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**COLLECTIVE BARGAINING
AGREEMENT**

BETWEEN THE

**GRANVILLE EDUCATION
ASSOCIATION**

AND THE

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

JULY 1, 2017 through JUNE 30, 2020

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ARTICLE 1 – PROCEDURAL AGREEMENT

RECOGNITION

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

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

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

Unless otherwise specified, the term "Superintendent" in the Agreement means the District Superintendent or the Superintendent's designee.

BARGAINING PROCEDURE

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

the Superintendent to the Association President. A mutually convenient initial meeting date shall be set following receipt of the request.

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

ARTICLE 2 - MANAGEMENT RIGHTS

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

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

ARTICLE 3 - GRIEVANCE PROCEDURE

A. PURPOSE AND OBJECTIVES

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

B. DEFINITION

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

C. GENERAL PROVISIONS

1. An individual grievance shall be initiated by the bargaining unit member so aggrieved.
2. A group grievance may be initiated by the Association on an alleged violation that affects two (2) or more bargaining unit members in like manner.
3. An alleged violation should first be discussed informally with the appropriate administrator prior to initiation of the grievance procedure.
4. The Association shall be available to assist any member in preparing the proper and complete information necessary to expedite the procedure.
5. A grievant has the right to be accompanied at any step of the grievance process by a representative of his/her choice, provided notification is given at least two (2) days in advance to the appropriate administrator.
6. Time limits given shall be considered as maximums, unless otherwise extended by written mutual agreement.
7. Failure of the grievant to appeal within the specified time limits shall mean the grievant has accepted the decision reached at the level from which no appeal is taken.
8. Failure of the Administration to respond in the time limit stated shall mean the grievance goes to the next level.
9. A grievance may be initiated at Level III when it has been determined by the immediate supervisor that the subject is not within his/her realm of

responsibility or control. Grievances initiated at this level must be lodged within thirty (30) days as set forth in Level Two of Section D below.

10. Nothing contained in this procedure shall be construed as limiting the individual rights of a member, having a complaint or problem, to discuss the matter with members of the Administration through normal channels of communication.
11. For the purpose of this Article, a day shall be any day that the District administrative offices are open for business including such days during the summer recess except that no day in July shall count as a day. It is also agreed that if, during the summer recess, the employee's immediate supervisor (at Level Two) or the Superintendent (at Level Three) is off work on a particular day, that day will not count as a day.
12. No reprisal shall be made against any party involved in the use of this grievance procedure.
13. A grievance may be withdrawn at any level without prejudice or record.
14. No record, document, or communication concerning a grievance shall be placed in the personnel file of any participants.

D. PROCEDURES

1. Level One

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

2. Level Two

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

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

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

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

3. Level Three

If the grievance is not resolved at Level Two, the grievant may appeal in writing to the Superintendent. The appeal may also be initiated if the immediate supervisor has not responded within the time limit provided, but no appeal can be made more than seven (7) days after the supervisor has made a written response. The Superintendent and grievant shall meet and the Superintendent shall render a written decision within seven (7) days of receipt of the appeal.

4. Level Four

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

ARTICLE 4 - ASSOCIATION RIGHTS

- A. 1. The Association shall have the right to use school buildings without charge for Association meetings after the teacher workday at times the custodian is normally on duty.
2. The Association will comply with all District procedures regarding written applications and reservations for building use. Association meetings shall not interfere with instructional or extracurricular activities.

- B.
 - 1. The Association may use school equipment provided the equipment is not required for any school business or prior activity and the Association reimburses the Board for all reasonable expenses.
 - 2. All consumable supplies will be provided by the Association. School building supplies will not be utilized without prior approval of the building principal.
 - 3. The Association assumes financial responsibility for all loss or damage to school equipment which is caused by Association use.
- C. The Association may use the inter-school mail service and District email. All applicable postal regulations will be adhered to. The Association will pay all actual costs incurred by the Board if the Board is required to charge for this privilege.
- D. The Association may use designated bulletin boards in employee areas where students are not generally present.
- E. The Treasurer shall provide the following payroll deductions for bargaining unit members:
 - 1. Dues for the Association and its affiliates.
 - a. Written authorization must be provided by the member. The Association Treasurer shall submit all authorizations to the Board Treasurer prior to October 10th.
 - b. Authorization will continue in succeeding years unless a written withdrawal is given to the Board Treasurer between September 1st and September 30th. The Treasurer will notify the Association President of all withdrawals.
 - c. Any member who leaves employment before all dues are paid shall have the remaining dues owed deducted from the last paycheck and forwarded to the Association.
 - 2. Hospitalization and insurance as provided in this Agreement and authorized by the Board and other group insurance as authorized by the members.
 - 3. State Teachers Retirement System (STRS) contributions and School Employees Retirement System (SERS) contributions.
 - 4. Annuity and deferred compensation programs in compliance with the District annuity plan and Internal Revenue Service (IRS) regulations.
 - 5. Fund for Children and Public Education (FCPE).

6. Credit Union.
 7. Members shall have direct deposit of payroll to any financial institution which is a member of the Federal Reserve Bank Automated Clearinghouse system.
 8. Other programs as approved by the members and the Board.
- F. The Association will hold the Board and the Treasurer harmless for all Association dues and FCPE deductions made under these provisions.
 - G. The Association shall receive a copy of the Board agenda before each regular Board meeting, a copy of the approved Board minutes, the Treasurer's approved monthly financial report, the adopted appropriations measure, the County Auditor's amended certificate, and the County Auditor's approved budget. These shall be sent to the Association President.
 - H. The Association shall have the right to address the Board at each meeting before the Board votes on any issue of concern to the Association.
 - I. The Association President will be provided a copy of the Board policy book. Subsequent updates will be provided at the same time District administrators receive them.

ARTICLE 5 - INDIVIDUAL CONTRACTS

- A. All bargaining unit members shall receive written contracts including the following information:
 1. Name of employee;
 2. Name of school district;
 3. Type of contract;
 4. Duration of limited contracts;
 5. Salary to be paid for teachers. Salary to be paid and basis used to determine the amount (number of hours, number of days) for support staff employees. If the contract is longer than one (1) year, such information shall only be provided for the first year.
 6. Appropriate signatures and dates.
- B.
 1. Upon initial employment, a member shall be notified of his/her assignment for the coming school year.

2. No teacher will be assigned permanently to a position for which he/she is not properly certificated/licensed.

ARTICLE 6 - EMPLOYMENT

A. TEACHER CONTRACTS

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

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

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

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

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

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

2. A teacher issued a contract of less duration than stated in paragraph A 1 above shall be told the reasons, in writing, and such reasons shall be based on evaluation.
3. A teacher who expects to fulfill all requirements for a continuing contract must be in the last year of his or her contract during the year in which s/he will be considered for a continuing contract. Therefore, the teacher may request a

contract of shorter duration than stated in paragraph A 1 above. Such request must be submitted in writing to the teacher's building principal/supervisor with a copy to the Superintendent no later than March 1 of the year prior to being considered for a continuing contract and may be withdrawn prior to Board action. Such requests shall be granted.

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

B. SUPPORT STAFF CONTRACTS

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

ARTICLE 7 - PARENTAL COMPLAINT

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

3. In each of the steps above, a member and/or parent may request and be accompanied by counsel and/or representative of his/her choosing provided notification is given by either party to the other no less than twenty-four (24) hours in advance of the meeting.
 4. All complaints received by a Board member or the Superintendent which may result in action being taken against the member shall be referred to the employee's immediate supervisor.
 5. In the event of an uncooperative complaining parent, the above procedure will still be followed to the maximum extent possible with the further understanding that no action will be taken against a member on the basis of the complaint unless its allegations are independently corroborated by credible evidence.
- C. Any parental complaints which are placed in official personnel files shall be treated in accordance with the appropriate provisions of this Agreement. All such complaints must be signed and dated. A copy of any such document shall be given to the member(s) involved at the time they are placed in the personnel file.

ARTICLE 8 - PERSONNEL FILES

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

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

ARTICLE 9 - SICK LEAVE

- A. Sick leave may be earned at the rate of 1.25 days per month or a total of fifteen (15) days per year. A maximum of two hundred ten (210) days of sick leave may be accumulated or transferred into the District. Notwithstanding the amendment to ORC Section 3319.141 effected by 2011 House Bill 153 as to part-time employees, sick leave for part-time bargaining unit members will continue to be earned and accrued in accordance with the parties' past practice; for example, an employee regularly scheduled to work four (4) hours per day earns fifteen (15) four (4) hour days of leave per year.
- B. Each bargaining unit member shall be credited with ten (10) days sick leave to be borrowed from future accumulation if sick leave runs out, or, if as a new member, no sick leave has been accumulated. If a member ends Board employment having used advanced but unearned sick leave, the per diem amount of any unearned sick leave used shall be deducted from the last pay check issued by the Board.
- C. Sick leave may be used for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the employee's immediate family.
- D. The use of accumulated sick leave for parental leave purposes will be granted at the employee's request, not to exceed fifteen (15) work days. Such leave is to be used within the first forty-five (45) calendar days after the birth or adoption of a child.

- E. Accumulated sick leave may be used for maternity purposes during the six (6) calendar weeks immediately following the birth of the employee's child. Additional leave will be granted with a physician's certification of the need for additional days. An employee who uses sick leave under this Section is not eligible for leave under Section D of this Article.
- F. Immediate family shall include the employee's spouse, parents, child, sister, brother and members of the immediate family. For purposes of death in the immediate family, grandparents, grandchildren, a spouse's parents, brothers or sisters may be included. In addition, upon advance approval of the Superintendent, sick leave may be used for the death of another person who has established a similar relationship to the employee. "Spouse" includes an employee's same-sex partner if the partners were married in a jurisdiction that permits and recognizes same-sex marriages, and "child" includes the child of such a partner.
- G. Sick leave may be used in one-half ($\frac{1}{2}$) day or one (1) day increments. A quarter ($\frac{1}{4}$) day increment may be used only with approval of the bargaining unit member's immediate supervisor.
- H. Bargaining unit members shall file notification for the use of sick leave in accordance with Board procedures. After three (3) consecutive days of absence, the Administration may request medical documentation of the illness.

I. SICK LEAVE BANK

The Board and Association hereby agree to establish a Sick Leave Bank on the following basis:

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

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

2. A committee comprised of the Superintendent, the President of the Association, one (1) building principal chosen by the Superintendent, and one (1) Association member chosen by the Association President, shall administer the Bank and shall approve applications at its discretion by a majority vote.

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

which they will repay the days they have been forwarded.

ARTICLE 10 - PERSONAL LEAVE

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

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

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

- B. If a written request for personal leave is submitted to the member's immediate supervisor as soon as possible but no later than ten (10) days in advance, except in emergency situations, it shall be granted. If it is submitted less than ten (10) days in advance, then a reason must be stated and the approval is subject to the availability of a substitute. Day one (1) will begin the day after the request is submitted to the immediate supervisor.
- C. Personal leave will be approved for three (3) consecutive days if requested. However, personal leave may not be used on the workday immediately preceding or following a holiday or vacation, unless approved by the immediate supervisor under one of the exceptions identified in Section E of this Article.
- D. No more than ten percent (10%) of bargaining unit members regularly assigned to a building or department (whichever applies) may take personal leave on a particular day, unless approved by the immediate supervisor under one of the exceptions identified in Section E of this Article. For this purpose, a teacher regularly assigned to more than one building will be considered a member of the building in which the teacher has a regular classroom or, if the teacher has no regular classroom or has multiple classrooms, the building in which he/she spends a majority of his/her work time.
- E. Personal leave will not normally be taken during the first seven (7) or last seven (7) school days of the year. In addition, personal leave may not be used on Central Day or on a teacher-in-service day. Exceptions to this shall be: attendance at a wedding, attendance at graduation ceremonies, transportation of immediate family to and from college, or military service.
- F. Personal leave may not be used in less than one-half ($\frac{1}{2}$) day increments.

- G. The Board agrees to permit an employee to convert or cash-in any remaining personal days in one (1) of two (2) ways:

1. All remaining days convert to sick days on a one-to-one ratio.
2. Days may be cashed in as outlined below.

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

Reimbursement shall be at the following levels:

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

The District shall distribute a personal leave election form to each employee no later than the first Friday in May annually. The form must be submitted in writing to the Treasurer no later than May 31st or the last teacher work day, whichever is earlier. The payment will occur in the first regular pay in June.

ARTICLE 11 - PROFESSIONAL LEAVE

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

D. PROFESSIONAL LEAVE AND PRACTICE COMMITTEES

1. Each building in the District where bargaining unit members are employed shall have a Professional Leave Committee. The committee consists of team leaders, the principal and the Assistant Superintendent.
2. The Board shall appropriate money annually for professional leave. Funding for professional leave will be two hundred dollars (\$200) times the number of

full time teachers. Such money shall be divided to each building on a per capita basis.

3. The Building Professional Leave Committee will be responsible for administering professional leave money in a manner it prescribes. The cost of substitutes shall not be deducted from funds designated for professional leave.
4. The Committee shall develop written guidelines for the use of and reimbursement for professional leave. Such guidelines shall be distributed to all members within the building by September 15th of each year.
5. At least twenty-five percent (25%) of each building allocation shall be set aside for administrative assignment.
6. Allocation of monies for coaches clinics shall, as in the past, be the responsibility of the athletic department.
7. Members shall be reimbursed within fifteen (15) days from the date of submission of required information.
8. The District will convene, on a regular basis, a Professional Practice Committee composed of a minimum of one (1) Team Leader from each building and two (2) or more administrators. This Committee will review proposed professional development and initiative(s) to be implemented during the school year. The Committee will discuss and attempt in good faith to reach a consensus on the adoption and implementation of initiatives and professional development strategies. The Administration has the right to implement initiatives and strategies if consensus cannot be achieved.

ARTICLE 12 - MILITARY LEAVE

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

ARTICLE 13 - SABBATICAL LEAVE

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

- A. A plan for professional growth must accompany the request, and evidence that the plan was followed must be presented following the absence.
- B. Sabbatical leave shall be for one (1) or two (2) semesters only.

- C. Only one (1) such leave may be granted for each five (5) years of District service. Three (3) continuous years of service are required prior to application.
- D. The maximum part salary shall be the difference between the employee's expected salary plus benefits and the cost salary plus benefits of the replacement(s).
- E. To be eligible for part payment of salary, the employee must return to Board employment for at least one (1) year, unless the employee has twenty-five (25) years of teaching experience.
- F. No more than five percent (5%) of the teaching staff may be granted sabbatical leave simultaneously.
- G. No leave will be granted to an individual for a second time if other employees have filed a request for sabbatical leave.
- H. Employees granted sabbatical leave shall continue on the employee roster and shall receive all insurance benefits provided by the Board.
- I. Experience credit shall accrue during sabbatical leave.

ARTICLE 14 - UNPAID LEAVE

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

5. Any use of leave for a purpose other than stated in the approved application may be grounds for termination of the employee's contract.
6. Members returning from leave shall be granted the appropriate contract status. The member is required to notify the Superintendent, not later than May 1st of his/her intent to return.

C. CHILD CARE LEAVE

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

1. The leave shall be for a period of up to twelve (12) consecutive months immediately following the birth, adoption, or foster placement of a child with the employee. If the employee has used sick leave under Article 9, Section D or E of this Agreement, such leave will commence immediately following the use of such leave. A non-12-month employee must return to work from such leave at the beginning of a grading period, unless otherwise mutually agreed.
 2. As determined by physician and member, the leave shall be extended for one (1) additional school year upon request of the member to the Board.
 3. Subsequent to the termination of leave, application for reinstatement may be made by the member at any time during the school year and the member may be reinstated by mutual agreement.
 4. Upon return from child care leave, the member shall be entitled to the appropriate contract status.
 5. Where the group policy permits, a member on leave may continue to participate in those benefits which are provided other members by payment of the group rate for such benefits.
 6. The same provisions for child care leave will be granted to a member who adopts or fosters a child.
- D. A short term leave of normally not longer than five (5) days duration may be granted by the Superintendent for unusual and extenuating circumstances. The conditions in Section B 1 and 2 of this Article are not applicable to short term leave.
- E. Nothing in this Agreement shall waive the Board's responsibility to abide by all provisions of The Family and Medical Leave Act of 1993.

