



# Ottawa Hills Local Schools

*Defined by excellence. Supported by tradition.*

## **Negotiated Agreement** between the Ottawa Hills Education Association and the Ottawa Hills Board of Education

January 1, 2018 - December 31, 2020



**NEGOTIATED AGREEMENT  
 BETWEEN  
 THE OTTAWA HILLS EDUCATION ASSOCIATION  
 AND  
 THE OTTAWA HILLS BOARD OF EDUCATION**

**JANUARY 1, 2018 – DECEMBER 31, 2020**

**TABLE OF CONTENTS**

	Page No.
<b>TABLE OF CONTENTS</b> .....	i-ii
 <b>ARTICLE I: RECOGNITION</b>	
A. Recognition .....	1
B. Management Rights .....	1
C. Fair Share Fee .....	2-3
D. Negotiations .....	4
E. Professional Review Committee .....	4
F. Board Policy Books .....	5
 <b>ARTICLE II: GRIEVANCE PROCEDURE</b>	
A. Purpose .....	5
B. General.....	5-6
C. Procedure.....	6-7
 <b>ARTICLE III: COMPENSATION</b>	
A. Teachers Salary Schedule .....	8-9
B. Pay Period.....	9
C. Calculating Part-Time Pay.....	9-10
D. Additional Class or Classes.....	10
E. Supplemental Salary Work.....	10-11
F. Supplemental Salary Committee.....	11-12
G. Job Descriptions.....	12
H. Deductions .....	12-13
 <b>ARTICLE IV: NEGOTIATED FRINGE BENEFITS</b>	
A. Insurance.....	13-16
B. Reimbursement for College Coursework .....	16
C. Master Teacher Designation .....	16

**ARTICLE V: WORKING CONDITIONS**

A. Work Days in Teachers Contract .....17-18  
B. Assignment and Transfer .....18-19  
C. Reduction in Force (Layoff) and Recall .....20-22  
D. Limited and Continuing Contracts (Tenure) and Supplemental  
Contracts .....22-23  
E. Solicitations .....23  
F. Personnel Files.....24  
G. Teacher/Parent Communications .....24  
H. Evaluation.....25  
I. Mentors for Teachers New to the District .....25-26  
J. Complaint Procedure.....26  
K. Placement of Students With Disabilities .....26-27  
L. Special Education and Intervention Services .....27  
M. Extra Curricular Passes .....27  
N. Health and Safety .....28  
O. Study Hall and Online Course Supervision .....28

**ARTICLE VI: RIGHTS OF INDIVIDUALS AND PROFESSIONAL CONDUCT....29**

**ARTICLE VII: LEAVES**

A. Sick Leave .....29  
B. Bereavement Leave .....29  
C. Personal Leaves and Absences .....29-30  
D. Jury Duty and Court Subpoena Leave .....30  
E. Maternity/Paternity/Adoption Leave .....31  
F. Assault Leave .....31  
G. Unpaid Leave .....32  
H. Family and Medical Leave Act (FMLA) .....32

**ARTICLE VIII: SEVERANCE PAY**

A. Severance Pay .....33  
B. Retirement Notice Bonus .....33

**ARTICLE IX: NO STRIKE.....33**

**ARTICLE X: RIGHTS OF OHEA .....34**

**ARTICLE XI: SEVERABILITY .....35**

**ARTICLE XI: DURATION .....35**

**APPENDIX A: SALARY INDEX SCHEDULE.....37**

**APPENDIX B: SUPPLEMENTAL SALARY INDEX.....45**

**APPENDIX C: SUMMARY OF HEALTH CARE BENEFITS .....49**

**INDEX .....63**

**NEGOTIATED AGREEMENT  
BETWEEN  
THE OTTAWA HILLS EDUCATION ASSOCIATION  
AND  
THE OTTAWA HILLS BOARD OF EDUCATION**

**JANUARY 1, 2018 – DECEMBER 31, 2020**

**ARTICLE I: RECOGNITION**

**A. RECOGNITION**

The Ottawa Hills Board of Education recognizes the Ottawa Hills Education Association (OHEA), an affiliate of the Ohio Education Association and the National Education Association, as the exclusive bargaining representative of all certificated personnel required to pay into the State Teachers' Retirement System, excluding administrative personnel and substitute teachers, for purposes of collective bargaining within the scope of Chapter 4117, Ohio Revised Code.

**B. MANAGEMENT RIGHTS**

The Association recognizes the Board as the legally elected body which, by law has the final authority and responsibility of establishing the policies for the Ottawa Hills Local School District and as the employer of all personnel of the school system.

The Board hereby retains and reserves unto itself, except as limited by the terms of this Agreement, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Ohio, and of the United States including the rights specified in 4117.08(C) of the Ohio Revised Code. Such rights include, but are not limited to, the right to hire, promote, transfer, assign, retain employees in positions, suspend, demote, discharge, remove or take other disciplinary action against employees for just cause, to relieve employees from duties because of lack of work or funds or other legitimate reasons, to determine the methods, means, employees or persons by which Board operations shall be conducted, to direct the schedule, shift, and location of the work of employees so that the Board may operate in the most efficient manner, except as limited by the terms of this Agreement. All management rights are retained by the Board, including the sole and exclusive right to manage its operation, buildings, and facilities and to direct the work force including the rights specified in 4117.08[C] of the Ohio Revised Code, except as limited by the terms of this Agreement.

## C. FAIR SHARE FEE

1. Fair Share Fee shall be an exclusive right conferred upon the Association as the exclusive bargaining agent. Each bargaining unit member upon employment and re-employment shall annually either:
  - a. Sign and deliver to the Association an application for Association membership, and unless annual dues are paid by cash, check, or money order, or other approved method, sign and deliver to the Association an authorization to the Board for payroll deduction of Association membership dues, fees and assessments. The Board, upon written notice from the president of the Association that a bargaining unit member has terminated membership, shall forthwith commence the check-off of the representative fee and assessments with respect to the former Association member, and the amount of the fair share fee for the remainder of the school year shall be the annual representation fee and uniformly applied assessments less the amount of Association annual dues previously paid through payroll deduction;
  - b. In lieu of becoming a member of the Association, the Board shall check-off and deduct from the wages of the bargaining unit member and pay to the Association an annual representation fee.
2. All contracts of employment for positions in the bargaining unit shall contain the following language:

"This contract of employment is subject to the Master Contract between the Board and the Association, the terms and conditions of which are incorporated herein by reference as though fully rewritten herein. By signing this contract, I represent that I have been notified of the Fair Share Fee provisions contained in the Master Contract, that I will, if I elect not to become, or remain, a member of the Association, pay to the Association the lawfully prescribed annual representation fees and assessments for service and benefits to be conferred upon me by the Association directly attributable to its representation as my exclusive bargaining agent during the term of my employment by the Board."
3. The President of the Association shall within thirty [30] days of official adoption of a uniform assessment fee certify to the Board the amount of the uniform assessment fee.
4. The Board upon receipt of the certification of the amount of representation fee and/or assessments shall automatically begin payroll deduction of the representation fee and/or assessments from the pay of every bargaining unit member that is a non-member of the Association and is currently employed in the bargaining unit. The Board shall transfer such fee and/or assessments to the Treasurer of the Association within five [5] work days of deduction. The representation fee payroll deduction shall be equally divided over the bargaining unit members' pay periods beginning with the bargaining unit members' first paycheck of the employment year and lasting through the remaining pay periods for that employment year.

The assessment fee payroll deduction shall begin with the second payroll period in January except that no fair share fee deductions shall be made for bargaining unit members employed after December 31 until the second paycheck, which period shall be the required probationary period of newly-employed bargaining unit members. The remaining payment of the fair share fee dues of the fair share fee participant shall be equally deducted from the remaining pay periods of that participant for that employment year. The failure or refusal of the Treasurer to deduct the representation fee and/or assessments shall not relieve the employee of his/her liability to the Association for the amount of their presentation fee and assessments.

5. Upon the effective date of the Agreement, the Board and Association shall jointly notify, in writing, each bargaining unit member of this Fair Share Fee Agreement. Such notice shall have attached thereto a copy of the exact language of this Agreement. The Board shall payroll deduct their presentation fee and/or assessments in accordance with this Section of this Agreement and shall advise each member of the bargaining unit of his/her right to challenge the amount of said fee in accordance with federal law and as required by Section 4117.09 (C) of the Ohio Revised Code.
6. The Association certifies to the Board that an internal rebate procedure shall be established in accordance with Section 4117.09 (C) of the Revised Code, and that a procedure for challenging the amount of the representation fee shall be established and posted for the information of the members of the bargaining unit and that such procedure and posting shall be in compliance with all applicable state and federal laws and the Constitutions of the United States and the State of Ohio.
7. The Association agrees to indemnify the Board for any cost or liability incurred as a result of the implementation and enforcement of this provision provided that:
  - a. The Board shall give a ten (10) day written notice of any claim made or action filed against the employer by a non-member for which indemnification may be claimed;
  - b. The Association and the Board mutually agree upon counsel to represent and defend the employer;
  - c. The Board agrees to (1) give full and complete cooperation and assistance to the Association and its counsel at all levels of the proceeding, (2) as a party if it so desires, and/or (3) to not oppose the Association or its affiliates' application to file briefs amicus curiae in the action;
  - d. The Board acted in good faith compliance with the fair share fee provision of this Agreement; however, there shall be no indemnification of the Board if the Board intentionally or willfully fails to apply [except due to court order or misapplies] such fair share fee provisions herein.

## **D. NEGOTIATIONS**

1. Negotiations will be governed by provisions of Chapter 4117 of the Ohio Revised Code, except that negotiations taking place during the term of the Master Agreement shall take place pursuant to the provisions of Article I, Section D, Number 2.
2. If at any time during the life of this Agreement, the Board of Education or the Ottawa Hills Education Association wishes to address an issue that affects wages, hours, terms, and other conditions of employment, the Board or Association will first forward the issue in writing to the Professional Review Committee, in which both parties will make a good faith effort to discuss the issue and find a solution. If that effort results in a recommended solution, by a three-fourths majority, the recommendation will be submitted to the Ottawa Hills Education Association for approval and to the School Board for approval. If no recommendation is reached or if either organization fails to approve a recommendation, then both parties may agree to open negotiations, limited to the specific issue. Should the parties agree to open mid-term negotiations but fail to reach agreement within 30 days, the Board may not implement its last proposal to the Association but may require the Association to submit all unresolved issues raised during mid-term negotiations to binding issue arbitration pursuant to Article II, Section C, Step Four of the Grievance Procedure.

## **E. PROFESSIONAL REVIEW COMMITTEE**

The Administration and the Association agree to form a professional review advisory committee to meet at least once each month only during the school year to discuss matters of mutual concern. Each party shall assign four (4) members to this committee and all meeting arrangements will be made by mutual consent. When possible, two (2) of the Association members shall be staff members from the elementary school, and two (2) shall be staff members from the junior/senior high school. The chair of this committee will rotate on a yearly basis between the Administration and the Association. The mutually agreed upon minutes of each PRC meeting will be maintained in an electronically shareable format. As a matter of general principle, contract enforcement, i.e., grievances, and items specifically included in the negotiated agreements fall outside the scope of authority of the PRC except as otherwise specifically provided in Section D 2 above. Other concerns from individual buildings and/or building members will only be considered if they have first been discussed with the building staff and they have been unable to reach a satisfactory resolution. All other matters of mutual concern may be agenda items for the PRC. In addition, the Committee will provide input to the Board concerning the adoption of new policies or revisions of existing policies that affect teachers in their assigned duties but are not an addition to, deletion from, or modification of the existing contract between the Board and the Association. Policies so pertaining may be brought to the Committee for discussion and study by either the Association or the Administration.



## **F. BOARD POLICY BOOKS**

Every member of the bargaining unit employed by the Ottawa Hills Board of Education will have access to an electronic copy of "Board Policies for Teachers." Any policies changed during the school year will be emailed to employees following final Board action. In addition, one copy of the Board Policy book will be provided to the OHEA president.

## **ARTICLE II: GRIEVANCE PROCEDURE**

### **A. PURPOSE**

The Ottawa Hills Local Board of Education and the Ottawa Hills Education Association recognize that in the interest of effective personnel relations, a procedure is necessary whereby professional staff members can be assured of a prompt hearing and a fair settlement of their grievances.

The primary purpose of this procedure is to secure, at the lowest possible level, equitable solutions to grievances.

### **B. GENERAL**

Grievance A claim by a bargaining unit member, a group of professional staff members whose grievance claim is identical, or the Association involving an alleged misinterpretation, violation, or misapplication of any of the provisions of negotiated agreements, Board of Education policies, or individual teacher contracts.

Grievant The person, persons, or the Association filing the grievance.

Days All weekdays except Saturdays, Sundays, school holidays, summer, winter and spring breaks.

Withdrawal of Grievance A grievance may be withdrawn at any step without prejudice.

Third Party If the grievant desires, he/she may be accompanied by an O.H.E.A. and/or O.E.A. representative at all steps.

Reprisal The procedure shall be available to all professional staff members, and no reprisals of any kind shall be taken against a person initiating or participating in a grievance procedure. The fact that a teacher files a grievance shall not be recorded in his personnel file, or in any file or record utilized for promotion or for employment recommendations.

Alternate Procedure A grievance that falls outside the scope of the authority of the building principals or by a group of teachers from more than one building may be initiated at Step Two of the Grievance Procedure. The written grievance shall be on a standard form containing a statement of the provision(s) allegedly violated, misinterpreted or misapplied, and shall be

filed within twenty (20) days after the action giving cause for the grievance. The grievant(s) are encouraged to informally discuss the grievance with the Superintendent before filing the written grievance.

## **C. PROCEDURE**

Informal Step Any professional staff member or group of professional staff members having a grievance must first discuss the grievance with the building principal within fifteen (15) days after the action giving rise to the grievance. The grievant has the right to be accompanied by a Third Party as defined above at any step of the grievance process. Step One If the discussion does not resolve the grievance to the satisfaction of the grievant, the grievant shall have the right to lodge a written grievance with the building principal within twenty (20) days after the informal step meeting. The written grievance shall be on a standard form and shall contain a statement of facts upon which the grievance is based and a reference to the specific provision of the negotiated agreement, Board of Education policy, or individual teacher contract, allegedly violated or misapplied. The grievant shall have the right to request a hearing before the building principal. The request shall appear on the grievance form, and a hearing shall be conducted within five (5) days after the receipt of the request. The hour and day of the hearing shall be by mutual consent and at a place agreed upon by both parties.

