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**ARTICLE I
RECOGNITION AGREEMENT**

- 1.1 The South Range Local Board of Education, hereinafter referred to as the Board, recognizes the South Range Classified Employees Association (SRCEA), hereinafter referred to as the Association, as the sole and exclusive bargaining agent for regular non-executive secretaries, bus drivers, full-time aides, custodial/maintenance, nurses, Para-professionals and cafeteria workers regularly employed 25 hours per week or more by the school district and eligible for membership in the Association. Prior to negotiations, the Association shall certify to the Board that it represents a majority of the eligible members.
- 1.2 The Association shall exclude the Superintendent's Secretary, the Supervisor of Buildings and Grounds, the Bus Mechanic, Director of Transportation, the Cafeteria Manager, the Payroll Coordinator, Assistant to the Treasurer, all substitutes, all casual and/or seasonal workers, and all other persons not specifically included above.

**ARTICLE II
NEGOTIATIONS PROCEDURE**

- 2.1 Either the Association or the Board may initiate negotiations by letter of submission forwarded to the other party during the month of January in the year in which the contract expires.
- 2.2 Within fifteen (15) working days of transmittal of said submission letter, the parties shall hold their first negotiation session. At any negotiation session, either party may be represented by no more than seven (7) representatives. A consultant may be used by either party.
- 2.3 The Association shall have bargaining rights on the following subjects:
(1) Wages; (2) Hours; (3) Fringe benefits; (4) Terms and conditions of employment; (5) The grievance procedure.
- 2.4 In the event an Agreement is not reached by negotiations within 90 days after the initial meeting, after full consideration of proposals and counter proposals, each of the parties shall have an option of declaring impasse, unless the parties mutually agree to extend the period of negotiations.
- 2.5 If impasse is declared by either party, it is with the understanding that impasse proceedings are declared on only the issues where final agreement has not been reached.
- 2.6 The party declaring impasse shall prepare a request for a mediator and direct such request to the Federal Mediation and Conciliation Service. The assigned mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties. The mediator has the privilege to recommend but not to bind either party to any agreement.

**ARTICLE III
BOARD OF EDUCATION RIGHTS**

- 3.1 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 of America. Furthermore, the Board or its agents shall have the unilateral right to exercise all customary prerogatives, functions and authority except where these prerogatives, functions or authority are specifically limited or restricted by the terms of the contract.
- 3.2 Nothing in this contract shall prevent the Board from establishing positions, terminating (abolishing) positions or modifying positions.

**ARTICLE IV
INDIVIDUAL AND ASSOCIATIONS RIGHTS**

- 4.1 School employees are entitled to full rights of citizenship regardless of race, color, gender, creed or place of origin.
- 4.2 School employees have the right to participate in professional and civic organizations for their personal benefit and interest to the extent provided by law.
- 4.3 School employees have the right to exercise their constitutional rights of political involvement without fear of reprisal or discipline in any form.
- 4.4 School employees have the right to join or not join any association for their economic improvement, but membership in or payment of dues to an organization shall not be required as a condition of employment.
- 4.5 The Association president shall be provided with a copy of the agenda of board meetings prior to the board meetings. He/she shall be provided with copies of the approved minutes of the Board of Education meetings.
- 4.6 The Association is invited (but not required) to appoint a member to attend any public, open meeting of the Board.
- 4.7 Nothing contained herein shall abridge the right of the Association or of an individual to present views and recommendations to the Board pursuant to the procedures established by the Board.
- 4.8 Children of members of the Association, who work for the Board, may attend South Range Local Schools tuition free.

**ARTICLE V
SENIORITY, VACANCIES, LAYOFF AND RECALL**

- 5.1 **SENIORITY**
- 5.1-1 Seniority in the system is defined as an employee's continuous service to the school district as a full time employee under a limited or continuing regular contract (work as a substitute does not count) since his/her most recent date of hire

unbroken by resignation, non renewal, or termination. In the event of lay-offs, seniority shall be determined by the following: 1. Date hired full time at South Range. 2. Date hired part-time at South Range. 3. Days worked in previous year at South Range. Any remaining ties will be broken by lot. Continuous service shall include all time on sick leave, all time on board approved leaves of absence, and all time on a disability retirement to a maximum of five years.

5.1-2 Seniority in a classification is defined as an employee's continuous service in a particular classification.

5.1-3 Classifications are:

- Full Time Clerical Aide
- Full Time Instructional Aide
- Full Time Hearing Impaired Aide
- Full Time Bus Driver
- Full Time Food Service/Head Cook
- Full Time Custodial/Maintenance
- Full Time Nurse
- Full Time Para-Professional
- Full Time Secretary

5.2 **VACANCIES**

5.2-1 When all vacancies occur or a new position, within the district, is created in a bargaining unit classification, it shall be posted in all schools and the bus garage for a period of ten (10) working days. All current employees will be notified by US mail and email of the vacancy. A copy shall be sent to the president of the Association. The superintendent shall determine when and if a vacancy exists and an employee may request such vacant position in writing.

5.2-2 In selecting a replacement, the vacant position may be filled by an employee within the classification of the position. In such a case, the employee with the highest seniority date may be awarded the position. Seniority is one factor to be considered in this matter, but it is not the determining factor.

5.2-3 If the position is not filled by an employee within the vacant classification, it may be offered to an employee with the highest seniority date from within the bargaining unit.

5.2-4 Positions not filled in this way may be filled by new employees.

5.2-5 An employee who has changed positions through the posting procedure may do this no more than one (1) time in any calendar year.

5.2-6 Classified employees who move to another classified job will be placed on the step zero (0) for that new job for purposes of salary except that the board may place the employee on a different step upon the recommendation of the Superintendent at his/her discretion.

5.2-7 Any employee moving to a new classification will be temporary for a forty (40) working day probationary period.

- 5.2-8 Seniority will be maintained in the employee's previous classification until the transfer is made permanent or the probationary period is over.
- 5.2-9 Seniority in the new classification will then date back to the first day of transfer.
- 5.2-10 All bids posted should contain some semblance of a job description to include salary and the name of the Board's administrator designated to receive bids.
- 5.2-11 All employees bidding should receive an interview.
- 5.2-12 A response will be made to all employees who bid on a job.
- 5.2-13 Nothing in this Article shall prevent the Board from filling a vacancy as it may choose on a temporary basis. Except for filling positions for leaves of absence, "temporary" replacements shall not exceed six (6) months.
- 5.2-14 A bus driver who would like to drive a newly available full-time or part-time route or the route of a retiring or resigning driver may request and shall be granted a meeting with the superintendent or his/her designee to discuss his/her request. Nothing in this article shall limit the superintendent or his/her designee in assigning, changing, modifying, or establishing routes.

5.3 **LAYOFF AND RECALL**

- 5.3-1 When the Board determines that it is necessary to reduce the number of employees through layoff or abolition of position(s) due to lack of funds, lack of work, decreased enrollment of pupils, return to duty of regular employees on a leave of absence, suspension of schools or territorial changes affecting the district, or necessary changes which affect the non-teaching employees, the following procedure shall govern such a layoff. The Board of Education shall determine in which classification(s) the layoff shall occur and the number of employees to be laid off.
- 5.3-2 Prior to any reduction in staff the Superintendent shall meet with the President of the Association to advise him/her of the determined reductions.
- 5.3-3 The number of people affected by a reduction in force will be kept to a minimum by not employing replacements, insofar as it is practical, for employees who retire resign or otherwise vacate a position at the time of the layoff.
- 5.3-4 Whenever the Board determines to lay off employees, affected employees shall be laid off within a classification according to seniority within that classification, with the least senior employee laid off first.
- 5.3-5 Employees affected by a layoff shall have the right to displace (bump) a less senior employee in the same classification or a less senior employee in a classification in which the employee previously worked and has established seniority. An employee who assumes a position through bumping shall be compensated according to the salary schedule in place for the position he/she assumed.

- 5.3-6 If an employee affected by a layoff bumps into a classification in which he/she has already established seniority, his/her seniority in that classification shall be computed by adding together time worked in both classifications.
- 5.3-7 For the classification in which a layoff occurs the Board shall prepare a reinstatement list which contains the names of those experiencing a layoff in reverse order of the layoff. The names of employees' placed on the recall list will remain there for 24 months from the day of layoff. After 24 months there shall be no recall rights.
- 5.3-8 When vacancies occur in the classification of the layoff, they shall be offered to employees who are not on layoff as described in the section on VACANCIES in this article. Vacancies that remain will be filled by reinstatement of laid off employees on the reinstatement list in reverse order of the layoff before new employees are hired in that classification. The Board shall recall the employee to vacancies in categories in which he/she has seniority. Reinstatement shall be accepted or declined by the employee in writing within seven days of the mailing of the recall notice. For purposes of this article notice of recall shall be satisfied by the Board posting written notice in the U.S. Mail, postage prepaid, by registered or certified mail to the employee's last address shown on the Board's records.
- 5.3-9 An employee who is recalled will have a forty-(40) working day probationary period. If the employee receives an unsatisfactory evaluation at the end of the forty-(40) day period, he/she shall be returned to the reinstatement list for the remainder of his/her twenty-four (24) month period. An employee recalled to a position which requires a license, a certificate or a similar document will be reinstated only if he/she can produce a valid license or certificate by the day prior to the day the reinstatement is scheduled to be effective.
- 5.3-10 Nothing in this article shall prohibit the Board from filling any position on a temporary basis while implementing a recall.
- 5.3-11 This subsection shall supersede O.R.C. 3319.083. The process for non-renewal of limited contract employees in the first full year of employment with the District shall be accomplished by written notification to the employee on or before April 30, of the Board's intention not to renew the employee's limited contract. For purposes of this subsection, posting written notice in the U.S. mail, postage prepaid, by registered or certified mail to such employee's last address as shown on the Board's records, shall constitute legal notice to such employee.
- 5.3-11a The employee shall be entitled to a meeting with the Board of Education or its designee regarding the decision not to re-employ. No further appeal shall be available to employees non-renewed under this section.

ARTICLE VI LEAVES

- 6.1-1 The Association recognizes the importance of timely notification to the school administrators for the purpose of securing employee replacement.