ARTICLE 15 - ASSAULT LEAVE

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

ARTICLE 16 - ASSOCIATION LEAVE

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

ARTICLE 17 - SENIORITY

- 1.
 - a. Seniority shall be defined as length of continuous service in the District from the member's most recent date of hire as a bargaining member, whether full- or part-time.
 - b. It is mutually understood that if a driver in the Transportation Department who is without a current Class B CDL subsequently attains a Class B CDL, the driver at that point will be treated as a new bus driver for purposes of this Article.

2. Seniority shall continue to accrue during the time members are on approved leaves of absence and during the time members are on the recall list.
3. Seniority will be broken when a member resigns, retires, is non-renewed or terminated for cause. If a member's contract is non-renewed and the member is subsequently rehired prior to the first work day of the succeeding school year, there shall not be a break in seniority.
4. Time spent in a non-bargaining unit position shall not constitute a break in seniority, but such time will not be counted in computing seniority.
5. Not later than October 15th of each school year, the Superintendent shall provide the Association with a list showing the seniority of each bargaining unit member. Separate lists shall be prepared for the support staff members and certificated/licensed members.
 - a. The seniority lists shall be prepared according to certification/classification and shall state each member's most recent date of hire and the type of contract held (limited or continuing).
 - b. The following classifications shall be recognized for support staff members:
 - i. Bus Drivers;
 - ii. Secretaries;
 - iii. Mechanics;
 - iv. Educational Aides;
 - v. Special Education Aides;
 - vi. Technology Aides;
 - vii. Non-State Certified Nurses;
 - viii. Theater Manager.
 - c. Each member shall have a period of thirty (30) days after posting of the seniority lists in which to advise the Superintendent in writing of any inaccuracies which affect his/her seniority. Said lists will be sent by email to all bargaining unit members. The Superintendent shall investigate all reported inaccuracies and make such adjustments as may be in order and provide copies of the updated lists immediately.

- d. A tie in seniority shall occur when two (2) or more members have the same amount of seniority credit as determined by the seniority list. Ties will be broken by the following method to determine the most senior member:
 - i. The member with the earliest date of Board action to employ; then
 - ii. The member having signed and returned the contract at the earliest date; then
 - iii. By the flip of a coin.

ARTICLE 18 - REDUCTION IN FORCE

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

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

As soon as possible after notification, a meeting shall be scheduled between representatives of the Association and the Superintendent to review the appropriate data. The Association shall be given the opportunity to present its recommendation to the Board. Such recommendation shall only be advisory in nature and shall in no way limit the Board's right to implement a reduction in force in accordance with this Agreement.

- B. The Superintendent shall prepare a formal list indicating the specific position(s) to be abolished. This statement shall be prepared prior to implementation of the reduction in force.
- C. Reductions shall first be made by utilizing resignations and retirements.
- D. If further reductions are made, they shall be accomplished by the Board suspending contracts based on the recommendation of the Superintendent, which recommendation will be in accordance with the requirements of ORC Section 3319.17 as to teaching members and in accordance with the requirements of ORC Section 3319.172 as to support staff members.

- E. The recommendation as to teaching members shall give preference to members on continuing contracts and the recommendation as to support staff members shall give preference to members on continuing contracts.
- F. As to support staff members, continuing contract status and system-wide seniority shall be the basis of any reduction in force. As to teaching members, the provisions of ORC Section 3319.17 shall control.
- G. A member whose contract is suspended shall be given written notification, by either hand delivery or certified mail return receipt requested, that his/her employment will be suspended and the reason for suspension. This notification shall occur within ten (10) days after Board action implementing the reduction in force.
- H. Members whose contracts are suspended will be given preferential consideration as substitutes in accordance with law.
- I. A support staff member who is removed under these provisions shall have the right to transfer ("bump") to another classification if a vacancy exists there or if an individual with lesser seniority in the District is employed in that area. No support staff member shall have the right to "bump" into another classification unless the member is currently qualified for the position. A teaching member may bump an individual in another area of licensure/certification who has less seniority in the District only if and to the extent permitted by ORC Section 3319.17. There shall be no bumping between teachers and support staff members.
- J. Teachers removed under these provisions shall be recalled for vacant positions for which they are certificated/licensed in the reverse order of their removal, provided the teacher has remained current in that area of certification/licensure by teaching or by additional course work within such area. Support staff members shall be recalled for vacant positions for which they are qualified in the reverse order of their removal. Such right shall be granted for thirty-six (36) months following the suspension.
- K. Members on the recall list shall have their insurance coverage paid by the Board for the first three (3) months of the reduction in force. Members may thereafter continue medical and life insurance coverage at their own expense as provided by law.
- L. When a recall of members is to be made, all qualifying members will be notified in writing via certified mail. Any member who fails to respond within fourteen (14) calendar days of receipt or rejects the offer will terminate recall rights. The recall shall be made from those who respond by using the reverse order of removal. Recall rights may be terminated if the member fails to keep a correct mailing address on file with the Superintendent's office.

- M. Employees new to the District shall not be employed until after members qualified under this Article are offered the positions.
- N. Upon recall, members shall be placed in the appropriate place on the regular salary schedule and all rights and benefits earned prior to the reduction in force shall be reinstated.
- O. The Board agrees not to employ interns or six (6) hour certificate employees, or to contract out bargaining unit work, if such employment may cause a reduction in force or prevent the recall of an employee on the recall list.
- P. Members teaching in specialty areas, including but not limited to, art, music, physical education, speech pathology, counseling, special education, ISGI, and nurses, shall possess a license/certificate in the specialty area.
- Q. During the implementation of a reduction in force, no reassignment or transfer shall occur that will cause a more senior member to be laid off before a less senior member or prevent the recall of a member on the recall list.
- R. Qualifications for a bargaining unit position shall not be upgraded to prevent the recall of a laid-off employee.
- S. It is understood for purposes of this Article that "days" means calendar days.

ARTICLE 19 - SALARY

A. TEACHER SALARY

1. On July 1, 2017, the base teacher salary will be \$36,927, computed on the indexes contained in Appendix C of this Agreement. On July 1, 2018, the base teacher salary will be adjusted to \$37,666. On July 1, 2019, the base teacher salary will be adjusted to \$38,513. Teachers did not receive vertical step credit for District service in the 2012/2013 school year.
2. Any teacher with less than a Master's degree and more than 12 years of service who was precluded from receiving a longevity salary increase under the parties' 2014-17 Collective Bargaining Agreement is now eligible for longevity increases under this Agreement, with the further understanding that such a teacher cannot move more than one step under the Teacher Salary Schedule at any time. The 2014-17 prohibition on receiving longevity salary increases if the teacher has less than a Master's degree after 12 years of service is mutually recognized to be no longer operable.
 - a. To convert quarter hours to semester hours, multiply the number of quarter hours by two-thirds ($\frac{2}{3}$ or 0.66).

- b. The twenty-five (25) graduate semester hours must be taken after the receipt of the Master's Degree. Undergraduate semester hours may qualify at the discretion of the Superintendent.
 - c. The forty (40) graduate semester hours must be taken after the receipt of the Master's Degree. Undergraduate semester hours may qualify at the discretion of the Superintendent.
- 3. Every teacher holding National Board Certification shall receive a one thousand dollar (\$1,000) lump sum stipend for each year in which such certification is maintained, payable on the last pay day in June.
- 4. A School Nurse who is licensed/certified as a School Nurse by the Ohio Department of Education and who is hired by the Board as a licensed/certified School Nurse will continue to be compensated under the Teacher Salary Schedules appearing in Appendix C of this Agreement.
- 5. Persons hired by the Board as support staff employees who provide nursing-related services to District students and are Health Clinic Aides will be compensated in accordance with the Health Clinic Aide salary schedule appearing in Appendix C of this Agreement. More specifically:
 - a. A Health Clinic Aide who has not earned a Bachelor's degree will be compensated under the appropriate "Without BA" column of the Health Clinic Aide salary schedule;
 - b. A Health Clinic Aide with a Bachelor's degree at the time of hire by the Board will be compensated under the appropriate "With BA" column of the Health Clinic Aide salary schedule;
 - c. A Health Clinic Aide who earns a Bachelor's degree after being hired by the Board will be moved from the "Without BA" column to the appropriate "With BA" column of the attached schedule following conferral of the degree; the timing of the move to the "With BA" column will be implemented in accordance with the principles appearing in the first paragraph of Article 26, Section C of this Agreement; and
 - d. It is further understood that an employee hired as a Health Clinic Aide will continue to be compensated under the Health Clinic Aide salary schedule irrespective of whether the employee subsequently attains licensure from the Ohio Department of Education as a School Nurse.

6. A bargaining unit member who performs summer intervention tutoring services, who teaches a for-credit class in a Board approved graded course of study, or who performs other student instructional work not addressed in paragraph 1 above during the summer recess will be compensated at a rate equal to the average per diem rate calculated on the basis of Steps 0 through 10 in the MA column of the Teacher Salary Schedule for that school year. This per diem will be converted to an hourly rate for work less than a full day. Thus, based on the Teacher Salary Schedules appearing in Appendix C:

The per diem and hourly rates for the summer of 2017 are, respectively, \$301.03 and \$38.84.

The per diem and hourly rates for the summer of 2018 are, respectively, \$307.05 and \$39.62.

The per diem and hourly rates for the summer of 2019 are, respectively, \$313.96 and \$40.51.

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

7. Any teacher, who is a member of any Board-approved curriculum committee that meets beyond the regular school workday or year, shall be compensated at the following hourly rate of \$20.00.

B. SUPPORT STAFF SALARY

1. All support staff new hires may be granted up to ten (10) years of prior work experience for the purpose of initial placement on the salary schedule, at the discretion of the Superintendent.
2. Support staff shall be paid at time and one-half (1-½) for all hours worked in excess of forty (40) hours per week and for all hours worked on Sunday, so long as approved in advance by the member's immediate supervisor.
3. An employee may choose to use compensatory time in lieu of overtime pay. Compensatory time shall be granted at the rate of one and one-half (1-½) the actual number of hours worked for all situations in paragraph B 2 above. Compensatory time may be accumulated to a maximum of forty (40) hours. Compensatory time usage requests shall be granted for any days school is not in session. Compensatory time usage requests for days school is in session may be limited to only one (1) employee per building at a time if operational needs necessitate such a limitation.

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

Effective July 1, 2017	2.0%
Effective July 1, 2018	2.0%.
Effective July 1, 2019	2.25%.

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

- C. Performance Pay Committee** A committee composed of three (3) bargaining unit members appointed by the Association and three (3) members appointed by the Superintendent will be convened for the purpose of researching and assessing the concept of pay based on performance.

ARTICLE 20 - SUPPLEMENTAL SALARIES

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

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

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

- E. All supplemental contracts are in addition to teaching contracts and shall be for the period of the current school year (July 1 - June 30).
- F. No teacher shall be required to accept a supplemental contract, except the following teacher positions which are listed below with corresponding supplemental contracts:
 - 1. Head Band Director: Marching Band Director and Instrumental Music I
 - 2. Assistant Band Director: Assistant Marching Band Director and Instrumental Music II
 - 3. Orchestra: Orchestra Performances
 - 4. Vocal Music HS: HS Vocal Music Performances.
 - 5. Vocal Music MS: MS Vocal Music Performances
 - 6. High School Drama: Theater Arts Producer & Director
 - 7. Intermediate Music: Intermediate Music Performances
 - 8. Elementary Music: Elementary Music Performances
 - 9. Robotics Design Instructor: Robotics Supplemental
- G. Membership in professional organizations which are required for student participation, honors or awards, shall be paid by the Board as set forth below. Additional memberships may be allowed in keeping with this Article.

ACTIVITY

Music - 3

French - 3

Latin

Spanish

Industrial Arts

ORGANIZATION

Ohio Music Educators Association

National Association of Teachers of French

Ohio Classical Conference
American Classical League

American Association of Teachers of Spanish and Portuguese

Ohio Industrial Arts Technology
Education Association

Central Ohio Industrial Arts Technology
Education Association

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

- H. On supplemental contracts, the approximate time period during which the duty is to be performed and the period over which payment is to be made shall be stated. If the holder of a supplemental contract is being recommended for that supplemental for the succeeding school year, he/she will be so notified in writing by:
1. the Board's regular January meeting if the supplemental is for a seasonal autumn position;
 2. the Board's regular April meeting if the supplemental is for a seasonal winter position;

3. the Board's regular June meeting if the supplemental is for a seasonal spring position.

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

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

0. Support Staff Supplementals

1. A support staff employee approved for a supplemental position will be paid for that supplemental position at an hourly rate. The hourly rate shall be the then-current minimum wage in Ohio. The overtime rate of time and one-half will be paid for any hours worked in excess of forty (40) per work week. The overtime premium rate will be calculated based on the regular straight-time rate of the job that resulted in the overtime – in the case of a supplemental position worked by a support staff employee, that straight-time rate is Ohio's minimum wage.
2. The District will establish the maximum number of hours allocated for each supplemental position filled by a support staff employee for the season or activity in

question. The employee must have advance District administrative approval to work any hours in excess of the established standard for the supplemental position.

3. A support staff employee must submit individual time sheets detailing the hours and dates worked at the supplemental position. The building principal or athletic director will verify and sign all time sheets. Teachers, as opposed to support staff employees, will be paid as provided elsewhere for in this Article.
- a. As to a support staff employee's contract for a position included in the supplemental salary schedule appearing within Articles 21 and 22 of this Agreement, should the employee's total earnings for the supplemental position be lower than the scheduled salary amount shown the Board shall then make a payment adjusting the hourly rate for the last pay so that the total of the employee's straight-time and overtime earnings for the supplemental position equal the scheduled salary amount appearing in Articles 21 and 22 for that position.

P. Period Substitute Pay

The Administration shall make an attempt to secure substitutes for teachers or educational aides on approved leave and/or who are absent from the building. If unable to secure a sub, the Board shall pay \$18.82 effective 7/1/17, and \$19.20 effective 7/1/18, and \$19.63 effective 7/1/19 for each class period where a teacher must relinquish his/her planning period or lunch to substitute within the building and/or must assume the responsibility of supervising ten (10) or more students from an absent teacher's class or educational aide's study hall when such students are not normally scheduled with that teacher.

ARTICLE 21 - SUPPLEMENTAL SALARY TABLES

Salaries are computed using the BA Base salary in effect on July 1, 2017 (\$36,927), July 1, 2018 (\$37,666), and July 1, 2019 (\$38,513).

