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AGREEMENT BETWEEN

DAWSON-BRYANT LOCAL
SCHOOL DISTRICT

AND

THE DAWSON-BRYANT
EDUCATION ASSOCIATION

AUGUST 1, 2012 – JULY 31, 2013

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ARTICLE 1: RECOGNITION

1.01 This Agreement is made and entered into between the Dawson-Bryant Board of Education, hereinafter called the "Board", and the Dawson-Bryant Education Association, hereinafter called the "Association". The Board, pursuant to its policy of recognition, recognizes the Association as the sole and exclusive bargaining representative of the employees delineated in Section 1.02, for the purpose of collective bargaining.

1.02 For the purpose of recognition and collective bargaining, the bargaining unit shall include all full-time certificated teaching employees, including certificated classroom teachers, guidance counselors, speech and hearing therapists, librarians, nurses, and full-time tutors.

Excluded from the bargaining unit are the Superintendent, principals, other administrative and supervisory employees, and substitutes employed on a casual basis. The terms "administrator" and "supervisor" shall include any employee having the authority to hire, direct, transfer, assign, promote, discipline, non-renew, or discharge other employees, or to effectively recommend such action.

ARTICLE 2: ASSOCIATION RIGHTS

2.01 The Association may select representatives for each school building. A representative involved in representation of a bargaining unit member at any grievance and disciplinary procedure will not, if the grievance procedure is scheduled on work time, suffer any loss of pay for time spent in such presentations.

2.02 The President, or in his/her absence the Vice President of the Association, shall have the privileges accorded the building representatives when it is known that a representative will be absent or unavailable or when an employee chooses the President or Vice President as his/her representative in lieu of a building representative.

2.03 Association representatives shall have the right to call a meeting with its members after school. Whenever a building is to be used, the Association representative shall notify the principal or his/her designee prior to use. The Association shall have the right to use any school building at the close of school any day that school is in session. Authorization to use any school shall be permitted, as long as the use does not interfere with a previously scheduled use of the building.

2.04 The Board shall provide bulletin board space in or near each teacher's lounge for use by the Association for the purpose of posting notices.

2.05 The Association shall be permitted reasonable use of Board-owned equipment, including, but not limited to, fax machines, computers, telephones, calculators, and audio-visual equipment, when such equipment is not otherwise in use. Supplies and fees in connection with such equipment use will be furnished or paid for by the Association.

- 2.06 Upon proper advance request being made within seven (7) days prior to regular scheduled Board Meeting, in compliance with Board policy, the Association shall be placed on regular Board meeting agendas.
- 2.07 Upon reasonable request of the Association President, the Association shall be provided access to public documents that are regularly and routinely prepared in the normal course of the District business upon arrangements being made with the Treasurer. Such documents shall include, but not be limited to, Board agendas, minutes, appropriations reports, Treasurer's reports, and amended certificates/licensures.
- 2.08 The Association President, or his/her designee, may address all employees at the initial in-service meetings, for a period not to exceed fifteen (15) minutes, to explain the purposes and programs of the Association and distribute copies of this Agreement or Association literature.
- 2.09 The Association President shall be permitted to leave his/her respective building one time per month to travel to other buildings within the District on Association business, as long as such time does not interfere with instruction time.

The employer shall grant up to four (4) Association members up to eight (8) days total per year for Association leave to attend lobby day and yearly Association meeting events. (Appendix J) Such leave shall not be counted against qualification of the attendance bonus.

2.10 FAIR SHARE FEE

- A. The Board shall deduct from the pay of members of the bargaining unit who elect not to become or to remain members of the Dawson-Bryant Education Association, a fair share fee for the Association's representation of such non-members during the terms of this Agreement. No non-member filing a timely demand shall be required to subsidize partisan political or ideological causes not germane to the Association's work in the realm of collective bargaining.
- B. Notice of the amount of the annual fair share fee, which shall not be more than 100% of the unified dues of the Association, shall be transmitted by the Association to the Treasurer of the Board on or about September 15 of each year during the term of this Agreement for the purpose of determining amounts to be payroll-deducted, and the Board agrees to transmit all amounts deducted to the Association.
- C. Payroll deduction of such fair share fee shall begin at the second payroll period in January, except that no fair share fee deductions shall be made for bargaining unit members employed after October 31 until the second paycheck, which period shall be the required probationary period of newly-employed bargaining unit members.
- D. The Treasurer of the Board shall, upon notification from the Association that a member has terminated membership, commence the deduction of the fair share fee with respect to the former member, and the amount of the fee yet to be deducted shall be the annual fair share fee less the amount previously paid through payroll deduction.

- E. The Board further agrees to accompany each such transmittal with a list of the names of the bargaining unit members for whom all such fair share fee deductions were made, the period covered, and the amounts deducted for each.
- F. The Association represents to the Board that an internal rebate procedure has been established in accordance with Section 4117.09(C) of the Revised Code and that a procedure for challenging the amount of the representation fee has been established and will be given to each member of the bargaining unit who does not join the Association and that such procedure and notice shall be in compliance with all applicable state and federal laws and the Constitutions of the United States and the State of Ohio.
- G. Upon timely demand, non-members may apply to the Association for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association.

ARTICLE 3: MANAGEMENT RIGHTS

3.01 The Association shall recognize the right and the authority of the Board to administer the business of the District, and in addition to other functions and responsibilities which are not specifically mentioned herein, the Association shall recognize that the Board has, and will, retain the full right and responsibility to direct the operations of the District, to promulgate rules and regulations, and to otherwise exercise the prerogatives of management, and more particularly, including but not limited to, the following:

- 1. To manage and direct its employees, including the right to select, hire, promote, transfer, assign, evaluate, layoff, recall, reprimand, suspend, discharge, reward or discipline for just cause, and to maintain discipline among employees.
- 2. To manage and determine the location, type, and number of physical facilities, equipment, programs, and the work to be performed.
- 3. To determine the District's goals, objectives, programs, and services, and to utilize personnel in a manner designed to effectively and efficiently meet these purposes.
- 4. To determine the size and composition of the work force and the District's organizational structure.
- 5. To determine the standards of quality and performance to be maintained.
- 6. To determine the District's budget and uses thereof.
- 7. To maintain the security of records and other pertinent information.
- 8. To determine and implement necessary actions in emergency situations.

- 3.02 The Association recognizes and accepts that all rights and responsibilities of the Board not specifically modified by this Agreement, or ensuing agreements, shall remain the function of the Board. The above-enumerated rights shall not abridge, and shall be consistent with, the provisions of this Agreement.

ARTICLE 4: NEGOTIATIONS PROCEDURE

COMPOSITION OF NEGOTIATION TEAMS

- 4.01 The Association shall be represented by a negotiating team of not more than four (4) persons at any one time designated by the Association for this purpose. One of the members of the team shall be designated as Chairman.
- 4.02 The Board of Education shall be represented by a negotiating team of not more than four (4) persons at any one time who will be designated by the Board in consultation with the Superintendent. One of the members of the team shall be designated as Chairman.
- 4.03 Each team shall be authorized to employ no more than two (2) professional representatives to represent them in addition to the four (4) previously mentioned members. Neither party shall have any control over the selection of the negotiation representatives or their respective parties and the expense of any professional representatives hired shall be at the cost of the party requesting or hiring same.
- 4.04 In the event of the unavoidable absence of a member of either negotiating team, a substitute may be used on the appropriate negotiating team. A negotiations meeting may be postponed in any emergency only upon notice to the other team.

CONDUCTING NEGOTIATIONS

- 4.05 Negotiations meetings shall be preceded by a letter of request from the party wishing to initiate negotiations. The letter of request for negotiations, outlining the subject for negotiations, must be received by the Superintendent's Office or by the President of the Association. If negotiations are initiated by the Association, this letter should come from the President of the Association and be directed to the Superintendent. If negotiations are initiated by the Board of Education, they shall submit said letter to the Association President through the Superintendent. An agreement will be reached by the designated negotiation teams for both sides within fifteen (15) days of the request as to when to hold the first negotiation session.
- 4.06 Negotiating meetings shall not start until February of the year in which the existing contract is to expire.
- 4.07 While negotiations are in session, either party may recess for independent caucus of a reasonable time or a mutually agreed time.
- 4.08 Until all negotiations meetings are completed, each meeting shall include a decision on an agreed time and date for the next negotiations meeting unless agreed otherwise.

- 4.09 At the first negotiation session, the group giving notice to negotiate will submit their agenda items.
- 4.10 Following the presentation of agenda items by both teams, a mutually agreeable agenda order will be established and negotiations will begin. Either party may request the other party to submit its initial written proposals on any items before negotiating on any other items.
- 4.11 Upon request, the Board and the Superintendent agree to furnish the Association negotiating team with all available data relevant to the items being negotiated, within fourteen (14) days of the request being received by the Superintendent.
- 4.12 Upon request, the Association agrees to furnish the Board negotiating team with all available data relevant to the items being negotiated.
- 4.13 During the period of negotiations, interim reports of progress may be made to the Association by its representatives and to the Board by its representatives.
- 4.14 As agreement is reached between the teams on each issue, it shall be reduced to writing and initialed by representatives of both teams indicating tentative agreement.
- 4.15 Negotiations meetings shall not be open to the public unless by mutual agreement.

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- 4.16 When all items under consideration have been tentatively agreed to, the total document shall be submitted to the Association to ratify and then submitted to the Board for its ratification.

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- 4.17 In the event an agreement is not reached within ninety (90) days, through negotiations, after full consideration of proposals and counterproposals, either party may declare impasse on those issues yet unresolved. If impasse is declared, the parties will mutually request assistance from the Federal Mediation and Conciliation Service in the form of a mediator. The mediator shall act in such capacity until one or both parties decide otherwise, or until agreement is reached. This procedure is in lieu of provisions contained in Section 4117.14 of the Ohio Revised Code but does not waive the Association's right to proceed in accordance with the provisions of Section 4117.14(D)(2) and Section 4117.18(C) of the Ohio Revised Code.

COPIES OF AGREEMENT

- 4.18 The Board and the Association agree to share equally any expense involved in providing copies of this Agreement to the Association members. Copies of this Agreement for use by the Board will be provided at the Board's expense. Copies of this Agreement for use by the Association will be provided at the Association's expense.

The Board will provide all new employees with a copy at the time of employment.