6.1-2 The Board recognizes that extraordinary circumstances may give cause for special consideration in the administration of the requirements for leave of absence.

6.1-3 Insurance Considerations – An employee on unpaid leave may maintain, at his/her own expense, all or some of the insurance coverage provided by this Contract. In any case, the Board shall continue to provide such coverage for a period of time to include the entire month in which the employee begins his/her leave. The employee who elects to maintain coverage shall be responsible for such coverage, at his/her own expense, beginning with the first full month of his/her leave. Payment of such premium by the employee shall be made to the District Treasurer at least one week prior to the premium due date. The District Treasurer shall let the employee know of the premium due date. Failure of the employee to make such payment may result in loss of insurance benefits. Insurance coverage will not be separated beyond required premium packages.

6.2 **SICK LEAVE**

6.2-1 Employees shall be granted sick leave on the following basis: one and one-quarter (1¼) days for each completed month of service, or fifteen (15) days for each completed year of service. Sick leave shall be accumulated to two hundred sixty (260) days. *Bus driver's sick leave shall be calculated as a five (5) hour day.

6.2-2 Calamity days will not be charged to employees as sick days.

6.2-3 Manner of Calculation – Any sick leave earned and unused in prior employment with another public school district or other agency of the State of Ohio shall, upon presentation of a certified copy stating the number of sick leave days earned and unused from such employers, be transferred to the employees account at the time of employment in the manner prescribed by law.

6.2-4 Approved Use of Sick Leave Days – Sick leave may be used by all employees for those reasons and situations enumerated in the State Statute (O.R.C. 3319.141).

6.2-5 Definition of Immediate Family – As applied to absence because of illness, injury, or death in the employee's immediate family, the immediate family shall include the husband, wife, children, father, mother, brothers, sisters, grandparents, grandchildren, in-laws, aunts, uncles, and any person who is a member of the immediate household. An employee may have significant and continuing responsibility for a person who is virtually a member of the immediate household but who lives at another address. He/she may register this person's name annually with the District Treasurer. If he/she does so, for purposes of this article, that person shall be considered a member of the immediate household.

6.2-6 Use of Sick Leave Procedure – It is the employee's responsibility to submit their request for sick leave on the "Employee Kiosk" system. Each school employee using sick leave shall submit in a timely manner via the kiosk system to their immediate supervisor for approval. Falsification of a statement on a sick leave form is grounds for unpaid suspension or termination of employment. In cases of frequent, extended, or otherwise questionable use, an employee may be required by the Superintendent to furnish a certificate from a licensed physician. If the Board requires a certificate from a physician the Board will bear any expense not covered by health insurance.

6.2-7 Sick Leave Bank – Whenever a member of the classified bargaining unit’s sick days fall to 0, each member who chooses to do so may give one sick day to that person. A member may receive such donation of days only twice during his/her employment. Use of days from the Sick Leave Bank will be considered only after the individual has used all of his/her accumulated sick leave days, has used possible advances of sick leave day, personal days and vacation days.

6.2-8 Supplemental Contracts - An employee who has both a regular employment (limited or continuing) contract and a supplemental contract who is ill and unable to perform the work of his/her regular employment contract shall concurrently be deemed ill and unable to perform the work of his/her supplemental contract. Absent a resignation from the supplemental contract, the ill employee shall not suffer a loss of pay for the portion of the supplemental contract he/she was unable to fulfill due to illness.

6.3 **PERSONAL LEAVE**

6.3-1 All full-time employees shall be allowed four (4) unrestricted days of absence during each school year without loss of pay for personal leave.
*Bus driver’s sick leave shall be calculated as a five (5) hour day.

6.3-2 Personal leave shall not be accumulated.

6.3-3 Requests for personal leave days should be made with as much advance notice as possible. Forty-eight hours notice must be given to the immediate supervisor for use of personal leave except in emergency situations. In the event that fifteen percent (15%) of the employees request the same day for personal leave, the requests will be subject to the approval of the Superintendent.

6.3-4 Calamity days will not be charged to employees as personal days. (Not to exceed 5 days)

6.3-5 Only two (2) employees per classification may use this exception on any day preceding or following the employee’s vacation, holiday or scheduled school vacation period.

6.3-6 He/she must give the supervisor 30 days advanced, written notice of his/her intention to use this exception.

6.3-7 If final approval is necessary, then such approval is to be determined by the Superintendent.

6.3-8 Bargaining unit members who do not use all four (4) personal leave days available to them, shall be paid for one (1) day and/or partial days no less than .25 increments at their daily rate in the second pay of July. Under no circumstances shall personal leave days accumulate. Unpaid leave requests may be approved after all other applicable leaves are exhausted.

6.4 **EMERGENCY LEAVE**

6.4-1 Emergency leave of absence without pay from normal duties, up to a total of five (5) days in the employee's contract year will be granted by the Superintendent upon submission of satisfactory evidence acceptable to the Superintendent of an actual emergency situation.

6.5 **PARENTAL LEAVE**

6.5-1 Pregnancy – A pregnant employee, with some restrictions, has two types of leaves available to her for pregnancy-related conditions: unpaid maternity leave and paid sick leave. Under certain limitations, she may choose to use unpaid maternity leave alone, or to use paid sick leave alone, or to use both types of leaves in combination. The pregnant employee herself shall determine the beginning date for such leave(s).

6.5-2 Maternity Leave – Unpaid Leave – A pregnant employee shall be granted, upon request, unpaid leave not to exceed one (1) year, that is 365 days from the day her unpaid leave begins.

6.5-3 Notification – A pregnant employee is expected to give notification to the Superintendent at least thirty (30) days in advance of the date she anticipates she will begin her leave; her plan for using maternity leave and/or sick leave including the beginning and ending dates for such leaves; and the name of her physician.

6.5-3a If such notification to the Superintendent has already occurred and unforeseen circumstances warrant that the pregnant employee begin her leave earlier than she anticipated, she shall contact the Superintendent as soon as possible to arrange for the necessary change in the beginning dates of her leave.

6.5-3b If such thirty (30) day advance notification has not occurred and unforeseen circumstances warrant that the pregnant employee begin her leave before a thirty (30) day advance notification is possible, she shall contact the Superintendent as soon as possible to arrange for a waiver of the thirty (30) day notice.

6.5-3c Notification shall be satisfied by the employee writing a letter to the Superintendent although the employee may also request a private conference with the Superintendent.

6.5-4 Child Care – Unpaid Leave - For the purpose of child care, the husband, whose wife has just given birth, may request and shall be granted an unpaid parental leave not to exceed one (1) year, that is 365 days from the day the parental leave begins. The employee is expected to give notification to the Superintendent at least thirty (30) days in advance of the date he anticipates he will begin his leave.

6.5-5 Adoption – Upon request, an employee adopting a child who is not enrolled in school shall be granted an unpaid leave of absence not to exceed one year, that is 365 days from the day the parental leave begins. The employee is expected to give notification to the Superintendent at least thirty (30) days in advance of the earliest anticipated date for receipt of the adopted child.

6.5-6 General Conditions for Parental Leaves – An employee who takes leave under this section and returns to work prior to the close of the same school year shall be returned to his/her original position.

6.6 **MEDICAL LEAVE (UNPAID)**

6.6-1 A written application for an unpaid leave of absence or an extension of an unpaid leave of absence for medical reasons must be accompanied by a statement from the attending physician. Said statement must indicate the nature of the illness and definitely recommend that the employee be relieved of duties.

6.7 **FAMILY AND MEDICAL LEAVE (FMLA)**

6.7-1 The Board shall provide Family and Medical Leave in accordance with federal law with the limited exception that unpaid leave may be permitted for an employee to care for the sibling of the employee with a serious health condition in addition to a spouse, child or parent. A member must substitute any of his/her accrued paid leave for Family and Medical Leave when such may be elected by the Board under the federal law. For purposes of this section, the twelve (12) month period is defined as - “the twelve (12) month period measured forward from the date the employee’s first FMLA leave begins.” The employee is entitled to twelve (12) weeks of leave during the twelve (12) month period beginning on the first date FMLA leave is taken. The next twelve (12) month period commences the first time FMLA leave is taken after the completion of any previous twelve (12) month period.

6.8 **ASSAULT LEAVE**

6.8-1 The Board shall grant a paid assault leave not to exceed ten (10) work days per assault, renewable for up to another twenty (20) days at the request of the attending physician per assault, in lieu of paid sick leave, for employees who are disabled due to a physical disability resulting from an assault which occurs in the course of Board employment or which occurs while carrying out an approved school-related assignment. Any amount of salary payable pursuant to this section shall be reduced by the amount of any Worker’s Compensation awarded for temporary disability due to the said assault injury for the period for which such salary is paid. In order to be eligible for a leave, the employee shall be required to submit a physician’s verification that a disabling condition exists due to the assault. The employee shall provide to the Board a statement that indicates the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault, the facts surrounding the assault, and the names of witnesses if known.

6.8-2 An employee who is assaulted and takes time off to visit a doctor or hospital shall have that time charged to assault leave.

6.8-3 Psychological trauma in cases of rape shall suffice for purposes of assault leave.

6.9 **MILITARY SERVICE**

6.9-1 Regular Duty – An employee who is a member of a reserve component of the Armed Forces of the United States and/or the State of Ohio shall be granted leave

of absence from his/her respective duties without loss of pay for such time as he/she is in the military service or field training or active duty for periods not to exceed one hundred seventy six (176) hours in any one (1) calendar year. Employees called to active duty in the uniformed services for longer than a month in a calendar year are entitled to leave and pay as set forth in Ohio Revised Code Section 5923.05. The District and the employee shall continue to contribute to the School Employees Retirement System (SERS) based on the amount of compensation actually paid to the employee during the military leave of absence, subject to any subsequent legislative enactment.

6.9-2 An employee shall be granted a leave without pay when he/she leaves the employment of the Board and within forty (40) days thereafter enters the Armed Forces of the United States. An employee shall be reemployed following such leave if application is made in writing within ninety (90) days of discharge, other than a dishonorable discharge, from active duty. Reemployment shall be under the same type of contract as was formerly held and shall be at the beginning of the next semester, provided application is made not less than thirty (30) days prior to the beginning of the next semester. For the purposes of seniority and placement on the salary schedule, years of absence on extended active duty in the armed services or auxiliaries thereof shall not exceed four (4), and shall be counted as though school services had been performed during such time. The Board may suspend the contract of the employee whose services become unnecessary by reason of the return of an employee from service in the armed services or auxiliaries thereof in accordance with Article V, Seniority, Vacancies, Layoff and Recall.