The building principal shall take action on the written grievance within five (5) days from receipt of the grievance or five (5) days after the hearing, if applicable. The action taken and the reasons for the action shall be reduced to writing and copies sent to the grievant, the Ottawa Hills Education Association, and the Superintendent.

Step Two If the action taken by the building principal does not resolve the grievance to the satisfaction of the grievant, or the principal does not have the authority to resolve the grievance, the grievant shall request, in writing, a hearing with the Superintendent within five (5) days of receipt of the principal's disposition of the grievance. A hearing shall be conducted by the Superintendent within five (5) days after receipt of the request. The hour and day of the hearing shall be by mutual consent and at a place agreed upon by both parties.

The Superintendent shall take action on the appeal of the grievant within five (5) days after the hearing is held. The action taken and the reasons for the action shall be reduced to writing and copies sent to the grievant, the Ottawa Hills Education Association, and the building principal.

A grievance arising from a claimed violation, misinterpretation, or misapplication of a provision or provisions of this Agreement that falls outside the scope of the authority of the building principals or by a group of teachers from more than one building may be initiated at Step Three of the Grievance Procedure. The written grievance shall be on a standard form containing a statement of the provision(s) allegedly violated, misinterpreted or misapplied, and shall be filed within twenty (20) days after the action giving cause for the grievance. The grievants are encouraged to informally discuss the grievance with the Superintendent before filing the written grievance.

Step Three - Mediation If the Association is not satisfied with the Step Two answer, it may, within ten (10) days of the filing of the Step Two answer, advance the grievance to Federal Mediation and Conciliation Service (FMCS) by giving written notice to the Superintendent. The parties will jointly contact the local FMCS office to request the services of a mediator. If the parties do not agree on the mediator, then they will request that the FMCS appoint one. The parties will make every effort to have a mediation session scheduled within ten (10) workdays of the request to the FMCS. If the parties agree to the solution reached with the help of the FMCS mediator, then that solution will be reduced to language and filed with the superintendent and the Association.

Step Four – Arbitration If the grievant(s) and the Association are not satisfied with the Step Three results, the Association may, within twenty (20) days of the conclusion of the mediation, advance the grievance to arbitration by giving simultaneous written notice of such appeal to the Federal Mediation and Conciliation Service (FMCS) and the Superintendent. Upon receipt of the required notice of arbitration, the Superintendent and the Association shall confer. The arbitrator shall be selected according to the alternate strike method and in no case shall he/she be selected more than ten (10) days after receipt by the parties of a list of arbitrators from the FMCS.

Arbitrator's Decision and Compensation The arbitrator will render a decision in writing within thirty [30] days, or such additional time as the parties may in writing agree, after any grievance has been submitted to him/her and his/her decision, when so rendered as required by law, will be final and binding on the parties and may be enforced in any court of competent jurisdiction. The Board and the Association will bear their own grievance process and arbitration expenses individually and share the arbitrator's fee and expenses equally.

Limitation of Arbitrator's Authority The jurisdiction and authority of the arbitrator and his/her opinion and award shall be limited to the interpretation of the written provisions of this Agreement, Board policy, and individual contracts. The arbitrator shall have no authority to add to or subtract from or in any way modify the terms and conditions of this Agreement, Board Policy, or individual contracts. A court of competent jurisdiction shall be the appropriate forum for the resolution of disputes over whether or not any written provisions of said Agreement, Board policy, or individual contracts affecting bargaining unit members are contrary to law.

Jurisdictional Question In any arbitration proceeding where a question concerning the arbitrator's jurisdiction over the grievance is raised, the arbitrator shall make a separate decision on the question of his/her jurisdiction. In the arbitrator's decision, he/she shall first rule upon the jurisdictional issues and, if the arbitrator determines that he/she has no jurisdiction, the arbitrator shall make no decision or recommendation concerning the merits of the grievance. Nothing contained herein shall prohibit the arbitrator from taking all evidence of the jurisdictional issues and the merits of the grievance in a single hearing.

## ARTICLE III: COMPENSATION

### A. TEACHERS SALARY SCHEDULE

1. The Ottawa Hills Board of Education expects to continue the concept of a superior education and is committed to the principle of providing a salary schedule which is competitive with the best salary schedules in the Toledo area. At the time an individual is offered a position with the Ottawa Hills Schools, a complete explanation regarding compensation and benefits will be given.

2. Salary Schedule

Wages will be paid pursuant to the salary schedules and index in Appendix A. Advances to higher salary classes shall be made as set forth in subsection 4, below. Bargaining unit members shall advance one step on the salary schedule for each year of completed service in the District, beginning from the step at which they were placed in January 2017.

In addition, bargaining unit members who were subject to a step freeze during any period from 2012 through 2014 shall be advanced additional steps which they did not receive and have, to date, not already recovered. This step recovery shall occur in September 2019 and does not apply to any bargaining unit members initially hired on or after the 2014-2015 school year.

3. There shall be a .50% bonus for each individual based on the individual's salary in those years in which the ODE "District Report Card" for the previous school year (i.e. school year 12-13 means the 12 report card) designates the district as earning an "A" in the "Indicators Met" category, until such time that the ODE issues an overall letter grade for the District, at which time the bonus will be based upon an overall District letter grade of "A." The .50% bonus is not compounded annually in those years in which it is earned. The bonus shall be paid in a lump sum in the last pay in January. Appropriate taxes and STRS deductions will be withheld.

4. Educational Advancement

Only semester hours within the College of Education or related to the staff member's area of teacher certification, after attaining the Bachelor's Degree or Master's Degree, will count toward the educational advancement in the Bachelor's or Master's categories.

If a teacher notifies the Superintendent's office in writing by September 1 that the teacher has enough credit to warrant an educational advancement on the salary schedule, the change will be made for that school year, following verification of the class and the credit hour total. \*\*

[One (1) quarter hour equals two-thirds (2/3) semester hours.]

If a teacher notifies the Superintendent's office in writing by February 1 that the teacher has enough credit to warrant an educational advancement on the salary schedule, the change will be made for the second semester, following verification of the class and the credit hour total.\*\*

\*\* One (1) quarter hour equals two-thirds (2/3 semester hours).

## B. PAY PERIOD

1. The annual salary of all bargaining unit employees shall be paid by direct deposit in 24 semi-monthly payments to be made on the 15<sup>th</sup> and the last work day of each calendar month. Employees shall provide the District Treasurer all information necessary for direct deposit. Notices of direct deposit will be provided by email only.
2. Pay deductions and additions
  - a. Credit union and annuity payments will be deducted from each deposit equally.
  - b. Health insurance premium payments and United Way contributions will be deducted from the first deposit of the month.
  - c. Professional dues will be deducted from the second deposit of the month.
  - d. Hourly supplemental pay will be included with the second deposit of the month.
3. Whenever, for any reason, a teacher fails to complete the school term, the sum total of payments made shall not exceed the per diem rate times the number of days worked.
4. Teachers shall be paid for time lost whenever schools are closed because of emergency closings.

## C. CALCULATING PART-TIME PAY

The calculation of part-time pay in each building is based upon each building's schedule. Those schedules are different.

1. Elementary Building This pay is calculated using the following formula:  
$$\text{annual salary} \times \frac{\# \text{ of hours worked, including conference time}}{6.5 \text{ hours/day} \times 183 \text{ days}}$$
2. Junior/Senior High Building This pay is calculated using the following formula:  
$$\text{annual salary} \times \frac{\# \text{ of periods scheduled, including conference time}}{8}$$
3. Traveling Teachers This pay is calculated using the following formula:

elementary building salary + junior/senior high building salary

4. Planning/Conference Time

Conference time is determined as follows:

- a. Elementary Building – In conference with the building principal based upon the teaching assignment.
- b. Junior/Senior High Building – Three, four, or five classes scheduled will result in one planning/conference period also scheduled.
- c. Traveling Teachers – Consideration is given to the totality of the traveling teacher's assignments in conference with the building principals.

(See Article IV, Section A1 for eligibility for fringe benefits.)

- D. Any junior high or high school teacher who is assigned an additional class or classes beyond the full time course load shall be compensated at a rate proportional to one-eighth (1/8) of his/her per diem rate per such class. Any such class assignment shall take the form of an additional contract.

**E. SUPPLEMENTAL SALARY WORK**

1. Supplemental Pay Schedule.

Pay for supplemental contracts shall be in accordance with the index and effective dates set forth in Appendix B, calculated on the base salaries below, but as modified by longevity increases in Article III, Section D, paragraph 2, Longevity.

Effective 1/1/2018	\$40,851
Effective 1/1/2019	\$41,260
Effective 1/1/2020	\$41,673

All salaries except hourly will be rounded off to the nearest dollar.

2. Longevity

Longevity increments will be paid as follows for extra duty assignments (excluding hourly positions).

After three (3) years of total experience in an Ottawa Hills position, the holder of that supplemental contract will receive 5% more than the wage in the supplemental salary index.

After six (6) years of total experience in an Ottawa Hills position, the holder of that supplemental contract will receive 10% more than the wage in the supplemental salary index.

3. All supplemental salary positions for club and class advisors have to meet the current requirements for organized clubs or activities at our high school:
  - \* Have a list of written objectives
  - \* Have a set of officers (if applicable)
  - \* Collect dues
  - \* Have an assigned faculty advisor
  - \* Be approved by the school board
  - \* Have a written job description
4. Compensation for hourly supplemental salary work performed during the school workday (8:00 a.m. – 3:30 p.m., excluding unpaid lunch) represents payment for the extra duties performed during the planning/conference time that teachers relinquish.
5. Curriculum Hourly Work

Teachers may submit a request to receive supplemental hourly pay, under this Section E (5), for one or more of the following reasons: (a) to provide direct instruction to students outside of the contract day; (b) to monitor, assist, and assess students taking an approved independent study course; (c) to assist in the development of new curricula; or (d) to meet an objective established by a building or district administrator. The request must be submitted to the Director of Curriculum and Instruction and approved in writing by him or her prior to submission of hours for payment. Requests will be approved or denied within thirty (30) calendar days following receipt of the request.

## **F. SUPPLEMENTAL SALARY COMMITTEE**

The Supplemental Salary Committee will consist of three (3) representatives of the O.H.E.A. and three (3) administrative representatives. The Committee will meet to review job descriptions and supplemental salaries during the school year prior to negotiations and report by June 1 to the parties.

The committee will review all job descriptions and supplemental salary indexes. Written recommendations for new supplemental salary positions, elimination of current positions, and index changes will be made to the O.H.E.A. negotiating team and the school board negotiating team prior to June 1 of the year of negotiations for incorporation into the negotiated agreement.

All job descriptions will include the following:

1. Position title
2. Responsibility
3. General duties
4. General time expectations
5. Specific duties

Specific duties for club and class advisors will include submission of an activity plan and an annual budget upon the request of the treasurer prior to the final supplemental salary payment.

## **G. JOB DESCRIPTIONS**

1. All job descriptions for athletic jobs will be developed by coaches and the athletic director. Upon request, an Association representative and/or an Administration representative may be present.
2. All other extra duty, non-athletic job descriptions will be developed by the appropriate administrator and the current holder(s) of that position. Upon request, an Association representative and/or Administrative representative may be present.

## **H. DEDUCTIONS**

### **1. Retirement Deduction**

Every teacher automatically becomes a member of the Ohio State Teachers Retirement System (STRS). This service provides for retirement or for life pension in case of permanent illness or certain types of disability.

Regular salary deductions for the Ohio State Teachers Retirement System are based on the current STRS rate.

The Board shall designate each employee's mandatory contributions to the Ohio State Teachers Retirement System as "picked up" by the Board as specified by Internal Revenue Service Revenue rulings 77-462 and 81-36, although they shall continue to be designated as employee contributions as permitted by the Attorney General Opinion 82-097, in order that the amount of the employee's income reported by the Board as subject to federal and Ohio income tax shall be the employee's total gross income reduced by the then current percentage amount of the employee's mandatory State Teachers Retirement System contribution which has been designated as "picked up" by the Board, and that the amount designated as picked up by the Board shall be included in computing final average salary, provided that no employee's total salary is increased by such "pick up", nor is the Board's total contribution to the State Retirement System of Ohio increased thereby.

### **2. Professional Education Associations**

Any employee may have a monthly deduction in ten (10) equal installments for their professional education association dues.



3. Annuity Deduction

The Treasurer is authorized, on the request and authorization of employees, to withhold portions of salaries due such employees and to purchase annuity insurance therewith for such requesting employees.

- a. That the Treasurer of this Board of Education, on the written request and authorization of any teaching or non-teaching employee of this Board of Education, be, and the Treasurer is hereby authorized and directed to make such salary reductions from the salaries of the employees so requesting and authorizing the same, and with the salary reductions so made, to enter into contracts providing for the purchase of annuity insurance on behalf of such requesting employees.
- b. The Treasurer of this Board is further authorized and directed to adopt such procedure in carrying out the provisions of Section 1 of this resolution as he may from time to time determine, and said Treasurer is further authorized and directed to do and perform any and all incidental acts and things as shall be necessary and proper to carry out the intent of this resolution.
- c. The Board reserves the right to limit the number of companies with which the Treasurer may contract on behalf of employees of this Board, should such action at any time in the future be deemed expedient.

4. Section 125 Plan Deduction

The Board shall maintain an Internal Revenue Service Section 125 plan. The Board shall be the Administrator (as defined in ERISA) of the Section 125 plan and accounts.

**ARTICLE IV: NEGOTIATED FRINGE BENEFITS**

**A. INSURANCE**

The Ottawa Hills Board of Education reserves the right and responsibility to select the carrier for the following benefits.

It is the intent of the Ottawa Hills School District to comply with the best practice standards required by the Public Health Care Advisory Committee.

1. Levels of Fringe Benefits for Half-Time/Full-Time Teachers

Half-time or equivalent teachers may receive all fringe benefits - Single Benefits Only - but have the option to purchase, if eligible, full family benefits at the Board's actual cost difference between single membership and family membership.

Half-time teacher defined:

High School - 3, 4, or 5 classes plus one [1] paid planning/conference period.

Elementary School - 618 hours in a school year exclusive of one (1) 45-minute lunch period per day.

Full-time teacher defined:

Full-time teacher is defined as one whose assignments and planning/conference time is 100% of the teacher work day.

Full-time or equivalent teachers may receive all fringe benefits for which they are eligible.

## 2. Medical Insurance.

Effective January 1, 2018, bargaining unit members shall be eligible to select one from among the following plans. The member must make that selection during the open enrollment period.

### Option 1 – Self-Insured HMO (See Appendix C)

Effective January 1, 2018, bargaining unit members who select this plan shall pay 16% of the monthly premium and the Board shall pay 84% of the monthly premium. Effective January 1, 2020, bargaining unit members who select this plan shall pay 18% of the monthly premium and the Board shall pay 82% of the monthly premium.

