

ARTICLE 1
RECOGNITION

The Hilliard City School District Board of Education, hereinafter referred to as "the Board" recognizes the Hilliard Education Association OEA/NEA, hereinafter referred to as "the Association", as the sole and exclusive representative of all regular full-time and part-time licensed/certificated employees of the District in the positions identified in Appendix J. Excluded from the bargaining unit are persons in those positions identified in Appendix K. Any change in the composition of the bargaining unit shall be made exclusively through Article 2 of this Agreement.

ARTICLE 2
NEGOTIATIONS PROCEDURE

- A.**
1. Pursuant to Section 4117.14 (C) (1) and 4117.14 (E) of the Ohio Revised Code, the parties have established the following mutually agreed upon negotiations and dispute resolution procedures which supersede the procedures listed in Section 4117.14 (C) (2)-(6) and any other procedures to the contrary. Nothing herein shall be construed as a waiver of the right provided in Section 4117.14 (D) (2) of the Ohio Revised Code.
 2. The scope of bargaining by and between the Board and the Association shall be related to matters of wages, hours, or terms and other conditions of employment and the continuation, modification, or deletion of an existing provision of this Agreement.
- B. Negotiations Procedure**
1. The collective bargaining representatives of each party shall consist of no more than five (5) individuals.
 2. In keeping with Section 4117.14 of the Ohio Revised Code, either party desiring to terminate, modify, or negotiate a successor collective bargaining agreement shall serve written notice of such desire upon the other party. The initiating party must serve the notice not later than October 1 of the year in which the collective bargaining agreement expires and will notify the State Employment Relations Board (SERB) by serving upon SERB a copy of the notice and a copy of the parties' existing Agreement.
 3. Within fifteen (15) days of receipt of the notice, the parties shall meet and submit full proposals in writing for consideration. No additional items may be added at future meetings without mutual consent.
 4. All the terms and conditions of the existing collective bargaining agreement shall continue in full force and effect, without resort to strike or lock-out until the expiration date of said Agreement, or the expiration of any mutually agreed upon extension.
 5. Those Articles in an existing collective bargaining agreement which are not proposed to be modified or terminated by either party, shall become a part of the successor collective bargaining agreement.

C. Negotiations Process

1. All negotiating meetings shall be closed to the public and news media.
2. The Board shall furnish to the Association, upon reasonable request, existing information which would assist the Association in making proposals for negotiations including, but not limited to, information about operating levies, enrollment, budgets, and other financial data of the school District. The Association shall furnish to the Board's negotiating representatives existing information that would assist the Board in analyzing Association proposals. After the initial negotiations session, all requests for information should be coordinated through the respective spokespersons.
3. As negotiation items receive tentative agreement they shall be reduced to writing and initialed by the spokesperson of each party.
4. When an Agreement is reached on all issues, each party's representatives shall respectively urge and recommend the adoption of such Agreement which shall be reduced to writing and submitted to the Association membership for approval. If approved, the Agreement shall be submitted to the Board for approval at the next regular or special meeting of the Board. When approved by the Association and the Board, the Agreement shall supersede any Board policy, rule, or regulation that may conflict with any term or condition of the Agreement.
5. The Board and the Association may admit up to three (3) observers to negotiation meetings. The parties can mutually agree to admit additional observers. Observers are to retain the confidentiality of the negotiations process.

D. Inability to Reach Agreement

1. If on December 1, or a date mutually agreed upon, tentative agreement on all items is not reached, both parties shall utilize the services of the Federal Mediation and Conciliation Service (FMCS).
2. If mediation fails to produce an agreement, within five (5) days after expiration of this Agreement, then the Association in keeping with Section 4117.14 (D) (2) of the Ohio Revised Code may give a ten (10) day written notice of its intent to strike to the Board and SERB.

ARTICLE 3

ASSOCIATION RIGHTS

- A. The Association President, or his/her designated representative, may be allowed to use school buildings to conduct meetings provided that such use does not interfere with or interrupt normal school operations, and provided that building utilization procedures are followed.
- B. The Association President, or his/her designated representative, may transact official business on school property provided that it does not interfere with or interrupt normal school operations.
- C. Association representatives may use school equipment normally used by bargaining unit members provided that such use does not interfere with or interrupt normal school operations. Other equipment may be used with the approval of the administrator responsible for such equipment. The

Association and the Association representative shall be responsible for any damages caused to the equipment while in their possession. The use of school equipment shall be in accordance with the appropriate building procedures. The Association shall reimburse the Board for the cost of any supplies it uses.

- D. The Association agrees to reimburse the Board for any damages to equipment caused by or during Association use of Board property or equipment. The Association further agrees to be responsible for any injuries caused by negligent Association use of Board property or equipment.
- E. The Association may use designated bulletin board space in every school building to post and remove notices of Association activities and matters of concern. Association representatives shall have access to such bulletin board space and the right to post and remove notices of Association activities and matters of concern on such boards. Any item may be posted unless the material contained is defamatory, obscene, libelous, derogatory, or tends to impede or disrupt the normal operations of the District. Posting a notice of a legal strike shall not be deemed a violation of this provision.
- F. Association representatives shall have the right to use the District's mailing system in transmitting materials, provided the Board continues to use such a system. The elected officials of the Association shall be responsible for all materials as to quantity and content. The Association shall not use the system to distribute any materials that are defamatory, obscene, libelous, derogatory, or tends to impede or disrupt the normal operations of the school District. Distribution of a notice of a legal strike shall not be deemed a violation of this provision.
- G. With as much advance notice as possible, the Association President or his/her designee shall be notified of the time, date, and place of all Board meetings and shall receive a copy of the agenda for each Board meeting with or as soon as possible after such notification.
- H. At the conclusion of building staff meetings and District-wide staff meetings, Association representatives may make announcements pertaining to Association business. Upon the request of the Association President to the Superintendent, the Association President or his/her designee may address the staff at the first District staff meeting of each school year.
- I. The Association President shall be provided with ten (10) copies of the District's staff directory at the time it is normally distributed each school year.
- J. The Association President or his/her designee shall be provided copies of the following information/data:
 - 1. A complete copy of the Board's Official Annual Appropriations Resolution when adopted by the Board (both temporary and permanent).
 - 2. A copy of the Official Certificate of Estimated Resources and any amendments thereto when received by the Board Treasurer.
 - 3. A copy of the Proposed Budget when distributed in the Board agenda.
 - 4. A copy of the Official Budget when adopted by the Board.

5. A complete copy of the Treasurer's Fiscal Year-End Financial Report to the Board showing all income from each source and expenditures to the various specific General Fund categories for the previous fiscal year.
 6. A copy of training and experience grids for bargaining unit members paid from the regular teachers' salary schedule.
 7. Existing information on bargaining unit members paid on an hourly rate and on the supplemental salary schedule.
 8. Available information on contract status as submitted to the Board at the April Board meeting.
 9. Class size information as it exists as of October 15.
 10. Board Agenda and Treasurer's Report inclusive of all exhibits and addenda, except those items that are confidential in nature.
- K.** Bargaining unit members may authorize the Board to make payroll deductions for membership dues, initiation fees, and assessments of the Association in keeping with the following provisions:
1. The Association will submit a written authorization signed by the bargaining unit member for payroll deduction on a form provided by the Association to the Board Treasurer on or before October 1 of any year the member begins payroll deduction under this section. Unless revoked or changed in keeping with procedures contained herein, an authorization will continue from year to year. In the event a refund is due a member, it shall be the responsibility of the Association to make such refunds. The Association agrees to indemnify and save the Board harmless against any and all claims that may arise from or by reason of action taken by the Board in reliance upon any authorization cards submitted by the Association to the Board.
 2. The deductions shall be made in twenty-two (22) equal installments (small variance first month acceptable) beginning the month of October and ending the month of August. All money so deducted shall be remitted twice monthly to the Treasurer of the recognized organization.
 3. If a bargaining unit member's employment ends, or if he/she goes on an unpaid status before all deductions have been made, the unpaid balance will be deducted from his/her final payroll check to the extent the final payroll check is sufficient to cover the unpaid balance. If a member revokes his/her authorization before all deductions have been made, the unpaid balance will be deducted from his/her next payroll check after the Board Treasurer receives notification of such revocation.
 4. Following completion of each deduction, the Board Treasurer shall remit the amount which was deducted to the Association Treasurer in check form made payable to "The Hilliard Education Association." A list of the bargaining unit members for whom the deductions were made will be included with the first check showing the amount deducted for each member. The Association shall be notified of any subsequent changes.
 5. The Association shall provide the Board Treasurer a list of those bargaining unit members who have authorized payroll deduction, the amount to be deducted for each member, and any new authorization forms received by the Association. This shall be done no later than October 1, each year.

6. The Association will promptly transmit any authorization from bargaining unit members hired after October 1 to the Board Treasurer who shall attempt to begin deductions with the next payroll, but in no case will deductions begin later than the second payroll after the Board Treasurer receives the authorization form. The total amount to be deducted will be equally divided by the number of pay periods the individual member has remaining in his/her pay plan for that contractual year. Current bargaining members submitting new authorizations must do so no later than October 1 (November 1 for tutors) each year.
- L. Negotiations, grievance hearings and/or other meetings between the Board and the Association representatives shall be conducted outside the work day to the extent possible. If the Board and Association representatives agree to meet during working hours, the Association representatives shall suffer no loss of pay or benefits as a result of their participation in the meeting.
- M. A bargaining unit member who is on a committee or is an official of the Association may be released for up to five (5) days per year with pay to attend state or local association professional meetings. No more than a total of thirty (30) days of Association Leave per year may be taken by members of the bargaining unit, except in a year of contract negotiations the number shall be increased to fifty (50) days. No more than three (3) members in any elementary or sixth grade school, five (5) in any middle school, and five (5) in any high school may take leave on a given day unless approved by the Superintendent. Application for the leave shall be submitted to the Superintendent at least five (5) school days in advance of the day for which released time is requested. The Superintendent may waive this requirement in an emergency. The member shall submit proof of attendance upon the member's return. Any expenses incurred shall be the responsibility of the member. Leave may not be taken for lobbying, activities or meetings identified with a political party, or activities or meetings of a political action arm of the Association.
- N. The Association President, shall be entitled to full time release. The President will suffer no loss in salary, fringe benefits, or other contractual or statutory advantages to which he/she would have been entitled if working full-time; however, the Association shall reimburse the Board by the end of each semester for the actual costs of the President's replacement resulting from the release time during that semester. The individual entitled to release time shall not be changed during a school year except as the result of a change in the Presidency due to an Association election. Release time under this Section for the Association President will be carried forward into the succeeding school year only if mutually agreed by the Board and Association by not later than the immediately preceding January 20. The absence of such a mutual agreement is not grievable under Article 18 of this Agreement or otherwise subject to challenge. The Association President shall meet with the Superintendent (or designee) and the building principal not later than June 1 of each year to determine the schedule of the release time. Any extended time, supplemental contract position, or stipend position held by the Association President shall not be subject to the release time provisions of this Section.
- O. Any bargaining unit member subject to the provisions in M and N above, shall suffer no loss in salary or benefits for such service. In addition, Association leaders shall be entitled to be paid by the Association as per the Association's internal procedure for service to the Association. Any compensation that an Association member receives from the Association for such service shall be subject to the provisions of Ohio Administrative Code Rule 3307-6-01.

Upon written request of the Association, Association Leaders shall be paid under the provisions of Article 30 Supplemental Salaries, and Appendix L, to conduct Association business. Any employee so assigned shall be paid a supplemental salary for Association leadership in an amount so designated by the Association. The Association shall reimburse the Board for the supplemental pay and for the Board's share of retirement contributions for each such Association Leader within thirty (30) days upon the receipt of an itemized statement from the District's Treasurer.

ARTICLE 4

BOARD RIGHTS

- A.** The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Ohio and of the United States, including, but without limiting the generality of the foregoing, all of the rights identified in Section 4117.08 of the Ohio Revised Code. These include:
1. Determine matters of inherent managerial policy which include, but are not limited to, areas of discretion or policy such as the functions and programs of the Board, standards of school services, its overall budget, utilization of technology, and the District organizational structure;
 2. Direct, supervise, evaluate, or hire employees;
 3. Maintain and improve the efficiency and effectiveness of Board operations;
 4. Determine overall methods, process, means, or personnel by which school District operations are to be conducted including the establishment of courses of instruction, selection of textbooks and other prescribed teaching materials;
 5. Suspend or terminate for just cause, or lay off, transfer, assign, schedule, promote, or retain employees;
 6. Determine the adequacy of the work force;
 7. Determine the overall mission of the District, including the establishment of curriculum, special programs, athletic, recreational and social events for students;
 8. Effectively manage the work force including the determination of class schedules, hours of instruction, and the duties, responsibilities and assignments of bargaining unit members;
 9. Take actions to carry out the mission of the District.
- B.** The exercise of the foregoing powers, rights, authority, duties and responsibilities, the adoption of policies, rules and regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and Ohio statutes; and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Ohio and the rules and regulations promulgated by the Ohio State Board of Education and the Constitution and laws of the United States.
- C.** The enumeration of Management Rights in this Article is not intended to create management authority that does not otherwise exist under state or federal law.

ARTICLE 5

SUPERINTENDENT'S ADVISORY COMMITTEE

- A.** To improve instruction and the educational climate in the District, a Superintendent's Advisory Committee shall be established.
- B.** The Committee shall be composed of the following:
 - 1. Superintendent
 - 2. Association President
 - 3. Board member appointed by the Board
 - 4. One (1) bargaining unit member representative from each building
 - 5. Central Office Administrator appointed by the Superintendent
 - 6. Two (2) elementary principals appointed by the Superintendent
 - 7. Two (2) secondary principals appointed by the Superintendent
- C.** Bargaining unit member building representatives shall be selected by the building principal and the certificated staff in the building.
- D.** The committee shall meet at least once a month during the school year. It will not be necessary for the committee to meet if there is agreement that no need exists. Agreement between the Superintendent and the Association President must be reached no later than three (3) school days prior to the regularly scheduled monthly meeting. The committee shall be advisory in nature. The Superintendent shall notify the committee of all meeting cancellations.
- E.** The agenda shall be developed by the Superintendent.
- F.** Items for the agenda may be presented by members of the committee (those members listed in Section B. above), for consideration and discussion by the Superintendent's Advisory Committee.

Any item(s) submitted must be presented to the Superintendent five (5) school days prior to the scheduled date of each meeting. The agenda shall be distributed to committee members two (2) days prior to the meeting date.
- G.** Minutes of each meeting shall be recorded by a member of the committee selected by the Superintendent. Copies of the approved minutes shall be distributed to the members of the committee.

ARTICLE 6

BUILDING ADVISORY COMMITTEE

- A.** To improve instruction and the educational climate in the various buildings, each building shall have a Principal's Advisory Committee composed of one (1) representative from each department or grade level, the building representative to the Superintendent's Advisory Committee, and the building principal.
- B.** The committee shall meet at least once a month during the school year. It will not be necessary to meet if there is unanimous agreement that no need exists. Unanimous agreement must be reached no sooner than two (2) days prior to the regularly scheduled meeting. The committee shall be advisory in nature.
- C.** The agenda shall be developed jointly by the building principal and the senior staff member on the committee. The agenda shall be distributed to committee members two (2) days prior to the meeting date.
- D.** Items for the agenda may be presented by bargaining unit members in the building for consideration and discussion by the Building Advisory Committee. Any item(s) submitted must be presented to the building principal five (5) school days prior to the scheduled date of each meeting.
- E.** Minutes of each meeting shall be recorded by a person selected by the principal and copies distributed to bargaining unit members in the building.

ARTICLE 7

LENGTH OF SCHOOL YEAR/WORK DAY

A. Length of School Year

The length of the school year for all bargaining unit members shall be as follows:

1. 183 duty days for all bargaining unit members returning to the District.
2. 184 duty days for all bargaining unit members new to the District.

B. Teacher Work Day

The assigned normal working day for each full-time bargaining unit member shall not exceed twenty (20) minutes before the start of the student day and ten (10) minutes after the student day for the elementary; and ten (10) minutes before and after the student day for grades 6-12.

The work day for each full-time bargaining unit member shall include:

1. A minimum of thirty (30) consecutive minutes duty-free lunch period during a designated lunch period.
2. Planning Time
 - a. In elementary grades (K-5) there will be a minimum of 200 minutes per week for educational planning with at least one (1) period daily of no less than thirty (30) consecutive minutes.
 - b. In secondary buildings (6-12) there will be at least forty (40) consecutive minutes or one (1) teaching period, whichever is greater, for educational planning.
 - c. The above provisions are not intended to preclude alternative planning time configurations with the concurrence of the parties.
 - d. Those teachers moving between schools within the school day will be allotted a minimum of ten (10) minutes travel time in addition to the lunch and planning times.

Other than the above mentioned lunch period and planning period, bargaining unit members will be on duty and responsible for pupils during the time covered by the work day.

- C. When District-wide changes in the length of the teacher work day or work year are contemplated, the Superintendent and the Association shall meet and confer concerning such changes and any additional compensation for increasing the work day and/or work year. Any compensatory plan for an increased work day or work year shall be approved by the Association prior to the submission of any proposed changes to the Board.
- D. When a change in the scheduling of the day is being considered in an individual building, the staff and the principal will discuss these changes before implementation.

ARTICLE 8

STAFF MEETINGS

- A. A building principal may schedule not more than two (2) staff meetings per month.
- B. Such meetings shall:
 1. be held contiguous to the school day; and
 2. not exceed forty-five (45) minutes in duration.

ARTICLE 9

SCHOOL CALENDAR

- A.** The Board will determine the school calendar in accordance with the requirements of this Article.
- B.** Unpaid holidays (days off) will be scheduled as follows:
1. Labor Day, if school starts beforehand - 1 day
 2. Thanksgiving - 2 days
 3. Christmas - 8 to 10 week days
 4. Martin Luther King Day - 1 day
 5. Presidents' Day - 1 day
 6. Spring Break - 5 days to coincide with the Ohio State University Spring Break
 7. Easter (Good Friday) - 1 day
 8. Memorial Day - 1 day
- C.** Professional development days will be scheduled as follows:
1. Central Ohio Inservice (COI) - usually October (Association Initiative)
 2. Last Monday of September (Building Initiative)
 3. One (1) day during the first semester and one (1) day during the second semester, on which students arrive two (2) hours later than normal scheduled time and these hours will be used for professional development activities (Building Initiative).
 4. Effective with the fourth Thursday in April of 2005, one (1) additional non-instructional day will be added to the teacher work year on the fourth Thursday of April (National Take Your Child To Work Day) exclusively for district initiatives. The unit member's salary will be determined by dividing the member's yearly salary, as determined by the bargaining unit member's salary schedule, by one hundred eighty-three (183) or one hundred eighty-four (184) for unit members new to the district, and then multiplying this daily rate times one (1). This day shall be paid as a separate job included in the regular paycheck no later than May 30th and shall be subject to the same provisions as any other work day during the school year (District Initiative).
- D.** Should emergencies close schools in the course of a year requiring days to be "made up", the following will apply:
1. If the number of "make up" days is five (5) or less, the necessary days will be added to the end of the calendar.
 2. If the number of "make up" days is more than five (5) days, all or a part of the added days may be taken during or from Spring Break as determined by the Board.