SUPPLEMENTAL SALARY TABLE

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

EFFECTIVE JULY 1, 2017
BA Base \$36,927

2018									
Base 17/18	\$36,927								
	Group 0	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Years 0 - 4	\$5,539	\$4,431	\$3,508	\$2,954	\$2,400	\$1,846	\$1,477	\$1,108	\$923
5-9	\$6,278	\$5,539	\$4,431	\$3,877	\$3,139	\$2,400	\$2,031	\$1,662	\$1,477
10-14	\$7,385	\$6,647	\$5,354	\$4,801	\$3,877	\$2,954	\$2,585	\$2,216	\$2,031
15-19	\$8,493	\$7,755	\$6,278	\$5,724	\$4,616	\$3,508	\$3,139	\$2,770	\$2,585
20+	\$9,601	\$8,862	\$7,201	\$6,647	\$5,354	\$4,062	\$3,693	\$3,323	\$3,139

EFFECTIVE JULY 1, 2018

BA Base \$37,666

2019									
Base 18/19	\$37,666								
	Group 0	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Years 0 - 4	\$5,650	\$4,520	\$3,578	\$3,013	\$2,448	\$1,883	\$1,507	\$1,130	\$942
5-9	\$6,403	\$5,650	\$4,520	\$3,955	\$3,202	\$2,448	\$2,072	\$1,695	\$1,507
10-14	\$7,533	\$6,780	\$5,462	\$4,897	\$3,955	\$3,013	\$2,637	\$2,260	\$2,072
15-19	\$8,663	\$7,910	\$6,403	\$5,838	\$4,708	\$3,578	\$3,202	\$2,825	\$2,637
20+	\$9,793	\$9,040	\$7,345	\$6,780	\$5,462	\$4,143	\$3,767	\$3,390	\$3,202

EFFECTIVE JULY 1, 2019

BA Base \$38,513

2020									
Base 19/20	\$38,513								
	Group 0	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Years 0 - 4	\$5,777	\$4,622	\$3,659	\$3,081	\$2,503	\$1,926	\$1,541	\$1,155	\$963
5-9	\$6,547	\$5,777	\$4,622	\$4,044	\$3,274	\$2,503	\$2,118	\$1,733	\$1,541
10-14	\$7,703	\$6,932	\$5,584	\$5,007	\$4,044	\$3,081	\$2,696	\$2,311	\$2,118
15-19	\$8,858	\$8,088	\$6,547	\$5,970	\$4,814	\$3,659	\$3,274	\$2,888	\$2,696
20+	\$10,013	\$9,243	\$7,510	\$6,932	\$5,584	\$4,236	\$3,851	\$3,466	\$3,274

ARTICLE 22 - SUPPLEMENTAL SALARY GROUPING

Group 0

Head Basketball – Boys
Head Basketball – Girls
Head Football
Marching Band Director
Theater Arts Producer & Director

Group 1

Head Soccer – Boys
Head Soccer – Girls
Head Volleyball
Head Cheerleading Advisor – Fall & Winter
Instrumental Music I (Concerts, contests, pep band)
Organic Garden & Land Lab Manager

Group 2

Head Baseball
Head Bowling
Head Cross Country
Head Field Hockey
Head Golf
Head Lacrosse – Boys
Head Lacrosse – Girls
Head Softball
Head Swimming – Boys
Head Swimming – Girls
Head Tennis – Boys
Head Tennis – Girls
Head Track
Head Wrestling
Instrumental Music II (Concerts, contests, pep band)

Group 3

Head Competition Cheerleading
Head Indoor Track
Asst HS Basketball – Boys (3)
Asst HS Basketball – Girls (3)
Asst HS Football (4)
Asst Marching Band Director (2)
Asst Soccer – Boys (2)
Asst Soccer – Girls (2)
Asst VB (2)
Freshman Football Coach (2)
JV Cheerleading Advisor – Fall & Winter

Musical Director (2)
Steel Band
HS Robotics Club

Group 4

Asst Baseball (2)
Asst Field Hockey
Asst Golf
Asst HS Track (3)
Asst Lacrosse – Boys (2)
Asst Lacrosse – Girls (2)
Asst Softball
Asst Bowling
Asst Cross Country
Asst Tennis – Boys
Asst Tennis – Girls
Asst Wrestling
HS Yearbook
MS Football (4)
MS Basketball – Boys (2)
MS Basketball – Girls (2)
MS Volleyball (2)
HS Vocal Music Performances (Contests, concerts)

Group 5

Basketball Site Manager
Football Site Manager
Soccer Site Manager (1.25)
Junior Class Advisor
LPDC Chair
MS Cheerleading Advisor
MS Cross Country
MS Golf
MS Softball
MS Track – Boys (2)
MS Track – Girls (2)
MS Wrestling
MS Yearbook
Academic Team Advisor
Orchestra Performances
Piano Accompanist

Group 6

ES Team Leader – 1
ES Team Leader – 2
ES Team Leader – 3

ES Team Leader – K
ES Fine Arts/Student Services Team Leader
French Club
Latin Club
Spanish Club
HS Applied/Fine Arts Team Leader
HS Global Language Team Leader
HS Language Arts Team Leader
HS Math Team Leader
HS Science Team Leader
HS Social Studies Team Leader
HS Student Services Team Leader
HS Student Council
IS Team Leader – 4
IS Team Leader – 5
IS Team Leader – 6
IS Fine Arts/Student Services Team Leader
LPDC Committee Members (3)
MS Drama
MS Fine/Applied Arts Team Leader
MS Student Services Team Leader
MS Team Leader – 7
MS Team Leader – 8
MS Student Council
MS Yearbook Pictures
Senior Class Advisor
National Honor Society Advisor

Group 7

Business Manager – Drama
HS Newspaper
HS Ski Club Advisor
Key Club Advisor
Math Counts
Mock Trial
MS Ski Club Advisor
Power of the Pen
Varsity G
Washington DC Trip
Science Olympiad

Group 8

Elementary Music Performances
Freshman Class Advisor
Sophomore Class Advisor
Envirothon Club

HS FCCLA
HS Spanish Honor Society
Industrial Tech Club
IS Music Performances
IS Student Council Advisor
MS Musical Director
MS FCCLA
MS Vocal Music Performances
National Honor Society 5 Member Committee
Saturday School Monitor
MS Youth in Government
HS Youth in Government

EXTENDED TIME CONTRACTS

All certified employees hired on or after July 1, 1984, who are granted extended contracts shall be compensated at their regular per diem rate. All support staff employees who are granted extended time contracts shall be paid at their regular hourly rate, subject to the provisions in Article 19, Section B, Paragraphs 2 and 3. The length of extended service contracts shall be at the discretion of the Superintendent.

ARTICLE 23 - SEVERANCE PAY

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

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

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

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

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

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

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

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

ARTICLE 24 - TRANSFERS AND VACANCIES

A. General

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

B. Teacher-Initiated Transfers

1. A vacancy shall exist upon the transfer of an employee that results in an opening, upon Board action regarding the resignation, termination, non-renewal, or leave of absence for longer than one (1) semester of a certified employee, or the creation of a new certified position which the Board intends to fill. Before exercising his/her transfer authority under Sections A and C of this Article, the Superintendent will notify all teachers by District email and post in a designated area in each building a position has come open and teachers will be afforded two (2) work days within which to express an interest in being considered for the position.
2. If the Board creates a new position that, under applicable principles of labor relations law, falls within the bargaining unit, such position will not be filled by a temporary employee for more than thirty (30) calendar days. Should the temporary employee subsequently be regularly employed in such new position, his/her seniority will begin on the first day worked in the position. Any dispute over whether a new position falls within or outside the bargaining unit will be referred to the State Employment Relations Board and resolved under its procedures.
3. Any teacher shall have the right to request a transfer or promotion to a vacancy in the District for which he/she is qualified. Such request shall be in writing to the person designated on the posting generated under Paragraph 1 above.
4. A teacher who expresses an interest in a position under Paragraph 1 above will be afforded (if requested in the expression of interest) a brief informal conference with the appropriate building principal or Director. The Superintendent will then exercise his/her transfer authority under Sections A and C of this Article. Those who expressed an interest will be notified of their status with respect to filling the position. If the Superintendent fills the vacancy by means of transfer, thus creating a new and different vacancy, notice will be given to teachers of the new vacancy in accordance with Paragraph 1 above.

All teachers who apply for a vacancy and remain under consideration after the informal conference referenced in Paragraph 4 above shall be given an opportunity to be formally interviewed before that vacancy is filled.

5. After the operation of Paragraph 4 above, the resulting vacancy will be filled in accordance with the following principles:
 - a. If the vacancy occurs during the school year, the Superintendent s will not fill the vacancy for at least five (5) days following the posting given in accordance with Paragraph 1 above.

- b. For vacancies that occur during the summer recess, between the last teacher work day and the first teacher work day of the following year, the Superintendent will use both the District email and phone notification systems to notify all employees of the posted vacancy in accordance with Paragraph 1 above.
- c. For vacancies that occur within twenty (20) calendar days prior to the first day of school the above 5-day posting window is reduced to three (3) work days.
- d. The posting window begins prior to Noon on the initial day of notice and ends with the publicized time for the close of business on the fifth day.
- 6. Before selecting a teacher not currently employed by the Board, the Superintendent, at the request of the currently employed teacher, shall discuss the decision reached including general and/or specific reasons.
- 7. A transfer shall be defined as a change in building and/or grade level and/or subject area assignment.

C. Administration-Initiated Involuntary Transfer

- 1. a. The term involuntary transfer shall mean an Administration-initiated transfer of a teacher which has not been requested by that teacher. Teachers who have been informed that they will be involuntarily transferred retain the right to express an interest in other vacancies in accordance with the provisions of Section B above.
- b. In no case shall any individual be involuntarily transferred more than twice in ten (10) years.
- 2. When involuntary transfers are determined necessary by the Administration, a personal conference shall be held with the teacher by the appropriate administrator prior to the transfer.
- 3. Any teacher affected by involuntary transfer shall have the right to request and have a meeting with the Superintendent. Such meeting shall be held prior to the effective date of the involuntary transfer.
- 4. The reasons for such a transfer will be discussed and the teacher will have an opportunity to express any concerns regarding the transfer at any conference held pursuant to this Section.

5. Teachers who are involuntarily transferred shall be notified no later than two (2) weeks prior to the effective date of the transfer. The Administration will make every effort to make such transfers prior to August 1 of each year. This provision shall not apply to involuntary transfers that are necessitated because of unexpected, unanticipated, or emergency situations.

D. SUPPORT STAFF PERSONNEL

1. General

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

2. Posting

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

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

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

The Transportation Supervisor will complete the following activities:

Prior to or on June 1:

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

On the first workday:

- i. Conduct a meeting of all drivers (full- and part-time) immediately following the convocation.
 - ii. At this meeting the vacant routes will be bid and assigned based upon District seniority.
 - (a) The most senior driver will have the opportunity to select the vacant route of his/her choice or maintain his/her current route.
 - (b) The selection and assignment of routes shall continue by continuing through the seniority lists until all routes have been assigned.
 - (c) If the Transportation Supervisor anticipates using one of the allotted "waivers" he/she shall meet privately with the affected employee/driver to make the individual aware of this possibility prior to the general meeting of drivers.
- b. This procedure for filling bus route vacancies supersedes subparagraph a. above and will only be used once during any school year. Any vacancies occurring after the bid day will be filled by the Transportation Supervisor and the route assigned to a new bargaining unit member. The route will then be put up for bid at the following August bid meeting.
- (a) The bus route bidding process will be moved to the first workday of the school year. All staff will be notified of the exact day, time and location prior to the end of the school year.
 - (b) The kindergarten bus route will be a separate route and will be put up for bid after all other routes have been bid as detailed in Article 35.

3. Filling of Vacancies

- a. The most senior applicant within the same classification as the vacancy shall be awarded the position. (Seniority shall be determined in accordance with Article 17).
- b. If there are no applicants from within the same classification as the vacancy, interested bargaining unit members from other classifications will be interviewed and the position shall be awarded to the most senior

applicant from a different classification who meets the qualifications on the job description, at the discretion of the Administration.

- c. If there are no qualified applicants for the vacancy, the Board may fill the position with a newly hired employee.
- d. Notwithstanding the above-stated seniority preferences, with respect to support staff vacancies, the Board may elect to exercise within a particular school year (7/1 to 6/30) one waiver by position and/or one (1) waiver by individual under which the vacancy in question is not awarded to the senior applicant who otherwise meets the qualifications for the position. It is further understood that, effective January 1, 2015, the waiver by position may be exercised only if the applicants for the vacancy were evaluated during the current or immediately preceding school year under Article 27, Section C of this Agreement. The Superintendent will furnish the Association President with written notice of any waiver exercised under this provision.

ARTICLE 25 - WORKING CONDITIONS

A. ALL BARGAINING UNIT MEMBERS

1. Employee Meetings

Required attendance at employee meetings shall not exceed a cumulative total of two (2) hours per month outside of the regular workday from October through May. August and September hours are waived to allow staff to fulfill the requirements of mandatory trainings (Public SchoolWorks or its successor).

2. Mileage

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

3. Payroll Practices

All members of the bargaining unit shall receive their salary in twenty-four (24) equal pays. Paydays shall fall on the 10th and 25th of each month; if the 10th or 25th falls on a weekend or holiday, the immediately preceding weekday that is not a holiday will be used for this purpose. Prior to May 15th, a member may request that the Board pay the member's regular summer salary in a single

lump sum. The Superintendent shall, in his/her sole discretion, approve or deny such request prior to the end of the school year. If the Superintendent denies the request, the denial shall be accompanied with a written explanation if requested by the member.

4. Court Appearances

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

5. Smoking

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

6. PTA/PTO Meetings

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

7. Snow Emergency

If an employee resides in a county where a level 3 snow emergency is declared before the employee's normal departure time for work and the District is in session, that employee shall be excused from reporting to work. No charge against the employee's sick or personal leave shall be made. The employee is responsible for notifying the District that he/she cannot report to work.

8. Immunization

The District shall provide free Hepatitis B immunizations to all employees who may have contact with a student with Hepatitis B.

9. Calendar Committee

Each year a ten (10) member calendar committee shall be appointed. The Superintendent shall appoint five (5) members and the Association President shall appoint five (5) members. The committee shall take into consideration the diverse nature of the District workforce and shall make recommendations to the Superintendent by January 31 regarding the school calendar for the next school year. The committee is advisory only.

10. Collaboration Time

The Administration and team leaders will develop a schedule of collaboration time to articulate to the building staff at the beginning of the year for planning purposes. An attempt will be made to provide equitable opportunities for both District/building initiatives and specific teacher-initiated collaboration. An agenda for teacher-initiated collaboration must be submitted to the building administrator for prior approval.

B. TEACHING MEMBERS

1. Notification of Teaching Assignment

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

2. Curriculum Committees

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

3. School Workday

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

4. Length of School Year

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

5. Lunch Period

Each teacher shall receive a thirty (30) consecutive minute duty-free lunch period per day. This thirty (30) minute lunch period shall not include transition

time needed to arrive at a class, study hall, or duty on time. Appropriate transition time for these purposes shall be in addition to the thirty (30) minute lunch time. There shall be no restrictions as to where a teacher spends his/her thirty (30) minute lunch period, except the teacher must notify the principal's office when he/she leaves the school building.

6. Plan/Conference Time

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

7. IEP/Section 504 Meetings

With respect to an IEP, Section 504 or federally required meeting scheduled to start fifteen (15) minutes or more after the end of the normal school work day for the building affected, bargaining unit members who are required to be present will be compensated at the curriculum committee hourly rate specified in Paragraph 9 of Article 19, Section A of this Agreement. In addition, if an earlier scheduled IEP or Section 504 meeting extends beyond fifteen (15) minutes after the end of the normal work day, bargaining unit members required to be present will be compensated at the curriculum committee hourly rate for time spent after the fifteen (15) minutes. In paying this hourly rate, the rate will be rounded to the next higher quarter-hour increment (for example, 20 compensated minutes will receive half the hourly rate). It is understood that the Administration will have the final opportunity for scheduling such a meeting. It is the teachers' responsibility to report time on the prescribed form to the building administrator by not later than ten (10) calendar days following the meeting for which compensation is requested.

8. Autumn Conferences

For conducting autumn conferences with the parent(s) of every child, academic grade-level teachers in grades K-5 will be eligible for an annual stipend of \$100. Documentation of the teacher's completed conferences will be submitted to the building principal no later than ten (10) days after the Autumn Conference Compensation Day.

C. SUPPORT STAFF MEMBERS

1. Work Day/Work Year

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

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

2. Lunch Periods

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

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

ARTICLE 26 - TUITION REIMBURSEMENT PROGRAM

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

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

A part-time bargaining unit member is eligible for tuition reimbursement under Article 38 of this Agreement for up to a maximum of three (3) semester hours annually.

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

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

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

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

- 1. Course is needed to renew or upgrade certificate/license that employee holds to keep their current assignment.
- 2. Course directly relates to their teaching area or corresponds to building and/or District goals or school improvement plans.

