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**COLLECTIVE BARGAINING
AGREEMENT**

BETWEEN THE

**GRANVILLE EDUCATION
ASSOCIATION**

AND THE

**GRANVILLE EXEMPTED VILLAGE
SCHOOL DISTRICT
BOARD OF EDUCATION**

JULY 1, 2012 through JUNE 30, 2014

TABLE OF CONTENTS

Contents

ARTICLE 1	PROCEDURAL AGREEMENT.....	1
	RECOGNITION	1
	BARGAINING PROCEDURE	1
ARTICLE 2	MANAGEMENT RIGHTS.....	2
ARTICLE 3	GRIEVANCE PROCEDURE.....	2
ARTICLE 4	ASSOCIATION RIGHTS.....	5
ARTICLE 5	INDIVIDUAL CONTRACTS.....	7
ARTICLE 6	EMPLOYMENT.....	8
ARTICLE 7	PARENTAL COMPLAINT.....	9
ARTICLE 8	PERSONNEL FILES.....	10
ARTICLE 9	SICK LEAVE.....	11
ARTICLE 10	PERSONAL LEAVE.....	14
ARTICLE 11	PROFESSIONAL LEAVE.....	15
ARTICLE 12	MILITARY LEAVE.....	16
ARTICLE 13	SABBATICAL LEAVE.....	16
ARTICLE 14	UNPAID LEAVE.....	17
ARTICLE 15	ASSAULT LEAVE.....	18
ARTICLE 16	ASSOCIATION LEAVE.....	19
ARTICLE 17	SENIORITY.....	19
ARTICLE 18	REDUCTION IN FORCE.....	20
ARTICLE 19	SALARY.....	22
ARTICLE 20	SUPPLEMENTAL SALARIES.....	27
ARTICLE 21	SUPPLEMENTAL SALARY TABLES.....	31
	SUPPLEMENTAL SALARY TABLE	31
	EFFECTIVE JULY 1, 2012	31
	EFFECTIVE JULY 1, 2013	32
ARTICLE 22	SUPPLEMENTAL SALARY GROUPINGS.....	33
	EXTENDED TIME CONTRACTS.....	35
ARTICLE 23	SEVERANCE PAY.....	35
ARTICLE 24	TRANSFERS AND VACANCIES.....	36
ARTICLE 25	WORKING CONDITIONS.....	41
ARTICLE 26	TUITION REIMBURSEMENT PROGRAM.....	45
ARTICLE 27	EVALUATION AND FAIR DISMISSAL.....	47
ARTICLE 28	STRS/SERS PICK UP.....	51
ARTICLE 29	NON-DISCRIMINATION.....	51
ARTICLE 30	NEW EMPLOYEES.....	51
ARTICLE 31	ENTRY YEAR MENTOR PROGRAM.....	52
ARTICLE 32	HOLIDAYS.....	52
ARTICLE 33	CALAMITY DAY PAY.....	53
ARTICLE 34	VACATION.....	53
ARTICLE 35	TRANSPORTATION.....	53
ARTICLE 36	SUPPORT STAFF DISCIPLINE.....	58
ARTICLE 37	HIRING OF STRS OR SERS RETIREES.....	59

ARTICLE 38	PART-TIME TEACHERS.....	59
ARTICLE 39	DURATION.....	60
APPENDIX A	INSURANCE.....	63
	A-1 MAJOR MEDICAL.....	66
	A-2 DENTAL.....	69
	A-3 VISION.....	72
APPENDIX B	FORMAL WRITTEN GRIEVANCE FORM.....	75
APPENDIX C	SALARY SCHEDULES.....	77
APPENDIX D	MEMORANDUM OF UNDERSTANDING – STIPEND.....	90
APPENDIX E	EVALUATION TIMELINE.....	91
APPENDIX F-1	SICK LEAVE BANK – DONATION FORM.....	92
APPENDIX F-2	SICK LEAVE REQUEST FORM.....	93
INDEX	94

ARTICLE 1 – PROCEDURAL AGREEMENT

RECOGNITION

The Granville Exempted Village School District Board of Education (hereinafter "Board") recognizes the Granville Education Association (hereinafter "Association"), an affiliated local of the Ohio Education Association and the National Education Association, as the exclusive bargaining representative for all full and part-time certificated/licensed and non-certificated/licensed employees (hereinafter "bargaining unit members"), including classroom teachers, guidance personnel, nurses, librarians, speech and hearing therapists, intervention specialists, physical therapists, school psychologists, bus drivers, educational aides, special education aides, secretaries, clerical assistants, distribution personnel, occupational therapists, occupational therapist assistants, technology aides, and mechanics. Excluded from the unit shall be the Superintendent, Principals, other administrative personnel, Supervisor of Special Education, Activities Director, auxiliary service employees (persons employed in non-public schools within the District) , non-teaching employees working out of the Central Office, substitute employees, all management-level, supervisory and confidential employees as defined in ORC Chapter 4117.

The Board and the Association agree that the job descriptions for all bargaining unit member positions will not be reproduced as part of the Agreement, but shall be considered a part of the Agreement by reference.

All current job descriptions will be available to any staff member within the library in each building (high school, middle school, intermediate school and elementary school) and through the dispatcher (bus garage) as well as the Superintendent's secretary in the District Office as published by the Administration.

BARGAINING PROCEDURE

- A. Bargaining shall be conducted by Board representatives and Association representatives. Each team will bargain in good faith and shall not exceed seven (7) members. Either party may use professional consultants or negotiators in the course of negotiations. Both parties pledge that their representatives will be cloaked with the necessary powers and authority to make proposals, to make counter-proposals, and to consider concessions in the course of negotiations for the purpose of reaching an agreement.
- B. If either party seeks to terminate or modify this Agreement, a written request to start bargaining shall be submitted not later than ninety (90) days prior to the expiration of the contract by the Association President to the Superintendent or by the Superintendent to the Association President. A mutually convenient initial meeting date shall be set following receipt of the request.

- C. The Board's right to hire personnel and make policy for the District is recognized. Further, it is recognized that items agreed to shall be in keeping with the statutory authority of the Board, except as they may have been modified by this Agreement.
- D. Prior to and during bargaining, the Board and the Association agree to provide to each other, upon written request and within a reasonable time, all regularly and routinely prepared information concerning issues under consideration.
- E. As tentative agreement is reached on each issue, it shall be initialed by each party. When total consensus is reached, the entire proposed agreement shall be reduced to writing and submitted to the Association and Board for approval. Following ratification by the Association and adoption by the Board, the Agreement shall be binding. The Association agrees to abide by the terms of the Agreement and to take the necessary action to advise its members of the terms of the Agreement.
- F. If the parties are unable to reach an agreement prior to thirty (30) days after the expiration of this Agreement, either party may request mediation of the unresolved issues. If the parties are unable to agree upon the selection of a mediator within ten (10) days after the notice, the request shall be filed with the Federal Mediation and Conciliation Service.
- G. The mediation process shall continue for no more than forty-five (45) days after a mediator has been selected or assigned. If mediation does not result in an agreement the Association has the right to proceed under ORC 4117.14 (D) (2).

ARTICLE 2 - MANAGEMENT RIGHTS

The Board hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of Ohio, and of the United States, including but without limiting the generality of the foregoing, the right to the executive management and administrative control of the school system and its properties and facilities.

The exercise of the foregoing rights and responsibilities by the Board, the adoption of policies and practices in furtherance thereof, shall be limited only by the specific terms of this Agreement.

ARTICLE 3 - GRIEVANCE PROCEDURE

A. PURPOSE AND OBJECTIVES

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

B. DEFINITION

A grievance is an alleged violation, misinterpretation, or misapplication of this Agreement.

C. GENERAL PROVISIONS

1. An individual grievance shall be initiated by the bargaining unit member so aggrieved.
2. A group grievance may be initiated by the Association on an alleged violation that affects two (2) or more bargaining unit members in like manner.
3. An alleged violation should first be discussed informally with the appropriate administrator prior to initiation of the grievance procedure.
4. The Association shall be available to assist any member in preparing the proper and complete information necessary to expedite the procedure.
5. A grievant has the right to be accompanied at any step of the grievance process by a representative of his/her choice, provided notification is given at least two (2) days in advance to the appropriate administrator.
6. Time limits given shall be considered as maximums, unless otherwise extended by written mutual agreement.
7. Failure of the grievant to appeal within the specified time limits shall mean the grievant has accepted the decision reached at the level from which no appeal is taken.
8. Failure of the Administration to respond in the time limit stated shall mean the grievance goes to the next level.
9. A grievance may be initiated at Level III when it has been determined by the immediate supervisor that the subject is not within his/her realm of responsibility or control. Grievances initiated at this level must be lodged within thirty (30) days as set forth below at D.2.
10. Nothing contained in this procedure shall be construed as limiting the individual rights of a member, having a complaint or problem, to discuss the matter with members of the Administration through normal channels of communication.
11. For the purpose of this Article, a day shall be any day that the District administrative offices are open for business including such days during the

summer recess except that no day in July shall count as a day. It is also agreed that if, during the summer recess, the employee's immediate supervisor (at Level Two) or the Superintendent (at Level Three) is off work on a particular day, that day will not count as a day.

12. No reprisal shall be made against any party involved in the use of this grievance procedure.
13. A grievance may be withdrawn at any level without prejudice or record.
14. No record, document, or communication concerning a grievance shall be placed in the personnel file of any participants.

D. PROCEDURES

1. Level One

Any employee with a grievance shall first discuss the matter with his/her immediate supervisor.

2. Level Two

If the discussion does not resolve the grievance, the employee may lodge a written grievance with his/her immediate supervisor. If such grievance is not lodged within thirty (30) days of when the grievant should have had knowledge of the act or condition which is the basis of the grievance, the grievance shall no longer exist. The written grievance must include:

- a. The alleged violation;
- b. The specific section(s) of the Agreement allegedly violated;
- c. The relief sought, and;
- d. The date of filing.

The grievance shall be filed on the official grievance form (see Appendix B).

The immediate supervisor and the grievant shall meet and the supervisor shall render his written decision within nine (9) days of receipt of the written grievance.

3. Level Three

If the grievance is not resolved at Level Two, the grievant may appeal in writing to the Superintendent. The appeal may also be initiated if the

immediate supervisor has not responded within the time limit provided, but no appeal can be made more than seven (7) days after the supervisor has made a written response. The Superintendent and grievant shall meet and the Superintendent shall render a written decision within seven (7) days of receipt of the appeal.

4. Level Four

- a. If the grievance is not resolved at Level Three, or if the Superintendent fails to respond within seven (7) days, it may be appealed to arbitration upon approval of the GEA Executive Board. The arbitrator shall be selected from a list submitted by the American Arbitration Association, according to its voluntary rules and procedures. All other procedures relative to the hearing shall be according to the voluntary rules of the American Arbitration Association.
- b. The arbitrator shall hold the necessary hearing promptly and issue the decision within such times as may be agreed upon. The decision shall be in writing and a copy sent to all parties present at the hearing. The decision of the arbitrator shall be binding. The arbitrator shall not have the authority to add to, subtract from, or alter any of the provisions of this Agreement in arriving at a determination of any issue presented that is proper within the limitation expressed herein.
- c. The arbitrator shall consider only the precise issue(s) submitted and shall have no authority to determine any other issue(s). The costs for arbitration shall be shared equally by the Board and Association.

ARTICLE 4 - ASSOCIATION RIGHTS

- A.
 1. The Association shall have the right to use school buildings without charge for Association meetings after the teacher workday at times the custodian is normally on duty.
 2. The Association will comply with all District procedures regarding written applications and reservations for building use. Association meetings shall not interfere with instructional or extracurricular activities.
- B.
 1. The Association may use school equipment provided the equipment is not required for any school business or prior activity and the Association reimburses the Board for all reasonable expense.
 2. All consumable supplies will be provided by the Association. School building supplies will not be utilized without prior approval of the building principal.

3. The Association assumes financial responsibility for all loss or damage to school equipment which is caused by Association use.
- C. The Association may use the inter-school mail service and District email. All applicable postal regulations will be adhered to. The Association will pay all actual costs incurred by the Board if the Board is required to charge for this privilege.
- D. The Association may use designated bulletin boards in employee areas where students are not generally present.
- E. The Treasurer shall provide the following payroll deductions for bargaining unit members:
 1. Dues for the Association and its affiliates.
 - a. Written authorization must be provided by the member. The Association Treasurer shall submit all authorizations to the Board Treasurer prior to October 10th.
 - b. Authorization will continue in succeeding years unless a written withdrawal is given to the Board Treasurer between September 1st and September 30th. The Treasurer will notify the Association President of all withdrawals.
 - c. Any member who leaves employment before all dues are paid shall have the remaining dues owed deducted from the last paycheck and forwarded to the Association.
 2. Hospitalization and insurance as provided in this Agreement and authorized by the Board and other group insurance as authorized by the members.
 3. State Teachers Retirement System (STRS) contributions and School Employees Retirement System (SERS) contributions.
 4. Annuity and deferred compensation programs in compliance with the District annuity plan and Internal Revenue Service (IRS) regulations.
 5. Fund for Children and Public Education (FCPE).
 6. Credit Union.
 7. Members shall have direct deposit of payroll to any financial institution which is a member of the Federal Reserve Bank Automated Clearinghouse system.
 8. Other programs as approved by the members and the Board.

- F. The Association will hold the Board and the Treasurer harmless for all Association dues and FCPE deductions made under these provisions.
- G. The Association shall receive a copy of the Board agenda before each regular Board meeting, a copy of the approved Board minutes, the Treasurer's approved monthly financial report, the adopted appropriations measure, the County Auditor's amended certificate, and the County Auditor's approved budget. These shall be sent to the Association President.
- H. The Association shall have the right to address the Board at each meeting before the Board votes on any issue of concern to the Association.
- I. The Association President will be provided a copy of the Board policy book. Subsequent updates will be provided at the same time District administrators receive them.

ARTICLE 5 - INDIVIDUAL CONTRACTS

- A. All bargaining unit members shall receive written contracts including the following information:
 - 1. Name of employee;
 - 2. Name of school district;
 - 3. Type of contract;
 - 4. Duration of limited contracts;
 - 5. Salary to be paid for teachers. Salary to be paid and basis used to determine the amount (number of hours, number of days) for support staff employees. If the contract is longer than one (1) year, such information shall only be provided for the first year.
 - 6. Appropriate signatures and dates.
- B.
 - 1. Upon initial employment, a member shall be notified of his/her assignment for the coming school year.
 - 2. No teacher will be assigned permanently to a position for which he/she is not properly certificated/licensed.

ARTICLE 6 - EMPLOYMENT

A. TEACHER CONTRACTS

1. The normal sequence of limited regular contracts shall be:
 - a. Upon initial employment, a one (1) year contract. (However, if a teacher is hired during a school year, the initial contract will be for the remainder of that school year.)
 - b. The second contract, a one (1) year contract.
 - c. The third contract, a two (2) year contract.
 - d. The fourth contract and thereafter, may be from three (3) to five (5) years as requested by the bargaining unit member and ultimately determined by the Administration and the Board.

If a teacher with less than four (4) years of District Service does not actually work at least 120 days for any reason during a particular school year and the teacher returns to service in the following school year, then the teacher will remain at the same contract status in that following year. For example:

If a teacher works less than 120 days during the teacher's initial contract issued under a. above, then the teacher will remain at the first one-year contract level in the following year.

If a teacher works less than 120 days during the teacher's next contract issued under b. above, then the teacher will remain at the second one-year contract level in the following year.

If a teacher works less than 120 days during the first year of a two-year contract issued under c. above, then the teacher will remain at the first year of the two-year contract in the following year.

If a teacher works less than 120 days during the second year of a two-year contract issued under c. above, then the teacher will remain at the second year of the two-year contract in the following year.

2. A teacher issued a contract of less duration than stated in paragraph A 1 above shall be told the reasons, in writing, and such reasons shall be based on evaluation.
3. A teacher who expects to fulfill all requirements for a continuing contract must be in the last year of his or her contract during the year in which s/he will be considered for a continuing contract. Therefore, the teacher may request a contract of shorter duration than stated in paragraph A 1 above. Such request must be submitted in writing to the teacher's building principal/supervisor with a copy to the Superintendent no later than March 1

of the year prior to being considered for a continuing contract and may be withdrawn prior to Board action. Such requests shall be granted.

4. A teacher who satisfies the requirements of ORC Sections 3319.08 and 3319.11 is eligible for a continuing contract upon reemployment. By September 1st of each school year, the Superintendent will email all district teachers reminding them of the deadline for requesting consideration for a continuing contract, attaching a copy of the statutes.
5. A teacher must submit a written request to the teacher's building principal/supervisor with a copy to the Superintendent for consideration of a continuing contract by September 30th of that school year.

B. SUPPORT STAFF CONTRACTS

1. The sequence of contracts shall be:
 - a. Upon initial employment, a one (1) year limited contract. (However, if an employee is hired during a school year, the initial contract will be for the remainder of that school year.)
 - b. The second contract, a two (2) year limited contract.
 - c. The third contract, a continuing contract.

ARTICLE 7 - PARENTAL COMPLAINT

- A. The Administration and each bargaining unit member shall make every effort to resolve parental complaints concerning members through various avenues of personal conferences and contacts between the member, pupil, parent, principal and/or other appropriate staff personnel. If such conferences do not lead to understanding and resolution of the problems involved, a parent may pursue further action by submitting a complaint against a member which must be in writing, signed, and dated, to the employee's immediate supervisor.
- B. Further action shall be initiated by the following procedure:
 1. If requested by the complainant or member, a meeting involving the member, the member's immediate supervisor, and the complaining parent will be arranged as soon as possible to discuss the complaint.
 2. If no resolution is reached, either the complaining parent or member may appeal to the Superintendent who shall attempt to resolve the problem. If either party is not satisfied with the disposition, they may appeal to the Board.
 3. In each of the steps above, a member and/or parent may request and be accompanied by counsel and/or representative of his/her choosing provided

notification is given by either party to the other no less than twenty-four (24) hours in advance of the meeting.

4. All complaints received by a Board member or the Superintendent which may result in action being taken against the member shall be referred to the employee's immediate supervisor.
 5. In the event of an uncooperative complaining parent, the above procedure will still be followed to the maximum extent possible with the further understanding that no action will be taken against a member on the basis of the complaint unless its allegations are independently corroborated by credible evidence.
- C. Any parental complaints which are placed in official personnel files shall be treated in accordance with the appropriate provisions of this Agreement. All such complaints must be signed and dated. A copy of any such document shall be given to the member(s) involved at the time they are placed in the personnel file.

ARTICLE 8 - PERSONNEL FILES

- A. There shall be only one (1) official personnel file, kept in the central office. All other files kept on bargaining unit members shall be called individual working files. All files kept on bargaining unit members shall be open to the individual member. If official action is taken against a member based on information in a document, the document must be in the member's official personnel file. This provision is not intended to require the creation of a document that otherwise would not exist. Items can be transferred from the working file into the official personnel file with written notification to the bargaining unit member.
- B. The Board agrees to notify each member of any records being kept on the member. This notification will cover all personnel files - those kept by the immediate supervisors and the Superintendent. With the following exceptions, information being added to a member's personnel file will require notification of the member. Exceptions include items such as data sheets, college transcripts, teaching certificates, requests for leaves, or requests for college credit reimbursement. The information shall be dated and the source identified. If the member disputes the accuracy, relevance, timeliness or completeness of information maintained in the file, the member may request that the Superintendent investigate the current status of the information. Within a reasonable time after receiving the request, the Superintendent must make a thorough investigation to determine if the disputed information complies with all applicable laws. A member shall have the right to add or rebut information, or request a hearing with the immediate supervisor or Superintendent on any material in the member's file that the member deems incorrect or incomplete. Any member and the member's representative shall have free access to the member's personnel files.