ARTICLE 10
INDIVIDUAL CONTRACTS

A. Regular Contracts

All bargaining unit members shall be issued written contracts in accordance with the Ohio Revised Code and the provisions of this Agreement.

The Association recognizes the Board's right to adopt a policy unilaterally making every new teacher's employment conditional upon Board receipt of a Bureau of Criminal Identification record check. The Board may adopt such a policy to implement the provision of Section 109.57 (F) of the Ohio Revised Code. The Association agrees it will not file a grievance, unfair labor practice charge or otherwise challenge the establishment of such a policy.

Bargaining unit members' regular contracts shall be of two (2) types, limited and continuing.

Normally, limited contracts shall be offered in the following sequence; first contract one (1) year, second contract one (1) year, third contract three (3) years, fourth and succeeding contracts five (5) years. If the Superintendent intends to recommend to the Board an interruption of the normal sequence of contracts, the bargaining unit member shall be offered an opportunity to have a conference with the Superintendent prior to Board action and to be given the reasons for the recommended variation. At the end of such interruption of the normal sequence, the Superintendent and Board may elect again to deviate from the normal sequence (following the procedure that appears in the immediately preceding sentence), but in no event will a third successive interruption of the normal sequence occur. After such interruption(s) of the normal sequence, the member's next limited contract, if the member is rehired, will be the contract that would have been granted prior to the interruption(s) in the next sequential order.

Continuing contracts shall be offered by the Board in accordance with the provisions of the Ohio Revised Code except that: to be eligible all bargaining unit members must have served five (5) years in the District.

The District shall not be required to offer a continuing contract to any bargaining unit member during the life of a multi-year contract.

Contracts shall include the following information:

1. Name of bargaining unit member.
2. Name of school District and Board of Education employing the bargaining unit member.
3. Type of contract, limited or continuing. If limited, the number of years the contract is to be in effect.
4. Annual compensation to be paid when the contract is signed, with stipulation that any change would be based on Board-adopted salary schedule.
5. A statement that the salary will be paid twice each month in twenty-four (24) equal installments. (Small variance first month acceptable.)

6. Basis of determining compensation (e.g., classroom teacher B.A. Degree, five [5] years of experience).
7. Bargaining unit member agreement that he/she shall abide by all policies adopted by the Board and this negotiated Agreement.
8. Signatures of the Board President and the Board Treasurer or facsimiles thereof. Facsimiles of signatures shall in all respects be equal to and carry the same force of law as a hand written signature.
9. Provision for signature and date of signature of the bargaining unit member being contracted.
10. Provision that the contract is null and void if not signed and returned within ten (10) working days after the contract is received according to the postmark date.
11. The school year(s) the contract is to be in force.
12. Provision for copy of contract for the bargaining unit member.

B. Supplemental Contracts

All bargaining unit members assigned additional responsibilities or extended time and granted additional compensation for such responsibilities shall be given a written contract that is in addition to their regular contract, in keeping with the Ohio Revised Code. Such supplemental contracts shall include the following information:

1. Name of bargaining unit member.
2. Name of school District and Board of Education and title of responsibility to be performed.
3. Number of years the contract is to be in force.
4. Statement of additional responsibility(ies) and compensation to be provided for each.
5. School year within which compensation is being provided for said responsibility.
6. A statement that the salary will be paid at the completion of the responsibility or at stated intervals.
7. Total supplemental compensation.
8. Provision for signature of the Board President and Board Treasurer or facsimiles thereof. Facsimiles of signatures shall in all respects be equal to and carry the same force of law as a hand-written signature.
9. Provision for signature and date of signature of the bargaining unit member being contracted.
10. Basis for determining compensation (flat rate or schedule) with provision for increase in event an improved salary schedule is adopted.
11. Provision for copy of contract for the bargaining unit member.

ARTICLE 11

FAIR DISMISSAL PROCEDURE

- A.** The provisions of this Article shall not apply to bargaining unit members who have completed fewer than twenty-four (24) calendar months of continuous employment with the District. Time spent on an unpaid leave of absence or that period of time that a contract is suspended shall not apply towards the twenty-four (24) months. With respect to members hired before January 1, 1999, the aforesaid twenty-four (24) month period shall continue to be thirty-six (36) months in accordance with the terms of the parties' 1996-98 Agreement.
- B.** If the Superintendent intends to recommend the non-renewal of a contract, the bargaining unit member in question shall be given the reason(s) for such a recommendation. The Superintendent shall put the reason(s) for his/her recommendation in writing to be presented at a scheduled meeting with the member. The member may be accompanied by a representative of his/her choice at the time of the scheduled meeting.
- C.** Prior to official Board action, bargaining unit member(s) whose contract(s) are subject to non-renewal shall be notified of the date when the Board intends to act on the Superintendent's recommendation.
- D.** If the Board non-renews a bargaining unit member's contract against the Superintendent's recommendation, the Board shall give the member written reason(s) for such action in executive session and the member may be accompanied by a representative of his/her choice in such session.
- E.** If the bargaining unit member referred to in paragraph C. above is not present at the Board meeting when official action is taken to non-renew the member's contract, the member, upon request, will be given reason(s) for the Board's action in executive session no later than the next regular Board meeting.
- F.** The Board may non-renew a bargaining unit member's contract pursuant to Section 3319.11 of the Ohio Revised Code only for "just cause".
- G.** The limited contract of any bargaining unit member may be terminated during its term as provided for in Section 3319.16 of the Ohio Revised Code.
- H.** The non-renewal of a bargaining unit member's limited contract during the first twenty-four (24) calendar months of continuous employment (the first thirty-six (36) calendar months in the case of a member hired before January 1, 1999) service shall not be grievable nor challenged in the courts on the basis of this Article.
- I.** The provisions of this Article shall not apply to the non-renewal of supplemental, extended service or summer school contracts.

ARTICLE 12

VACANCIES AND TRANSFERS

A. Posting

1. All regular, supplemental contract, and stipend vacancies and new positions shall be posted in the Board office and each school building no later than one (1) week after the vacancy occurs. The position shall remain open for five (5) working days after it is posted in the Board office except in cases of emergency. For purposes of this section, emergency shall be defined as a bargaining unit member leaving his/her teaching position between July 10th and the beginning of the next school year without providing the Superintendent with at least ten (10) days prior written notification.
2. During the summer, the posting of vacancies and new positions shall only be required in the Board office.
3. The Association President will be provided a copy of all job vacancy notices, including new postings.

B. Vacancies, Voluntary Transfer and Reassignment

1. Voluntary transfer may be initiated by filing a written request with the Superintendent or his/her designated representative. The annual "Intention Form" may be used to initiate a request for a voluntary transfer.
2. Bargaining unit members who meet job qualifications as determined by the Board shall be given priority consideration for the vacant position. This provision shall not limit the Board's discretion to interview other applicants or limit its discretion in hiring personnel.
3. Bargaining unit members who have applied for a vacancy in writing that requires Board action shall be notified of the recommendation in writing prior to Board action to fill that vacancy. If Board action is not required, the Superintendent shall notify in writing all members who have applied for the vacancy of the intended action prior to filling the vacancy. An applicant whose transfer request is denied shall be entitled, if requested, to a conference with the Director of Human Resources and/or the Assistant Superintendent at which the circumstances surrounding the denial will be explained. The applicant may choose to be accompanied to the conference by an Association representative.
4. The Superintendent and Board shall determine when a vacancy exists and whether it shall be filled.

C. Involuntary Transfer and Reassignment

1. When the Superintendent determines an involuntary transfer and/or reassignment is necessary, the bargaining unit member concerned shall be notified in writing of the transfer and the reason(s) for the transfer at the earliest date possible. Upon request, the member may meet with the Superintendent to discuss the reason(s) for the involuntary transfer or reassignment.

2. Should any vacancy occur in a building from which a bargaining unit member has been involuntarily transferred, that member may apply for the vacancy and shall be given priority consideration until the first duty day of the school year following the involuntary transfer, provided the member holds proper certification for the vacancy. A member's refusal to return to the first available position for which he/she is qualified would automatically terminate this option.
3. Involuntary transfers which occur because of staff reductions caused by declining enrollment or other personnel reductions in a program shall be in reverse order of seniority as defined in Article 16, Reduction in Force, unless the Superintendent determines that it is necessary to deviate therefrom because of the educational needs of students and the needs and interests of the school system. Involuntary transfers for other reasons shall not be subject to this provision.

D. Elimination of Positions

1. When a position is to be eliminated, the least District seniored bargaining unit member in that building in the affected grade level or department will be the member to be transferred.
2. If a vacancy exists within that building for which the bargaining unit member mentioned in item 1. holds proper certification, then, at the member's option, he/she shall be assigned that position.
3. If no vacancy exists within that building for which the bargaining unit member is certified, then, at the member's option, that member may replace the least District seniored member in the same areas of certification in that building.
4. The least District seniored bargaining unit member being bumped from a position will be placed in a vacant position of his/her choice for which he/she is certified.

E. The Superintendent shall have the final decision on all transfers and reassignments.

F. Where staffing of an existing school is split and/or a new school is opened, the Administration and Association shall meet and consult in advance for the purpose of attempting to resolve to their mutual satisfaction how staffing will be implemented and other transitional issues.

G. Bargaining unit members authorized by the Administration to pack or unpack materials and/or equipment to be moved to another location, shall be compensated at the rate of \$9.00 per hour. To qualify for pay, the member must have prior written authorization from the Superintendent stating: the number of hours to be worked; the beginning and ending date of when the work is to be performed; and a description of the materials and equipment to be packed. The member shall, within two (2) weeks of his/her submission of a form indicating the days and hours worked, receive a lump sum separate check for the authorized work.

ARTICLE 13

PERSONNEL RECORDS AND COMPLAINTS

A. Personnel Records

1. There will be established and maintained one (1) official file on each bargaining unit member. The file shall be maintained by the administrative office of the Board and will be kept confidential to the extent permitted by law.
2. A bargaining unit member will have full access to the complete contents of his/her personnel file within two (2) work days of a written request to the Superintendent.
3. Review of the bargaining unit member's file shall be in the presence of a Central Office administrator or designee.
4. No more than five (5) bargaining unit members may review their respective files in any one (1) day.
5. Any bargaining unit member is entitled to, at his/her expense, a copy of any information found in the school's personnel file pertaining to him/her.
6. Anonymous letters or information will not be placed in the bargaining unit member's file.
7. Prior to placing any disciplinary notice or written directive in a bargaining unit member's personnel file, a copy of the document will be forwarded to the member, in an envelope marked "Personal and Confidential," through the District's inter-school mail system.
8. Any bargaining unit member has the right to attach a rebuttal statement to any material found objectionable in the school's personnel file pertaining to him/her.
9. If and when a bargaining unit member and the Superintendent or the administrator involved agree that there is adequate evidence that certain material in the member's file is irrelevant, inappropriate, or false, such material shall be removed from the file or corrected. If the member and the Superintendent are unable to reach an agreement and the member still feels that the material contained in the file is irrelevant, inappropriate, or false, such member shall have the right to file a grievance to determine whether or not the material should be removed or corrected.
10. The following documents are considered by the Administration to be essential to the record-keeping of the District and are not subject to removal:
 - a. Application form;
 - b. Educator License/Certificates;
 - c. Transcripts;
 - d. Evaluations;
 - e. Inservice records
 - f. Verification document of teaching/coaching experience;
 - g. Record of forms/documents submitted at time of initial employment;
 - h. Application for continuing contract;
 - i. Application for salary advancement;
 - j. Letters of resignation from supplemental contracts.

11. Once personnel file documents are removed from the personnel file in accordance with the procedures set forth in item 9 above, the document(s) will not be used for any future disciplinary matter. However, the documents will remain public records and will be placed in a separate file maintained by the District until destroyed in accordance with Chapter 149 of the Ohio Revised Code.

B. Complaints

A complaint against a bargaining unit member by a student, another employee, parent, or other member of the public will be processed in accordance with the Board's policy on handling complaints against employees. It is recognized that the Board's policy establishes guidelines that normally apply, but also that every complaint must be assessed case-by-case in light of all its surrounding circumstances in order to determine the most appropriate way in which to proceed. In all cases, if any disciplinary or other adverse action is contemplated against a bargaining unit member on the basis of the allegations of the complaint, the member will be afforded an opportunity at a conference with the relevant Administrator to present his/her side of the story before any such action is taken; at this conference, the member may choose to have an Association representative present.

ARTICLE 14

EVALUATION

- A.** It shall be the responsibility of the administration to develop an evaluation instrument and procedures for the District. In so doing, the following guidelines shall be incorporated:
1. All bargaining unit members, during the first month of school, shall be thoroughly advised by the building administrator as to the evaluation procedure and instruments to be used and given a copy of such.
 2. All monitoring or observation of the work performance of a bargaining unit member shall be conducted openly and with full knowledge of the member.
 3. All formal observations shall be at least thirty (30) minutes in length.
 4. All formal observations shall be followed within five (5) school days by a conference between the evaluator and the bargaining unit member involved. The five (5) days may be extended by mutual agreement.
 5. All evaluation reports shall be in writing.
 6. Bargaining unit members shall be given a copy of any class visitation report, evaluation, or observation within three (3) school days.
 7. The procedures in paragraph A. shall not apply to supplemental and extended service contracts.

- B. The procedures established under and in this Article shall supersede Section 3319.111 and Section 3319.11 (G) of the Ohio Revised Code. Probationary employees may challenge only alleged procedural violations in the evaluation policy. Said challenges shall be filed through the Grievance Procedure in this Agreement. Non-probationary employees may challenge alleged procedural and substantive issues.

ARTICLE 15

PROFESSIONAL DEVELOPMENT PLANNING COMMITTEE

- A. A committee shall be established composed of two (2) elementary bargaining unit members, two (2) middle level members, two (2) related services members and two (2) high school members selected by the Association, and two (2) Central Office administrators, two (2) elementary school administrators, two (2) middle level administrators, and two (2) high school administrators selected by the Superintendent. The chairperson shall be selected annually by the committee members. All decisions of this committee shall require at least a two-thirds (2/3) vote of its full membership. The committee will have three (3) responsibilities:
1. Plan District-wide professional development;
 2. Approve CEU provider applications;
 3. Support and assist the District's Local Professional Development Committee in the educator licensure and certification process.

The committee shall meet on a monthly basis from August through May.

ARTICLE 16

REDUCTION IN FORCE

- A. Reductions in the bargaining unit may only be for the following reasons: declining enrollment, return to duty of regular teachers after leaves of absence, lack of funds, or by reason of suspension of schools or territorial changes affecting the District.

Lack of funds will be verified and is subject to the Grievance Procedure.

All reductions in force shall be in keeping with the provisions of this Article.

1. Seniority List

Bargaining unit members shall be placed on a seniority list for each teaching field for which they are properly certified. Members serving with continuing contracts will be placed at the top of the list, in descending order of seniority. Members serving with limited contracts will be placed on the list under continuing contract members, also in descending order of seniority.

All bargaining unit members may be reduced for the reasons set forth above.

Eligibility for the seniority list shall be as follows:

a. Full-time bargaining unit members

A full-time bargaining unit member is one who is under contract to provide services to the school District for the full school year (five [5] days per week, thirty-six [36] weeks per year), and extended service, and for more than six (6) hours per day. Members hired under regular contracts to fill vacated or newly created full-time positions shall also be placed on the seniority list in accordance with 2. c. below.

b. Part-time bargaining unit members

Part-time bargaining unit members are those serving three (3) hours or more per day or a minimum of three (3) days per week with at least five (5) hours per day. Seniority shall be in keeping with section 2. c. below, except that years of seniority for part-time members shall be multiplied by a factor equal to the portion of the day/week worked.

Part-time bargaining unit members serving less than section b. above, casual (service contract), substitute and hourly rate certificated personnel on duty less than six (6) hours per day do not have seniority rights.

2. Bargaining unit reductions will be made by the suspension of contracts of employment following provisions contained in this Article.

a. Before Board action on the suspension of contracts, the Superintendent shall give the Association, through its President, a copy of the proposed RIF list at least fifteen (15) days prior to Board action on said reduction in force.

b. The Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent. Recommended reductions in a teaching field will be made by selecting the lowest person on the seniority list for the specified area of certification. The Association President shall be informed and consulted prior to determining the final RIF list. A bargaining unit member to be reduced may elect to displace another member in another certification area for which he/she holds the proper certification and has greater seniority. If the member has not taught in the new area within the last five (5) years then he/she shall be required to take six (6) quarter hours of course work related to the new assignment within twelve (12) months.

c. Seniority shall be determined by the length of continuous service within the bargaining unit. Among those with the same length of continuous service, seniority shall be determined by the following order:

- (1) The date of the Board meeting at which the bargaining unit member was hired, and then by
- (2) The date on which the bargaining unit member submitted a completed job application, and then by
- (3) Length of prior full-time service in the bargaining unit.
- (4) After the above methods have been exhausted and a tie still exists, a draw will be utilized to break the tie. This drawing shall take place in the presence of the bargaining unit members involved and the Association President.