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

Procedure for determining reimbursement amount:

1. Total up the bargaining unit member's semester hours (changing quarter hours into semester hours).
 2. Take each bargaining unit member's paid receipt by course and divide by total semester hours per that class/course.
 3. Divide total dollars available by the total semester hours to determine cost per semester credit hour.
 4. If the cost per credit hour paid by the staff member is the same or below the dollar amount enter the amount.
 5. Add up the remaining credit hours and repeat the process (#3) until all funds are expended.
 6. Enter requisitions for each staff member.
- E. Unused funds will be allocated for this purpose in the following funding cycle.
- F. This provision shall not be utilized during a Board-approved sabbatical leave unless so approved by the Board to be part of the sabbatical.
- G. Definition:
- a. "Full-time study" shall be as it is defined by the institution attended.
- H. Course changes may be made only after receiving the Superintendent's approval.
- I. A bargaining unit member who is not still employed by the Board as of the

reimbursement date specified in Section B of this Article will not receive reimbursement. It being further understood, however, that this disqualification will not apply if the employee died, became disabled, or is on layoff status because of a reduction in force implemented under Article 18 of this Agreement.

ARTICLE 27 - EVALUATION AND FAIR DISMISSAL

A. TEACHER EVALUATION

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

All evaluation programs, including supplementals, instruments, and schedules at the written request of either party shall be reviewed by a committee comprised of the Superintendent, Assistant Superintendent, Principal(s), Association Officer(s), Association member(s), and Board representative(s). The evaluation procedure agreed to by this committee shall be reduced to writing and submitted to the Association and Board for approval. If approved, such shall be the official evaluation procedure for the District. The standing committee shall have the authority to implement changes required by legislation.

The Association and Administration will each designate an individual to serve as an OTES expert. These individuals will review questions related to OTES, provide information to the Association and Administration, and serve as a resource to the committee. The Association OTES expert will be paid a stipend of \$500 per school year.

District Policy ACF-1, titled Evaluation of Professional Staff, and District Regulation ACF 1-R, titled Evaluation of Professional Staff, are incorporated by reference in this Agreement.

1. Evaluation criteria will be explained to teachers before formal evaluation.
2. Procedures are outlined in Appendix E of this Agreement.
3. The teacher shall receive a copy of all evaluation report forms which are placed in the official personnel file, and shall have the right to attach written comments.
4. All electronic evaluation documents will be stored in the Electronic Teacher/Principal Evaluation System (eTPES).

5. Bargaining unit members shall not be required to evaluate other members.
6. The final summative evaluation shall be developed using the Ohio Teacher Evaluation System (OTES) rubric and student growth data if appropriate in accordance with ORC. The final OTES summary document shall be maintained in the official personnel file. All evaluation records, including the results of observations, follow-up conferences, notes, and assistance to the staff shall be maintained in the appropriate file. All written and electronic records shall provide for comments of both parties involved and provisions of signature of both parties prefaced with the following:

Signature or electronic signature indicates completion of evaluation process; not necessarily agreement.

7. Certified staff not covered by OTES, or other mandated evaluation tools and procedures will follow the procedures specified in Granville Form B or other locally approved evaluation tool.
8. Staff holding an initial full-year limited contract whose overall performance rating is "Ineffective" will be automatically recommended for nonrenewal and be given written notice of nonrenewal by June 1.
9. Any staff member in the first three (3) years of District employment shall be evaluated each year.

B. TEACHER DISMISSAL

1. Termination

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

2. Non-renewal

- a. If the Superintendent intends to recommend to the Board the non-renewal of a teacher's limited contract, the Superintendent shall notify the teacher in writing of such intention no later than the date of the regular Board meeting in April of the school year during which the teacher's limited contract expires.
- b. Within ten (10) days after receiving such notice, the teacher may request, and shall be granted, a conference with the Superintendent to discuss the decision to recommend non-renewal; at such conference, the Superintendent shall discuss with the teacher the reasons for the decision to recommend non-renewal. The teacher shall have the right to bring an Association representative to this meeting if he/she so chooses.

- c. After such conference, a teacher may appear before the Board prior to final action on his/her contract. The teacher may request and shall be granted the right to appear before the Board in executive session if he/she so desires. The teacher shall have the right to bring an Association representative to this meeting if he/she so chooses.
- d. If the Superintendent recommends that a member's contract be non-renewed and the Board approves such recommendation, the employee shall be notified in writing by June 1 of the year in which the limited contract expires. Failure of the Administration to comply with the provisions of this Agreement results in automatic re-employment of the affected member on another limited contract or continuing contract if eligible.
- e. Reduction of staff shall not be accomplished by non-renewal of teachers but shall be governed solely by Article 18 of this Agreement.

C. SUPPORT STAFF EVALUATION

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

- 1. An annual written summative evaluation shall include the evaluation of the member's total performance in his/her assigned position.
- 2. An annual written evaluation shall be performed on each support staff employee each school year using the Board-approved evaluation forms.
- 3. Evaluations shall be based upon the immediate supervisor's personal observation of a member's work and/or work product.
- 4. All annual evaluations shall be reduced to writing, and a copy shall be given to the member. If the member disagrees with the evaluation, he/she may submit a written response which shall be attached to the file copy of the evaluation in question.
- 5. Following each written summative evaluation, which shall include the right to a conference with the evaluator at the employee's request, the member shall

sign and be given a copy of the evaluation form. In no case shall the member's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation.

6. The evaluation system shall be uniform throughout the District.
7. Evaluation criteria will be explained to members before formal evaluation.
8. Members shall be given an opportunity to correct any noted deficiencies. The Administration shall initiate with the member a written, definite plan for improvement of each noted deficiency.
9. Bargaining unit members shall not be required to evaluate other members.
10. In the event that an administrator other than the building principal or immediate supervisor conducts an observation, the member involved shall be given not less than twenty-four (24) hours advance notice.

D. SUPPORT STAFF DISMISSAL

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

E. EVALUATION TIMELINES

See Appendix E

ARTICLE 28 - STRS/SERS PICK UP

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

ARTICLE 29 - NON-DISCRIMINATION

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

ARTICLE 30 - NEW EMPLOYEES

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

ARTICLE 31 - RESIDENT EDUCATOR MENTOR PROGRAM

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

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

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

Independent of the Licking County Program, the District will offer newly hired teachers, who are not resident educators, a building guide for the purpose of orienting the new employee to District practices. The services of the guide will be provided for a period of time not to exceed one (1) school year.

ARTICLE 32 - HOLIDAYS

- A. All support staff members shall be paid their regular rate of pay for the following holidays:
 - 1. New Years Day;
 - 2. Martin Luther King Day;
 - 3. Memorial Day;
 - 4. Labor Day;
 - 5. Thanksgiving Day;
 - 6. Christmas Day.
- B. All eleven (11) month employees, in addition to the holidays in A above, shall be entitled to a paid holiday on Presidents' Day. All twelve (12) month employees shall receive the holidays in A above, President's Day, and Independence Day.
- C. Employees required to work on holidays in addition to their regular holiday pay, shall be paid one and one-half (1-½) times their regular rate of pay.
- D. Employees shall be offered holiday work based on seniority. The most senior employee shall have the right of first refusal.
- E. If employees are required to work and all employees have declined such work, the least senior employee in the affected job classification will be assigned.

ARTICLE 33 - CALAMITY DAY PAY

- A. All support staff employees shall be paid their appropriate rate of pay for all days or part of a day when schools are closed owing to an epidemic, weather or other public calamity.

- B. If required to work on a calamity day, an employee shall be paid straight time for all hours worked in addition to their regular pay for the day.

ARTICLE 34 - VACATION

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

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

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

ARTICLE 35 - TRANSPORTATION

A. REGULAR BUS ROUTES

1. All regular bus routes (including kindergarten routes) shall be posted and filled in accordance with Article 24 of this Agreement.
2. Every driver, excluding unassigned drivers as defined in Paragraph 6 below, shall have a regular scheduled run. The runs shall be guaranteed as follows:
 - a. Full-time 4.5 hours per day;
 - b. Part-time 2.25 hours per day.
3. The time calculated for runs (4.5 hours and 2.25 hours) shall include:

- a. loading time;
- b. thirty (30) minutes for pre-trip inspection and cleaning time;
- c. dead head time.

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

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

B. ADDITIONAL VAN ROUTES

- 1. The Board and the Association agree that van routes, which take place during the school day and are created for a variety of purposes, will use the following parameters:
 - a) The routes will be paid on an hourly basis consistent with the driver's current hourly rate
 - b) The routes will be paid in 15 minute increments
 - c) The drivers will use vans for these routes

- d) The operation of van routes will be limited to transportation personnel
- e) Individual student aides may be required to ride in the vans with an assigned student.

- 2. The routes will be posted and filled according to Article 24D – Transfers and Vacancies: Support Staff Personnel- of this Agreement. Kindergarten routes are not affected by this understanding.

C. BREAKDOWN PAY

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

D. PHYSICAL EXAMINATION

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

E. TRANSPORTATION INSERVICE

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

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

F. SUBSTITUTES

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

- G. Drivers shall be provided and shall keep confidential a list identifying students with special problems that may require medical attention of which the Board is aware.
- H. Drivers shall have access to a telephone and the bus garage at all times.

- I. A full-time driver may voluntarily exchange his/her route with a part-time driver. Such voluntary exchange must be reported to the Transportation Supervisor and must be offered to part-time drivers in seniority order. The exchange can only be made with the mutual consent of both drivers and the prior approval of the driver's supervisor(s).

J. EXTRA TRIPS

1. The Transportation Supervisor shall post and maintain an extra trip list. The trip list shall include, in order of seniority, the names of all drivers (full- and part-time), except that any driver in the Transportation Department who does not have a current Class B CDL is ineligible for inclusion on the list (and will not be assigned to an extra trip except in an emergency situation for which the driver is legally qualified to provide coverage). All drivers shall remain on the extra trip list unless the driver requests to have his/her name removed from the list.
2. A weekly trip meeting will be held at which available trips, including trips approved for bid in the previous week, will be bid in seniority order (except as otherwise specified in Paragraph 3 below) by drivers whose names are on the extra trip list. Prior to noon on the workday immediately preceding the meeting, any driver may surrender a trip that has already been assigned and that trip will be added to the trips being bid at that week's meeting.

A current list shall be maintained in the transportation office showing available trips and trips already bid and assigned. Should a request form arrive in the office following the weekly trip meeting for a trip scheduled prior to the next meeting, the trip shall be assigned using the extra trip list, with available drivers being contacted directly in seniority order. Available drivers will be considered to be those drivers who do not currently hold a trip which is in conflict with the trip being bid. A driver will have a minimum of one (1) hour to respond to the personal contact regarding the extra trip. Should a request form arrive for a trip scheduled within seventy-two (72) hours of receipt of the request form, such trip shall be considered an emergency. Emergency extra trips shall be assigned in seniority order to available drivers as described above. For emergency trips, the District shall only be required to attempt one (1) contact with each available driver. The driver must immediately accept or decline the trip. If there is less than two (2) hours advance notice for a trip, it may be assigned to any available driver on the extra trip list

3. If a driver on the extra trip list accepts an extra trip and then for any reason surrenders that trip, the driver will be ineligible to take another extra trip at the next two (2) weekly trip meetings following surrender of the trip.

If, within the same school year, the driver again accepts an extra trip and then for any reason surrenders that trip, the driver will be ineligible to take another extra trip at the next four (4) weekly trip meetings following surrender of the trip.

If, within the same school year, the driver again accepts an extra trip and then for any reason surrenders that trip, the driver will be ineligible to take another extra trip at the next eight (8) weekly trip meetings following surrender of the trip.

If, within the same school year, the driver again accepts an extra trip and then for any reason surrenders that trip, the driver will be ineligible to take another extra trip for the remainder of that school year.

It is mutually recognized (1) that the operation of this Paragraph is not disciplinary in nature, and (2) that the operation of this Paragraph will be mutually assessed by the parties quarterly for at least the 2017-18 school year. This Paragraph will remain in force unless otherwise mutually agreed in writing.

4. All extra trip requests shall be filled in the order in which they are received in the transportation office.
4. Any time a driver accepts or declines an extra trip, that driver shall be charged on the appropriate list. If the extra trip conflicts with the driver's regular route, the driver shall, at his/her option, have the right to forfeit all or part of his/her regular paid route and take the extra trip.
5. Should the number of buses needed for extra trips on any given day exceed the number of buses available in the District, excluding route and necessary spare buses, the Transportation Supervisor shall have the right to deny drivers their right to waive all or part of their regular routes.
6. Extra trip pay shall start at the time the driver is required to report for duty. Should a driver waive any portion of his/her regular route to take an extra trip, he/she shall be paid at his/her regular rate of pay for the waived route time and at the extra trip rate for all additional time. The following hourly rate will apply to extra trip pay:
 - a. Effective July 1, 2017, \$15.39
 - b. Effective July 1, 2018, \$15.70
 - c. Effective July 1, 2019, \$16.05

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

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

K. SUMMER TRANSPORTATION

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

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

All transportation services of a duration of two (2) days or less during the summer months shall be assigned according to order of seniority. This shall only apply to those bargaining unit members who indicate a willingness to take such assignments during the summer. The bargaining unit member shall complete a form indicating such an interest during the last week of the school year and submit it to his/her supervisor. The supervisor will contact any member, in seniority order, when any transportation need arises in order for the member to accept or decline the opportunity. The individual member shall be under no obligation to take any summer trip. If all members who indicated an interest decline, the Transportation Supervisor may then contact substitute employees or assign the trip as he/she sees fit. It is mutually understood that a driver in the Transportation Department who does not have a current Class B CDL is ineligible to take summer extra trips except in an emergency situation for which the driver is legally qualified to provide coverage.

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

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

To the extent, if any, that currently unforeseeable needs to provide non-regular transportation services arise in the future, such needs will be assessed case-by-case. If the District believes such a need will best be handled through contracting with an

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

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

ARTICLE 36 - SUPPORT STAFF DISCIPLINE

- A. No support staff employee who has completed one (1) year of service with the District shall be disciplined without just cause and compliance with applicable provisions of this Agreement.
- B. The Board has complete discretion to institute discipline at any level. However, when practical, the Board shall consider the principles of progressive discipline and may follow the following sequence:
 - 1. Verbal reprimand;
 - 2. Written reprimand that includes a statement of administrative expectations to address the issue;
 - 3. Suspension without pay of between one (1) to ten (10) work days duration.
 - 4. Termination, which shall be governed exclusively by ORC Section 3319.081 (C).
- C. No disciplinary action will be taken until the member has had a meeting with his/her immediate supervisor. The member shall have the right to Association representation at all such meetings. At the meeting, the member shall:
 - a. be informed of the alleged actions leading to the proposed discipline, and
 - b. be afforded the opportunity to present a response to the charges.
- D. All appeals of reprimands and suspensions shall follow the Grievance Procedure included in this Agreement. Termination appeals shall be in accordance with relevant statutory provisions.

ARTICLE 37 - HIRING OF STRS OR SERS RETIREES

- A. The Board may offer up to (fifteen) 15 years experience to the re-employed STRS or SERS retiree.
- B. A re-employed retiree shall receive one-year, limited contract of employment. Such contract shall automatically terminate at the end of each school year without further action, notice, or procedure by the District. Continued employment from contract to contract will be solely at the discretion of the Board; however, the Board agrees not to renew the employment of a retiree if the contract of a non-retired employee in the teaching field (or classification in the case of support staff) would be suspended under the reduction-in-force provisions of Article 18 of this Agreement. A re-employed retiree shall be ineligible for a continuing contract of employment, regardless of years of service with the District.
- C. A re-employed retiree who is not eligible to participate in insurance fringe benefits through STRS or SERS, whichever is applicable, may participate in Board-provided insurance benefits in accordance with Appendix A of this Agreement. A retiree who can obtain insurance benefits through the applicable retirement system is not eligible to obtain benefits under Appendix A. Re-employed retirees shall not be eligible for the insurance opt-out program.
- D. Upon re-employment, the retiree will be credited with zero (0) year's seniority and seniority will not accrue.
- E. A re-employed retiree will in no event qualify for fee waivers, tuition reimbursement, severance pay or sabbatical leave under this Agreement.
- F. A re-employed retiree will not be hired if it prevents a qualified pre-retirement employee from advancing within the discipline or being denied a voluntary transfer for which he/she qualifies.