6.9-3 Upon reinstatement, such employee shall receive credit on the salary schedule for time spent in the military service in accordance with the Ohio Revised Code; however, sick leave is not accumulated during the period of military leave (O.R.C. 3319.14.1).

6.9-4 A copy of the military order directing the employee into service shall be attached to the request for absence on such forms as may be prescribed by the Board.

6.10 **JURY/COURT DUTY**

6.10-1 Any employee who is required to be absent from duty to perform jury service during his/her scheduled work period will suffer no loss of pay for such duty, contingent upon appropriate verification to the Treasurer that such service was rendered by the employee. Mileage and parking, upon verification to the Treasurer, will be reimbursed.

6.10-2 If an employee is subpoenaed by the Board to serve as a witness in a court action, or if an employee is subpoenaed as a witness in an action arising from his/her employment, he/she shall be given a leave of absence with pay for the time required for such appearance(s).

**ARTICLE VII
WORK SCHEDULES AND RELATED MATTERS**

7.1 The employee will work the schedule, route, times, and duties as established and/or modified for him/her by his/her immediate supervisor. It shall be the

responsibility of the immediate supervisor to communicate these and any modifications in them to the employees (written and/or electronic in advance).

7.2 The buildings, facilities, and grounds of the South Range Local School District shall be designated as smoke free areas. There shall be no smoking permitted by bargaining unit members on school property. Substitute/Part Time employees will be informed of this provision in the contract.

7.3 School-related phone calls made from home will be reimbursed upon verification.

ARTICLE VIII INSURANCES

8.1 General Provisions – The Board shall self-insure and/or purchase the insurance coverage which meets or exceeds the specifications set forth below for each employee, so choosing, now or hereinafter employed, and his/her eligible dependents. The Board shall abide by the requirements of the Consolidated Omnibus Budget Reconciliation Act of 1985 P.L. 99-272, Title XXII “Public Health Services Amendments.”

8.2 Carrier – The Board may change carrier(s) for any of the insurance programs contained herein provided that such coverage and services shall not be less than provided on the effective date of this contract. The Association shall be notified thirty (30) days in advance of any proposed change in carriers.

8.3 Term Life Insurance – The Board shall provide one hundred percent (100%) of the premium cost for group term life insurance in the amount of fifty thousand dollars (\$50,000.00) which includes an equal amount fifty thousand (\$50,000.00) of accidental death and dismemberment coverage for each eligible employee now or hereinafter employed.

8.4 Basic Hospitalization/Major Medical Coverage

The board shall provide basic hospitalization/major medical PPO coverage on a non-duplicating basis for all full-time classified employees who regularly work twenty-five (25) or more hours weekly. The board shall provide the premium costs for this coverage except that each bargaining unit member who elects to take hospitalization/major medical coverage shall pay, by payroll deduction over twenty four (24) pays, beginning with the third pay of the contract year.

For the following contract years, employees will contribute the following health care premium percentages: 2015-16 10%; 2016-17 10%; 2017-18 12%.

8.4a **Spousal Coordination Of Benefits (COB)**

Effective September 1, 2009 spouses of employees covered by South Range Schools will be required to join the insurance program for at least single coverage at their place of employment or retirement system/Medicare if it is available at a monthly cost of \$300.00 or less.

Claims for spouses of South Range employees will not be processed by the Mahoning County Consortium third party administrator until a Coordination Of Benefits (COB) form is on file in the South Range Treasurer’s office. South Range Schools employees shall be

responsible for submitting an updated COB form immediately when a change occurs in their spouse's insurance eligibility or existing coverage.

Enrollment of spouses at their place of employment assigns the spouses employer's insurance carrier as primary coverage, but shall not prohibit South Range employees from using South Range coverage as secondary coverage for their spouse if the employee so desires.

- 8.5 Opting-Out of Insurance Coverage -- Any bargaining unit member eligible for family coverage hospitalization, who does not have a spouse who is a full-time employee of the South Range Local Board of Education, and opts not to take the coverage for a complete year shall receive \$1,600.00 for each year. Payment shall be made by June 30 of each year. Nothing shall prevent a bargaining unit member from taking hospitalization during the year, however if he/she chooses to do so, he/she is not eligible for the \$1,600.00 or any fraction thereof.
- 8.5-1 Full time employees of the South Range Local Board of Education who are spouses of each other, who have no dependents, shall each receive single health insurance coverage. Each shall remain eligible for the "opt-out" provision listed in this agreement at .5 per spouse.
- 8.6 Dental Coverage – The employee who regularly works twenty-five (25) hours or more and who chooses dental coverage shall pay ten percent (10%) of the premium through payroll deduction. The Board will pay ninety percent (90%) of the dental insurance. (Appendix B)
- 8.7 Part-time hourly rate employees are not eligible for Board-paid hospitalization benefits or other insurance benefits.

ARTICLE IX SEVERANCE PAY

- 9.1 To be eligible for any payment for unused sick leave severance coverage, the employee must retire from the State Retirement System of Ohio.
- 9.2 An employee who is otherwise eligible but who has less than ten (10) years of continuous South Range employment, but has five (5) or more years shall receive partial benefit according to this schedule: five (5) full years – fifty (50) percent; six (6) full years – sixty (60) percent; seven (7) full years – seventy (70) percent; eight (8) full years – eighty (80) percent; nine (9) full years – ninety (90) percent.
- 9.3 The employee must have been employed for no less than ten (10) years in the South Range School District to receive one hundred (100) percent of the severance benefit.
- 9.4 The employee must give advance notice to the Board no later than one hundred twenty (120) days prior to the date he/she is planning to retire. The Board may waive this requirement at its discretion if, in its opinion, an emergency or extenuating circumstances exists.
- 9.5 Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at the time of retirement.

- 9.6 The Board agrees to give each employee who retires a cash sum upon retirement equal to one-fourth (1/4) the number of days accumulated sick leave at a per diem rate at the time of retirement. The maximum benefit paid under this provision shall be one-fourth (1/4) of two hundred and forty (240) days which is sixty (60) days.
- 9.7 Payment of severance shall be made as follows: one half (1/2) of the total amount of severance shall be paid in the calendar year (tax year) in which the employee retires and one half (1/2) of the total amount of severance pay shall be paid by March 31st of the year following the year in which the employee retires.
- 9.8 Severance pay benefits for an eligible employee who dies while on active pay status or on a leave of absence shall be paid to the member's life insurance beneficiary.

ARTICLE X
LICENSE, CERTIFICATE & RELATED MATTER

- 10.1 The board shall bear the expense for any fingerprinting, driving abstracts, drug tests or other in-service employment related testing required for employees. If the employee has "out of pocket" expenditures for such tests he/she shall receive reimbursement for those "out of pocket" expenses after he/she provides the treasurer with appropriate receipts for those expenditures.
- 10.2 Employees shall be paid their hourly rate for the time they spend taking such tests if the tests are administered outside of the employee's regular scheduled work hours.
- 10.3 The Board will reimburse each practical nurse or registered nurse for cost of one nursing license renewal during the term of this contract upon his/her submitting to the treasurer/CFO a receipt for the expense and proof that the license renewal has been granted.
- 10.4 Employment Conditions -- Whenever one of the following conditions applies to a classified employee during the term of his/her contract it shall constitute grounds for forced unpaid suspension of contract, unpaid leave or termination of contract during the term of individuals contract, at the discretion of the Board.
- 10.4-1 The revocation, expiration, suspension or other loss of any license or certificate with which he/she performs his/her job.
- 10.4-2 Whenever fleet, building contents or liability insurance is denied to the district or the premium for such an insurance is significantly raised because of any problem with the license, driving record, certificate or performance record of such employee(s).
- 10.4-3 For insubordination, serious or consistent failure to perform job related duties, for seriously rude, hostile, or immoral conduct, the Board, upon the recommendation of the Superintendent, and after giving the employee an opportunity to have a hearing in executive session to defend his/her actions, shall be able to suspend an employee without pay for up to ten days.

Nothing in this article shall prohibit the Board from seeking termination of the employee's contract under the provisions of the ORC.

**ARTICLE XI
VACATIONS**

11.1 Vacation times will be scheduled and approved by the employees' immediate supervisor. All regular twelve-month employees shall receive vacation in accordance with the following schedule.

1.	1	to 10 years of service	2 weeks
2.	11	to 19 years of service	3 weeks
3.	20	years of service	4 weeks
4.	21	years of service	4 weeks plus 1 day
5.	22	years of service	4 weeks plus 2 days
6.	23	years of service	4 weeks plus 3 days

11.2 No more than three (3) weeks of vacation shall be taken consecutively.

11.3 There must be one year of service before vacation will begin.

11.4 All eleven-month employees will be entitled to two (2) weeks of vacation for 1 to 10 years of service and three (3) weeks of vacation for eleven (11) and greater years of service.

**ARTICLE XII
HOLIDAYS, OVERTIME AND COMPENSATORY TIME**

12.1 **HOLIDAYS**

12.1-1 Non-executive secretaries, bus drivers, nurses, para-professionals, full-time aides, custodial/maintenance, and cafeteria workers will have seven (7) paid holidays; namely,

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Year's Day
5. Martin Luther King Day *
6. President's Day *
7. Memorial Day

12.1-2 The 11 and 12-month employees shall receive seven (7) of the holidays cited above plus Independence Day.

12.1-3 Eleven (11) and twelve (12) month employees may substitute the day after Thanksgiving and/or the Friday before Easter for either Martin Luther King Day or President's Day (the employee may choose two of these four days). This does not increase the number of paid holidays, but allows greater flexibility in their use.

12.1-4 Employees required to work holidays shall be paid at their regular rate for all hours worked in addition to the holiday pay.

12.1-5 Employees shall not be assigned to work for outside agencies renting school facilities on legal holidays.