- C. Each member shall have the right to examine his/her file in the presence of the Superintendent or his/her designee during regular working hours. The member may be accompanied by a representative. If the member is physically unable to examine the file, he/she may authorize in writing a representative to make such an examination.
- D. One (1) copy of each item in the file may be obtained by the member at no cost.
- E. Each file shall contain a record of when and why the file was opened. Exceptions to this provision are:
 - 1. The filing of items
 - 2. Obtaining information for required reports
 - 3. Routine personnel functions.
- F. If a member of the public makes a request to see a member's personnel file, the Administration will inform the member and afford the member an opportunity to be present when the file is opened and bring a representative of his/her choice. It is understood that if the member cannot readily be contacted for this purpose, the Administration's obligation is met if the effort is made (by, for example, telephone, voicemail and email).

ARTICLE 9 - SICK LEAVE

- A. Sick leave may be earned at the rate of 1.25 days per month or a total of fifteen (15) days per year. A maximum of two hundred ten (210) days of sick leave may be accumulated or transferred into the District. Notwithstanding the amendment to ORC 3319.141 effected by 2011 House Bill 153 as to part-time employees, sick leave for part-time bargaining unit members will continue to be earned and accrued in accordance with the parties' past practice; for example, an employee regularly scheduled to work four (4) hours per day earns fifteen (15) four (4) hour days of leave per year.
- B. Each bargaining unit member shall be credited with ten (10) days sick leave to be borrowed from future accumulation if sick leave runs out, or, if as a new member, no sick leave has been accumulated. If a member ends Board employment having used advanced but unearned sick leave, the per diem amount of any unearned sick leave used shall be deducted from the last pay check issued by the Board.
- C. Sick leave may be used for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the employee's immediate family.
- D. The use of accumulated sick leave for parental leave purposes will be granted at the employee's request, not to exceed fifteen (15) work days. Such leave is to be

used within the first forty-five (45) calendar days after the birth or adoption of a child.

- E. Accumulated sick leave may be used for maternity purposes during the six (6) calendar weeks immediately following the birth of the employee's child. Additional leave will be granted with a physician's certification of the need for additional days. An employee who uses sick leave under this section is not eligible for leave under section D of this article.
- F. Immediate family shall include the employee's spouse, parents, child, sister, brother and members of the immediate family. For purposes of death in the immediate family, grandparents, grandchildren, a spouse's parents, brothers or sisters may be included. In addition, upon advance approval of the Superintendent, sick leave may be used for the death of another person who has established a similar relationship to the employee. "Spouse" includes an employee's same-sex partner if the partners were married in a jurisdiction that permits and recognizes same-sex marriages, and "child" includes the child of such a partner.
- G. Sick leave may be used in one-half (1/2) day or one (1) day increments.
- H. Bargaining unit members shall file notification for the use of sick leave in accordance with Board procedures. After three (3) consecutive days of absence, the Administration may request medical documentation of the illness.

I. SICK LEAVE BANK

The Granville Exempted Village School District Board of Education and the Granville Education Association hereby agree to establish a Sick Leave Bank on the following basis:

1. The enrollment period shall be established between the first work day of the school year and September 30th for each member of the bargaining unit to voluntarily donate a maximum of (1) day of their accumulated, but unused, sick leave days to a Sick Leave Bank. The Sick Leave Bank shall have not less than fifty (50) days. The Sick Leave Bank shall not exceed a maximum of one (1) day times the total number of members of the bargaining unit plus fifty (50) days.

All new bargaining unit members shall be eligible for enrollment in the Sick Leave Bank. Members hired within the school year may enroll by donating one (1) sick leave day to the Bank within thirty (30) days after their date of hire.

2. A committee comprised of the Superintendent or his/her designee, the President of the Association, one (1) building principal chosen by the Superintendent, and one (1) Association member chosen by the Association President, shall

administer the Bank and shall approve applications at its discretion by a majority vote.

3. Bargaining unit members who have exhausted all of their sick leave accumulation, who have developed a serious or catastrophic illness, and who have contributed to the Sick Leave Bank may request sick leave days from the Bank or those as specified in Article 9 "Sick Leave."
4. Approved bargaining unit members shall be granted up to a maximum of twenty-five (25) days from the Bank. The Committee may grant up to an additional twenty-five (25) days.
5. The Committee shall require bargaining unit members who have requested sick leave days from the Bank to provide a statement from their physician describing the nature of the illness and a prognosis relative to the members probable period of absence from duty.
6. Members whose request for additional sick days and whose illness or injury is such that their physician cannot give a probable date of return to duty and who qualify, shall be recommended to apply for disability retirement.
7. The Sick Leave Bank shall not be used as a means for increasing retirement compensation.
8. Days remaining in the sick leave bank at the end of the school year will be rolled over into the next school year subject to the maximum cap appearing in paragraph one (1) above. New employees and those who did not previously contribute may contribute during the enrollment period in September or within thirty (30) days of their hire date if hired during the school year. All others who previously donated will remain covered by the sick leave bank benefit until such time when it is necessary to reopen the enrollment period.
9. Should the number of days in the Sick Leave Bank decrease below fifty (50) days, the enrollment period will be reopened for a period of 14 calendar days regardless of the time of year and all members who wish to remain a part of the sick leave bank will be required to contribute.
10. Donations to the Sick Leave Bank shall not disqualify a member for Incentive Pay.
11. Bargaining unit members who would like to become a part of the Sick Leave Bank and who do not have accumulated sick leave to contribute during the enrollment period may still enroll by agreeing to the following:
 - Express intent on the contribution form stating that their next accumulated day be donated into the bank.

- In the case of someone who is repaying sick days as provided by Article 9-B, that individual may donate a day prior to repayment and extend the time in which they will repay the days they have been forwarded.

ARTICLE 10 - PERSONAL LEAVE

- A. All bargaining unit members shall be allowed three (3) days of personal leave each school year. Such leave shall be with pay and shall not be deducted from sick leave. Personal leave shall only be used for personal business that can only be conducted during the employee's work day. The Administration will respond to personal leave requests within three (3) work days.

Bargaining unit members with hire dates after September 30th shall earn personal leave in accordance with the following hire dates:

October 1 – December 31	2 days
January 1 – March 31	1 day
April 1 – remainder of year	0 days.

- B. If a written request for personal leave is submitted to the member's immediate supervisor as soon as possible but no later than ten (10) days in advance, except in emergency situations, it shall be granted. If it is submitted less than ten (10) days in advance, then a reason must be stated and the approval is subject to the availability of a substitute. Day one (1) will begin the day after the request is submitted to the immediate supervisor.
- C. Personal leave will be approved for two (2) consecutive days if requested. However, personal leave may not be used on the workday immediately preceding or following a holiday or vacation, unless approved by the immediate supervisor under one of the exceptions identified in Section D of this Article.
- D. Personal leave will not normally be taken during the first seven (7) or last seven (7) school days of the year. In addition, personal leave may not be used on Central Day or on a teacher-in-service day. Exceptions to this shall be: attendance at a wedding, attendance at graduation ceremonies, transportation of immediate family to and from college, or military service.
- E. Personal leave may not be used in less than one-half (1/2) day increments.
- F. The Board agrees to permit an employee to convert or cash-in any remaining personal days in one (1) of two (2) ways:
1. All remaining days convert to sick days on a one-to-one ratio.
 2. Days may be cashed in as outlined below.

Such conversion shall not cause a member's total accumulation to exceed the maximum number of permitted sick days. The personal day will only be cashed-in or converted for one (1) full day unless the employee is a half-day (1/2) employee and is eligible to receive one-half (1/2) personal day.

Reimbursement shall be at the following levels:

- a. Members on the certified schedule and those on ten (10) to twelve (12) month contracts shall be reimbursed at \$100 per day of unused personal leave.
- b. All other members shall be reimbursed at \$90 per day of unused personal leave.

The District shall distribute a personal leave election form to each employee no later than the first Friday in May annually. The form must be submitted in writing to the Treasurer no later than May 31st.

ARTICLE 11 - PROFESSIONAL LEAVE

- A. Full-time bargaining unit members may be granted professional leave to attend meetings or clinics, make curriculum visitations, serve on accrediting teams, or for similar reasons.
- B. A written request for professional leave shall be made in advance to the member's immediate supervisor for approval at least five (5) days in advance. The request shall include the date, purpose, and estimated expenses.
- C. Approved leaves shall be with pay. The approval will indicate what expenses, if any, are to be paid from the Board funds.

D. PROFESSIONAL LEAVE COMMITTEE

1. Each building in the District where bargaining unit members are employed shall have a Professional Leave Committee. The committee consists of team leaders, the principal and the director of curriculum.
2. The Board shall appropriate money annually for professional leave. Funding for professional leave will be two hundred dollars (\$200) times the number of full time teachers. Such money shall be divided to each building on a per capita basis.
3. The Building Professional Leave Committee will be responsible for administering professional leave money in a manner it prescribes. The cost of substitutes shall not be deducted from funds designated for professional leave.

4. The Committee shall develop written guidelines for the use of and reimbursement for professional leave. Such guidelines shall be distributed to all members within the building by September 15th of each year.
5. At least twenty-five percent (25%) of each building allocation shall be set aside for administrative assignment.
6. Allocation of monies for coaches clinics shall, as in the past, be the responsibility of the athletic department.
7. Members shall be reimbursed within fifteen (15) days from the date of submission of required information.

ARTICLE 12 - MILITARY LEAVE

A bargaining unit member is entitled to military leave in accordance with applicable law.

ARTICLE 13 - SABBATICAL LEAVE

To encourage certificated/licensed personnel to continue their professional growth, the Board may grant a leave with part-pay for professional study or travel. When granted, the following conditions shall apply:

- A. A plan for professional growth must accompany the request, and evidence that the plan was followed must be presented following the absence.
- B. Sabbatical leave shall be for one (1) or two (2) semesters only.
- C. Only one (1) such leave may be granted for each five (5) years of District service. Three (3) continuous years of service are required prior to application.
- D. The maximum part salary shall be the difference between the employee's expected salary and the cost of necessary substitutes.
- E. To be eligible for part payment of salary, the employee must return to Board employment for at least one (1) year, unless the employee has twenty-five (25) years of teaching experience.
- F. No more than five percent (5%) of the teaching staff may be granted sabbatical leave simultaneously.
- G. No leave will be granted to an individual for a second time if other employees have filed a request for sabbatical leave.
- H. Employees granted sabbatical leave shall continue on the employee roster and shall receive all insurance benefits provided by the Board.

- I. Experience credit shall accrue during sabbatical leave.

ARTICLE 14 - UNPAID LEAVE

- A. A full-time bargaining unit member may, at the sole discretion of the Board and only with Board approval, be granted an unpaid leave of absence. A written application shall be made to the Superintendent stating the purpose of the leave, the approximate beginning and ending dates of the requested leave, and a signed statement regarding the need for or desirability of the leave.
- B. The following conditions shall apply to any leave granted under this Article.
 - 1. Unpaid leave shall normally be in school-year blocks or semester blocks
 - 2. Requests for leave must be submitted at least sixty (60) calendar days in advance, if possible.
 - 3. Experience credit will not accrue during an unpaid leave of absence.
 - 4. Employees on leave under these provisions may continue to receive Board-provided insurance benefits by paying the Board's share of the cost. Employees granted leave following pregnancy will receive hospitalization, surgical and major medical benefits in the same manner as other employees for the first two (2) months post-partum. These benefits may be continued for the duration of the leave if the employee pays the Board's share of the cost.
 - 5. Any use of leave for a purpose other than stated in the approved application may be grounds for termination of the employee's contract.
 - 6. Members returning from leave shall be granted the appropriate contract status. The member is required to notify the Superintendent, not later than May 1st of his/her intent to return.

C. CHILD CARE LEAVE

A member may request and shall be granted a child care leave of absence without pay on the conditions set forth below:

- 1. The leave shall be for a period of up to twelve (12) consecutive months immediately following the birth, adoption, or foster placement of a child with the employee. If the employee has used sick leave under Article 9, Section D or E of this Agreement, such leave will commence immediately following the

use of such leave. A non-12-month employee must return to work from such leave at the beginning of a grading period, unless otherwise mutually agreed.

2. As determined by physician and member, the leave shall be extended for one (1) additional school year upon request of the member to the Board.
 3. Subsequent to the termination of leave, application for reinstatement may be made by the member at any time during the school year and the member may be reinstated by mutual agreement.
 4. Upon return from child care leave, the member shall be entitled to the appropriate contract status.
 5. Where the group policy permits, a member on leave may continue to participate in those benefits which are provided other members by payment of the group rate for such benefits.
 6. The same provisions for child care leave will be granted to a member who adopts or fosters a child.
- D. A short term leave of normally not longer than five (5) days duration may be granted by the Superintendent for unusual and extenuating circumstances. The conditions in Section B 1 and 2 of this Article are not applicable to short term leave.
- E. Nothing in this Agreement shall waive the Board's responsibility to abide by all provisions of The Family and Medical Leave Act of 1993.

ARTICLE 15 - ASSAULT LEAVE

- A. Assault leave shall be granted to a bargaining unit member who is absent due to physical disability resulting from an assault which occurs in the course of Board employment. The assaulted member shall be eligible for and receive full pay and fringe benefits during the period of such absence, and such leave shall not be charged against either sick leave or personal leave. The maximum number of assault leave days shall be thirty (30) days per year and such days shall be non-cumulative.
- B. A member granted assault leave must furnish to the Board a signed statement on forms prescribed by the Board to justify the use of assault leave, identifying the assailant, if known, and documenting the fact that the member has reported the assault and the name of the assailant to the appropriate authorities for necessary action against the assailant. If medical attention is required, the member shall furnish a certificate from a licensed physician stating the nature of the disability and its duration before assault leave will be approved for payment. Falsification of either a signed statement or a physician's certificate is grounds for suspension or

termination of employment in accordance with this Agreement and applicable provisions of the ORC.

ARTICLE 16 - ASSOCIATION LEAVE

Representatives of the Association, with the approval of their Local President and the Superintendent, may be excused to attend Association meetings. Notification of such attendance will be made to the Superintendent at least three (3) days prior to the date of the Association meeting. There shall be a maximum of six (6) days of Association leave per school year. Such leave days shall be non-cumulative. Association leave, when granted, will incur no loss of salary. The Board will not pay any expenses related to such attendance, except that the Board will assume the cost of substitutes. Additionally, the Superintendent, in his sole discretion, may grant an additional four (4) days of Association leave per year.

ARTICLE 17 - SENIORITY

1. Seniority shall be defined as length of continuous service in the District from the member's most recent date of hire as a bargaining member, whether full- or part time.
2. Seniority shall continue to accrue during the time members are on approved leaves of absence and during the time members are on the recall list.
3. Seniority will be broken when a member resigns, retires, is non-renewed or terminated for cause. If a member's contract is non-renewed and the member is subsequently rehired prior to the first work day of the succeeding school year, there shall not be a break in seniority.
4. Time spent in a non-bargaining unit position shall not constitute a break in seniority, but such time will not be counted in computing seniority.
5. Not later than October 15th of each school year, the Superintendent shall provide the Association with a list showing the seniority of each bargaining unit member. Separate lists shall be prepared for the support staff members and certificated/licensed members.
 - a. The seniority lists shall be prepared according to certification/classification and shall state each member's most recent date of hire and the type of contract held (limited or continuing).
 - b. The following classifications shall be recognized for support staff members:
 - i. Bus Drivers;

- ii. Secretaries;
 - iii. Mechanic;
 - iv. Educational Aides;
 - v. Special Education Aide;
 - vi. Technology Aide.
- c. Each member shall have a period of thirty (30) days after posting of the seniority lists in which to advise the Superintendent in writing of any inaccuracies which affect his/her seniority. Said lists will be sent by email to all bargaining unit members. The Superintendent shall investigate all reported inaccuracies and make such adjustments as may be in order and provide copies of the updated lists immediately.
- d. A tie in seniority shall occur when two (2) or more members have the same amount of seniority credit as determined by the seniority list. Ties will be broken by the following method to determine the most senior member:
- i. The member with the earliest date of Board action to employ; then
 - ii. The member having signed and returned the contract at the earliest date; then
 - iii. By the flip of a coin.

ARTICLE 18 - REDUCTION IN FORCE

- A. The following provisions shall apply when the Board determines it necessary to reduce the number of bargaining unit members under O.R.C. 3319.17 and/or 3319.172. The Board shall not be required to fill vacancies created by members who resign, retire or who are laid off.

The Board will notify the Association President, in writing, of the reasons, number of positions, and the areas/grade levels/classifications/positions to be reduced fourteen (14) days prior to any meeting when the Board will consider a reduction in force, and will notify the Association President no later than thirty (30) days prior to implementation of any reduction in force.

As soon as possible after notification, a meeting shall be scheduled between representatives of the Association and the Superintendent to review the appropriate data. The Association shall be given the opportunity to present its recommendation to the Board. Such recommendation shall only be advisory in

nature and shall in no way limit the Board's right to implement a reduction in force in accordance with this agreement.

- B. The Superintendent shall prepare a formal list indicating the specific position(s) to be abolished. This statement shall be prepared prior to implementation of the reduction in force.
- C. Reductions shall first be made by utilizing resignations and retirements.
- D. If further reductions are made, they shall be accomplished by the Board suspending contracts based on the recommendation of the Superintendent, which recommendation will be in accordance with the requirements of O.R.C. 3319.17 as to teaching members and in accordance with the requirements of O.R.C. 3319.172 as to support staff members.
- E. The recommendation as to teaching members shall give preference to members on continuing contracts and the recommendation as to support staff members shall give preference to members on continuing contracts.
- F. As to support staff members, continuing contract status and system-wide seniority shall be the basis of any reduction in force. As to teaching members, the provisions of O.R.C. 3319.17 shall control.
- G. A member whose contract is suspended shall be given written notification, by either hand delivery or certified mail return receipt requested, that his/her employment will be suspended and the reason for suspension. This notification shall occur within ten (10) days after Board action implementing the reduction in force.
- H. Members whose contracts are suspended will be given preferential consideration as substitutes in accordance with law.
- I. A support staff member who is removed under these provisions shall have the right to transfer ("bump") to another classification if a vacancy exists there or if an individual with lesser seniority in the District is employed in that area. No support staff member shall have the right to "bump" into another classification unless the member is currently qualified for the position. A teaching member may bump an individual in another area of licensure/certification who has less seniority in the District only if and to the extent permitted by O.R.C. 3319.17. There shall be no bumping between teachers and support staff members.
- J. Teachers removed under these provisions shall be recalled for vacant positions for which they are certificated/licensed in the reverse order of their removal, provided the teacher has remained current in that area of certification/licensure by teaching or by additional course work within such area. Support staff members shall be recalled for vacant positions for which they are qualified in the reverse order of

their removal. Such right shall be granted for thirty-six (36) months following the suspension.

- K. Members on the recall list shall have their insurance coverage paid by the Board for the first three (3) months of the reduction in force. Members may thereafter continue medical and life insurance coverage at their own expense as provided by law.
- L. When a recall of members is to be made, all qualifying members will be notified in writing via certified mail. Any member who fails to respond within fourteen (14) calendar days of receipt or rejects the offer will terminate recall rights. The recall shall be made from those who respond by using the reverse order of removal. Recall rights may be terminated if the member fails to keep a correct mailing address on file with the Superintendent's office.
- M. Employees new to the District shall not be employed until after members qualified under this Article are offered the positions.
- N. Upon recall, members shall be placed in the appropriate place on the regular salary schedule and all rights and benefits earned prior to the reduction in force shall be reinstated.
- O. The Board agrees not to employ interns or six (6) hour certificate employees, or to contract out bargaining unit work, if such employment may cause a reduction in force or prevent the recall of an employee on the recall list.
- P. Members teaching in specialty areas, including but not limited to, art, music, physical education, speech pathology, counseling, special education, ISGI, and nurses, shall possess a license/certificate in the specialty area.
- Q. During the implementation of a reduction in force, no reassignment or transfer shall occur that will cause a more senior member to be laid off before a less senior member or prevent the recall of a member on the recall list.
- R. Qualifications for a bargaining unit position shall not be upgraded to prevent the recall of a laid-off employee.
- S. It is understood for purposes of this Article that "days" means calendar days.