### Option 2 – (See Appendix C)

Bargaining unit members who select this plan shall pay 9% of the monthly premium and the Board shall pay 91% of the monthly premium.

### Option 3 – HSA Plan (See Appendix C)

Bargaining unit members who select this plan shall pay 5% of the monthly premium and the Board shall pay 95% of the monthly premium. In addition, the Board shall partially fund the bargaining unit member's HSA account in the amount of \$500 per year for a bargaining unit member who selects individual coverage under this plan or \$1,500 per year for a bargaining unit member who selects family coverage under this plan. The Board shall deposit the stated amount into the bargaining unit member's HSA account on or about January 15. Any bargaining unit member who separates from employment in a given year shall have the annual contribution prorated to a monthly basis and apportioned to the length of time served during the year of separation. The Board shall then deduct from the bargaining unit member's separation payments or final wage payment any excess monies that were initially credited based upon a full year's service that was not rendered. (e.g. a bargaining unit member who retires or leaves employment in June of a given year shall have 50% of the Board's annual HSA contribution withheld from the member's severance payment or final paycheck.)

3. Dental Insurance

The Board shall provide a group dental insurance plan for full-time members of the bargaining unit and their eligible dependents.

Premiums

Single Benefits - Board pays 100%

Family Benefits - Board pays 100%

4. Vision Care

The Board shall provide a group vision plan for full-time members of the bargaining unit and their eligible dependents.

Premiums

Single Benefits - Board pays 100%

Family Benefits - Board pays 100%

5. Life Insurance

The Board shall provide for a term life insurance policy in the amount of \$75,000 for the employee only. The Board shall pay 100% of the premium for this benefit.

6. Health Insurance Committee

The Association and the Board will continue to meet in committee together with representatives of other bargaining units, to discuss health insurance matters affecting employees, to provide input into cost containment options and possible plan modifications, and, on matters on which there is consensus among committee members, to make recommendations regarding health insurance coverage and design options by October 1 of the final year of a negotiated agreement. The Association will choose the Association representatives who will serve on the committee and will provide the names of the committee members to the Superintendent during the month of May for the following school year.

7. Opt-out for Medical Insurance

- a. The opt-out provision will be available as an annual benefit.
- b. Annual applications shall be made in writing during the open enrollment period with copies provided to the individual and the O.H.E.A. president.

- c. For eligible employees who elect not to participate in Board-provided health insurance, the Board will pay \$800 annually at the end of the benefit year to any employee eligible for single benefits, and \$1,600 annually at the end of the benefit year to any employee eligible for family benefits provided employees give informed consent and provide liability waivers.
- d. The Board will pay \$1,200 annually at the end of the benefit year to any employee who is eligible for family benefits but chooses to accept single benefits annually.

**B. REIMBURSEMENT FOR COLLEGE COURSEWORK**

- 1. The Board of Education will reimburse a staff member who earns graduate or undergraduate college credit within the College of Education or related to the staff member's certification area. In order to be eligible for reimbursement, the staff member must receive LPDC approval of the course prior to enrolling. Requests for payment or reimbursement must be made in writing to the office of the curriculum director within one hundred twenty (120) days after successful completion of the course. Requests received after the one hundred twenty (120) day deadline will not be honored for reimbursement. The amount of reimbursement will be \$275 per quarter hour and \$400 per semester hour. Reimbursement is for tuition, not fees or materials.
- 2. Total district reimbursement will be capped at \$35,000 for each of the three (3) calendar years of the contract, with any unspent monies to be rolled over to the following calendar year and added to the \$35,000 cap.
- 3. Payment for additional college hours will not be paid for attending an institute or workshop to which the school district contributes to the stipend or tuition payments, thereby providing a stipend and/or tuition-free institute or workshop for the employee.
- 4. Reimbursement will not exceed the amount of money paid by the employee for the course, and reimbursement will be granted for the repeat of a course only if it is part of a graduate degree program.

**C. MASTER TEACHER DESIGNATION**

Teachers who obtain the Master Teacher designation under the employ of Ottawa Hills Local Schools will receive a one-time stipend of \$200 following notification from the Local Professional Development Committee to the Treasurer of such designation. Teachers are eligible for this stipend for each Master Teacher designation earned. Payment of this stipend will be included in the June 15<sup>th</sup> payroll period.

## ARTICLE V: WORKING CONDITIONS

### A. WORK DAYS IN TEACHERS CONTRACT

1. The number of work days for teachers adopted in the school calendar by the Board of Education shall not exceed 184 days and shall be written into each teacher's contract.
2. The teacher's regular, in-school work day begins at 8:00 a.m. and ends at 3:30 p.m. Teachers shall be in their rooms at 8:00 a.m. Assignments of an early bird class may modify an individual teacher's regular, in-school work day.
3. Each elementary school teacher will be provided a weekly average of forty-five (45) minutes of planning/conference time per day within the student day. Reasonable effort will be made to have this planning/conference in consecutive minutes; however, in no case shall planning/conference time blocks be fewer than fifteen (15) minutes in length.
4. Each junior/senior high school teacher teaching six (6) classes or the equivalent thereof will be provided two (2) planning/conference periods as long as the rotating schedule remains in effect.
5. Teachers may leave the building during planning/conference periods or before the end of the regular, in-school work day with the permission of the principal.
6. No change will be made in the school day or current school calendar without first discussing the change with the Ottawa Hills Education Association President to determine if the wages, hours, and terms and conditions of employment will be altered in this Agreement. If the Superintendent and the OHEA President agree there would be such an alteration, a majority vote of the Ottawa Hills Education Association and the Ottawa Hills Board of Education will be required for the change to occur.

The vote of the OHEA members will be called by the President of the OHEA. The Association and the Board agree to add twenty (20) minutes to the elementary student school day and to increase the length of specials by five (5) minutes per day, for the purpose of implementing targeted instruction, beginning with the 2015-2016 school year.

7. Junior/senior teachers' early bird labs and lunch labs which are part of their regular teaching schedules shall be counted for scheduling purposes as:

Early bird labs scheduled each day regardless of rotation	1 period
Early bird labs schedules one day per rotation	¼ period
Lunch labs scheduled one day per rotation	¼ period

Math labs scheduled three days per rotation (before school and lunch labs) 1 period

No teacher will be reduced from a full-time status as a result of the early bird and lunch labs on a teacher's schedule. Should these labs result in less than a full-time schedule for a teacher, additional duties will be assigned to bring the teacher's schedule to full-time status.

## **B. ASSIGNMENT AND TRANSFER**

### **1. Definitions**

Assignment Denotes current certified/licensed teaching area or certified/licensed subject and grade level.

Reassignment An instructional change in assignment from grade level to grade level, department to department or from a teaching assignment by building principal.

Transfer A school building change.

Voluntary A teacher requested reassignment or transfer.

Involuntary A reassignment or transfer of a teacher, initiated by the school administration because of redistricting, declining enrollment, changes in curriculum, return of a teacher from leave, changes in program or classes, building closure, or because of the professional opinion of the principal which has been determined by the use of the evaluation procedures so outlined by this Contract and/or Board policy.

Vacancy A newly created staff position or an existing position that is open.

Seniority The number of continuous years of service in the system, including approved leaves of absence.

Qualifications Training, specialized experience and certification/licensure.

### **2. Assignment**

The duties of all teachers shall be assigned by the superintendent or the superintendent's designee.

### **3. Reassignment or Transfer**

#### **a. Involuntary Reassignment or Involuntary Transfer**

Involuntary reassignments or transfers may be required in order to maintain the academic excellence and fiscal integrity of the school district. Factors that are considered before making such changes include, but are not limited to: certification/licensure, the educational needs of the students, years of experience, content knowledge, teaching style, and the number of previous reassignments or transfers.

Should the superintendent or principal initiate a reassignment or transfer of a teacher, a conference will be held with the teacher prior to the implementation of the reassignment or transfer. At this conference, the teacher will be given reason(s) for the reassignment or transfer. Upon request by the teacher, these reasons will be placed in writing and given to the teacher within five (5) days of the request.

The teacher may have an O.H.E.A. representative of his/her choice present at said conference. Reassignments or transfers by the principal and/or superintendent will be made in writing no later than June 1, except in extraordinary circumstances.

b. Voluntary Reassignment or Voluntary Transfer

The procedure for a teacher to initiate a voluntary reassignment or transfer will be a written request to the superintendent or principal, applying for a specific vacancy or asking to be notified of, and considered for, any vacancy for which the applicant is certified. All reassignment and transfer requests will be void at the beginning of the school year. A voluntary reassignment and/or voluntary transfer cannot cause a layoff.

If a teacher's request for reassignment or transfer has been denied, he/she will, upon request, receive written reasons for the denial.

c. Posting Position Openings

When teacher, administrative, or supplemental positions are vacated and/or created, the superintendent or the appropriate district administrator will direct that a notice of the vacancy will be emailed to the entire district staff and posted on the district's website. Qualifications for each position will be included in the email. Staff members will have one week after the date of notice to apply for a vacancy. Applications for the vacancy are to be made in writing and/or through the District's online application system to the superintendent or the appropriate district administrator.

During the summer months when regular school is not in session, vacancy notifications will be emailed to staff members and posted on the district's website by the superintendent's office or the appropriate district administrator.

d. Filling Vacancies

Should a vacancy occur, the building administrator and/or the superintendent will make an effort to involve the remaining team member(s) or representatives from the department in the selection of a replacement. No vacancy will be filled until reassignment requests have been considered.

e. First priority for filling a department head or team leader position will be given to a full-time Ottawa Hills teacher.

## **C. REDUCTION IN FORCE (LAYOFF) AND RECALL**

1. Governing Procedures
  - a. The Board will inform the Association concerning any potential reduction in force (layoff) situations.
  - b. Teachers whose contracts are being suspended for reasons of reduction in force (layoff) will:
    - (1) Be placed on the recall list.
    - (2) Be given reasons for contract suspension in writing.
  - c. Seniority will be defined as in Article V, B. This is the priority for establishing seniority:
    - (1) Date of Board approval of hire, then
    - (2) Date of first interview, then
    - (3) Date of most recent employment application.
  - d. An updated seniority list will be provided to the O.H.E.A. president by December 31 of each school year.
2. Reasons For Reductions in Force (Layoff)
  - a. The reasons for reductions in force (layoff) shall be the following:
    - (1) Return to duty of regular teachers after leaves of absence
    - (2) Suspension of schools
    - (3) Territorial changes affecting the District
    - (4) Financial reasons
    - (5) Decreased enrollment
3. Order of Reductions in Force (Layoff)
  - a. The order of reduction shall be the following:
    - (1) Teachers under contract for less than one year by certification/licensure.
    - (2) Teachers under contract for one year by certification/licensure.
    - (3) Teachers under continuing contracts (tenure) by certification/licensure. In the case of a reduction in force (layoff), teachers who have completed the requirements for a continuing contract (tenure) before the reduction in force (layoff) will be treated as having continuing contract (tenure) status for purposes of this provision.
  - b. If there are more than one teacher in the categories identified in subsection 3-a, above, the order of reduction within that category shall be determined by the Superintendent using only formal evaluations, licensure, and years of experience. Preference will not be given based on seniority except between teachers who have



comparable evaluations. For the duration of this contract all teacher evaluations shall be deemed comparable.

- c. The Board will use this order of reduction when suspending a contract in part so that a teacher may work a percentage of his/her contract and receive a commensurate percentage of the full compensation the teacher otherwise would have received. A teacher who refuses a position that is a reduction in percentage of his or her contract will be placed on the recall list.
- d. After notice to the Association by the Board that a RIF may occur, no reassignment, transfer, or reclassification shall occur before the effective date of the RIF that will cause a more senior employee to be laid off before a less senior employee if the two employees have comparable evaluations.
- e. An employee to be laid off due to a RIF shall be given twenty (20) calendar days advance written notification prior to the effective date of the RIF. The notice shall state the reason for the RIF and the effective date of contract suspension.

#### 4. Order of Recall

- a. The recall of teachers shall be the following:
  - (1) Teachers with continuing contracts (tenure) and certification/licensure
  - (2) Teachers with limited contracts by certification/licensure
  - (3) Teachers under contract for less than one year and certification/licensure
- b. If there are more than one teacher in the categories identified in subsection 4-a, above, the order of recall within that category shall be in reverse order of reduction. Preference will not be given based on seniority except between teachers who have comparable evaluations.

#### 5. Rights of Teachers on Recall

- a. Teachers will remain on the recall list for two school years following the effective date of contract suspension, except that any teacher will be removed from the recall list if the teacher:
  - (1) Is reinstated.
  - (2) Refuses recall, unless recall is to a position of a lesser percentage of the employment contract previously held.
  - (3) Submits a request for removal from the recall list.
- b. Teachers on recall can continue to participate in the district's medical insurance program, as federal law under COBRA requires. Teacher pays 100% of the current COBRA administrative fee plus the medical premium. Dental and/or vision insurance coverage may be elected at a cost of 100% of premium.

- c. If a vacancy exists, teachers on recall will have the right to reimbursement for retraining as provided in Article IV, B if done within the summer following layoff.
- d. Teachers on recall will have the choice of filling a vacancy for which they are certified before any new teachers are hired.
- e. Persons on the recall list will be given first priority for substituting in daily or long-term substitute positions if they so desire according to their seniority and certification/licensure.

**D. LIMITED AND CONTINUING CONTRACTS (TENURE) AND SUPPLEMENTAL CONTRACTS**

1. Limited Contracts

- a. Teachers not employed under continuing contracts shall be employed under limited contracts.
- b. Re-hired retirees shall only be given limited contracts of not longer than one year.

2. Continuing Contracts

- a. Continuing contracts are contracts that remain in effect until the teacher resigns or retires, or until the contract is terminated or suspended.
- b. A continuing contract shall only be granted to a teacher who:
  - (1) Meets the licensure and education requirements and other conditions set forth in Section 3319.08(D) of the Ohio Revised Code,  
AND
  - (2) (a) Has completed three (3) full evaluation cycles within the last five (5) years in the Ottawa Hills School District if the teacher had not previously attained a continuing contract (tenure) in another Ohio school system prior to employment in the Ottawa Hills School District.  
OR  
(b) Has completed two (2) full evaluation cycles within the last three (3) years in the Ottawa Hills School District if the teacher has previously attained a continuing contract (tenure) in another Ohio school system prior to employment in the Ottawa Hills School District,  
AND

- (3) Has notified the Board, in writing, of his/her intent to request a continuing contract no later than February 1. A formal written request must be submitted by June 1 of the year in which the Board will consider granting a continuing contract.