ARTICLE 5: GRIEVANCE PROCEDURE

- 5.01 The aggrieved or grievant shall mean a bargaining unit member, a group of bargaining unit members, or the Association acting on behalf of itself or bargaining unit members. An identical grievance by two (2) or more bargaining unit members shall be considered as a single grievance. A decision on such grievances applies to all grievants and each shall be given a copy of the decision. A grievant may withdraw from a group grievance, in writing, any time before a decision is rendered; however, such grievant waives any right to initiate the same or a substantially similar grievance. Only two (2) grievants shall attend any meetings or hearings conducted for the resolution of a group grievance or group problems.
- 5.02 Any bargaining unit member shall have the right to be represented by the Association.
- 5.03 A grievance shall be reduced to writing on forms (See Appendix E) provided by the Association and the Board and shall specify: (a) the alleged violation, (b) the relief sought, (c) the date of the alleged violation, and (d) the date of filing. The grievant shall not be permitted to revise the grievance, and the disposition shall be based on the grievance as submitted.
- 5.04 A grievance may be withdrawn by the grievant at any time without prejudice or record; however, such action constitutes the waiver of any right to initiate the same or a substantially similar grievance, but not to eliminate a grievance of a similar nature in the future.
- 5.05 A "day" for the purpose of this Article shall mean a calendar day. The specified time limits shall be considered as maximum, and may be extended only by mutual consent of the grievant and the Board representative.
- 5.06 Unless agreed to by the Board representative, all grievance hearings shall be held outside the school day and shall be conducted in private session. There shall be no extra pay due to any bargaining unit members for time devoted to preparation and processing of a grievance. In the event that the processing of a grievance extends beyond the school year, there shall be no extra pay due bargaining unit members for time devoted to the processing of a grievance. The investigation or processing of any grievance by a grievant or a representative of the grievant shall not interfere with or in any manner interrupt the school program or duties of other bargaining unit members, administrators, or supervisors.
- 5.07 Any grievance not appealed in a timely fashion stands resolved on the basis of the Administration's response at that step.
- Any grievance not answered by the Administration at any step shall be considered denied and the grievant shall then proceed to the next step.
- 5.08 No reprisals shall be taken by or against any party of interest or participant in the grievance procedure by reason of such participation.

- 5.09 The names of grievance representatives shall be submitted by the Association President to the Superintendent no later than October 15th of each school year. Subsequent changes in the assignment of grievance representatives shall be submitted to the Superintendent no later than five (5) days following the changes in such assignment. The failure of the Association to fully comply with these requirements shall allow the Board, at its sole discretion, to suspend the filing or processing of grievances until compliance is achieved.
- 5.10 A grievance is defined as an alleged violation, misinterpretation, or misapplication of the terms of this Agreement. The term "grievance" shall not apply to any matter as to which (1) a method of review is provided by law with the exception of unfair labor practices or (2) the Board is without authority to act.
- 5.11 A bargaining unit member having a problem shall first attempt to resolve it informally with his building principal or immediate supervisor at the time the incident or condition giving rise to the problem occurs. A representative for each party may participate in the informal meeting. A problem, which cannot be resolved informally, shall be processed as a grievance in the following manner:

STEP 1:

- 5.12 Within fifteen (15) days after the incident or condition giving rise to the grievance has occurred, or the grievant should have reasonably known has occurred, the grievant shall reduce the grievance to writing on the grievance form, and shall present it to the appropriate administrator or supervisor.
- 5.13 Within fifteen (15) days after receipt of the grievance, the administrator or supervisor shall discuss the grievance with the grievant. Discussions at this step and any future step shall be confined to the issues stated in the grievance and the relief sought. The grievant may be accompanied by one (1) Association representative. The principal may be accompanied by one (1) Board representative. Either party may arrange for witnesses with knowledge of the circumstances to attend the meeting. No more than one (1) witness shall be allowed in this meeting, or in any future hearing, at any one time.
- 5.14 Within five days after this meeting, the administrator or supervisor shall state the decision, in writing, on the grievance form and shall provide a copy to the grievant and the Association.

STEP II:

- 5.15 If the grievant is not satisfied with the decision rendered in Step 1, he may, within ten (10) days of the date of such decision, appeal the decision, in writing, to the Superintendent.
- 5.16 The superintendent shall conduct a hearing within ten (10) days of receipt of the grievance. The Superintendent or his designated representatives shall conduct the hearing.
- 5.17 Within seven (7) days after such hearing, the Superintendent shall notify the grievant and the Association of the decision, in writing.

STEP III:

- 5.18 If the grievance still remains unsettled after Step II, then the Union and the Employer may mutually agree that the grievance be submitted for non-binding mediation as provided by S.E.R.B. The parties both have to agree to a non-binding mediation or Step III does not become applicable.

STEP IV:

- 5.19 If the grievance is not satisfactorily settled at Step II or Step III, the Union or the Employer may request that the grievance be submitted to arbitration. A request for arbitration must be submitted to the Superintendent within seven (7) calendar days following the Superintendent's reply at Step II, or after failure of a mediated resolution, whichever occurs last, or the grievance shall be considered resolved.
- 5.20 Within ten (10) days of the request for arbitration, the grievant and/or his/her representative and a representative of the Board shall jointly request the Arbitration Mediation Services (AMS), FMCS and/or AAA office of arbitration service to furnish a list of available arbitrators. Upon the receipt of the list, and after an opportunity to consider the names, the parties shall designate a mutually acceptable arbitrator. If the parties are unable to agree on a mutually acceptable arbitrator, the parties shall request a second and subsequent list until an agreement or an acceptable arbitrator is reached. The party rejecting the list will pay the cost of a new list. If either party cancels the Arbitration once an Arbitrator has been selected and notified, that party shall be responsible for any costs.
- 5.21 The arbitrator so selected shall be requested to hold a hearing on the earliest date available, and, unless such time is extended by mutual agreement, shall issue his decision not later than thirty (30) days from the date of the hearing. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning, and conclusion on the issues submitted.
- 5.22 The sole power of the arbitrator shall be to determine whether the terms of this Agreement have been misinterpreted or inequitably applied, and the arbitrator shall have no power or authority to make any decision which modifies, alters, or amends the terms of this Agreement or any policies established pursuant to the terms of this Agreement. The arbitrator shall not substitute his judgment for that of the Board regarding any management right.
- 5.23 The decision of the arbitrator shall be submitted to the Board and to the grievant and, subject to law and if within the scope of his authority as set forth above, shall be final and binding on the grievant, the Association, its members, and the Board.
- 5.24 The costs for the services of the arbitrator, including per diem expenses, if any, and the actual and necessary travel and subsistence expenses shall be shared equally. The expenses of the witnesses and other representatives shall be borne by the party they represent.

ARTICLE 6: TEACHER EVALUATION/WALK-THROUGH OBSERVATIONS

TEACHER EVALUATION PURPOSE

- 6.01 One purpose of evaluation is for the improvement of the teaching/learning situation in the Dawson-Bryant Schools. Another purpose is to provide quality education for the students of the Dawson-Bryant School District.
- 6.02 Evaluation must be conducted in a positive, professional atmosphere where an attempt is made for mutual cooperation and growth of the professional staff member.
- 6.03 The observations for this purpose shall be no less than thirty (30) minutes.

TEACHER EVALUATION GOALS

- 6.04 Teacher evaluation is designed to serve the following purposes:
 - A. To provide a comprehensive guide for diagnosis and constructive supervision.
 - B. To improve teacher effectiveness by accomplishing the following objectives:
 - 1. The recognition and reinforcement of teacher strengths and specific suggestions for overcoming teacher weaknesses.
 - 2. To provide assistance and direction by the administration in working with the teacher toward performance improvement.

SCHEDULE OF OBSERVATION AND EVALUATION

- 6.05 All teachers in the System shall be evaluated by their administrator each year.
- 6.06 Accomplished teachers in the District may be evaluated once every two (2) years if the Board complies with ORC 3319.111 (E) (2).

This evaluation shall be initiated only following a conference between the teacher and their administrator. Said evaluation shall consist of two (2) observations and walkthroughs. If in any year a teacher is considered for non-renewal there will be at least three (3) observations [ORC 3319.111 (E) (1)]. Evaluations shall be completed by April 15.
- 6.07 The Board will follow procedures outlined in ORC 3319.11 and 3319.111.
- 6.08 The evaluation report must be completed with prior to April 1 unless there is clear evidence of needed improvement. Then the time line may be extended by two (2) weeks.
- 6.09 Signing of the evaluation form by a bargaining unit member does not mean agreement with the evaluation.

- 6.10 During the first month of the school year, not to include the first week, all certificated/licensed employees shall be provided with copies of the forms and procedures to be used in their official evaluations. These forms and procedures will be reviewed with the faculty in school. Each certificated employee will be advised as to who will observe his/her classroom performance prior to the observation. No observation or evaluation will take place until the above provisions have been fulfilled.
- 6.11 Copies of written reports of evaluation shall be provided by May 10.

ARTICLE 7: PERSONNEL FILES

- 7.01 The only official files on all bargaining unit members shall be the files that are presently maintained in the Superintendent's Office.

Only that information contained in these files shall be used in administrative and personnel decisions and for evaluation purposes.

Access to the personnel file of an individual will be limited to the following: the member, the Superintendent, the Treasurer, the Superintendent's secretary, the individual member's immediate principal or supervisor, and in the case of a transfer, the principal or supervisor for that position. The consent of the member must be obtained prior to dispersing information from the system to any other individual or organization except if dispersal is required by court subpoenas, the member will immediately be informed of said dispersal and the information that was dispersed. Such authorization shall expire after ninety (90) days.

The bargaining unit member will be notified as soon as possible of any request to see the bargaining unit member's personnel file and will be told who makes the request.

- 7.02 Changes in a member's status shall be made a part of his or her personnel record (change in residence, marital status, etc.).
- 7.03 The unit member shall have access to all personal information contained in the system within two (2) work days of request. There shall be no charge for access to the system. Except for the Superintendent and the Treasurer, all persons viewing the files shall initial and date each file each time the file is examined.
- 7.04 If a member feels that any material in his/her personnel file in the Central Office is not relevant, is incomplete, is inappropriate, or is false, or is derogatory to his/her conduct, service, or character, he/she shall have the right to submit a written answer to such material and his/her answer shall be attached to the material. Said member may request an investigation of the disputed material. The Board will investigate the current status of the information within sixty (60) to ninety (90) days after receiving the request. The Board of Education will comply with all the requirements of Ohio Revised Code 149.43 (Public Records Law).
- 7.05 Any member requesting copies of any item in his/her personnel file shall pay for copying of said items, costs not to exceed ten cents (\$.10) per item.