- d. A bargaining unit member whose name appears on the reduction in force list shall be offered reinstatement when a position becomes available for which he/she is certified according to seniority as defined in Section A. 1. and A. 2. c.
 - e. Any bargaining unit member suspended because of reduction in force shall be placed on the District's substitute list upon his/her request.
 - f. Any bargaining unit member suspended because of reduction in force shall have the right to apply through the group insurance carriers to become an individual member of such insurance program at his/her full expense in accordance with the requirements established by the group insurance carriers.
 - g. Bargaining unit members on the reduction in force list shall be offered reinstatement to any position for which they are certified, according to seniority as defined in Section A. 1 and A. 2. c. No new member shall be employed by the Board while there are qualified members, according to seniority as defined in Section A. 1 and A. 2. c, on the reduction in force list who desire reinstatement to the job vacancy.
 - h. The Board shall give written notice of an offer of reinstatement by sending a registered or certified letter to said bargaining unit member at his/her last known address. It shall be the responsibility of each member to notify the Board, through the Assistant Superintendent for Instruction, of any change in address. The member's address, as it appears on the Board's records, shall be conclusive when used in connection with an offer of reinstatement or other notice to the member. If a member fails to accept the offer of reinstatement, according to seniority as defined in Section A. 1 and A. 2. c., in writing within fifteen (15) calendar days, excluding Saturdays, Sundays, and holidays, or within five (5) days if the offer is delivered within ten (10) days prior to the start of a school year or semester, from the date said offer is delivered at the last known address of the member, said member shall be considered to have rejected said offer and shall be removed from the reduction in force list.
 - i. A bargaining unit member on the reduction in force list shall, upon accepting an offer of reinstatement, return to the system with the same seniority, accumulation of sick leave days, and salary schedule placement as the member would have received in the year following suspension. As an example, a member with one (1) year of experience prior to suspension would be given credit for one (1) year of teacher experience on the salary schedule at the time of reinstatement.
 - j. Bargaining unit members will remain on the reduction in force list for a period of twenty-eight (28) months following their suspension
3. Availability of Seniority and Reduction in Force lists

Both the seniority list and the reduction in force lists described above shall be made available to building principals and the Association President.

4. Notification

- a. Bargaining unit members shall be notified of the Superintendent's recommendation to suspend their contracts at least five (5) working days prior to the Board meeting at which the implementation of the reduction in force policy will occur.
- b. Each bargaining unit member to be suspended will be given notice on or before May 30.

ARTICLE 17

STAFF FACILITIES

The Board, the bargaining unit members, and the administrators of the District recognize the value of private and readily available conversations with parents of students. To this end, the District will equip all buildings with telephone facilities and will do its utmost to provide a conference area to ensure private communications with parents.

ARTICLE 18

GRIEVANCE PROCEDURE

A. Policy and Purpose

1. The Board recognizes that in the interests of effective personnel management, a procedure is necessary whereby its employees can be assured of a prompt hearing on their grievances in order to secure, at the lowest possible administrative level, equitable solutions to their grievances.
2. Such procedures shall be available to all bargaining unit members, and no reprisals of any kind shall be taken against any member(s) initiating or participating in the grievance procedure.
3. The proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

B. Definitions

1. A "Grievance" is a complaint involving an alleged violation, misinterpretation or misapplication of this Agreement.
2. "Days" mean calendar days exclusive of Saturdays, Sundays, and holidays.
3. A "Grievant" is the bargaining unit member(s) making the complaint.
4. "Immediate Supervisor" means the person to whom the grievant is directly responsible.

C. Procedures

1. Level One

- a. Any bargaining unit member(s) who believes he/she has a grievance shall discuss the grievance with his/her principal or immediate supervisor concerned. The action shall be initiated within fifteen (15) days of the event giving rise to the grievance or the grievance shall be considered waived. The member(s) has the right to be accompanied by counsel, or a representative of his/her choice, or by both.
- b. The grievant must specifically inform the immediate supervisor that he/she is initiating a grievance under this Article.
- c. The above grievance need not be in writing, however, the immediate supervisor shall provide a dated written acknowledgment that the grievance has been filed.
- d. A decision shall be rendered within two (2) days after the presentation of the grievance.

2. Level Two

- a. If the Level One procedure does not resolve the grievance to the satisfaction of the bargaining unit member(s), said member(s) may institute formal proceedings by submitting the grievance, in writing, to his/her principal or immediate supervisor concerned. Such request will be made within five (5) days of the decision at the informal step or the matter will be considered closed.
 - (1) The grievance shall be presented in writing on the Grievance Report Form in Appendix 'I' of this Agreement, and shall contain a concise statement of the facts upon which the grievance is based, and a reference to the specific terms allegedly violated, misinterpreted or misapplied. The grievance shall contain a statement as to the action desired by the grievant.
 - (2) Within five (5) days of receipt of the Grievance Report Form, the principal or the immediate supervisor concerned shall meet with the grievant in an effort to resolve the grievance. The grievant shall be advised, in writing, of a mutually agreeable time, date, and place of the meeting, and shall have the right to be represented at such meeting by counsel or by a representative of his/her choice, or by both.
 - (3) The principal or supervisor concerned shall indicate his/her disposition of the grievance within five (5) days after such meeting by completing the disposition section of the Grievance Report Form, and returning it to the grievant. At the same time, copies of the grievance and the indicated disposition shall be forwarded to the Superintendent and to the Association President. Grievant's copy shall be either hand-carried and delivery receipted, or sent by receipted registered mail.

3. Level Three

- a. If the Level Two procedures do not resolve the grievance to the satisfaction of the bargaining unit member(s) such member(s) shall have the right to request a hearing with the Superintendent. Such request must be made, in writing, within five (5) days from the date of the receipted reply of the indicated disposition mentioned in Level Two, paragraph (3), or the matter shall be considered closed.

- (1) The requested hearing shall be conducted within five (5) days following the receipt of the written request by the Superintendent, unless both parties agree on a later date. The bargaining unit member(s) submitting the grievance shall be advised, in writing, of the mutually agreeable time, date, and place of the hearing, and shall have the right to be represented at such hearing by counsel or by a representative of his/her choice, or by both.
- (2) The Superintendent shall make a decision on the grievance within five (5) days after the conclusion of the hearing. The decision made by the Superintendent and the reasons for the decision shall be reduced to writing and copies sent to the grievant, his/her principal or immediate supervisor concerned, the Association President, and to the Board Treasurer. Grievant's copy shall be either hand-carried and delivery receipted or sent by receipted registered mail.

4. Level Four

- a. If, within five (5) days after receipt of the written disposition from the Superintendent, the grievant is not satisfied with the disposition of his/her grievance by the Superintendent, the bargaining unit member may appeal, in writing, to the Board by filing such written notice with the Treasurer.
 - (1) Failure on the part of the grievant, to file such appeal within five (5) days from receipt of the Superintendent's written decision [Level Three, paragraph (2)] on the grievance, shall be deemed a waiver of the right of appeal and the matter shall be considered closed.
- b. The matter shall be placed on the Board agenda and presented to the Board at its next regular meeting.
 - (1) All parties involved in the grievance shall have the right to be represented at such presentation by counsel or other representatives, or both.
 - (2) Each party involved shall be granted up to thirty (30) minutes to present his/her side of the grievance.
- c. The Board shall act upon such appeal no later than its next regular meeting, and earlier, if deemed necessary by the Board President.

5. Level Five

With the concurrence of the Association, a grievant may appeal a Level Four grievance disposition by having the Association submit a Demand for Arbitration to the Federal Mediation and Conciliation Service (FMCS) five (5) days after receipt of the Level Four disposition. A copy of said demand form will be sent to the Superintendent at the same time as the original is sent to FMCS. The arbitrator will be selected in keeping with FMCS's voluntary rules and regulations, except that either party may request a second list of arbitrators. Once the arbitrator has been selected, he/she shall proceed with the arbitration on the grievance in accordance with the FMCS Arbitration Services Program, Part 1404, Chapter XII of Title 29 of the Code of Federal Regulations.

The arbitrator shall hold the necessary hearing promptly and issue the award within such time as may be agreed upon. The award shall be in writing and a copy sent to all parties present at the hearing. The award of the arbitrator shall be binding on the Board, the Association and the grievant.

The arbitrator is specifically prohibited from making any decision which is inconsistent with the terms of this Agreement, which alters or amends this Agreement, or which is contrary to law. The arbitrator is also specifically prohibited from making punitive damage awards.

The costs and expenses of the arbitrator shall be borne by the losing party.

ARTICLE 19

ACADEMIC FREEDOM

- A.** It is the responsibility of the Board to meet the educational needs of its students and community. In carrying out that responsibility the Board will adopt philosophy, curriculum, courses of study and select textbooks.
- B.** The bargaining unit member, being the responsible agent for the teaching of students in accordance with the adopted policies of the Board, and State Minimum Standards must make decisions in pre-planning within his/her area of training, certification, and adopted curriculum regarding what is to be taught and how it is to be taught.
- C.** Academic freedom, freedom of individual conscience, association and expression will be guaranteed within the guidelines of the Board adopted course of study.
- D.** During periods of discussion, the bargaining unit member shall endeavor to select those issues and topics which are relevant to his/her subject area and certification, and which will be of value to the maturity and understanding of the students involved.
- E.** In all cases the bargaining unit member's implementation of the Board adopted curriculum will be done utilizing safe, efficient and effective methods of instruction.

ARTICLE 20

SUBSTITUTES

- A.** Any person used as a substitute teacher must have a valid license/certificate for the field in which the substitution is being made. Each person serving as a substitute teacher must be recommended by and have a transcript filed with the Superintendent (Ohio Revised Code 3319.10).
- B.** Qualified substitutes, if available, shall be provided during the absence of a teacher.
- C.** A bargaining unit member who is asked by the Administration to cover a class for an absent colleague and who involuntarily loses his/her planning period on that day will be paid at the rate of Twenty Two Dollars (\$22) per planning period lost. This provision does not apply to the addition of students to study halls, but does apply to the absence of a special area teacher (music, art, physical education) that requires an elementary teacher to lose his/her planning period. This Section will be administered in accordance with the following procedures:

1. The Association Representative(s) in each building will be responsible for obtaining the names of bargaining unit members willing to cover classes under this Section and providing such list to the building principal by the end of the first week of school. Such list will be revised and updated as needed, with a copy of each revision/update provided to the principal. The principal is entitled to rely on the most recent list on file.
2. Payment under this Section will be made twice monthly upon completion of the proper form.

Nothing in this Section is intended to preclude a bargaining unit member, with the approval of the building principal, from volunteering to use his/her planning period to substitute for another member, in which case the pay provisions of this Section will not apply.

- D. In case of an emergency, a building principal may request or direct a bargaining unit member to substitute for another member. Payment will be made in accordance with Section C above if the substituting member loses his/her planning period on that day. A member so contacted, may request not to be assigned, should the substitution work a hardship on said member.

ARTICLE 21

STUDENT GRADES

- A. The Superintendent shall consult with a student's teacher prior to altering said student's grade except in such circumstances where the teacher cannot be reached.
- B. For purposes of this Article, "consult" means a telephone conversation or meeting between the Superintendent and the bargaining unit member in question. If the parties are unable to communicate via the two methods mentioned above, a registered letter notifying the member that the grade will be changed shall be mailed.
- C. If an administrator changes a grade without the consent of the bargaining unit member, that administrator shall accept the responsibility of changing said grade.

ARTICLE 22

DEPARTMENT AND GRADE LEVEL RESPONSIBILITIES

- A. The Board shall adopt textbooks, courses of study, and course objectives. In doing so, the Board shall first allow for bargaining unit members' recommendations as follows:
 1. Each department or grade level shall have the responsibility for developing and recommending curriculum.
 2. Each department or grade level shall have the responsibility for recommending textbooks and supplementary books and materials to be used in the District's classrooms.
 3. Any book(s) or material(s) deemed biased by a bargaining unit member shall be referred to a screening committee appointed by the Superintendent. This committee shall be composed of five (5) members. The recommendation of the screening committee shall be submitted to the Board.

ARTICLE 23

GRADED COURSES OF STUDIES COMMITTEE

- A.** Organization, structure, function, and membership on graded Courses of Studies Committees shall be determined by the needs and nature of the study.
- B.** Graded Courses of Study Committees may:
 - 1. Review graded courses of study
 - 2. Rewrite graded courses of study
 - 3. Review present textbooks
 - 4. Select new textbooks
 - 5. Review other educational materials and perform other curricular related studies.
- C.** A bargaining unit member with at least two (2) years in the District shall be given the opportunity to volunteer to serve on committees. Committee members shall act as liaisons of the school or department they represent.
- D.** A bargaining unit member may be granted released time to work on these committees.
- E.** Up to twenty (20) elementary (K-5) and up to eighteen (18) secondary (6-12) bargaining unit members per school year may volunteer to work in conjunction with administrators in writing curriculum as determined by the Superintendent or designee. Each such employee will be paid a stipend of \$800 as noted in Appendix L, Activity Stipends, Group B. The unit member is obligated to work approximately five (5) days during the summer recess and approximately 6-8 hours during the student school year outside of the unit member's regularly scheduled work time in fulfilling this responsibility.

ARTICLE 24

PARENT TEACHER CONFERENCES

- A. The Board shall designate a Parent Teacher Conference Week during the fall and spring of the school calendar.
- B. Every teacher shall provide an opportunity to each parent of his/her students for a conference during this week at a time when the parent is able to attend.
- C. All buildings shall be available during this week for conferences during day and evening hours.
- D. All teachers shall be required to be in their respective buildings from 5:00 P.M. until 8:00 P.M. on one weekday evening during Parent Teacher Conference Week. The evening designated for a particular building will be determined by the principal, in collaboration with the Principal's Advisory Committee.
- E. Friday of Parent Teacher Conference Week shall be scheduled as compensatory time for bargaining unit members. Buildings shall be open on Friday morning for the members who choose to schedule conferences at that time.

ARTICLE 25

FEE WAIVER / TUITION REIMBURSEMENT COMMITTEE

A. FEE WAIVERS

- 1. All bargaining unit members in the District shall have access to the utilization of fee waiver cards.
- 2. The Fee Waiver/Tuition Reimbursement Committee shall be composed of the Superintendent, the Association President, and up to four (4) bargaining unit members selected by the Association.
- 3. The Superintendent and the Association President shall serve as co-chairpersons.
- 4. The Fee Waiver/Tuition Reimbursement Committee shall meet each September to establish guidelines for the ensuing year, and at other times deemed necessary by the chairpersons.

B. TUITION REIMBURSEMENT

A bargaining unit member who earns additional professional growth college credit is eligible for reimbursement in accordance with the provisions of this Article. The Board will appropriate for this purpose \$75,000 for the fiscal year. Any balance in the annual appropriated amount remaining as of the close of business on June 30 will be carried forward into the annual amount for the next succeeding fiscal year and be counted toward the Board's \$75,000 commitment for that succeeding fiscal year.

C. REIMBURSEMENT ELIGIBILITY

1. To be eligible for reimbursement, a unit member must have completed a minimum of one (1) full school year of bargaining unit service in the District.
2. Courses that may be reimbursed are:
 - a. Courses required for the initial professional educator license after passage of the Praxis;
 - b. Courses required for renewal of an existing license/certificate;
 - c. Courses necessary to upgrade an existing license/certificate;
 - d. Courses necessary to earn additional licenses/certificates, if such area of licensure/certification has been identified by the Superintendent as an area of high need in the District; and
 - e. Any other courses taken for professional development, if approved in advance by the Local Professional Development Committee.
3. Work will be reimbursed if one (1) or more of the following criteria (which are not in any priority order) are met:
 - a. the course(s) taken is in the unit member's subject field or area of licensure/certification;
 - b. the course(s) taken is needed to maintain or upgrade a current license/certificate;
 - c. the course(s) taken is part of a planned graduate program of studies in a professional educational program;
 - d. the course(s) taken is necessary to add teaching areas to an existing license/certificate or to earn additional licenses/certificates.

D. REIMBURSEMENT RESTRICTIONS

1. It is mutually recognized and agreed that this Article shall not apply if and to the extent that a unit member is eligible to take advantage of OSU fee waivers for the course(s) in question.
2. If a unit member resigns, is non-renewed, or is terminated, the member shall not be eligible to receive reimbursement for any course(s) taken during the quarter or semester in which the resignation, non-renewal, or termination is effective unless the course was completed before the effective date of the resignation, non-renewal, or termination.
3. Conferences and workshops for which the Board grants professional leave under Article 27, Section A, Paragraph 8 of this Agreement shall not be eligible for reimbursement under this Article.
4. A passing mark of B or higher, or "Pass" for a pass/fail course, must be received in order to be eligible for reimbursement for any course.

E. ADMINISTRATION

The administration of this Article, consistent with Sections A and B above, shall be the responsibility of the committee.

ARTICLE 26

RETIREMENT PAYMENT

A. General

Retirement pay shall be paid to eligible bargaining unit members or their estates in accordance with the following provisions:

1. At or before the time the bargaining unit member gives notice to the Treasurer of his/her intent to retire, the employee shall submit on the prescribed form written notice of his/her election to receive payment either (1) in accordance with Paragraph 4 of Section B below, or (2) in January of the year following retirement. If such written notice is not submitted, payment will be made in accordance with Paragraph 4 of Section B below.
2. The bargaining unit member may direct that retirement pay be transferred to his/her tax-sheltered annuity (TSA) in accordance with Internal Revenue Service regulations, if the TSA satisfies existing District requirements applicable to TSAs. The District and Treasurer assume no liability other than to effect the transfer in accordance with the member's direction, and have no obligation to advise the employee of applicable tax regulations. If the member's total retirement pay exceeds the amount to be transferred to the member's TSA, the balance will be paid to the employee in accordance with Paragraph 1 above at the same time as payment is transferred to the TSA.

B. Eligibility at Retirement

A bargaining unit member's eligibility for retirement pay shall be determined as of the final date worked. The criteria are as follows:

1. The bargaining unit member retires from the District.
2. Retirement shall be defined as disability or service retirement as specified in Section 3307.38 of the Ohio Revised Code (State Teachers Retirement System).
3. The bargaining unit member must be eligible for disability or service retirement as of his/her last date of employment with the Board.
4. The bargaining unit member must within 180 days of the last day of employment with the Board, prove acceptance into the retirement system. Payment will be made by not later than the second regular payday following receipt of such proof.
5. The bargaining unit member must have not less than ten (10) years of service with the District, the state, or its political subdivisions.
6. The bargaining unit member must sign a form provided by the Board when he/she picks up the District's retirement check certifying that all of the above eligibility criteria have been met.

C. Eligibility Upon Death

1. At death the individual was employed by the Board.
2. The bargaining unit member must not have less than ten (10) years of service with the District, the state, or its political subdivisions.

3. Payment shall be made to the estate of the deceased bargaining unit member upon acceptable written request by the executor of the estate or other duly authorized individual.