ARTICLE 19 - SALARY

A. TEACHER SALARY

- 1. On July 1, 2012, the base teacher salary will remain \$33,777, computed on the indexes contained in Appendix C of this agreement. There will be no vertical movement on the salary schedule for the 2012/2013 school year, however, each

bargaining unit member shall receive a stipend in the amount of \$400 prior to November 22, 2012.

On July 1, 2013, the base teacher salary will be \$34,115, computed on the indexes contained in Appendix C of this agreement and vertical movement on the salary schedule will resume. In both years of this agreement, teachers will move horizontally on the salary schedule when meeting the appropriate educational requirements for such movement.

2. Any teacher hired after January 1, 1994, will not receive a longevity salary increase after twelve (12) years of service unless the member has a Masters degree or above.
 - a. To convert quarter hours to semester hours, multiply the number of quarter hours by two-thirds ($2/3$ or 0.66).
 - b. The twenty-five (25) graduate semester hours must be taken after the receipt of the Master's Degree. Undergraduate semester hours may qualify at the discretion of the Superintendent.
 - c. The forty (40) graduate semester hours must be taken after the receipt of the Master's Degree. Undergraduate semester hours may qualify at the discretion of the Superintendent.
3. Every teacher holding National Board Certification shall receive a one thousand dollar (\$1,000) lump sum stipend for each year in which such certification is maintained, payable on the last pay day in June.
4. Any nurse hired without a Bachelor's degree will be paid on the nurse non-certificated schedule with a maximum salary in the 19th year.
5. Any nurse including the current school nurse with a bachelor's degree or higher will be placed on the appropriate column for experience/education of this schedule. No annual increment will occur after the 12th year for a nurse with only a bachelor's degree.
6. Any nurse hired with less than a bachelor's degree may advance on the schedule as additional degrees/hours are earned and will move laterally, maintaining the appropriate years of experience.
7. A bargaining unit member who teaches a for-credit class in a Board approved graded course of study during the summer recess will be compensated at a rate equal to the average per diem rate calculated on the basis of Steps 0 through 10 in the MA column of the Teacher Salary Schedule for that school year. This per diem will be converted to an hourly rate for work less than a

full day. Thus, based on the Teacher Salary Schedules appearing in Appendix C:

The per diem and hourly rates for the summer of 2013 are, respectively, \$ 275.36 and \$ 35.53.

The per diem and hourly rates for the summer of 2014 are, respectively, \$ 278.11 and \$ 35.89.

It is further understood that such summer positions will be posted and bid under Article 24, Section B of this Agreement.

8. A bargaining unit member who performs summer intervention tutoring services or other student instructional work not addressed in paragraph 1 above will be compensated for such work at the following hourly rate:

07/01/12 – 06/30/13	\$ 26.80
07/01/13 – 06/30/14	\$ 27.07

It is further understood that such summer positions will be posted and bid under Article 23, Section B of this Agreement.

9. Any teacher, who is a member of any Board-approved curriculum committee that meets beyond the regular school workday or year, shall be compensated at the following hourly rates:

Effective 7/1/12	\$17.22
Effective 7/1/13	\$17.39

B. SUPPORT STAFF SALARY

1. All support staff new hires may be granted up to ten (10) years of prior work experience for the purpose of initial placement on the salary schedule, at the discretion of the Superintendent.
2. Support staff shall be paid at time and one-half (1-1/2) for all hours worked in excess of forty (40) hours per week and for all hours worked on Sunday, so long as approved in advance by the member's immediate supervisor.
3. An employee may choose to use compensatory time in lieu of overtime pay. Compensatory time shall be granted at the rate of one and one-half (1-1/2) the actual number of hours worked for all situations in paragraph B 2 above. Compensatory time may be accumulated to a maximum of forty (40) hours. Compensatory time usage requests shall be granted for any days school is not in session. Compensatory time usage requests for days school is in

session may be limited to only one (1) employee per building at a time if operational needs necessitate such a limitation.

4. The base salaries for support staff positions shall be increased by the following percentage (%) increases during the life of the contract:

Effective July 1, 2012 0.0% (each bargaining unit member will receive a stipend in the amount of \$400 prior to November 22, 2012)

Effective July 1, 2013 1.0%.

5. Support staff employees shall be paid in accordance with the schedules contained in Appendix C of this Agreement.

C. RACE TO THE TOP

The funds received for participation in Race to the Top ("RttT") are provided for development and implementation of the program, and whereas the RttT program is for school reform and improvement, and whereas both the Association and the Board agree to provide that minimal amount of time shall be taken out of the school day, said funds will be used in part to reimburse bargaining unit members for work related to Race to the Top when completed outside the regular work day.

1. Year One

- a. Year One shall begin July 1, 2010 and conclude June 30, 2011.
- b. Up to 75% of monies designated for the program will be earmarked for compensation. Staff members working on RttT grant and/ or initiatives will be compensated at a rate of \$25 per hour but not to exceed 75% (or equivalent hours).
- c. Should the Grant funds be depleted prior to the end of the first year, staff will be compensated from the District's professional development funds at the collaboration rate.
- d. The remainder of the monies, but not less than 25%, will be reserved for attendance at professional development opportunities related to RttT or other expenses.

2. Year Two

- a. Year Two shall begin July 1, 2011 and conclude June 30, 2012.
- b. Up to 60% of the monies designated for the program will be earmarked for compensation. The rate will remain at \$25.00 per hour not to exceed 60%.

- c. Should the Grant funds be depleted prior to the end of the second year, staff will be compensated from the District's professional development funds at the collaboration rate.
- d. The remainder of the monies, but not less than 40%, will be reserved for implementation of programming and the expenses related to those initiatives including professional development opportunity expenses.

3. Year Three

- a. Year Three shall begin July 1, 2012 and conclude June 30, 2013.
- b. Up to 50% of the monies designated for the program will be earmarked for compensation. The rate will remain at \$25.00 per hour not to exceed 50% of the monies.
- c. Should the Grant funds be depleted prior to the end of the third year, staff will be compensated from the District's professional development funds at the collaboration rate.
- d. The remainder of the monies, but not less than 50%, will be reserved for implementation of programming and the expenses related to those initiatives including professional development opportunity expenses

4. Year Four

- a. Year Four shall begin July 1, 2013 and conclude June 30, 2014.
- b. Up to 30% of the monies designated for the program will be earmarked for compensation. The rate will remain at \$25.00 per hour not to exceed 30%.
- c. Should the Grant funds be depleted prior to the end of the fourth year, staff will be compensated from the District's professional development funds at the collaboration rate.
- d. The remainder of the monies, but not less than 70%, will be reserved for implementation of programming and the expenses related to those initiatives including professional development opportunity expenses.

5. Discretion and Distribution of Reimbursement Funds

- a. In any given year, any monies not used for compensation may be rolled over to the following year's compensation fund or used to fund Grant initiatives. The Transformation Team will determine when and how the excess monies will be used as it is deemed necessary.

- b. Discretion for qualifying use of the District's professional development funds will be left to the Superintendent.
- c. Monies will be paid in three increments, not unlike year-long supplementals (Article 20 N).
- d. Teachers will record meeting times and other related Grant work outside the regular work day on time sheets which will be delivered to the Treasurer's office at a predetermined time. Any meetings or work completed since the awarding of the Grant to the State of Ohio but prior to this memorandum will be recorded and included in Year One compensation.
- e. Qualifying characteristics of work for the monies from the grant will be determined in advance by the transformation team.

ARTICLE 20 - SUPPLEMENTAL SALARIES

- A. Salaries for supplemental duties shall be computed according to Articles 21 and 22. Percentages indicated refer to the base salary. "Years of Experience" refers to experience in the activity under consideration.
- B. Supplemental duties shall be defined as those duties for which a supplemental contract is issued.
- C. The Board is not required to fill any supplemental duty position.
- D. When a new supplemental duty is created, the Superintendent shall assign the position to the appropriate group. Prior to such assignment, the Superintendent will consult with the individuals responsible for the activity. Such changes will be attached as amendments to this Agreement, but shall not require or constitute a reopening of bargaining. Any employee may suggest changes or additions to the Administration at any time.

Furthermore, there shall be a Supplemental Salary Grouping Committee that shall meet yearly, during the month of February, to evaluate supplemental salary groupings. When there is a substantial change in the nature of the duty(ies), such position(s) shall be reviewed by the Committee. An individual holding a supplemental contract must request to meet with this Committee, by delivering a written request to the Superintendent, to give evidence of why the supplemental contract should be moved to a different group. If no requests are submitted prior to February 1st, the Committee shall not meet. The Committee shall be composed of the Superintendent or his/her designee, the Association President or his/her designee, and a bargaining unit member on a supplemental contract agreeable to both the Superintendent and the President. Any changes recommended by a

unanimous vote of this committee shall be implemented by the Superintendent in the following school year.

- E. All supplemental contracts are in addition to teaching contracts and shall be for the period of the current school year (July 1 - June 30).
- F. No teacher shall be required to accept a supplemental contract, except the following teacher positions which are listed below with corresponding supplemental contracts:
 - 1. Instrumental Music Teacher/Marching Band Director: Instrumental Performances (Grades 7-12).
 - 2. Orchestra: Orchestra Performances (Grades 5-12)
 - 3. Vocal Music (HS/MS): Vocal Music Performances (Grades 7-12).
 - 4. High School Drama: Fall Play Production Director, Spring Play Production Director.
 - 5. Intermediate Music: Intermediate Music Performances (4-6)
 - 6. Elementary Music: Elementary Music Performances (Grades K-3)
- G. Membership in professional organizations which are required for student participation, honors or awards, shall be paid by the Board as set forth below. Additional memberships may be allowed in keeping with this Article.

ACTIVITY

Music - 3

French - 3

Latin

Spanish

Industrial Arts

Newspaper

ORGANIZATION

Ohio Music Educators Association

National Association of Teachers of French

Ohio Classical Conference
American Classical League

American Association of Teachers of Spanish and Portuguese

Ohio Industrial Arts Technology
Education Association
Central Ohio Industrial Arts Technology
Education Association

H.S. Press Club of Central Ohio

Guidance Counselor	National Association of College Admission Counselors Ohio Association of College Admission Counselors College Board
Football	Ohio H.S. Football Coaches Association
Soccer	District Soccer Coaches Association State Soccer Coaches Association National Soccer Coaches of America
Golf	State Golf Coaches Association
Volleyball	District Volleyball Coaches Association State Volleyball Coaches Association
Tennis	State Tennis Coaches Association
Basketball - 2	District Eleven Coaches Association State Basketball Coaches Association
Wrestling	District Wrestling Coaches Association State Wrestling Coaches Association
Baseball	District Baseball Coaches Association State Baseball Coaches Association
Track - 2	State Track Coaches Association Sports Medicine Certification
Softball	District Softball Coaches Association State Softball Coaches Association.

H. On supplemental contracts, the approximate time period during which the duty is to be performed and the period over which payment is to be made shall be stated. If the holder of a supplemental contract is being recommended for that supplemental for the succeeding school year, he/she will be so notified in writing by:

1. the Board's regular January meeting if the supplemental is for a seasonal autumn position;
2. the Board's regular April meeting if the supplemental is for a seasonal winter position;
3. the Board's regular June meeting if the supplemental is for a seasonal spring position.

This will in no way influence the employee's ability to decline or resign a supplemental contract which they had currently held.

- I. Granting of or non-renewal of a supplemental contract shall in no way affect a bargaining unit member's regular teaching contract, except for the teaching positions as listed in Section F above.
- J. A teacher's regular teaching contract shall not be non-renewed or terminated because of poor performance in supplemental duties, except for the teaching positions as listed in Section F above.
- K. The provisions of Article 7 (Parental Complaint) shall apply to bargaining unit members who hold supplemental contracts.
- L. All head athletic coaches shall receive a formal written evaluation each year within thirty (30) days following the last contest of their season. The evaluation shall be based on no less than two (2) thirty (30) minute observations - one (1) of a practice and one (1) of an actual game by either the Principal or Activities Director.
- M. No bargaining unit member shall be required to evaluate or make formal recommendation on the hiring of persons for supplemental contracts.
- N. A supplemental contract that entails duties throughout the school year will be paid at the bargaining unit member's option in either twenty-four (24) pays, three (3) equal installments, or a single lump sum at the conclusion of the school year. A supplemental that entails duties for only a portion of the school year will be paid at the bargaining unit member's option, either in three (3) equal installments over the course of the duties, or in a lump sum at the conclusion of the duties. Submission of all relevant paperwork is required as a condition of payment of the last installment or lump sum, whichever is applicable.

O. Period Substitute Pay

The Administration shall make an attempt to secure substitutes for teachers or educational aides on approved leave and/or who are absent from the building. If unable to secure a sub, the Board shall pay \$17.22 effective 7/1/12, and \$17.39 effective 7/1/13 for each class period where a teacher must relinquish his/her planning period or lunch to substitute within the building and/or must assume the responsibility of supervising ten (10) or more students from an absent teacher's class or educational aide's study hall when such students are not normally scheduled with that teacher.

ARTICLE 21 - SUPPLEMENTAL SALARY TABLES

Salaries are computed using the BA Base salary in effect on July 1, 2012 (\$33,777) and July 1, 2013 (\$34,115).

SUPPLEMENTAL SALARY TABLE

		Group 0	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Years	0-4	15.0%	12.0%	9.5%	8.0%	6.5%	5.0%	4.0%	3.0%	2.5%
	5-9	17.0%	15.0%	12.0%	10.5%	8.5%	6.5%	5.5%	4.5%	4.0%
	10-14	20.0%	18.0%	14.5%	13.0%	10.5%	8.0%	7.0%	6.0%	5.5%
	15-19	23.0%	21.0%	17.0%	15.5%	12.5%	9.5%	8.5%	7.5%	7.0%
	20+	26.0%	24.0%	19.5%	18.0%	14.5%	11.0%	10.0%	9.0%	8.5%

- In order for members to be eligible for the 20+ Step, all years of experience must be in District Experience.

EFFECTIVE JULY 1, 2012 BA Base \$33,777

2012									
Base 12/13	\$33,777								
	Group 0	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Yrs 0 – 4	\$5,067	\$4,053	\$3,209	\$2,702	\$2,196	\$1,689	\$1,351	\$1,013	\$844
5 - 9	\$5,742	\$5,067	\$4,053	\$3,547	\$2,871	\$2,196	\$1,858	\$1,520	\$1,351
10 – 14	\$6,755	\$6,080	\$4,898	\$4,391	\$3,547	\$2,702	\$2,364	\$2,027	\$1,858
15-19	\$7,769	\$7,093	\$5,742	\$5,235	\$4,222	\$3,209	\$2,871	\$2,533	\$2,364
20+	\$8,782	\$8,106	\$6,587	\$6,080	\$4,898	\$3,715	\$3,378	\$3,040	\$2,871

EFFECTIVE JULY 1, 2013

BA Base \$34,115

2013									
Base 12/13	\$34,115								
	Group 0	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Yrs 0 - 4	\$5,117	\$4,094	\$3,241	\$2,729	\$2,217	\$1,706	\$1,365	\$1,023	\$853
5 - 9	\$5,800	\$5,117	\$4,094	\$3,582	\$2,900	\$2,217	\$1,876	\$1,535	\$1,365
10 - 14	\$6,823	\$6,141	\$4,947	\$4,435	\$3,582	\$2,729	\$2,388	\$2,047	\$1,876
15-19	\$7,846	\$7,164	\$5,800	\$5,288	\$4,264	\$3,241	\$2,900	\$2,559	\$2,388
20+	\$8,870	\$8,188	\$6,652	\$6,141	\$4,947	\$3,753	\$3,412	\$3,070	\$2,900

ARTICLE 22 - SUPPLEMENTAL SALARY GROUPINGS

GROUP 0

Head Football
Marching Band

GROUP 1

Head Basketball - Boys
Head Basketball – Girls
Head Soccer - Boys
Head Soccer - Girls
Head Volleyball
MS Coordinator (1.2)
Varsity Cheerleader Advisor
Weight Training – Spring/Summer

GROUP 2

Head Baseball
Head Cross Country
Head Golf
Head Softball
Head Track - Boys
Head Track - Girls
Head Wrestling
Steel Band

GROUP 3

Assistant HS Basketball - Boys (2)
Assistant HS Basketball - Girls (2)
Assistant HS Football (4)
Assistant Marching Band Director 9-12
Assistant Soccer – Boys_(2)
Assistant Soccer- Girls
Assistant Volleyball (JV & Freshman) (2)
Courier
Flag Corps or Color Guard Advisor
Freshman Football Coach (2)
Head Tennis - Boys
Head Tennis - Girls
HS Yearbook
JV Cheerleader Advisor
MS Football (4)
Musical Director (2)
Swim Coach – Boys
Swim Coach – Girls

GROUP 4

Assistant Band Director 7-12
Assistant Baseball (2)
Assistant Golf
Assistant H.S. Track - Boys
Assistant H.S. Track – Girls
Assistant Softball - JV
MS Basketball - Boys (2)
MS Basketball - Girls (2)

MS Volleyball (2)
Piano Accompanist

GROUP 5

Assistant MS/HS Cross Country
Assistant Tennis – Boys
Assistant Tennis - Girls
Basketball Site Manager – Boys (1.25)
Basketball Site Manager – Girls (1.25)
Football Site Manager (1.25)
Junior Class Advisor
LPDC Chair
MS Cheerleader Advisor
MS Cross Country
MS Golf
MS Softball
MS Track - Boys
MS Track - Girls
MS Wrestling
MS Yearbook
Orchestra Performance
Academic Team Advisor
Soccer Site Manager (1.25)
Vocal Music Performance

GROUP 6

Elementary Team Leader – 1
Elementary Team Leader – 2
Elementary Team Leader – 3
Elementary Team Leader – K
ES Fine Arts Team Leader
Fall Play Production Director
French Club
HS Applied Arts Team Leader
HS Fine Arts Team Leader
HS Global Language Chair
HS Language Arts Team Leader
HS Math Team Leader
HS Science Team Leader
HS Social Studies Team Leader
HS Student Council
Intermediate Team Leader – Grade 4
Intermediate Team Leader – Grade 5
Intermediate Team Leader – Grade 6
IS Fine Arts Chairperson
Latin Club
LPDC Committee Members (3)
MS Drama
MS Fine Arts Team Leader
MS Applied Fine Arts Team Leader
MS Student Council
MS Team Leader – Grade 7
MS Team Leader – Grade 8

MS Yearbook Pictures
Pep Band
Senior Class Advisor
Spanish Club
Thespian Advisor
Underclass Drama Director
National Honor Society Advisor

GROUP 7

Business Manager - Drama
Drama Club Advisor
HS Newspaper
HS Ski Club Advisor
Key Club Advisor
Literary Magazine
Math Counts
Mock Trial
MS Instrumental Music Performance
MS Ski Club Advisor
MS Vocal Music Performance
Power of the Pen
Varsity G
Washington D.C. Trip

GROUP 8

Band Director Grade Six
Elementary Music Performance
Freshman Class Advisor
HS Robotics Club
Envirothon Club
HS FCCLA
HS Instrumental Music Performances
HS Spanish Honor Society
Industrial Arts Club
IS Music Performance
IS Student Council Advisor
MS Musical Director
MS FCCLA
National Honor Society 5 Member Committee
Sophomore Class Advisor

EXTENDED TIME CONTRACTS

All employees hired on or after July 1, 1984, who are granted extended contracts shall be compensated at their regular per diem rate. The length of extended service contracts shall be at the discretion of the Superintendent.