- 7.06 Personnel files may include, but are not limited to, the following:
- A. Application for employment.
 - B. Copy of latest contract and/or salary notice.
 - C. Ohio Teaching Certificate/License, or a copy.
 - D. Official transcript of college credits.
 - E. Copy of military discharge, if applicable.
 - F. Certified letter from Treasurer of previously employed school district indicating accumulated sick leave days, if applicable.
 - G. Evaluation forms.
- 7.07 A copy of the Evaluation Instrument(s) used in evaluation of the member will be given to the member. These instruments will be placed in the file only after the individual has signed the material to show he has seen it, or it has been witnessed and signed by the Superintendent that the material was shown to the individual who then refused to sign acknowledging he/she had seen such.

ARTICLE 8: NONDISCRIMINATION

- 8.01 No person or persons or agencies responsible to the Board shall discriminate for or against any employee on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, employee organization, political affiliation, age, handicap, or for the purpose of evading the spirit of this Agreement. The Board agrees to abide by the provisions of applicable Federal, State, and local laws and executive orders regarding these matters.
- 8.02 The Board recognizes the right of all bargaining unit employees to be free to join the Association and to participate in lawful concerted union activities. Therefore, the Board agrees there shall be no discrimination, interference, restraint, coercion, or reprisal by the Board against any employee because of Association membership or because of any lawful activity in an official capacity on behalf of the Association, nor will the Association practice discrimination, coercion, interference, reprisal, or restraint against any employee choosing not to join the Association.

ARTICLE 9: COMPLAINTS AGAINST MEMBERS OF THE BARGAINING UNIT

- 9.01 Whenever a verbal or written complaint is made by a student, parent of a student, or any member of the public concerning a bargaining unit member's professional conduct, service, or character, the bargaining unit member shall be immediately notified of the complaint, and the principal and the bargaining unit member shall attempt to resolve the complaint.
- 9.02 If the complaints continue, the principal will attempt to resolve the complaint by arranging a conference with the bargaining unit member and the complainant(s).

- 9.03 If the complaint is still unresolved, the complainant shall be advised, by the principal, of his/her rights to submit a written complaint against the bargaining unit member to the Superintendent of the school district. The Superintendent will set up and conduct a meeting involving the bargaining unit member, the principal, and the complaining party. If such meeting is called, the bargaining unit member and administrator shall, at his/her choice, be accompanied by a representative of his/her choosing. Conferences regarding such complaint shall be closed to the public. If a written decision is issued, the bargaining unit member and complainant shall receive a written copy of the Superintendent's decision five (5) working days following the conference. The Board may schedule a hearing with both parties present to make their presentation, if the problem is not resolved by the Superintendent's decision. The bargaining unit member shall have the right to be accompanied by a representative(s) of his/her choosing. Such hearings shall be in executive session.

ARTICLE 10: PROFESSIONAL LEAVE

- 10.01 An application form, as marked Appendix G, shall be submitted to the principal at least three (3) weeks prior to the date of the meeting. A written approval or rejection will be returned to the applicant from the Central Office.
- 10.02 Attendance is limited to two (2) persons from a department or office at any one meeting, except as approved by the Superintendent.
- 10.03 Professional leave requested of the Superintendent shall include any and all expenses paid by the Board. Other professional leave shall include registration fee, mileage, lodging, parking fees, tolls, meals at the Board adopted reimbursement rate of \$12 for breakfast, \$12 lunch, \$18 dinner, (or a maximum of \$42.00 per day) or pre-approved by the Superintendent, and necessary materials related to the workshop.
- 10.04 Written reports of meetings shall be placed on file with the employee's immediate supervisor for staff meeting use.
- 10.05 Preference shall be extended to unit members NOT having previously attended meetings when duplicate applications are received.
- 10.06 Attendance shall be authorized by the Superintendent in accordance with school system needs and fund limitations.
- 10.07 Refusal to grant attendance at the above professional meeting shall not be grounds for a grievance.
- 10.08 The Superintendent agrees to notify the member requesting leave of its approval or denial of such leave at least one (1) week in advance of the scheduled leave.

ARTICLE 11: PERSONAL LEAVE

- 11.01 Each bargaining unit member shall be entitled to three (3) personal leave days, with pay, each school year, which days shall not be deducted from earned sick leave.

- 11.02 Personal leave shall not be cumulative from year to year.
- 11.03 Personal leave on any given day except as limited by Section 11.06 shall be approved for up to ten (10) bargaining unit members, who have given at least five (5) working days notice of the intent to take such leave by completing the appropriate leave form. (See Appendix H) Personal leave shall be granted to more than ten (10) bargaining unit members or to those who have provided less than five (5) working days' notice, if the District is able to locate a substitute. The District shall, in all cases, attempt to locate substitutes.
- 11.04 When a member is absent for personal reasons, a report of such absence, signed by the member and the supervisor, shall be filed with the Treasurer within five (5) days following the last date of absence.
- 11.05 No personal leave shall be granted during the period of one day before or one day after any holiday or scheduled closing day.
- 11.06 Personal leave shall be granted in one-day increments, unless specifically approved otherwise by the Superintendent.
- 11.07 For purposes of personal leave, a school year is the regular school year. Members employed after November 1 in a given school year shall be eligible for only two (2) days of personal leave. Members employed after January 1 shall be eligible for only one (1) personal leave in that year. No member employed after the first of March shall be entitled to any personal leave days for that school year.
- 11.08 Unused personal leave shall be converted to sick leave on a pro-rata basis.

ARTICLE 12: MATERNITY LEAVE

- 12.01 Upon the written request of a member, the Board may grant a maternity leave of absence without pay or if a member qualifies for FMLA leave as follows:
- A. A member who is pregnant shall be entitled, upon request, to a leave of absence for a period of one (1) year. Applications for maternity leave shall be in writing and shall contain a statement of the expected date of birth, the date on which the leave of absence is to commence, and the date the member will return to service in the District. The application will contain a physician's statement certifying her pregnancy. FMLA leave is not to exceed 12 weeks in a 12-month period, which starts with the first day of FMLA leave.
 - B. A member who is pregnant may continue in active employment as late into her pregnancy as she desires, provided she is able to properly perform her required function as certified by her physician in statement form.
 - C. A member of the bargaining unit adopting a child under school age will be eligible, upon request, for an unpaid leave or a FMLA leave to commence at any time after receiving physical custody of said child, or prior to receiving such custody, if required by Court order to fulfill the requirements for adoption. Said member will notify the Superintendent in writing of the request and shall give

notice at least twenty (20) days prior to the date on which the leave would begin, unless the circumstances warrant less notice.

- D. Applications for maternity leave shall be made between ninety (90) to thirty (30) days before the beginning of the start of the maternity leave. Where there are complications, exceptions shall be made. Applications for FMLA leave must be made at least 30 days prior to the start of the leave on the proper form when the leave is foreseeable.
- E. Upon return from the approved maternity leave at the time set forth in the application for leave, the member shall provide the Board with a physician's certificate of physical fitness before such member can resume her teaching duties.
- F. If the member desires to return to active service prior to the stated date of the application for leave, the member shall notify the Superintendent in writing that an early return to service is requested, and the date upon which the member wishes to return. Upon recommendation of the Superintendent, the Board may authorize the early return of such member. Prior to returning, the member shall provide the Board with a physician's certificate of physical fitness before such member can resume her teaching duties.

ARTICLE 13: SICK LEAVE

- 13.01 Each full-time member of the bargaining unit shall receive sick leave at the rate of 1 1/4 days per month, for a total of 15 sick leave days per year.
- 13.02 Each part-time member of the bargaining unit shall accumulate the number of sick leave hours as provided in the Ohio Revised Code.
- 13.03 All members shall be granted five (5) days of sick leave credit with the effective date of their contracts, being part of their first year's accumulation.
- 13.04 Sick leave shall be accumulative to 340 days. The teachers will be notified at the end of the school year of their days.
- 13.05 New employees shall receive credit for sick leave accumulated in any elementary or secondary school chartered by a State Department of Education, including licensed parochial schools or similar institutions, or public agencies in Ohio as defined by the Ohio Revised Code. It will be the responsibility of the new employee to supply the Clerk with the address of the former employer to secure a certified record of the accumulated sick leave from the former employer.
- 13.06 Sick leave hours may be used to cover personal illness, injury, pregnancy, exposure to contagious disease which could be communicated to other employees, medical appointments, and illness or death in the immediate family. Employees' immediate family for this policy with respect to illness shall include: spouse, children, father, mother, in-laws, or brother or sister or other family member living in the same household, guardian's ward and/or a grantor of a durable power of attorney for health care. The Superintendent may permit the use of sick leave for a brother or sister or other family members not living in the household if the Superintendent

determines special circumstances exist. A decision by the Superintendent to deny such use is not grievable. Employees' immediate family for this policy with respect to death shall include: spouse, children, father, mother, brother or sister, grandparents or grandchildren, aunt or uncle of the employee or spouse, and father-in-law, mother-in-law, brother-in-law, or sister-in-law, and grandparents or grandchildren of spouse, guardian's ward and/or grantor of a durable power of attorney for health care.

Employees who use more than five (5) consecutive days of sick leave will be required to submit a doctor's statement before returning to work, which attests to their ability to resume their position.

- 13.07 Employees who have exhausted all available paid leave, including personal leave, shall be eligible to receive sick leave transfer during periods of catastrophic illness as defined as a severe illness or sudden medical condition.
- a. The Association President shall compile a list of any members willing to donate to the bank by September 15th of each school year.
 - b. The Association President will prioritize the list of members wishing to donate according to the number of sick leave days they have accrued (i.e. those with the most will be placed at the top).
 - c. When a member contacts the President and identifies a need to borrow days from the bank, the Association President will contact the members of the donation list and complete the transfer form at that time for no more than a total of five (5) days per member per school year.
 - d. The Superintendent shall grant or deny the requested transfer at his/her discretion.
 - e. The recipient's daily base rate of pay shall be used to calculate payment under this transfer article.
 - f. Also, employees shall not receive in excess of twenty (20) days of transferred leave during any given school year.

**ARTICLE 14: LEAVE OF ABSENCE
(INCLUDING MEDICAL LEAVE)**

- 14.01 The Board may grant a bargaining unit member a one (1) year leave of absence without pay upon receipt of a written request by the member. Such leave may be extended by the Board upon written request of the member, being within the discretion of the Board. A written request for medical leave must be accompanied by a doctor's statement.
- 14.02 Unit members on such leave shall be carried on the roll of Board employees and shall receive insurance at the member's expense to the extent permitted by the insurance contract, payable by certified check to the Treasurer's Office on a monthly basis.