D. Benefit Calculation

The retirement pay benefit shall be calculated according to the following:

1. Multiply the bargaining unit member's accrued, but unused sick leave, by one-fourth (1/4).
2. Multiply the product times the per diem rate of pay appropriate for the bargaining unit member's placement on the base salary schedule.
3. The amount of the benefit calculated in Steps 1 and 2 above shall not exceed the value of sixty (60) days of accrued but unused sick leave.
4. Receipt of payment for accrued but unused sick leave shall eliminate all sick leave credit accrued by the bargaining unit member.

E. Retirement Payment

1. If a bargaining unit member eligible for a retirement payment under Article 26 retires with fifteen (15) or more years of continuous service with the District and two hundred fifty-five (255) days of accumulated sick leave, the employee's retirement payment will include Two Thousand Dollars (\$2,000.00), less applicable payroll deductions, in addition to the payment otherwise due under the terms of Article 26.

ARTICLE 27

LEAVES OF ABSENCE

A. Paid Leaves

1. Sick Leave
 - a. Each full-time bargaining unit member shall be entitled to sick leave of one and one-fourth (1-1/4) work days, with pay, for each month of service for a total of fifteen (15) days per year.
 - b. Regularly scheduled part-time bargaining unit members shall be entitled to similar benefits prorated to the fractional time employed.
 - c. A person employed as a substitute with an assignment of one specific position shall, after sixty (60) days of service, be granted sick leave on the same basis as that allowed regular bargaining unit members. This sick leave allowance shall be available during the continuous assignment period.
 - d. Any bargaining unit member who is absent from duty, under the provisions of this section for one-half (1/2) day or less, shall be charged one-half (1/2) day of accumulated sick leave for each such absence. A bargaining unit member who is absent more than one-half (1/2) day of any work day, shall be charged one (1) day of accumulated sick leave.

- e. Unused sick leave shall be cumulative to a total not to exceed two-hundred fifty-five (255) days.
- f. A bargaining unit member who has accumulated unused days of sick leave in another Ohio public school district shall present a properly certified record of these days within ninety (90) days of employment in this school system. The unused days shall be credited to the member's accumulated sick leave record.
- g. Sick leave requests must be approved for payment by the Superintendent.
- h. Bargaining unit members who have accumulated sick leave to their credit may use accumulated sick leave in the following instances:
 - (1) Personal illness, injury, pregnancy, or exposure to contagious disease which could be communicated to students or other Board employees, and for absence due to illness, injury, or death in the bargaining unit member's immediate family.
 - (2) Serious illness in the bargaining unit member's immediate family. The immediate family shall be defined as and shall include (1) husband, (2) wife, (3) son, (4) daughter, (5) father, (6) mother, (7) brother, (8) sister, (9) brother-in-law, (10) sister-in-law, (11) parents-in-law, or anyone who has virtually held the position of parent or child, (12) grandparent, (13) grandchild, or (14) other person living in the home of the employee.
 - (3) Two (2) days shall be allowed for a death and burial of a person other than the immediate family.
 - (4) Up to five (5) days of sick leave may be granted to help meet the required home stay of parent, during adoption procedures.
- i. A bargaining unit member who is legitimately absent from work and who does not have the necessary sick leave accumulated, shall lose all pay and allowances for the period of absence in the same proportion as listed in subsection d., except as the following apply:
 - (1) a beginning bargaining unit member shall be permitted to borrow five (5) days of sick leave against his/her anticipated yearly accumulated sick leave.
 - (2) a bargaining unit member may be given days from the sick leave transfer as described in A. 1. m. below.
- j. Failure to earn back the borrowed days of sick leave shall result in full loss of pay for each day of absence over the total earned sick leave.
- k. Bargaining unit members shall notify their immediate supervisor of an impending absence at the earliest time possible.
- l. Falsification of sick leave records may result in the dismissal of the bargaining unit member concerned.

- m. When a bargaining unit member has exhausted all of his/her accumulated sick leave and additional days are still needed then he/she may request through the Association that the additional days be transferred from other members accumulated sick leave. The Association shall establish an internal policy to administer such a transfer. The Association shall notify, in writing, the Board Treasurer; the number of days to be deducted, from whom, and the person receiving the transferred days. Included in the notice shall be a signed statement by the member involved authorizing the Board Treasurer to transfer the days.

2. Jury Duty

The Board shall pay a bargaining unit member called for jury duty his/her regular rate of pay. The member may also retain all compensation and expenses received for serving as a juror. Each member serving as a juror shall communicate daily with his/her supervisor concerning the likely termination of the duty.

3. Court Appearances

- a. A leave of absence, with pay, will be granted to the bargaining unit member subpoenaed to appear in court if the said member is not a party to the court case.
- b. In the event of absence from duty for any court action in which the bargaining unit member is a party, said member may apply for approval of personal leave or emergency leave.

4. Military Leave

A bargaining unit member will receive military leave in accordance with Section 5923.05 of the Ohio Revised Code subject to the following additional conditions:

- a. For the first twenty-three (23) months of leave following the month in which military activation occurs, the employee's compensation under the statute will be calculated without regard to the \$500 monthly limitation appearing in Section 5923.05 (B)(2). Thereafter, the \$500 limitation will apply.
- b. The employee's health insurance coverage will be continued in accordance with the terms of Article 28 of this Agreement for two (2) months following the month during which activation occurs.
- c. Upon return from military leave to District service, the employee will have the same contractual status held prior to leave and will be reinstated to the same or similar position held prior to leave. If such leave is longer than one school year, the employee will be reinstated to the same or similar position held prior to leave.

5. Personal Leave

- a. Each full-time bargaining unit member during each school year shall be entitled to three (3) unrestricted days of personal leave with pay.
 - (1) Part-time bargaining unit members or members on duty less than six (6) hours per day are not eligible for personal leave.

- (2) Substitute certificated employees are not eligible for personal leave.
 - (3) If a bargaining unit member's first day of active service within a particular school year occurs on or after December 1, the employee shall have no entitlement to personal leave during that school year. If a substitute is assigned to one (1) specific teaching position and becomes eligible for personal leave after sixty (60) days of service pursuant to Section 3319.10 of the Ohio Revised Code, the sixtieth (60th) day of service must occur prior to December 1 as a condition of eligibility for personal leave during that school year.
- b. Written requests for personal leave shall be submitted at least five (5) days in advance of the date for which leave is requested. If five (5) days' notice is not possible, the bargaining unit member shall notify the building principal as soon as possible. The request for Personal Leave Form must be in not later than the day the member returns from leave.
 - c. At the end of the school year, the bargaining unit member may present a voucher to the Treasurer's office requesting a cash benefit for any unused personal leave day(s).
 - (1) The cash benefit shall be equal to forty dollars (\$40) for each day that is converted. (Such cash benefit shall not be subject to contributions to any of the retirement systems, either by the bargaining unit member or the employer.)
 - (a) Such check shall be paid as a separate job included in a regular check. Please note that taxes will be withheld from that amount as if paid by separate no later than July 30.
 - (b) Failure to submit a voucher by June 30 of each year will indicate a choice to accumulate these days as sick leave.
 - d. Personal leave days shall not be used on the day before or the day after a vacation or holiday period except with the pre-approval of the Superintendent for the reasons listed in item (1) below; however, if the request for a personal day is to attend the unit member's wedding or the wedding of a unit member's parent, child, or sibling, or for attendance at the graduation ceremony of the unit member, unit member's child or spouse, the day shall be granted without the penalty indicated in item (1) c. below.
 - (1) Pre-approval cited in the preceding item shall be limited to the following reasons and will reduce the balance of unrestricted days at the rate of two (2) days for each day approved. Post-approval allowed for Item (e) with proper verification:
 - (a) Moving
 - (b) Adoption of a child
 - (c) Attendance at graduation of a family member other than those listed above.
 - (d) Adverse travel conditions which prohibit the bargaining unit member from safely reaching his/her work assignment or commercial grounding or cancellations which prohibit the member from reaching his/her work assignment. This provision applies only if the member is out of town or away from his/her home and is unable to reach his/her work assignment. It does not apply to a member who cannot reach his/her work assignment from his/her home.

- e. No more than five percent (5%) of the certificated staff will be granted a personal leave day on the same date. The bargaining unit member will be notified if the leave request exceeds that limitation on a particular date.
- f. Personal leave shall only be used in increments of one (1) or one-half (1/2) days.

6. Religious Leave

A bargaining unit member may be absent, with pay, on a day identified through established tradition and doctrine by a duly constituted religious body as a religious holiday, provided the religious body has established that in order to properly observe such day no work should be performed on the day and provided the employee is an active member of the religious body. Requests for such absence shall be made in writing to the Superintendent at least ten (10) school days prior to the holiday. Such absence shall not exceed three (3) days during the school year, which days shall not be charged against any other leave.

7. Assault Leave

- a. A bargaining unit member who must be absent because of a disability resulting from a physical assault, which occurs during the course of Board employment while on duty on school grounds, while required to be in attendance at a school-sponsored function, or while exercising employment authority on behalf of the Board when attending school functions, shall be eligible to receive assault leave.
- b. The bargaining unit member applying for assault leave shall submit a signed statement on forms prescribed by the Board within forty-eight (48) hours after the incident occurs or as soon thereafter as possible. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault if known, the facts surrounding the assault. The member shall file criminal charges against his/her assailant as soon as he or she is medically able. The Board will cooperate with the member in pursuing such criminal action. The member may, at the Board's discretion, be granted a leave of absence with pay for court appearances in connection with the incident.
- c. If medical attention is required, a certificate from a licensed physician stating the nature of the disability and its probable duration shall be required before assault leave can be approved for payment. Falsification of either a signed statement or a physician's certificate is grounds for either suspension or termination of employment under Section 3319.16 of the Ohio Revised Code.
- d. Upon determination of eligibility by the Superintendent, such leave shall be granted for a period not to exceed twenty-five (25) days. Payment for assault leave shall not exceed the bargaining unit member's per diem rate of pay less Worker's Compensation.

8. Professional Leave

- a. The Board recognizes that attendance at certain educational meetings, workshops, conferences, and conventions can contribute to the professional growth and development of its certificated staff. The Board, therefore, may pay reasonable expenses for full-time bargaining unit members to attend professional meetings that have the potential of improving the member's teaching performance and/or is beneficial to the overall educational program of the District. Reasonable expenses do not include payment for attendance at local, state, or national association meetings, such as delegate assemblies or conventions.
- b. Each bargaining unit member must complete a Professional Leave Request Form for approval. A Professional Leave Request Form may be initiated by the individual member or at the recommendation of the administration.
- c. The following general guidelines will be considered regarding approval or disapproval:
 - (1) The professional meeting is directly related to the current professional responsibilities of the bargaining unit member requesting the leave.
 - (2) The professional meeting will benefit the overall educational program of the District.
 - (3) There are no expenses for the District.
 - (4) There are reasonable expenses for the District.
 - (5) The bargaining unit member is an active participant in the program.
 - (6) The bargaining unit member is a member of the sponsoring organization.
 - (7) The bargaining unit member has previously attended.
 - (8) The immediate supervisor or principal has recommended approval.
 - (9) Attendance by duly elected delegates to professional association conferences and/or conventions shall be an appropriate consideration for use of professional leave.
 - (10) Frequency of prior leave requests.
- d. The Professional Leave Request Form approval procedure is as follows:
 - (1) Approval by the immediate supervisor or principal
 - (2) Approval by the Superintendent
 - (3) Approval by the Board

No Professional Leave Request Form will be presented to the Board by the Superintendent for approval after the date of the professional meeting. All professional leave requests must have prior approval of the Board. Professional leave requests must be received by the Superintendent on or before the first Tuesday of each month for approval by the Board the second Tuesday of each month.

- e. A bargaining unit member who has been approved to attend a professional meeting shall receive full pay for those school days absent from regular duties.

9. Assessment Leave

- a. A bargaining unit K-5 classroom teacher who is required to engage in one-on-one diagnostic testing with pupils in order to meet the District's assessment needs shall be provided with four (4) days of release time per school year for this purpose, at least two (2) of which must be used during the first grading period.
- b. A bargaining unit member who is required to complete individualized education plans for special education students shall be provided three (3) days of release time per school year for this purpose.

These days will be granted under the following conditions:

- (1) A Professional Leave Request Form must be submitted to the building principal at least three (3) work days in advance.
- (2) The leave must be coordinated with the building principal and will be contingent upon the availability of a substitute.
- (3) No more than five (5) bargaining unit members per building, and in no event more than two (2) bargaining unit members per grade level or subject area within a building, will be authorized for such leave on any given day.
- (4) Any bargaining unit member using such leave must report to the employee's home school, or central office, during regularly assigned working hours.
- (5) No such leave shall be approved during the last two (2) weeks of a school year.

B. Unpaid Leaves

1. Ill Health

- a. Upon the written request of a bargaining unit member, the Board may grant an unpaid leave of absence for a period of not more than two (2) consecutive years for illness or other disability. The Board may grant a leave for these reasons without a request from a member pursuant to provisions specified in Section 3319.13 of the Ohio Revised Code.

- b. The bargaining unit member's request for said leave must be accompanied by a statement from the attending doctor and at the discretion of the Board, approved by a Board appointed physician. Said statement must indicate the nature of the illness and recommend that the member be relieved of duties. If the Board requires the member to be examined by the Board appointed physician, it shall assume the cost of the examination.
- c. At least thirty (30) days before a bargaining unit member on a leave of absence for ill health expects to resume his/her duties, said bargaining unit member or someone acting in his/her behalf, must request, in writing, the reinstatement of said member to the staff.

In requesting reinstatement, said bargaining unit member does not forfeit his/her right to request an extension of his/her leave of absence for ill health. Failure to comply with this regulation shall be deemed an automatic resignation.

- d. Not less than ten (10) days before termination of leave, a doctor's statement, certifying that the bargaining unit member has been examined, and that he/she will be able to resume his/her duties when the leave of absence expires, must be submitted by said member. The doctor's statement, at the discretion of the Board, will be subject to approval by a Board appointed doctor.

2. Maternity and Child Care Leave

- a. A bargaining unit member who is pregnant or who is adopting a child may use sick leave pursuant to A.1. above and/or may take an unpaid leave for the period of the member's disability pursuant to B.1. above. For this purpose, "period of disability" means the period during which the bargaining unit member is unable to perform the duties of the job as determined by her physician and the provisions of this paragraph. It is presumed that such period extends for a minimum of six (6) weeks beyond birth in the case of birth by normal delivery and eight (8) weeks beyond birth in the case of birth by cesarean section. The Board may require medical certification, using the prescribed form, if paid leave is requested beyond the applicable presumed period of disability. If the Board questions such medical certification, the Board may have the employee's condition evaluated, at Board expense, by a Board-designated physician. If a disagreement exists between the employee's physician and the Board-designated physician, the employee (with Association assistance) and Board shall mutually agree upon the selection of a third physician, whose opinion shall be final and the cost of which will be borne by the Board if the physician sides with the employee's physician and by the Association if the physician sides with the Board-designated physician. The Board will not question the medical certification provided by the employee under this paragraph arbitrarily or capriciously.

- b. Upon written request of a bargaining unit member, the Board may grant an unpaid leave of absence for a period of not more than one (1) school year for child care. A request for child care leave shall be submitted to the Superintendent at least thirty (30) days before the desired effective date. This requirement may be waived by the Superintendent in an emergency. At the time of submitting the request and with the Superintendent's approval the member may establish a termination date at a natural break in the school year, e.g. the end of a vacation or grading period. A member shall inform the Superintendent in writing, of the member's intention to return to duty at least ninety (90) days before the expiration of a leave of a semester or longer, and twenty (20) days before the expiration of a leave of at least nine (9) weeks, but less than a semester. Failure to notify the Superintendent of intention to return to duty may be deemed an automatic resignation.
3. Family and Medical Leave Act of 1993
- a. If an employee is eligible for leave under the Family and Medical Leave Act of 1993 and timely applies for such leave, the twelve (12) month period during which up to twelve (12) weeks of leave entitlement may occur shall be a rolling twelve (12) month period measured backward from the date the employee uses leave under the Act.
 - b. Eligibility for and the use of leave under the Act shall be governed by the terms of the Act, with the employee and Board retaining all options available to each under the Act. Any dispute over whether the Act has been violated shall be resolved under the enforcement procedures provided by the Act and shall not be grievable or otherwise reviewable under Article 18 of this Agreement.
4. Professional Study or Travel
- a. Leaves of absence, without pay, for professional study or travel may be granted to bargaining unit members not to exceed one (1) full year. An applicant on leave for professional study shall outline, in writing, the program of study to be pursued. The Superintendent shall recommend the approval of such leave only if, in his/her opinion, the program of study or travel is of such a nature as to contribute directly to improved educational conditions in the District.
 - b. Leave of absence for professional study or for travel may be granted for a period of one (1) year, except at the discretion of the Superintendent, and only when it can be clearly demonstrated that the program of the District will not suffer as a result of the granting of such a leave. Absence, without leave having been granted, shall be considered as termination of contract by the bargaining unit member.
 - c. Termination of the above two (2) kinds of leave shall be only on written request of the bargaining unit member on leave, said request being filed with the Superintendent not less than one hundred-twenty (120) days prior to the return to duty of the member. Failure to comply with this regulation may be deemed an automatic resignation.
 - d. Any bargaining unit member who, while on leave for professional study or for travel, engages in employment comparable to his/her employment with the District, shall be considered to have terminated his/her contract.

5. Military Leave

- a. In accordance with Section 3319.14 of the Ohio Revised Code, military leave of absence, without pay, shall be granted to any full-time bargaining unit member who shall be inducted, called to active duty, or who enlists for military duty with any branch of the armed forces of the United States.
- b. Any full-time bargaining unit member whose services in the District have been interrupted by active duty service in the armed forces shall be re-employed in accordance with the provisions of Section 3319.14 of the Ohio Revised Code.

6. Emergency Leave

Emergency leave, without pay, may be granted by the Superintendent upon submission of satisfactory evidence of an emergency. Such leave will require a certificate of explanation, signed by the bargaining unit member giving reason or justification.