If a teacher who has not provided such a notice is re-employed, re-employment shall be under a limited contract.

This subsection V-D-2-b supersedes the provisions of Ohio Revised Code Section 3319.11 to the extent it is inconsistent with that statute.

- c. The Board shall determine by not later than September 1 whether to grant the continuing contract applied for. If granted, that continuing contract shall be effective on the first day of the approaching school year, and shall replace the teacher's contract.

This subsection V-D-2-c supersedes the provisions of Ohio Revised Code Section 3319.11 to the extent it is inconsistent with that statute.

### 3. Employment Under Supplemental Contracts

In filling all supplemental salary positions, the Board renews its preference that such positions be staffed by faculty members except that qualified incumbents, whether or not a bargaining unit member, will be given preference for such positions.

All supplemental positions will be one year contracts that will expire at the end of the school year. In January, the fall athletic positions will be posted. In the spring, all remaining supplemental positions, along with any fall athletic positions not filled, will be posted. Before they are filled, supplemental positions that are added after the initial posting of supplemental openings will be posted when the need to add them is determined.

Supplemental contracts shall be signed and returned to the Treasurer within thirty (30) days after their receipt.

For the purposes of safety and supervision it may be necessary from time to time to add additional personnel to existing positions. Requests for such additions should be made through the athletic director or the building principal. If additional personnel is deemed necessary, the new position will be posted as described above in the first paragraph of this section.

## E. SOLICITATIONS

Solicitations from the staff by any outside organization during school time or on school property shall be prohibited.

At no time will any name list of staff members be given to any outside organization except to the extent required by Ohio public records law.

## **F. PERSONNEL FILES**

The Board shall create and maintain a personal information file for each bargaining unit member. This file shall be known as the Personnel File and shall be kept in the office of the superintendent.

Any bargaining unit member for whom a personnel file is maintained shall, upon request, be permitted to examine his/her personnel file with the exception of those documents or other communications regarding the initial employment of the bargaining unit member of the Ottawa Hills Local Schools.

The bargaining unit member shall be made aware of the deposit of any reprimand or disciplinary action item in his/her personnel file by the person making such deposit.

Any time a personnel file is reviewed by anyone other than a district administrator (or a district clerical designee), the bargaining unit member will be notified.

The personnel file of each bargaining unit member will include, but is not limited to, the following items:

1. The application for employment
2. The originals of all certificates/licenses held
3. Official transcripts of undergraduate and graduate work completed
4. Copies of current contracts
5. The original copy of all evaluations and rebuttals thereto
6. Copies of letters of reprimand, letters of commendation, or letters of appreciation

In the event that a bargaining unit member does not wish an item to be deposited in his/her personnel file, an appeal in writing shall be made to the superintendent. The superintendent shall have the final authority in the decision. Individual documents may be removed, subject to approval of the superintendent. The bargaining unit member shall have the right to rebut any item deposited in the personnel file.

If any bargaining unit member disputes the accuracy, relevancy, timeliness, or completeness of information deposited in his/her personnel file, that person may request that the school district investigate the current status of the information. Within ninety (90) days, the district must make a reasonable investigation and notify the individual of the results.

## **G. TEACHER/PARENT COMMUNICATION**

Teachers are expected to communicate student progress periodically with families through the use of email, phone, conference, and/or writing. Teachers are also expected to be readily available to conference with families to discuss student progress or other factors that impact the student at school. Teachers will respond to parent inquiries in a timely manner. Teachers will update the web-based parent-accessible electronic grade book in a timely manner for grade levels utilizing this feature.

## **H. EVALUATION**

1. Teachers will receive a single notification of the Board's intent to non-renew from the Ottawa Hills Superintendent by June 1.
2. Evaluation of teachers will be conducted pursuant to the Administrative Guidelines developed in consultation with teachers employed by the Board. The evaluation system shall be the processes and forms approved by the teacher evaluation committee. Forms approved by the teacher evaluation committee will be posted on the district's intranet.
3. Evaluations may be completed by the building principal or other full-time, OTES-certified district administrators.
4. Peer, student, and parent surveys or evaluations will not be used to gain evidence in the evaluation process.
5. Student Growth Evaluation Procedures:

The Student Growth Measure requirement of the OTES model will include Value Added as determined by ODE and required by law for A1 and A2 teachers and Shared Attribution of the district level Value Added for the duration of this contract if the district meets or exceeds expected growth as determined by the ODE.

If the district level Value Added for the duration of this contract does not meet or exceed expected growth as determined by ODE, the Shared Attribution model will not apply for teachers identified as A2, B, and C under the OTES model, and the Student Growth Measure will be determined by Student Learning Objectives (SLOs) and/or approved Vendor Assessments.

All teachers will be identified as A1, A2, B, or C classification based on their teaching assignments and the OTES Model. A list of each teacher with the OTES classification will be updated annually based on teaching assignments and the Student Growth Measure as identified above, and distributed to teachers at the beginning of each school year.

6. Any certified employees not covered by the mandates of OTES will be evaluated using the Professional Staff Evaluation Plan currently in effect. Any changes to the Professional Staff Evaluation Plan will first be discussed with and agreed to by the Association prior to implementation and use.

## **I. MENTORS FOR TEACHERS NEW TO THE DISTRICT**

1. Mentors for Ohio Resident Educators

The Ohio Resident Educator program provides beginning teachers with ongoing support throughout their 4-year residency, including guidance from ODE-certified and trained mentors assigned by their employers. The District participates in the Resident Educator Consortium under the leadership of the Educational Service Center of Lake Erie West to provide

the required training, guidance, and collaboration for resident educators and mentors pursuant to ODE guidelines. Mentors for resident educators will be compensated in accordance with Appendix B, as follows:

Mentors to teachers in years 1, 2, or 3 of their residency: Mentor (Entry- Year Teacher)

Mentors to teachers in year 4 of their residency: Mentor (Experienced Teacher)

2. Mentors for Experienced Teachers

For experienced teachers who are not resident educators, the District will provide a mentor during their first year of employment with the District to provide support as a model, advisor, consultant, and sponsor. Mentors for experienced teachers will be compensated in accordance with Appendix B.

## **J. COMPLAINT PROCEDURE**

Complaints about teachers and advisors will be processed by the parties pursuant to provisions of Board policy 9130 as amended.

## **K. PLACEMENT OF STUDENTS WITH DISABILITIES**

1. A low-incidence special needs student shall be identified as any student who requires a paraprofessional during at least part of a day or requires all of the following: curriculum modifications, the classroom teacher to collaborate with other staff members on at least a weekly basis, has a physical or mental condition that requires one-on-one assistance or adaptations to regular class activities and routines, and parent-teacher contact on at least a weekly basis.
2. At each elementary grade level, the receiving grade level teachers and the building principal will work collaboratively regarding the assignment of low-incidence special needs students.
3. Each classroom teacher who has been assigned a low-incidence special needs student will receive a checklist at the end of each grading period or as requested by the teacher (from the special education director) to ensure that the status of the placement is being carefully monitored. The checklist will include a place to record a classroom teacher's request for an observation of that student. The checklist will be returned to the Director of Student Services within 10 school days of receipt.

A teacher may request an observation team, consisting of the Director of Student Services, the counselor or principal, and another teacher chosen by the classroom teacher who will conduct an observation and a follow-up meeting within a month of the date of the request. As a result of each follow-up meeting, a plan of action will be recommended.

4. If a low-incidence special needs student requires the administration of medication or other medical care on a school trip, the school district will provide a designated person to administer that medication or care.
5. When low incidence special needs students are included in a regular classroom in any building, the Board will provide, as needed, appropriately trained paraprofessional and/or health care professionals to assist the classroom teacher. Teachers will not be held responsible for training or evaluating the paraprofessionals.
6. Any low incidence special needs student assigned to a classroom will count as two (2) students for the purpose of class assignment unless a paraprofessional is assigned to the student in that classroom.
7. IEP conferences will be scheduled at times that are convenient to the classroom teachers (current and receiving), parents, and administrators.

#### **L. SPECIAL EDUCATION AND INTERVENTION SERVICES**

1. The Ottawa Hills Local School District recognizes that there are financial, instructional, and logistical challenges to providing quality special education and intervention services. It is committed to working collaboratively with district employees and other stakeholders to establish and meet the goals of the Long-Range Strategic Plan designed to address those challenges.
2. At the end of every school year, each teacher will receive the current distribution of students on IEPs and 504 plans in grades K through 12. This distribution will be taken into consideration during the scheduling process.
3. Thirty days prior to the beginning of the school year, each teacher will receive a copy of the current IEPs and 504 plans of the students expected to be in his/her classroom.
4. If the number of students on IEPs and 504 plans within a regular education teacher's total class roster is equal to or greater than 20 percent of the total number of such students within the district in grades K through 12, then the teacher may request a meeting with the building principal and director of special education to discuss his/her specific needs. A response team may be deployed to provide support to that teacher. The response team may include, but is not limited to, a guidance counselor, a building administrator, the Director of Student Services, a special education teacher, and/or the school psychologist. The response team will be in place for as long as the percentage criterion exists.

#### **M. EXTRA-CURRICULAR PASSES**

Teachers will be given passes for the teacher and the teacher's spouse or one guest for all extra-curricular activities at no cost.

Any certified employee who retires after January 1, 2012, will receive one (1) lifetime pass to all Ottawa Hills extra-curricular activities.

Passes are not transferable.

## **N. HEALTH AND SAFETY**

The Board agrees to provide a healthy and safe work environment for staff members. Staff members cannot be required to work in unhealthy or unsafe conditions.

The Board agrees to show no tolerance for the harassment or assault of any teacher by any student.

## **O. STUDY HALL AND ONLINE COURSE SUPERVISION**

### **1. Study Hall Supervision**

- a. Study hall supervision duties may be assigned to a teacher to create a complete schedule (defined in Article V, Section A, paragraph 4 as six classes or the equivalent thereof) for that teacher.
- b. When there are scheduled study halls the supervision of which cannot be assigned to bargaining unit members in accordance with subsection a, above, the Board may assign one or more individuals who are not OHEA bargaining unit members to supervise such study halls. Any individual hired to supervise study hall must have the qualifications to apply for and receive a substitute teacher certificate.

### **2. Online Course Supervision**

- a. The Board will not reduce or replace any bargaining unit member as a result of providing online courses.
- b. Supervision of scheduled classes taught through online courses may be assigned to a teacher to create a complete schedule (defined in Article V, Section A, subsection 4 as six classes or the equivalent thereof) for that teacher.
- c. When there are scheduled class(es) taught through online courses, the supervision of which cannot be assigned to bargaining unit members in accordance with subsection b, above, the Board will offer to bargaining unit members the opportunity to supervise such class(es), and will pay the supervising teacher at the contracted curriculum hourly rate. If no bargaining unit members agree to that supervisory assignment, the Board may assign one or more individuals who are not OHEA bargaining unit members to supervise such classes. Any individual hired to supervise an online course must have the qualifications to apply for and receive a substitute teacher certificate.



## **ARTICLE VI: RIGHTS OF INDIVIDUALS AND PROFESSIONAL CONDUCT**

### **RIGHTS AS INDIVIDUALS**

The provisions of this agreement and the wages, hours, terms, and conditions of employment shall be applied by the Board and the Association in a manner which is not arbitrary, capricious, or discriminatory and without regard to race, creed, religion, color, national origin, age, sex, sexual orientation, and marital status.

## **ARTICLE VII: LEAVES**

### **A. SICK LEAVE**

Sick leave shall be earned by teachers at the rate of one and one-fourth (1-1/4) days of sick leave per month of service. Each teacher accumulates this amount for each month of the year in which the teacher is under contract with a limit of three hundred twenty (320) on the total number of sick leave days that may be accumulated for purposes of sick leave only. Sick leave may be used for the purposes specified in the Ohio Revised Code 3319.141.

Immediate family will be defined as spouse, parent, child, sibling, mother-in-law, father-in-law, grandchild, step-parent, step-child, daughter-in-law, son-in-law, or person residing in the same household or for whom the employee is legal guardian.

The Board shall notify each teacher each month of the number of accrued sick leave days previously earned.

### **B. BEREAVEMENT LEAVE**

Employees may use their sick leave for death in the family. The family is defined as spouse, parent, child, sibling, mother-in-law, father-in-law, grandchild, step-parent, step-child, daughter-in-law, son-in-law, grandparent, spouse's grandparent, aunt, uncle, foster parent, foster child, brother-in-law, sister-in-law, or person residing in the same household of the employee or for whom the employee is legal guardian. The superintendent may approve bereavement leave for other unique circumstances on an individual basis.

### **C. PERSONAL LEAVES AND ABSENCES**

At times it is necessary for a teacher to be absent from work other than when there is an illness or death, or for religious purposes. In order to allow for professional judgment in handling these requests for absence and realizing that no two requests are exactly the same, it is the policy of the Ottawa Hills Board of Education to permit such absences using a written request form submitted to the building principal and approved by the Superintendent.

1. Guidelines in the determination of eligibility to use personal leave during the 2017-2018 school year:

Eligible for Personal Leave

- a. Settlement of estate that cannot be conducted after school or on weekends
- b. Personal legal problems that cannot be conducted after school or on weekends
- c. Home purchasing - closing that cannot be conducted after school or on weekends
- d. Emergency; e.g., auto accident
- e. Personal business (2 unrestricted days per year)

Ineligible for Personal Leave

- a. Any endeavor resulting in financial gain
- b. Any items covered under sick leave

If at the end of the school year, a teacher has used no personal days for any reason, then that teacher will be compensated at the rate of \$150 per day for a maximum of two days.

If at the end of the school year, a teacher has used only one personal day for any reason, then that teacher will be compensated at the rate of \$150 per day for a maximum of one day.

2. Guidelines for the use of personal leave effective as of the 2018-2019 school year, and thereafter:

A bargaining unit member may take up to three (3) days of paid personal leave during a school year. Personal days may only be used in full-day increments. A bargaining unit member who, as of June 30, has used no personal days during the school year shall receive a payment of \$500. A bargaining unit member who, as of June 30, has used only one personal day during the school year shall receive a payment of \$300. A bargaining unit member who, as of June 30, has used only two personal days during the school year shall receive a payment of \$100. The Board will include the sum with the bargaining unit member's June 30th paycheck.

#### **D. JURY DUTY AND COURT SUBPOENA LEAVE**

If an employee is required to serve on a jury or appear in court, a copy of the notice for jury duty or the court subpoena must be submitted to the building principal.

It is understood that the employee may retain monies received from the Clerk of Courts for jury duty.