- 14.03 Upon a member requesting a leave under this Section, the member shall waive the right to receive any contribution from the Board toward retirement during the period of the leave.
- 14.04 For purposes of seniority, said member of the unit will be considered as having performed his/her normal duties during the period of the leave.
- 14.05 Transfers and promotions upon return from such leave shall be subject to the provisions of this negotiated Agreement.
- 14.06 Leaves of absence may not be taken for the purpose of obtaining or fulfilling other employment. No member shall be employed elsewhere, while on a leave of absence, without the permission of the Board.

ARTICLE 15: JURY DUTY

- 15.01 Bargaining unit members called for or required to serve jury duty shall be approved for leave for the number of days or partial days needed to accept jury duty. Such leave will not be deducted from any of the employee's leave accumulations. Said members shall notify the Superintendent immediately upon being chosen for jury duty and advise the Superintendent as to an estimated number of days that said member will be absent.
- 15.02 Upon submission of proof of jury service, the member shall be paid the difference between his/her jury pay and his/her regular salary for the number of days involved.

ARTICLE 16: MILITARY DUTY

- 16.01 In accordance with Section 3319.14 of the Ohio Revised Code, military leave of absence, without pay, shall be granted to any regular contract bargaining unit member who shall be inducted or called to active duty for military duty with any branch of the Armed Forces of the United States.

In addition to the above, the Board agrees to pay up to one (1) month's salary when any member is required to be absent from normal teaching duties as a result of a call to military duty by action of the Federal government.
- 16.02 Any member whose teaching service in the Dawson-Bryant School District has been interrupted by active duty service in the Armed Forces shall be reemployed in accordance with the provisions of Section 3319.14 of the ORC, and shall be given full credit on the salary schedule for such service.
- 16.03 Military leave shall be granted pursuant to Section 5923.05 of the ORC.

ARTICLE 17: DUTY FREE LUNCH/PLANNING PERIOD COMPENSATION

- 17.01 Each bargaining unit member shall be granted at least thirty (30) consecutive minutes for lunch each school day, during which time he/she shall not be required to perform any school activity.

17.02 The granting of the lunch period to a unit member shall not be cause for lengthening the school day.

17.03 If it becomes necessary for any bargaining unit member to assume the responsibility for another bargaining unit member's class during his/her planning period that bargaining unit member shall be reimbursed at the rate of \$16.00/half block or during specials at the elementary school.

The immediate supervisor shall, when feasible, solicit volunteers for such assignment, but shall at all times retain the right to assign bargaining unit members for temporary duty.

The immediate supervisor will keep a record of the time and date of each occurrence, and submit for reimbursement to the Board office to be payable to the teacher within the next applicable pay period after each semester. (Refer to Appendix G)

ARTICLE 18: CLASS SIZE AND LOAD

18.01 Class size and load will be according to State minimum standards as provided in the Ohio Revised Code.

ARTICLE 19: VACANCIES AND TRANSFERS

VOLUNTARY TRANSFER AND/OR ASSIGNMENT

19.01 Not later than April 1 and monthly thereafter of each school year, the Superintendent shall cause to be posted in all school buildings, a list of known vacancies which will occur for the following school year. The list is to be located in a place that can be seen by all teachers. As vacancy notices occur during the summer break, the Association President shall be provided notice, and notification of openings in the bargaining unit shall be posted on the school website.

19.02 Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than ten (10) working days after being posted.

19.03 In acting on request for voluntary reassignment and/or transfer, the following criteria apply:

- A. Individual qualifications.
- B. Instructional requirements.
- C. Staff availability and experience.
- D. Special criteria established by the Administration to achieve staff balance; and
- E. Where the foregoing facts are substantially equal, the preference in assignment or transfer shall be given to the applicant with the greatest number of years of service in the school system.

INVOLUNTARY TRANSFER AND/OR REASSIGNMENT

- 19.04 An involuntary transfer or reassignment after September 1 to be effective during the current school year will be made only after a meeting between the teacher involved and the Superintendent, at which time the teacher may, at their option, have a representative of their choice to be present at such meeting. Any reassignment made pursuant to this policy shall be in the best interest of the school district, as determined by the Superintendent.
- 19.05 Whenever a vacancy arises or is anticipated in a bargaining unit position, the Superintendent shall promptly cause, except in the instance of any emergency, to be posted a notice of same on a bulletin board in each school building for no less than ten (10) work days before the position is filled. At the time of a posting, the building principal may notify his/her staff that a vacancy has been posted. Vacancies shall be filled on the basis of the experience, competency, and qualifications of the applicant and length of service in the district and other relevant factors. Any new positions shall be posted with accompanying job assignment. The Board agrees that during the summer months announcements of vacancies shall be posted in the Board Office for not less than ten (10) work days before the position is filled. Whether a vacancy exists will be at the sole discretion of the Superintendent and/or Board of Education.

An emergency shall be defined as a vacancy occurring within two (2) weeks (14 days) of the first day of school or during the school year. Regarding supplemental contracts, an emergency shall be defined as a vacancy occurring within two (2) weeks of the first day of the beginning of the supplemental duties or during the school year.

ARTICLE 20: BARGAINING UNIT MEMBER ASSIGNMENT

- 20.01 The Superintendent will assign all newly appointed personnel to their specific positions, which will be within the subject area and/or grade level for which he/she is certified/licensed.
- The Superintendent will give notice of assignment to new employees as soon as practicable and, except in cases of emergency, not later than July 31.
- 20.02 All other unit members will be given written notice of their classes and/or subject assignments, building assignments, and room assignments for the forthcoming year not later than June 30.
- 20.03 In the event that changes in such class and/or subject assignments, building assignments, or room assignments are made after June 30, the Association and all members affected will be notified promptly in writing and, upon the request of the member, the changes and the reasons for the changes will be reviewed promptly by the Superintendent or his representative, and the member who, at his/her option, may have a representative of the Association present.

ARTICLE 21: PROTECTION OF MEMBERS, STUDENTS, AND PROPERTY

- 21.01 When, in the judgment of a member, a student requires the attention of a counselor, pupil personnel services employee, physician, or other specialists, he/she will so inform his/her principal. The principal will arrange, as soon as possible, for a conference including himself, the unit member, and the specialist to discuss the problem and to decide upon appropriate steps for its resolution.
- 21.02 Physical force may be used by a unit member to protect himself/herself or another member and/or student from possible injury, or, in an extraordinary case of breach of discipline, to restrain a disruptive pupil, provided the force used is reasonable under the circumstances. Members will immediately report all such instances, as well as any cases of assault on themselves in connection with their employment, to their principal or immediate supervisor in writing giving in detail the circumstances thereof.
- 21.03 This report will be forwarded to the Superintendent. The Superintendent will transmit such report to the Board forthwith. The Board and the Superintendent will comply with any request from such member for information in their possession relating to the incident or the persons involved.
- 21.04 Any member who is absent because he/she is unable to perform his/her duties as a result of personal injury sustained in the course of his/her employment while on school board property due to a parent or student assault, will be paid his/her full salary for the period of his/her absence, less the amount of Worker's Compensation award made for disability due to said injury. No part of such absence will be charged to his/her annual or accumulated sick leave and the limit of assault leave will be twenty (20) days. Under extenuating discretion, the Superintendent, within his reasonable discretion, shall have the authority to extend the leave up to thirty (30) days.

ARTICLE 22: TRANSPORTATION REIMBURSEMENT FOR TRAVELING TEACHERS

- 22.01 Effective August 1, 2001, members who have regular assignments in more than one (1) building or by nature of their assignment require travel during their regular day shall be reimbursed at the IRS rate per mile. Mileage will be measured daily from the first school to the final school. Members will submit travel vouchers monthly and will be paid on the first pay of each month.
- 22.02 Employees are responsible for any fines, damages, etc. that occur in the use of their vehicle for school business. Employees who submit for Transportation Reimbursement are attesting by signing the form that they have a valid driver's license and automobile insurance.

ARTICLE 23: SALARY PAYROLL DEDUCTION

- 23.01 The deductions shall be equally divided during the year and in equal amounts over the twenty-six (26) or twenty-seven (27) pay periods unless otherwise noted. (Refer to Section 28.03)

23.02 Deduction of yearly dues and/or fees shall be authorized for payroll deduction to the Treasurer by the teacher for the following:

- A. Departments of the Ohio Education Association as found on the yearly enrollment form.
- B. Group Income Protection Insurance (as required for coverage).
- C. Annuities (TSA)
- D. 403b-7 Funds (Such Fund deductions will be those designated by six [6] or more written payroll deduction requests.) Additional monies may be forwarded to appropriate retirement agency(s) on an after tax basis.

For example:

If an employee has the maximum percentage forwarded in a tax-deferred fund such as a 403b-7; then additional taxed dollars could still be forwarded for an IRA account. Yet it would be the same vendor.

- E. Desco Credit Union or employees credit union (per pay period).
- F. Appropriate State income tax for bargaining unit members residing in contiguous states, if the employee submits the request in writing and provides the necessary documents to the Treasurer.

It is understood that the Treasurer shall issue only one (1) check to a particular provider regardless of the number of employees who are signed up for a respective payroll deduction. This check shall be issued to the provider timely each month.

23.03 It is specifically agreed that the Board assumes no obligations, financial or otherwise, arising out the provisions of the Article, and the Association hereby agrees that it will indemnify and hold the Board harmless from any claims, actions, or proceedings by any employee arising from deductions made by the Board herein. Once the funds are submitted to the Association, their disposition thereafter shall be the sole and exclusive obligation and responsibility of the Association.

23.04 There will be an open enrollment period in order for bargaining unit members to sign up for or change plans under the insurance coverage as set by the carrier's regulations, to fill out or change plans under the insurance coverage, to fill out withholding information, and to sign up for payroll deductions by August 31st of each year. Notice will be provided to the bargaining unit members prior to this period beginning.

Payroll deductions shall be continuous until revoked by the employee in writing. All deductions shall be transmitted by the Treasurer to the designated agency or fund within thirty (30) days unless specified differently in Section 23.02.

For federal and state withholding status and for Desco deductions, there shall be two (2) other periods during which changes may be made, being the first two (2) full weeks of January and April.

23.05 Employees of the Ohio Education Association (OEA) dues shall be deducted two (2) times per month during the school year (18 pay periods).

ARTICLE 24: MEMBER CONTRACTS

24.01 The member contract and notification of appointment will be issued to members no later than August 1 of each year. Said contract will contain the following information:

- A. Name of member.
- B. Type of contract (limited, continuing, or annual notice of salary).
- C. School year.
- D. Employee number.
- E. Annual salary; and
- F. Contract notations.