C. General Provisions for Unpaid Leaves

- 1. Unpaid leaves of absence, if approved, shall be granted for the remainder of a semester, the remainder of a school year, or for an entire school year. Such leave may terminate at the end of any vacation or grading period. Earlier termination of leaves shall be at the discretion of the Superintendent.
- 2. Upon a bargaining unit member's return from an unpaid leave of absence, the Board will make every reasonable effort to return the member to a position comparable to that held prior to the member's leave of absence.
- 3. Upon a bargaining unit member's return from an unpaid leave of absence for maternity, paternity, or adoption purposes, the Board will place the member in the position held prior to leave if the member returns to service by not later than the beginning of the school year immediately following the school year in which such leave began.
- 4. Any bargaining unit member who, while on an unpaid leave of absence, accepts a full-time teaching contract with another district or engages in other similar full-time employment may be considered to have resigned his/her employment with the Board.
- 5. If the insurance carrier permits, a bargaining unit member on an unpaid leave (other than leave under the Family and Medical Leave Act of 1993) may continue group insurance coverage at the member's expense.

ARTICLE 28

INSURANCE

- A. The Board shall provide each full-time bargaining unit member with group term life and accidental death and dismemberment insurance coverage in the amount of \$40,000. The Board shall pay one-hundred percent (100%) of the premium. In addition, each member may purchase at his/her expense additional life and accidental death and dismemberment coverage not to exceed five (5) times the member's annual salary. In addition the member may elect to insure their spouse and children for an additional expense.

B. The Board shall make available a medical, surgical, and major medical insurance program to all bargaining unit members which shall be equivalent to or better than the coverage in effect on September 1, 2004. Board expenditures for medical, surgical, and major medical insurance premiums, will be prorated according to the member's regular work schedule and shall not exceed the following amounts:

1. Bargaining Unit Members Participating in Current Medical Insurance Plan

EFFECTIVE 1/1/2005

1-10 Hours	\$216.68	\$80.27
More than 10 through 20 Hours	\$433.36	\$160.54
More than 20 through 30 Hours	\$650.03	\$240.81
More than 30 Hours	\$866.71	\$321.08

EFFECTIVE 1/1/2006

1-10 Hours	\$249.18	\$92.31
More than 10 through 20 Hours	\$498.36	\$184.62
More than 20 through 30 Hours	\$747.54	\$276.93
More than 30 Hours	\$996.72	\$369.24

If the increase is greater than the amounts indicated above, the unit member is responsible for 50% of said increase through payroll deduction.

EFFECTIVE 1/1/2007

1-10 Hours	\$286.56	\$106.16
More than 10 through 20 Hours	\$573.11	\$212.31
More than 20 through 30 Hours	\$859.67	\$318.47
More than 30 Hours	\$1146.22	\$424.63

If the increase is greater than the amounts indicated above, the unit member is responsible for 50% of said increase through payroll deduction.

2. If the existing medical plan is cancelled by the carrier to the District, the Board shall forthwith begin negotiations with the Association as to how affected bargaining unit members will be covered.
3. If the employee is required to contribute toward the monthly cost of insurance benefits, the employee's contribution may be paid with pre-tax dollars under the District's Internal Revenue Code Section 125 Plan. The district will pay any administrative fee for the employee's use of any part of the Section 125 plan.
4. Part-time bargaining unit members may choose to participate in the life and dental insurance programs at the employee's cost.

C. The Board shall continue to pay seventy-five percent (75%) of the medical and surgical insurance premium for all part-time bargaining unit members employed prior to January 1, 1979.

D. The Board shall provide full-time bargaining unit members a family dental insurance plan which offers coverage equivalent to the dental plan in effect on September 1, 2001. The Board shall pay a dollar amount per month per member which is equivalent to one hundred percent (100%) of the premium.

- E. Substitutes who are bargaining unit members must be under regular contract and must have worked for sixty (60) days in the same assignment to be eligible for these benefits.
- F. Only one (1) family medical insurance plan shall be provided where more than one (1) member of a household is employed by the District and, should the family medical premium exceed the caps contained herein, the family insurance premium for spouses who are both employed full-time in the district shall be paid by the Board at 100% of the actual premium cost. However, each bargaining unit member shall be eligible to enroll for life insurance coverage. The family members shall inform the Treasurer as to which family member shall be enrolled in the coverage.
- G. The Board will provide to all bargaining unit members liability insurance at the same limits of coverage that it purchased for itself. There shall be no cost to the member.
- H. During the life of this Agreement, a committee composed of three (3) persons appointed by the Superintendent and three (3) bargaining unit members appointed by the Association President shall assess the District's medical insurance program, work with an independent third-party consultant recommended by the committee and acceptable to the Board and Association. The consultant will make recommendations on coverage and benefits specifications subject to ratification by the Board and the Association prior to implementation.

ARTICLE 29

SALARY

- A. Bargaining unit members shall be placed on the salary schedule (Appendix A1) at the appropriate step indicated by their years of experience and professional preparation.
- B.
 1. The computation Base for the Salary Index shall be \$32,678 effective January 1, 2005, \$33,871 effective January 1, 2006, and \$35,107 effective January 1, 2007.
 2. The Salary Index shall be calculated as follows:
 - a) 4.15% compounded index from Steps 0 to 15, 20, and 23 years of experience.
 - b)

.8699	-	Non-degree Column	
1.00	-	B.A. Column	
1.06	-	BA+150 Column	(.06 straight index across)
1.12	-	MA Column	
1.18	-	MA+15 Column	
- C. All bargaining unit members at the initial time of employment will be permitted to transfer a maximum of ten (10) years of earned teaching experience. A maximum of five (5) years of military experience will be allowed in conjunction with earned teaching experience, but the total experience granted will not exceed ten (10) years.

- D. National Board-Certified teachers shall have an additional \$1,500 added to their annual salary for each year (prorated in the event of a partial year) they maintain such National Certification.
- E. Bargaining unit members on Supplemental Salary(ies) for extra curricular duties shall be paid according to the salary schedule attached as Appendix L to this Agreement. The Board may or may not fill any or all of the positions as listed on the Supplemental Salary Schedule. If during the life of this Agreement the Board creates a new supplemental position, the Board may unilaterally set an interim salary for that position until such time as said salary can be negotiated in accordance with the provisions of this Agreement in reaching a successor Agreement.
- F. Each bargaining unit member is responsible for maintaining valid professional licensure/certification at all times. If a member's license/certificate for the teaching field(s) in which he/she is assigned lapses under circumstances where the employee--not the District, State Department of Education, or the relevant college/university--is clearly negligent, then the member shall be placed at the base salary (Bachelor's Column at Step 0) specified under Section B, paragraph I until such time as a valid license/certificate is obtained, but in no event for more than sixty (60) work days. If a valid license/certificate is not obtained by the end of the 60 work-day period, the member will be terminated for lack of a legally required credential.

The Board will continue to make a reasonable effort to notify in writing each January all bargaining unit members whose license/certificate will expire at the end of that school year, but it is mutually recognized that the ultimate responsibility for maintaining the required credential rests with the employee.

ARTICLE 30

SUPPLEMENTAL SALARY SCHEDULE

- A. The supplemental salary schedule shall be effective August 1, 2005, and shall affect all contracts for activities or athletic seasons that begin following that date.
- B. Placement on the supplemental salary schedule shall be determined by:
 - The salary indicated on the B.A. column for the appropriate years of experience (Step 0 through 9) as listed in the salary schedule, steps 10 through 13 at 1.5018, and steps 14 and beyond at 1.5641 times the percentage listed on the supplemental salary schedule. (The supplemental salary schedule index shall be placed at the beginning of Appendix L)
- C. For purposes of this Article, years of experience shall be defined as experience in coaching the sport or coordinating the activity. Years credited shall be those performed in the District and/or as certified by previous school district employers presented to the personnel office prior to Board action to offer the supplemental contract.
- D. An amount equal to one (1) stipend will be paid to two (2) or more club or class advisors who mutually agree to share an assignment if approved by the building principal and Superintendent and requested by the parties in writing prior to the Board offering the supplemental contract.

- E. No bargaining unit member shall have his/her regular teaching contract non-renewed because of a failure to accept a supplemental duty contract except for music positions that are directly tied to the teaching duties.
- F. During the life of this Agreement, the Board may create new or additional positions. Initial salary schedule percentages or stipend determination shall be set by the Board but not until the Association President has been appraised of the pending recommendation and been given a reasonable amount of time to suggest changes to the Superintendent concerning that proposed recommendation.

(See Appendix 'L' - Supplemental Salary Schedule)

ARTICLE 31

PAYROLL AND PAYROLL DEDUCTIONS

A. Initial Placement on the Salary Schedule

1. Previous teaching experience shall be granted to a maximum of ten (10) years.
 - a. All years of teaching in chartered public and non-public schools in the State of Ohio, provided that the bargaining unit member had a valid Ohio teaching license/certificate during each year of credited teaching experience.
 - b. All years of teaching in chartered, public and non-public schools in the United States of America, other than Ohio.
 - c. A year of teaching experience shall be granted for not less than 120 school days worked in any given school year.
 - d. Any bargaining unit member hired by the District who has at least 120 days of substituting in any one year in the District will be credited a year of teaching experience for placement on the salary schedule.
2. Previous military service shall be granted to a maximum of five (5) years.
3. No bargaining unit member shall be paid less than the state minimum salary schedule. Members with previous experience will be placed on the salary schedule of the District at a dollar amount at least as high as the member would receive if placed on the state minimum salary schedule to a maximum of ten (10) years.
4. All previous experience, both teaching and military, must be verified by the bargaining unit member on forms furnished by the District.
5. Each bargaining unit member shall keep on file with the Superintendent, official transcripts of all college credit.
6. At any time during the school year a bargaining unit member may advance to a higher salary group by submitting an official transcript to the administrator in charge of personnel. The change in salary group will be reflected in the first regular paycheck received fifteen (15) days or later following receipt of proper verification by the Superintendent.

B. Payroll

1. All bargaining unit members under contract by May 1 for the following school year will be given a salary notice by May 1. Members employed after May 1 will be given a contract indicating salary within thirty (30) days after employment by the Board. If a member files for a higher salary group and qualifies for said group, a revised salary notice will be issued within thirty (30) days after approval by the Board. The following items shall appear on the salary notification:
 - a. Gross base pay
 - b. Gross pay for extra duties
 - c. Gross pay for extended service
 - d. The employee's step and group on the salary schedule.
2. Supplemental pay contract(s) shall be issued, when possible, prior to the end of the current school year. Supplemental pay for inservice increment and yearly activities shall be divided into twenty-four (24) equal installments.
3. Supplemental pay for seasonal activities shall be issued three (3) times per year. Such payment shall be a separate job included in a regular check. Please note that taxes will be withheld from that amount as if paid by separate check. Those pay dates shall be within the time frame of the close of fall sports, the close of winter sports, and the end of the school year. Pay vouchers not received one (1) week prior to the supplemental payment shall be held until the following pay period. Mandatory deductions only shall be withheld from the supplemental pay.
4. Activity stipends shall be paid in a lump sum at the end of the school year. Such payment shall be a separate job included in a regular check. Please note that taxes will be withheld from that amount as if paid by separate check.
5. Bargaining unit members will be paid by direct electronic deposit effective September 1, 2002. Other than annuities, supplemental insurance, and credit union, unit members shall be permitted to have direct deposit for up to three (3) separate accounts in as many financial institutions.
 - (a.) Per diem deductions shall be made for absence other than those provided for under the paid leave, emergency leave, association leave, assault leave or adoption leave provisions. The deduction of a day's salary shall be calculated as follows:
 - (1) The total number of days the bargaining unit member is employed divided into the total salary (minus inservice increment or supplemental contract) times the number of days of unauthorized absence.
6. Extended Duty

The Superintendent may recommend bargaining unit members for employment on extended service beyond the term of the regular school year, subject to the following regulations;

- a. Salary will be determined by dividing the yearly base salary, as determined by the bargaining unit member's salary schedule, by the number of days in the member's duty year, as listed in the school calendar, and then multiplying this daily rate times the number of days in the authorized extended service.
- b. Supplemental contracts shall be utilized for all extended service employment.

C. Payroll Deductions

1. Upon receipt in the office of the Board Treasurer of properly executed documents, the eligible participating annuity company's Tax Sheltered Annuity reduction agreement, so long as it is not in conflict with the provisions of this Section, shall be implemented on an annual twenty-four (24) payroll cycle basis.

After bargaining unit members are enrolled in a Tax Sheltered Annuity program, they shall be permitted (in accordance with IRS Regulations) to make one (1) change during each calendar year (January-December). The desired change may be made at any time (provided observance of payroll processing requirements are considered) with the exception of the months of July and August of each calendar year.

Deductions made for the purpose of Tax Sheltered Annuity programs shall be remitted to the respective company in a timely manner and in compliance with the respective company provisions as to assure proper credit to each annuitant's account for the appropriate reporting period.

No company may appear on the Board's eligibility list of participating companies unless it has executed the District's required "hold-harmless" agreement. In addition, no company appearing on the list as of the effective date of this Agreement will be retained on the list unless at least three (3) bargaining unit members are enrolled in its program; a company thus removed from the list for lack of participation will not be reinstated to the list unless and until at least three (3) members enroll in its program. No company not on the list as of the effective date of this Agreement will be added to the list unless at least three (3) members enroll in its program; if participation subsequently falls below the three-person threshold requirement, the company will be removed from the list unless and until three (3) bargaining unit employees again enroll in its program. Notwithstanding the minimum participation requirements for companies appearing in the immediately preceding two (2) sentences, however, once an employee establishes participation with a particular company the employee in all cases will be allowed to continue participation via payroll deduction in his/her company's program so long as desired and authorized by the employee with no break in participation. In no case will a member be permitted to begin participation with a particular company unless the company appears on the Board's eligibility list.

2. Upon written authorization to the Board Treasurer, a bargaining unit member will be permitted payroll deductions to the Franklin County Teachers' Federal Credit Union. Such deductions shall be in multiples of five dollars (\$5.00).

Such authorization shall continue in effect until such time that said bargaining unit member gives written notice to the Board Treasurer to cancel or change the deduction. A form to request deductions and/or change shall be made available at the office of the Board Treasurer.

All credit union payments withheld from unit members' paychecks shall be sent to the credit union on or before the ninth (9th) of each month, unless this becomes impossible due to equipment malfunctions. In that event, payments shall be made within five (5) working days.

3. Payroll deductions for Association membership dues and fees shall be deducted equally from twenty-two (22) paychecks. Such payroll deductions shall begin with the third (3rd) paycheck of the bargaining unit member's contract year.

In the event the bargaining unit member resigns during the contract year, the balance of dues for that contract year shall be deducted from his/her pay-off check.

4. EPAC/Fund For Children in Public Education deductions may be made upon written request of the bargaining unit member to the Board Treasurer.
5. If bargaining unit member contributions are required by this agreement for any group insurance program, such contributions shall be made automatically by payroll deduction as provided in Section 9.90 of the Ohio Revised Code. No written authorization by the member shall be required, although prior notice will be given all members of that deduction.

ARTICLE 32

BOARD PICKUP OF EMPLOYEE CONTRIBUTIONS TO STRS

- A. For purposes of this Article, total annual salary per pay period for each bargaining unit member shall be the salary otherwise payable under this Agreement and applicable Board policies. The total annual salary and salary per pay period of each member shall be payable by the Board in two parts: (1) deferred salary and (2) cash salary. A member's deferred salary shall be equal to that percentage of said member's total annual salary or salary per pay period which is required from time to time by the State Teachers Retirement System ("STRS") to be paid as a member contribution by said member and shall be paid by the Board to STRS on behalf of said member as a "pickup" of the STRS member contribution otherwise payable by said member. A member's cash salary shall be equal to said member's total annual salary or salary per pay period less the amount of the pickup for said member and shall be payable, subject to applicable payroll deductions, to said member. The Board's total combined expenditures for members' total annual salaries otherwise payable under their contracts and applicable Board policies (including pickup amounts) and its employer contribution to STRS shall not be greater than the amounts it would have paid for those items had this provision not been in effect.
- B. The Board shall compute and remit its employer contributions to STRS based upon total annual salary, including the "pickup". The Board shall report for federal and Ohio income tax purposes as a bargaining unit member's gross income said member's total annual salary less the amount of the "pickup". The Board shall report for municipal income tax purposes as a member's gross income said member's total annual salary, including the amount of the pickup. The Board shall compute income tax withholding based upon gross income as reported to the respective taxing authorities.
- C. The pickup shall be included in the bargaining unit member's total annual salary for the purpose of computing daily rate of pay, for determining paid salary adjustments to be made due to absence, or for any other similar purpose.
- D. The pickup shall apply to all payroll payments for the duration of this Agreement.

ARTICLE 33

FAIR SHARE FEE

A. Notification to Non-Members of Fair Share Fee

The Association shall provide adequate notification to non-members of the fair share fee and their opportunity to object to the amount of the fee prior to the deduction of the fee. The notice shall include a certified audit of the Association's budgeted expenses for the year divided into clearly chargeable expenditures and clearly non-chargeable expenditures and those which might reasonably be in dispute. The fee shall represent the portion of the dues allocable to negotiating and administrating this Agreement.

B. Procedure for Rebate and Advance Reduction

The Association represents to the Board that an internal rebate procedure has been established in accordance with Section 4117.09 (C) of the Ohio Revised Code for challenging the amount of the representation fee. This procedure will be given to each member of the bargaining unit who does not join the Association. This procedure and notice thereof shall be in compliance with all applicable state and federal laws and the Constitutions of the United States and the State of Ohio. The procedure shall provide for a reasonably prompt decision by an impartial decision-maker in the event any monies are disputed. Upon timely demand, non-members may apply to the Association for an immediate advance reduction of the fair share fee pursuant to the internal procedure adopted by the Association. The advance reduction shall be the proportionate amount of monies expended for partisan political or ideological purposes not germane to the Association's work in the realm of collective bargaining. The Association shall escrow all monies that might reasonably be disputed.

ARTICLE 34

TUTORS

A. This Article shall apply to Intervention Specialist, Title I, Title II , and ELL tutors and shall not apply to home instructors.