12.1-6 Should a holiday fall on a Saturday, the preceding Friday shall be observed as the paid holiday. Should a holiday fall on a Sunday, the following Monday shall be observed as a holiday.

12.2 **OVERTIME AND COMPENSATORY TIME**

12.2-1 Employees shall work reasonable overtime as scheduled by their immediate supervisor. Time and one half (1½) shall be paid for hours actually worked (exclusive of lunch, vacation, sick and personal leave time) in excess for forty hour per week. Jury Duty shall count as hours worked when computing overtime. Overtime must be approved by the employees' immediate supervisor.

12.2-2 In lieu of overtime an immediate supervisor may approve compensatory time on an hour for hour basis in units of no less than one hour. Time worked over 40 hours per week which is to be taken as compensatory time will be given as one and one half (1½) hour of compensatory time for each hour worked. Compensatory time still must be approved by the immediate supervisor. The immediate supervisor shall send a record of the date(s) and hour(s) worked for compensatory time to the district treasurer for each payroll period. He/she shall also send such records when the compensatory time is used. Compensatory time shall not accumulate to more than twenty four (24) hours per year. Compensatory time must be used in the same fiscal year in which it was earned or it is lost. Use of compensatory time shall be scheduled by the employee's immediate supervisor.

12.2-3 When employees are scheduled to work on a Sunday for a group which is not school related, those employees will be paid double time.

12.2-4 Cafeteria employees will be scheduled to work in the kitchen whenever an outside group is using that facility. Regularly employed cafeteria workers will be scheduled. No substitute may be scheduled unless no regularly employed worker is available. Cafeteria workers may donate their time to community groups and waive payment. In such case the employee is still functioning as an employee of the Board in those circumstances. When a cafeteria employee is working in this capacity, he/she is to work along with the persons using the cafeteria as well as direct the proper use of equipment. In such situations the cafeteria worker will be paid fourteen dollars and fifty cents (\$14.50) per hour. Full-time cafeteria workers will be given a twenty (20) minute paid break per day.

12.2-5 Employees who work at open house or similar functions shall be paid at their hourly rate.

12.2-6 **Calamity Days**

Definition: A calamity day is a day when school was scheduled to be open but had to be closed due to bad weather, sickness, utility failure or some other exceptional reason. A calamity day encompasses only the time when students are to attend school.

All Classified employees, other than custodians, working on a calamity day(s) shall be paid at their regular rate for all hours worked in addition to the calamity day pay. Custodians who are called by their supervisor to work on a calamity day when school has been called off shall report for duty and shall work at the regular hourly rate pay in addition to the calamity day pay. All district-wide full-time custodial employees will be asked to report for duty before substitute custodians are called.

Should South Range Local School District utilize all five(5) available calamity days (40 hours), custodians (260 day contract) and 11 month secretaries (241 day contract) must do one of the following options should more calamity days be needed:

1. Report to work
2. Take vacation time
3. Take personal time
4. Take time off without pay
5. Schedule a day to make up time prior to the end of the contract year if steps 1 through 4 have not been completed.

Should South Range Local School District need to utilize more than the five (5) available calamity days (40 hours), custodians (260 day contract) and 11 month secretaries (241 day contract) will be given 2 additional vacation days to compensate for the expectation that they are to work all calamity days in the future.

ARTICLE XIII EXTRA BUS TRIPS AND BUS STORAGE

Effective for the contract school years, bus drivers will be classified into three (3) tiers for compensation and benefit purposes. The following tiers will be recognized:

“Tier 1 Driver” - Work week will be based on an average of 25 hours. Drivers will receive salary and full time benefits as per the contract schedule.

“Tier 2 Driver” - Work week will be based on an average of 25 hours. Drivers will be assigned “extra trips” in preference to Tier 1 and Tier 3 drivers until the additional 185 (178 working days + 7 paid holidays) hours per year are achieved or equivalent to 178 driving hours.

“Tier 3 Driver” – Work week will be based on a four hour (4) work day. Drivers will not be eligible for health care benefits. Tier 3 Drivers will be on a one (1) year probationary period. Tier 3 Drivers will be given preference for future employment as a Tier 1 or Tier 2 driver in the event a vacancy occurs.

*Tier 2 drivers will be monitored to determine if they are progressing at a rate that will permit Tier 2 drivers to achieve 925 hours per year to remain full time eligible. Deficient drivers in terms of not achieving the 925 hours per year to remain full time eligible will be assessed their deficient hourly rate accordingly after the last day of each contract school year through payroll deduction.

- 13.1 All drivers are required to share in taking extra trips, after Tier 2 drivers have obtained their 178 hours towards their 925 hours/year. Trips will be assigned on a rotating basis by the director of transportation. When an extra trip is cancelled with less than four (4) hours before the departure time the driver shall be paid twenty dollars (\$20.00) or two (2) hours credit towards the 925 hour requirement unless the trip is cancelled less than one hour (1) before departure time, in which

case the driver shall be paid fifty dollars (\$50.00) or four (4) hours credit towards the 925 hour requirement. This payment shall be made in the pay period following the one in which the extra trip was taken.

- 13.2 Drivers for extra trips will receive fifty (\$50.00) dollars per trip. Should a trip exceed four (4) hours in length, the driver shall be paid a rate of ten dollars and fifty cents (\$10.50) per hour for each extra hour. The time of a trip is storage to storage, plus fifteen (15) minutes. Drivers, for extra trips, will receive seventy-five dollars (\$75.00) per trip on Sunday. Should a Sunday trip exceed four (4) hours in length, the driver shall be paid at a rate of fifteen dollars and seventy-five cents (\$15.75) per hour for each extra hour.
- 13.3 Ten dollars (\$10.00) a month for a maximum of nine (9) months shall be paid to drivers for bus storage.
- 13.4 The Board of Education will prepare regulations and distribute them to all personnel involved regarding the conduct, condition of clothing and discipline for extra-curricular trips, including athletic events.
- 13.5 Maintenance/repair trips for busses will be fulfilled by the regularly scheduled driver of the bus in need of service. In the event the regularly scheduled driver is unavailable, maintenance trips will be assigned in an equitable manner, to all willing and available full-time drivers and only to the director of transportation if the need arises and paid at a rate of ten dollars and fifty cents (\$10.50) per hour. (Reference article 13.1) Part-time drivers who have a bus regularly assigned to them may be assigned to take that bus or other busses if no full-time driver is available.
- 13.6 Extra trips which ordinarily do not require the driver to abandon his/her regular route will be rotated through the full-time drivers in alphabetical order. Drivers on any approved leave of eleven (11) days or more shall be considered as not available for trips until their return from the approved leave. Those trips not assigned to full-time drivers may be assigned to part-time or substitute drivers. Once assigned, it is the responsibility of the driver to take the trip or find a replacement from the district's regular or substitute drivers.

Bus drivers transporting students as a regular run shall receive his/her full day's pay upon exceeding 178 days worked.

Summer extra trips and maintenance/repair trips shall be assigned, in an equitable manner, to willing and available full-time drivers; and only to the director of transportation if the need arises. The director of transportation will provide a list of available drivers on a rotating basis.

The director of transportation will be permitted to drive a regularly scheduled bus route and may drive extra trips in the event of emergency. The salary of the director of transportation/bus driver will be a combination of the negotiated agreement for bus drivers and the district's negotiated salary for the director of transportation duties.

- 13.7 Day-Long Trips during Regular Route Time
- 13.7-1 Trips in this category will be those which are scheduled for seven (7) hours or more and would cause the regular driver to be unable to drive either the morning route or the afternoon route or both.
- 13.7-2 A roster of volunteers for such “long trips” will be compiled at the beginning of each school year.
- 13.7-3 Trips will be assigned on a regular, rotating basis alphabetically, through the list of volunteers, as such trips arise.
- 13.7-4 Whenever a “long trip” is assigned, that trip will be assigned in lieu of that driver’s next trip in the regular trip rotation.
- 13.7-5 When a “long trip” is assigned, it can be traded, at the discretion of the director of transportation, even with another driver who is not on the volunteer list; or arrangement can be made with a substitute driver. This will be done in the same manner as trips that fall in the regular rotation.
- 13.7-6 All trips in this category will be paid at the driver’s regular hourly rate. He/she shall not be paid for the regular route. Tier 2 drivers may opt for pay or hourly accumulation.
- 13.8 The following items shall apply for overnight trips using a school bus. A full-time driver will be assigned to the overnight trip. For each day that is also a school day he/she shall receive his/her daily rate. An overnight trip shall be defined as one during which the students stay in rented, overnight lodgings. The driver shall be reimbursed for lodging, meals, and fees, which are applicable. The driver shall be paid his/her regular hourly rate. Drivers will be paid a maximum of sixteen (16) hours per twenty-four (24) hour period.
- 13.9 Drivers shall be paid their hourly rate for attending mandatory safety meetings.
- 13.10 School day trips of six (6) hours or more shall be paid at the regular driver’s hourly rate.

**ARTICLE XIV
TRAVEL ALLOWANCE**

- 14.1 Any employee required to use his/her own vehicle in service to the Board shall be paid at the Internal Revenue Service approved rate per mile for actual miles traveled.

**ARTICLE XV
SALARY**

- 15.1 All full-time regular salaried classified employees shall be paid on a twelve-month basis in twenty-six (26) payments of approximately equal amounts.

- 15.2 Whenever a payday and a holiday fall on the same Friday, the checks will be dated for and be available on the Thursday before the Friday holiday.
- 15.3 The district treasurer shall implement a direct deposit program for those classified employees who elect to take a direct deposit. All classified employees hired with an effective date after 7/1/97 shall be paid by direct deposit.
- 15.4 For the purpose of longevity, all regular unbroken employment under contract will be counted.
- 15.5 Employees who are serving on an initial regular contract and who have worked less than a full year under that contract shall be eligible for movement on the salary schedule at the time that all other regular employees in their category are eligible for movement on the salary schedule.
- 15.6 A supplemental contract as “Employee Kiosk Coordinator /Bus Dispatcher. The position will be posted annually with a salary of \$4,000.

SALARY

- 15.6-1 Effective with 2015-16 contract year, years of experience on the salary schedule will be calculated as if it were the 2013-14 contract year. For example, eligible classified employees (those have experienced a prior loss of movement relative to years of experience during a step freeze) will move 2 steps on the years of experience column.