ARTICLE 38 - PART-TIME TEACHERS

- A. A part-time teacher is defined as one who is regularly employed for less than seven and three-fourths ($7\frac{3}{4}$) hours per day or for less than the regular school work week.
- B. A part-time teacher is granted sick leave and personal leave days based on time actually worked, earned at the same rate that applies to full-time teachers.
- C. Insurance fringe benefits for a part-time teacher are granted in accordance with Appendix A of this Agreement.
- D. A part-time teacher's eligibility for lunch and/or planning time is governed by the following rules:

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

ARTICLE 39 – DURATION

A. TERM OF AGREEMENT

The terms of this Agreement shall be from 12:01 a.m. July 1, 2017, through 11:59 p.m. June 30, 2020, following ratification by both parties.

B. AMENDMENT PROCEDURES

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

C. PERSONNEL POLICIES AND PRACTICES

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

D. ORC 3302.10 ACKNOWLEDGMENT

As required by ORC Section 3302.10, the provisions of Section 3302.10 are incorporated by reference as part of this Agreement. Section 3302.10 will

have no effect on any provisions of this Agreement unless the District meets the requirements that trigger operation of the statute and the Superintendent of Public Instruction notifies the District that it is subject to the provisions of the statute. Should the District enter into the provisions of Section 3302.10, the parties' intent is ultimately to emerge with this Agreement intact. The Board acknowledges that the Association has not waived any right to challenge the legality of Section 3302.10, either on its face or as applied.

E. COPIES OF THIS AGREEMENT

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

F. SEVERABILITY

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

G. COMPLETE AGREEMENT

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

2017-2020 COLLECTIVE BARGAINING AGREEMENT

FOR THE ASSOCIATION:

Justin Ward
Judy P. Higgins
Michael Brown
Amy Mueller
K. K. K.
Nancy Dushat/Hestert

FOR THE BOARD:

Tracy Shulman
M. M.
Ryan Bernath
Kevin Janett
Jeffrey R. Brown
G. J.

INSURANCE**A. GENERAL PROVISIONS**

1. For all members of the bargaining unit, whether single or married, the Board will purchase from a carrier licensed by the State of Ohio, insurance coverage in the medical, dental, and vision areas with the following provisions:
 - a. For the remainder of calendar 2017, the Board will continue to provide medical coverage and benefit levels on the same terms, and with the same employee contributions toward monthly premium cost, that were in effect during the first half of calendar 2017.
 - b. Effective January 1, 2018, medical insurance benefits provided to insurance-eligible employees will be provided under a 2-tier High-Deductible Health Plan (HDHP) with Health Savings Account (HSA) contributions partially funded by the Board in accordance with the provisions below. The employee may choose either the lower-tier HDHP (generally designed for those who expect relatively high usage and/or have a low tolerance for risk) or the higher-tier HDHP (generally designed for those who expect relatively low usage and/or have a higher tolerance for risk). The medical coverage and benefit levels for the two (2) HDHPs appear in Appendix A-1 of this Agreement. The following concepts also apply depending upon which HDHP the employee chooses:

(1) Lower-Tier HDHP

The lower-tier HDHP has an annual out-of-pocket maximum of \$2,000 for single in-network coverage and \$4,000 for family in-network coverage. The employee is responsible for 100% of the cost of covered claims up to the applicable out-of-pocket maximum, and the HDHP covers 100% of covered claims thereafter within the insurance year.

A certified employee on single coverage will by payroll deduction contribute \$44.68 toward the cost of the monthly premium; a certified employee on family coverage will by payroll deduction contribute \$180.50 toward the cost of the monthly premium. These employee contributions toward premium will not change over the term of this Agreement. The Board will pay 100% of the premium cost for all other employees who choose to participate in the lower-tier HDHP.

In addition, on the first banking day of January 2018 the Board will contribute into the participating employee's HSA the following amount:

- \$1,000 (certified employee family coverage)
- \$500 (certified employee single coverage)
- \$1,500 (support staff employee family coverage)
- \$750 (support staff employee single coverage).

(2) Higher-Tier HDHP

The higher-tier HDHP has an annual out-of-pocket maximum of \$4,000 for single in-network coverage and \$8,000 for family in-network coverage. (For employees who choose family coverage, it is understood that the out-of-pocket maximum for any covered individual is \$4,000 toward the \$8,000 family maximum.) The employee is responsible for 100% of the cost of covered claims up to the applicable out-of-pocket maximum, and the HDHP covers 100% of covered claims thereafter within the insurance year.

The Board will pay 100% of the premium cost for all employees who choose to participate in the higher-tier HDHP.

In addition, on the first banking day of January 2018 the Board will contribute into the participating employee's HSA the following amount:

- \$2,500 (certified employee family coverage)
- \$1,750 (certified employee single coverage)
- \$5,400 (support staff employee family coverage)
- \$2,700 (support staff employee single coverage).

(3) Cost-Sharing (Insurance Year 2019)

If the annual total premium cost for insurance year 2019 is at least 10% higher than the total premium cost for insurance year 2018, the Board's 2019 contribution to the HSA will be reduced by 50% of the dollar increase in such annual premium.

If the annual total premium cost for insurance year 2019 is at least 7.5% but less than 10% higher, the Board's 2019 contribution to the HSA will be reduced by 40% of the dollar increase in such annual premium.

If the annual total premium cost for insurance year 2019 is at least 5% but less than 7.5% higher, the Board's 2019 contribution to the HSA will be reduced by 30% of the dollar increase in such annual premium.

If the annual total premium cost for insurance year 2019 is at least 2.5% but less than 5% higher, the Board's 2019 contribution to the HSA will be reduced by 20% of the dollar increase in such annual premium.

If the annual total premium cost for insurance year 2019 is less than 2.5% but greater than 0% higher, the Board's 2019 contribution to the HSA will be reduced by 10% of the dollar increase in such annual premium.

If the annual total premium for insurance year 2019 goes down or stays the same, the Board's 2019 contribution to the HSA will remain the same as it was in insurance year 2018.

(4) Cost-Sharing (Insurance year 2020)

If the annual total premium cost for insurance year 2020 is at least 10% higher than the premium cost for insurance year 2019, the Board's 2020 contribution to the HSA will be reduced by 50% of the dollar increase in such annual premium.

If the annual total premium cost for insurance year 2020 is at least 7.5% but less than 10% higher, the Board's 2020 contribution to the HSA will be reduced by 40% of the dollar increase in such annual premium.

If the annual total premium cost for insurance year 2020 is at least 5% but less than 7.5% higher, the Board's 2020 contribution to the HSA will be reduced by 30% of the dollar increase in such annual premium.

If the annual total premium cost for insurance year 2020 is at least 2.5% but less than 5% higher, the Board's 2020 contribution to the HSA will be reduced by 20% of the dollar increase in such annual premium.

If the annual total premium cost for insurance year 2020 is less than 2.5% but greater than 0% higher, the Board's 2020 contribution to the HSA will be reduced by 10% of the dollar increase in such annual premium.

If the annual total premium for insurance year 2020 goes down or stays the same, the Board's 2020 contribution to the HSA will remain the same as it was in insurance year 2019.

- (5) It is mutually understood that both HDHPs and HSA contributions must comply at all times with applicable tax and other laws. A function of the District's insurance committee identified in subparagraph e. below is to keep abreast of legal developments and make appropriate recommendations, as necessary, to ensure compliance with statutory and/or regulatory requirements.
 - c. If any employee elects to decline medical insurance coverage, they shall receive a one-time cash payment of \$800 for each year they decline family coverage (\$300.00 for those with individual coverage).
 - d. When an employee and spouse are both employed by the Board, the coverage shall be limited to one (1) family plan or two (2) individual plans.
 - e. The District's insurance committee will convene periodically and is charged with the responsibility of gathering and assessing data relevant to health insurance trends and options and how such data should affect the District's health insurance plan. This Committee is empowered to make recommendations to the Board and Association regarding the District's medical insurance coverages and benefit levels. Any such recommendation that is approved by the parties will be implemented.
2. A part-time teacher or support staff employee hired after the 1987-1988 school year but prior to the 2006-2007 school year will continue to participate in the plan on the same terms and practice that applied under the parties' 2003-2006 Agreement.

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

Examples:

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

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

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

3. The Board retains the right to send any insurance coverage out for bid in an attempt to reduce its costs.
4. Upon written request, the Association shall be provided a copy of the actual contract(s) between the Board and the insurance carrier(s) and all related information.
5. The Board also agrees to institute and maintain a Section 125 cafeteria plan at no cost to the members so long as permitted by law.
6. The Board agrees to provide dental, vision, and life insurance coverage.

B. POLICY HANDBOOK

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

C. LIFE INSURANCE

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

D. ALTERNATIVE INSURANCE COVERAGE FOR PAYMENTS IN LIEU

Annually prior to the start of the District's insurance year, each employee will certify on a form furnished by the District Treasurer whether health insurance benefits are available to the employee through his/her spouse. The form will include notice that an employee otherwise eligible for health insurance benefits through the Board may voluntarily elect to decline such coverage in favor of the cash payment identified in Section A, Paragraph 1, c, of this Appendix. After the initial certification under this provision, the Treasurer may elect to furnish the form only to newly hired employees in subsequent years.

APPENDIX A-1

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT SUMMARY OF BENEFITS

Benefit Attributes	In-Network Benefits	Out-of-Network Benefits
General Plan Information		
Annual Deductible/Individual	\$250	\$500
Annual Deductible/Family	\$500	\$1,000
Coinsurance	90%	70%
Office Visit/Exam	\$20 copay	70%
Outpatient Specialist Visit	\$30 copay	70%
Annual Out-of-Pocket Limit/Individual	\$1,000	\$2,000
Annual Out-of-Pocket Limit/Family	\$2,000	\$4,000
Deductible Included in Out-of-Pocket Limits	Yes	Yes
Lifetime Plan Maximum	Unlimited	Unlimited
Outpatient Services		
Preventive Services		
Well-Child Care	100% lab test to age 21	70%
Immunizations	100% birth to age 21	70%
Well Woman Exams	100%	70%
Mammograms	100% one per benefit period	70%
Adult Periodic Exams with Preventive Tests	100% age 21 and over	70%
Diagnostic X-Ray and Lab Tests	100% professional fees 90% after deductible facility fees	70%
Maternity Care		
Pregnancy and Maternity Care (Pre-Natal Care)	90%	70%
Inpatient Hospital Services		
Inpatient Hospitalization	90%	70%
Pre-Authorization of Services Required	Yes	Yes
Semi-Private Room & Board; including Services and Supplies	90%	70%
Surgical Services		
Outpatient Facility Charge	90%	70%
Emergency Services		
Emergency Room	\$150 copay waived if admitted	\$150 copay waived if admitted
Copay/Deductible Waived if Admitted	Yes	Yes
Urgent Care		
Urgent Care Facility	\$50 copay then 100%	\$50 copay then 100%
Mental Health Benefits		
Inpatient Care	90%	70%
Outpatient Care	\$20 copay	70%
Alcohol Abuse		
Inpatient Care		
Inpatient Hospitalization	90%	70%
Inpatient Detoxification Services	90%	70%
Outpatient Care		
Outpatient Services	90%	70%
Outpatient Detoxification Services	90%	70%
Substance Abuse		
Inpatient Care		
Inpatient Hospitalization	90%	70%
Inpatient Detoxification Services	90%	70%
Outpatient Care		
Outpatient Services	90%	70%
Outpatient Detoxification Services	90%	70%

Benefit Attributes		
	In-Network Benefits	Out-of-Network Benefits
Prescription Drug Benefits		
Prescription Drug Deductible	\$0	N/A
Generic	\$10 copay	\$10 Copay
Brand (Formulary/Preferred)	\$25 copay	\$25 copay
Brand (Non-Formulary/Non-preferred)	\$40 copay	\$40 copay
All injectables, except insulin	25% coins up to a max of \$150 per Rx	Not covered
Number of Days Supply	30 days	30 days
Mail Order		
Mail Order Mandatory	No	N/A
Generic	\$20 copay	Not covered
Formulary	\$50 copay	Not covered
Brand (Non-Formulary/Non-preferred)	\$80 copay	Not covered
Number of Days Supply for Mail Order	90 days	N/A
Other Services and Supplies		
Durable Medical Equipment & Prosthetic Devices	90%	70%
Home Health Care	90%	70%
Skilled Nursing or Extended Care Facility	90%	70%
Hospice Care	90%	90%
Chiropractic Services	\$30 copay 12 visits per benefit period	70% 12 visits per benefit period
Acupuncture	Not covered	Not covered
Infertility		
Diagnosis	100%	70%
Treatment	Not covered	Not covered
Outpatient Rehabilitative Therapy Services		
Physical	\$30 copay for professional 90% after deductible for facility- 60 visits per benefit period combine with occupational therapy	70% 60 visits per benefit period combine with occupational therapy
Occupational	\$30 copay for professional 90% after deductible for facility - 60 visits per benefit period combine with physical therapy	70% 60 visits per benefit period combine with physical therapy
Speech	\$30 copay for professional 90% after deductible for facility - 20 visits per benefit period	70% 20 visits per benefit period

The above information is intended as a benefit summary only. It does not include all of the benefit provisions, limitations and qualifications. If this information conflicts in any way with the contract, the contract will prevail.

Legal Notice:

The intent of this analysis [report, letter, etc.] is to provide you with general information regarding the status of, and/or potential concerns related to, your current employee benefits environment. It should not be construed as, nor is it intended to provide, legal advice. Laws may be complex and subject to change. This information is based on current interpretation of the law and is not guaranteed. Questions regarding specific issues should be addressed by legal counsel who specializes in this practice area.

Coverage Notice:

This proposal (analysis, report, etc.) is an outline of the coverage proposed by the carrier(s), based on information provided by your company. It does not include all of the terms, coverage, exclusions, limitations, and conditions of the actual contract language. See the policies and contracts for actual language. This proposal (analysis, report, etc.) is not a contract and offers no contractual obligation on behalf of GBS. Policy forms for your reference will be made available upon request.

Renewal/Financial Notice:

This analysis is for illustrative purposes only, and is not a proposal for coverage or a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. See your policy or contact us for specific information or further details in this regard.

Granville Exempted Village Schools Dental Benefits

	PPO Dentist		Premier Dentist		Non-Participating Dentist	
Plan Basics	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible (Individual / Family) <i>Applies to Class II & III</i>	\$25/\$75	\$25/\$75	\$25/\$75	\$25/\$75	\$25/\$75	\$25/\$75
Class I - Preventive Services	100%	100%	100%	100%	100%	100%
Class II - Basic Services	80%	80%	80%	80%	80%	80%
Class III - Major Services	80%	80%	80%	80%	80%	80%
Class IV - Orthodontic Services	60%	60%	60%	60%	60%	60%
Annual Maximum (Class I-III)	\$2,000		\$2,000		\$2,000	
Lifetime Maximum (Class IV)	\$1,000		\$1,000		\$1,000	
Covered Services						
Class I - Preventive Services	Exams, Cleanings, Fluoride, Space Maintainers, Sealants & X-rays		Exams, Cleanings, Fluoride, Space Maintainers, Sealants & X-rays		Exams, Cleanings, Fluoride, Space Maintainers, Sealants & X-rays	
Class II - Basic Services	Emergency Palliative Treatment, Endodontic, Extractions, Fillings, Oral Surgery, Periodontic, Root Canals, Crowns & Crown Repair, Relines & Repairs to Bridges, Dentures & Implants		Emergency Palliative Treatment, Endodontic, Extractions, Fillings, Oral Surgery, Periodontic, Root Canals, Crowns & Crown Repair, Relines & Repairs to Bridges, Dentures & Implants		Emergency Palliative Treatment, Endodontic, Extractions, Fillings, Oral Surgery, Periodontic, Root Canals, Crowns & Crown Repair, Relines & Repairs to Bridges, Dentures & Implants	
Class III - Major Services	Bridges, Implants, Dentures		Bridges, Implants, Dentures		Bridges, Implants, Dentures	
Class IV - Orthodontic Services	Braces - 19/25 FTS		Braces - 19/25 FTS		Braces - 19/25 FTS	

Limitations:

- Oral exams (including evaluations by a specialist) payable twice per calendar year
 - Prophylaxes (cleanings) are payable twice per calendar year
 - Fluoride treatments are payable twice per calendar year for people up to age 14
 - Bitewing X-rays payable once per calendar year and full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period
 - Sealants payable once per tooth per calendar year limited to twice per tooth per lifetime for the occlusal surface of first and second molars up to age 16
 - Composite resin (white) restorations are covered services on posterior teeth
 - Full and partial dentures payable once in any seven-year
 - Bridges and substructures payable once in any seven-year period
 - Implants and implant-related services payable once per tooth in any seven-year period
 - Crowns, onlays, and substructures payable once per tooth in any seven-year period
- Dependent unmarried children to the end of the calendar year in which they turn 19, and your dependent unmarried children to the end of the calendar year in which they turn 25 if a full-time student and eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year, and your domestic partners as defined in the contract.