B. Tutor Hourly Rate Schedule shall be as follows:

<u>Effective 1/1/2005</u>			<u>Effective 1/1/2006</u>			<u>Effective 1/1/2007</u>		
Step	Class II	Class III	Step	Class II	Class III	Step	Class II	Class III
0	\$21.15	\$21.90	0	\$21.95	\$22.70	0	\$22.80	\$23.55
1	\$21.90	\$22.80	1	\$22.70	\$23.65	1	\$23.55	\$24.55
2	\$22.80	\$23.55	2	\$23.65	\$24.45	2	\$24.55	\$25.35
3	\$23.55	\$24.35	3	\$24.45	\$25.25	3	\$25.35	\$26.20
4	\$24.35	\$25.20	4	\$25.25	\$26.15	4	\$26.20	\$27.15
5	\$25.20	\$26.05	5	\$26.15	\$27.05	5	\$27.15	\$28.05
6	\$25.85	\$26.75	6	\$26.80	\$27.75	6	\$27.80	\$28.80
7	\$26.70	\$27.40	7	\$27.70	\$28.45	7	\$28.75	\$29.50

1. Tutors in Title I, Title II, DPPF, and ELL with Elementary Certification/License will be placed in Class II. Requirements for Class III placement include:
 - a. Reading Tutors with Certification/License in Reading and/or EH certification.
 - b. Math Tutors with twelve (12) semester hours in math/math methods beyond the Bachelor's Degree or EH Certification/License.
 2. Intervention Specialist Tutors with temporary EH Certification/License will be placed in Class II.
 3. Intervention Specialist Tutors with full EH Certification/License will be placed in Class III.
 4. ELL Tutors with temporary ELL Certification/License will be placed in Class II.
 5. ELL Tutors with full ELL Certification/License will be placed in Class III.
 6. Tutors shall be credited with years of experience as a tutor in the District on the above schedule. To receive credit for a year of experience, a tutor must have tutored one hundred twenty (120) days or more in a school year. Newly employed tutors shall start at Step 0. Tutors previously employed in the District shall be given credit for up to five (5) years experience.
- C.** Tutors shall be entitled to retirement and Worker's Compensation and the following provisions of this Agreement: grievance procedure, personnel records, sick leave, assault leave, professional leave, court appearance leave, emergency leave, fee waivers, insurance benefits, individual contracts (except for sequence of contracts in paragraph A. in Individual Contracts), evaluation, academic freedom, payroll and payroll deductions, STRS pick-up, and all committees. Tutors shall not otherwise be subject to the provisions of this Agreement.
- D.** Tutors scheduled to work fifteen (15) or more hours per week shall receive paid planning time in the amount of thirty (30) minutes for each day they are scheduled to work. Every tutor shall be guaranteed a minimum of one (1) hour paid planning time per week regardless of hours worked.
- E.** Tutors working twenty-three (23) hours or more per week shall be entitled to three (3) days of unrestricted personal leave each school year.
- F.** Tutors working sixteen (16) hours or more per week shall be entitled to the Board-paid life insurance provisions as listed in Article 28, section A. of this Agreement. The Board shall pay one-hundred percent (100%) of the premium.
- G.**
1. Tutors working sixteen (16) through twenty-five (25) hours per week shall be entitled to the Dental Insurance as provided in Article 28, section E. of this Agreement with the Board paying fifty percent (50%) of the premium.
 2. Tutors working twenty-six (26) through thirty (30) hours per week shall be entitled to said dental plan with the Board paying seventy-five percent (75%) of the premium.
 3. Tutors working more than thirty (30) hours per week shall be entitled to said dental plan with the Board paying one-hundred percent (100%) of the premium.

ARTICLE 35

SPECIAL NEEDS STUDENTS

- A. In most circumstances, participation by bargaining unit members in an alternative service delivery option (ASDO) model for special needs students will be on a voluntary basis. It is mutually recognized, however, that the particular circumstances surrounding a given case may mandate participation by members in such a project. Mandated participation will occur only after case-specific review by the building Administration and Special Education Coordinator.
- B. Appropriate inservice, if needed, will be provided for bargaining unit members who have within their classroom a special needs student. In addition, members may, in consultation with the Administration, access professional leave in accordance with the terms of Article 27, Section A, paragraph 8 of this Agreement for the purpose of educating themselves on topics and techniques related to special needs students.
- C. It is mutually recognized that the presence of special needs students can have an impact on the appropriate class size and workload of the regular classroom teacher. A good-faith effort will be made by the building Administration to adjust class size where appropriate, taking into account, among other factors, the number of special needs students, the nature of the disabilities involved, the class size prior to mainstreaming, and the extent of support and assistance being provided by ancillary staff members.
- D. On a case-by-case basis, with input from directly affected bargaining unit members (if known), special needs students will be evaluated to determine whether and to what extent the presence of an educational aide is appropriate to assist students in caring for personal bodily needs or physical limitations. It is mutually recognized that members are not expected as a matter of course to administer medications to students, perform invasive medical procedures with respect to students, assist students in taking care of personal bodily needs, or physically lifting students, except for school nurses and special services personnel whose training and work assignment foreseeably involves such activities. Other members will not be required to engage in such activities except in emergency situations. In all cases, a member who in good faith engages in such activities will be considered to be acting in accordance with Board policy.
- E. A special education teacher is responsible for implementing all Individualized Education Plan goals and objectives and to work with the regular classroom teachers to accomplish these ends. In addition, a special education teacher may work with any child in the classroom, not just special needs students.

ARTICLE 36

SUBSTANCE ABUSE

A. Substance Abuse

- 1. No bargaining unit member shall manufacture, use, possess, distribute or be under the influence of any illegal narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other illegal substance of abuse or controlled substance as defined by federal and state law in the workplace. No member shall possess, use, distribute or be under the influence of alcohol in the workplace.

2. The "workplace" includes any school building, school property, school-owned vehicles, or any other site for school activities or events. "Under the influence" means the bargaining unit member is affected by the consumption of alcohol or an illegal drug to the extent that impairs the member's job performance or behavior.
3. As a condition of employment, every bargaining unit member will abide by the terms of paragraphs A. 1. and A. 2. and will notify the Board of any conviction for a violation of a criminal drug statute that occurred in the workplace within five (5) days after such conviction.
4. A bargaining unit member who violates the terms of paragraph A.1. as to use, possession or being under the influence shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved and paid for by the Board. If a member fails to satisfactorily participate in such a program or if the member violates paragraph A. 1. a second time, he/she shall be subjected to disciplinary action. Any member who violates paragraph A. 1. as to the manufacture or distribution of any drug, substance of abuse or controlled substance shall be subject to immediate disciplinary action.
5. This Article does not prohibit a bargaining unit member's use of any drug prescribed by a licensed physician which is consistent with the physician's directions or the use of any over-the-counter drug being used for the purpose for which it was manufactured.

B. Smoke-Free Environment

In the interest of maintaining a smoke-free environment, smoking or any other use of tobacco products is prohibited in all District buildings and vehicles at all times; smoking or any other use of tobacco products is also prohibited on all other District grounds/property during, immediately before, and immediately after the bargaining unit member's assigned duty hours.

ARTICLE 37

ASSOCIATION ADVISORY COMMITTEE

An Association Advisory Committee shall be established consisting of not more than eight (8) members appointed by the Association and not more than eight (8) persons appointed by the Board. This Committee shall meet quarterly to discuss matters of common concern.

ARTICLE 38

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

In fulfillment of the requirements of Section 3319.22 of the Ohio Revised Code, the parties have established a District-wide Local Professional Development Committee (LPDC) whose by-laws, appearing in Appendix N of this Agreement, are hereby incorporated by reference as part of this Agreement. It is mutually understood and agreed that disputes over whether a provision(s) of Appendix N has been violated are subject to the terms of Article 18 of this Agreement, but disputes over the LPDC's approval/disapproval of Individual Professional Development Plans (IPDPs) are not subject to Article 18. It is mutually agreed that the LPDC's rules for the IPDP process will, upon approval by the Superintendent and HEA President, be incorporated as part of the LPDC's by-laws.

ARTICLE 39

EMPLOYMENT OF STRS RETIREES

- A.** This Article governs the terms and conditions of employment of any superannuate or "other system retirant" (as those terms are statutorily defined for purposes of Section 3307.35 of the Ohio Revised Code) whom the Board may regularly employ in a position that falls within the description of the bargaining unit appearing in Article 1 of this Agreement. Except as otherwise specified below, any such employee will become a bargaining unit member upon employment and be subject to the provisions of this Agreement.
1. For initial placement purposes on the teachers' salary schedule, the employee will receive horizontal and vertical credit in accordance with the current contract language.
 2. The employee will receive a one-year limited contract of employment (if employed after the start of the school year, such contract will be for the remainder of that school year). If subsequently reemployed, the employee will be awarded successive one-year limited contracts. In no event will the employee qualify for a continuing contract or a multi-year limited contract.
 3. Neither the evaluation procedures resulting from Article 14 of this Agreement nor the procedures appearing in Ohio Revised Code Section 3319.111 shall apply to the employee. This provision does not preclude evaluation of the employee at the Administrator's discretion. The sole requirement for effecting the nonrenewal of the employee's limited contract and severing the employment relationship upon expiration of the employee contract is receipt by the employee of written notice of nonrenewal on or before April 30 of the school year to which the contract applies. The procedures appearing in Section 3319.11 of the Ohio Revised Code, including the post-nonrenewal procedures appearing in Section 3319.11(G), shall not apply to any such contract nonrenewal.
 4. Upon employment, the employee will be credited with zero (0) years of seniority and shall not thereafter accumulate seniority for any purpose under this Agreement.
 5. The employee is not eligible to participate in any medical insurance fringe benefits offered under Article 28 of this Agreement. The employee will be afforded liability insurance under Article 28, Section G of this Agreement. With respect to dental and life insurance fringe benefits under Article 28, the employee will receive full benefits as per contract.
 6. The employee will in no event qualify for fee waivers under Article 25, retirant pay under Article 26 or any retirant incentive, or professional study/travel leave under Article 27, Section B, Paragraph 4 of this Agreement.
- B.** The provisions of this Article supersede and prevail over any inconsistent terms that may appear elsewhere in this Agreement or in any part of the Ohio Revised Code.

ARTICLE 40

MISCELLANEOUS

- A. Each bargaining unit member will be provided with a copy of this Agreement. The cost of printing and typing this Agreement will be shared equally between the Board and the Association.
- B. The Board will provide the Association President with two (2) copies of the Board Policy Book. Also, one (1) copy of the Board Policy Book will be available in every school building and may be examined by bargaining unit members.
- C. The Board will continue to staff elementary libraries.
- D. On the workday preceding the first school day in which students are in attendance, bargaining unit members will be on duty to prepare classrooms and programs for students from 1:00 p.m. to 3:30 p.m. This time shall not be interrupted by staff meetings.
- E. Any changes in forms set forth in this Agreement shall be mutually agreed upon by the Superintendent and the Association President before the changes are implemented.
- F. Throughout this Agreement, unless otherwise specified, "Superintendent" means the Superintendent or the Superintendent's designee.
- G. All inservice increments earned and in place under the program as of December 31, 2001 will remain in place for so long as the employee remains continuously employed in the District.

ARTICLE 41

IMPLEMENTATION AND DURATION

A. Duration

This Agreement shall be effective at 12:01 A.M. on January 1, 2005, and shall continue in full force and effect through midnight December 31, 2007.

B. Severability

In the event there is a conflict between a provision of this Agreement and Section 4117.10 (a) of the Ohio Revised Code or federal law, or valid rule or regulation adopted by a federal agency as determined by a court of competent jurisdiction, Section 4117.10 (a) of the Ohio Revised Code or federal law or valid rule or regulation adopted by a federal agency shall prevail as to that provision. All other provisions of this Agreement which are not in conflict with Section 4117.10 (a) of the Ohio Revised Code or federal law, or valid rule or regulation adopted by a federal agency, thereto, shall continue in full force and effect in accordance with their terms. The parties will meet to negotiate any necessary change in the Agreement relative to the affected provision within sixty (60) days by demand of either party.

If, during the term of this Agreement, there is a change in Section 4117.10 (a) of the Ohio Revised Code or federal law, or valid rule or regulation adopted by a federal agency pursuant thereto, which would invalidate any provision of this Agreement, as determined by a court of competent jurisdiction, the parties will meet to negotiate any necessary change in the Agreement relative to the affected provision within sixty (60) days by demand of either party.

If, during the term of this Agreement, there is a change in any applicable state or federal law, or valid rule or regulation adopted by a federal agency or a state agency pursuant thereto, which requires the Board to develop policies that affect the term(s), condition(s) of employment, or working condition(s), then the parties will meet to negotiate the additional term, condition of employment, or working condition within sixty (60) days by demand of either party.

- C. The Board and the Association acknowledge that during negotiations resulting in this Agreement, each party had the right and the opportunity to make demands and proposals with respect to any matter and that this Agreement was arrived at by the parties after the exercise of that right and opportunity. The Board and the Association shall voluntarily waive further negotiations, except as provided in B. above, during the life of this Agreement, and each agrees that the other shall not be obligated to negotiate with respect to any subject or matter irrespective of whether such matters or subject is specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time negotiations were being conducted or at the time the party signed this Agreement.
- D. This Agreement supersedes and cancels all previous agreements, verbal or written or based on alleged past practices between the Board and the Association and constitutes together with the Recognition and Negotiations Procedure the entire Agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.
- E. Upon adoption and ratification of this Agreement by the Association and the Board, it shall become binding on all parties.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed on the day and year first above mentioned.

Hilliard Education Association

Hilliard City School District Board of Education

President

President

Negotiations Chairperson

Superintendent

Labor Relations Consultant/OEA/NEA

Treasurer

APPENDIX 'A'
HILLIARD CITY SCHOOL DISTRICT
SALARY SCHEDULE INDEX

Effective: January 1, 2005

<u>STEP</u>	<u>ND</u>	<u>BACH</u>	<u>BA+150</u>	<u>MASTER</u>	<u>MA+15</u>
0	0.8699	1.0000	1.0600	1.1200	1.1800
1	0.9060	1.0415	1.1040	1.1665	1.2290
2	0.9436	1.0847	1.1498	1.2149	1.2800
3	0.9828	1.1297	1.1975	1.2653	1.3331
4	1.0236	1.1766	1.2472	1.3178	1.3884
5	1.0661	1.2254	1.2990	1.3725	1.4460
6	1.1103	1.2763	1.3529	1.4295	1.5060
7	1.1564	1.3293	1.4090	1.4888	1.5685
8	1.2044	1.3845	1.4675	1.5506	1.6336
9	1.2544	1.4420	1.5284	1.6150	1.7014
10	1.3065	1.5018	1.5918	1.6820	1.7720
11	1.3607	1.5641	1.6579	1.7518	1.8456
12	1.4172	1.6290	1.7267	1.8245	1.9222
13		1.6966	1.7984	1.9002	2.0019
14		1.7670	1.8730	1.9791	2.0850
15		1.8403	1.9507	2.0612	2.1716
20		1.9167	2.0317	2.1467	2.2617
23		1.9962	2.1160	2.2358	2.3555

**APPENDIX 'A1
HILLIARD CITY SCHOOL DISTRICT
SALARY SCHEDULE**

Effective January 1, 2005

Index Computation Base \$32,678

<u>YEARS</u> <u>EXPERIENCE</u>	<u>ND</u>	<u>BACH</u>	<u>BA+150</u>	<u>MASTER</u>	<u>MA+15</u>
0	\$28,427	\$32,678	\$34,639	\$36,599	\$38,560
1	\$29,606	\$34,034	\$36,077	\$38,119	\$40,161
2	\$30,835	\$35,446	\$37,573	\$39,701	\$41,828
3	\$32,116	\$36,916	\$39,132	\$41,347	\$43,563
4	\$33,449	\$38,449	\$40,756	\$43,063	\$45,370
5	\$34,838	\$40,044	\$42,449	\$44,851	\$47,252
6	\$36,282	\$41,707	\$44,210	\$46,713	\$49,213
7	\$37,789	\$43,439	\$46,043	\$48,651	\$51,255
8	\$39,357	\$45,243	\$47,955	\$50,671	\$53,383
9	\$40,991	\$47,122	\$49,945	\$52,775	\$55,598
10	\$42,694	\$49,076	\$52,017	\$54,964	\$57,905
11	\$44,465	\$51,112	\$54,177	\$57,245	\$60,311
12	\$46,311	\$53,232	\$56,425	\$59,621	\$62,814
13		\$55,441	\$58,768	\$62,095	\$65,418
14		\$57,742	\$61,206	\$64,673	\$68,134
15		\$60,137	\$63,745	\$67,356	\$70,964
20		\$62,634	\$66,392	\$70,150	\$73,908
23		\$65,232	\$69,147	\$73,061	\$76,973

**APPENDIX 'A2
HILLIARD CITY SCHOOL DISTRICT
SALARY SCHEDULE**

Effective January 1, 2006

Index Computation Base \$33,871

<u>YEARS</u> <u>EXPERIENCE</u>	<u>ND</u>	<u>BACH</u>	<u>BA+150</u>	<u>MASTER</u>	<u>MA+15</u>
0	\$29,464	\$33,871	\$35,903	\$37,936	\$39,968
1	\$30,687	\$35,277	\$37,394	\$39,511	\$41,627
2	\$31,961	\$36,740	\$38,945	\$41,150	\$43,355
3	\$33,288	\$38,264	\$40,561	\$42,857	\$45,153
4	\$34,670	\$39,853	\$42,244	\$44,635	\$47,026
5	\$36,110	\$41,506	\$43,998	\$46,488	\$48,977
6	\$37,607	\$43,230	\$45,824	\$48,419	\$51,010
7	\$39,168	\$45,025	\$47,724	\$50,427	\$53,127
8	\$40,794	\$46,894	\$49,706	\$52,520	\$55,332
9	\$42,488	\$48,842	\$51,768	\$54,702	\$57,628
10	\$44,252	\$50,867	\$53,916	\$56,971	\$60,019
11	\$46,088	\$52,978	\$56,155	\$59,335	\$62,512
12	\$48,002	\$55,176	\$58,485	\$61,798	\$65,107
13		\$57,466	\$60,914	\$64,362	\$67,806
14		\$59,850	\$63,440	\$67,034	\$70,621
15		\$62,333	\$66,072	\$69,815	\$73,554
20		\$64,921	\$68,816	\$72,711	\$76,606
23		\$67,613	\$71,671	\$75,729	\$79,783

**APPENDIX 'A3
HILLIARD CITY SCHOOL DISTRICT
SALARY SCHEDULE**

Effective January 1, 2007

Index Computation Base \$35,107

<u>YEARS</u> <u>EXPERIENCE</u>	<u>ND</u>	<u>BACH</u>	<u>BA+150</u>	<u>MASTER</u>	<u>MA+15</u>
0	\$30,540	\$35,107	\$37,213	\$39,320	\$41,426
1	\$31,807	\$36,564	\$38,758	\$40,952	\$43,147
2	\$33,127	\$38,081	\$40,366	\$42,651	\$44,937
3	\$34,503	\$39,660	\$42,041	\$44,421	\$46,801
4	\$35,936	\$41,307	\$43,785	\$46,264	\$48,743
5	\$37,428	\$43,020	\$45,604	\$48,184	\$50,765
6	\$38,979	\$44,807	\$47,496	\$50,185	\$52,871
7	\$40,598	\$46,668	\$49,466	\$52,267	\$55,065
8	\$42,283	\$48,606	\$51,520	\$54,437	\$57,351
9	\$44,038	\$50,624	\$53,658	\$56,698	\$59,731
10	\$45,867	\$52,724	\$55,883	\$59,050	\$62,210
11	\$47,770	\$54,911	\$58,204	\$61,500	\$64,793
12	\$49,754	\$57,189	\$60,619	\$64,053	\$67,483
13		\$59,563	\$63,136	\$66,710	\$70,281
14		\$62,034	\$65,755	\$69,480	\$73,198
15		\$64,607	\$68,483	\$72,363	\$76,238
20		\$67,290	\$71,327	\$75,364	\$79,402
23		\$70,081	\$74,286	\$78,492	\$82,695

APPENDIX 'B'
HILLIARD CITY SCHOOL DISTRICT
ASSOCIATION LEAVE REQUEST

(Complete one copy)

A bargaining unit member who is on a committee or is an official of the Association may be released for up to five (5) days per year with pay to attend state or local association professional meetings. No more than a total of thirty (30) days of Association Leave per year may be taken by members of the bargaining unit, except in a year of contract negotiations the number shall be increased to fifty (50) days. No more than three (3) members in any elementary school, five (5) at the middle school, and five (5) at the high school may take leave on a given day unless approved by the Superintendent. Application for the leave shall be submitted to the Superintendent at least five (5) school days in advance of the day for which released time is requested. The Superintendent may waive this requirement in an emergency. The unit member shall submit proof of attendance upon the member's return. Any expenses incurred shall be the responsibility of the unit member. Leave may not be taken for lobbying, activities or meetings identified with a political party, or activities or meetings of a political action arm of the Association.