## **E. MATERNITY/PATERNITY/ADOPTION LEAVE**

As with any other use of accumulated sick leave, upon notification accumulated sick leave can be used by a pregnant teacher before and/or after delivery, the amount of which shall be determined by the teacher and her physician [at the inception of the leave, a notice will be given to the superintendent as to the expected date of return].

In addition, up to six (6) weeks of accumulated sick leave may be used by the parent for the adoption of a child under the age of eight (8) weeks.

Should a member of the teaching staff so desire, he or she will be granted a leave of absence without pay for childbirth or adoption pursuant to and in accordance with the provisions of the Family and Medical Leave Act.

## **F. ASSAULT LEAVE**

Notwithstanding the provision of Section 3319.141 of the Ohio Revised Code, the employer will grant assault leave to cover employee absence due to disability resulting from assault under the following conditions. Any certified teacher who must be absent from his or her duties due to disability resulting from an assault which occurs in the course of an employee's Board employment, on or off school premises before, during or after school hours will be paid his or her full scheduled compensation for a maximum period of thirty (30) days. If permanently disabled, the teacher must apply for disability retirement and no assault leave shall be granted after such retirement has been approved. The period of such absence, as defined in this provision, shall be termed "assault leave."

Before assault leave can be approved, the teacher shall furnish to the superintendent a written, signed statement describing the circumstances and events surrounding the assault, and the cause thereof, including the location and time of the assault, name and address of victims and witnesses and a description of the injuries sustained by each victim of the assault, unless physically impossible to do so. If medical attention is required or sought, the teacher shall also furnish to the Superintendent a statement of the nature of the disability and its duration, which has been signed by a physician licensed in the State of Ohio. Falsification of either the written, signed statement of the events or circumstances surrounding the assault, or the physician's statement shall be grounds for suspension or termination of employment under 3319.16 O.R.C.

Assault leave, which is approved by the Superintendent, shall not be charged against sick leave earned or earnable by the teacher on leave granted under regulations adopted by the Board, pursuant to 3319.08 O.R.C. or any other leave to which the teacher is entitled. Assault leave benefits shall not be paid if Workers' Compensation benefits are paid to the teacher.

## **G. UNPAID LEAVE**

A teacher who has completed a minimum of two (2) school years of full-time employment in the Ottawa Hills Local Schools and who has the permission of the Board is entitled to take a leave of absence without pay for up to twenty-four (24) months, subject to procedures determined by the superintendent of schools.

## **H. FAMILY AND MEDICAL LEAVE ACT (FMLA)**

A member of the bargaining unit who has been employed in the Ottawa Hills Local School District for twelve (12) months, and has worked at least one thousand two hundred fifty (1,250) hours during that period is eligible for leave as provided under the Family and Medical Leave Act of 1993 (FMLA).

Leave under the FMLA guarantees paid medical insurance during the period of the leave. A member of the bargaining unit who applies and is qualified may take up to twelve (12) weeks of FMLA leave in any twelve (12) month period. That twelve (12) month period begins the first day of their leave approved under the FMLA.

Leave under the FMLA can be used for birth of a child, adoption/foster care, serious medical condition of the employee or employee's spouse, child or parent. In addition, FMLA applies to any qualifying circumstances arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces (including the National Guard and Reserve). Military Caregiver Leave shall be granted upon request for the care of a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member for up to twenty-six (26) weeks of unpaid leave per contract year (i.e., September 1 to August 31).

Application for leave under FMLA must be made thirty (30) days in advance, except in cases of emergency utilizing appropriate Department of Labor forms available through the administration office.

Applicable paid leave will run concurrently with qualified FMLA leave.

Rules governing the eligibility and application of this Section will be those in the FMLA of the 1993, and subsequent amendments thereto, and the implementing policies adopted by the Board of Education.

## ARTICLE VIII: SEVERANCE PAY

### **A. SEVERANCE PAY**

Any member of STRS who, before one hundred fifty (150) days after his/her last day of employment with the Ottawa Hills School District, applies for and is granted retirement status shall receive severance pay under the following formula:

- |    |   |  |
|----|---|--|
| 1. | Fewer than 21 years of employment in Ottawa Hills Schools | 30% of accumulated, unused sick leave up to a maximum of 73 days (30% of 244 days) |
| 2. | At least 21 years of employment in Ottawa Hills Schools   | 36% of accumulated, unused sick leave up to a maximum of 97 days (36% of 270 days) |

If the employee dies before retirement, the Board will pay severance pay in accordance with the formula above to the individual designated by the employee as the beneficiary of this payment on forms provided by and on file with the treasurer, or if there is no such designated beneficiary, to the employee's surviving spouse, or, if there is no surviving spouse, to the employee's estate.

The teacher will have the option of receiving severance pay as follows:

1. Entire amount immediately after the official date of retirement; or
2. Set up a payment disposal with the treasurer for equal yearly payments of up to three years. This option is subject to Internal Revenue Service approval and/or future IRS rulings

### **B. RETIREMENT NOTICE BONUS**

The Board shall pay a bonus of \$1,000 to any teacher who provides written notice to the Superintendent by not later than 4:00 p.m. on February 1 of the teacher's retirement at the end of that school year. If school is not in session on February 1, this deadline shall be extended to 4:00 p.m. on the next day when school is in session. This bonus shall be paid when severance is paid.

## ARTICLE IX: NO STRIKE

During the term of this Agreement, any extensions thereof, or the pendency of any settlement procedures as required by Chapter 4117 of the Revised Code, there shall be no lockout, no strike, no sympathy strike, no concerted action in failing to report to duty, no failure to report to duty, no willful absence from one's position, no stoppage of work, or no slow down. In the event of a strike in violation of the law, the Board shall have full recourse as provided by law.

## **ARTICLE X: RIGHTS OF OHEA**

1. The Board shall permit the OHEA to make use of school buildings for meetings in accordance with the terms of the policy on Use of Board Facilities. OHEA business will not be conducted at a time when such business would interrupt the education process.
2. The OHEA shall have the privilege of using the school mail service, teacher mailboxes, and the District's email service for OHEA communication with members subject to compliance with the District's authorized use policy and provided that use by OHEA does not interfere with other District operations. The Board shall not authorize another teacher labor organization to use these services.
3. The Board shall provide bulletin board space in school buildings for posting notices and other material relating to OHEA activities. Such bulletin boards may not exceed four (4) feet by four (4) feet in size and placement must be approved by the principal and head of maintenance before installation and shall be in an area frequented by teachers.
4. The OHEA will be assigned, on a space available basis, room for the purpose of storing records and equipment used for OHEA business.
5. The OHEA may use school owned equipment (excluding consumable supplies) provided that:
  - a. Proper advance request is made and approved;
  - b. Use of equipment does not interfere with school usage requirements, and the use is conducted by teaching personnel at such time other than contracted service periods; and
  - c. The purpose is solely the legitimate and internal business of OHEA (e.g., records, notices, correspondence) and not for public distribution.
6. Teachers may leave their buildings after regular student dismissal to attend OHEA general meetings a maximum of four (4) times each school year. Meeting dates will be cleared with the Superintendent, and notification of the dates and the hour teachers may leave the buildings will be sent to all building principals by the Superintendent.

**ARTICLE XI: SEVERABILITY**

Should any article, section, or clause of this Agreement become unlawful, said article, section, or clause shall be deemed invalid except to the extent permitted by law, but all other provisions shall continue in full force and effect for the duration of the Agreement. The Board agree to meet with the Association within 30 days after the final determination of such unlawfulness in order to bargain over the impact of such unlawfulness and to bring the Agreement into compliance. If the parties fail to reach agreement over the impact, the statutory dispute settlement procedure shall be utilized to resolve the dispute.

**ARTICLE XII: DURATION**

The duration of this contract shall be from January 1, 2018 through December 31, 2020.

FOR THE BOARD

K.S. Miller 12/7/17  
Superintendent Date  
Becky Durn 11/29/2017  
President of the Board Date  
Wodley Love 11-29-17  
Treasurer Date

FOR THE ASSOCIATION

Cheri Palko 11/29/17  
President Date  
Rebecca M. Sp 11/29/17  
Secretary Date  
Brynn Swette 12/4/17  
Treasurer Date  
Alan Johnson 11/29/17  
Labor Relations Consultant Date  
OEA/NEA

Ratified by Association: November 6, 2017

Ratified by Board: November 21, 2017

This page  
intentionally  
left blank.



**APPENDIX A**

**OTTAWA HILLS SALARY SCHEDULE**

1/1/2018 - 12/31/2018

	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>BA+45 or MA</b>	<b>MA+15</b>	<b>MA+30</b>
<b>STEP 0</b>	42,065	43,748	45,430	46,272	47,954	49,637
<b>STEP 1</b>	44,589	46,272	47,954	48,795	50,478	52,161
<b>STEP 2</b>	47,113	48,795	50,478	51,319	53,002	54,685
<b>STEP 3</b>	49,637	51,319	53,002	53,843	55,526	57,208
<b>STEP 4</b>	52,161	53,843	55,526	56,367	58,050	59,732
<b>STEP 5</b>	54,685	56,367	58,050	58,891	60,574	62,256
<b>STEP 6</b>	57,208	58,891	60,574	61,415	63,098	64,780
<b>STEP 7</b>	59,732	61,415	63,098	63,939	65,621	67,304
<b>STEP 8</b>	62,256	63,939	65,621	66,463	68,145	69,828
<b>STEP 9</b>	64,780	66,463	68,145	68,987	70,669	72,352
<b>STEP 10</b>	67,304	68,987	70,669	71,511	73,193	74,876
<b>STEP 11</b>		71,511	73,193	74,034	75,717	77,400
<b>STEP 12</b>				76,558	78,241	79,924
<b>STEP 13</b>				79,082	80,765	82,447
<b>STEP 14</b>				81,606	83,289	84,971
<b>STEP 15</b>				84,130	85,813	87,495
<b>STEP 16</b>	70,669	72,772	74,876	86,654	88,337	90,019
<b>STEP 17</b>				89,178	90,860	92,543
<b>STEP 18</b>				91,702	93,384	95,067
<b>STEP 23</b>				94,226	95,908	97,591
<b>STEP 27</b>				96,750	98,432	100,115

**APPENDIX A**

**OTTAWA HILLS SALARY SCHEDULE  
1/1/2019 - 12/31/2019**

	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>BA+45 or MA</b>	<b>MA+15</b>	<b>MA+30</b>
<b>STEP 0</b>	42,486	44,185	45,885	46,735	48,434	50,133
<b>STEP 1</b>	45,035	46,735	48,434	49,284	50,983	52,683
<b>STEP 2</b>	47,584	49,284	50,983	51,833	53,532	55,232
<b>STEP 3</b>	50,133	51,833	53,532	54,382	56,082	57,781
<b>STEP 4</b>	52,683	54,382	56,082	56,931	58,631	60,330
<b>STEP 5</b>	55,232	56,931	58,631	59,480	61,180	62,879
<b>STEP 6</b>	57,781	59,480	61,180	62,030	63,729	65,428
<b>STEP 7</b>	60,330	62,030	63,729	64,579	66,278	67,978
<b>STEP 8</b>	62,879	64,579	66,278	67,128	68,827	70,527
<b>STEP 9</b>	65,428	67,128	68,827	69,677	71,376	73,076
<b>STEP 10</b>	67,978	69,677	71,376	72,226	73,926	75,625
<b>STEP 11</b>		72,226	73,926	74,775	76,475	78,174
<b>STEP 12</b>				77,325	79,024	80,723
<b>STEP 13</b>				79,874	81,573	83,273
<b>STEP 14</b>				82,423	84,122	85,822
<b>STEP 15</b>				84,972	86,671	88,371
<b>STEP 16</b>	71,376	73,501	75,625	87,521	89,221	90,920
<b>STEP 17</b>				90,070	91,770	93,469
<b>STEP 18</b>				92,619	94,319	96,018
<b>STEP 23</b>				95,169	96,868	98,568
<b>STEP 27</b>				97,718	99,417	101,117

**APPENDIX A**

**OTTAWA HILLS SALARY SCHEDULE  
1/1/2020 - 12/31/2020**

	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>BA+45 or MA</b>	<b>MA+15</b>	<b>MA+30</b>
<b>STEP 0</b>	43,336	45,069	46,803	47,670	49,403	51,136
<b>STEP 1</b>	45,936	47,670	49,403	50,270	52,003	53,737
<b>STEP 2</b>	48,536	50,270	52,003	52,870	54,603	56,337
<b>STEP 3</b>	51,136	52,870	54,603	55,470	57,204	58,937
<b>STEP 4</b>	53,737	55,470	57,204	58,070	59,804	61,537
<b>STEP 5</b>	56,337	58,070	59,804	60,670	62,404	64,137
<b>STEP 6</b>	58,937	60,670	62,404	63,271	65,004	66,737
<b>STEP 7</b>	61,537	63,271	65,004	65,871	67,604	69,338
<b>STEP 8</b>	64,137	65,871	67,604	68,471	70,204	71,938
<b>STEP 9</b>	66,737	68,471	70,204	71,071	72,804	74,538
<b>STEP 10</b>	69,338	71,071	72,804	73,671	75,405	77,138
<b>STEP 11</b>		73,671	75,405	76,271	78,005	79,738
<b>STEP 12</b>				78,872	80,605	82,338
<b>STEP 13</b>				81,472	83,205	84,939
<b>STEP 14</b>				84,072	85,805	87,539
<b>STEP 15</b>				86,672	88,405	90,139
<b>STEP 16</b>	72,804	74,971	77,138	89,272	91,006	92,739
<b>STEP 17</b>				91,872	93,606	95,339
<b>STEP 18</b>				94,472	96,206	97,939
<b>STEP 23</b>				97,073	98,806	100,540
<b>STEP 27</b>				99,673	101,406	103,140