The above information is intended as a benefit summary only. It does not include all of the benefit provisions, limitations and qualifications. If this information conflicts in any way with the contract, the contract will prevail.

Arthur J. Gallagher Disclaimers

RENEWAL-FINANCIAL NOTICE: This analysis is for illustrative purposes only, and is not a guarantee of future **renewal, claims costs, managed care savings, etc.** There are many variables that can affect future health care costs including utilization patterns, demographic trends, changes in plan design, health care cost increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contract for the specific information or further details in this regard.

COVERAGE NOTICE: This analysis is an outline of the coverage provided by the contract(s), based on information provided by your company. It does not include all of the terms, coverage, exclusions, limitations, and conditions of the actual contract language. The policies and contracts themselves must be read for these details. Policy forms for your reference will be made available upon request.

FINANCIAL RATING NOTICE: While GRS does not guarantee the financial stability of any health insurance carrier or issuer, it is an issue we recommend that clients closely monitor when selecting a health insurance carrier or issuer. There are a number of rating agencies that can be referred to including, A.M. Best, Fitch, Moody's, Standard & Poor's, and Weiss Ratings (TheStreet.com). Generally, agencies that provide ratings of U.S. Health Insurers, including traditional insurance companies and other managed care (e.g., HMO) organizations, reflect their opinion based on a comprehensive quantitative and qualitative evaluation of a company's financial strength, operating performance and market profile. However, these ratings are not a warranty of any issuer's current or future ability to meet its contractual obligations.

Granville Exempted Village Schools Vision Benefits

		Basic/Low Option		Premier/High Option	
Network		Choice Network		Choice Network	
Plan Basics:		In-Network	Out-of-Network	In-Network	Out-of-Network
Exam		Every 12 Months		Every 12 Months	
Lenses		Every 12 Months		Every 12 Months	
Frames		Every 12 Months		Every 12 Months	
Prescription Glasses		\$25 Copay		\$25 Copay	
Well Vision Exam		\$10 Copay	Up to \$45	\$10 Copay	Up to \$45
Contact Lenses		\$150 Allowance	Up to \$105	\$150 Allowance	Up to \$105
Contact Lens Fitting and Evaluation		Fitting and Evaluation (not to exceed \$60)	N/A	Fitting and Evaluation (not to exceed \$60)	N/A
Frames		\$150 Allowance	Up to \$70	\$150 Allowance	Up to \$70
Covered Lenses Options:					
Single vision, lined bifocal and lined trifocal lenses		Included	Up to \$30/\$50/\$65	Included	Up to \$30/\$50/\$65
Polycarbonate lenses for dependent children		Included	N/A	Included	N/A
Standard progressive lenses		\$55	Up to \$50	Included	Up to \$50
Premium progressive lenses		\$95 - \$105	Up to \$50	Included	Up to \$50
Custom progressive lenses		\$150 - \$175	Up to \$50	Included	Up to \$50
Anti-Reflective Coating		Discount Applies	N/A	Included	N/A
Scratch Resistant Coating		Discount Applies	N/A	Included	N/A
Other lens options		30-25% off	N/A	30-25% off	N/A

The above information is intended as a benefit summary only. It does not include all of the benefit provisions, limitations and qualifications. If this information conflicts in any way with the contract, the contract will prevail.

Arthur J. Gallagher Disclaimers

RENEWAL-FINANCIAL NOTICE: This analysis is for illustrative purposes only, and is not a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.

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FINANCIAL RATING NOTICE: While GBS does not guarantee the financial viability of any health insurance carrier or market, it is an area we recommend that clients closely scrutinize when selecting a health insurance carrier or HMO. There are a number of rating agencies that can be referred to including, A.M. Best, Fitch, Moody's, Standard & Poor's, and Weiss Ratings (TheStreet.com). Generally, agencies that provide ratings of U.S. Health Insurers, including traditional insurance companies and other managed care (e.g., HMO) organizations, reflect their opinion based on a comprehensive quantitative and qualitative evaluation of a company's financial strength, operating performance and market profile. However, these ratings are not a warranty of any insurer's current or future ability to meet its contractual obligations.

APPENDIX B

**GRANVILLE EDUCATION ASSOCIATION
FORMAL WRITTEN GRIEVANCE FORM**

NAME OF GRIEVANT _____ **DATE** _____

ARTICLE(S) VIOLATED: _____

DATE OF ALLEGED VIOLATION: _____

BRIEF STATEMENT OF GRIEVANCE: _____

RESOLUTION SOUGHT: _____

DATE OF INFORMAL HEARING (LEVEL I): _____

DISPOSITION: _____

SUPERVISOR: _____ **DATE** _____

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

DATE OF LEVEL II HEARING _____

DISPOSITION: _____

SUPERVISOR: _____ **DATE** _____

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

DATE OF LEVEL III HEARING: _____

DISPOSITION: _____

SUPERINTENDENT: _____ **DATE** _____

DATE SENT TO LEVEL V - ARBITRATION: _____

SIGNED FOR THE GRIEVANT _____

SIGNED FOR THE ASSOCIATION _____

TITLE _____

APPENDIX C

GRANVILLE EDUCATION ASSOCIATION

TEACHER SALARY SCHEDULE

EFFECTIVE JULY 1, 2017

2018											
Base = \$ 36,927		BA		BA + 150		MA		MA + 25		MA + 40	
Step	index	value	index	value	index	value	index	value	index	value	
0	1.0000	36,927	1.0650	39,327	1.1500	42,466	1.2300	45,420	1.2800	47,267	
1	1.0550	38,958	1.1200	41,358	1.2200	45,051	1.3100	48,374	1.3600	50,221	
2	1.1100	40,989	1.1750	43,389	1.2900	47,636	1.3900	51,329	1.4400	53,175	
3	1.1650	43,020	1.2300	45,420	1.3600	50,221	1.4700	54,283	1.5200	56,129	
4	1.2200	45,051	1.2850	47,451	1.4300	52,806	1.5500	57,237	1.6000	59,083	
5	1.2750	47,082	1.3400	49,482	1.5000	55,391	1.6300	60,191	1.6800	62,037	
6	1.3300	49,113	1.3950	51,513	1.5700	57,975	1.7100	63,145	1.7600	64,992	
7	1.3750	50,775	1.4500	53,544	1.6400	60,560	1.7900	66,099	1.8400	67,946	
8	1.4200	52,436	1.5050	55,575	1.7100	63,145	1.8700	69,054	1.9200	70,900	
9	1.4650	54,098	1.5600	57,606	1.7800	65,730	1.9500	72,008	2.0000	73,854	
10	1.5100	55,760	1.6150	59,637	1.8500	68,315	2.0300	74,962	2.0800	76,808	
11	1.5550	57,422	1.6700	61,668	1.9200	70,900	2.1100	77,916	2.1600	79,762	
12	1.5900	58,714	1.7100	63,145	1.9700	72,746	2.1650	79,947	2.2150	81,793	
13	1.5962	58,943	1.7162	63,374	1.9762	72,975	2.1712	80,176	2.2212	82,022	
14	1.6023	59,168	1.7223	63,599	1.9823	73,201	2.1773	80,401	2.2273	82,248	
15	1.6085	59,397	1.7285	63,828	1.9885	73,429	2.1835	80,630	2.2335	82,477	
16	1.6146	59,622	1.7346	64,054	1.9946	73,655	2.1896	80,855	2.2396	82,702	
17	1.6208	59,851	1.7408	64,283	2.0008	73,884	2.1958	81,084	2.2458	82,931	
18	1.6270	60,080	1.7470	64,512	2.0070	74,113	2.2020	81,313	2.2520	83,160	
19	1.6331	60,306	1.7531	64,737	2.0131	74,338	2.2081	81,539	2.2581	83,385	
20	1.6393	60,535	1.7593	64,966	2.0193	74,567	2.2143	81,768	2.2643	83,614	
21	1.6470	60,819	1.7670	65,250	2.0270	74,851	2.2220	82,052	2.2720	83,898	
22	1.6547	61,103	1.7747	65,534	2.0347	75,135	2.2297	82,336	2.2797	84,183	
23	1.6624	61,388	1.7824	65,819	2.0424	75,420	2.2374	82,621	2.2874	84,467	
24	1.6701	61,672	1.7901	66,103	2.0501	75,704	2.2451	82,905	2.2951	84,751	
25	1.6778	61,956	1.7978	66,387	2.0578	75,989	2.2528	83,189	2.3028	85,036	
26	1.6886	62,355	1.8086	66,786	2.0686	76,387	2.2636	83,588	2.3136	85,434	
27	1.6993	62,750	1.8193	67,181	2.0793	76,782	2.2743	83,983	2.3243	85,830	
28	1.7101	63,149	1.8301	67,580	2.0901	77,181	2.2851	84,382	2.3351	86,228	
29	1.7209	63,548	1.8409	67,979	2.1009	77,580	2.2959	84,781	2.3459	86,627	
30	1.7317	63,947	1.8517	68,378	2.1117	77,979	2.3067	85,180	2.3567	87,026	
31	1.7426	64,348	1.8626	68,779	2.1226	78,380	2.3176	85,580	2.3675	87,427	
32	1.7535	64,752	1.8735	69,182	2.1335	78,783	2.3285	85,983	2.3784	87,829	

**GRANVILLE EDUCATION ASSOCIATION
TEACHER SALARY SCHEDULE
EFFECTIVE JULY 1, 2018**

2019												
Base =	\$ 37,666		BA		BA + 150		MA		MA + 25		MA + 40	
	Step	index	value	index	value	index	value	index	value	index	value	
	0	1.0000	37,666	1.0650	40,114	1.1500	43,315	1.2300	46,329	1.2800	48,212	
	1	1.0550	39,737	1.1200	42,185	1.2200	45,952	1.3100	49,342	1.3600	51,225	
	2	1.1100	41,809	1.1750	44,257	1.2900	48,589	1.3900	52,355	1.4400	54,238	
	3	1.1650	43,880	1.2300	46,329	1.3600	51,225	1.4700	55,368	1.5200	57,252	
	4	1.2200	45,952	1.2850	48,400	1.4300	53,862	1.5500	58,382	1.6000	60,265	
	5	1.2750	48,024	1.3400	50,472	1.5000	56,498	1.6300	61,395	1.6800	63,278	
	6	1.3300	50,095	1.3950	52,544	1.5700	59,135	1.7100	64,408	1.7600	66,291	
	7	1.3750	51,790	1.4500	54,615	1.6400	61,772	1.7900	67,421	1.8400	69,305	
	8	1.4200	53,485	1.5050	56,687	1.7100	64,408	1.8700	70,435	1.9200	72,318	
	9	1.4650	55,180	1.5600	58,758	1.7800	67,045	1.9500	73,448	2.0000	75,331	
	10	1.5100	56,875	1.6150	60,830	1.8500	69,681	2.0300	76,461	2.0800	78,344	
	11	1.5550	58,570	1.6700	62,902	1.9200	72,318	2.1100	79,474	2.1600	81,358	
	12	1.5900	59,888	1.7100	64,408	1.9700	74,201	2.1650	81,546	2.2150	83,429	
	13	1.5962	60,122	1.7162	64,642	1.9762	74,435	2.1712	81,780	2.2212	83,663	
	14	1.6023	60,352	1.7223	64,871	1.9823	74,665	2.1773	82,009	2.2273	83,893	
	15	1.6085	60,585	1.7285	65,105	1.9885	74,898	2.1835	82,243	2.2335	84,126	
	16	1.6146	60,815	1.7346	65,335	1.9946	75,128	2.1896	82,473	2.2396	84,356	
	17	1.6208	61,048	1.7408	65,568	2.0008	75,361	2.1958	82,706	2.2458	84,589	
	18	1.6270	61,282	1.7470	65,802	2.0070	75,595	2.2020	82,940	2.2520	84,823	
	19	1.6331	61,512	1.7531	66,032	2.0131	75,825	2.2081	83,169	2.2581	85,053	
	20	1.6393	61,745	1.7593	66,265	2.0193	76,058	2.2143	83,403	2.2643	85,286	
	21	1.6470	62,035	1.7670	66,555	2.0270	76,348	2.2220	83,693	2.2720	85,576	
	22	1.6547	62,325	1.7747	66,845	2.0347	76,638	2.2297	83,983	2.2797	85,866	
	23	1.6624	62,615	1.7824	67,135	2.0424	76,928	2.2374	84,273	2.2874	86,156	
	24	1.6701	62,905	1.7901	67,425	2.0501	77,218	2.2451	84,563	2.2951	86,446	
	25	1.6778	63,195	1.7978	67,715	2.0578	77,508	2.2528	84,853	2.3028	86,736	
	26	1.6886	63,602	1.8086	68,122	2.0686	77,915	2.2636	85,260	2.3136	87,143	
	27	1.6993	64,005	1.8193	68,525	2.0793	78,318	2.2743	85,663	2.3243	87,546	
	28	1.7101	64,412	1.8301	68,932	2.0901	78,725	2.2851	86,070	2.3351	87,953	
	29	1.7209	64,819	1.8409	69,339	2.1009	79,132	2.2959	86,476	2.3459	88,360	
	30	1.7317	65,226	1.8517	69,745	2.1117	79,538	2.3067	86,883	2.3567	88,767	
	31	1.7426	65,635	1.8626	70,155	2.1226	79,947	2.3176	87,292	2.3675	89,175	
	32	1.7535	66,047	1.8735	70,566	2.1335	80,358	2.3285	87,703	2.3784	89,586	

**GRANVILLE EDUCATION ASSOCIATION
TEACHER SALARY SCHEDULE
EFFECTIVE JULY 1, 2019**

2020											
Base = \$ 38,513		BA		BA + 150		MA		MA + 25		MA + 40	
Step		index	value	index	value	index	value	index	value	index	value
0		1.0000	38,513	1.0650	41,016	1.1500	44,290	1.2300	47,371	1.2800	49,297
1		1.0550	40,631	1.1200	43,135	1.2200	46,986	1.3100	50,452	1.3600	52,378
2		1.1100	42,750	1.1750	45,253	1.2900	49,682	1.3900	53,533	1.4400	55,459
3		1.1650	44,868	1.2300	47,371	1.3600	52,378	1.4700	56,614	1.5200	58,540
4		1.2200	46,986	1.2850	49,489	1.4300	55,074	1.5500	59,695	1.6000	61,621
5		1.2750	49,104	1.3400	51,608	1.5000	57,770	1.6300	62,776	1.6800	64,702
6		1.3300	51,222	1.3950	53,726	1.5700	60,466	1.7100	65,857	1.7600	67,783
7		1.3750	52,955	1.4500	55,844	1.6400	63,161	1.7900	68,938	1.8400	70,864
8		1.4200	54,689	1.5050	57,962	1.7100	65,857	1.8700	72,019	1.9200	73,945
9		1.4650	56,422	1.5600	60,080	1.7800	68,553	1.9500	75,101	2.0000	77,026
10		1.5100	58,155	1.6150	62,199	1.8500	71,249	2.0300	78,182	2.0800	80,107
11		1.5550	59,888	1.6700	64,317	1.9200	73,945	2.1100	81,263	2.1600	83,188
12		1.5900	61,236	1.7100	65,857	1.9700	75,871	2.1650	83,381	2.2150	85,306
13		1.5962	61,475	1.7162	66,096	1.9762	76,110	2.1712	83,620	2.2212	85,545
14		1.6023	61,710	1.7223	66,331	1.9823	76,344	2.1773	83,855	2.2273	85,780
15		1.6085	61,948	1.7285	66,570	1.9885	76,583	2.1835	84,093	2.2335	86,019
16		1.6146	62,183	1.7346	66,805	1.9946	76,818	2.1896	84,328	2.2396	86,254
17		1.6208	62,422	1.7408	67,044	2.0008	77,057	2.1958	84,567	2.2458	86,493
18		1.6270	62,661	1.7470	67,282	2.0070	77,296	2.2020	84,806	2.2520	86,731
19		1.6331	62,896	1.7531	67,517	2.0131	77,531	2.2081	85,041	2.2581	86,966
20		1.6393	63,134	1.7593	67,756	2.0193	77,769	2.2143	85,280	2.2643	87,205
21		1.6470	63,431	1.7670	68,053	2.0270	78,066	2.2220	85,576	2.2720	87,502
22		1.6547	63,728	1.7747	68,349	2.0347	78,363	2.2297	85,873	2.2797	87,798
23		1.6624	64,024	1.7824	68,646	2.0424	78,659	2.2374	86,169	2.2874	88,095
24		1.6701	64,321	1.7901	68,942	2.0501	78,956	2.2451	86,466	2.2951	88,391
25		1.6778	64,617	1.7978	69,239	2.0578	79,252	2.2528	86,762	2.3028	88,688
26		1.6886	65,033	1.8086	69,655	2.0686	79,668	2.2636	87,178	2.3136	89,104
27		1.6993	65,445	1.8193	70,067	2.0793	80,080	2.2743	87,590	2.3243	89,516
28		1.7101	65,861	1.8301	70,483	2.0901	80,496	2.2851	88,006	2.3351	89,932
29		1.7209	66,277	1.8409	70,899	2.1009	80,912	2.2959	88,422	2.3459	90,348
30		1.7317	66,693	1.8517	71,315	2.1117	81,328	2.3067	88,838	2.3567	90,764
31		1.7426	67,112	1.8626	71,733	2.1226	81,746	2.3176	89,256	2.3675	91,182
32		1.7535	67,533	1.8735	72,154	2.1335	82,166	2.3285	89,676	2.3784	91,601