Date _____

Name _____ Building _____

Conference Title _____

Sponsored by _____

Date(s) _____ Location _____ City _____

I am a member of the Sponsoring Organization: Yes No

Substitute Needed: Yes No

Association President _____ Date _____
Signature

Principal _____ Date _____
Signature

Superintendent (or Designee) _____ Date _____
Signature

Copies: Original to Applicant
Principal
Association President
Treasurer
Personnel File

APPENDIX 'C'
HILLIARD CITY SCHOOL DISTRICT

ASSAULT LEAVE REQUEST

UPON DETERMINATION OF ELEGIBILITY BY THE SUPERINTENDENT, SUCH LEAVE SHALL BE GRANTED FOR A PERIOD NOT TO EXCEED TWENTY-FIVE (25) DAYS. PAYMENT FOR ASSAULT LEAVE SHALL NOT EXCEED THE BARGAINING UNIT MEMBER'S PER DIEM RATE OF PAY, LESS WORKER'S COMPENSATION. THIS REQUEST MUST BE RECEIVED BY THE SUPERINTENDENT WITHIN FORTY EIGHT (48) HOURS AFTER THE INCIDENT OCCURS, OR AS SOON THEREAFTER, AS POSSIBLE.

(COMPLETE ONE COPY)

NAME _____ BUILDING _____ DATE _____

DATE OF INCIDENT _____ TIME OF INCIDENT _____ A.M./P.M. (circle)

DESCRIBE INJURY: _____

IF MEDICAL ATTENTION WAS REQUIRED, ATTACH PHYSICIAN'S STATEMENT RELATIVE TO NATURE OF DISABILITY AND ITS PROBABLE DURATION.

LIST NAME(S) OF ASSAILANT(S) INVOLVED _____

PLEASE CHECK PROPER RESPONSES

- On duty on school grounds during school day.
- Required attendance at a school sponsored function, after school hours.
- Non-required attendance at a school sponsored function, after school hours.

_____ YES _____ NO I am willing to pursue criminal action against the assailant(s).

DESCRIBE FACTS OF INCIDENT: _____

_____ (use reverse if more space needed)

Please attach other supporting statements or documents, as necessary.

APPROVED

DISAPPROVED

Superintendent or Designee Date

APPENDIX 'D'
HILLIARD CITY SCHOOL DISTRICT
Medical Release Form

I certify that _____ is currently unable, due to the recent birth of her child, to perform her job duties, and it is my professional judgement that she will not be able to return to her normal work duties until _____.

Signature of Doctor _____

Date

APPENDIX 'E'

HILLIARD CITY SCHOOLS

PERSONAL LEAVE REQUEST

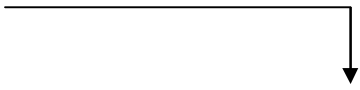
WRITTEN REQUESTS FOR PERSONAL LEAVE SHALL BE SUBMITTED AT LEAST FIVE (5) DAYS IN ADVANCE OF THE DATE FOR WHICH LEAVE IS REQUESTED. IF FIVE DAYS NOTICE IS NOT POSSIBLE THE EMPLOYEE SHALL NOTIFY THE PRINCIPAL/SUPERVISOR AS SOON AS POSSIBLE. THE REQUEST FORM MUST BE IN NO LATER THAN THE DAY THE EMPLOYEE RETURNS FROM LEAVE.

PERSONAL LEAVE SHALL NOT BE USED ON THE DAY BEFORE OR THE DAY AFTER A VACATION OR HOLIDAY PERIOD EXCEPT WITH THE PREAPPROVAL OF THE SUPERINTENDENT OR HIS/HER DESIGNEE. REFERENCE CURRENT HEA/OAPSE CONTRACT FOR SPECIFIC PREAPPROVAL INFORMATION.

I AM REQUESTING _____ DAY(S) OF PERSONAL LEAVE (1/2, 1, 2, OR 3; if 1/2 indicate AM/PM)

DATE(S) OF LEAVE _____

SUB: () YES () NO



Approved _____ Disapproved _____

SCHOOL OR DEPARTMENT

Signature PRINCIPAL/SUPERVISOR

PRINT NAME

Approved _____ Disapproved _____

DATE

I CERTIFY THIS LEAVE COMPLIES WITH THE PERSONAL LEAVE PROCEDURE.

Signature SUPT. / Designee

SIGNATURE OF PERSON

DAYS UNUSED LEAVE REMAINING _____

REQUESTING LEAVE

REV 7/00

NOTE:
Use pen to complete. To ensure readability on all copies, press down firmly when writing.

FORM: SUPT 130

NOTE:
Please initiate the paperwork for your professional leave at least two weeks prior to the activity.

APPENDIX 'F'
HILLIARD CITY SCHOOLS
PROFESSIONAL LEAVE FORM

Name: _____ Date: _____

Building: _____ Assignment: _____

Name of Activity: _____

Date(s) of Activity: _____ Location of Activity: _____

How does this activity support the District Continuous Improvement Plan? _____ **OR**

How does this activity support your Building Improvement Plan? _____

Please attach a copy of the brochure or flyer describing the program. Conference content should reflect school goals/instruction focus.

Estimated Cost:

Registration: _____ Code: _____ **:** Hotel: _____ Code: _____

Meals: _____ Code: _____ **:** Other: _____ Code: _____

Transportation/ Mileage: _____ Code: _____ **:** TOTAL: _____

Sub Needed: Number of Days: _____ Code for Sub Cost: _____ (\$101/day; \$57/half day)

Principal/Director's Approval: _____ Date: _____
Signature

Athletic Director's Approval: _____ Date: _____
(if applicable) Signature

Prof. Dev. Director's Approval: _____ Date: _____
Signature

FINANCIAL ASPECTS OF PROFESSIONAL DEVELOPMENT ACTIVITY

PRIOR TO EVENT/ACTIVITY: IF REQUISITIONS AND/OR RECEIPTS ARE INVOLVED:

- **All registrations will be submitted by the Treasurer's Office.**
- * Complete the **Professional Leave** form, **registration**, and **requisition** at the same time. Obtain the signature of your Principal / Director. Send all three forms to the Professional Development Department in Central Office. The Treasurer's Office will then fax or send in your approved registration.
- * If **total reimbursement costs** are estimated to be **equal to or over \$100**, contact the Treasurer's Office to obtain a temporary **VISA** purchasing card. Complete a Hilliard requisition form, writing "VISA" on the space next to company. (If total reimbursement costs are estimated to be **less than \$100**, **no requisition** is required at this time. See below.)

AFTER EVENT/ACTIVITY:

- If a purchasing card was used, attach receipts to the "Statement of Accounts" that you receive from the Treasurer's Office, which summarizes your purchase card activity for the month and submit to Treasurer's Office.
- If reimbursement under \$100 is requested, attach receipts to a newly completed requisition and submit to Treasurer's Office.

NO RECEIPTS, NO REIMBURSEMENT

NOTE: ALL RECEIPTS AND REQUISITIONS SHOULD BE SENT TO TREASURER'S OFFICE.

THIS ENTIRE, COMPLETED FORM IS TO BE SUBMITTED TO PROFESSIONAL DEVELOPMENT DIRECTOR

Three (3) part NCR Form: Parts listed below to be distributed by Professional Development Department

Original = Participant Yellow = Directors: Elementary & Secondary Curriculum, Pupil Services, Gifted Services Pink = Principal
A copy will be made and distributed to: Professional Development Dept

APPENDIX 'G'
HILLIARD CITY SCHOOLS
RELIGIOUS LEAVE REQUEST

WRITTEN REQUESTS FOR RELIGIOUS LEAVE SHALL BE SUBMITTED AT LEAST TEN (10) DAYS IN ADVANCE OF THE DATE FOR WHICH LEAVE IS REQUESTED. IF TEN DAYS NOTICE IS NOT POSSIBLE THE EMPLOYEE SHALL NOTIFY THE PRINCIPAL/SUPERVISOR AS SOON AS POSSIBLE. THE REQUEST FORM MUST BE IN NO LATER THAN THE DAY THE EMPLOYEE RETURNS FROM LEAVE. REFERENCE CURRENT HEA AGREEMENT FOR SPECIFIC PREAPPROVAL INFORMATION.

I AM REQUESTING _____ DAY(S) OF RELIGIOUS LEAVE (1/2, 1, 2, OR 3; if 1/2 indicate AM/PM)

DATE(S) OF LEAVE _____

SUB: () YES () NO

Approved _____ Disapproved _____

Signature PRINCIPAL/SUPERVISOR

Approved _____ Disapproved _____

Signature SUPT. / Designee

DAYS UNUSED LEAVE REMAINING _____

↓

SCHOOL OR DEPARTMENT

PRINT NAME _____

DATE

I CERTIFY THIS LEAVE COMPLIES WITH THE RELIGIOUS LEAVE PROCEDURE.

SIGNATURE OF PERSON REQUESTING LEAVE

REV 9/97

APPENDIX 'H'
HILLIARD CITY SCHOOL DISTRICT
REQUEST FOR SICK LEAVE

Printed name of bargaining unit member

Employee #

1. Date submitted _____ (Complete form on day of return to work)

2. Reason for use of leave:

- A. _____ Personal Illness
- B. _____ Personal Injury
- C. _____ Exposure to Contagious Disease
- D. _____ Illness, Injury, or Death in Immediate Family

3. If A, B, or C is checked above, was medical attention required? () Yes () No

4. If "Yes", please state the name and address of physician and the dates consulted.

Name _____
Address _____
Date(s) Consulted _____

5. If "D" is checked above, please give the name, address, and the relationship of such members of your family.

Name _____
Address _____
Relationship _____

6. I hereby request _____ day(s) of sick leave beginning _____ A.M. / P.M.
on _____, 20____; and ending _____ A.M. / P.M.
on _____, 20____.

I am aware that under the provisions of Section 3319.141 of the Ohio Revised Code, falsification of this request may result in my dismissal.

() Approved () Disapproved*

Signature of bargaining unit member

Building

Signature of Building Principal or Supervisor

*Bargaining unit member will be immediately informed if request is Disapproved.

Rev 1/2000

APPENDIX 'I1'
HILLIARD CITY SCHOOL DISTRICT
GRIEVANCE RECEIPT FORM

I acknowledge receipt of a Level One grievance from _____
(Name of Grievant)

on _____ Date. The grievance as stated by the bargaining unit member concerns:

Signature of Immediate Supervisor

Date

APPENDIX 'I2'
HILLIARD CITY SCHOOL DISTRICT
GRIEVANCE REPORT FORM 1, LEVEL TWO

GRIEVANCE # _____

(Name of Grievant) (Date)

(Building) (Assignment)

A. Date Cause of Grievance Occurred: _____

B. 1. Statement of Grievance and provision(s) of contract allegedly violated:

B. Relief Sought: _____

Signature Date

Disposition of Principal/Immediate Supervisor: _____

Signature Date

APPENDIX 'I3'
HILLIARD CITY SCHOOL DISTRICT
GRIEVANCE REPORT FORM 2, LEVEL THREE

GRIEVANCE # _____

In regard to GRIEVANCE REPORT FORM I (attached):

A. Position of Grievant: _____

Signature

Date

B. Date Received by Superintendent: _____

C. Disposition by Superintendent: _____

Signature

Date

APPENDIX 'I4'
HILLIARD CITY SCHOOL DISTRICT
GRIEVANCE REPORT FORM 3, LEVEL FOUR

GRIEVANCE # _____

In regard to GRIEVANCE FORMS I AND II (attached):

A. Position of Grievant: _____

Signature

Date

B. Date Received by Board: _____

C. Disposition by Board: _____

Signature

Date

APPENDIX 'J'
BARGAINING UNIT

The following positions are included in the bargaining unit:

Elementary Classroom Teachers

- Kindergarten Teachers
- 1st Grade Teachers
- 2nd Grade Teachers
- 3rd Grade Teachers
- 4th Grade Teachers
- 5th Grade Teachers
- 6th Grade Teachers
- Primary Teachers
- Intermediate Teachers
- Reading Tutors
- Math Tutors
- Intervention Teachers
- Intervention Tutors
- Literacy Trainers
- Reading Recovery Teachers
- Teacher Leaders
- Teachers on Special Assignment

Education Service Personnel

- Art Teachers
- Physical Education Teachers
- Music Teachers, Vocal and Instrumental
- Librarians/Media Specialist
- Guidance Counselors
- Speech Therapists
- Learning Disabled Teachers
- Learning Disabled Tutors
- Developmentally Handicapped Teachers
- Nurses
- Reading Teachers
- Health Teachers
- Multiple Handicapped Teachers
- Occupational Therapists
- Severe Behaviorally Handicapped Teachers
- Driver Education Teachers
- Quest Teachers
- Student Assistance Coordinator
- School Psychologists
- Gifted Intervention Teachers
- Sports Medicine

The following positions are included in the bargaining unit:

(continued)

Athletic Trainer
Supplementary Services Teachers
Head Librarian/Assistant Librarian
Technology Teacher

Math

Math Teachers
Geometry Teachers
Algebra Teachers
Consumer Math Teachers
Statistics Teachers
Fundamental Math Teachers
Computer Science Teachers
Business Math Teachers
Advanced Math Teachers
Calculus Teachers
Trade and Industry Teachers

Business and Office Education

Business Teachers
Typing/Keyboarding Teachers
Cooperative Business Education Teachers
Accounting Teachers
Computing Teachers
Business English Teachers
Consumer Economics Teachers
Business Law Teachers
Administrative Support Systems Teachers

Foreign Language

Latin Teachers
French Teachers
Spanish Teachers
German Teachers

Science

Science Teachers
Biology Teachers
Life Science Teachers
Astronomy Teachers
Physics Teachers
Chemistry Teachers

The following positions are included in the bargaining unit:

(continued)

Earth Science Teachers
Oceanography Teachers
Geology Teachers

Social Studies

Social Studies Teachers
Economics Teachers
American History Teachers
World History Teachers
Psychology Teachers
Sociology Teachers
Geography Teachers
Ohio History Teachers
Problems Of Democracy Teachers
World Affairs Teachers

Language Arts

Language Arts Teachers
English Teachers
Journalism Teachers
Speech Teachers
Literature Teachers
Mythology Teachers
Poetry Teachers
Newspaper Teachers
Yearbook Teachers
Drama Teachers
Writing Teachers
Mass Media Teachers
Literary Magazine Teachers

Vocational Education/Family & Consumer Sciences

Occupational Work Experience Teachers
Occupational Work Adjustment Teachers
Independent Living Teachers
Home Economics Teachers
Work Study Coordinators

The following positions are included in the bargaining unit: (continued)

Industrial Technology

Industrial Technology Teachers
Metal Shop Teachers
Wood Shop Teachers
Drafting Teachers

Substitutes

Permanent Substitute Teachers
Substitute Teachers (after 60 days of service, assigned to a specific position)

APPENDIX 'K'
BARGAINING UNIT EXCLUSIONS

The following positions are excluded from the bargaining unit:

Superintendent
Treasurer
Assistant Superintendent
Director of Business Affairs
Director of Academic Assessment & Intervention
Director of Gifted & Professional Development
Director of Planning & Communication
Director of Pupil Personnel Services
Director of Elementary Curriculum
Director of Secondary Curriculum
Director of Human Resources
High School Principal
High School Assistant Principal
Student Program Coordinator
Student Services Coordinator
Middle School Principal
Middle School Assistant Principal
Elementary Principals
Elementary School Assistant Principal
Special Education Coordinator
Gifted Coordinator
Technology Director
Coordinator of Technology
EMIS Coordinator
School Community Relations Coordinator
School-Business Community Partnership Coordinator
Accountant
Custodial Coordinator
Maintenance Coordinator
Transportation Coordinator
Assistant Transportation Coordinator
Administrative Assistant
Human Resource Assistant
Head Athletic Director
Director of School Age Child Care
Coordinator of School Age Child Care
Administrator of School Age Child Care

APPENDIX 'L'
HILLIARD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE

SALARY STEP INDEX

<u>Step</u>	<u>Index</u>	<u>Step</u>	<u>Index</u>	<u>Step</u>	<u>Index</u>
0	1.0000	4	1.1766	8	1.3845
1	1.0415	5	1.2254	9	1.4420
2	1.0847	6	1.2763	10, 11, 12, 13	1.5018
3	1.1297	7	1.3293	14 and Beyond	1.5641