**APPENDIX A**

**OTTAWA HILLS SALARY INDEX SCHEDULE**

	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>BA+45 or MA</b>	<b>MA+15</b>	<b>MA+30</b>
<b>STEP 0</b>	<b>1.0000</b>	<b>1.0400</b>	<b>1.0800</b>	<b>1.1000</b>	<b>1.1400</b>	<b>1.1800</b>
<b>STEP 1</b>	<b>1.0600</b>	<b>1.1000</b>	<b>1.1400</b>	<b>1.1600</b>	<b>1.2000</b>	<b>1.2400</b>
<b>STEP 2</b>	<b>1.1200</b>	<b>1.1600</b>	<b>1.2000</b>	<b>1.2200</b>	<b>1.2600</b>	<b>1.3000</b>
<b>STEP 3</b>	<b>1.1800</b>	<b>1.2200</b>	<b>1.2600</b>	<b>1.2800</b>	<b>1.3200</b>	<b>1.3600</b>
<b>STEP 4</b>	<b>1.2400</b>	<b>1.2800</b>	<b>1.3200</b>	<b>1.3400</b>	<b>1.3800</b>	<b>1.4200</b>
<b>STEP 5</b>	<b>1.3000</b>	<b>1.3400</b>	<b>1.3800</b>	<b>1.4000</b>	<b>1.4400</b>	<b>1.4800</b>
<b>STEP 6</b>	<b>1.3600</b>	<b>1.4000</b>	<b>1.4400</b>	<b>1.4600</b>	<b>1.5000</b>	<b>1.5400</b>
<b>STEP 7</b>	<b>1.4200</b>	<b>1.4600</b>	<b>1.5000</b>	<b>1.5200</b>	<b>1.5600</b>	<b>1.6000</b>
<b>STEP 8</b>	<b>1.4800</b>	<b>1.5200</b>	<b>1.5600</b>	<b>1.5800</b>	<b>1.6200</b>	<b>1.6600</b>
<b>STEP 9</b>	<b>1.5400</b>	<b>1.5800</b>	<b>1.6200</b>	<b>1.6400</b>	<b>1.6800</b>	<b>1.7200</b>
<b>STEP 10</b>	<b>1.6000</b>	<b>1.6400</b>	<b>1.6800</b>	<b>1.7000</b>	<b>1.7400</b>	<b>1.7800</b>
<b>STEP 11</b>		<b>1.7000</b>	<b>1.7400</b>	<b>1.7600</b>	<b>1.8000</b>	<b>1.8400</b>
<b>STEP 12</b>				<b>1.8200</b>	<b>1.8600</b>	<b>1.9000</b>
<b>STEP 13</b>				<b>1.8800</b>	<b>1.9200</b>	<b>1.9600</b>
<b>STEP 14</b>				<b>1.9400</b>	<b>1.9800</b>	<b>2.0200</b>
<b>STEP 15</b>				<b>2.0000</b>	<b>2.0400</b>	<b>2.0800</b>
<b>STEP 16</b>	<b>1.6800</b>	<b>1.7300</b>	<b>1.7800</b>	<b>2.0600</b>	<b>2.1000</b>	<b>2.1400</b>
<b>STEP 17</b>				<b>2.1200</b>	<b>2.1600</b>	<b>2.2000</b>
<b>STEP 18</b>				<b>2.1800</b>	<b>2.2200</b>	<b>2.2600</b>
<b>STEP 23</b>				<b>2.2400</b>	<b>2.2800</b>	<b>2.3200</b>
<b>STEP 27</b>				<b>2.3000</b>	<b>2.3400</b>	<b>2.3800</b>

APPENDIX A

OTTAWA HILLS SALARY SCHEDULE

1/1/2018 - 12/31/2018

	BA+45 or											
	BA	Bonus	BA+15	Bonus	BA+30	Bonus	Masters	Bonus	MA+15	Bonus	MA+30	Bonus
STEP 0	42,065	210	43,748	219	45,430	227	46,272	231	47,954	240	49,637	248
STEP 1	44,589	223	46,272	231	47,954	240	48,795	244	50,478	252	52,161	261
STEP 2	47,113	236	48,795	244	50,478	252	51,319	257	53,002	265	54,685	273
STEP 3	49,637	248	51,319	257	53,002	265	53,843	269	55,526	278	57,208	286
STEP 4	52,161	261	53,843	269	55,526	278	56,367	282	58,050	290	59,732	299
STEP 5	54,685	273	56,367	282	58,050	290	58,891	294	60,574	303	62,256	311
STEP 6	57,208	286	58,891	294	60,574	303	61,415	307	63,098	315	64,780	324
STEP 7	59,732	299	61,415	307	63,098	315	63,939	320	65,621	328	67,304	337
STEP 8	62,256	311	63,939	320	65,621	328	66,463	332	68,145	341	69,828	349
STEP 9	64,780	324	66,463	332	68,145	341	68,987	345	70,669	353	72,352	362
STEP 10	67,304	337	68,987	345	70,669	353	71,511	358	73,193	366	74,876	374
STEP 11			71,511	358	73,193	366	74,034	370	75,717	379	77,400	387
STEP 12							76,558	383	78,241	391	79,924	400
STEP 13							79,082	395	80,765	404	82,447	412
STEP 14							81,606	408	83,289	416	84,971	425
STEP 15							84,130	421	85,813	429	87,495	437
STEP 16	70,669	353	72,772	364	74,876	374	86,654	433	88,337	442	90,019	450
STEP 17							89,178	446	90,860	454	92,543	463
STEP 18							91,702	459	93,384	467	95,067	475
STEP 23							94,226	471	95,908	480	97,591	488
STEP 27							96,750	484	98,432	492	100,115	501

APPENDIX A

OTTAWA HILLS SALARY SCHEDULE

1/1/2019 - 12/31/2019

	BA+45 or											
	BA	Bonus	BA+15	Bonus	BA+30	Bonus	Masters	Bonus	MA+15	Bonus	MA+30	Bonus
STEP 0	42,486	212	44,185	221	45,885	229	46,735	234	48,434	242	50,133	251
STEP 1	45,035	225	46,735	234	48,434	242	49,284	246	50,983	255	52,683	263
STEP 2	47,584	238	49,284	246	50,983	255	51,833	259	53,532	268	55,232	276
STEP 3	50,133	251	51,833	259	53,532	268	54,382	272	56,082	280	57,781	289
STEP 4	52,683	263	54,382	272	56,082	280	56,931	285	58,631	293	60,330	302
STEP 5	55,232	276	56,931	285	58,631	293	59,480	297	61,180	306	62,879	314
STEP 6	57,781	289	59,480	297	61,180	306	62,030	310	63,729	319	65,428	327
STEP 7	60,330	302	62,030	310	63,729	319	64,579	323	66,278	331	67,978	340
STEP 8	62,879	314	64,579	323	66,278	331	67,128	336	68,827	344	70,527	353
STEP 9	65,428	327	67,128	336	68,827	344	69,677	348	71,376	357	73,076	365
STEP 10	67,978	340	69,677	348	71,376	357	72,226	361	73,926	370	75,625	378
STEP 11			72,226	361	73,926	370	74,775	374	76,475	382	78,174	391
STEP 12							77,325	387	79,024	395	80,723	404
STEP 13							79,874	399	81,573	408	83,273	416
STEP 14							82,423	412	84,122	421	85,822	429
STEP 15							84,972	425	86,671	433	88,371	442
STEP 16	71,376	357	73,501	368	75,625	378	87,521	438	89,221	446	90,920	455
STEP 17							90,070	450	91,770	459	93,469	467
STEP 18							92,619	463	94,319	472	96,018	480
STEP 23							95,169	476	96,868	484	98,568	493
STEP 27							97,718	489	99,417	497	101,117	506

APPENDIX A

OTTAWA HILLS SALARY SCHEDULE

1/1/2020 - 12/31/2020

	BA+45 or											
	BA	Bonus	BA+15	Bonus	BA+30	Bonus	Masters	Bonus	MA+15	Bonus	MA+30	Bonus
STEP 0	43,336	217	45,069	225	46,803	234	47,670	238	49,403	247	51,136	256
STEP 1	45,936	230	47,670	238	49,403	247	50,270	251	52,003	260	53,737	269
STEP 2	48,536	243	50,270	251	52,003	260	52,870	264	54,603	273	56,337	282
STEP 3	51,136	256	52,870	264	54,603	273	55,470	277	57,204	286	58,937	295
STEP 4	53,737	269	55,470	277	57,204	286	58,070	290	59,804	299	61,537	308
STEP 5	56,337	282	58,070	290	59,804	299	60,670	303	62,404	312	64,137	321
STEP 6	58,937	295	60,670	303	62,404	312	63,271	316	65,004	325	66,737	334
STEP 7	61,537	308	63,271	316	65,004	325	65,871	329	67,604	338	69,338	347
STEP 8	64,137	321	65,871	329	67,604	338	68,471	342	70,204	351	71,938	360
STEP 9	66,737	334	68,471	342	70,204	351	71,071	355	72,804	364	74,538	373
STEP 10	69,338	347	71,071	355	72,804	364	73,671	368	75,405	377	77,138	386
STEP 11			73,671	368	75,405	377	76,271	381	78,005	390	79,738	399
STEP 12							78,872	394	80,605	403	82,338	412
STEP 13							81,472	407	83,205	416	84,939	425
STEP 14							84,072	420	85,805	429	87,539	438
STEP 15							86,672	433	88,405	442	90,139	451
STEP 16	72,804	364	74,971	375	77,138	386	79,272	446	91,006	455	92,739	464
STEP 17							91,872	459	93,606	468	95,339	477
STEP 18							94,472	472	96,206	481	97,939	490
STEP 23							97,073	485	98,806	494	100,540	503
STEP 27							99,673	498	101,406	507	103,140	516

This page  
intentionally  
left blank.



Appendix B Supplemental Salary Index 2018 - 2020

	<u>Index</u>	<u>1-Aug-18</u> <u>\$ 40,851</u> <u>1% Increase</u>	<u>1-Aug-19</u> <u>\$ 41,260</u> <u>1% Increase</u>	<u>1-Aug-20</u> <u>\$ 41,673</u> <u>1% Increase</u>
<b>High School Department Chairmen</b>				
Mathematics	0.048	1,961	1,980	2,000
English	0.048	1,961	1,980	2,000
Science	0.048	1,961	1,980	2,000
Social Science	0.048	1,961	1,980	2,000
Foreign Language	0.048	1,961	1,980	2,000
Physical Education	0.048	1,961	1,980	2,000
Music	0.048	1,961	1,980	2,000
Career Department (Business & Consumer Science)	0.048	1,961	1,980	2,000
STEAM Department (Technology & Art)	0.048	1,961	1,980	2,000
<b>Elementary Unit Leaders</b>				
Kindergarten	0.048	1,961	1,980	2,000
First Grade	0.048	1,961	1,980	2,000
Second Grade	0.048	1,961	1,980	2,000
Third Grade	0.048	1,961	1,980	2,000
Fourth Grade	0.048	1,961	1,980	2,000
Fifth Grade	0.048	1,961	1,980	2,000
Sixth Grade	0.048	1,961	1,980	2,000
Special Areas	0.048	1,961	1,980	2,000
<b>Athletic Positions</b>				
Faculty Manager (hourly)	0.000650	26.55	26.82	27.09
Football Coach	0.233	9,518	9,614	9,710
Assistant Football Coach	0.162	6,618	6,684	6,751
Freshman And/Or Assistant Football Coach	0.130	5,311	5,364	5,417
Junior High Head Football Coach	0.070	2,860	2,888	2,917
Assistant Junior High Football Coach	0.057	2,329	2,352	2,375
Girls' Tennis Coach	0.110	4,494	4,539	4,584
Girls' Field Hockey Coach	0.182	7,435	7,509	7,584
Asst. Field Hockey Coach	0.105	4,289	4,332	4,376
Girls' Junior High Field Hockey Coach	0.070	2,860	2,888	2,917
Asst. Junior High Field Hockey Coach	0.057	2,329	2,352	2,375
Golf Coach	0.108	4,412	4,456	4,501
Girls' Volleyball Coach	0.126	5,147	5,199	5,251
Girls' Assistant Volleyball Coach	0.087	3,554	3,590	3,626
Junior High Girls' Volleyball Coach	0.048	1,961	1,980	2,000
Boys' Soccer Coach	0.126	5,147	5,199	5,251
Boys' Assistant Soccer Coach	0.087	3,554	3,590	3,626
Girls' Soccer Coach	0.126	5,147	5,199	5,251
Girls' Assistant Soccer Coach	0.087	3,554	3,590	3,626
Faculty Ice Hockey Manager	0.072	2,941	2,971	3,000
Ice Hockey Head Coach	0.147	6,005	6,065	6,126
Assistant Ice Hockey Coach	0.121	4,943	4,992	5,042
Certified Athletic Trainer	0.300	12,255	12,378	12,502
Girls' Head Basketball Coach	0.224	9,151	9,242	9,335
Girls' Assistant Basketball Coach	0.182	7,435	7,509	7,584
Girls' Freshman Basketball Coach	0.087	3,554	3,590	3,626
Eighth Grade Girls' Basketball Coach	0.070	2,860	2,888	2,917
Seventh Grade Girls' Basketball Coach	0.057	2,329	2,352	2,375

**Appendix B Supplemental Salary Index 2018 - 2020**

		1-Aug-18	1-Aug-19	1-Aug-20
	<u>Index</u>	<u>\$ 40,851</u>	<u>\$ 41,260</u>	<u>\$ 41,673</u>
Boys' Head Basketball Coach	0.224	9,151	9,242	9,335
Boys' Assistant Basketball Coach	0.182	7,435	7,509	7,584
Boys' Freshman Basketball Coach	0.087	3,554	3,590	3,626
Eighth Grade Boys' Basketball Coach	0.070	2,860	2,888	2,917
Seventh Grade Boys' Basketball Coach	0.057	2,329	2,352	2,375
Baseball Coach	0.147	6,005	6,065	6,126
Assistant Baseball Coach	0.121	4,943	4,992	5,042
Head Track Coach	0.162	6,618	6,684	6,751
Assistant Track Coach	0.119	4,861	4,910	4,959
Assistant Track Coach (Junior High)	0.072	2,941	2,971	3,000
Cross Country(Boys and Girls)	0.108	4,412	4,456	4,501
Assistant Cross Country (Boys and Girls)	0.056	2,288	2,311	2,334
Boys' Tennis Coach	0.110	4,494	4,539	4,584
Assistant Tennis Coach-Boys	0.057	2,329	2,352	2,375
Assistant Tennis Coach-Girls	0.057	2,329	2,352	2,375
Girls' Softball Coach	0.147	6,005	6,065	6,126
Girls' Assistant Softball Coach	0.121	4,943	4,992	5,042
Girls' Lacrosse Coach	0.126	5,147	5,199	5,251
Girls' Assistant Lacrosse Coach	0.087	3,554	3,590	3,626
Dance Team Coach	0.108	4,412	4,456	4,501
Cheerleader Advisor	0.108	4,412	4,456	4,501
Cheerleader Advisor (Junior High)	0.050	2,043	2,063	2,084
		-	-	-
<b>Extra-curricular Positions</b>				
<b>High School</b>				
Freshman Class Advisor	0.021	858	866	875
Sophomore Class Advisor	0.026	1,062	1,073	1,083
Junior Class Advisor	0.026	1,062	1,073	1,083
Senior Class Advisor	0.026	1,062	1,073	1,083
French Club Advisor	0.021	858	866	875
Spanish Club Advisor	0.021	858	866	875
Amaranth Advisor	0.033	1,348	1,362	1,375
Newspaper (Arrowhead) Advisor	0.048	1,961	1,980	2,000
Yearbook (Mesasa) Advisor	0.048	1,961	1,980	2,000
Broadcast Journalism Advisor	0.084	3,431	3,466	3,501
Student Council Faculty Advisor	0.075	3,064	3,095	3,125
National Honor Society Advisor	0.026	1,062	1,073	1,083
Quiz Bowl Advisor	0.087	3,554	3,590	3,626
Chess Club Advisor	0.046	1,879	1,898	1,917
American Field Service Advisor	0.021	858	866	875
ECLIPSE Advisor	0.021	858	866	875
Detention Supervisor (hourly)	0.00055	22.47	22.69	22.92
Sat. Morn. Study Supervisor (hourly)	0.00085	34.72	35.07	35.42
Noon Duty Supervisor (daily)	0.00065	26.55	26.82	27.09
Volunteer Focus Advisor	0.031	1,266	1,279	1,292
Dramatics Director (Fall Play)	0.087	3,554	3,590	3,626
Dramatics Director (Spring Play)	0.033	1,348	1,362	1,375
Auditor. Light. & Audio Director (hourly)	0.00065	26.55	26.82	27.09
Musical Director	0.167	6,822	6,890	6,959
Musical Drama Coach/Associate Director	0.0700	2,860	2,888	2,917
Instrumental Music Director	0.107	4,371	4,415	4,459
Instrumental Jazz Band Director	0.020	817	825	833
Pre-season Marching Band Director (hourly, NTE 60 hours)	0.00065	26.55	26.82	27.09