24.02 The following clause will appear in all individual contracts: "The Master Agreement negotiated between the Association and the Board is herein incorporated by reference. Any argument or dispute will be settled by the provisions established in said Agreement or by provisions provided by law."

24.03 A limited regular contract shall be issued in the following order:

- o Upon initial employment, the first contract shall be for one (1) year.
- o The second contract shall be for one (1) year.
- o The third contract shall be for two (2) years.
- o The fourth contract shall be for a period of three (3) years.

24.04 Subsequent to the fourth contract, all limited regular contracts shall be for five (5) years.

24.05 Members who have obtained tenure in another Ohio school district will be offered a one (1) year contract the first year of employment. Upon successful completion of this contract, said member will be granted another one (1) year contract. Upon successful completion of this second one (1) year contract, the member will be considered for a continuing contract.

24.06 Teachers shall be considered for a continuing contract when they have taught Three (3) years of the last five (5) years in the District and those who have attained continuing contract status elsewhere and have served two (2) years in the District. Teacher must have completed the existing contract under which they are employed.

24.07 After having met all necessary requirements as per 3319.11 for continuing contract status, a member may apply to the Superintendent, in writing, by September 30th, requesting consideration for a continuing contract. If such request is recommended, it will be acted on in April, and if approved will be effective the following school year.

If continuing contract is not recommended and/or approved, the member's limited contract continues for its duration as if the application had not been made. Members do not have to apply for continuing contract during their limited contract, but rather can wait until their limited contract expires.

If the member applies for a continuing contract by the 30th of September following eligibility and is denied or does not apply at that time, then the member cannot apply for a continuing contract until the expiration of the limited contract.

In any case, the member can apply for a continuing contract, if eligible, upon expiration of the limited contract.

ARTICLE 25: NON-RENEWAL OF LIMITED CONTRACTS

25.01 Non-renewal of limited contracts shall be governed by the applicable provisions of the Ohio Revised Code 3319.11.

ARTICLE 26: CONTRACT YEAR

26.01 The regular contract year for a member of the bargaining unit shall be no more than one hundred eighty-two (182) days and shall consist of the following:

A. One hundred eighty (180) days when students are in attendance. The equivalent of two (2) of the one hundred eighty (180) days shall be allotted for parent-teacher conferences.

B. Members will not be required to work the following days:

Labor Day

Thanksgiving Day and the day following

Christmas Day

New Year's Day

26.02 The procedures prior to the adoption of the annual school calendar by the Board of Education shall be as follows: The Superintendent shall present the proposed calendar to the Executive Committee of the DBEA at least ten (10) days prior to consideration and adoption by the Board of Education unless less time is necessary due to unusual or unforeseen circumstances. The proposed calendar shall be returned to the Superintendent within eight (8) days along with the comments and recommendations of the Executive Committee. All comments and recommendations shall be included with the Superintendent's final recommendation to the Board of Education. It is understood that the Board of Education has the final responsibility and authority in the adoption of a school calendar.

A. The Board of Education will have final approval of the changes in the school calendar necessitated by weather or other emergencies. The Dawson-Bryant Education Association will be notified ten (10) days prior to Board

consideration to allow for their input to the proposed calendar change, unless less time is necessary due to unusual or unforeseen circumstances.

ARTICLE 27: INSURANCES

- 27.01 The Board shall make available to bargaining unit members and their eligible dependents substantially similar group health and hospitalization insurance coverage and benefits as existed in the Board's conventional insurance plan immediately prior to the signing of this Agreement. The Board reserves the right to change or provide alternate insurance carriers, or to self-insure as it deems appropriate for any form or portion of insurance coverage referred to in this Article, so long as the new coverage and benefits are substantially similar to the conventional insurance which predated this Agreement. The Board shall pay 79% of the premiums, for bargaining unit members for a family plan and 80% of the premiums for a single plan for bargaining unit members.
- 27.02 The Insurance Consortium (Council of Governments) reserves the right to institute cost containment measures relative to insurance coverage so long as the basic level of insurance benefits remains substantially similar to the conventional insurance coverage in effect immediately prior to this Agreement. Such changes may include, but are not limited to, mandatory second opinions for elective surgery, pre-admission and continuing admission review, preferred provider provisions, prohibition on weekend admissions except in emergency situations, and mandatory outpatient elective surgery for certain designated surgical procedures.
- A. The Board will continue to provide substantially similar dental/optical insurance coverage as is currently provided for each bargaining unit member at 100% paid.
- 27.03 The failure of any insurance carrier(s) or plan administrator(s) to provide any benefit for which it has contracted or is obligated shall result in no liability to the Board, nor shall such failure be considered a breach by the Board of any obligation undertaken under this or any other Agreement. However, nothing in this Agreement shall be construed to relieve any insurance carrier(s) or plan administrator(s) from any liability it may have to the Board, bargaining unit member or beneficiary of any bargaining unit member.
- 27.04 Any change in benefits or coverage as a result of a change in insurance carriers or to self-insurance shall be reviewed by representatives of the bargaining unit to insure compliance with this Article. The bargaining unit reserves the right to utilize the established grievance procedure or other legal processes as it deems necessary to insure compliance.
- 27.05 The Board shall purchase from a carrier licensed by the State of Ohio group term life insurance for each bargaining unit member equal to \$30,000, provided that said insurance is available for each bargaining unit member pursuant to the conditions set by the insurance provider. A member shall have the option of purchasing additional insurance at his/her own expense pursuant to the limits set by the insurance provider.

- 27.06 The Board shall only be required to provide insurance coverage for those employees on active pay status. However, employees on approved leaves of absence without pay shall have conversion rights, at the employee's expense.
- 27.07 Insurance coverage(s) shall be continued for a bargaining unit member:
- A. On leave covered by accumulated sick leave.
 - B. On non-FMLA leave not covered by any accumulated sick leave upon his/her payment of the premium. Said premiums will be payable at the beginning of each month at the office of the Treasurer.
 - C. Members on FMLA are eligible for 12 weeks of insurance coverage.
- 27.08 The Board agrees to provide to the members the benefit booklets provided by the insurance providers. Booklets will be provided to the Association President for distribution to members.
- 27.09 Insurance Incentive Programs
1. Bargaining unit members who will be eligible for this program will be:
 2. Each member must notify Dawson-Bryant Local School District in writing of his/her intent to opt-out of the insurance program by the 2nd month after their initial 12 month opt-out period.
 3. Each member opting out of the program must remain out of the program for the entire period of time for twelve (12) month of the following year and must be actively employed by the Dawson-Bryant Local School District to be eligible for reimbursement and cannot be covered under the District's health insurance.
 4. Persons who are eligible for this program and who are enrolled in the family coverage or new employees eligible for family or single coverage opting-out shall be reimbursed annually from a pool of dollars set aside by the School District of \$26,000.
 5. Each year of this Agreement, the \$26,000 will be divided by the number of eligible individuals claiming the opt-out.
 6. A participant in the program will be reimbursed only under 4 or 5 above and paid out from the opt-out date they have established.
 7. Each eligible member opting-out of the School District-approved insurance program shall be reimbursed the second pay in the thirteenth month after the election opt out.
 8. Any bargaining unit member who elected to opt-out of the School District approved insurance program who involuntarily loses other insurance coverage through a unemployment of spouse, death of spouse, or divorce from spouse will be permitted to re-enroll in the School District -approved insurance program subject to the provisions of the contract with the carrier. Notice of intent to enroll will be provided to the School District not later than the third Monday of

the month following a qualifying event will become effective subject to the provisions of the contract with the carrier.

9. Any bargaining unit member who elected to opt-out of the School District approved insurance program may enroll in the program beginning with the open enrollment period of each year. For enrollment in the open enrollment period, a request for enrollment must be made in a timely fashion subject to the provisions of the contract with the carrier.
10. A bargaining unit member who opted-out of the insurance program and who re-enrolls under 9 shall be paid by the School District all insurance incentive monies for that opted-out year on a pro-rated basis.

ARTICLE 28: SALARY

- 28.01 Initial placement on the teachers' salary schedule shall be determined in accordance with the applicable provisions of Ohio law.
- 28.02 Placement on the MA + 30 salary column is interpreted to be those unit members that have acquired thirty (30) or more graduate hours not used in fulfilling the requirements for the Master Degree. The bargaining unit member shall be responsible for providing documentation from the institute that such hours were not used.
- 28.03 Members salaries shall be paid in twenty-six (26) equal installments, except in the event when twenty-seven (27) equal installments are needed to insure payment every two weeks. Notification to members of this exception will take place by June 30th before action is taken. The next exception will take place during the 2011-2012 school year.
- 28.04 The current salary schedule shall be maintained for the 2012-2013 school year with no change.
- 28.05 Bargaining unit members performing coaching and student activity supplemental duties shall be compensated at a set percentage of the base pay (Step 0 - Degree) according to the attached Supplemental Salary Schedule.
- 28.06 The Treasurer of the Board of Education shall make available to members of the bargaining unit direct deposit of their paychecks through the financial institution that is the Board of Education's designated depository. The following conditions shall apply to the direct deposit benefit:
 1. The Dawson-Bryant Local Board of Education assumes no liability for any actions or losses in this procedure after the transfers to the depository selected by the Board of Education.

2. After the initial enactment of the direct deposit program, open enrollment periods for participating and payroll deductions will be governed by Article 23, Section 23.04. **Starting the first pay period in the new school year all bargaining unit members shall enroll in direct deposit.**
3. The Dawson-Bryant Local School District will provide each bargaining unit member an authorization agreement for the direct deposit program. This form will be completed by the banking institution, and the bargaining unit member will submit to the district Treasurer's office to finalize the agreement. (Refer to Appendix M)

ARTICLE 29: REDUCTION IN FORCE

- 29.01 When any of the following circumstances occur, the Board may make a reasonable reduction in force by suspension of contract(s) pursuant to Ohio Revised Code Section 3319.17:
- A. A reduction in pupil enrollment.
 - B. The reduction of a program, provided that such reduction is not for arbitrary or discriminatory reasons.
 - C. A bona fide consolidation.
 - D. The return to duty of a regular teacher after a leave of absence.
 - E. Lack of funds, being defined as the District receiving less monies in total, not considering categorical funding than received in previous fiscal year.
- 29.02 To the extent possible, the number of members affected by a reduction in force will be minimized by not employing replacements for members who retire, resign, or whose limited contracts are not renewed for reasons other than reduction in force. Attrition alone may not be sufficient to accomplish necessary reductions.
- 29.03 If the Board is contemplating the lay off of any members, it shall notify the Association and all members so affected thirty (30) days during the summer, or sixty (60) days during the school year, before the proposed effective date of the layoff.
- Such notice shall be in writing and shall include the specific positions to be affected, the proposed time schedule, and the reasons for the proposed action.
- Within twenty (20) days after receiving the aforesaid notice, the Board shall, if requested to do so in writing, grant the Association the opportunity to appear before the Board to present its positions concerning the Reduction in Force, after first meeting with and presenting its position to the Superintendent.
- 29.04 For purposes of this Article, seniority will be computed from a member's most recent date of continuous hire and will begin to accrue as of his/her first day of actual service in a negotiating unit position. Seniority will continue to accrue during all paid leaves of absence and for a period of two (2) years from the effective date of a layoff. Seniority will not be broken by unpaid leaves of absence or employment by the Board in a position outside the negotiating unit, but such time will not be counted in computing seniority.