ARTICLE 23 - SEVERANCE PAY

Bargaining unit members shall become eligible for severance pay according to the following provisions:

- A. Severance pay shall be a one-time (1) lump-sum payment to members who leave the District to take disability or service retirement under any state or municipal retirement system in Ohio.
- B. A member who has completed ten (10) or more years of service with the state, any political subdivision, or any combination thereof, and who meets the provisions in paragraph A above, shall be eligible for a severance payment of one-third (1/3) of their accumulated but unused sick leave, up to a maximum payment of thirty (30) days.
- C. A member who has completed ten (10) or more years of continuous service in the District, and who meets the provisions in paragraph A above, shall be eligible for a severance payment of one-third (1/3) of the one hundred twenty (120) days of accumulated but unused sick leave, plus, one-eighth (1/8) of that portion of accumulated but unused sick leave greater than one hundred twenty (120) days. In no case, except as otherwise specified in Section D below, shall payment be made for more than fifty (50) days of accumulated but unused sick leave.
- D. A member who qualifies for severance pay under Section C above will also receive payment for:

Ten (10) days if the member retires at the end of his/her 30th year of credited service for retirement purposes;

Eight (8) days if the member retires at the end of his/her 31st year of credited service for retirement purposes;

Six (6) days if the member retires at the end of his/her 32nd year of credited service for retirement purposes;

Four (4) days if the member retires at the end of his/her 33rd year of credited service for retirement purposes;

Two (2) days if the member retires at the end of his/her 34th year of credited service for retirement purposes;

- E. Payment shall be calculated according to the member's current per diem pay.
- F. Payment of severance pay shall eliminate all sick leave credit unused at the time of payment.
- G. Should a non-retired member die, severance pay, if the member at the time of death met the 10-year service requirement under Section B or C above, will be made to the estate of the deceased upon written request by the executor of the estate.

ARTICLE 24 - TRANSFERS AND VACANCIES

A. General

- 1. The assignment of staff and their transfer to positions, schools, and departments shall be made by the Superintendent at his/her sole discretion.
- 2. The factors which the Superintendent shall consider in making assignments or effecting transfers of certified personnel shall include, but not be limited to, contributions which staff members have made toward the fulfillment of the goals and objectives of the District, and seniority.
- 3. All job postings, excluding supplemental, shall include the job description.
- 4. For the purposes of this article a day is defined as any day school is in session during the school year and any day the administrative office is open during the summer.

B. Teacher-Initiated Transfers

- 1. A vacancy shall exist upon the transfer of an employee that results in an opening, upon Board action regarding the resignations, terminations, non-renewal, or leave of absence for longer than one (1) semester of a certificated employee, or the creation of a new certificated position which the Board intends to fill.
- 2. If the Board creates a new position that, under applicable principles of labor relations law, falls within the bargaining unit, such position will not be filled by a temporary employee for more than thirty (30) calendar days. Should the temporary employee subsequently be regularly employed in such new position, his/her seniority will begin on the first day worked in the position. Any dispute over whether a new position falls within or outside the bargaining unit will be referred to the State Employment Relations Board and resolved under its procedures.

3. Any teacher shall have the right to request a transfer or promotion to a vacancy in the District for which he/she is qualified. Such requests shall be in writing to the person designated on the posting.
4. When a vacancy occurs during the school year, the Superintendent shall notify all employees through the District email system of the vacancy and post in a designated area in each building, and not fill the vacancy for at least five (5) days. For vacancies that occur during the teacher work year, such notification will occur on a scheduled work day.

For vacancies that occur during the summer recess, between the last teacher work day and the first teacher work day of the following year, the Superintendent will use both the District email and phone notification systems to notify all employees of the posted vacancy.

For vacancies that occur within twenty (20) calendar days prior to the first day of school the posting window is reduced to three (3) work days.

The posting window begins prior to Noon on the initial day of posting and ends with the publicized time for the close of business on the fifth day.

The relevant administrator will contact those individuals who express an interest (in the manner specified in the vacancy notification) within the 5-day notification period. The administrator will then schedule and conduct an interview.

For the purposes of this article a day is defined as any day school is in session during the school year and any day the administrative office is open during the summer.

5. Before selecting a teacher not currently employed by Board, the Superintendent shall inform in writing any currently employed teacher whose request for a transfer or promotion to a vacancy is disallowed with reasons why and, at the request of the currently employed teacher, the Superintendent or his/her designee shall discuss the decision reached including general and/or specific reasons.
6. All teachers who apply for a transfer to a specific vacancy shall be given an opportunity to be interviewed before that vacancy is filled.
7. A transfer shall be defined as a change in building and/or grade level and/or subject area assignment.
8. All requests for transfer shall be kept by the Superintendent or his/her designee for twelve (12) months. A teacher may revoke his/her request for transfer at any time prior to his/her acceptance of that transfer.

C. Administration-Initiated Involuntary Transfer

1. a. The term involuntary transfer shall mean an Administration-initiated transfer of a teacher which has not been requested by that teacher. Teachers who have been informed that they will be involuntarily transferred retain the right to interview for other vacancies in accordance with Section 4 above.

b. In no case shall any individual be involuntarily transferred more than twice in ten (10) years.
2. When involuntary transfers are determined necessary by the Administration, a personal conference shall be held with the teacher by the appropriate administrator prior to the transfer.
3. Any teacher affected by involuntary transfer shall have the right to request and have a meeting with the Superintendent. Such meeting shall be held prior to the effective date of the involuntary transfer.
4. The reasons for such a transfer will be discussed and the teacher will have an opportunity to express any concerns regarding the transfer at any conference held pursuant to this Section.
5. Teachers who are involuntarily transferred shall be notified no later than two (2) weeks prior to the effective date of the transfer. The Administration will make every effort to make such transfers prior to August 1 of each year. This provision shall not apply to involuntary transfers that are necessitated because of unexpected, unanticipated, or emergency situations.

D. SUPPORT STAFF PERSONNEL

1. General

- a. A vacancy shall be any classified position which becomes vacant as the result of a termination, resignation, death, transfer and/or the creation of a new position which the Board intends to fill.
- b. All vacancies in support staff positions shall be filled in accordance with the provisions of this Article.
- c. If the Board creates a new position that, under applicable principles of labor relations law, falls within the bargaining unit, such position will not be filled by a temporary employee for more than thirty (30) calendar days. Should the temporary employee subsequently be regularly employed in such new position, his/her seniority will begin on the first

day worked in the position. Any dispute over whether a new position falls within or outside the bargaining unit will be referred to the State Employment Relations Board and resolved under its procedures.

2. Posting

- a. When a vacancy occurs in a classification during the school year, the Superintendent shall notify all employees through the District email system of the vacancy and not fill the vacancy for at least five (5) days. For vacancies that occur during the employee work year, such notification will occur on a scheduled work day.

For vacancies that occur during the summer recess as defined by the last teacher work day and the first teacher work day of the following year, the Superintendent will use both the District email and phone notification systems to notify all employees of the posted vacancy.

The relevant supervisor will contact those individuals who express an interest (in the manner specified in the vacancy notification) within the 5-days notification period. The supervisor will then schedule and conduct an interview.

The transportation supervisor will complete the following activities:

Prior to or on June 1:

- i. Provide maps of all routes for the school year.
- ii. Make all drivers aware of all routes.
- iii. In writing, provide notice of a meeting to be held the on the first workday of the school year, at which time the vacant routes will be bid and assigned or re-assigned in the new school year.

On the first workday:

- i. Conduct a meeting of all drivers (full- and part-time) immediately following the convocation.
- ii. At this meeting the vacant routes will be bid and assigned based upon district seniority.
 - (a) The most senior driver will have the opportunity to select the vacant route of his/her choice or maintain his/her current route.
 - (b) The selection and assignment of routes shall continue by continuing through the seniority lists until all routes have been assigned.
 - (c) If the transportation supervisor anticipates using one of the allotted "waivers" he/she shall meet privately with the affected employee/driver to make the individual aware of this possibility prior to the general meeting of drivers.

This procedure will supersede Article 24 D2 for the filling of bus route vacancies and will only be used once during any school year. Any vacancies occurring after the bid day will be filled by the transportation supervisor and the route assigned to a new bargaining unit member. The route will then be put up for bid at the following August bid meeting.

- (a) Effective July 1, 2012, the bus route bidding process will be moved to the first workday of the school year. All staff will be notified of the exact day, time and location prior to the end of the school year.
- (b) The kindergarten bus route will be a separate route and will be put up for bid after all other routes have been bid as detailed in Article 35.

3. Filling of Vacancies

- a. The most senior applicant within the same classification as the vacancy shall be awarded the position. (Seniority shall be determined in accordance with Article 17).
- b. If there are no applicants from within the same classification as the vacancy, interested bargaining unit members from other classifications will be interviewed and the position shall be awarded to the most senior applicant from a different classification who meets the qualifications on the job description, at the discretion of the Administration.
- c. If there are no qualified applicants for the vacancy, the Board may fill the position with a newly hired employee.
- d. Notwithstanding the above-stated seniority preferences, with respect to vacancies that occur within the positions of special education bus driver, special education aide, clinic aide and principal's secretary, the Board may elect to exercise a total of two (2) waivers per school year (7/1 to 6/30) under which the vacancy in question is not awarded to the senior applicant who otherwise meets the qualifications for the position. The Superintendent will furnish the Association President with written notice of any waiver exercised under this provision.

ARTICLE 25 - WORKING CONDITIONS

A. ALL BARGAINING UNIT MEMBERS

1. Employee Meetings

Required attendance at employee meetings shall not exceed a cumulative total of two (2) hours per month outside of the regular workday.

2. Mileage

The Board shall pay an amount per mile for authorized automobile expenses which is equal to the per mile allowance standard utilized by the Internal Revenue Service. If such allowance is changed by the IRS, the change will be effective as of the first day of the first month following the effective date of the change. Mileage expenses will only be paid for travel authorized in writing in advance. The Board may require the submission of an expense report form.

3. Payroll Practices

All members of the bargaining unit shall receive their salary in twenty-four (24) equal pays. Paydays shall fall on the 10th and 25th of each month; if the 10th or 25th falls on a weekend or holiday, the immediately preceding weekday that is not a holiday will be used for this purpose. Prior to May 15th, a member may request that the Board pay the member's regular summer salary in a single lump sum. The Superintendent shall, in his/her sole discretion, approve or deny such request prior to the end of the school year. If the Superintendent denies the request, the denial shall be accompanied with a written explanation if requested by the member.

4. Court Appearances

Any employee subpoenaed or directed by the court to appear within same, shall not have such absence deducted from any recognized leave policy. The employee continues his/her salary while in appearance, but returns, upon receipt, court remuneration to the Board Treasurer.

5. Smoking

The parties agree to comply with all local laws and regulations regarding smoking on school property and in school vehicles.

6. PTA/PTO Meetings

No member shall be required to attend PTA/PTO meetings held outside their regular work day. This prohibition does not apply to required attendance at school functions which may be held jointly with a PTA/PTO meeting.

7. If an employee resides in a county where a level 3 snow emergency is declared before the employee's normal departure time for work and the District is in session, that employee shall be excused from reporting to work. No charge against the employee's sick or personal leave shall be made. The employee is responsible for notifying the District that he/she cannot report to work.
8. The District shall provide free Hepatitis B immunizations to all employees who may have contact with a student with Hepatitis B.
9. Each year a ten (10) member calendar committee shall be appointed. The Superintendent shall appoint five (5) members and the Association President shall appoint five (5) members. The committee shall make recommendations to the Superintendent by January 31 regarding the school calendar for the next school year. The committee is advisory only.
10. The Administration and team leaders will develop a schedule of collaboration time to articulate to the building staff at the beginning of the year for planning purposes. An attempt will be made to provide equitable opportunities for both district/building initiatives and specific teacher-initiated collaboration. An agenda for teacher-initiated collaboration must be submitted to the building administrator for prior approval.

B. TEACHING MEMBERS

1. Notification of Teaching Assignment

A teacher under current contract with the Board shall be notified of his/her assignment for the coming school year by the last day of school, provided that both parties agree that changes in teaching assignment may be necessary after the last day of school due to changes in enrollment, scheduling or other needs of the District. Such changes will be decided by the Administration with the understanding that they will be made on a voluntary basis when possible. However, the Board will make every effort to make such changes prior to August 1 of each year.

2. Department Heads

The Board may fill the position of Department Heads for the secondary high school and middle school. If such position is filled, the position shall be the subject of a supplemental contract, and the salary shall be set in accordance with Article 20.

3. Grade Level Chairpersons

The Board may fill the position of Grade Level Chairperson for the elementary, intermediate and middle school. If such position is filled, the position shall be the subject of a supplemental contract, and the salary shall be set in accordance with Article 20.

4. Curriculum Committees

No teacher shall be assigned involuntarily outside of the regular work day to do curriculum planning work or be assigned involuntarily outside of the regular work day to any other Board-approved committee.

5. School Workday

The required work day for all teachers shall not exceed seven and three-fourths (7- $\frac{3}{4}$) hours, including a thirty (30) consecutive minute duty-free lunch period. This requirement shall not apply to required attendance at open house or similar programs. Required attendance shall not exceed three (3) activities per teacher per year unless the teacher is reimbursed for such attendance at his/her regular hourly rate of pay.

6. Length of School Year

The required work for teachers shall not exceed one hundred eighty-four (184) days.

7. Lunch Period

Each teacher shall receive a thirty (30) consecutive minute duty-free lunch period per day. This thirty (30) minute lunch period shall not include transition time needed to arrive at a class, study hall, or duty on time. Appropriate transition time for these purposes shall be in addition to the thirty (30) minute lunch time. There shall be no restrictions as to where a teacher spends his/her thirty (30) minute lunch period, except the teacher must notify the principal's office when he/she leaves the school building.

8. Plan/Conference Time

Each teacher shall receive a minimum of two hundred (200) minutes of plan/conference time per week. In allocating such time, each teacher will be scheduled for not less than thirty (30) consecutive minutes per work day, unless otherwise agreed by the affected teacher or group of teachers.

9. With respect to an IEP or Section 504 meeting scheduled to start one (1) hour or more after the end of the normal school work day for the building affected, bargaining unit members who are required to be present will be compensated at the curriculum committee hourly rate specified in Paragraph 4 of this Section. It is understood that the Administration will have the final opportunity for scheduling such a meeting.
10. For conducting autumn conferences with the parent(s) of every child, academic grade-level teachers in grades K-5 will be eligible for an annual stipend of \$100. Documentation of the teacher's completed conferences will be submitted to the building principal no later than ten (10) days after the Autumn Conference Compensation Day.

C. SUPPORT STAFF MEMBERS

1. Work Day/Work Year

Support staff positions shall have the following work days/work years:

<u>Employee Position</u>	<u>Days Worked</u>	<u>Holidays Paid</u>	<u>Total Days</u>	<u>Hours/Day</u>
HS Guidance Secretary	204	7	211	7.5
Educational Aide	180	6	186	7.0
Special education aide	180	6	186	7.0
Special Services Secretary	204	7	211	7.5
Principal's Secretary	224	7	231	7.5
Principal's Secretary	204	7	211	7.5
Building Secretary	180	6	186	7.5
Transportation Secretary	204	7	211	7.5
Technology Aide	252	8	260	8.0
Bus Mechanic	252	8	260	8.0
Full-Time Bus Driver	183	6	189	4.5
Part-Time bus Driver	183	6	189	2.25
Kindergarten Bus Driver	183	6	189	1.67

2. Lunch Periods

All regular employees who work five (5) or more hours per day shall be entitled to a paid thirty (30) minute uninterrupted lunch period. There shall be no restrictions as to where an employee spends his/her lunch period, however, any employee leaving the building during his/her lunch period shall notify his/her immediate supervisor.

3. Educational aides on approved leave who are assigned to inclusion students shall be replaced by a substitute.
4. If unable to secure a substitute for an absent teacher, the Board shall pay ten dollars (\$10.00) per class period to an educational aide who must assume responsibility for supervising seventeen (17) or more students from an absent teacher's class when such students are not normally scheduled with that educational aide.
5. At the Board's discretion Principal's Secretaries may be placed on a two hundred four (204) day contract (two hundred eleven [211] days with seven [7] holidays) after the current job holders retire or leave.

ARTICLE 26 - TUITION REIMBURSEMENT PROGRAM

To encourage personnel to continue their professional growth, the Board will grant tuition reimbursement to individual members as follows:

- A. The Board will annually allocate a tuition reimbursement amount equal to three hundred seventy-five dollars (\$375) multiplied by the number of full-time equivalent (FTE) bargaining unit member (rounded down to the nearest whole FTE number) as of October 15.
- B. Record keeping and disbursement of funds shall be the responsibility of the treasurer's office. Reimbursement checks will be distributed to eligible individuals under this Article on or before November 1st of each school year. Prior to any such distribution, the Treasurer (or designee) and Association President will review the proposed distribution for the purpose of minimizing in advance any inadvertent errors in the administration of this Article.

A part-time bargaining unit member is eligible for tuition reimbursement under Article 25 of this Agreement for up to a maximum of three (3) semester hours annually.

Reimbursement for course work will be made upon presentation of proof of payment and course completion with a grade of B or higher (P for pass/fail courses). Such proofs must be submitted to the Treasurer's office on or before September 15th. Employees who are subjected to a RIF shall receive reimbursement for any approved coursework in accordance with the terms of this article.

Proof of payment can be in the form of a cancelled check, charge card receipt, charge card statement, or cash receipt. (Course registration form cannot be used as proof of payment.)

Proof of course completion should be in the form of a grade card OR transcript showing course completed.

Eligibility: Courses approved must be at the graduate level and granted by an institution recognized by the Ohio Department of Education for initial certification/licensure or renewal. They also must meet one (1) or more of these criteria:

1. Course is needed to renew or upgrade certificate/license that employee holds to keep their current assignment.
 2. Course directly relates to their teaching area or corresponds to building and/or District goals or school improvement plans.
 3. Approved credits for support staff members may be on either the undergraduate or graduate level and must be related to the member's work responsibilities. The Superintendent shall make the following exceptions: coursework for undergraduate or vocational/technical school courses that relate to the member's area of responsibility, or course work that improves the curriculum of the District (i.e. - computer courses, industrial arts courses, etc.).
- C. Proof of eligibility for advancement on the salary schedule for teachers must be filed with the Superintendent by September 15 of the school year. The teacher shall submit a written request to the Superintendent indicating the number of graduate hours completed and the new level on the salary schedule that has been earned. Transcripts from all institutions from which qualifying credit hours have been completed will be provided as proof of eligibility. Those who are eligible for advancement on the September 15 date will be placed on the salary schedule retroactive to the first work day of the school year. For those who complete additional credit between September 15 and January 15 proof of eligibility must be filed with the Superintendent no later than January 30 of that year. Those who are eligible for advancement on the January 30 date will be placed on the salary schedule effective February 1 of that year.

Procedure for determining reimbursement amount:

1. Total up the bargaining unit member's semester hours (changing quarter hours into semester hours).
2. Take each bargaining unit member's paid receipt by course and divide by total semester hours per that class/course.
3. Divide total dollars available by the total semester hours to determine cost per semester credit hour.
4. If the cost per credit hour paid by the staff member is the same or below the dollar amount enter the amount.

5. Add up the remaining credit hours and repeat the process (#3) until all funds are expended.
 6. Enter requisitions for each staff member.
- E. This provision shall not be utilized during a Board-approved sabbatical leave unless so approved by the Board to be part of the sabbatical.
- F. Definition:
- a. "Full-time study" shall be as it is defined by the institution attended.
- G. Course changes may be made only after receiving the Superintendent's approval.

ARTICLE 27 - EVALUATION AND FAIR DISMISSAL

A. TEACHER EVALUATION

The Board will review the evaluation procedure and instrument for the purpose of assessing teacher performance, or to modify the evaluation instrument at the written request of either party.

