2.0%	824
	<b>27 Years</b> 2.5%	1,030	<b>32Years</b> 3.0%	1,236	<b>37 Years</b> 3.5%	1,442		

Longevity begins with the 8th year and increases .05% for every 5

<b>Contracts with: Step 0 Except Trips Beginning 2013-14</b>	<b>5 years</b> 0.5%	206	<b>10 years</b> 1.0%	412	<b>15 years</b> 1.5%	618	<b>20 years</b> 2.0%	824
	<b>25 Years</b> 2.5%	1,030	<b>30 Years</b> 3.0%	1,236	<b>35 Years</b> 3.5%	1,442		

Longevity begins with the 6th year and increases .05% for every 5