Employees will receive a base salary increase for the following contract years:

2015-16- 1.5%
2016-17-1.5%
2017-18 -1%

*At the end of the second contract year the Board of Education will consider adding an additional step providing there is a positive balance (Step 7 to the SRCEA negotiated classifications)

**FY16 - FY18
Index**

Years	Index
0	1.000
1	1.025
2	1.050
3	1.075
4	1.100
5	1.125
6	1.150
7	1.175

Longevity

Years	Amount
0-10	\$0.00
11-16	\$800.00
17-22	\$1,100.00
23 +	\$2,000.00

Longevity is earned BEGINNING with the 12th year
Counting year "0", the beginning of the twelfth year is year
11.

*(Reference page 20, Article 15.5-1) 2013-2014 contract year

Aides

FY16

Base Salary	\$13,058.00
	Clerical Aide
Yr. 0/Step 0	\$13,058.00
Yr. 1/Step 1	\$13,384.45
Yr. 2/Step 2	\$13,710.90
Yr. 3/Step 3	\$14,037.35
Yr. 4/Step 4	\$14,363.80
Yr. 5/Step 5	\$14,690.25
Yr. 6/Step 6	\$15,016.70

FY17

Base Salary	\$13,254.00
	Clerical Aide
Yr. 0/Step 0	\$13,254.00
Yr. 1/Step 1	\$13,585.35
Yr. 2/Step 2	\$13,916.70
Yr. 3/Step 3	\$14,248.05
Yr. 4/Step 4	\$14,579.40
Yr. 5/Step 5	\$14,910.75
Yr. 6/Step 6	\$15,242.10

FY18

Base Salary	\$13,387.00
	Clerical Aide
Yr. 0/Step 0	\$13,387.00
Yr. 1/Step 1	\$13,721.68
Yr. 2/Step 2	\$14,056.35
Yr. 3/Step 3	\$14,391.03
Yr. 4/Step 4	\$14,725.70
Yr. 5/Step 5	\$15,060.38
Yr. 6/Step 6	\$15,395.05
Yr. 7/Step 7	\$15,729.73

Hs Per Yr.	1295
Hs. Per Day	7
	Plus 1/2 hour duty free lunch
Days Worked	178
Paid Holidays	7
Total Pd. Days	185

FY16

\$13,058.00
Instructional Aide
\$13,058.00
\$13,384.45
\$13,710.90
\$14,037.35
\$14,363.80
\$14,690.25
\$15,016.70

FY17

\$13,254.00
Instructional Aide
\$13,254.00
\$13,585.35
\$13,916.70
\$14,248.05
\$14,579.40
\$14,910.75
\$15,242.10

FY18

\$13,387.00
Instructional Aide
\$13,387.00
\$13,721.68
\$14,056.35
\$14,391.03
\$14,725.70
\$15,060.38
\$15,395.05
\$15,729.73

1295
7
Plus 1/2 hour duty free lunch
178
7
185

Hearing Impaired Aide

FY16

Base Salary	\$22,981.00
	Hearing Impaired Aide
Yr. 0/Step 0	\$22,981.00
Yr. 1/Step 1	\$23,555.53
Yr. 2/Step 2	\$24,130.05
Yr. 3/Step 3	\$24,704.58
Yr. 4/Step 4	\$25,279.10
Yr. 5/Step 5	\$25,853.63
Yr. 6/Step 6	\$26,428.15

FY17

Base Salary	\$23,326.00
	Hearing Impaired Aide
Yr. 0/Step 0	\$23,326.00
Yr. 1/Step 1	\$23,909.15
Yr. 2/Step 2	\$24,492.30
Yr. 3/Step 3	\$25,075.45
Yr. 4/Step 4	\$25,658.60
Yr. 5/Step 5	\$26,241.75
Yr. 6/Step 6	\$26,824.90

FY18

Base Salary	\$23,559.00
	Hearing Impaired Aide
Yr. 0/Step 0	\$23,559.00
Yr. 1/Step 1	\$24,147.98
Yr. 2/Step 2	\$24,736.95
Yr. 3/Step 3	\$25,325.93
Yr. 4/Step 4	\$25,914.90
Yr. 5/Step 5	\$26,503.88
Yr. 6/Step 6	\$27,092.85
Yr. 7/Step 7	\$27,681.83
Hs Per Yr.	1295
Hs. Per Day	7
	Plus 1/2 hour duty free lunch
Days Worked	178
Paid Holidays	7
Total Pd. Days	185

Hearing Impaired Aide - A Hearing Impaired Aide is an employee who is skilled and fluent in sign language used to assist hearing impaired students. He/she must be hired by the Board for the purpose of so assisting hearing impaired student(s) and assigned to assist one or more hearing impaired student(s). If there are no hearing impaired students with an Individual Educational Plan (IEP) which requires a hearing impaired aide, that aide will be transferred to other full time aide duties and placed at the corresponding place on the other full time aide salary schedule.

Bus Drivers

Base Salary	FY16		
	Tier 1	Tier 2	Tier 3
	\$14,138.00	\$14,138.00	\$15.74 Per Hour
	Bus Drivers	Bus Drivers	Bus Drivers
Yr. 0/Step 0	\$14,138.00	\$14,138.00	\$16.34
Yr. 1/Step 1	\$14,491.45	\$14,491.45	\$16.34
Yr. 2/Step 2	\$14,844.90	\$14,844.90	\$16.34
Yr. 3/Step 3	\$15,198.35	\$15,198.35	\$16.34
Yr. 4/Step 4	\$15,551.80	\$15,551.80	\$16.34
Yr. 5/Step 5	\$15,905.25	\$15,905.25	\$16.34
Yr. 6/Step 6	\$16,258.70	\$16,258.70	\$16.34

Base Salary	FY17		
	Tier 1	Tier 2	Tier 3
	\$14,350.00	\$14,350.00	\$15.98 Per Hour
	Bus Drivers	Bus Drivers	Bus Drivers
Yr. 0/Step 0	\$14,350.00	\$14,350.00	\$16.59
Yr. 1/Step 1	\$14,708.75	\$14,708.75	\$16.59
Yr. 2/Step 2	\$15,067.50	\$15,067.50	\$16.59
Yr. 3/Step 3	\$15,426.25	\$15,426.25	\$16.59
Yr. 4/Step 4	\$15,785.00	\$15,785.00	\$16.59
Yr. 5/Step 5	\$16,143.75	\$16,143.75	\$16.59
Yr. 6/Step 6	\$16,502.50	\$16,502.50	\$16.59

Base Salary for FY18
Continued on page 25

Bus Drivers

	FY18		
	Tier 1	Tier 2	Tier 3
Base Salary	\$14,494.00	\$14,494.00	\$16.14 Per Hour
	Bus Drivers	Bus Drivers	Bus Drivers
Yr. 0/Step 0	\$14,494.00	\$14,494.00	\$16.76
Yr. 1/Step 1	\$14,856.35	\$14,856.35	\$16.76
Yr. 2/Step 2	\$15,218.70	\$15,218.70	\$16.76
Yr. 3/Step 3	\$15,581.05	\$15,581.05	\$16.76
Yr. 4/Step 4	\$15,943.40	\$15,943.40	\$16.76
Yr. 5/Step 5	\$16,305.75	\$16,305.75	\$16.76
Yr. 6/Step 6	\$16,668.10	\$16,668.10	\$16.76
Yr. 7/Step 7	\$17,030.45	\$17,030.45	\$16.76
Hs Per Yr.	925	925	740
Hs. Per Day	5	*	4
Days Worked	178	178	178
Paid Holidays	<u>7</u>	<u>7</u>	<u>7</u>
Total Pd. Days	185	185	185

* Tier 2 Drivers will be credited for 4 hours a day for their regular routes. Extra trip hours will be tracked and accumulated until a total 925 hour annual total has been reached. At that point, extra trips will be calculated the same as Tier 3 drivers. See article ___ for specific arrangements.

Food Service

FY16

Base Salary	\$17,240.00
	** Head
	Cook
Yr. 0/Step 0	\$17,240.00
Yr. 1/Step 1	\$17,671.00
Yr. 2/Step 2	\$18,102.00
Yr. 3/Step 3	\$18,533.00
Yr. 4/Step 4	\$18,964.00
Yr. 5/Step 5	\$19,395.00
Yr. 6/Step 6	\$19,826.00

FY17

Base Salary	\$17,499.00
	** Head
	Cook
Yr. 0/Step 0	\$17,499.00
Yr. 1/Step 1	\$17,936.48
Yr. 2/Step 2	\$18,373.95
Yr. 3/Step 3	\$18,811.43
Yr. 4/Step 4	\$19,248.90
Yr. 5/Step 5	\$19,686.38
Yr. 6/Step 6	\$20,123.85

FY18

Base Salary	\$17,674.00
	** Head
	Cook
Yr. 0/Step 0	\$17,674.00
Yr. 1/Step 1	\$18,115.85
Yr. 2/Step 2	\$18,557.70
Yr. 3/Step 3	\$18,999.55
Yr. 4/Step 4	\$19,441.40
Yr. 5/Step 5	\$19,883.25
Yr. 6/Step 6	\$20,325.10
Yr. 7/Step 7	\$20,766.95

Hs Per Yr.	1309
Hs. Per Day	7
Days Worked	180
Paid Holidays	7
Total Pd. Days	187

Maintenance

	FY16	
Base Salary	\$32,593.00	\$24,388.00
	Custodians	Custodial Asst.
Yr. 0/Step 0	\$32,593.00	\$24,388.00
Yr. 1/Step 1	\$33,407.83	\$24,997.70
Yr. 2/Step 2	\$34,222.65	\$25,607.40
Yr. 3/Step 3	\$35,037.48	\$26,217.10
Yr. 4/Step 4	\$35,852.30	\$26,826.80
Yr. 5/Step 5	\$36,667.13	\$27,436.50
Yr. 6/Step 6	\$37,481.95	\$28,046.20