All evaluation programs, including supplementals, instruments, and schedules at the written request of either party shall be reviewed by a committee comprised of the Superintendent or his/her designee, Principal(s), Association Officer(s), Association member(s), and Board representative(s). The evaluation procedure agreed to by this committee shall be reduced to writing and submitted to the Association and Board for approval. If approved, such shall be the official evaluation procedure for the District. The parties recognize their obligation to formulate an evaluation procedure consistent with ORC Section 3319.112 by July 1, 2013. If an agreement on such an evaluation procedure is not achieved under this paragraph by that date, the state model issued under Section 3319.112 will be implemented.

1. The evaluation system shall be uniform throughout the District.
2. Evaluation criteria will be explained to teachers before formal evaluation.
3. Any formal classroom teaching performance evaluations shall be conducted openly and with the awareness of the teacher. Such observations shall normally be followed within one (1) week by a conference between the teacher and the evaluator if requested by either.
4. The teacher shall receive a copy of all evaluation report forms which are placed in the official personnel file, and shall have the right to attach written comments.

5. Teachers shall be given an opportunity to correct any noted deficiencies. The Administration shall initiate with the teacher a written, definite plan for improvement of each noted deficiency.
6. Bargaining unit members shall not be required to evaluate other members.
7. A full written record of evaluation of a teacher's performance shall be maintained in the official file. All evaluation records, including the results of observations, follow-up conferences, notes, and assistance to the staff shall be in triplicate - original copy to be placed in the teacher's file and copies retained by the administrator and the teacher. All written records shall provide for comments of both parties involved and provisions of signature of both parties prefaced with the following:

Signature indicates completion of evaluation process; not necessarily consensus.
8. In the event that an administrator other than the building principal or immediate supervisor conducts an observation, the teacher involved shall be given not less than twenty-four (24) hours advance notice.
9. The Board and Association specifically agree that compliance with the evaluation procedure set forth in this Agreement shall fully satisfy any and all requirements of law with respect to the adoption and implementation of evaluation procedures for members of the bargaining unit including but not limited to all of the requirements of ORC Section 3319.111.
10. The Board and Association agree that data retrieved through Battelle for Kids may be used to develop professional development programs and for school improvement. The data may only be used for evaluative purposes as defined in an agreement between the Board and the Association within the scope of Race to the Top.

B. TEACHER DISMISSAL

1. Termination

Termination of the contract of a teacher during its term shall be governed exclusively by ORC Sections 3319.16 and 3319.161.

2. Non-renewal

- a. If the Superintendent intends to recommend to the Board the non-renewal of a teacher's limited contract, the Superintendent shall notify the teacher in writing of such intention no later than the date of the

regular Board meeting in March of the school year during which the teacher's limited contract expires.

- b. Within ten (10) days after receiving such notice, the teacher may request, and shall be granted, a conference with the Superintendent to discuss the decision to recommend non-renewal; at such conference, the Superintendent shall discuss with the teacher the reasons for the decision to recommend non-renewal. The teacher shall have the right to bring an Association representative to this meeting if he/she so chooses.
- c. After such conference, a teacher may appear before the Board prior to final action on his/her contract. The teacher may request and shall be granted the right to appear before the Board in executive session if he/she so desires. The teacher shall have the right to bring an Association representative to this meeting if he/she so chooses.
- d. If the Superintendent recommends that a member's contract be non-renewed and the Board approves such recommendation, the employee shall be notified in writing by April 30 of the year in which the limited contract expires. Failure of the Administration to comply with the provisions of this Agreement results in automatic re-employment of the affected member on another limited contract or continuing contract if eligible.
- e. Reduction of staff shall not be accomplished by non-renewal of teachers but shall be governed solely by Article 18 of this Agreement.

C. SUPPORT STAFF EVALUATION

The Board will review the evaluation procedure and instrument for the purpose of assessing member performance, or to modify the evaluation instrument at the written request of either party. All evaluation programs, instruments, and schedules at the request of either party shall be reviewed by a committee comprised of the Superintendent or his/her designee, Principal(s), Association Officer(s), Association member(s), and the Board representative(s). The evaluation procedure agreed to by this committee shall be reduced to writing and submitted to the Association and the Board for approval. If approved, such shall be the official evaluation procedure for support staff employees.

1. An annual written summative evaluation shall include the evaluation of the member's total performance in his/her assigned position.
2. An annual written evaluation shall be performed on each support staff employee each calendar year using the Board-approved evaluation forms.

3. Evaluations shall be based upon the immediate supervisor's personal observation of a member's work and/or work product.
4. All annual evaluations shall be reduced to writing, and a copy shall be given to the member. If the member disagrees with the evaluation, he/she may submit a written response which shall be attached to the file copy of the evaluation in question.
5. Following each written summative evaluation, which shall include the right to a conference with the evaluator at the employee's request, the member shall sign and be given a copy of the evaluation form. In no case shall the member's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation.
6. The evaluation system shall be uniform throughout the District.
7. Evaluation criteria will be explained to members before formal evaluation.
8. Members shall be given an opportunity to correct any noted deficiencies. The Administration shall initiate with the member a written, definite plan for improvement of each noted deficiency.
9. Bargaining unit members shall not be required to evaluate other members.
10. In the event that an administrator other than the building principal or immediate supervisor conducts an observation, the member involved shall be given not less than twenty-four (24) hours advance notice.

D. SUPPORT STAFF DISMISSAL

1. If the Superintendent intends to recommend to the Board the non-renewal of a member's limited contract, the Superintendent shall notify the member in writing of such intention no later than thirty (30) days prior to the Board meeting at which the recommendation shall be considered.
2. The member may request, and shall be granted, a conference with the Superintendent to discuss his/her recommendation.
3. After such conference, the member may request, and shall be granted, the right to appear before the Board in executive session if he/she so desires.
4. If the Board approves the Superintendent's recommendation to non-renew an employee's contract, the employee shall be notified in writing by June 1 of the year in which the limited contract expires. Failure of the Administration to comply with the provisions of this Agreement shall result in the automatic

re-employment of the member on the appropriate limited or continuing contract.

E. EVALUATION TIMELINES

See Appendix E

ARTICLE 28 - STRS/SERS PICK UP

- A. The Board will contribute to STRS/SERS an amount equal to each employee's contribution to STRS/SERS in lieu of payment to such employee, and such amount shall be treated as a mandatory salary reduction from the contract salary otherwise payable to such employee.
- B. An Addendum to each employee's contract will state (1) that the employee's contract salary is being restated as consisting of a cash salary component which is equal to the amount of the employee contribution being "picked-up" by the Board on behalf of the employee; (2) that the Board will contribute to STRS/SERS an amount equal to the employee's required contribution to STRS/SERS for the account of each bargaining unit employee; and (3) that sick leave, severance, vacation, supplemental, and extended service pay which are indexed to or otherwise determinable by reference to the employee's rate of pay shall be calculated upon both the cash salary component and pick-up component of the employee's restated salary. All subsequent contracts and salary notices for these affected employees shall be conformed to include the provisions of the Addendum.
- C. Each member will be responsible for compliance with Internal Revenue Service salary exclusion allowance regulations with respect to the "pick-up" in combination with other tax deferred compensation plans.
- D. The "pick-up" shall be uniformly applied to all bargaining unit members.

ARTICLE 29 - NON-DISCRIMINATION

The Board and the Administration agree to administer all terms and conditions of employment as stated in this Agreement equally to all members of the bargaining unit.

ARTICLE 30 - NEW EMPLOYEES

- A. The Board shall provide to the Association President the names and addresses of all newly hired bargaining unit members upon request.
- B. All new members shall be given a copy of the appropriate evaluation forms and procedures within thirty (30) days of their first day of work.

- C. All new members shall be given copies of all insurance benefits, plan booklets, and insurance cards, within thirty (30) days of their first day of work, if available.

ARTICLE 31 - ENTRY YEAR MENTOR PROGRAM

The District shall participate in the Licking County Entry Year Mentor Program and shall follow all procedures and guidelines of the program.

Should, at any time in the future, the Licking County program cease to exist or should the District opt out of the county program, a joint committee shall develop a District Level Entry Year Mentor Program.

The committee shall be comprised of two (2) members selected by the Granville Education Association and two (2) members selected by the Superintendent. Such program shall be reduced to writing and submitted to the GEA and Board for approval. If approved by both parties, such program shall be incorporated herein by reference.

ARTICLE 32 - HOLIDAYS

- A. All support staff members shall be paid their regular rate of pay for the following holidays:
 - 1. New Years Day;
 - 2. Martin Luther King Day;
 - 3. Memorial Day;
 - 4. Labor Day;
 - 5. Thanksgiving Day;
 - 6. Christmas Day.
- B. All eleven (11) month employees, in addition to the holidays in A above, shall be entitled to a paid holiday on Presidents' Day. All twelve (12) month employees shall receive the holidays in A above, President's Day, and Independence Day.
- C. Employees required to work on holidays in addition to their regular holiday pay, shall be paid one and one-half (1-1/2) times their regular rate of pay.
- D. Employees shall be offered holiday work based on seniority. The most senior employee shall have the right of first refusal.
- E. If employees are required to work and all employees have declined such work, the least senior employee in the affected job classification will be assigned.

ARTICLE 33 - CALAMITY DAY PAY

- A. All support staff employees shall be paid their appropriate rate of pay for all days or part of a day when schools are closed owing to an epidemic, weather or other public calamity.
- B. If required to work on a calamity day, an employee shall be paid straight time for all hours worked in addition to their regular pay for the day.

ARTICLE 34 - VACATION

- A. Each regular eleven (11) or twelve (12) month support staff employee shall be granted paid vacation as follows:

Years of Completed Service	11 Mos.	12 Mos.
1 - 9	10	12
10 - 19	15	18
20 or more	20	24.

- B. Members shall use vacation days during the month of July, except members may use one (1) week at any time during the year other than the two (2) weeks before and after the first and last days of school.
- C. Members may use vacation in one-half (1/2) day increments during the summer.
- D. Vacation pay shall be based on hours normally worked.
- E. Upon separation from employment, an employee shall be paid for all accumulated, but unused, vacation leave at the employee's current rate of pay.
- F. Upon the death of an employee, the employee's spouse (or estate, if no spouse) shall be paid all accumulated, but unused, vacation leave at the employee's most recent rate of pay.

ARTICLE 35 - TRANSPORTATION

A. REGULAR BUS ROUTES

- 1. All regular bus routes (including kindergarten routes) shall be posted and filled in accordance with Article 24 of this Agreement.
- 2. Every driver, excluding unassigned drivers as defined in Section 6, shall have a regular scheduled run. The runs shall be guaranteed as follows:

- a. Full-time 4.5 hours per day;
 - b. Part-time 2.25 hours per day.
3. The time calculated for runs (4.5 hours and 2.25 hours) shall include:
- a. loading time;
 - b. thirty (30) minutes for pre-trip inspection and cleaning time;
 - c. dead head time.

If any run exceeds the guaranteed run hours on a regular basis, the Board will either restructure the route or pay the driver for the time in excess of the guaranteed run time.

4. A regular kindergarten route shall be guaranteed at 1.67 hours per day.
- a. The kindergarten guaranteed time shall be in addition to the driver's normal hours per day.
 - b. A driver with a kindergarten route shall have the option of keeping or giving up the kindergarten route for the next school year. The driver must notify his/her supervisor by June 15th if he/she is opting to give up the route. All such waived routes shall be posted in accordance with Article 24. If no driver bids for the kindergarten route, the Board shall have the right to assign the route to the least senior driver (full- or part-time).
5. The Board may permit drivers of handicapped routes to have the option of taking their buses home.
6. The District shall have the right to hire one (1) or more unassigned driver(s). The driver(s) shall not be assigned to a regular and/or kindergarten route. Unassigned driver(s) shall have the right to be placed on the extra trip rotation list. The driver(s) will be used to substitute for absent drivers. When possible, unassigned driver(s) shall be used to fill the routes of regular drivers who waive their routes or a portion of their routes to drive extra trips. No regular route driver may be involuntarily transferred to the position of unassigned driver. All unassigned drivers shall be guaranteed 4.5 hours of work per day for full-time drivers and 2.25 hours of work per day for part-time drivers.

B. ADDITIONAL VAN ROUTES

1. The Board and the Association agree that van routes, which take place during the school day and are created for a variety of purposes, will use the following parameters:

- a) The routes will be paid on an hourly basis consistent with the driver's current hourly rate
 - b) The routes will be paid in 15 minute increments
 - c) The drivers will use vans for these routes
 - d) The operation of van routes will be limited to transportation personnel
 - e) Individual student aides may be required to ride in the vans with an assigned student.
2. The routes will be posted and filled according to Article 24D – Transfers and Vacancies: Support Staff Personnel- of the negotiated agreement. Kindergarten routes are not affected by this understanding.

C. BREAKDOWN PAY

If a breakdown extends a driver's regularly scheduled work day thirty (30) minutes or extends the hours of an extra trip thirty (30) minutes, the driver shall be compensated for all extra time in fifteen (15) minute increments.

D. PHYSICAL EXAMINATION

The Board shall reimburse drivers for one hundred per cent (100%) of the annual medical examination performed by the Board-designated physician. The Board shall reimburse drivers up to forty dollars (\$40.00) per year for their annual medical examination performed by a physician not designated by the Board.

E. TRANSPORTATION INSERVICE

If the inservice training for the transportation employee is not conducted by the District, the transportation employees may attend another inservice with the approval of the transportation supervisor. The employees attending the inservice are required to submit proof of attendance at the entire workshop on the form provided by the District.

Should the District require drivers to attend any inservice/training beyond those required by the State or for a CDL, the drivers shall be paid their regular hourly rate for all time spent at such inservice/training.

F. SUBSTITUTES

When a driver is to be absent from work, the driver shall notify the transportation supervisor at least two (2) hours before the driver's scheduled shift. The supervisor shall be responsible for securing a substitute for the absent driver.

- G. Drivers shall be provided and shall keep confidential a list identifying students with special problems that may require medical attention of which the Board is aware.
- H. Drivers shall have access to a telephone and the bus garage at all times.
- I. A full-time driver may voluntarily exchange his/her route with a part-time driver. Such voluntary exchange must be reported to the transportation supervisor and must be offered to part-time drivers in seniority order. The exchange can only be made with the mutual consent of both drivers and the prior approval of the driver's supervisor(s).

J. EXTRA TRIPS

1. The transportation supervisor shall post and maintain an extra trip list. The trip list shall include, in order of seniority, the names of all drivers (full- and part-time). All drivers shall remain on the extra trip list unless the driver requests to have his/her name removed from the list.
2. Extra trips will be assigned on a rotating basis from the extra trip list, in order of seniority. The list shall be posted in the transportation office and shall be updated as trips are assigned. Extra trip requests received in the transportation office prior to the weekly trip meeting shall be assigned at the meeting. Should a request form arrive in the office following the weekly trip meeting, for a trip scheduled prior to the next meeting, the trip shall be assigned using the extra trip list, with drivers being contacted directly in seniority order. A driver will have a minimum of one (1) hour to respond to the personal contact regarding the extra trip. Should a request form arrive for a trip scheduled within seventy-two (72) hours of receipt of the request form, such trip shall be considered an emergency. Emergency extra trips shall be assigned in seniority order. For emergency trips, the District shall only be required to attempt one (1) contact with each driver. The driver must immediately accept or decline the trip. If there is less than two (2) hours advance notice for a trip, it may be assigned to any available driver on the trip list.
3. All extra trip requests shall be filled in the order in which they are received in the transportation office.
4. Any time a driver accepts or declines an extra trip, that driver shall be charged on the appropriate list. If the extra trip conflicts with the driver's regular route, the driver shall, at his/her option, have the right to forfeit all or part of his/her regular paid route and take the extra trip.
5. Should the number of buses needed for extra trips on any given day exceed the number of buses available in the District, excluding route and necessary

spare buses, the Transportation Supervisor shall have the right to deny drivers their right to waive all or part of their regular routes.

6. Extra trip pay shall start at the time the driver is required to report for duty. Should a driver waive any portion of his/her regular route to take an extra trip, he/she shall be paid at his/her regular rate of pay for the waived route time and at the extra trip rate for all additional time. The following hourly rate will apply to extra trip pay:
 - a. Effective July 1, 2012, \$13.93
 - b. Effective July 1, 2013, \$14.07

In addition, fifteen (15) minutes of cleaning time will be paid for each extra trip driven. Meal time will not be deducted from total trip time.

7. If a driver reports to the garage to drive an extra trip, and the trip is cancelled, the driver will be paid for two (2) hours at his/her extra trip rate of pay.
8. On extra trips where a portion of the student participants are scheduled to return prior to the other students, the driver(s) returning early shall be selected as follows:
 - a. A volunteer will be solicited first, then
 - b. The least senior driver shall return first with the other driver(s) returning in ascending seniority order.

K. SUMMER TRANSPORTATION

All student transportation services shall be assigned in the following manner during the period from the last day of the immediately preceding school year until the first day of the upcoming school year. This period is typically June, July and August.

All transportation services that are longer than two (2) days in duration shall be posted according to the appropriate articles in the Master Agreement and be considered vacancies.

All transportation services of a duration of two (2) days or less during the summer months shall be assigned according to order of seniority. This shall only apply to those bargaining unit members who indicate a willingness to take such assignments during the summer. The bargaining unit member shall complete a form indicating such an interest during the last week of the school year and submit it to his/her supervisor. The supervisor will contact any member, in seniority order, when any transportation need arises in order for the member to accept or decline the opportunity. The individual member shall be under no obligation to

take any summer trip. If all members who indicated an interest decline, the transportation supervisor may then contact substitute employees or assign the trip as he/she sees fit.

- L. The Board will notify the Association no later than six (6) months prior to its intent to subcontract all district transportation services.

At the request of the Association, the Board and Association will meet to discuss the proposed subcontracting. The Board will not take action on the subcontracting prior to this meeting.

To the extent, if any, that currently unforeseeable needs to provide non-regular transportation services arise in the future, such needs will be assessed case-by-case. If the District believes such a need will best be handled through contracting with an outside organization, the District's Transportation Supervisor will, within forty-eight (48) hours, notify the Association President of that belief and representatives of the parties will thereupon promptly attempt to come to a mutual agreement on how to proceed. Such notification will be through a personal or telephone contact with a follow-up written confirmation. It is mutually recognized that, if agreement is not achieved within fourteen (14) calendar days following such notice to the Association President, the matter is reviewable under Article 3, Grievance Procedure. For the duration of the 14-day period in the absence of a mutual agreement on how to proceed, the District will assign such transportation to a substitute District employee on any work day occurring within the period.

This is not intended to address or affect the District's transportation agreements and historical practice with reference to other Ohio school districts, MRDD boards, public transportation, or parents.

ARTICLE 36 - SUPPORT STAFF DISCIPLINE

- A. No support staff employee who has completed one (1) year of service with the District shall be disciplined without just cause and compliance with applicable provisions of this Agreement.
- B. The Board has complete discretion to institute discipline at any level. However, when practical, the Board shall consider the principles of progressive discipline and may follow the following sequence:
 - 1. Verbal reprimand;
 - 2. Written reprimand that includes a statement of administrative expectations to address the issue;
 - 3. Suspension without pay of between one (1) to ten (10) work days duration.
 - 4. Termination, which shall be governed exclusively by ORC 3319.081 (C).

- C. No disciplinary action will be taken until the member has had a meeting with his/her immediate supervisor. The member shall have the right to Association representation at all such meetings. At the meeting, the member shall:
 - a. be informed of the alleged actions leading to the proposed discipline, and
 - b. be afforded the opportunity to present a response to the charges.
- D. All appeals of reprimands and suspensions shall follow the Grievance Procedure included in this Agreement. Termination appeals shall be in accordance with relevant statutory provisions.