29.05 All bargaining unit members shall be placed on a seniority list, which shall contain the following information:

- A. The initial date of employment with the Dawson-Bryant Local Schools.
- B. The type of teaching contract (limited or continuing).
- C. All areas in which the member is certified.
- D. Years of continuous service.

No later than October 1, bargaining unit members shall present to the Superintendent copies of all certifications.

Not later than October 15 of each school year, the Superintendent will provide the Association with the above seniority list and deliver to the Association President.

29.06 Reductions needed beyond those available by attrition will be made by suspending contracts. In making such reductions, the Board will suspend contracts in accordance with the teaching field affected. Those contracts to be suspended will be chosen as follows:

- A. Reductions in any area of certification/licensure will be made from lowest evaluation score for that area of certification/licensure. In the event a tie in evaluations exists, the member with the lesser seniority will be reduced first. A member affected may elect to displace a member in another area of certification/licensure, provided he/she is certified/licensed to perform the work. Written notice of intent to exercise this right must be given to the Superintendent, with a copy to the Association, within ten (10) days after a member is notified that he/she is to be laid off. Within ten (10) days after he receives such notification, the Superintendent will notify member that he/she is to be displaced.
- B. If two or more members have the same length of continuous service, seniority will be determined by the date of the Board meeting at which the member was hired. If a tie still exists, the most senior member shall be the one whose name appears first in the Board minutes book and so on down the line.

29.07 A member who is laid off shall remain on the recall list for a period of eighteen (18) months after the effective date of his/her layoff unless he/she:

- A. Waives his/her recall rights in writing.
- B. Resigns.
- C. Fails to accept recall to a position; or
- D. Fails to report to work in a position that he/she has accepted within ten (10) work days after the date of mailing of the notice of recall unless he/she is ill or injured and verifies this in writing.

- 29.08 The recall of members on the recall list shall be as follows:
- A. All members laid off as a result of a reduction in force shall be placed on a recall list in reverse order of layoff. No new teachers shall be employed by the Board while there are members on the recall list who are certificated/licensed for any opening(s).
 - B. A member on the recall list shall be recalled as position(s) become available in area(s) of his/her certification/licensure in accordance with contract status. Seniority will be considered in the event that more than one member with equal evaluations are eligible for recall.
 - C. When an opening(s) occurs, the Board shall send a certified letter to all eligible members at their last known address to advise them of the availability of the position. The member shall, within ten (10) days after date of mailing said certified letter, indicate to the Superintendent in writing of his/her availability and desire for the position. Failure to notify the Superintendent within the specified period shall be deemed as a notice of unavailability for the position. The Board shall reinstate the member indicating availability and desire for the position who has the greatest seniority as determined by the provisions of this Article.
 - D. Upon reemployment, all rights related to fringe benefits shall be fully restored as of the date of such return to service.
- 29.09 While on layoff, a member shall have the right to pay the total premium for all group insurance benefits made available to the members of the bargaining unit by the Board, if available in the insurance contract.

ARTICLE 30: PROVISIONS CONTRARY TO LAW

- 30.01 If any specific provision of this Agreement or any application of this Agreement to any bargaining unit member shall be found contrary to law by a court of competent jurisdiction, then that specific provision or application shall be deemed invalid except to the extent permitted by law, but all other provisions hereof shall continue in full force and effect.
- 30.02 Upon any specific provision being found to be contrary to law, then the parties shall begin negotiations within thirty (30) days regarding a replacement provision. These negotiations shall be held in accordance with Article 4 of this Agreement.

ARTICLE 31: EARLY RETIREMENT PROGRAM

This Article will remain in effect during the 2012-2013 school year and will expire July 31, 2013.

- 31.01 A member who is currently employed by the Board and who has completed, or attains within the next four (4) years, thirty (30) years of service credit, or has completed twenty-five (25) years of service credit, and is eligible for retirement under one of the three (3) State retirement systems, is eligible for the benefits of the Early Retirement Program.

31.02 A. Years 2, 3, 4, 5, and 6

Teachers who qualify and retire after school years 2009-2010, 2010-2011 and who notify the Board, in writing, prior to June 1 of the calendar year in which he/she is retiring, may receive early retirement benefits of their current annual salary according to the following schedule:

<u>Years of Service</u>	<u>Percent</u>
30	35%
31	25%
32	15%
33	10%
34	5%

- B. Members who become eligible for retirement prior to thirty (30) years of service (e.g. age 55 and 25 years of service) may receive an early retirement payment of 35% of their current annual salary.

The teacher is eligible only following the year that makes him or her eligible. For example, a teacher with twenty-five (25) years of service and age fifty-five (55) is eligible. If this teacher did not retire and apply, he or she is not eligible the following year with twenty-six (26) years of service and age fifty-six (56). The teacher will become eligible again after completing thirty (30) years of service and will follow the chart in Section 31.02 A.

C. Additional Requirements

1. The member shall furnish proof as to age (if service is less than thirty (30) years) and shall furnish a statement from the appropriate retirement system as to total number of service credit years on which the member has retired.
2. A member may receive the early retirement payment only once. Subsequent reemployment will not establish eligibility for another early retirement program.
3. Submission of written notice of retirement by June 1, with an effective date prior to the beginning of the following school year. Notices received after June 1 will be counted on the chart in paragraph A-2 for the following year with regards to percent of payment.
4. Teachers who retire under disability retirement are not eligible for the early retirement program.

- D. The member must be eligible for and applied for retirement under appropriate retirement system pursuant to the requirements of the applicable law for the system.

ARTICLE 32: RETIREMENT COMPENSATION SEVERANCE PAY

- 32.01 A bargaining unit member shall, at the time of retirement, be entitled to severance pay. "Retirement" shall be defined as actual retirement from the Ohio State Teacher's Retirement System and have officially applied and been approved by that system for retirement benefits.
- 32.02 The Board shall pay severance pay under the provisions of Ohio Revised Code Section 3319.141 for converted accumulated sick leave up to twenty-five percent (25%) of the employee's accumulated sick leave up to a maximum of eighty-one (81) days for at the applicable per diem rate of the employee at the time of retirement.
- 32.03 A member must have been employed by the Board five (5) years immediately prior to retirement and must have applied for and have been accepted for retirement from one of the State retirement systems.

ARTICLE 33: DISCIPLINE

- 33.01 Management agrees that a member of the bargaining unit shall not be preemptorily discharged from and after the date hereof, but that in all instances in which Management may conclude that an Employee's conduct may justify suspension or discharge, he/she shall be suspended. All employees shall be entitled to a hearing prior to the suspension being invoked except in those cases in which employees have physically used force against a supervisor or other Management personnel.
- 33.02 Disciplinary action shall consist of a course designed to improve the quality of the employee. Except in cases where the presence of the employee on the job or at the work location shall pose a threat to the health or safety of himself or others, the measures of discipline shall follow in the order listed below:
 - 1. First Offense: verbal warning.
 - 2. Second Offense: written warning.
 - 3. Third Offense: suspension or termination.

No bargaining unit member will be reprimanded or disciplined in the presence of other bargaining unit members, students, parents, or community members. Members will receive written documentation of the disciplinary action at each offense.
- 33.03 All termination proceedings shall be in accordance with Section 3319.16 of the ORC.
- 33.04 Employees are to be afforded Union representation at any stage of disciplinary action or the right to waive such in writing.

ARTICLE 34: PERFECT ATTENDANCE PAY/PERMISSIVE LEAVE

- 34.01 Bargaining unit members who are absent for zero (0) days during each quarter (9 weeks) of the school year shall receive one-time their daily base rate pay each nine (9) weeks they have perfect attendance.

Missing any part of a day counts as an absence.

34.02 Payments shall be made at the end of each school year in which it is earned.

34.03 Principals shall have the authority to permit a teacher to leave his/her school for purposes of medical emergencies (which will be determined by the Superintendent), or to watch his/her children participate in school-related performances.

A teacher may use such permissive leave no more than four (4) occasions, for no more than one (1) hour each time, and such use of permissive leave will not disqualify the teacher for a perfect attendance bonus. Additional occasions may be requested to the Superintendent.

ARTICLE 35: VOLUNTARY AFTER SCHOOL AND PROFESSIONAL DEVELOPMENT

35.01 Any teacher volunteering for after school or professional development which does not qualify for continuing education or college credit shall receive \$20.00 an hour for non-instructional activities and \$22.50 for compulsory attendance for professional development and/or instructional activities. To qualify, the activity must receive prior approval from the Superintendent. All such activities are subject to the discretion of the Superintendent.

ARTICLE 36: COMPENSATION FOR ADDITIONAL ASSIGNMENTS

36.01 Bargaining unit members (i.e. teachers) who voluntarily give up their planning period for an assigned additional instruction period shall receive compensation in the following manner:

\$3,000.00 per year (\$1,500.00 per semester)

36.02 Bargaining unit members will receive their pay the first pay period following the end of the semester.

ARTICLE 37: LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

37.01 Per the Local Professional Development Committee issue, the parties agree that after an acceptable formulated LPDC policy has been enacted, bargaining unit members shall receive LPDC pay of \$25.00 per hour or portion thereof on a prorated basis with increments of thirty (30) minutes for meetings held after the contractual workday.

ARTICLE 38: DAWSON-BRYANT LABOR MANAGEMENT COUNCIL

38.01 There shall be established in each building a Labor Management Council. The council shall meet every month by a regularly set schedule or by the call of a majority of the members on the council. The function of the committee shall be to discuss building level concerns or problems and to resolve them as quickly and co-operatively as possible. Any unresolved issues may be taken to the Labor Management Council meeting held with the Superintendent. The assigned building administrator shall be in

attendance at all the Labor Management Council meetings or designate an appropriate administrator to cover the meeting should they be unable to attend.