COACHES GROUPINGS

PERCENTAGES

A.	Head Football (2)	15.0%
	Head Basketball - boys' and girls' (4)	15.0%
	Head Wrestling (2)	15.0%
	Assistant Athletic Director (2)	15.0%
	Middle School Athletic Director - plus 5 days extended duty (3)	15.0%
B.	Head Trainer (2)	14.0%
	Sports Medicine (1)	14.0%
C.	Head Baseball (2)	12.0%
	Head Track - boys and girls (4)	12.0%
	Head Softball (2)	12.0%
	Head Soccer - boys' and girls' (4)	12.0%
	Head Volleyball - (4)	12.0%
	Head Gymnastics (2)	12.0%
	Head Swimming & Diving (2)	12.0%
D.	Head Cross Country (4)	10.0%
	Head Golf (2)	10.0%
	Head Tennis - boys and girls' (4)	10.0%
	Head Lacrosse - boys and girls (4)	10.0%
E.	Competition Cheerleading (2)	9.0%
	Head Cheerleading - football and basketball (4)	9.0%
	Head Special Olympics (1)	9.0%
F.	Head Freshman Football (2)	8.0%
	Head Freshman Basketball - boys' and girls' (4)	8.0%
	Head Freshman Wrestling (2)	8.0%
	Assistant Varsity Football (14)	8.0%
	Assistant Varsity Basketball - boys' and girls' (8)	8.0%
	Assistant Varsity Wrestling (6)	8.0%
	Assistant Athletic Trainer (2)	8.0%

COACHES GROUPINGS**PERCENTAGES**

G.	Head Freshman Baseball (2)	7.0%
	Head Freshman Softball (2)	7.0%
	Head Freshman Volleyball (2) - boys and girls' (4)	7.0%
	Assistant Varsity Baseball (4)	7.0%
	Assistant Varsity Track - boys' and girls' (12)	7.0%
	Assistant Varsity Softball (6)	7.0%
	Assistant Varsity Soccer - boys and girls' (8)	7.0%
	Assistant Varsity Volleyball - boys (2) and girls' (4) (6)	7.0%
	Assistant Varsity Gymnastics (2)	7.0%
	Intramurals - 9-12 (2)	7.0%
	Head Football 7-8 (3)	7.0%
	Assistant Varsity Swimming/Diving (2)	7.0%
H.	Assistant Varsity Tennis - boys' and girls' (8)	6.5%
	Assistant Varsity Golf (2)	6.5%
	Assistant Varsity Cross Country - boys' and girls' (4)	6.5%
	Assistant Varsity Lacrosse - boys' and girls' (8)	6.5%
	Instrumental Band Color Guard Supervisor (2)	6.5%
I.	Head 7-8 Wrestling (3)	6.0%
	Head 7 Basketball - boys' and girls' (6)	6.0%
	Head 8 Basketball - boys' and girls' (6)	6.0%
	Head 7-8 Gymnastics (3)	6.0%
	Head 7-8 Baseball (6)	6.0%
	Head 7-8 Lacrosse - boys' and girls' (3)	6.0%
	Head 7-8 Softball (6)	6.0%
	Head 7-8 Volleyball - boys' (3)	6.0%
	Head 7 Volleyball - Girls' (3)	6.0%
	Head 8 Volleyball - Girls' (3)	6.0%
	Head 7-8 Track - boys' and girls' (6)	6.0%
	Freshman Basketball Cheerleading (2)	6.0%
	7-8 Basketball Cheerleading (6)	6.0%
	Assistant Freshman Football (4)	6.0%
	Head Soccer 7-8 (6)	6.0%
J.	Jr. Varsity Cheerleading Football (2)	5.5%
	Freshman Cheerleading Football (2)	5.5%
	7-8 Cheerleading Football (6)	5.5%
	Assistant 7-8 Football (12)	5.5%
	Assistant 7-8 Wrestling (9)	5.5%
	Assistant 7-8 Gymnastics (3)	5.5%
	Assistant 7-8 Track - boys' and girls' (12)	5.5%
	Assistant 7-8 Soccer- boys' and girls' (6)	5.5%
	Head 7-8 Tennis - boys' and girls' (6)	5.5%
	Assistant Freshman Baseball (2)	5.5%
	Cross Country 7 & 8 - boys' and girls' (3)	5.5%
	Head 7-8 Golf (3)	5.5%
K.	Assistant Tennis 7 & 8 - boys' and girls' (6)	5.0%
	Assistant 7-8 Cross Country - boys' and girls' (3)	5.0%

PERFORMING ARTS INCREMENT SCHEDULE

PERCENTAGES

A.	District Technical Director (2)	15.5%
B.	Head Instrumental (2)	15.0%
C.	Head Orchestra Director (2)	12.5%
	Head Choral Director (2)	12.5%
	Head Drama Director (2)	12.5%
D.	Assistant Marching Band & Percussion (2)	12.0%
E.	Assistant Choral (2)	10.5%
F.	Assistant Instrumental (6)	10.0%
G.	Assistant Drama Director (2)	5.0%

COMPENSATION FOR TEACHERS PERFORMING ASSOCIATION SERVICE

- A. Positions paid as provided under Article 3, paragraph O

**HILLIARD CITY SCHOOL DISTRICT
ACTIVITY STIPENDS**

Activity stipends are divided into three groups for compensation as follows:

Group A: \$1,000 Group B: Varies as noted below Group C: \$ 600

<u>AREA</u>	<u>ASSIGNMENT</u>	<u>SCHOOL LEVEL</u>	<u>NUMBER OF POSITIONS</u>	<u>STIPEND AMOUNTS</u>
<u>GROUP A</u>				
National Honor Society	Advisor	H	1 per bldg	
Student Council	Advisor	H	2 per bldg	
Newspaper	Advisor	H	1 per bldg	
Yearbook	Advisor	H	1 per bldg	
Yearbook	Advisor	M	2 per bldg	
Dance Team	Advisor	H	1 per bldg	
Key Club	Advisor	H	1 per bldg	
Prom	Advisor/Head	H	1 per bldg	
Safety Patrol	Advisor	E/S	1 per bldg	
Pep Band	Advisor	H	1 per bldg	
Dept Heads/Facilitators		H	15 per bldg	
IAT	Members	E/S	9 per Team	
Building Usage	Coordinator	H	1 per bldg	
Mentors		E/S/M/H	VARIES	
<u>GROUP B</u>				
LPDC			8 per district	\$2,600
LPDC-Chair			1 per district	\$ 500 Eff 1-1-2005
Dept Heads/Facilitators		S/M	4 per bldg	\$ 750
Camp Teacher	Teacher	S		\$ 75
*Weight Room	Supervisor	H	15 per bldg	\$1,200
School Improvement Teams		E/S/M/H	10 per bldg	\$ 350
School Improvement Teams		PreSch	5 per bldg	\$ 250
Building Webmaster		PreSch/E/S/M/H	1 per bldg	\$ 750
Technology	Coordinator	E	1 per bldg	\$1,950
PreSchool Technology		PreSch	1 per bldg	\$ 600
IAT Team	Members	H/M	10 per bldg	\$ 500
Substitute Greeters		H	1 per bldg	\$ 250
LC Coaches		E	1 per bldg	\$ 500
Assistive Technology			10 per district	\$ 600
PDPC		E/M/H/Related Svcs	8 per district	\$ 250
Curriculum Writing	No more than twenty (20) K-5 teachers and no more than eighteen (18) 6-12 teachers (see Art. 23)			\$ 800

* Weight room stipends are divided into five (5) seasons; Fall, Winter, Spring, Summer I and Summer II. Only one stipend per season is permitted by an individual. No Head Coach may hold a stipend during a season when they are coaching.

GROUP C

Group C to be divided among activities/clubs such as Destination Imagination, Power of the Pen, Oratorical, and Future Problem Solvers.

The number of stipends that may be assigned are as follows:

Elementary	20 per building
Sixth Grade	22 per building
Middle Schools	28 per building
High Schools	46 per building

The parties mutually recognize that the number of positions actually filled in a particular school year will be determined by the principal in collaboration with the School Improvement Team.

1. Each job is valued at \$600 (The same job in different buildings has the same value)
2. It is permissible to have more than one job in a building. Example: Science Olympiad.
3. No more than two people may share a job.

**HILLIARD CITY SCHOOL DISTRICT
RESPONSIBILITY INCREMENT SALARY
 FOR
 SUPERVISORS-PSYCHOLOGISTS**

A	B								C	D
BASE SALARY	RESPONSIBILITY INCREMENT STEPS								EXTENDED SERVICE	DAYS IN SCHOOL CALENDAR
FROM SALARY SCHEDULE	1	2	3	4	5	6	7	8	10-40 DAYS	NUMBER
	\$700	\$800	\$900	\$1000	\$1100	\$1200	\$1300	\$1400		

(183 WORK DAYS)

SALARY FORMULA

$$\left(\frac{A+B}{D} \right) \times C \div A = \text{ANNUAL SALARY}$$

APPENDIX 'M'
CLASS SIZE

The Board will make every effort to keep class sizes at manageable and workable levels. However, class sizes shall not be grievable, arbitrable, nor subject to unfair labor practice charges.

APPENDIX 'N'
HILLIARD CITY SCHOOLS
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE BY-LAWS

Article I. Name, Scope, and Number of Committees

Hilliard City Schools' Local Professional Development Committee (LPDC) is hereby established as the name of the entity required by Section 3319.22 of the Ohio Revised Code. The LPDC shall be District-wide in scope and shall be the only committee of its type authorized to operate within the District. This committee shall be responsible for the following schools: Alton Darby Preschool, Alton Darby, Avery, Beacon, Britton, Brown, Darby Creek, Heritage, Hilliard Crossing, Hilliard Darby, Hilliard Davidson, Hilliard Station, Hoffman Trails, Horizon, J. W. Reason, Memorial, Norwich, Ridgewood, Scioto Darby, Tharp, and Weaver. In addition to these schools, the Hilliard LPDC will also service those certificated/licensed personnel that are employed by the Hilliard City Schools Board of Education in the following buildings: Central Office, St. Brendan's, and Support Services.

Article II. Philosophy and Purposes

Section 1. Philosophy and Beliefs

The Hilliard LPDC believes that Professional Development of high quality

- Begins with expectations for high levels of learning and performance for all students and staff members;
- Deepens knowledge of content, methodology, student development, and diversity;
- Allows sufficient time for inquiry, reflection, and collaboration;
- Is intellectually challenging and sustained;
- Is primarily school focused and job embedded;
- Is educator planned and directed;
- Balances individual priorities with school, student and district goals and needs;
- Incorporates the best principles of adult learning.

Section 2. Purposes and Duties

The purpose of the LPDC is to review and approve coursework and other professional development activities proposed and/or completed by educators within the District for renewal of certificates or licenses.

In the discharge of duties, the LPDC will:

- A. foster the norm of continuous improvement.
- B. promote alignment of professional growth with individual, student, building, and District needs and goals.
- C. promote best practice.
- D. emphasize increased student learning and achievement as a professional development priority.
- E. guide the development of Individual Professional Development Plans (IPDP).
- F. support the inquiry into and study of teaching and learning.
- G. validate application/use of learning gained through professional development rather than merely attendance, time spent, and completion of required work.
- H. accept certificates of attendance (4 hours or more) as Hilliard CEU's for out of District providers, such as The Alliance of Central Ohio Professional Development Providers.
- I. approve continuing education unit applications for in-district providers

Article III. Membership; Qualifications; Expectations and Replacement; Terms of Office, Training and Compensation

Section 1. Membership, Vacancies

The LPDC shall consist of twelve (12) members: eight (8) teachers and four (4) administrators appointed no later than March 15th of each year. The recommended composition shall be:

- eight teachers - it is recommended that there be:
 - four representing K-5
 - four representing 6-12
 - one of the above must also be a member of the HEA executive committee
- four administrators - it is recommended that there be:
 - one representing K-5
 - one representing 6-8
 - one representing 9-12
 - one representing Central Office

The HEA President will designate and fill vacancies of the teacher members; the Superintendent will select and fill vacancies of the administrative members.

A member who is unable to fulfill his/her role as an active member may resign by notifying the Chair in writing. The Chair shall notify the Superintendent and the HEA President regarding resignations from the LPDC, and any resulting vacancies shall be filled in accordance with the terms of the immediately preceding paragraph.

A year is defined as August 1st to July 31st.

All terms will be for two (2) years. Members may serve an unspecified number of consecutive terms.

Section 2. Qualifications, Training and Compensation

Each member must have a minimum of three (3) years' experience as a District educator and demonstrate a belief in lifelong learning as evidenced by professional development documentation.

Members shall participate in professional development designed to prepare them for their role(s) as members of the LPDC. Attendance at the April, May and June LPDC meetings is part of the training. Attendance at the June LPDC meetings will be paid at the same rate as professional development presenters.

Training shall include information about LPDC requirements under Section 3319.22 and administrative rules adopted thereunder by the State Board of Education, a by-laws review, IPDP guidelines, team building, decision making, and roles and responsibilities.

Each committee member shall receive a yearly stipend of \$2500 and up to 5 days release time for fulfilling the responsibilities of an LPDC committee member. As of August 2005, the stipend will be increased by \$100 to \$2600.

Section 3. LPDC Member Expectations and Replacement

District staff deserve thoughtful and unbiased consideration of their IPDP's. To that end, the expectation for LPDC members is as follows:

- impartiality
- confidentiality
- consistent attendance
- consistent application of policies and procedures

Inability to meet these expectations may result in removal from the LPDC. The removal process is as follows:

- 1) Chair advises member of expectation not being met and requests a change.
- 2) Failure to change will result in a written recommendation of removal to the HEA President or Superintendent, whichever is applicable.
- 3) HEA President or Superintendent, whichever is applicable, may then remove and replace the offender.

Article IV. Roles and Terms of Office

The LPDC shall consist of the following roles and corresponding terms of office:

Chair: The LPDC shall select a Chair from among its members. The Chair shall serve a one-year term and may be reselected for additional term(s). Effective August 2004, the chair shall receive an additional stipend of \$500.00 annually for additional duties.

Communication Liaison: The LPDC shall select a Communication Liaison from among its members. The Communication Liaison shall serve a one-year term and may be reselected for additional term(s).

Article V. Duties

The duties of the Chair, the Communication Liaison and the other LPDC members shall be as follows:

Section 1.

The Chair shall:

- A. preside at all LPDC meetings.
- B. set and publish each meeting's agenda in collaboration with the membership.
- C. ensure adherence to the By-Laws.
- D. serve as appeals process contact and liaison.
- E. facilitate decision-making by consensus.
- F. validate the LPDC's decisions by signing the necessary forms regarding individual plans and Hilliard CEU provider applications.
- G. keep accurate minutes of all LPDC meetings.
- H. send agendas to LPDC members at least a day in advance of each meeting and distribute minutes in a timely fashion.
- I. keep membership records up to date and keep a mailing list of all members including names, addresses, and telephone numbers.
- J. provide information, as needed, for the Department of Human Resources to maintain databases.
- K. submit meeting schedule to be published in the local papers in accordance with the Sunshine Law.

Section 2.

The Communication Liaison shall:

- A. serve as Professional Development Planning Committee Liaison.

Section 3.

All LPDC Members shall:

- A. provide training/support to educators within the district for writing IPDPs.
- B. serve as reviewers of District educator professional development plans for certificate/license renewal.
- C. suggest professional growth needs, which may relate to conferences, visitations, or purchase of videos, books, etc.

Article VI. Meetings

Meetings will take place monthly at Central Office. For LPDC decision-making, a quorum of seven (7) shall be necessary.

Article VII. IPDP Submission, Decision Making and Appeals Process

Section 1.

Submission.

The IPDP shall be submitted no later than three (3) years prior to the expiration date of a certificate or license.

Section 2.

Decision-Making.

- A. Plan Proposal. The educator's IPDP shall be reviewed and approved or disapproved by the LPDC within a month of receipt during the school year.
- B. Plan Revision. Non-approved plans shall be revised and resubmitted promptly for LPDC approval.
- C. Plan Completion. After meeting the IPDP requirements, completed documentation shall be presented to the LPDC no earlier than February 1 of the renewal year. The educator will be notified of successful completion at the time of the presentation.

Section 3.

Appeals Process.

- A. Reconsideration. The educator may request reconsideration of the LPDC decision. In this event, the educator will present his/her position to the LPDC in person. The LPDC will consider the appeal and notify the educator of its decision in a timely manner.
- B. Third Party Review. If the LPDC and the educator are still unable to come to an agreement after the reconsideration process, a panel shall be formed. This panel will consist of: one (1) District educator selected by the educator requesting the third party review, one (1) District educator selected by the LPDC, and one (1) District educator agreed upon by both the LPDC and the educator requesting the third party review. The panel's decision shall be final.

Section 4.

Documents and Records.

- A. All necessary documents are available in the IPDP Handbook that is produced by the LPDC and the Office of Professional Development. These same documents are also available electronically through the Professional Development/IPDP forms folder on the district e-mail system.
- B. Copies of IPDP's are housed in the Professional Development Office. It is the responsibility of the individual educator to maintain their own copy of their plan as well as all documentation of completed professional development activities that are required in order to be issued a new five-year license.
- C. It is the responsibility of the individual educators to notify the office of professional development if any changes need to be made to their IPDP regarding their legal name as a result of marriage, divorce, etc.

Article VIII. Reciprocity

Completed, documented, and approved professional development plans and hours accumulated from an approved IPDP toward licensure in the educator's previous employment shall be honored by the HCSD LPDC. IPDPs with fewer than 18 approved CEUs must be transferred to the Hilliard IPDP forms in order to be approved by the Hilliard LPDC. LPDC-approved CEU's from other school employers shall be accepted. Educators leaving the Hilliard

District need to meet with the Hilliard LPDC in order to have all completed professional development approved for use in their new Ohio school district.

Article IX. Amending the By-Laws

Section 1.

The By-Laws Subcommittee of the LPDC, consisting of three (3) members selected by the Chair, may meet annually to review the by-laws and recommend changes to the full LPDC.

Section 2.

Proposed amendments shall be approved by a simple majority. A proposed amendment that receives such majority support will be adopted and implemented if approved by both the HEA President and Superintendent.

Article X. Other

LPDC may act to create subcommittees for specific purposes set forth in the action. Such subcommittees shall be subject to all laws and policies governing the LPDC. Any records created by such subcommittees shall be records of the LPDC.

Hilliard Education Association

Hilliard City School District Board of Education

President

Superintendent