ARTICLE 37 - HIRING OF STRS OR SERS RETIREES

- A. The Board may offer up to (fifteen) 15 years experience to the re-employed STRS or SERS retiree.
- B. A re-employed retiree shall receive one-year, limited contract of employment. Such contract shall automatically terminate at the end of each school year without further action, notice, or procedure by the District. Continued employment from contract to contract will be solely at the discretion of the Board. A re-employed retiree shall be ineligible for a continuing contract of employment, regardless of years of service with the District.
- C. A re-employed retiree shall have the opportunity to participate in the District's hospitalization, dental, vision or other health insurance programs offered to employees at his/her own expense. Re-employed retirees shall not be eligible for the insurance opt-out program.
- D. Upon re-employment, the retiree will be credited with zero (0) year's seniority and seniority will not accrue.
- E. A re-employed retiree will in no event qualify for fee waivers, tuition reimbursement, severance pay or sabbatical leave under this Agreement.
- F. A re-employed retiree will not be hired if it prevents a qualified pre-retirement employee from advancing within the discipline or being denied a voluntary transfer for which he/she qualifies.

ARTICLE 38 - PART-TIME TEACHERS

- A. A part-time teacher is defined as one who is regularly employed for less than seven and three-fourths (7 $\frac{3}{4}$) hours per day or for less than the regular school work week.
- B. A part-time teacher is granted sick leave and personal leave days based on time actually worked, earned at the same rate that applies to full-time teachers.

- C. Insurance fringe benefits for a part-time teacher are granted in accordance with Appendix A of this Agreement.
- D. A part-time teacher's eligibility for lunch and/or planning time is governed by the following rules:
 - 1. A part-time teacher required to work fewer than 130 minutes (inclusive of planning time) in his/her regular work day is not eligible for a lunch period but will be accorded a one-half (1/2) planning period.
 - 2. A part-time teacher required to work 131-219 minutes (inclusive of planning time) in his/her regular work day is not eligible for a lunch period but will be accorded a full planning period.
 - 3. A part-time teacher required to work 220 minutes or more (inclusive of planning time) in his/her regular work day is eligible for a lunch period under Article 25, Section B of this Agreement and will be accorded a full planning period.
- E. A part-time teacher who, with respect to a required event or work day identified as a teacher work day on the school calendar, is required to work more than his/her normal day will be compensated at his/her regular hourly rate for such required time that exceeds the normal day.
- F. A part-time teacher is eligible for tuition reimbursement under Article 26 of this Agreement for up to a maximum of three (3) semester hours annually.
- G. Except as otherwise delineated in this Article, a part-time teacher will receive all rights and benefits of this Agreement.

ARTICLE 39 – DURATION

A. TERM OF AGREEMENT

The terms of this Agreement shall be from 12:01 a.m. July 1, 2012, through 11:59 p.m. June 30, 2014, following ratification by both parties.

B. AMENDMENT PROCEDURES

This Agreement may be added to, deleted from or otherwise changed only by an amendment properly signed and ratified by each party.

C. PERSONNEL POLICIES AND PRACTICES

Should there be a conflict between this Agreement and any Board policy or practice, the terms of this Agreement shall prevail.

D. COPIES OF THIS AGREEMENT

Within thirty (30) days of ratification by both parties, a copy of this Agreement shall be sent to the State Employment Relations Board. The Association shall supply each member with a copy of this Agreement and the Board shall provide each Board member and administrator with a copy within fifty (50) days.

E. SEVERABILITY

If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be found to be contrary to law, then such provision or application shall not be deemed valid to the extent prohibited by law, but all other provisions or applications shall continue in full force and effect. The Agreement itself will remain in full force and effect for its duration; however, the parties will meet within ten (10) days for the purpose of re-negotiating only the provision(s) found to be contrary to the law.

F. COMPLETE AGREEMENT

The parties acknowledge that during the bargaining which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals on any subject within the scope of bargaining. The understandings and agreements arrived after the exercise of the right and opportunity are set forth herein, and the parties agree that this Agreement constitutes the entire agreement between them. All prior agreements, practices, rules, or regulations not contained herein shall not be binding upon the parties.

FOR THE ASSOCIATION:

Kay Dove

Fred McQuib

Kelley

David J. Smith

David J. Smith

David U. DeCantis

FOR THE BOARD:

Jeffrey R. Brown

Neil A. M.

Ryan Bernath

Chad Dillmore

M. F. F.

Amy D. Deeds

INSURANCE

A. GENERAL PROVISIONS

1. For all members of the bargaining unit, whether single, married or same sex partners married in a jurisdiction that permits and recognizes same-sex marriages, the Board will purchase from a carrier licensed by the State of Ohio, insurance coverage in the medical, dental, and vision areas with the following provisions:

a. Medical coverage and benefit levels will be in accordance with the schedule appearing in appendix C of this Agreement.

b. Employee contributions towards medical insurance coverage for the life of this Agreement shall be:

Certified Staff

15% of the cost of the individual monthly premium

15% of the cost of the family monthly premium

Support Staff

\$30.00/month individual coverage effective July 1, 2012

\$70.00/month family coverage effective July 1, 2012

c. If any member elects to decline medical insurance coverage, they shall receive a one-time cash payment of \$800 for each year they decline family coverage (\$300.00 for those with individual coverage). If at any point the insurance company establishes a pre-existing conditions clause, paid individuals electing the cash payment in lieu of coverage shall be exempted from the pre-existing clause if they elect to re-enroll in the insurance program, if possible.

d. When an employee and spouse are both employed by the Board, the coverage shall be limited to one (1) family plan or two (2) individual plans.

- e. The District's insurance committee will convene periodically and is charged with the responsibility of gathering and assessing data relevant to health insurance trends and options and how such data should affect the District's health insurance plan. This Committee is empowered to make recommendations to the Board and Association regarding the District's medical insurance coverages and benefit levels. Any such recommendation that is approved by the parties will be implemented.
2. A part-time teacher or support staff employee hired after the 1987-1988 school year but prior to the 2006-2007 school year will continue to participate in the plan on the same terms and practice that applied under the parties' 2003-2006 Agreement.

A part-time teacher or support staff employee hired on or after July 1, 2006 for less than 50% of, respectively, the normal teacher workload or the normal daily hours applicable to the particular support staff position may participate in the plan at no expense to the Board. If hired for 50% or more of the normal teacher workload or normal daily hours of the support staff position, such teacher or support staff employee who participates in the plan shall pay a prorated share of the Board's contribution for the duration of this Agreement. For purposes of this provision, it is mutually understood that "normal daily hours" or a support staff position refers to the hours per day specified for that position in the Support Salary Schedule appearing in Appendix D of this Agreement; it is further understood, in the case of a driver, that "position" refers to a full-time driver only.

Examples:

A .5 teacher would pay .5 of the Board's contribution, a .75 teacher would pay .25 of the Board's contribution, etc.

A 3.5 hours per day educational aide would pay .5 of the Board's contribution, a 5.25 hours per day educational aide would pay .25 of the Board's contribution, etc.

A 2.25 hours per day driver would pay .5 of the Board's contribution, a 3 hours per day driver would pay .33 of the Board's contribution, a 4 hours per day driver would pay .11 of the Board's contribution, etc.

3. The Board retains the right to send any insurance coverage out for bid in an attempt to reduce its costs.
4. Upon written request, the Association shall be provided a copy of the actual contract(s) between the Board and the insurance carrier(s) and all related information.

5. The Board also agrees to institute and maintain a Section 125 cafeteria plan at no cost to the members so long as permitted by law.
6. The Board agrees to provide dental, vision, and life insurance coverage.

B. POLICY HANDBOOK

All employees under this coverage shall receive a detailed certificate of insurance as soon as possible but no later than thirty (30) days after the effective date of this Agreement.

C. LIFE INSURANCE

The Board shall provide a \$15,000 life insurance policy for each bargaining unit member.

- D. Annually prior to the start of the District's insurance year, each employee will certify on a form furnished by the District Treasurer whether health insurance benefits are available to the employee through his/her spouse's employer. The form will include notice that an employee otherwise eligible for health insurance benefits through the Board may voluntarily elect to decline such coverage in favor of the cash payment identified in Section A, Paragraph 1, c, of this Appendix. Irrespective of whether benefits are available through a spouse, the employee may elect, by checking the appropriate box on the form and signing its signature line, to accept or decline coverage through the Board, it being the purpose of this provision to ensure that an employee makes an informed and conscious choice for the insurance year in question. After the initial certification under this provision, the Treasurer may elect to furnish the form only to newly hired employees in subsequent years.

APPENDIX A-1

Granville Exempted Village School District SuperMed Plus eff. 07/01/12		
Benefits	Network	Non-Network
Benefit Period	January 1 st through December 31 st	
Dependent Age Limit	26	
Older Age Child	28	
	Removal upon End Month	
Blood Pint Deductible	0 Pints	
Pre-Existing Condition Waiting Period (Does not apply to members under the age of 19)	Does Not Apply	
Overall Annual Benefit Period Maximum	Unlimited	
Benefit Period Deductible – Single/Family ¹	\$100/\$200	\$200/\$400
Coinsurance	90%	70%
Coinsurance Out-of-Pocket Maximum (Excluding Deductible) – Single/Family	\$400 / \$800	\$800/\$1,600
Total Out-of-Pocket Maximum (Including (Deductible and Coinsurance) –Single/Family	\$500 / \$1,000	\$1,000/\$2,000
Physician/Office Services		
Office Visit (Illness/Injury) ²	\$15 copay, then 100%	70% after deductible
Office Visit (Specialist) ^{2,3}	\$25 copay, then 100%	70% after deductible
Chemotherapy and Chemotherapy Office Visits, Radiation Therapy, Therapeutic Injections/Drugs and Biologicals and the administration, Medical Supplies	100% (Physician's office); 90% after deductible (All other places of service)	80% after deductible (Physician's office); 70% after deductible (All other places of service)
Urgent Care Office Visit ²	\$50 copay, then 100%	\$50 copay, then 100%
Surgical Services in Physicians Office	\$15 copay, then 100%	70% after deductible
All Immunizations	100%	70% after deductible
Allergy Testing	90% after deductible	70% after deductible
Allergy Treatments	90% after deductible	70% after deductible
Injectable Contraceptives and the Administration	100% (Physician's office); 90% after deductible (All other places of service)	80% after deductible (Physician's office); 70% after deductible (All other places of service)
Preventative Services⁴		
Preventive Services, in accordance with state and federal law⁴	100%	70% after deductible
Routine Physical Exams (Age 21 and over)	100%	70% after deductible
Well Child Care Services including Exam and Immunizations (Birth To Age 21)	100%	70% after deductible
Well Child Care Laboratory Tests (To Age 21)	100%	70% after deductible
Routine Vision Exams (includes Refraction- Age 21 and over) ²	\$15 copay, then 100%	70% after deductible
Routine Hearing Exams (Age 21 and over) ²	\$15 copay, then 100%	70% after deductible
Routine Mammogram (One per benefit period)	100%	70% after deductible
Routine Pap Test (One per benefit period)	100%	70% after deductible
Routine Laboratory, X-ray, Medical Tests and Endoscopic Services (All Ages)	100%	70% after deductible
Outpatient Services		
Surgical Services (other than a physician's office)	90% after deductible	70% after deductible
Diagnostic Services	Professional 100%; Facility 90% after deductible	70% after deductible
Physical and Occupational Therapy – Professional and Facility (60 visits per benefit period) ⁵	Professional \$25 copay, then 100%; Facility 90% after deductible	70% after deductible
Chiropractic Therapy – Professional Only (12 visits per benefit period) ⁵	\$25 copay, then 100%	70% after deductible

Speech Therapy – Facility and Professional (20 visits per benefit period) ⁵	Professional \$25 copay, then 100%; Facility 90% after deductible	70% after deductible
Cardiac Rehabilitation ⁵	Professional \$25 copay, then 100%; Facility 90% after deductible	70% after deductible
Emergency use of an Emergency Room ^{5,6}		\$100 copay, then 100%
Non-Emergency use of an Emergency Room ^{5,6,7}	\$100 copay, then 90%	\$100 copay, then 70%

Benefits	Network	Non-Network
Inpatient Facility		
Semi-Private Room and Board	90% after deductible	70% after deductible
Inpatient Physical Medicine & Rehab in a Freestanding Rehabilitation Hospital (60 days per benefit period)	90% after deductible	70% after deductible
Diagnostic Services	90% after deductible	70% after deductible
Professional Services	90% after deductible	70% after deductible
Maternity	90% after deductible	70% after deductible
Skilled Nursing Facility	90% after deductible	70% after deductible
Additional Services		
Ambulance	90% after deductible	90% after deductible
Elastic Support Stockings/Jobst Stockings (4 pair per benefit period)	90% after deductible	70% after deductible
Outpatient Diabetic Training and Education ⁹	Professional - \$15 copay, then 100%; Facility – 90% after deductible	70% after deductible
Durable Medical Equipment including Prosthetic Appliances and Orthotic Devices (includes Wigs following chemotherapy; one per benefit period)	90% after deductible	70% after deductible
Home Healthcare	90% after deductible	70% after deductible (30 visits per benefit period)
Hospice	90% after deductible	90% after deductible
Organ Transplants – includes necessary Travel Expenses; Transportation, Lodging and Meals	100%	50% after deductible
Weight Loss Surgical Services including complications from Weight Loss Surgery	Not Covered	
Private Duty Nursing	90% after deductible	70% after deductible
Sclerotherapy	Not Covered	Not Covered
Mental Health and Substance Abuse – Federal Mental Health Parity		
Inpatient Mental Health and Substance Abuse Services	Benefits paid are based on corresponding medical benefits (Effective 1/1/10)	
Outpatient Mental Health and Substance Abuse Services		

Note: Services requiring a copayment are not subject to the single/family deductible.
 Non-Contracting and Facility Other Providers will pay the same as Non-Network.
 Deductible and coinsurance expenses incurred for services by a network provider will only apply to the network deductible and coinsurance out-of-pocket limits. Deductible and coinsurance expenses incurred for services by a non-network provider will only apply to the non-network deductible and coinsurance out-of-pocket limits.
 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.



**Granville Exempted Village Schools
Prescription Drug Program ¹
Option 1**

Benefits	Copay	Day Supply
Benefit Period	January 1 st through December 31 st	
Dependent Age Limit	Same as Medical	
Formulary Retail Program with Oral Contraceptive Coverage ¹		
Generic Copayment	\$10	30
Formulary Copayment	\$15	30
Non-Formulary Copayment	\$20	30
All Injectables, except insulin	25% coins up to a maximum of \$150 per Rx	30
Diabetic Supplies ²	\$0	30
Asthmatic Supplies ³	\$0	30
Formulary Home Delivery Program with Oral Contraceptive Coverage¹		
Generic Copayment	\$20	90
Formulary Copayment	\$30	90
Non-Formulary Copayment	\$40	90
All Injectables, except insulin	25% coins up to a maximum of \$150 per Rx	90
Diabetic Supplies ²	\$0	90
Asthmatic Supplies ³	\$0	90

Note: In an effort to continue our commitment to quality care and help contain the increasing cost of prescription drug coverage, a formulary feature is included in your prescription drug benefit. A formulary drug is a FDA approved prescription medication reviewed by an independent Pharmacy and Therapeutics Committee brought together by Medco Health Solutions, Inc. Formulary drugs can assist in maintaining quality care while meeting your plan's cost containment objectives.

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.

¹Coverage includes Preventive Medications, in accordance with Federal Law.

²Includes over-the-counter items, as well as insulin, syringes, needles, glucose monitors and meters.

³Includes Replacement bags, Peak Flow Meters and Inhalation Spacers only.



**Delta Dental PPO (Point-of-Service)
Summary of Dental Plan Benefits
For Group# 0076-0001, 0099
Granville Exempted Village Schools**

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

Control Plan – Delta Dental of Ohio

Benefit Year – January 1 through December 31

Covered Services –

	PPO Dentist	Premier Dentist	Non-participating Dentist
	Plan Pays	Plan Pays	Plan Pays*
Diagnostic & Preventive			
Diagnostic and Preventive Services – exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Sealants – to prevent decay of permanent teeth	100%	100%	100%
Brush Biopsy – to detect oral cancer	100%	100%	100%
Radiographs – X-rays	100%	100%	100%
Basic Services			
Emergency Palliative Treatment – to temporarily relieve pain	80%	80%	80%
Minor Restorative Services – fillings and crown repair	80%	80%	80%
Endodontic Services – root canals	80%	80%	80%
Periodontic Services – to treat gum disease	80%	80%	80%
Oral Surgery Services – extractions and dental surgery	80%	80%	80%
Major Restorative Services – crowns	80%	80%	80%
Other Basic Services – misc. services	80%	80%	80%
Relines and Repairs – to bridges, dentures, and implants	80%	80%	80%
Major Services			
Prosthetic Services – bridges, implants, and dentures	80%	80%	80%
Orthodontic Services			
Orthodontic Services – braces	60%	60%	60%
Orthodontic Age Limit –	to age 19 or to age 25 if a full-time student		

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

Customer Service Toll-Free Number: (800) 524-0149
www.DeltaDentalOH.com
July 11, 2012

GRANVILLE EXEMPTED VILLAGE SCHOOLS Effective Date: July 1, 2012
Benefit Attributes

	DELTA DENTAL - PROPOSED		
	PPO Network (In-Network Benefits)	Premier Network (In-Network Benefits)	Out-of-Network Benefits
General Plan Information			
Annual Deductible/Individual	\$25	\$25	\$25
Annual Deductible/Family	\$75	\$75	\$75
Waived for Preventive	Yes	Yes	Yes
Annual Plan Maximum	\$2,000	\$2,000	\$2,000
Lifetime Orthodontia Plan Maximum	\$1,000	\$1,000	\$1,000
Reasonable & Customary Percentile	Paid at PPO fee table (no balance billing)	Paid at Premier fee table (no balance billing)	Paid at national out-of-network fee table
Waiting Period	N/A	N/A	N/A
Covered Services			
Diagnostic and Preventive Services			
Diagnostic and Preventive	100%	100%	100%
Oral Exams	100% 2 per calendar year	100% 2 per calendar year	100% 2 per calendar year
Bitewing X-Rays	100% 1 per calendar year	100% 1 per calendar year	100% 1 per calendar year
Full Mouth X-Rays	100% 1 per 60 months	100% 1 per 60 months	100% 1 per 60 months
Cleaning and Scaling	100% 2 per calendar year	100% 2 per calendar year	100% 2 per calendar year
Prophylaxis Treatments	100% 2 per calendar year - prophylaxis	100% 2 per calendar year - prophylaxis	100% 2 per calendar year - prophylaxis
Fluoride Treatments	100% 2 per calendar year up to 14	100% 2 per calendar year up to 14	100% 2 per calendar year up to 14
Space Maintainers	100% Up to age 14	100% Up to age 14	100% Up to age 14
Sealants	100% 1 application for each non-restored permanent 1st and 2nd molar to age 16 - once per lifetime	100% 1 application for each non-restored permanent 1st and 2nd molar to age 16 - once per lifetime	100% 1 application for each non-restored permanent 1st and 2nd molar to age 16 - once per lifetime
Basic Services			
Basic	80%	80%	80%
Oral Surgery: Extractions and Other Surgical Procedures	80%	80%	80%
Restorative: Amalgam, Composite resin (white) restorations are covered on posterior teeth	80% Replacement - 24 months	80% Replacement - 24 months	80% Replacement - 24 months
Endodontic Treatment	80%	80%	80%
Periodontic Treatment	80%	80%	80%
Re-linings and Re-basings of Existing Removable Dentures	80% 1 per 36 months (min 6 months after installation)	80% 1 per 36 months (min 6 months after installation)	80% 1 per 36 months (min 6 months after installation)
Repair or Re-cementing of Crowns, Inlays, Onlays, Dentures or Bridgework	80% Simple Repair	80% Simple Repair	80% Simple Repair

GRANVILLE EXEMPTED VILLAGE SCHOOLS Effective Date: July 1, 2012
Benefit Attributes

	DELTA DENTAL - PROPOSED		
	PPO Network (In-Network Benefits)	Premier Network (In-Network Benefits)	Out-of-Network Benefits
Major Services			
Major	80%	80%	80%
Crowns, Jackets and Cast Restoration Benefits	80%	80%	80%
TMJ	Not covered	Not covered	Not covered
Prosthodontic Benefits (Fixed Bridges, Partial / Complete Dentures)	80%	80%	80%
Implants	80% Replacement - 1 every 7 years	80% Replacement - 1 every 7 years	80% Replacement - 1 every 7 years
Crowns	80% Replacement - 1 every 7 years	80% Replacement - 1 every 7 years	80% Replacement - 1 every 7 years
Orthodontia Services			
Orthodontia	60%	60%	60%
Dependent Children	Covered	Covered	Covered
Adults (and Covered Full-Time Students, if Eligible)	19/25 If a FTS	19/25 If a FTS	19/25 If a FTS
Adult Lifetime Maximum	Not covered	Not covered	Not covered

**VSP VISION PLAN
SCHEDULE OF BENEFITS**

PARTICIPATING PROVIDER

WELLVISION EXAM: every 12 months, \$10 copay

PRESCRIPTION GLASSES: \$25 copay

LENSES: every 12 months

- Single vision, lined bifocal, and lined trifocal lenses
- Polycarbonate lenses for dependent children

FRAME: every 12 months

- \$150 allowance for a wide selection of frames
- 20% off the amount over your allowance

OR

CONTACTS (instead of glasses) every 12 months

- Up to \$60 copay for your contact lens exam (fitting and evaluation)
- \$150 allowance for contacts

GLASSES AND SUNGLASSES

- Average 20-25% savings on all non-covered lens options
- 20% off additional glasses and sunglasses, including lens options, from any VSP doctor within 12 months of your last WellVision Exam

CONTACTS

- 15% off cost of contact lens exam (fitting and evaluation)

LASER VISION CORRECTION

- Average 15% off the regular price or 5% off the promotional price. Discounts only available from contracted facilities.