- 38.02 There shall be no discussion of grievances, bargaining issues, unfair labor practice charges, or any other related topic of a similar nature.
- 38.03 Each council shall appoint a chairperson, who shall conduct the meetings and keep minutes of the meetings throughout their term of office as chair. The structure of the committee shall be as follows:
 - K-1 One representative
 - 2-3 One representative
 - 4-5 One representative
 - 6 & Special Area Teachers: One representative
- 38.04 In Addition there shall be one Association Representative on every Labor Management Council.
- 38.05 The middle school and high school shall structure their committees to guarantee equal representation for each grade level, special areas, and departments as necessary. In any event the council shall not exceed 10 members.
- 38.06 The first meeting of the council shall be held no later than the third week of September. The Association representative or building principal shall call the first meeting by giving notice to the respective party.

SUPERINTENDENT LABOR MANAGEMENT COUNCIL

- 38.07 There shall be a representative from each Dawson-Bryant Labor Management Council appointed to the Superintendent Labor Management Council Committee. In addition to the designated representatives from the councils the Association President and Association Vice-President shall be members of the Superintendent Labor Management Council.
- 38.08 This council shall meet the day of the regularly scheduled Board meeting that is held every month.
- 38.09 The same rules shall apply to this committee that applies to the building level committees as to topics of discussion.
- 38.10 The Superintendent shall share with the committee as many items that are listed on the board agenda as he/she are permitted to do.
- 38.11 The various building representatives shall present an overview of the council meetings held in their buildings and highlight any areas that are either currently being addressed or have not been resolved. The Superintendent shall offer suggestions to unresolved issues on the buildings or if it is within his/her scope of authority may resolve the issue by contacting the appropriate building administrator to discuss the issue.

ARTICLE 39: ENTRY YEAR PROGRAM

This Article will be maintained during the 2012-2013 school year unless legislation changes this Article.

- 39.01 The purpose of the Entry Year Mentoring Program is to provide a program of positive formal support including mentoring to foster professional growth of the individual as per the requirements set forth by ODE and the Administrative Code for teacher licensure. The Entry Year Program examination does not replace the employment evaluation.
- 39.02 Mentor teacher(s) shall possess a minimum of five (5) calendar years of satisfactory teaching experience in the district and have completed Pathwise Mentorship Training before being assigned to an entry year teacher.
- 39.03 Mentor teacher(s) may serve (2) teachers only if there are not sufficient mentor teachers to serve the number of individuals requiring mentorship and/or sufficient mentor teacher(s) that do not volunteer to serve as a mentor.
- 39.04 Each mentor teacher shall receive a service contract for serving as a mentor.
- 39.05 Mentors will provide services in the following manner:
- Meet prior to the beginning of school;
 - Meet during the first two weeks of school;
 - Meet once per nine-week grading period for the remainder of the school year; and
 - Room visits as necessary to meet the praxis requirement with building principals approval.
- 39.06 Upon administrator's approval, a substitute will be provided for mentor's classroom to fulfill praxis requirements.
- 39.07 Mentors will be expected to maintain a log indicating the dates and times of meetings with teachers being mentored. This will be the only written information provided to the administration. The teacher mentor, teacher mentee, and the building principal will sign such log. Forms will be signed and approved by the Superintendent. (Appendix K)
- 39.08 When possible, the entry year bargaining unit member will be assigned a mentor who is certified/licensed in the same subject area at the middle/high school and same grade level at the elementary within the same building.
- 39.09 Entry year teachers will be provided the option to observe the mentor's class with approval of the building administrator.

- 39.10 Mentors shall communicate directly with the entry year bargaining unit member and shall hold all information in strict confidence. All interaction, written or verbal, between the mentor teacher and the entry year bargaining unit member shall be confidential information.
- 39.11 No mentor shall participate in any informal or formal contractual evaluation of an entry year bargaining unit member. No mentor shall be directed, required, or requested to make any recommendation regarding the employment of an entry year teacher/bargaining unit member in the program.
- 39.12 Mentors shall be paid a stipend of \$25 per hour, at a maximum of 40 hours per mentee. Payments may be requested at the end of the semester in which it was earned or at the completion of the school year.

ARTICLE 40: EMPLOYMENT OF RETIREES

- 40.01 A retiree is defined as a certificated staff member who has retired through State Teachers Retirement System and is receiving a monthly stipend from said retirement system.
- 40.02 A newly employed retiree shall be placed in his/her actual educational column at Step 5 of the current contract.
- 40.03 Retirement from the Dawson-Bryant Local School District shall be considered a break in employment.
- 40.04 Individuals who are employed as defined in (1) shall not be eligible for hospital, surgical, prescription, major medical, vision, life and dental benefits provided under Article 27 of the Contract. The retiree will be required to obtain insurance through the STRS. If the STRS mandates that the Dawson-Bryant Board of Education provide the insurance, the insurance will be provided by the District as it would for any employee under a single plan, only.
- 40.05 Re-employed retirees may be employed on a series of one (1) year limited contracts. A retiree shall not be eligible for a continuing contract as provided by Section 3319.11 ORC. A retiree's contract shall expire at the end of its term without Board action to non-renew under Section 3319.11, ORC. If employed in consecutive years, they will not qualify for a continuing contract or multi-year contract, nor evaluations under Article 6.
- 40.06 Returning employees will accrue 1.25 days per month sick leave. No sick days accrued prior to retirement may be carried over to reemployment.
- 40.07 Such retired member is not eligible to receive a additional severance payment upon leaving employment with the District, nor will he or she accrue seniority.
- 40.08 Re-employed retirees are not entitled to receive reimbursement under Article 31 or 32.

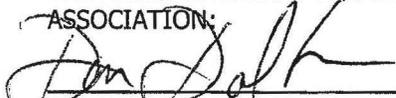
- 40.09 If the Board reduces staff in accordance with the Reduction in Force procedure in Article 29 of the contract, the retiree shall be considered the least senior professional employee in their area of certification/licensure. They shall be the first to have their contract suspended. They shall have no bumping rights.
- 40.10 Subject to these provisions, the retiree shall be a member of the bargaining unit, and entitled to all the right and benefits of the Dawson-Bryant Teachers Association/OEA/NEA.
- 40.11 This provision and such salary and individual contract provisions with a member expressly supersede ORC Section 3317.13 and all other applicable laws. This Article is not grievable under Article 5 – Grievance Procedure.

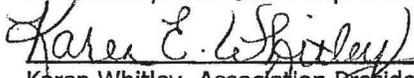
ARTICLE 41: DURATION

- 41.01 This Agreement shall become effective on August 1, 2012 and will continue in full force and effect until July 31, 2013.
- 41.02 This Agreement constitutes the entire agreement between the Board and the Association and supersedes all prior written and verbal agreements.
- 41.03 This Agreement supersedes all Board policy, rules, and regulations that are inconsistent with this Agreement.
- 41.04 At the request of either party, no sooner than one hundred twenty (120) or later than ninety (90) days prior to the expiration of this Agreement, the parties shall commence to negotiate a successor Agreement.
- 41.05 IN WITNESS THEREOF, the parties have caused this Agreement to be executed on the dates set forth.

Signed this 12 day of November 2012.

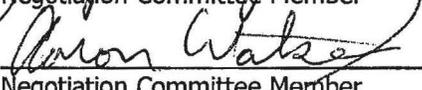
THE DAWSON BRYANT EDUCATION ASSOCIATION:


 Don Dalton, Association Representative


 Karen Whitley, Association President

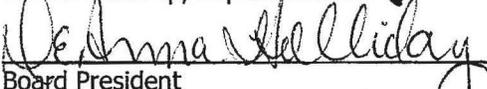

 Negotiation Committee Member


 Negotiation Committee Member

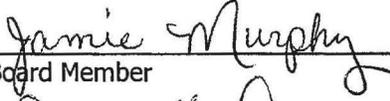

 Negotiation Committee Member

THE DAWSON-BRYANT LOCAL SCHOOL DISTRICT BOARD OF EDUCATION:


 Dennis DeCamp, Superintendent


 Board President


 Board Treasurer

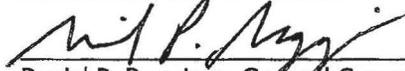

 Board Member


 Board Member

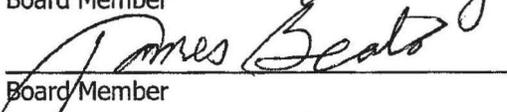
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Negotiation Committee Member

Negotiation Committee Member

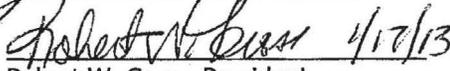
APPROVED AS TO FORM:


Daniel P. Ruggiero, General Counsel
Cross Management Consulting Svcs., Inc.


Board Member


Board Member

APPROVED AS TO CONTENT

 4/17/13
Robert W. Cross, President
Cross Management Consulting Svcs., Inc.