**Appendix B Supplemental Salary Index 2018 - 2020**

	<u>Index</u>	<u>1-Aug-18</u> \$ 40,851	<u>1-Aug-19</u> \$ 41,260	<u>1-Aug-20</u> \$ 41,673
Vocal Music Director	0.195	7,966	8,046	8,126
Model UN Advisor	0.087	3,554	3,590	3,626
Science Olympiad	0.087	3,554	3,590	3,626
Robotics Competition Club	0.057	2,329	2,352	2,375
Science Fair	0.026	1,062	1,073	1,083

**Junior High School**

MAKWA	0.040	1,634	1,650	1,667
Seventh Grade Class Advisor	0.016	654	660	667
Eighth Grade Class Advisor	0.016	654	660	667
Student Council Advisor	0.050	2,043	2,063	2,084
Bear Pause Advisor	0.025	1,021	1,032	1,042
Math Counts Advisor	0.040	1,634	1,650	1,667
National Junior Honor Society Advisor	0.026	1,062	1,073	1,083
8th Grade Trip (If 3 days)	0.0092152	376	380	384
8th Grade Trip (If 4 days)	0.013	531	536	542
Power of the Pen Advisor	0.040	1,634	1,650	1,667
Junior High Science Olympiad	0.070	2,860	2,888	2,917
Junior High Agora Coordinator	0.026	1,062	1,073	1,083

**Elementary School**

Student Council Advisor	0.070	2,860	2,888	2,917
Safety Patrol Advisor	0.050	2,043	2,063	2,084
Detention Supervisor (hourly)	0.00055	22.47	22.69	22.92
Curriculum Professional	0.013	531	536	542
School Bus Supervisor (hourly)	0.00055	22.47	22.69	22.92
Noon Duty Supervisor (daily)	0.00065	26.55	26.82	27.09
Chorus Director	0.077	3,146	3,177	3,209
Elementary Science Club Advisor	0.051	2,083	2,104	2,125
6th Grade Camp	0.0092152	376	380	384
6th Grade Math Counts Advisor	0.026	1,062	1,073	1,083
Environmental Club Advisor	0.021	858	866	875

**Miscellaneous**

Mentor (Entry-Year Teacher)	0.058	2,369	2,393	2,417
Mentor (Experienced Teacher)	0.029	1,185	1,197	1,209
Agora Coordinator	0.200	8,170	8,252	8,335
Agora Faculty Manager (Hourly)	0.00065	26.55	26.82	27.09
Intervention Tutor (Hourly)	0.0009215	37.64	38.02	38.40
Curriculum Work (Hourly)	0.0008131	33.22	33.55	33.88
ESL Tutor (Hourly)	0.0009215	37.64	38.02	38.40
Home Instruction Tutor (Hourly)	0.0009215	37.64	38.02	38.40
LPDC (Hourly)	0.0009215	37.64	38.02	38.40
District Technology Facilitator	0.115	4,698	4,745	4,792
After School Study Room Monitor (Hourly)	0.00055	22.47	22.69	22.92
District Librarian	0.048	1,961	1,980	2,000

This page  
intentionally  
left blank.

# Paramount Insurance Co. : Ottawa Hills Board of Education - PLAN 1

Coverage for: Single/Family | Plan Type: HMO

Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services



**This is only a summary.** If you want more detail about your coverage and costs, you can get the complete terms in the policy or plan document at [www.paramounthealthcare.com/member-handbooks](http://www.paramounthealthcare.com/member-handbooks) or by calling **1-800-462-3589**

Important Questions	Answers	Why this Matters:
<b>What is the overall deductible?</b>	\$150 Single (Paramount Ohio HMO Network.) \$300 Family (Paramount Ohio HMO Network.) Does not apply to preventive care or covered services requiring a copayment.	You must pay all the costs up to the deductible amount before this plan begins to pay for covered services you use. Check your policy or plan document to see when the deductible starts over (usually, but not always, January 1st). See the chart starting on page 2 for how much you pay for covered services after you meet the deductible.
<b>Are there other deductibles for specific services?</b>	No (Paramount Ohio HMO Network.)	You don't have to meet deductibles for specific services, but see the chart starting on page 2 for other costs for services this plan covers.
<b>Is there an out-of-pocket limit on my expenses?</b>	\$1500 Single (Paramount Ohio HMO Network.) \$3000 Family (Paramount Ohio HMO Network.)	The out-of-pocket limit is the most you could pay during a coverage period (usually one year) for your share of the cost of covered services. This limit helps you plan for health care expenses.
<b>What is not included in the out-of-pocket limit?</b>	Premiums, copayments and coinsurance for Supplemental Health Services such as home health care, durable medical equipment, prosthetic devices, vision care services, prescription drugs and any penalties and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the out-of-pocket limit.
<b>Is there an overall annual limit on what the plan pays?</b>	No	The chart starting on page 2 describes any limits on what the plan will pay for specific covered services, such as office visits.
<b>Does this plan use a network of providers?</b>	Yes. See <a href="http://www.paramounthealthcare.com/FindAProvider">www.paramounthealthcare.com/FindAProvider</a> or call 1-800-462-3589 for a list of Paramount Ohio HMO Network Providers.	If you use an in-network doctor or other health care provider, this plan will pay some or all of the costs of covered services. Be aware, your in-network doctor or hospital may use an out-of-network provider for some services. Plans use the term in-network, preferred, or participating for providers in their network. See the chart starting on page 2 for how this plan pays different kinds of providers. You can see the specialist you choose without permission from this plan.
<b>Do I need a referral to see a specialist?</b>	No	
<b>Are there services this plan doesn't cover?</b>	Yes.	Some of the services this plan doesn't cover are listed on page 5. See your policy or plan document for additional information about excluded services.

**Questions:** Call 1-800-462-3589 or visit us at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com) if you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary online at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com), or call 1-800-462-3589 to request a copy.

**Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services**



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

Common Medical Event	Services You May Need	Your Cost If You Use A(n) Paramount Ohio HMO Network Provider	Your Cost If You Use A(n) Out-of-Network Provider	Limitations & Exclusions
<b>If you visit a health care provider's office or clinic</b>	Primary care visit to treat an injury or illness Specialist visit Other practitioner office visit	\$15 Co-pay/visit. \$25 Co-pay/visit. \$10 for Chiropractic Services.	Not covered. Not covered. Not covered.	____none____ ____none____ Chiropractic limited to 40 Visits per Member per calendar year.
50				
<b>If you have a test</b>	Preventive/care/screening/immunization Diagnostic test (x-ray, blood work) Imaging (CT/PET scans, MRIs)	Covered in full. 15% Co-Insurance. 15% Co-Insurance.	Not covered. Not covered. Not covered.	____none____ ____none____ ____none____
<b>If you need drugs to treat your illness or condition</b> More information about <u>prescription drug coverage</u> is available at <a href="http://www.paramountinsurancecompany.com">www.paramountinsurancecompany.com</a>	Prescription Drug Coverage	Not Covered By Paramount.	Not Covered By Paramount.	Not Covered By Paramount.
<b>If you have outpatient surgery</b>	Facility fee (e.g., ambulatory surgery center) Physician/surgeon fees	15% Co-Insurance. 15% Co-Insurance.	Not covered. Not covered.	____none____ ____none____
<b>If you need immediate medical attention</b>	Emergency room services Emergency medical transportation	\$100 Co-pay/visit. 15% Co-Insurance.	Payable under HMO network of benefits. Payable under HMO network of benefits.	____none____ ____none____

**Questions:** Call 1-800-462-3589 or visit us at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com) If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary online at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com), or call 1-800-462-3589 to request a copy.

# Paramount Insurance Co. : Ottawa Hills Board of Education - PLAN 1

Coverage for: Single/Family | Plan Type: HMO

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

Common Medical Event	Services You May Need	Your Cost If You Use A(n) Paramount Ohio HMO Network Provider	Your Cost If You Use A(n) Out-of-Network Provider	Limitations & Exclusions
If you need immediate medical attention	Urgent care	\$15 Co-pay/visit.	Payable under HMO network of benefits.	_____none_____
If you have a hospital stay	Facility fee (e.g., hospital room) Physician/surgeon fee	15% Co-Insurance. 15% Co-Insurance.	Not covered. Not covered.	_____none_____
If you have mental health, behavioral health, or substance abuse needs	Mental/Behavioral health outpatient services	Covered the same as any physical disease or condition. Office visits subject to Primary Care Physician Copayment / Coinsurance.	Not covered.	_____none_____
	Mental/Behavioral health inpatient services	Covered the same as any physical disease or condition.	Not covered.	_____none_____
	Substance use disorder outpatient services	Covered the same as any physical disease or condition. Office visits subject to Primary Care Physician Copayment / Coinsurance.	Not covered.	_____none_____
	Substance use disorder inpatient services	Covered the same as any physical disease or condition.	Not covered.	_____none_____
	Prenatal and postnatal care	Covered in full.	Not covered.	_____none_____
If you are pregnant	Delivery and all inpatient services	15% Co-Insurance.	Not covered.	_____none_____
	Home health care	15% Co-Insurance.	Not covered.	_____none_____
	Rehabilitation services	15% Co-Insurance.	Not covered.	Outpatient physical, occupational and speech therapy limited to 30 visits combined.
If you need help recovering or have other special health needs	Habilitation services	15% Co-Insurance.	Not covered.	Outpatient physical, occupational and speech therapy limited to 30 visits combined.
	Skilled nursing care	15% Co-Insurance.	Not covered.	Unlimited days.

**Questions:** Call 1-800-462-3589 or visit us at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com) If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary online at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com), or call 1-800-462-3589 to request a copy.

# Paramount Insurance Co. : Ottawa Hills Board of Education - PLAN 1

Coverage for: Single/Family | Plan Type: HMO

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

Common Medical Event	Services You May Need	Your Cost If You Use A(n) Paramount Ohio HMO Network. Provider	Your Cost If You Use A(n) Out-of-Network Provider	Limitations & Exclusions
If you need help recovering or have other special health needs If your child needs dental or eye care	Durable medical equipment	Covered in full.	Not covered.	Subject to Medicare part B Guidelines.
	Hospice service	15% Co-Insurance.	Not covered.	_____none_____
	Eye exam	Covered in full.	Not covered.	Limited to one (1) routine vision exam every twelve (12) months.
	Glasses	Not covered.	Not covered.	_____none_____
	Dental check-up	Not covered.	Not covered.	_____none_____

**Questions:** Call 1-800-462-3589 or visit us at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com) If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary online at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com), or call 1-800-462-3589 to request a copy.



# Paramount Insurance Co. : Ottawa Hills Board of Education - PLAN 1

Coverage for: Single/Family | Plan Type: HMO

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

**Excluded Services & Other Covered Services:**

**Services Your Plan Does NOT cover (This isn't a complete list. Check your policy or plan document for other excluded services.)**

<ul style="list-style-type: none"> <li>• Acupuncture</li> <li>• Dental care (Adult)</li> <li>• Prescription Drugs</li> <li>• Weight loss programs</li> </ul>	<ul style="list-style-type: none"> <li>• Bariatric Surgery</li> <li>• Long-term care</li> <li>• Private-duty nursing</li> </ul>	<ul style="list-style-type: none"> <li>• Cosmetic surgery</li> <li>• Non-emergency care when traveling outside the U.S.</li> <li>• Routine foot care</li> </ul>
--	---	---

**Other Covered Services (This isn't a complete list. Check your policy or plan document for other covered services and your costs for these services.)**

<ul style="list-style-type: none"> <li>• Chiropractic care</li> <li>• Routine eye care (Adult)</li> </ul>	<ul style="list-style-type: none"> <li>• Hearing Aids (\$700 toward the purchase of hearing aid(s) every 36 months)</li> </ul>	<ul style="list-style-type: none"> <li>• Infertility treatment</li> </ul>
---	--	---

### Your Rights to Continue Coverage

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

For more information on your rights to continue coverage, contact the plan at 1-800-462-3589. You may also contact your state insurance department, the U.S. Department of Labor, Employee Benefits Security Administration at 1-866-444-3272 or [www.dol.gov/ebsa](http://www.dol.gov/ebsa), or the U.S. Department of Health and Human Services at 1-877-267-2323 x61565 or [www.ccoio.cms.gov](http://www.ccoio.cms.gov).

### Your Grievance and Appeals Rights:

If you have a complaint or are dissatisfied with a denial of coverage for claims under your plan, you may be able to **appeal** or file a **grievance**. For questions about your rights, this notice, or assistance, you can contact Paramount Insurance Co. Member Service Department at (419) 887-2525 or Toll Free at (800) 462-3589, or the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or [www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform)

### Does this Coverage Provide Minimum Essential Coverage?

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

### Does this Coverage Meet the Minimum Value Standard?

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

**Questions:** Call 1-800-462-3589 or visit us at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com)

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary online at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com), or call 1-800-462-3589 to request a copy.