NON-PARTICIPATING PROVIDER

Exam	up to \$45	
Single vision lenses	up to \$30	
Lined bifocal lenses		up to \$50
Lined trifocal lenses		up to \$65
Frame	up to \$70	
Contacts	up to \$105	

VSP "BUY UP" PLAN

Members may participate in the VSP "buy up" plan by paying the additional premium amounts of \$2.99 per month for single coverage or \$6.77 per month for family coverage.

VSP "BUY UP" COVERAGE (additional coverage bold italics)

LENSES: every 12 months

- **Single vision, lined bifocal, and lined trifocal lenses, *and progressive lenses***
- **Polycarbonate lenses for dependent children**
- ***Anti-Reflective Coating***
- ***Scratch Resistant Coating***

**GRANVILLE EXEMPTED VILLAGE SCHOOLS
VISION RFP BENEFIT EVALUATION**

BENEFITS	VSP	
	Network	Non-Network
Vision Exam (every 12 months)	\$10 copay	Reimbursed up to \$45
Single Vision Lenses (every 12 months)	\$0 copay	Reimbursed up to \$30
Lined Bifocal Lenses (every 12 months)	\$0 copay	Reimbursed up to \$50
Lined Trifocal Lenses (every 12 months)	\$0 copay	Reimbursed up to \$65
Lenticular Lenses (every 12 months)	\$0 copay	Reimbursed up to \$100
Frame (every 12 months)	\$25 copay, \$130 allowance, 20% discount on any amount exceeding retail allowance. Wholesale - \$50	Reimbursed up to \$70
Contact Lenses (every 12 months)	Covered in full up to \$130 Medically necessary contacts covered in full	Cosmetic contacts reimbursed up to \$105 - Medically necessary contacts reimbursed up to \$210
Laser Vision Correction Discounts	15% average discount or 5% off promotional price	N/A
Scratch-Resistant Coating	\$17 copay	N/A
Anti-Reflective Coating	\$43 copay	N/A
UV -Coating	\$16 copay	N/A
Tint	20% discount	N/A
Photochromic Lenses	\$70 single vision or \$82 multi-focal copay	N/A
Oversized Lenses	20% discount	N/A
Rimless Lenses	20% discount	N/A
Progressive Multifocal	\$55 - \$105 copay	Reimbursed up to \$50
Blended Lenses	Discount Available	Reimbursed up to \$50
Low Vision	Supplemental testing covered every 2 years, 75% off the cost for approved low vision aids, \$1000 maximum (less any amount paid for testing)	N/A
Primary EyeCare	\$20 copay	N/A

**GRANVILLE EDUCATION ASSOCIATION
FORMAL WRITTEN GRIEVANCE FORM**

NAME OF GRIEVANT _____ **DATE** _____

ARTICLE(S) VIOLATED: _____

DATE OF ALLEGED VIOLATION: _____

BRIEF STATEMENT OF GRIEVANCE: _____

RESOLUTION SOUGHT: _____

DATE OF INFORMAL HEARING (LEVEL I): _____

DISPOSITION: _____

SUPERVISOR: _____ **DATE** _____

DATE SUBMITTED AT LEVEL II: _____ **GRIEVANT:** _____

DATE OF LEVEL II HEARING _____

DISPOSITION: _____

SUPERVISOR: _____ **DATE** _____

DATE SUBMITTED AT LEVEL III: _____ **GRIEVANT:** _____

DATE OF LEVEL III HEARING: _____

DISPOSITION: _____

SUPERINTENDENT: _____ **DATE** _____

DATE SENT TO LEVEL V - ARBITRATION: _____

SIGNED FOR THE GRIEVANT _____

SIGNED FOR THE ASSOCIATION _____

TITLE _____

APPENDIX C

**GRANVILLE EDUCATION ASSOCIATION
TEACHER SALARY SCHEDULE
EFFECTIVE JULY 1, 2012**

Base	\$33,777	CERTIFIED SALARY SCHEDULE EFFECTIVE JULY 1, 2012								
	BA		BA 150		MA		MA 25		MA 40	
Step	Multip.	Amount	Multip.	Amount	Multip.	Amount	Multip.	Amount	Multip.	Amount
0	1.0000	\$33,777	1.0650	\$35,973	1.1500	\$38,844	1.2300	\$41,546	1.2800	\$43,235
1	1.0550	\$35,635	1.1200	\$37,831	1.2200	\$41,208	1.3100	\$44,248	1.3600	\$45,937
2	1.1100	\$37,493	1.1750	\$39,688	1.2900	\$43,573	1.3900	\$46,950	1.4400	\$48,639
3	1.1650	\$39,351	1.2300	\$41,546	1.3600	\$45,937	1.4700	\$49,653	1.5200	\$51,341
4	1.2200	\$41,208	1.2850	\$43,404	1.4300	\$48,302	1.5500	\$52,355	1.6000	\$54,044
5	1.2750	\$43,066	1.3400	\$45,262	1.5000	\$50,666	1.6300	\$55,057	1.6800	\$56,746
6	1.3300	\$44,924	1.3950	\$47,119	1.5700	\$53,030	1.7100	\$57,759	1.7600	\$59,448
7	1.3750	\$46,444	1.4500	\$48,977	1.6400	\$55,395	1.7900	\$60,461	1.8400	\$62,150
8	1.4200	\$47,964	1.5050	\$50,835	1.7100	\$57,759	1.8700	\$63,164	1.9200	\$64,852
9	1.4650	\$49,484	1.5600	\$52,693	1.7800	\$60,124	1.9500	\$65,866	2.0000	\$67,555
10	1.5100	\$51,004	1.6150	\$54,550	1.8500	\$62,488	2.0300	\$68,568	2.0800	\$70,257
11	1.5550	\$52,524	1.6700	\$56,408	1.9200	\$64,852	2.1100	\$71,270	2.1600	\$72,959
12	1.5900	\$53,706	1.7100	\$57,759	1.9700	\$66,541	2.1650	\$73,128	2.2150	\$74,817
13	1.5962	\$53,915	1.7162	\$57,969	1.9762	\$66,751	2.1712	\$73,337	2.2212	\$75,026
14	1.6023	\$54,121	1.7223	\$58,175	1.9823	\$66,957	2.1773	\$73,543	2.2273	\$75,232
15	1.6085	\$54,331	1.7285	\$58,384	1.9885	\$67,166	2.1835	\$73,753	2.2335	\$75,442
16	1.6146	\$54,537	1.7346	\$58,590	1.9946	\$67,372	2.1896	\$73,959	2.2396	\$75,648
17	1.6208	\$54,746	1.7408	\$58,800	2.0008	\$67,582	2.1958	\$74,168	2.2458	\$75,857
18	1.6270	\$54,956	1.7470	\$59,009	2.0070	\$67,791	2.2020	\$74,378	2.2520	\$76,066
19	1.6331	\$55,162	1.7531	\$59,215	2.0131	\$67,997	2.2081	\$74,584	2.2581	\$76,273
20	1.6393	\$55,371	1.7593	\$59,424	2.0193	\$68,207	2.2143	\$74,793	2.2643	\$76,482
21	1.6470	\$55,631	1.7670	\$59,684	2.0270	\$68,467	2.2220	\$75,053	2.2720	\$76,742
22	1.6547	\$55,891	1.7747	\$59,945	2.0347	\$68,727	2.2297	\$75,313	2.2797	\$77,002
23	1.6624	\$56,151	1.7824	\$60,205	2.0424	\$68,987	2.2374	\$75,573	2.2874	\$77,262
24	1.6701	\$56,411	1.7901	\$60,465	2.0501	\$69,247	2.2451	\$75,833	2.2951	\$77,522
25	1.6778	\$56,672	1.7978	\$60,725	2.0578	\$69,507	2.2528	\$76,094	2.3028	\$77,782
26	1.6886	\$57,036	1.8086	\$61,090	2.0686	\$69,872	2.2636	\$76,458	2.3136	\$78,147
27	1.6993	\$57,398	1.8193	\$61,451	2.0793	\$70,233	2.2743	\$76,820	2.3243	\$78,509
28	1.7101	\$57,763	1.8301	\$61,816	2.0901	\$70,598	2.2851	\$77,185	2.3351	\$78,873
29	1.7209	\$58,127	1.8409	\$62,181	2.1009	\$70,963	2.2959	\$77,549	2.3459	\$79,238
30	1.7317	\$58,492	1.8517	\$62,545	2.1117	\$71,328	2.3067	\$77,914	2.3567	\$79,603

**GRANVILLE EDUCATION ASSOCIATION
TEACHER SALARY SCHEDULE
EFFECTIVE JULY 1, 2013**

BA Base: \$34,115

Base	\$34,115	CERTIFIED SALARY SCHEDULE EFFECTIVE JULY 1, 2013								
	BA		BA 150		MA		MA 25		MA 40	
Step	Multip.	Amount	Multip.	Amount	Multip.	Amount	Multip.	Amount	Multip.	Amount
0	1.0000	\$34,115	1.0650	\$36,332	1.1500	\$39,232	1.2300	\$41,961	1.2800	\$43,667
1	1.0550	\$35,991	1.1200	\$38,209	1.2200	\$41,620	1.3100	\$44,691	1.3600	\$46,396
2	1.1100	\$37,868	1.1750	\$40,085	1.2900	\$44,008	1.3900	\$47,420	1.4400	\$49,126
3	1.1650	\$39,744	1.2300	\$41,961	1.3600	\$46,396	1.4700	\$50,149	1.5200	\$51,855
4	1.2200	\$41,620	1.2850	\$43,838	1.4300	\$48,784	1.5500	\$52,878	1.6000	\$54,584
5	1.2750	\$43,497	1.3400	\$45,714	1.5000	\$51,173	1.6300	\$55,607	1.6800	\$57,313
6	1.3300	\$45,373	1.3950	\$47,590	1.5700	\$53,561	1.7100	\$58,337	1.7600	\$60,042
7	1.3750	\$46,908	1.4500	\$49,467	1.6400	\$55,949	1.7900	\$61,066	1.8400	\$62,772
8	1.4200	\$48,443	1.5050	\$51,343	1.7100	\$58,337	1.8700	\$63,795	1.9200	\$65,501
9	1.4650	\$49,978	1.5600	\$53,219	1.7800	\$60,725	1.9500	\$66,524	2.0000	\$68,230
10	1.5100	\$51,514	1.6150	\$55,096	1.8500	\$63,113	2.0300	\$69,253	2.0800	\$70,959
11	1.5550	\$53,049	1.6700	\$56,972	1.9200	\$65,501	2.1100	\$71,983	2.1600	\$73,688
12	1.5900	\$54,243	1.7100	\$58,337	1.9700	\$67,207	2.1650	\$73,859	2.2150	\$75,565
13	1.5962	\$54,454	1.7162	\$58,548	1.9762	\$67,418	2.1712	\$74,070	2.2212	\$75,776
14	1.6023	\$54,662	1.7223	\$58,756	1.9823	\$67,626	2.1773	\$74,279	2.2273	\$75,984
15	1.6085	\$54,874	1.7285	\$58,968	1.9885	\$67,838	2.1835	\$74,490	2.2335	\$76,196
16	1.6146	\$55,082	1.7346	\$59,176	1.9946	\$68,046	2.1896	\$74,698	2.2396	\$76,404
17	1.6208	\$55,294	1.7408	\$59,387	2.0008	\$68,257	2.1958	\$74,910	2.2458	\$76,615
18	1.6270	\$55,505	1.7470	\$59,599	2.0070	\$68,469	2.2020	\$75,121	2.2520	\$76,827
19	1.6331	\$55,713	1.7531	\$59,807	2.0131	\$68,677	2.2081	\$75,329	2.2581	\$77,035
20	1.6393	\$55,925	1.7593	\$60,019	2.0193	\$68,888	2.2143	\$75,541	2.2643	\$77,247
21	1.6470	\$56,187	1.7670	\$60,281	2.0270	\$69,151	2.2220	\$75,804	2.2720	\$77,509
22	1.6547	\$56,450	1.7747	\$60,544	2.0347	\$69,414	2.2297	\$76,066	2.2797	\$77,772
23	1.6624	\$56,713	1.7824	\$60,807	2.0424	\$69,676	2.2374	\$76,329	2.2874	\$78,035
24	1.6701	\$56,975	1.7901	\$61,069	2.0501	\$69,939	2.2451	\$76,592	2.2951	\$78,297
25	1.6778	\$57,238	1.7978	\$61,332	2.0578	\$70,202	2.2528	\$76,854	2.3028	\$78,560
26	1.6886	\$57,607	1.8086	\$61,700	2.0686	\$70,570	2.2636	\$77,223	2.3136	\$78,928
27	1.6993	\$57,972	1.8193	\$62,065	2.0793	\$70,935	2.2743	\$77,588	2.3243	\$79,293
28	1.7101	\$58,340	1.8301	\$62,434	2.0901	\$71,304	2.2851	\$77,956	2.3351	\$79,662
29	1.7209	\$58,709	1.8409	\$62,802	2.1009	\$71,672	2.2959	\$78,325	2.3459	\$80,030
30	1.7317	\$59,077	1.8517	\$63,171	2.1117	\$72,041	2.3067	\$78,693	2.3567	\$80,399

**SUPPORT STAFF SALARY SCHEDULE
FULL-TIME DRIVER**

189 DAYS PER YEAR 4.5 HOURS PER DAY

FULL-TIME DRIVER			
189 DAYS/YR 4.5 HRS/DAY			
	Effective	7/1/2012	7/1/2013
	Base	\$11,937	\$12,056
Step	Index	Salary	Salary
0	1.0000	\$11,937	\$12,056
1	1.0160	\$12,128	\$12,249
2	1.0320	\$12,319	\$12,442
3	1.0480	\$12,510	\$12,635
4	1.0640	\$12,701	\$12,828
5	1.0800	\$12,892	\$13,021
6	1.0960	\$13,083	\$13,214
7	1.1120	\$13,274	\$13,407
8	1.1280	\$13,465	\$13,600
9	1.1440	\$13,656	\$13,792
10	1.1600	\$13,847	\$13,985
11	1.1760	\$14,038	\$14,178
12	1.1920	\$14,229	\$14,371
13	1.2080	\$14,420	\$14,564
14	1.2240	\$14,611	\$14,757
15	1.2400	\$14,802	\$14,950
16	1.2560	\$14,993	\$15,143
17	1.2720	\$15,184	\$15,336
18	1.2880	\$15,375	\$15,529
19	1.3040	\$15,566	\$15,722

Kindergarten Driver:

7/1/2012	\$5,908.67
7/1/2013	\$5,967.76

**SUPPORT STAFF SALARY SCHEDULE
PART-TIME DRIVER**

189 DAYS PER YEAR 2.25 HOURS PER DAY

PART-TIME DRIVER			
189 DAYS/YR 2.25 HRS/DAY			
	Effective	7/1/2012	7/1/2013
	Base	\$5,969	\$6,029
Step	Index	Salary	Salary
0	1.0000	\$5,969	\$6,029
1	1.0160	\$6,064	\$6,125
2	1.0320	\$6,160	\$6,222
3	1.0480	\$6,255	\$6,318
4	1.0640	\$6,351	\$6,415
5	1.0800	\$6,446	\$6,511
6	1.0960	\$6,542	\$6,607
7	1.1120	\$6,637	\$6,704
8	1.1280	\$6,733	\$6,800
9	1.1440	\$6,828	\$6,897
10	1.1600	\$6,924	\$6,993
11	1.1760	\$7,019	\$7,090
12	1.1920	\$7,115	\$7,186
13	1.2080	\$7,210	\$7,283
14	1.2240	\$7,306	\$7,379
15	1.2400	\$7,401	\$7,476
16	1.2560	\$7,497	\$7,572
17	1.2720	\$7,592	\$7,668
18	1.2880	\$7,688	\$7,765
19	1.3040	\$7,783	\$7,861

**SUPPORT STAFF SALARY SCHEDULE
MECHANIC**

260 DAYS PER YEAR 8 HOURS PER DAY

MECHANIC			
260 DAYS/YR 8 HRS/DAY			
	Effective	7/1/2012	7/1/2013
	Base	\$32,346	\$32,669
Step	Index	Salary	Salary
0	1.0000	\$32,346	32,669
1	1.0218	\$33,051	33,382
2	1.0436	\$33,756	34,094
3	1.0654	\$34,461	34,806
4	1.0872	\$35,166	35,518
5	1.1090	\$35,872	36,230
6	1.1308	\$36,577	36,943
7	1.1526	\$37,282	37,655
8	1.1744	\$37,987	38,367
9	1.1962	\$38,692	39,079
10	1.2180	\$39,397	39,791
11	1.2398	\$40,102	40,504
12	1.2616	\$40,808	41,216
13	1.2834	\$41,513	41,928
14	1.3052	\$42,218	42,640
15	1.3270	\$42,923	43,352
16	1.3488	\$43,628	44,065
17	1.3706	\$44,333	44,777
18	1.3924	\$45,038	45,489
19	1.4142	\$45,743	46,201

**SUPPORT STAFF SALARY SCHEDULE
EDUCATIONAL AIDE**

186 DAYS PER YEAR 7 HOURS PER DAY

EDUCATIONAL AIDE			
186 DAYS/YR 7 HRS/DAY			
	Effective	7/1/2012	7/1/2013
	Base	\$14,450	\$14,595
Step	Index	Salary	Salary
0	1.0000	\$14,450	14,595
1	1.0210	\$14,753	14,901
2	1.0420	\$15,056	15,207
3	1.0630	\$15,360	15,514
4	1.0840	\$15,663	15,820
5	1.1050	\$15,967	16,127
6	1.1260	\$16,270	16,433
7	1.1470	\$16,574	16,740
8	1.1680	\$16,877	17,046
9	1.1890	\$17,181	17,353
10	1.2100	\$17,484	17,659
11	1.2310	\$17,787	17,966
12	1.2520	\$18,091	18,272
13	1.2730	\$18,394	18,579
14	1.2940	\$18,698	18,885
15	1.3150	\$19,001	19,192
16	1.3360	\$19,305	19,498
17	1.3570	\$19,608	19,805
18	1.3780	\$19,912	20,111
19	1.3990	\$20,215	20,418