SUPPORT STAFF SALARY SCHEDULE

FULL-TIME DRIVER

189 DAYS PER YEAR 4.5 HOURS PER DAY

FULL-TIME DRIVER				
189 DAYS/YR 4.5 HRS./DAY				
	Effect.	7/1/2017	7/1/2018	7/1/2019
	Base	\$13,049	\$13,310	\$13,609
Step	Index	Salary	Salary	Salary
0	1	\$13,049	\$13,310	\$13,609
1	1.016	\$13,258	\$13,523	\$13,827
2	1.032	\$13,466	\$13,736	\$14,045
3	1.048	\$13,675	\$13,949	\$14,263
4	1.064	\$13,884	\$14,162	\$14,480
5	1.08	\$14,093	\$14,375	\$14,698
6	1.096	\$14,302	\$14,588	\$14,916
7	1.112	\$14,510	\$14,801	\$15,134
8	1.128	\$14,719	\$15,013	\$15,351
9	1.144	\$14,928	\$15,226	\$15,569
10	1.16	\$15,137	\$15,439	\$15,787
11	1.176	\$15,345	\$15,652	\$16,005
12	1.192	\$15,554	\$15,865	\$16,222
13	1.208	\$15,763	\$16,078	\$16,440
14	1.224	\$15,972	\$16,291	\$16,658
15	1.24	\$16,181	\$16,504	\$16,876
16	1.256	\$16,389	\$16,717	\$17,093
17	1.272	\$16,598	\$16,930	\$17,311
18	1.288	\$16,807	\$17,143	\$17,529
19	1.304	\$17,016	\$17,356	\$17,747
20	1.3202	\$17,227	\$17,572	\$17,967

SUPPORT STAFF SALARY SCHEDULE PART-TIME DRIVER

189 DAYS PER YEAR 2.25 HOURS PER DAY

PART-TIME DRIVER				
189 DAYS/YR 2.25 HRS./DAY				
	Effect.	7/1/2017	7/1/2018	7/1/2019
	Base	\$6,524	\$6,655	\$6,805
Step	Index	Salary	Salary	Salary
0	1	\$6,524	\$6,655	\$6,805
1	1.016	\$6,629	\$6,761	\$6,914
2	1.032	\$6,733	\$6,868	\$7,022
3	1.048	\$6,838	\$6,974	\$7,131
4	1.064	\$6,942	\$7,081	\$7,240
5	1.08	\$7,046	\$7,187	\$7,349
6	1.096	\$7,151	\$7,294	\$7,458
7	1.112	\$7,255	\$7,400	\$7,567
8	1.128	\$7,360	\$7,507	\$7,676
9	1.144	\$7,464	\$7,613	\$7,785
10	1.16	\$7,568	\$7,720	\$7,893
11	1.176	\$7,673	\$7,826	\$8,002
12	1.192	\$7,777	\$7,933	\$8,111
13	1.208	\$7,882	\$8,039	\$8,220
14	1.224	\$7,986	\$8,146	\$8,329
15	1.24	\$8,090	\$8,252	\$8,438
16	1.256	\$8,195	\$8,359	\$8,547
17	1.272	\$8,299	\$8,465	\$8,656
18	1.288	\$8,403	\$8,572	\$8,764
19	1.304	\$8,508	\$8,678	\$8,873
20	1.3202	\$8,614	\$8,786	\$8,983

SUPPORT STAFF SALARY SCHEDULE MECHANIC

260 DAYS PER YEAR 8 HOURS PER DAY

MECHANIC				
260 DAYS/YR 8 HRS./DAY				
	Effect.	7/1/2017	7/1/2018	7/1/2019
	Base	\$35,362	\$36,070	\$36,881
Step	Index	Salary	Salary	Salary
0	1	\$35,362	\$36,070	\$36,881
1	1.0218	\$36,133	\$36,856	\$37,685
2	1.0436	\$36,904	\$37,642	\$38,489
3	1.0654	\$37,675	\$38,429	\$39,293
4	1.0872	\$38,446	\$39,215	\$40,097
5	1.109	\$39,217	\$40,001	\$40,901
6	1.1308	\$39,988	\$40,788	\$41,705
7	1.1526	\$40,759	\$41,574	\$42,509
8	1.1744	\$41,530	\$42,360	\$43,313
9	1.1962	\$42,300	\$43,146	\$44,117
10	1.218	\$43,071	\$43,933	\$44,921
11	1.2398	\$43,842	\$44,719	\$45,725
12	1.2616	\$44,613	\$45,505	\$46,529
13	1.2834	\$45,384	\$46,292	\$47,333
14	1.3052	\$46,155	\$47,078	\$48,137
15	1.327	\$46,926	\$47,864	\$48,941
16	1.3488	\$47,697	\$48,651	\$49,745
17	1.3706	\$48,468	\$49,437	\$50,549
18	1.3924	\$49,239	\$50,223	\$51,353
19	1.4142	\$50,009	\$51,010	\$52,157
20	1.4363	\$50,792	\$51,808	\$52,974

SUPPORT STAFF SALARY SCHEDULE EDUCATIONAL AIDE

186 DAYS PER YEAR 7 HOURS PER DAY

EDUCATIONAL AIDE				
186 DAYS/YR 7 HRS./DAY				
	Effect.	7/1/2017	7/1/2018	7/1/2019
	Base	\$15,798	\$16,114	\$16,476
Step	Index	Salary	Salary	Salary
0	1	\$15,798	\$16,114	\$16,476
1	1.021	\$16,129	\$16,452	\$16,822
2	1.042	\$16,461	\$16,790	\$17,168
3	1.063	\$16,793	\$17,129	\$17,514
4	1.084	\$17,125	\$17,467	\$17,860
5	1.105	\$17,456	\$17,805	\$18,206
6	1.126	\$17,788	\$18,144	\$18,552
7	1.147	\$18,120	\$18,482	\$18,898
8	1.168	\$18,452	\$18,821	\$19,244
9	1.189	\$18,783	\$19,159	\$19,590
10	1.21	\$19,115	\$19,497	\$19,936
11	1.231	\$19,447	\$19,836	\$20,282
12	1.252	\$19,779	\$20,174	\$20,628
13	1.273	\$20,110	\$20,512	\$20,974
14	1.294	\$20,442	\$20,851	\$21,320
15	1.315	\$20,774	\$21,189	\$21,666
16	1.336	\$21,106	\$21,528	\$22,012
17	1.357	\$21,437	\$21,866	\$22,358
18	1.378	\$21,769	\$22,204	\$22,704
19	1.399	\$22,101	\$22,543	\$23,050
20	1.4203	\$22,438	\$22,886	\$23,401

SUPPORT STAFF SALARY SCHEDULE SPECIAL EDUCATION AIDE

186 DAYS PER YEAR 7 HOURS PER DAY

EDUCATIONAL AIDE				
186 DAYS/YR 7 HRS./DAY				
	Effect.	7/1/2017	7/1/2018	7/1/2019
	Base	\$15,798	\$16,114	\$16,476
Step	Index	Salary	Salary	Salary
0	1	\$15,798	\$16,114	\$16,476
1	1.021	\$16,129	\$16,452	\$16,822
2	1.042	\$16,461	\$16,790	\$17,168
3	1.063	\$16,793	\$17,129	\$17,514
4	1.084	\$17,125	\$17,467	\$17,860
5	1.105	\$17,456	\$17,805	\$18,206
6	1.126	\$17,788	\$18,144	\$18,552
7	1.147	\$18,120	\$18,482	\$18,898
8	1.168	\$18,452	\$18,821	\$19,244
9	1.189	\$18,783	\$19,159	\$19,590
10	1.21	\$19,115	\$19,497	\$19,936
11	1.231	\$19,447	\$19,836	\$20,282
12	1.252	\$19,779	\$20,174	\$20,628
13	1.273	\$20,110	\$20,512	\$20,974
14	1.294	\$20,442	\$20,851	\$21,320
15	1.315	\$20,774	\$21,189	\$21,666
16	1.336	\$21,106	\$21,528	\$22,012
17	1.357	\$21,437	\$21,866	\$22,358
18	1.378	\$21,769	\$22,204	\$22,704
19	1.399	\$22,101	\$22,543	\$23,050
20	1.4203	\$22,438	\$22,886	\$23,401

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

231 DAYS PER YEAR 7.5 HOURS PER DAY

PRINCIPAL'S SECRETARY				
231 DAYS/YR 7.5 HRS/DAY				
	Effect.	7/1/2017	7/1/2018	7/1/2019
	Base	\$24,450	\$24,939	\$25,501
Step	Index	Salary	Salary	Salary
0	1	\$24,450	\$24,939	\$25,501
1	1.024	\$25,037	\$25,538	\$26,113
2	1.048	\$25,624	\$26,137	\$26,725
3	1.072	\$26,211	\$26,735	\$27,337
4	1.096	\$26,798	\$27,334	\$27,949
5	1.12	\$27,384	\$27,932	\$28,561
6	1.144	\$27,971	\$28,531	\$29,173
7	1.168	\$28,558	\$29,129	\$29,785
8	1.192	\$29,145	\$29,728	\$30,397
9	1.216	\$29,732	\$30,326	\$31,009
10	1.24	\$30,319	\$30,925	\$31,621
11	1.264	\$30,905	\$31,523	\$32,233
12	1.288	\$31,492	\$32,122	\$32,845
13	1.312	\$32,079	\$32,721	\$33,457
14	1.336	\$32,666	\$33,319	\$34,069
15	1.36	\$33,253	\$33,918	\$34,681
16	1.384	\$33,839	\$34,516	\$35,293
17	1.408	\$34,426	\$35,115	\$35,905
18	1.432	\$35,013	\$35,713	\$36,517
19	1.456	\$35,600	\$36,312	\$37,129
20	1.4804	\$36,196	\$36,920	\$37,751

SUPPORT STAFF SALARY SCHEDULE

211 DAY PRINCIPAL'S SECRETARY

211 DAYS PER YEAR 7.5 HOURS PER DAY

PRINCIPAL'S SECRETARY				
211 DAYS/YR 7.5 HRS/DAY				
	Effect.	7/1/2017	7/1/2018	7/1/2019
	Base	\$22,334	\$22,781	\$23,293
Step	Index	Salary	Salary	Salary
0	1	\$22,334	\$22,781	\$23,293
1	1.024	\$22,870	\$23,328	\$23,852
2	1.048	\$23,406	\$23,874	\$24,411
3	1.072	\$23,942	\$24,421	\$24,971
4	1.096	\$24,478	\$24,968	\$25,530
5	1.12	\$25,014	\$25,515	\$26,089
6	1.144	\$25,550	\$26,061	\$26,648
7	1.168	\$26,086	\$26,608	\$27,207
8	1.192	\$26,622	\$27,155	\$27,766
9	1.216	\$27,158	\$27,701	\$28,325
10	1.24	\$27,694	\$28,248	\$28,884
11	1.264	\$28,230	\$28,795	\$29,443
12	1.288	\$28,766	\$29,342	\$30,002
13	1.312	\$29,302	\$29,888	\$30,561
14	1.336	\$29,838	\$30,435	\$31,120
15	1.36	\$30,374	\$30,982	\$31,679
16	1.384	\$30,910	\$31,529	\$32,238
17	1.408	\$31,446	\$32,075	\$32,797
18	1.432	\$31,982	\$32,622	\$33,356
19	1.456	\$32,519	\$33,169	\$33,915
20	1.4804	\$33,064	\$33,725	\$34,484

**SUPPORT STAFF SALARY SCHEDULE
BUILDING SECRETARY**

186 DAYS PER YEAR 7.5 HOURS PER DAY

BUILDING SECRETARY 186 DAYS/YR 7.5 HRS/DAY				
	Effect.	7/1/2017	7/1/2018	7/1/2019
	Base	\$19,688	\$20,082	\$20,534
Step	Index	Salary	Salary	Salary
0	1	\$19,688	\$20,082	\$20,534
1	1.024	\$20,161	\$20,564	\$21,026
2	1.048	\$20,633	\$21,046	\$21,519
3	1.072	\$21,106	\$21,528	\$22,012
4	1.096	\$21,578	\$22,010	\$22,505
5	1.12	\$22,051	\$22,492	\$22,998
6	1.144	\$22,523	\$22,974	\$23,490
7	1.168	\$22,996	\$23,456	\$23,983
8	1.192	\$23,468	\$23,938	\$24,476
9	1.216	\$23,941	\$24,419	\$24,969
10	1.24	\$24,413	\$24,901	\$25,462
11	1.264	\$24,886	\$25,383	\$25,955
12	1.288	\$25,358	\$25,865	\$26,447
13	1.312	\$25,831	\$26,347	\$26,940
14	1.336	\$26,303	\$26,829	\$27,433
15	1.36	\$26,776	\$27,311	\$27,926
16	1.384	\$27,248	\$27,793	\$28,419
17	1.408	\$27,721	\$28,275	\$28,911
18	1.432	\$28,193	\$28,757	\$29,404
19	1.456	\$28,666	\$29,239	\$29,897
20	1.4804	\$29,146	\$29,729	\$30,398

SUPPORT STAFF SALARY SCHEDULE OCCUPATIONAL THERAPIST ASSISTANT

190 DAYS PER YEAR 7.5 HOURS PER DAY

OCCUPATIONAL THERAPIST ASSISTANT				
190 DAYS/YR 7.5 HRS/DAY				
	Effect.	7/1/2017	7/1/2018	7/1/2019
	Base	\$29,175	\$29,758	\$30,428
Step	Index	Salary	Salary	Salary
0	1	\$29,175	\$29,758	\$30,428
1	1.024	\$29,875	\$30,472	\$31,158
2	1.048	\$30,575	\$31,187	\$31,888
3	1.072	\$31,275	\$31,901	\$32,618
4	1.096	\$31,975	\$32,615	\$33,349
5	1.12	\$32,676	\$33,329	\$34,079
6	1.144	\$33,376	\$34,043	\$34,809
7	1.168	\$34,076	\$34,758	\$35,540
8	1.192	\$34,776	\$35,472	\$36,270
9	1.216	\$35,476	\$36,186	\$37,000
10	1.24	\$36,177	\$36,900	\$37,730
11	1.264	\$36,877	\$37,614	\$38,461
12	1.288	\$37,577	\$38,328	\$39,191
13	1.312	\$38,277	\$39,043	\$39,921
14	1.336	\$38,977	\$39,757	\$40,651
15	1.36	\$39,678	\$40,471	\$41,382
16	1.384	\$40,378	\$41,185	\$42,112
17	1.408	\$41,078	\$41,899	\$42,842
18	1.432	\$41,778	\$42,614	\$43,572
19	1.456	\$42,478	\$43,328	\$44,303
20	1.4804	\$43,190	\$44,054	\$45,045