APPENDIX

APPENDIX A: 2012-2013 SALARY SCHEDULE

	BA	5 YRS	MA	MA+30
STEP 0	31,089	32,594	34,385	34,485
STEP 1	32,594	33,943	35,890	35,990
STEP 2	34,788	35,293	37,397	37,497
STEP 3	34,979	36,645	38,905	39,005
STEP 4	36,173	37,960	40,413	40,513
STEP 5	37,336	39,344	41,921	42,121
STEP 6	38,560	40,696	43,426	43,626
STEP 7	39,754	42,045	44,934	45,133
STEP 8	40,945	43,395	46,441	46,641
STEP 9	42,139	44,747	47,949	48,149
STEP 10	43,547	46,323	49,700	50,000
STEP 11	44,747	47,682	51,214	51,514
STEP 15	46,171	49,280	52,989	53,289
STEP 20	47,610	50,890	54,780	55,080
STEP 25	49,059	52,516	56,583	56,883
STEP 27	50,275	53,894	58,122	58,422

APPENDIX B: INDEX SCHEDULE

	BA	5 YRS	MA	MA+30
STEP 0	1.0000	1.0484	1.1060	1.1060
STEP 1	1.0484	1.0918	1.1544	1.1544
STEP 2	1.0868	1.1352	1.2029	1.2029
STEP 3	1.1251	1.1787	1.2514	1.2514
STEP 4	1.1635	1.2210	1.2999	1.2999
STEP 5	1.2019	1.2655	1.3484	1.3484
STEP 6	1.2403	1.3090	1.3968	1.3968
STEP 7	1.2787	1.3524	1.4453	1.4453
STEP 8	1.3170	1.3958	1.4938	1.4938
STEP 9	1.3554	1.4393	1.5423	1.5423
STEP 10	1.4007	1.4900	1.5986	1.5986
STEP 11	1.4393	1.5337	1.6473	1.6473
STEP 15	1.4851	1.5851	1.7044	1.7044
STEP 20	1.5314	1.6369	1.7620	1.7620
STEP 25	1.5780	1.6892	1.8200	1.8200
STEP 27	1.6171	1.7335	1.8695	1.8695

**APPENDIX C: COACHING AND STUDENT ACTIVITY SPONSORS
SUPPLEMENTAL SALARY SCHEDULE**

<u>POSITION</u>	<u>PERCENTAGE OF BEGINNING TEACHER BASE</u>
HIGH SCHOOL:	
ATHLETIC DIRECTOR	26%
* BOYS' HEAD FOOTBALL COACH	26%
BOYS' ASSISTANT FOOTBALL COACH	13%
* BOYS' HEAD BASKETBALL COACH	23%
BOYS' ASSISTANT BASKETBALL COACH	13%
HEAD BASEBALL COACH	13%
ASSISTANT BASEBALL COACH	9%
BOYS' HEAD TRACK	13%
ASSISTANT BOYS' TRACK	10%
CROSS COUNTRY	10%
ASSISTANT CROSS COUNTRY	5%
* GIRLS' HEAD BASKETBALL	23%
GIRLS' HEAD TRACK	13%
ASSISTANT GIRLS' TRACK	10%
* GIRLS' VOLLEYBALL COACH	13%
ASSISTANT GIRLS' BASKETBALL	13%
ACADEMIC QUIZ BOWL	8%
* COLOR GUARD	13%
* CHEERLEADER SPONSOR	13%
YEARBOOK SPONSOR	6%
AUDIO-VISUAL DIRECTOR	10%
JUNIOR CLASS ADVISOR	3%
WEIGHTLIFTING COACH	6%
* BAND DIRECTOR	26%
PERCUSSION INSTRUCTOR	8%
ASSISTANT VOLLEYBALL COACH	10%
GIRLS HEAD SOFTBALL	13%
GIRLS ASSITANT SOFTBALL	9%
Golf Coach	13%
JUNIOR HIGH:	
JUNIOR HIGH WEIGHTLIFTING	3%
JUNIOR HIGH HEAD GIRLS' BASKETBALL	13%
BOYS' ASSISTANT FOOTBALL (ALL JR. HI.)	13%
8TH GRADE BOYS' BASKETBALL	13%
7TH GRADE BOYS' BASKETBALL	13%
HEAD TRACK - BOYS'/GIRLS'	13%
ASSISTANT TRACK - BOYS'/GIRLS'	10%
ACTIVITIES DIRECTOR	10%
YEARBOOK ADVISOR	5%
* CHEERLEADER SPONSOR	13%
JR. HIGH GIRLS VOLLEYBALL	13%

Quiz Bowl	6%
JR HIGH SUMMER STRENGTH CONDITIONING	3%
JR HIGH GOLF	10%
JR HIGH BASEBALL	10%
JR HIGH SOFTBALL	10%

NOTE:

1. SUPPLEMENTAL POSITIONS THAT REQUIRE SUMMER SERVICE:

All positions noted with an asterisk (*) will be paid \$1400.00 for summer service.

2. ALL APPLICATIONS SHALL BE SUBMITTED THROUGH THE SUPPLEMENTAL APPLICATION FORM. (REFER TO APPENDIX N)

**APPENDIX D: REQUEST FOR EXCUSED ABSENCE FOR PERSONAL LEAVE DAY
(Article 11)**

NAME OF EMPLOYEE _____

DATE PERSONAL DAY REQUESTED _____

SIGNATURE OF EMPLOYEE

SIGNATURE OF PRINCIPAL

PLEASE NOTE:

THE FILING OF A FALSE STATEMENT BY AN EMPLOYEE SHALL BE CONSIDERED GROUNDS FOR DISCIPLINARY ACTION IN SUCH FORM AND MANNER AS THE BOARD MAY DEEM ADVISABLE.

**APPENDIX F: GRIEVANCE REPORT
(Article 5)**

Name of Grievant Date Filed

Master Contract (section) violation Date-cause of grievance occurred

Statement of Grievance:

Relief Sought (If additional space is needed, attach additional sheet): _____

Signature Date

STEP I

Disposition by Principal or Immediate Supervisor: _____

Signature Date

Position of Grievant and/or Association: Continue to next step or dismiss grievance (mark one)

_____ Continue to Next Step

_____ Dismiss Grievance

Signature Date

STEP II

Date Received by Superintendent: _____

Disposition of Superintendent: _____

Signature Date

Position of Grievant and/or Association: Mark one

_____ Continue to Next Step

_____ Dismiss Grievance

Signature

Date

STEP III

Date submitted to Board of Education: _____

Disposition and Award of Board of Education: _____

Signature

Date

**APPENDIX H: STATEMENT OF EXCUSED ABSENCE FROM DUTY
(Article 13)**

Employee's Name: _____

Inclusive Dates of Absence: _____

Reason for Absence – Check One:

- () Personal Illness
- () Illness in family
Give relationship: _____
- () Death in family
Give relationship: _____

.....

Name of Attending Physician _____
If no physician consulted, write none

Date or Dates Physician Consulted: _____

Name of Hospital, if any _____

.....

Signature of Employee

PLEASE NOTE:
FALSIFICATION OF A STATEMENT IS GROUNDS FOR SUSPENSION OR TERMINATION OF
EMPLOYMENT UNDER SECTION 3319.81 AND 3319.06 OF THE REVISED CODE.

**APPENDIX I: ASSOCIATION LEAVE
(Article 2)**

DAWSON BRYANT LOCAL SCHOOL DISTRICT
DAWSON BRYANT EDUCATION ASSOCIATION

Application for _____ day(s) leave for association business.

Date of Application _____

Date(s) of Leave _____

Name _____

Building _____

Signature of:

DBEA President _____ Date ____

Principal _____ Date _____

Superintendent _____ Date ____

APPENDIX K

**AUTHORIZATION AGREEMENT
FOR DIRECT DEPOSIT**

I hereby authorize the Dawson-Bryant Local School District, hereinafter referred to as DISTRICT, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account or accounts listed below.

Directions: Please complete with assistance of financial institution personnel as it is critical that the Transit/ABA No. and Account No. be accurate.

Primary Account: Amount of deposit in the primary account will be equal to the total deposit less secondary deposit(s).			Account Type (Check One)	
PRIMARY Financial Institution	Transit/ABA No.	Primary Account No.	Checking	Savings

		Account No.	Secondary Deposit Amount	

Bank Personnel Signature: _____ Date: ____/____/____

			Secondary Deposit Amount	
SECONDARY Financial Institution	Transit/ABA No.	Account No.	Checking	Savings

Bank Personnel Signature: _____ Date: ____/____/____

			Secondary Deposit Amount	
SECONDARY Financial Institution	Transit/ABA No.	Account No.	Checking	Savings

Bank Personnel Signature: _____ Date: ____/____/____

This authority is to remain in force until the DISTRICT has received written notification from me of any changes to the information provided above in such timely manner as to afford the DISTRICT and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

I understand the Dawson-Bryant Local School District Board of Education assumes no liability for any action or losses in this procedure after the transfers to the depository selected.

Name: _____ SSN: _____
(Please Print)

Signature: _____ Date: ____/____/____

APPENDIX L

**DAWSON-BRYANT LOCAL SCHOOL
SUPPLEMENTAL APPLICATION FORM**

Date of Application: _____

Name of Applicant: _____

Supplemental Position: _____

Qualifications: (if necessary)

Signature of Applicant

APPENDIX M

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by the Dawson-Bryant Local Board of Education "Board" and the Dawson-Bryant Education Association, "Association" for the purpose of addressing changes related to teachers' performance evaluations.

Whereas, recent changes to Ohio law requires all school districts to adopt a performance evaluation system and further requires a Board to adopt a standards-based teacher evaluation policy and, thereafter, to include such policy in the Collective Bargaining Agreement between the parties; and

Whereas, in order to facilitate the adoption of the Board policy as required by law, an Evaluation Review Committee ("ERC") will be formed by the Board and Association to provide stakeholder input and facilitate the statutorily-required consultation with teachers relative to the development of the standards-based teacher performance policy.

It is agreed by the Board and Association as follows:

Composition of Committee:

- a. The ERC shall be established no later than September 30, 2012.
- b. The ERC shall be comprised of four (4) representatives from the Association and four (4) representatives from the Administration. The Association shall appoint its members and the Superintendent shall appoint the Administration members. Bargaining Unit ERC members shall be teacher leaders representative of elementary, secondary, and middle school. There will be one representative from each building.
- c. Members of the ERC shall receive, if it is deemed necessary, at Board expense, training in the state-adopted evaluation framework model.
- d. The ERC shall be chaired jointly by a bargaining unit and administrative committee member.
- e. The ERC shall establish, by mutual agreement, a meeting calendar and timeline for completion of the ERC work by March 1, 2013. The majority of the ERC committee

work will be performed during the school day. At the initial meeting, the ERC will develop the guidelines by which the ERC will operate.

- f. The ERC may establish subcommittees to assist with their work and members of said committees will be jointly appointed by the committee co-chairs.
- g. The ERC may invite additional persons to ERC meetings to provide additional information and/or input to the ERC regarding aspects of the evaluation process.

Recommendation to the Board:

- a. At the completion of the work of the ERC committee, the ERC shall evaluate the program and make a final recommendation to the Board on a standards-based evaluation system in compliance with Ohio law no later than March 1, 2013. The Association President shall be provided a copy of the recommended policy.

Presentation/Training:

The ERC will be charged with the responsibility to develop a program to educate all staff on the new standards-based evaluation policy adopted by the Board. The program shall be presented to all impacted staff at the faculty orientation program for the 2013-2014 school year.

Time for Committee Work:

Teachers serving on the committee shall be paid a stipend of \$25.00 per hour for work performed past their regular school day. Committee will complete a time sheet to be submitted to the Treasurer for payment of hours worked on the ERC Committee.

Dawson-Bryant Local Board of Education

Date: 12 November 2012 By: Robert W. Cross

Dawson-Bryant Education Association

Date: 12 Nov. 2012 By: Karen E. Whitley