**SUPPORT STAFF SALARY SCHEDULE
SPECIAL EDUCATION AIDE**

186 DAYS PER YEAR 7 HOURS PER DAY

SPECIAL EDUCATION AIDE			
189 DAYS/YR 2.25 HRS/DAY			
	Effective	7/1/2012	7/1/2013
	Base	\$14,450	\$14,595
Step	Index	Salary	Salary
0	1.0000	\$14,450	14,595
1	1.0210	\$14,753	14,901
2	1.0420	\$15,056	15,207
3	1.0630	\$15,360	15,514
4	1.0840	\$15,663	15,820
5	1.1050	\$15,967	16,127
6	1.1260	\$16,270	16,433
7	1.1470	\$16,574	16,740
8	1.1680	\$16,877	17,046
9	1.1890	\$17,181	17,353
10	1.2100	\$17,484	17,659
11	1.2310	\$17,787	17,966
12	1.2520	\$18,091	18,272
13	1.2730	\$18,394	18,579
14	1.2940	\$18,698	18,885
15	1.3150	\$19,001	19,192
16	1.3360	\$19,305	19,498
17	1.3570	\$19,608	19,805
18	1.3780	\$19,912	20,111
19	1.3990	\$20,215	20,418

**SUPPORT STAFF SALARY SCHEDULE
PRINCIPAL'S SECRETARY**

231 DAYS PER YEAR 7.5 HOURS PER DAY

PRINCIPAL'S SECRETARY			
231 DAYS/YR 7.5 HRS./DAY			
	Effective	7/1/2012	7/1/2013
	Base	\$22,364	\$22,588
Step	Index	Salary	Salary
0	1.0000	\$22,364	22,588
1	1.0240	\$22,901	23,130
2	1.0480	\$23,438	23,672
3	1.0720	\$23,974	24,214
4	1.0960	\$24,511	24,756
5	1.1200	\$25,048	25,298
6	1.1440	\$25,585	25,840
7	1.1680	\$26,121	26,382
8	1.1920	\$26,658	26,924
9	1.2160	\$27,195	27,467
10	1.2400	\$27,732	28,009
11	1.2640	\$28,268	28,551
12	1.2880	\$28,805	29,093
13	1.3120	\$29,342	29,635
14	1.3360	\$29,879	30,177
15	1.3600	\$30,415	30,719
16	1.3840	\$30,952	31,261
17	1.4080	\$31,489	31,803
18	1.4320	\$32,026	32,346
19	1.4560	\$32,562	32,888

**SUPPORT STAFF SALARY SCHEDULE
211 DAY PRINCIPAL'S SECRETARY**

211 DAYS PER YEAR 7.5 HOURS PER DAY

PRINCIPAL'S SECRETARY			
211 DAYS/YR 7.5 HRS/DAY			
	Effective	7/1/2012	7/1/2013
	Base	\$20,429	\$20,633
Step	Index	Salary	Salary
0	1.0000	\$20,429	\$20,633
1	1.0240	\$20,919	\$21,128
2	1.0480	\$21,409	\$21,624
3	1.0720	\$21,900	\$22,119
4	1.0960	\$22,390	\$22,614
5	1.1200	\$22,880	\$23,109
6	1.1440	\$23,370	\$23,604
7	1.1680	\$23,861	\$24,100
8	1.1920	\$24,351	\$24,595
9	1.2160	\$24,841	\$25,090
10	1.2400	\$25,332	\$25,585
11	1.2640	\$25,822	\$26,080
12	1.2880	\$26,312	\$26,576
13	1.3120	\$26,802	\$27,071
14	1.3360	\$27,293	\$27,566
15	1.3600	\$27,783	\$28,061
16	1.3840	\$28,273	\$28,556
17	1.4080	\$28,764	\$29,052
18	1.4320	\$29,254	\$29,547
19	1.4560	\$29,744	\$30,042

**SUPPORT STAFF SALARY SCHEDULE
BUILDING SECRETARY**

186 DAYS PER YEAR 7.5 HOURS PER DAY

BUILDING SECRETARY			
186 DAYS/YR 7.5 HRS/DAY			
	Effective	7/1/2012	7/1/2013
	Base	\$18,009	\$18,189
Step	Index	Salary	Salary
0	1.0000	\$18,009	\$18,189
1	1.0240	\$18,441	\$18,626
2	1.0480	\$18,873	\$19,062
3	1.0720	\$19,305	\$19,499
4	1.0960	\$19,737	\$19,935
5	1.1200	\$20,170	\$20,372
6	1.1440	\$20,602	\$20,808
7	1.1680	\$21,034	\$21,245
8	1.1920	\$21,466	\$21,681
9	1.2160	\$21,898	\$22,118
10	1.2400	\$22,331	\$22,554
11	1.2640	\$22,763	\$22,991
12	1.2880	\$23,195	\$23,428
13	1.3120	\$23,627	\$23,864
14	1.3360	\$24,059	\$24,301
15	1.3600	\$24,492	\$24,737
16	1.3840	\$24,924	\$25,174
17	1.4080	\$25,356	\$25,610
18	1.4320	\$25,788	\$26,047
19	1.4560	\$26,220	\$26,483

**SUPPORT STAFF SALARY SCHEDULE
OCCUPATIONAL THERAPIST ASSISTANT**

190 DAYS PER YEAR 7.5 HOURS PER DAY

OCC. THERAPIST ASST.			
190 DAYS/YR 7.5 HRS/ DAY			
	Effective	7/1/2012	7/1/2013
	Base	\$26,686	\$26,953
Step	Index	Salary	Salary
0	1.0000	\$26,686	\$26,953
1	1.0240	\$27,326	\$27,600
2	1.0480	\$27,967	\$28,247
3	1.0720	\$28,607	\$28,893
4	1.0960	\$29,248	\$29,540
5	1.1200	\$29,888	\$30,187
6	1.1440	\$30,529	\$30,834
7	1.1680	\$31,169	\$31,481
8	1.1920	\$31,810	\$32,128
9	1.2160	\$32,450	\$32,775
10	1.2400	\$33,091	\$33,422
11	1.2640	\$33,731	\$34,068
12	1.2880	\$34,372	\$34,715
13	1.3120	\$35,012	\$35,362
14	1.3360	\$35,653	\$36,009
15	1.3600	\$36,293	\$36,656
16	1.3840	\$36,933	\$37,303
17	1.4080	\$37,574	\$37,950
18	1.4320	\$38,214	\$38,596
19	1.4560	\$38,855	\$39,243

**SUPPORT STAFF SALARY SCHEDULE
NURSE (NON CERTIFICATED)**

184 DAYS PER YEAR 7.5 HOURS PER DAY

NURSE (NON CERTIFICATE)			
184 DAYS/YR 7.5 HRS. DAY			
	Effective	7/1/2012	7/1/2013
	Base	\$27,571	\$27,847
Step	Index	Salary	Salary
0	1.0000	\$27,571	\$27,847
1	1.0550	\$29,087	\$29,378
2	1.1100	\$30,604	\$30,910
3	1.1650	\$32,120	\$32,441
4	1.2200	\$33,637	\$33,973
5	1.2750	\$35,153	\$35,505
6	1.3300	\$36,669	\$37,036
7	1.3750	\$37,910	\$38,289
8	1.4200	\$39,151	\$39,542
9	1.4650	\$40,392	\$40,795
10	1.5100	\$41,632	\$42,049
11	1.5550	\$42,873	\$43,302
12	1.5900	\$43,838	\$44,276
13	1.5962	\$44,009	\$44,449
14	1.6023	\$44,177	\$44,619
15	1.6085	\$44,348	\$44,791
16	1.6146	\$44,516	\$44,961
17	1.6208	\$44,687	\$45,134
18	1.6270	\$44,858	\$45,307
19	1.6331	\$45,026	\$45,476

**SUPPORT STAFF SALARY SCHEDULE
TECHNOLOGY AIDE**

TECHNOLOGY AIDE			
	Effective	7/1/2012	7/1/2013
	Base	\$30,000	\$30,300
Step	Index	Salary	Salary
0	1.00000	\$30,000	\$30,300
1	1.02400	\$30,720	\$31,027
2	1.04800	\$31,440	\$31,754
3	1.07200	\$32,160	\$32,482
4	1.09600	\$32,880	\$33,209
5	1.12000	\$33,600	\$33,936
6	1.14400	\$34,320	\$34,663
7	1.16800	\$35,040	\$35,390
8	1.19200	\$35,760	\$36,118
9	1.21600	\$36,480	\$36,845
10	1.24000	\$37,200	\$37,572
11	1.26400	\$37,920	\$38,299
12	1.28800	\$38,640	\$39,026
13	1.31200	\$39,360	\$39,754
14	1.33600	\$40,080	\$40,481
15	1.36000	\$40,800	\$41,208
16	1.38400	\$41,520	\$41,935
17	1.40800	\$42,240	\$42,662
18	1.43200	\$42,960	\$43,390
19	1.45600	\$43,680	\$44,117

APPENDIX D

MEMORANDUMS OF UNDERSTANDING

*This Memorandum of Understanding confirms that the parties' 2009 bargaining teams have agreed to delete the sentence appearing at the top of page 28 of their 2003-2006 collective bargaining agreement on the understanding that those bargaining unit employees currently receiving an annual \$300 study allowance stipend will continue to receive that stipend until their employment by the Board is severed. It is further understood that this stipend will not be extended to other employees.

APPENDIX E

EVALUATION TIMELINE

By September 30	Teacher and evaluator will meet individually or in a group, prior to September 30, to discuss evaluation procedures.
By September 30	A teacher must submit a written request to the teacher's building principal/supervisor with a copy to the Superintendent for consideration of a continuing contract by September 30 of that school year.
By March 1	Complete the first evaluations for all
Evaluation procedures	Evaluator will communicate with the teacher prior to the classroom observations.
	Two classroom observations of at least 30 minutes per observation must be completed.
	A written record of each classroom observation will be shared with the teacher.
	The post classroom observation conference will normally be held within five school days of the classroom observation unless unusual circumstances prevail. A teacher may request a conference with the evaluator at any time.
	A teacher who receives an overall evaluation that is rated as "does not meet the standard" or "meets the standard with conditions" must have participated in a completed evaluation conference within 10 school days of the last observation conference. Teachers who receive an overall rating of "meets the standards" must have participated in a completed evaluation conference within 30 school days of the last observation conference.
	A written assistance plan will be developed by the evaluator and the teacher if there is a standard(s) that is evaluated as "meets the standard with conditions" and/or "does not meet standard."
March 1 or before if mutually agreed to by evaluator and teacher	Conduct a second evaluation of the teacher including all the procedures used in the first evaluation if the teacher's overall evaluation is rated as "does not meet standard." A second evaluation must be completed for any teacher who is being considered for non-renewal, termination, limited contract renewal for less than the normal time as outlined in the agreement, or for denial of a continuing contract. A second evaluation of the teacher may be conducted if a teacher's overall evaluation is rated as "meets the standards with conditions."
March 31	Complete a second evaluation for any teacher who is being considered for non-renewal, termination, limited contract renewal for less than the normal time as outlined in the agreement, or for denial of a continuing contract.
April 5	Teacher must be notified by the Superintendent if the intention is to recommend to the board the non-renewal of a teacher's limited contract, the denial of a continuing contract for which service and certification status would normally make them eligible, or a limited contract renewal for less than the normal time as outlined in the agreement.
10 days after notification	Teacher may request, and shall be granted, a conference with the Superintendent to discuss the decision to recommend nonrenewal; at such conference, the Superintendent shall discuss with the teacher the reasons for the decision to recommend nonrenewal.
April Board of Education Meeting	A teacher may appear before the Board prior to final action on his/her contract. The teacher may request and shall be granted the right to appear before the Board in executive session if he/she desires.
April 30	If the Board approves the recommendation of nonrenewal, the employee shall be notified in writing by April 30 of the year in which the limited contract expires. Failure of the administration to comply with the provision of the agreement results in automatic re-employment of the affected member on another limited contract or continuing contract, if eligible.

APPENDIX F - 1

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

SICK LEAVE BANK

Donation Form

Name of Employee (print) _____

Initial here

I would like to donate one (1) day to the Sick Leave Bank.

Initial here

I currently do not have accumulated sick leave days but desire to be a part of the Sick Leave Bank. I authorize the payroll clerk to deposit my next earned sick leave day to the sick leave bank.

Signature _____

Date _____

Treasurer's Office

Received by _____

Date _____

APPENDIX F - 2

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

SICK LEAVE BANK

Request form

Name of Employee (print) _____

Provide a detailed explanation for request and attach appropriate physician documentation.

(circle one) First Request Second Request

Signature _____

Date _____

The following is to be completed by the Review Committee:

Proper Documentation from Doctor: Yes No

Committee's Decision: Approved Denied

Signatures of Committee Members:

Date: _____
Date: _____
Date: _____
Date: _____

Association Leave, 19
Association Rights, 5-6
Assault Leave, 18
Bargaining Procedure, 1-2
Benefits (see **Insurance** and **STRS/SERS**)
Bus Drivers, 1
 Classification, 19
 Full time, 44
 Kindergarten, 44
 Part time, 44
Calamity Days
 Pay, (see **Salary**)
 Snow Emergencies, 42
Childcare Leave, 17
Clerical Assistants, 1
Collaboration, 42
Committees
 Calendar, 42
 Collaboration, 42
 Curriculum, 24, 43
 Entry Year Program, 52
 Evaluation, 47
 Insurance, 63, 64
 Professional Leave, 15
 Sick Leave Bank, 12
 Supplemental Salary Grouping, 27
Conferences, 44
Contracts
 Continuing, 8, 9, 21, 39, 49, 51, 59, 91
 Extended Time, 35
 Individual, 7
 Retirees, 59
 Supplemental, 27-30
 Support Staff, 9
 Teacher, 8-9
 Termination of, (see **Termination** or **Non-Renewal**)
Court Appearances, 41
Department Heads, 42
Discipline
 Parental Complaint, 9-10
 Support Staff, 58-59
Dismissal
 Support Staff, 50
 Teacher, 48-49
Distribution Personnel, 1
Duration, 60
Duties (see **Supplementals**)
Educational Aides, 1
 Classification 19
 Substitutes for 30, 44
Evaluations
 Committee, 47
 Criteria
 Support Staff, 50
 Teacher, 47
 New Employees, 51
 Supplementals, 30
 Support Staff, 49-50
 Teacher Contracts, 8
 Teacher Evaluation, 47-48
 Timeline, 91
Extended Time Contracts, 35
Grade Level Chairpersons, 42
Grievance, 2-5
 Definition, 3
 Form, 75-76
 Procedures, 4-5
 Support Staff Discipline, 59
Guidance Counselor/ Personnel, 1, 29
Guidance Secretary, 44
Holidays, 44, 45, 52
House Bill 153, 11
Immediate Family, 12
Immunizations
 Hepatitis B, 41
Insurance
 Benefits Summary
 Dental, 69-71
 Major Medical, 66-68
 Vision, 72-74
 Committee, 63-64
 Employee/ Employer Contributions, 63
 General Provisions, 63-65
 Life, 65
 New Employees, 52
 Part-time, 59
 Payroll Deductions, 6
 Policy Handbook, 65
 Prescription, 68
 Reduction in Force, 22
 Retirees, 59
 Sabbatical Leave, 16
 Unpaid Leave, 17
 Vision Buy-up, 72-73
Intervention Specialist, 1
Job Descriptions, 1
Leaves
 Assault, 18
 Association, 18
 Child Care, 17
 Maternity, 12
 Military, 14, 16
 Parental, 11-12
 Personal, 14-15
 Professional, 15
 Retirees and, 52-53
 Sabbatical, 16
 Sick, 11-12
 Sick Leave Bank, 12-14
 Unpaid, 17
 Vacation, 53

Librarian, 1

Lunch Periods
 Part time teacher, 59
 Support Staff, 44
 Teachers, 43

Mechanic, 1, 20, 44, 81

Meetings
 Conferences (see **Conferences**)
 Employee Meetings, 40
 IEP Meetings, 44
 PTA/ PTO Meetings, 41-42

Memorandums of Understanding, 90

Mentor Program, 52

Mileage, 41

Military Leave, 14, 16

Negotiated Agreement
 Amendment Procedure, 60
 Copies, 61
 Duration, 60-61
 Personnel policies and, 60-61
 Severability, 61
 Signatures, 62
 Term of Agreement, 60

New Employees, 51-52

Non-Discrimination, 51

Non-Renewal, 48-49

Nurse, 1, 22, 23, 85

Occupational Therapist and Assistant, 1, 87

Parental Complaint, 9-10
 Personnel file, 10
 Supplemental, 30

Personnel Files, 10-11

Personal Leave, 14-15
 Conversion and payment, 14
 Restrictions, 15

Physical Therapist, 1

Planning/ Conference Time
 Part time teachers, 59
 Teachers, 43

Part-Time Teachers, 59-60

Payroll
 Deductions, 6
 Practices, 41

Period Substitute Pay
 Educational Aides, 30
 Teachers, 30

Professional Leave, 15

Professional Memberships, 28-29

Race to the Top, 25-26

Recognition, 1

Recall List, 19, 21-22

Reduction in Force, 20-22

Retirees
 Hiring of, 59
 STRS, (see **STRS/SERS**)

Sabbatical Leave, 16

Salary, 22-25
 Advancement, 46
 Association Leave, 19
 Calamity Day Pay, 51
 Contracts, 7
 Court Appearance, 41
 Period Sub Pay, 30
 Recall, 22
 Payroll, 41
 Sabbatical Leave, 16
 Salary Schedules
 Building Secretary, 86
 Educational Aide, 82
 Full Time Driver, 79
 Kindergarten Driver, 79
 Mechanic, 81
 Nurse (non-certificated), 88
 Occupational Therapy Assistant, 87
 Part time driver, 80
 Principal's Secretary (211), 85
 Principal's Secretary (231), 84
 Special Education Aide, 83
 Teacher, (2012) 77, (2013) 78
 Technology Aide, 89

STRS/SERS, 51

Summer intervention, 23

Summer for-credit, 23

Supplementals,
 Groupings, 33-34
 Tables, 31-32

Support Staff, 24-25

Teachers, 22-23

School Day, Length of
 Support staff, 44
 Teacher, 43

School Psychologist, 1

School Year, Length of
 Support Staff, 44
 Teacher, 43

Secretaries, 1
 Classification, 20
 Principal-contract length, 45

Seniority, 19-20
 With regard to unpaid leave, 17

Seniority List, 19

Severance Pay, 35-36

Sick Leave, 11
 Part-time, 59

Sick Leave Bank, 12-14
 Donation Form, 92
 Request Form, 93

Smoking, 41

Snow Emergencies, (see **Calamity Days**)

Speech and Hearing Therapist, 1

Special Education Aides, 1, 20, 83

STRS/SERS, 51

Summer Intervention, 23

Summer School, 23

Supplementals

Committee, 27

Contract recommendations, 29

Creating a position, 27

Duties, 29-30

Evaluation of, 30

Groupings, 33-34

Non-renewal, 30

Professional membership, 28-29

Required, 28

Salary Tables, 31-32

Teaching Assignments, 42

Technology Aide, 1, 20, 89

Termination, 48-49

Transfers

Involuntary, 38

Reduction in Force, 21

Teacher Initiated, 36-37

Transportation, 53-58

Breakdown Pay, 55

Extra Trips, 56-57

In-service, 55

Kindergarten, 53-54

Physical Examination, 55

Posting, 39-40

Regular Bus Routes, 53-54

Subcontract, 56

Substitutes, 55-56

Summer, 57-58

Van routes, 54-55

Tuition Reimbursement, 45-47

Unpaid Leave, 17

Vacancies

Filling of

Support Staff, 40

Teachers, 37

Posting

Support Staff, 39-40

Teachers, 37

Reduction in force, 20

Vacation, (see Leaves)

Waivers, 39, 40, 59