	FY17	
Base Salary	\$33,082.00	\$24,754.00
	Custodians	Custodial Asst.
Yr. 0/Step 0	\$33,082.00	\$24,754.00
Yr. 1/Step 1	\$33,909.05	\$25,372.85
Yr. 2/Step 2	\$34,736.10	\$25,991.70
Yr. 3/Step 3	\$35,563.15	\$26,610.55
Yr. 4/Step 4	\$36,390.20	\$27,229.40
Yr. 5/Step 5	\$37,217.25	\$27,848.25
Yr. 6/Step 6	\$38,044.30	\$28,467.10

	FY18	
Base Salary	\$33,413.00	\$25,002.00
	Custodians	Custodial Asst.
Yr. 0/Step 0	\$33,413.00	\$25,002.00
Yr. 1/Step 1	\$34,248.33	\$25,627.05
Yr. 2/Step 2	\$35,083.65	\$26,252.10
Yr. 3/Step 3	\$35,918.98	\$26,877.15
Yr. 4/Step 4	\$36,754.30	\$27,502.20
Yr. 5/Step 5	\$37,589.63	\$28,127.25
Yr. 6/Step 6	\$38,424.95	\$28,752.30
Yr. 7/Step 7	\$39,260.28	\$29,377.35

Hs Per Yr.	2080	2080
Hs. Per Day	8	8
	Plus 1/2 hour duty-free lunch	
Days Worked	252	252
Paid Holidays	8	8
Total Pd. Days	260	260

Nurses

FY16

Base Salary	\$18,083.00	\$20,098.00
	LPN	RN
Yr. 0/Step 0	\$18,083.00	\$20,098.00
Yr. 1/Step 1	\$18,535.08	\$20,600.45
Yr. 2/Step 2	\$18,987.15	\$21,102.90
Yr. 3/Step 3	\$19,439.23	\$21,605.35
Yr. 4/Step 4	\$19,891.30	\$22,107.80
Yr. 5/Step 5	\$20,343.38	\$22,610.25
Yr. 6/Step 6	\$20,795.45	\$23,112.70

FY17

Base Salary	\$18,354.00	\$20,399.00
	LPN	RN
Yr. 0/Step 0	\$18,354.00	\$20,399.00
Yr. 1/Step 1	\$18,812.85	\$20,908.98
Yr. 2/Step 2	\$19,271.70	\$21,418.95
Yr. 3/Step 3	\$19,730.55	\$21,928.93
Yr. 4/Step 4	\$20,189.40	\$22,438.90
Yr. 5/Step 5	\$20,648.25	\$22,948.88
Yr. 6/Step 6	\$21,107.10	\$23,458.85

FY18

Base Salary	\$18,538.00	\$20,603.00
	LPN	RN
Yr. 0/Step 0	\$18,538.00	\$20,603.00
Yr. 1/Step 1	\$19,001.45	\$21,118.08
Yr. 2/Step 2	\$19,464.90	\$21,633.15
Yr. 3/Step 3	\$19,928.35	\$22,148.23
Yr. 4/Step 4	\$20,391.80	\$22,663.30
Yr. 5/Step 5	\$20,855.25	\$23,178.38
Yr. 6/Step 6	\$21,318.70	\$23,693.45
Yr. 7/Step 7	\$21,782.15	\$24,208.53

Hrs. Per Yr.	1128	1128
Hrs. Per Day	6	6
Paid Holidays	7	7
Days Worked	181	181
Paid Holidays	7	7
Total Paid Days	188	188

Para-Professional

FY16

Base Salary	\$15,135.00
	Para-Pro
Yr. 0/Step 0	\$15,135.00
Yr. 1/Step 1	\$15,513.38
Yr. 2/Step 2	\$15,891.75
Yr. 3/Step 3	\$16,270.13
Yr. 4/Step 4	\$16,648.50
Yr. 5/Step 5	\$17,026.88
Yr. 6/Step 6	\$17,405.25

FY17

Base Salary	\$15,362.00
	Para-Pro
Yr. 0/Step 0	\$15,362.00
Yr. 1/Step 1	\$15,746.05
Yr. 2/Step 2	\$16,130.10
Yr. 3/Step 3	\$16,514.15
Yr. 4/Step 4	\$16,898.20
Yr. 5/Step 5	\$17,282.25
Yr. 6/Step 6	\$17,666.30

FY18

Base Salary	\$15,516.00
	Para-Pro
Yr. 0/Step 0	\$15,516.00
Yr. 1/Step 1	\$15,903.90
Yr. 2/Step 2	\$16,291.80
Yr. 3/Step 3	\$16,679.70
Yr. 4/Step 4	\$17,067.60
Yr. 5/Step 5	\$17,455.50
Yr. 6/Step 6	\$17,843.40
Yr. 7/Step 7	\$18,231.30

Hs Per Yr. 1379

Hs. Per Day 7

Plus 1/2 hour duty-free
lunch

**Days
Worked** 190

**Paid
Holidays** 7

**Total Pd.
Days** 197

Secretaries

FY16

Base Salary	\$29,550.00
	11 Month
Yr. 0/Step 0	\$29,550.00
Yr. 1/Step 1	\$30,288.75
Yr. 2/Step 2	\$31,027.50
Yr. 3/Step 3	\$31,766.25
Yr. 4/Step 4	\$32,505.00
Yr. 5/Step 5	\$33,243.75
Yr. 6/Step 6	\$33,982.50

FY17

Base Salary	\$29,993.00
	11 Month
Yr. 0/Step 0	\$29,993.00
Yr. 1/Step 1	\$30,742.83
Yr. 2/Step 2	\$31,492.65
Yr. 3/Step 3	\$32,242.48
Yr. 4/Step 4	\$32,992.30
Yr. 5/Step 5	\$33,742.13
Yr. 6/Step 6	\$34,491.95

FY18

Base Salary	\$30,293.00
	11 Month
Yr. 0/Step 0	\$30,293.00
Yr. 1/Step 1	\$31,050.33
Yr. 2/Step 2	\$31,807.65
Yr. 3/Step 3	\$32,564.98
Yr. 4/Step 4	\$33,322.30
Yr. 5/Step 5	\$34,079.63
Yr. 6/Step 6	\$34,836.95
Yr. 7/Step 7	\$35,594.28

Hrs. Per Yr.	1928
Hrs. Per Day	8

Days Worked	233
Paid Holidays	8
Total Pd. Days	241

All building level secretaries shall be paid for 8 hours a day exclusive of a 30 minute lunch.

**ARTICLE XVI
EVALUATIONS**

- 16.1 All full time classified employees shall be evaluated by their immediate supervisor according to this schedule:
- 16.1-1 Employees in an initial contract:
--- a first evaluation: after the first 90 days of service
--- a second evaluation during the initial contract
- 16.1-2 Employees on a two year contract:
--- at least annually
- 16.1-3 Employees on a continuing contract:
--- shall have the right to a yearly evaluation at his/her request.
- 16.2 Any employee who has received one or more “U” – unsatisfactory ratings on an evaluation shall be evaluated again not sooner than 10 days following his/her receiving the unsatisfactory evaluation nor longer than 90 days after receiving the unsatisfactory evaluation. Except that this second evaluation shall not be necessary if the board of education elects either to not renew or to terminate the contract of the employee who received an unsatisfactory evaluation.

**ARTICLE XVII
GRIEVANCE PROCEDURE**

- 17.1 For the purpose of this agreement, the term “grievance” is defined as a dispute between the Board and an employee concerning the interpretation and/or application of any provision of this Agreement. When a grievance arises, the following procedure shall be observed.

STEP 1 – An employee having a grievance shall discuss it verbally with his/her supervisor within ten (10) days after the employee has knowledge of the event.

STEP 2 – If the grievance is not resolved at Step 1, the employee shall obtain a Board approved grievance form from his/her supervisor which he/she will complete in triplicate. This form shall contain all details of the grievance. The employee shall submit the written grievance to the Superintendent or his/her designee within thirty (30) days from the employee’s knowledge of the event.

STEP 3 – If the grievance is not resolved at Step 2 of this procedure, the Superintendent or his/her designee and the grievant and his/her designee, if any, shall meet within five (5) working days after the grievance is denied in Step 2 by the Superintendent. The Superintendent or his/her designee shall give an answer to the grievant and the President of the South Range Classified Employees Association, in writing, on the reverse side of the grievance form.

STEP 4 – If the grievance is not resolved at Step 3 of this procedure, the grievance form shall be filed with the President of the Board of Education or his/her designee within five (5) working days. The Board, the Superintendent and the

grievant shall meet within ten (10) working days after the grievance has been filed with the Board. The President of the Board or his/her designee shall give his answer to the grievant and the President of the South Range Classified Employees Association, in writing, within ten (10) working days after the parties last meeting.

**ARTICLE XVIII
CONSISTENCY WITH LAW**

- 18.1 If any provision of an agreement between the Board and the Association shall be found contrary to law, then such provision of application shall not be deemed to be valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. If it is mutually agreed that changes are to be made in the negotiated Agreement while it is in force, such changes will be made by the negotiation process.

**ARTICLE XIX
DURATION OF AGREEMENT**

This contract represents the full understanding and commitment between the parties and replaces all previous agreements both written and/or implied. This contract shall be in effect at midnight (12:01 A.M.) on July 1, 2015 and shall continue in full force and effect until midnight June 30, 2018.

**SOUTH RANGE CLASSIFIED
EMPLOYEES ASSOCIATION**

**SOUTH RANGE BOARD
OF EDUCATION**

Debra J. Heaberlin
Deena Suszczynski
Edward Heaberlin Jr
Ruin Peterson
Sandy Sembo
Janet L. Noble
Shirley M. Gougeon

Al [unclear]
Amy White
[unclear]
Phillip R. Murray
[unclear]
James R. Phillips
[unclear]

HR KIOSK Screen Shots

Personal and Sick Leave:

New Leave Request Cancel CLEAR SUBMIT

Absences FYTD 14.5 Day(s)

Job Active - BUS DRIVER

Leave Type Personal Leave Sub Category -- Select Sub Category --

Balance before request 2.50 Day(s) [See your Personal Leave Requests](#)

Reason

0 of 1000

Start Date (use MM/DD/YYYY format) Start Time 08 : 00 AM

End Date (use MM/DD/YYYY format) End Time 04 : 30 PM

Leave Requested In Day(s) .000

Phone Where You Can be Reached For Questions (419) 456-7894 Full Notification

Relating to This Request

Comments pertaining to this Leave Request

0 of 4000

Enter the name(s) and contact information, if available, for any possible Substitute(s) you would like to have called below. Also, enter any NOTES to the Substitute.