**SUPPORT STAFF SALARY SCHEDULE
HEALTH CLINIC NURSE (NO BACHELOR'S DEGREE)**

184 DAYS PER YEAR 7.5 HOURS PER DAY

NURSE (NON-CERTIFICATE)				
184 DAYS/YR 7.5 HRS/DAY				
	Effect.	7/1/2017	7/1/2018	7/1/2019
	Base	\$30,142	\$30,745	\$31,437
Step	Index	Salary	Salary	Salary
0	1	\$30,142	\$30,745	\$31,437
1	1.055	\$31,800	\$32,436	\$33,166
2	1.11	\$33,458	\$34,127	\$34,895
3	1.165	\$35,116	\$35,818	\$36,624
4	1.22	\$36,773	\$37,509	\$38,353
5	1.275	\$38,431	\$39,200	\$40,082
6	1.33	\$40,089	\$40,891	\$41,811
7	1.375	\$41,445	\$42,274	\$43,226
8	1.42	\$42,802	\$43,658	\$44,640
9	1.465	\$44,158	\$45,041	\$46,055
10	1.51	\$45,515	\$46,425	\$47,470
11	1.555	\$46,871	\$47,809	\$48,884
12	1.59	\$47,926	\$48,885	\$49,984
13	1.5962	\$48,113	\$49,075	\$50,179
14	1.6023	\$48,297	\$49,263	\$50,371
15	1.6085	\$48,484	\$49,453	\$50,566
16	1.6146	\$48,668	\$49,641	\$50,758
17	1.6208	\$48,854	\$49,832	\$50,953
18	1.627	\$49,041	\$50,022	\$51,148
19	1.6331	\$49,225	\$50,210	\$51,339
20	1.6392	\$49,410	\$50,398	\$51,532

**SUPPORT STAFF SALARY SCHEDULE
HEALTH CLINIC NURSE (WITH BACHELOR'S DEGREE)**

184 DAYS PER YEAR 7.5 HOURS PER DAY

NURSE (NON-CERTIFICATE)				
184 DAYS/YR 7.5 HRS/DAY				
	Effect.	7/1/2017	7/1/2018	7/1/2019
	Base	\$33,156	\$33,819	\$34,580
Step	Index	Salary	Salary	Salary
0	1	\$33,156	\$33,819	\$34,580
1	1.055	\$34,980	\$35,679	\$36,482
2	1.11	\$36,803	\$37,539	\$38,384
3	1.165	\$38,627	\$39,399	\$40,286
4	1.22	\$40,450	\$41,259	\$42,188
5	1.275	\$42,274	\$43,120	\$44,090
6	1.33	\$44,098	\$44,980	\$45,992
7	1.375	\$45,590	\$46,501	\$47,548
8	1.42	\$47,082	\$48,023	\$49,104
9	1.465	\$48,574	\$49,545	\$50,660
10	1.51	\$50,066	\$51,067	\$52,216
11	1.555	\$51,558	\$52,589	\$53,772
12	1.59	\$52,718	\$53,773	\$54,982
13	1.5962	\$52,924	\$53,982	\$55,197
14	1.6023	\$53,126	\$54,189	\$55,408
15	1.6085	\$53,332	\$54,398	\$55,622
16	1.6146	\$53,534	\$54,605	\$55,833
17	1.6208	\$53,739	\$54,814	\$56,048
18	1.627	\$53,945	\$55,024	\$56,262
19	1.6331	\$54,147	\$55,230	\$56,473
20	1.6392	\$54,350	\$55,437	\$56,685

SUPPORT STAFF SALARY SCHEDULE TECHNOLOGY AIDE

TECHNOLOGY AIDE				
231 DAYS/YR 7.5 HRS/DAY				
	Effect.	7/1/2017	7/1/2018	7/1/2019
	Base	\$32,798	\$33,454	\$34,206
Step	Index	Salary	Salary	Salary
0	1	\$32,798	\$33,454	\$34,206
1	1.024	\$33,585	\$34,257	\$35,027
2	1.048	\$34,372	\$35,059	\$35,848
3	1.072	\$35,159	\$35,862	\$36,669
4	1.096	\$35,946	\$36,665	\$37,490
5	1.12	\$36,733	\$37,468	\$38,311
6	1.144	\$37,521	\$38,271	\$39,132
7	1.168	\$38,308	\$39,074	\$39,953
8	1.192	\$39,095	\$39,877	\$40,774
9	1.216	\$39,882	\$40,680	\$41,595
10	1.24	\$40,669	\$41,483	\$42,416
11	1.264	\$41,456	\$42,285	\$43,237
12	1.288	\$42,243	\$43,088	\$44,058
13	1.312	\$43,031	\$43,891	\$44,879
14	1.336	\$43,818	\$44,694	\$45,700
15	1.36	\$44,605	\$45,497	\$46,521
16	1.384	\$45,392	\$46,300	\$47,342
17	1.408	\$46,179	\$47,103	\$48,163
18	1.432	\$46,966	\$47,906	\$48,984
19	1.456	\$47,753	\$48,709	\$49,804
20	1.4804	\$48,554	\$49,525	\$50,639

SUPPORT STAFF SALARY SCHEDULE THEATER MANAGER

184 DAYS PER YEAR

7.25 HOURS PER DAY

THEATER MANAGER				
	Effect.	7/1/2017	7/1/2018	7/1/2019
	Base	\$22,347	\$22,794	\$23,307
Step	Index	Salary	Salary	Salary
0	1.0000	\$22,347	\$22,794	\$23,307
1	1.0240	\$22,884	\$23,341	\$23,866
2	1.0480	\$23,420	\$23,888	\$24,426
3	1.0720	\$23,956	\$24,435	\$24,985
4	1.0960	\$24,493	\$24,982	\$25,544
5	1.1200	\$25,029	\$25,529	\$26,104
6	1.1440	\$25,565	\$26,076	\$26,663
7	1.1680	\$26,102	\$26,624	\$27,223
8	1.1920	\$26,638	\$27,171	\$27,782
9	1.2160	\$27,174	\$27,718	\$28,341
10	1.2400	\$27,711	\$28,265	\$28,901
11	1.2640	\$28,247	\$28,812	\$29,460
12	1.2880	\$28,783	\$29,359	\$30,019
13	1.3120	\$29,320	\$29,906	\$30,579
14	1.3360	\$29,856	\$30,453	\$31,138
15	1.3600	\$30,392	\$31,000	\$31,698
16	1.3840	\$30,928	\$31,547	\$32,257
17	1.4080	\$31,465	\$32,094	\$32,816
18	1.4320	\$32,001	\$32,641	\$33,376
19	1.4560	\$32,537	\$33,188	\$33,935
20	1.4804	\$33,083	\$33,744	\$34,504

COMPUTER TECH

260 DAYS PER YEAR

8.00 HOURS PER DAY

COMPUTER TECH				
	Effect.	7/1/2017	7/1/2018	7/1/2019
	Base	\$38,511	\$39,281	\$40,165
Step	Index	Salary	Salary	Salary
0	1.0000	\$38,511	\$39,281	\$40,165
1	1.0240	\$39,436	\$40,224	\$41,129
2	1.0480	\$40,360	\$41,167	\$42,093
3	1.0720	\$41,284	\$42,110	\$43,057
4	1.0960	\$42,208	\$43,052	\$44,021
5	1.1200	\$43,133	\$43,995	\$44,985
6	1.1440	\$44,057	\$44,938	\$45,949
7	1.1680	\$44,981	\$45,881	\$46,913
8	1.1920	\$45,905	\$46,824	\$47,877
9	1.2160	\$46,830	\$47,766	\$48,841
10	1.2400	\$47,754	\$48,709	\$49,805
11	1.2640	\$48,678	\$49,652	\$50,769
12	1.2880	\$49,602	\$50,595	\$51,733
13	1.3120	\$50,527	\$51,537	\$52,697
14	1.3360	\$51,451	\$52,480	\$53,661
15	1.3600	\$52,375	\$53,423	\$54,625
16	1.3840	\$53,300	\$54,366	\$55,589
17	1.4080	\$54,224	\$55,308	\$56,553
18	1.4320	\$55,148	\$56,251	\$57,517
19	1.4560	\$56,072	\$57,194	\$58,481
20	1.4804	\$57,012	\$58,152	\$59,461

SUPPORT STAFF SALARY SCHEDULE

APPLICATIONS COORDINATOR

260 DAYS PER YEAR 8.00 HOURS PER DAY

APPLICATIONS COORDINATOR				
	Effect.	7/1/2017	7/1/2018	7/1/2019
	Base	\$52,540	\$53,591	\$54,797
Step	Index	Salary	Salary	Salary
0	1.0000	\$52,540	\$53,591	\$54,797
1	1.0350	\$54,379	\$55,467	\$56,715
2	1.0700	\$56,218	\$57,342	\$58,633
3	1.1000	\$57,794	\$58,950	\$60,276
4	1.1300	\$59,370	\$60,558	\$61,920
5	1.1600	\$60,947	\$62,166	\$63,564
6	1.1900	\$62,523	\$63,773	\$65,208
7	1.2200	\$64,099	\$65,381	\$66,852
8	1.2500	\$65,675	\$66,989	\$68,496
9	1.2800	\$67,251	\$68,596	\$70,140
10	1.3100	\$68,828	\$70,204	\$71,784
11	1.3400	\$70,404	\$71,812	\$73,428
12	1.3650	\$71,717	\$73,152	\$74,798
13	1.3900	\$73,031	\$74,491	\$76,168
14	1.4150	\$74,344	\$75,831	\$77,537
15	1.4400	\$75,658	\$77,171	\$78,907

APPENDIX D

MEMORANDUMS OF UNDERSTANDING

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

APPENDIX E

CERTIFICATED/LICENSED EVALUATION TIMELINE

By September 15	Teacher and evaluator will meet individually or in a group, prior to September 15, to discuss evaluation procedures. The Superintendent is not eligible to be a credentialed evaluator.
By September 15	A teacher must submit a written request to the teacher's building principal/supervisor with a copy to the Superintendent for consideration of a continuing contract by September 15 of that school year.
Evaluation procedures	Evaluator will conduct a pre-conference with the teacher prior to the first formal classroom observation. All other observations may be unannounced. At least two (2) formal observations of at least thirty (30) minutes per observation must be completed.
	Evidence of each classroom observation will be shared with the teacher at the post conference and uploaded to the Electronic Teacher/Principal Evaluation System (eTPES) as appropriate. See attached form.
	The post classroom observation conference will normally be held within five (5) school days of the classroom observation unless unusual circumstances prevail. Any teacher may receive a recommendation for an area of refinement. If a teacher receives a Developing or Ineffective rating in any area of the teacher performance rubric the administrator will document the area of refinement and the means of assistance on the post-conference recording form.
	Teachers who receive a final summative rating of Skilled or Accomplished must have a professional growth plan established within ten (10) days after the final evaluation conference. A teacher who has a final summative rating of Developing or Ineffective must have an improvement plan developed within ten (10) days of the final evaluation conference. This provision does not preclude modification of a growth or improvement plan based on relevant data received after the ten (10) day deadline, but any such modification must be made within ten (10) days of receipt of such data.
	Teachers, who are on limited or extended limited contracts pursuant to Ohio Law and under consideration for nonrenewal and/or the denial of a continuing contract must receive at least three (3) formal observations during the evaluation cycle. Teachers holding an initial full-year limited contract whose final summative rating is Ineffective will be automatically recommended for nonrenewal and be given written notice of nonrenewal by June 1.
By May 1	Complete the evaluation for all teachers unless teacher is rated Accomplished and in an off year. Written evaluation must be received by May 10.
Contract Denial Procedures	
Regular April Board of Education Meeting	Staff member must be notified by the Superintendent if the intention is to recommend to the Board the nonrenewal of a limited contract, the denial of a continuing contract for which service and certification status would normally make them eligible, or a limited contract renewal for less than the normal time as outlined in the Agreement.
10 days after notification	Staff member may request, and shall be granted, a conference with the Superintendent (accompanied by Association representation if desired) to discuss the decision to recommend nonrenewal; at such conference, the Superintendent shall discuss with the staff member the reasons for the decision to recommend nonrenewal.
Regular May Board of Education Meeting	Staff member may request and shall be granted the right to appear before the Board in executive session, if he/she desires, prior to final action on his/her contract.

June 1	If the Board approves the recommendation of nonrenewal, the employee shall be notified in writing by June 1 of the year in which the limited contract expires. Failure of the Administration to comply with this provision of the Agreement results in automatic re-employment of the affected member on another limited contract or continuing contract, if eligible.
Meaning of "Days"	Unless otherwise specified, the word "days" means school days in this Appendix.
Time Adjustments	In the event of an unforeseen absence of a staff member or evaluator that makes strict adherence to the time deadlines in this Appendix impracticable, the affected deadline will be reasonably adjusted in light of the particular circumstances. This provision does not apply to the June 1 deadline for written notice of nonrenewal of a limited contract.

APPENDIX F - 1

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

SICK LEAVE BANK

Donation Form

Name of Employee (print) _____

Initial here

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

Initial here

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

Signature _____

Date _____

Treasurer's Office

Received by _____

Date _____

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

SICK LEAVE BANK

Request form

Name of Employee (print) _____

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

(circle one) First Request Second Request

Signature _____

Date _____

The following is to be completed by the Review Committee:

Proper Documentation from Doctor: Yes No

Committee's Decision: Approved Denied

Signatures of Committee Members:

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

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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by the Granville Education Association ("GEA") and the Granville Exempted Village School District Board of Education ("Board") to capture their mutual intent with respect to implementation of two (2) new provisions of their Collective Bargaining Agreement that became effective on July 1, 2017. The parties now agree as follows:

1. The inclusion of the position of Applications Coordinator in the description of the bargaining unit in Article 1 of the Agreement will not become effective until such time as the incumbent Applications Coordinator (Evan McCullough) leaves the position.
2. Paragraph 9 of Article 20, Section F of the Agreement which links the Robotics supplemental contract to the Robotics Design Instructor, will not become effective until such time as the current Robotics Design Instructor (Christian Reinke or his successor if such successor employee was involuntarily transferred to the position) either leaves the position or accepts the Robotics Supplemental.

This Memorandum of Understanding will expire upon the expiration of the parties' Collective Bargaining Agreement that became effective on July 1, 2017.

FOR THE GEA

FOR THE BOARD

Amy D. Muller 6/22/17
Name Date

Jeffrey L. Brown 6/22/17
Name Date

GEA President 6/22/17
Title Date

Superintendent
Title Date

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by and between the Granville Education Association ("Association") and the Granville Exempted Village School District Board of Education ("Board") to address and clarify a personal leave issue under the parties' collective bargaining agreement ("2017-20 Agreement"). The parties hereby agree as follows:

If a written request for personal leave is submitted to the bargaining unit member's immediate supervisor as soon as possible but no later than ten (10) days in advance, except in emergency situations, it shall be granted. If it is submitted less than ten (10) days in advance, then a reason must be stated and the approval is subject to the availability of a substitute. Day one (1) will begin the day after the request is submitted to the immediate supervisor. Approvals for leave request are subject to the provisions outlined in Article 10, Section D of the 2017-20 Agreement.

This Memorandum will expire contemporaneously with the expiration of the parties' 2017-20 Agreement.

FOR THE ASSOCIATION

Ang Muller 6/22/17
Name Date

GEA President 6/22/17
Title

FOR THE BOARD

Jeffrey L. Bo 6/22/17
Name Date

Superintendent
Title