Substitute Needed?

Supervisor's Name: BUGS E BUNNY Supervisor's Email: kiosksuper@mcoecn.org
Request Status: Initiated

Professional Leave:

New Leave Request Cancel CLEAR SUBMIT

Absences FYTD 14.5 Day(s)

Job Active - BUS DRIVER

Leave Type Professional Sub Category -- Select Sub Category --

Reason

0 of 1000

Start Date (use MM/DD/YYYY format) Start Time 08 : 00 AM

End Date (use MM/DD/YYYY format) End Time 04 : 30 PM

Leave Requested In Day(s) .000

Phone Where You Can be Reached For Questions (419) 456-7894 Full Notification

Relating to This Request

Comments pertaining to this Leave Request

0 of 4000

Enter the name(s) and contact information, if available, for any possible Substitute(s) you would like to have called below. Also, enter any NOTES to the Substitute.

Substitute Needed?

Supervisor's Name: BUGS E BUNNY Supervisor's Email: kiosksuper@mcoecn.org
Request Status: Initiated

File(s) to Attach

Click button below to select file(s) to be attached to this Leave Request.

Professional Leave Details / Expense

Event Location (Address)

Vendor Location (Address)

City State Zip Code City State Zip Code

Purpose of Leave / Leave Description

0 of 500

Estimated Costs

Registration Fees: 0 Primary Budget Account XReference
(e.g. [3, 123.34] [1, 002] [3456.78])

Lodging Amount: 0
(e.g. [3, 123.34] [1, 002] [3456.78])

Meals Amount: 0
(e.g. [3, 123.34] [1, 002] [3456.78])

Other Expenses Amount: 0 Primary Budget Account XReference
(e.g. [3, 123.34] [1, 002] [3456.78])

Mileage Amount: 0 Primary Budget Account XReference
(e.g. [3, 123.34] [1, 002] [3456.78])

Total Leave Amount: 0 Primary Budget Account XReference
(e.g. [3, 123.34] [1, 002] [3456.78])

Primary Budget Account Code

Fund	Function	Object	Special Cost Center	Subject	Operati Unit	Instruct Level	Job Assignment
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Calculate Clear Amounts

MAHONING COUNTY SCHOOL CONSORTIUM : Plan 1
 Summary of Benefits and Coverage: What This Plan Covers & What It Costs

Coverage Period: 07/01/2015 - 06/30/2016

Coverage for: Single or Family | Plan Type: PPO



This is only a summary. If you want more detail about your coverage and costs, you can get the complete terms in the policy or plan document at MedMutual.com/SBC or by calling 800.431.2583.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	\$250/single,\$500/family Network \$500/single,\$1,000/family Non-Network Doesn't apply to coinsurance, copays and network preventive care	You must pay all the costs up to the <u>deductible</u> amount before this plan begins to pay for covered services you use. Check your policy or plan document to see when the <u>deductible</u> starts over (usually, but not always, January 1st). See the chart starting on page 2 for how much you pay for covered services after you meet the <u>deductible</u> .
Are there other deductibles for specific services?	No	You don't have to meet <u>deductibles</u> for specific services, but see the chart starting on page 2 for other costs for services this plan covers.
Is there an out-of-pocket limit on my expenses?	Yes. Coinsurance Limit: \$400/single,\$800/family Network \$1,000/single,\$2,000/family Non-Network Out-of-pocket Limit: \$6,600/single,\$13,200/family Network Unlimited/single,Unlimited/family Non-Network	The <u>out-of-pocket limit</u> is the most you could pay during a coverage period (usually one year) for your share of the cost of covered services. This limit helps you plan for health care expenses. The coinsurance limit is included in the <u>out-of-pocket limit</u> .
What is not included in the out-of-pocket limit?	Premiums, balance-billed charges and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
Is there an overall annual limit on what the insurer pays?	No	The chart starting on page 2 describes any limits on what the plan will pay for <u>specific</u> covered services, such as office visits.
Does this plan use a network of providers?	Yes. See MedMutual.com/SBC or call 800.431.2583 for a list of participating providers.	If you use an in-network doctor or other health care <u>provider</u> , this plan will pay some or all of the costs of covered services. Be aware, your in-network doctor or hospital may use an out-of-network <u>provider</u> for some services. Plans use the term in-network, <u>preferred</u> , or participating for <u>providers</u> in their <u>network</u> . See the chart starting on page 2 for how this plan pays different kinds of <u>providers</u> .
Do I need a referral to see a specialist?	No	You can see the <u>specialist</u> you choose without permission from this plan.

Questions: Call 800.431.2583 or visit us at MedMutual.com/SBC.

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800.431.2583 to request a copy.

MAHONING COUNTY SCHOOL CONSORTIUM : Plan 1

Coverage Period: 07/01/2015 - 06/30/2018

Summary of Benefits and Coverage: What This Plan Covers & What It Costs

Coverage for: Single or Family | Plan Type: PPO

Are there services this plan doesn't cover?	Yes	Some of the services this plan doesn't cover are listed on page 5. See your policy or plan document for additional information about excluded services .
---	-----	---



- **Copayments** are fixed dollar amounts (for example, \$15) you pay for covered health care, usually when you receive the service.
- **Coinsurance** is your share of the costs of a covered service, calculated as a percent of the **allowed amount** for the service. For example, if the plan's **allowed amount** for an overnight hospital stay is \$1,000, your **coinsurance** payment of 20% would be \$200. This may change if you haven't met your **deductible**.
- The amount the plan pays for covered services is based on the **allowed amount**. If an out-of-network **provider** charges more than the **allowed amount**, you may have to pay the difference. For example, if an out-of-network hospital charges \$1,500 for an overnight stay and the **allowed amount** is \$1,000, you may have to pay the \$500 difference. (This is called **balance billing**.)
- This plan may encourage you to use Network **providers** by charging you lower **deductibles, copayments** and **coinsurance** amounts.

Common Medical Event	Services You May Need	Your Cost If You Use a Network Provider	Your Cost If You Use a Non-Network Provider	Limitations and Exceptions
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	\$10 copay/visit	30% coinsurance	-----none-----
	Specialist visit	\$10 copay/visit	30% coinsurance	-----none-----
	Other practitioner office visit (Chiropractic)	10% coinsurance	30% coinsurance	(36 visits per benefit period)
	Other practitioner office visit (Acupuncture)		Not Covered	Excluded Service
	Preventive care/ screening/ immunization	No charge	30% coinsurance	-----none-----
If you have a test	Diagnostic test (x-ray)	10% coinsurance	30% coinsurance	-----none-----
	Diagnostic test (blood work)	10% coinsurance	30% coinsurance	-----none-----
	Imaging (CT/PET scans, MRIs)	10% coinsurance	30% coinsurance	-----none-----

Questions: Call 800.431.2583 or visit us at MedMutual.com/SBC. If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800.431.2583 to request a copy.

Appendix Form B

MAHONING COUNTY SCHOOL CONSORTIUM : Plan 1

Coverage Period: 07/01/2015 - 06/30/2016

Summary of Benefits and Coverage: What This Plan Covers & What it Costs

Coverage for: Single or Family | Plan Type: PPO

Common Medical Event	Services You May Need	Your Cost If You Use a Network Provider	Your Cost If You Use a Non-Network Provider	Limitations and Exceptions
If you need drugs to treat your illness or condition More information about prescription drug coverage is available at MedMutual.com/SBC	Generic copay - retail /Rx	\$5	Does Not Apply	Covers up to a 30-day supply
	Generic copay - home delivery /Rx	\$10	Does Not Apply	Covers up to a 90-day supply
	Formulary copay - retail /Rx	\$15	Does Not Apply	Covers up to a 30-day supply
	Formulary copay - home delivery /Rx	\$30	Does Not Apply	Covers up to a 90-day supply
	Non-Formulary copay - retail /Rx	\$25	Does Not Apply	Covers up to a 30-day supply
	Non-Formulary copay - home delivery /Rx	\$50	Does Not Apply	Covers up to a 90-day supply
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	10% coinsurance	30% coinsurance	-----none-----
	Physician/surgeon fees (Outpatient)	10% coinsurance	30% coinsurance	-----none-----
If you need immediate medical attention	Emergency room services	\$50 copay/visit, deductible, 10% coinsurance		-----none-----
	Emergency medical transportation	10% coinsurance		-----none-----
	Urgent care	\$10 copay/visit	30% coinsurance	-----none-----
If you have a hospital stay	Facility fee (e.g., hospital room)	10% coinsurance	30% coinsurance	-----none-----
	Physician/ surgeon fee (inpatient)	10% coinsurance	30% coinsurance	-----none-----
If you have mental health, behavioral health, or substance abuse needs	Mental/Behavioral health outpatient services	Benefits paid based on corresponding medical benefits		-----none-----
	Mental/Behavioral health inpatient services	Benefits paid based on corresponding medical benefits		-----none-----
	Substance use disorder outpatient services (alcoholism)	Benefits paid based on corresponding medical benefits		-----none-----
	Substance use disorder outpatient services (drug use)	Benefits paid based on corresponding medical benefits		-----none-----
	Substance use disorder inpatient services (alcoholism)	Benefits paid based on corresponding medical benefits		-----none-----
	Substance use disorder inpatient services (drug use)	Benefits paid based on corresponding medical benefits		-----none-----

Questions: Call 800.431.2583 or visit us at MedMutual.com/SBC.

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800.431.2583 to request a copy.

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MAHONING COUNTY SCHOOL CONSORTIUM : Plan 1

Summary of Benefits and Coverage: What This Plan Covers & What it Costs

Coverage Period: 07/01/2015 - 06/30/2016

Coverage for: Single or Family | Plan Type: PPO

Common Medical Event	Services You May Need	Your Cost If You Use a Network Provider	Your Cost If You Use a Non-Network Provider	Limitations and Exceptions
If you are pregnant	Prenatal and postnatal care	10% coinsurance	30% coinsurance	-----none-----
	Delivery and all inpatient services	10% coinsurance	30% coinsurance	-----none-----
If you need help recovering or have other special health needs	Home health care	10% coinsurance	30% coinsurance	(90 visits per benefit period)
	Rehabilitation services (Physical Therapy)	10% coinsurance	30% coinsurance	-----none-----
	Habilitation services (Occupational Therapy)	10% coinsurance	30% coinsurance	-----none-----
	Habilitation services (Speech Therapy)	10% coinsurance	30% coinsurance	-----none-----
	Skilled nursing care	10% coinsurance	30% coinsurance	(120 days per benefit period)
	Durable medical equipment	10% coinsurance	30% coinsurance	-----none-----
	Hospice service	10% coinsurance	30% coinsurance	-----none-----
	Eye exam (Child)	No charge	30% coinsurance	-----none-----
If your child needs dental or eye care	Glasses		Not Covered	Excluded Service
	Dental check-up (Child)		Not Covered	Excluded Service

Questions: Call 800.431.2583 or visit us at MedMutual.com/SBC. If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800.431.2583 to request a copy.

MAHONING COUNTY SCHOOL CONSORTIUM : Plan 1
Summary of Benefits and Coverage: What This Plan Covers & What it Costs

Coverage Period: 07/01/2015 - 06/30/2016

Coverage for: Single or Family | Plan Type: PPO

Excluded Services & Other Covered Services:

Services Your Plan Does NOT Cover (This isn't a complete list. Check your policy or plan document for other <u>excluded services</u>.)		
<ul style="list-style-type: none">• Acupuncture• Cosmetic Surgery• Dental check-up (Child)• Dental Care (Adult)	<ul style="list-style-type: none">• Glasses• Hearing Aids• Infertility Treatment• Long-Term Care	<ul style="list-style-type: none">• Non-emergency care when traveling outside the U.S.• Routine Foot Care• Weight Loss Programs

Other Covered Services (This isn't a complete list. Check your policy or plan document for other covered services and your costs for these services.)		
<ul style="list-style-type: none">• Bariatric Surgery• Chiropractic Care	<ul style="list-style-type: none">• Private-Duty Nursing	<ul style="list-style-type: none">• Routine Eye Care (Adult)

Your Rights to Continue Coverage:

If you lose coverage under the plan, then, depending upon the circumstances, Federal and State laws may provide protections that allow you to keep health coverage. Any such rights may be limited in duration and will require you to pay a premium, which may be significantly higher than the premium you pay while covered under the plan. Other limitations on your rights to continue coverage may also apply.

For more information on your rights to continue coverage, contact the plan at 800.431.2583. You may also contact your state insurance department, the U.S. Department of Labor, Employee Benefits Security Administration at 866.444.3272 or www.dol.gov/ebsa, or the U.S. Department of Health and Human Services at 877.267.2323 X61565 or www.ccoio.cms.gov.

Questions: Call 800.431.2583 or visit us at MedMutual.com/SBC.

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800.431.2583 to request a copy.

MAHONING COUNTY SCHOOL CONSORTIUM : Plan 1
Summary of Benefits and Coverage: What This Plan Covers & What It Costs

Coverage Period: 07/01/2015 - 06/30/2016
Coverage for: Single or Family | Plan Type: PPO

Your Grievance and Appeals Rights:

If you have a complaint or are dissatisfied with a denial of coverage for claims under your plan, you may be able to **appeal** or file a **grievance**. For questions about your rights, this notice, or assistance, you can contact the plan at 800.431.2583.

Does this Coverage Provide Minimum Essential Coverage?

The Affordable Care Act requires most people to have health care coverage that qualifies as "minimum essential coverage." **This plan or policy does provide minimum essential coverage.**

Does this Coverage Meet the Minimum Value Standard?

The Affordable Care Act establishes a minimum value standard of benefits of a health plan. The minimum value standard is 60% (actuarial value). This health coverage **does meet the minimum value standard for the benefits it provides.**

————— *To see examples of how this plan might cover costs for sample medical situations, see the next page.* —————

Questions: Call 800.431.2583 or visit us at MedMutual.com/SBC.
If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800.431.2583 to request a copy.

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MAHONING COUNTY SCHOOL CONSORTIUM : Plan 1
Coverage Examples

Coverage Period: 07/01/2015 - 06/30/2016

Coverage for: Single or Family | Plan Type: PPO

About these Coverage Examples:

These examples show how this plan might cover medical care in given situations. Use these examples to see, in general, how much financial protection a sample patient might get if they are covered under different plans.



This is not a cost estimator.

Don't use these examples to estimate your actual costs under this plan. The actual care you receive will be different from these examples, and the cost of that care will also be different.

See the next page for important information about these examples.

Having a baby (normal delivery)	
<ul style="list-style-type: none"> Amount owed to providers: \$7,540 Plan Pays \$6,630 Patient Pays \$910 	
Sample care costs:	
Hospital charges (mother)	\$2,700
Routine obstetric care	\$2,100
Hospital charges (baby)	\$900
Anesthesia	\$900
Laboratory tests	\$500
Prescriptions	\$200
Radiology	\$200
Vaccines, other preventive	\$40
Total	\$7,540
Patient Pays:	
Deductibles	\$300
Copays	\$10
Coinsurance	\$400
Limits or exclusions	\$200
Total	\$910
<p>These numbers assume that the patient does not use an HRA or FSA. If you participate in an HRA or FSA and use it to pay for out-of-pocket expenses, then your costs may be lower. For more information about your HRA or FSA, please contact your employer group.</p>	

Managing Type 2 diabetes (routine maintenance of a well-controlled condition)	
<ul style="list-style-type: none"> Amount owed to providers: \$5,400 Plan Pays \$4,960 Patient Pays \$440 	
Sample care cost:	
Prescriptions	\$2,900
Medical Equipment and Supplies	\$1,300
Office Visits and Procedure	\$700
Education	\$300
Laboratory tests	\$100
Vaccines, other preventive	\$100
Total	\$5,400
Patient Pays:	
Deductibles	\$100
Copays	\$300
Coinsurance	\$0
Limits or exclusions	\$40
Total	\$440
<p>Note: These numbers assume the patient is participating in our diabetes wellness program. If you have diabetes and do not participate in the wellness program, your costs may be higher. For more information about the diabetes wellness program, please contact: 800.431.2583.</p>	

Questions: Call 800.431.2583 or visit us at MedMutual.com/SBC.
 If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800.431.2583 to request a copy.

MAHONING COUNTY SCHOOL CONSORTIUM : Plan 1**Coverage Examples**

Coverage Period: 07/01/2015 - 06/30/2016

Coverage for: Single or Family | Plan Type: PPO

Questions and answers about Coverage Examples:**What are some of the assumptions behind the Coverage Examples?**

- Costs don't include premiums.
- Sample care costs are based on national averages supplied by the U.S. Department of Health and Human Services, and aren't specific to a particular geographic area or health plan.
- Patient's condition was not an excluded or preexisting condition.
- All services and treatments started and ended in the same coverage period.
- There are no other medical expenses for any member covered under this plan.
- Out-of-pocket expenses are based only on treating the condition in the example.
- The patient received all care from in-network providers. If the patient had received care from out-of-network providers, costs would have been higher.

What does a Coverage Example show?

For each treatment situation, the Coverage Example helps you see how deductibles, copayments, and coinsurance can add up. It also helps you see what expenses might be left up to you to pay because the service or treatment isn't covered or payment is limited.

Does the Coverage Example predict my own care needs?

No. Treatments shown are just examples. The care you would receive for this condition could be different, based on your doctor's advice, your age, how serious your condition is, and many other factors.

Does the Coverage Example predict my future expenses?

No. Coverage Examples are **not** cost estimators. You can't use the examples to estimate costs for an actual condition. They are for comparative purposes only. Your own costs will be different depending on the care you receive, the prices your providers charge, and the reimbursement your health plan allows.

Can I use Coverage Examples to compare plans?

Yes. When you look at the Summaries of Benefits and Coverage for other plans, you'll find the same Coverage Examples. When you compare plans, check the "Patient Pays" box on each example. The smaller that number, the more coverage the plan provides.

Are there other costs I should consider when comparing plans?

Yes. An important cost is the premium you pay. Generally, the lower your premium, the more you'll pay in out-of-pocket costs, such as copayments, deductibles, and coinsurance. You should also consider contributions to accounts such as health savings accounts (HSAs), flexible spending arrangements (FSAs) or health reimbursement accounts (HRAs) that help you pay out-of-pocket expenses.

Questions: Call 800.431.2583 or visit us at MedMutual.com/SBC.

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800.431.2583 to request a copy.

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SCHEDULE OF BENEFITS/DENTAL

Dental Expense Coverage

Calendar Year Deductible \$25.00 per Person
 \$75.00 per Family

Benefit Percentage

Diagnostic, Preventative 100%; no deductible
 Basic Restorative 80%
 Oral Surgery 80%
 Major Restorative Prosthodontics 50%
 Orthodontics 60%; no deductible

Annual Maximum \$750.00 Per Person

Other Maximums

Orthodontics \$1,000.00 Per Person
 (Lifetime)

Eligible Dependents Covered to Age 26, if totally dependent

Effective Date of Coverage Date of hire provided
 written application is within
 ten (10) working days
 following employment

DENTAL SERVICES

Diagnostic and Preventative

Oral Exams and Cleaning
 Fluoride Treatment
 Emergency Pain Treatment
 Space Maintainers
 Diagnostic X-Rays

Oral Surgery

Impacted Teeth/Extractions
 General Anesthesia
 (medically necessary)
 Oral Surgical Procedures

Basic Restorative

Fillings – Amalgam, Silicate, Acrylic
 Root Canal Therapy, Endodontia
 Treatment of Gum Disease
 Repair of Bridgework and Dentures
 Extractions

Orthodontia

Full-Banded Orthodontia
 Treatment
 Appliance for Tooth Guidance
 Retention Appliances – Not in
 connection with full-banded treatment

Major Restorative

Inlays, Onlays, Gold Fillings, Crowns
 Initial Installation of Fixed Bridgework
 Installation of Partial or Full Dentures
 Replacement of Existing Bridgework or Dentures

All covered charges are subject to usual, customary and reasonable fees.