# Paramount Insurance Co. : Ottawa Hills Board of Education - PLAN 2

Coverage for: Single/Family | Plan Type: HMO

Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services



The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, contact Paramount at 1-800-462-3589 or [www.paramounthealthcare.com/member-handbooks](http://www.paramounthealthcare.com/member-handbooks). For general definitions of common terms such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com) or call 1-800-462-3589 to request a copy.

Important Questions	Answers	Why this Matters:
<b>What is the overall deductible?</b>	\$300 Single (Paramount Ohio HMO Network.) \$600 Family (Paramount Ohio HMO Network.) Does not apply to preventive care or covered services requiring a copayment.	Generally, you must pay all of the costs from providers up to the <u>deductible amount</u> before this <u>plan</u> begins to pay. If you have other family members on the <u>plan</u> , each family member must meet their own individual <u>deductible</u> until the total amount of <u>deductible expenses</u> paid by all family members meets the overall family <u>deductible</u> .
<b>Are there services covered before you meet your deductible?</b>	Yes, <u>preventive care</u>	This <u>plan</u> covers some items and services even if you haven't yet met the <u>deductible amount</u> . But a <u>copayment</u> or <u>coinsurance</u> may apply. For example, this <u>plan</u> covers certain <u>preventive services</u> without <u>cost-sharing</u> and before you meet your <u>deductible</u> . See a list of covered <u>preventive services</u> at <a href="https://www.healthcare.gov/coverage/preventive-care-benefits/">https://www.healthcare.gov/coverage/preventive-care-benefits/</a> .
<b>Are there other deductibles for specific services?</b>	No (Paramount Ohio HMO Network.)	You don't have to meet <u>deductibles</u> for specific services.
<b>What is the out-of-pocket limit for this plan?</b>	\$2000 Single (Paramount Ohio HMO Network.) \$4000 Family (Paramount Ohio HMO Network.)	The <u>out-of-pocket limit</u> is the most you could pay in a year for covered services. If you have other family members in this <u>plan</u> , they have to meet their own <u>out-of-pocket limits</u> until the overall family <u>out-of-pocket limit</u> has been met.
<b>What is not included in the out-of-pocket limit?</b>	Premiums and health care this <u>plan</u> doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
<b>Will you pay less if you use a network provider?</b>	Yes. See <a href="http://www.paramounthealthcare.com/FindAProvider">www.paramounthealthcare.com/FindAProvider</a> or call 1-800-462-3589 for a list of Paramount Ohio HMO Network Providers.	This <u>plan</u> uses a <u>provider network</u> . You will pay less if you use a <u>provider</u> in the <u>plan's network</u> . You will pay the most if you use an <u>out-of-network provider</u> , and you might receive a bill from a <u>provider</u> for the difference between the <u>provider's charge</u> and what your <u>plan</u> pays (a <u>balance bill</u> ). Be aware your <u>network provider</u> might use an <u>out-of-network provider</u> for some services (such as lab work). Check with your <u>provider</u> before you get services.
<b>Do you need a referral to see a specialist?</b>	No	You can see the <u>specialist</u> you choose without a referral.



All **copayment** and **coinsurance** costs shown in this chart are after your **deductible** has been met, if a deductible applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions & Other Important Information
		Your Cost If You Use A(n) Paramount Ohio HMO Network Provider	Your Cost If You Use A(n) Out-of-Network Provider	
If you visit a health care provider's office or clinic	Primary Care visit to treat an injury or illness	\$25.00 Co-pay/visit.	Not covered.	_____none_____
	Specialist visit	\$35.00 Co-pay/visit.	Not covered.	_____none_____
	Preventive care/screening /immunization	No charge.	Not covered.	You may have to pay for services that aren't preventive. Ask your provider if the services needed are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	15% Co-Insurance.	Not covered.	_____none_____
	Imaging (CT/PET scans, MRIs)	15% Co-Insurance.	Not covered.	_____none_____
If you need drugs to treat your illness or condition More information about prescription drug coverage is available at <a href="http://www.paramounthealthcare.com/Employers-PharmacyResources-CommercialDrugBenefits">www.paramounthealthcare.com/Employers-PharmacyResources-CommercialDrugBenefits</a>	Prescription Drug Coverage	Not Covered By Paramount.	Not Covered By Paramount.	Not Covered By Paramount.
	Facility fee (e.g., ambulatory surgery center)	15% Co-Insurance.	Not covered.	_____none_____
If you have outpatient surgery	Physician/surgeon fees	15% Co-Insurance.	Not covered.	_____none_____
	Emergency room care	\$100.00 Co-pay/visit.	Payable under HMO network of benefits.	_____none_____
If you need immediate medical attention	Emergency medical transportation	15% Co-Insurance.	Payable under HMO network of benefits.	_____none_____
	Urgent care	\$15.00 Co-pay/visit.	Payable under HMO network of benefits.	_____none_____
If you have a hospital stay	Facility fee (e.g., hospital room)	15% Co-Insurance.	Not covered.	_____none_____
	Physician/surgeon fees	15% Co-Insurance.	Not covered.	_____none_____
If you need mental health, behavioral health, or substance abuse services	Outpatient services	\$25.00 Co-pay/visit.	Not covered.	_____none_____
	Inpatient services	15% Co-Insurance.	Not covered.	_____none_____
If you are pregnant	Office visits	\$35.00 Co-pay/visit.	Not covered.	Deductible does not apply. Cost sharing does not apply for preventive services.

\*For more information about limitations and exceptions, see the plan or policy document at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com).

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions & Other Important Information
		Your Cost If You Use A(n) Paramount Ohio HMO Network. Provider	Your Cost If You Use A(n) Out-of-Network Provider	
If you are pregnant	Childbirth/delivery professional services	15% Co-Insurance.	Not covered.	_____none_____
	Childbirth/delivery facility services	15% Co-Insurance.	Not covered.	_____none_____
If you need help recovering or have other special health needs	Home health care	15% Co-Insurance.	Not covered.	_____none_____
	Rehabilitation services	15% Co-Insurance.	Not covered.	Inpatient Rehabilitation is limited to 60 days per calendar year. Outpatient physical, occupational and speech therapy limited to 30 visits combined.
	Habilitation services	15% Co-Insurance.	Not covered.	Inpatient Habilitation is limited to 60 days per calendar year. Outpatient physical, occupational and speech therapy limited to 30 visits combined.
	Skilled nursing care	15% Co-Insurance.	Not covered.	Unlimited days.
	Durable medical equipment	No charge.	Not covered.	Subject to Medicare part B Guidelines.
	Hospice services	15% Co-Insurance.	Not covered.	_____none_____
If your child needs dental or eye care	Children's eye exam	No charge.	Not covered.	Limited to one (1) routine vision exam every twelve (12) months.
	Children's glasses	Not covered.	Not covered.	_____none_____
	Children's dental check-up	Not covered.	Not covered.	_____none_____

**Excluded Services & Other Covered Services:**

Services Your Plan Generally Does NOT cover (Check your policy or plan document for more information and a list of any other excluded services.)	
<ul style="list-style-type: none"> <li>• Acupuncture</li> <li>• Dental care (Adult)</li> <li>• Private-duty nursing</li> </ul>	<ul style="list-style-type: none"> <li>• Bariatric Surgery</li> <li>• Long-term care</li> <li>• Routine foot care</li> </ul>
	<ul style="list-style-type: none"> <li>• Cosmetic surgery</li> <li>• Non-emergency care when traveling outside the U.S.</li> <li>• Weight loss programs</li> </ul>

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please check your plan document.	
<ul style="list-style-type: none"> <li>• Chiropractic care</li> <li>• Routine eye care (Adult)</li> </ul>	<ul style="list-style-type: none"> <li>• Hearing Aids (\$700 toward the purchase of hearing aid(s) every 36 months)</li> <li>• Infertility treatment (Excludes infertility drugs)</li> </ul>

**Your Rights to Continue Coverage:** There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: Department of Labor's Employee Benefits Security Administration, 1-866-444-EBSA (3272), [www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform)

**Your Grievance and Appeals Rights:** There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact: Paramount Insurance Co., Member Service Department at: (419) 887-2525, Toll Free: 1-800-462-3589, or the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or [www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform)

**Does this plan provide Minimum Essential Coverage? Yes**

If you don't have Minimum Essential Coverage for a month, you'll have to make a payment when you file your tax return unless you qualify for an exemption from the requirement that you have health coverage for that month.

**Does this plan meet the Minimum Value Standard? Yes**

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

\_\_\_\_\_ To see examples of how this plan might cover costs for a sample medical situation, see the next section. \_\_\_\_\_

\*For more information about limitations and exceptions, see the plan or policy document at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com).

# Paramount Insurance Co. : Ottawa Hills Board of Education HSA

Coverage for: Single/Family | Plan Type: HMO

Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services



The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, contact Paramount at 1-800-462-3589 or [www.paramounthealthcare.com/member-handbooks](http://www.paramounthealthcare.com/member-handbooks). For general definitions of common terms such as allowed amount, balance billing, coinsurance deductible, provider, or other underlined terms see the Glossary at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com) or call 1-800-462-3589 to request a copy.

Important Questions	Answers	Why this Matters:
<b>What is the overall deductible?</b>	\$3000 Single (Paramount Ohio HMO Network.) \$6000 Family (Paramount Ohio HMO Network.) Does not apply to preventive care or covered services requiring a copayment.	Generally, you must pay all of the costs from providers up to the <u>deductible amount</u> before this <u>plan</u> begins to pay. If you have other family members on the <u>plan</u> , each family member must meet their own individual <u>deductible</u> until the total amount of <u>deductible expenses</u> paid by all family members meets the overall family <u>deductible</u> .
<b>Are there services covered before you meet your deductible?</b>	Yes, <u>preventive care</u>	This <u>plan</u> covers some items and services even if you haven't yet met the <u>deductible amount</u> . But a <u>copayment</u> or <u>coinsurance</u> may apply. For example, this <u>plan</u> covers certain <u>preventive services</u> without <u>cost-sharing</u> and before you meet your <u>deductible</u> . See a list of covered <u>preventive services</u> at <a href="https://www.healthcare.gov/coverage/preventive-care-benefits/">https://www.healthcare.gov/coverage/preventive-care-benefits/</a> .
<b>Are there other deductibles for specific services?</b>	No (Paramount Ohio HMO Network.)	You don't have to meet <u>deductibles</u> for specific services.
<b>What is the out-of-pocket limit for this plan?</b>	\$3000 Single (Paramount Ohio HMO Network.) \$6000 Family (Paramount Ohio HMO Network.)	The <u>out-of-pocket limit</u> is the most you could pay in a year for covered services. If you have other family members in this <u>plan</u> , they have to meet their own <u>out-of-pocket limits</u> until the overall family <u>out-of-pocket limit</u> has been met.
<b>What is not included in the out-of-pocket limit?</b>	Premiums and health care this <u>plan</u> doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
<b>Will you pay less if you use a network provider?</b>	Yes. See <a href="http://www.paramounthealthcare.com/FindAProvider">www.paramounthealthcare.com/FindAProvider</a> or call 1-800-462-3589 for a list of Paramount Ohio HMO Network Providers.	This <u>plan</u> uses a <u>provider network</u> . You will pay less if you use a <u>provider</u> in the <u>plan's network</u> . You will pay the most if you use an <u>out-of-network provider</u> , and you might receive a bill from a <u>provider</u> for the difference between the <u>provider's charge</u> and what your <u>plan</u> pays (a <u>balance bill</u> ). Be aware your <u>network provider</u> might use an <u>out-of-network provider</u> for some services (such as lab work). Check with your <u>provider</u> before you get services.
<b>Do you need a referral to see a specialist?</b>	No	You can see the <u>specialist</u> you choose without a referral.



All **copayment** and **coinsurance** costs shown in this chart are after your **deductible** has been met, if a deductible applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions & Other Important Information
		Your Cost If You Use A(n) Paramount Ohio HMO Network Provider	Your Cost If You Use A(n) Out-of-Network Provider	
If you visit a health care provider's office or clinic	Primary Care visit to treat an injury or illness	No charge.	Not covered.	_____none_____
	Specialist visit	No charge.	Not covered.	_____none_____
	Preventive care/screening /immunization	No charge.	Not covered.	You may have to pay for services that aren't preventive. Ask your provider if the services needed are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	No charge.	Not covered.	_____none_____
	Imaging (CT/PET scans, MRIs)	No charge.	Not covered.	_____none_____
If you need drugs to treat your illness or condition More information about prescription drug coverage is available at <a href="http://www.paramounthealthcare.com/Employers-PharmacyResources-CommercialDrugBenefits">www.paramounthealthcare.com/Employers-PharmacyResources-CommercialDrugBenefits</a>	Prescription Drug Coverage	Not Covered By Paramount.	Not Covered By Paramount.	Not Covered By Paramount.
	Facility fee (e.g., ambulatory surgery center)	No charge.	Not covered.	_____none_____
If you have outpatient surgery	Physician/surgeon fees	No charge.	Not covered.	_____none_____
	Emergency room care	No charge.	Payable under HMO network of benefits.	_____none_____
If you need immediate medical attention	Emergency medical transportation	No charge.	Payable under HMO network of benefits.	_____none_____
	Urgent care	No charge.	Payable under HMO network of benefits.	_____none_____
If you have a hospital stay	Facility fee (e.g., hospital room)	No charge.	Not covered.	_____none_____
	Physician/surgeon fees	No charge.	Not covered.	_____none_____
If you need mental health, behavioral health, or substance abuse services	Outpatient services	No charge.	Not covered.	_____none_____
	Inpatient services	No charge.	Not covered.	_____none_____
If you are pregnant	Office visits	No charge.	Not covered.	Cost sharing does not apply for preventive services.

\*For more information about limitations and exceptions, see the plan or policy document at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com).

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions & Other Important Information
		Your Cost If You Use A(n) Paramount Ohio HMO Network. Provider	Your Cost If You Use A(n) Out-of-Network Provider	
If you are pregnant	Childbirth/delivery professional services	No charge.	Not covered.	_____none_____
	Childbirth/delivery facility services	No charge.	Not covered.	_____none_____
If you need help recovering or have other special health needs	Home health care	No charge.	Not covered.	In Lieu of Hospitalization
	Rehabilitation services	No charge.	Not covered.	Outpatient physical, occupational and speech therapy limited to 30 visits combined.
	Habilitation services	No charge.	Not covered.	Outpatient physical, occupational and speech therapy limited to 30 visits combined.
	Skilled nursing care	No charge.	Not covered.	Unlimited days.
	Durable medical equipment	No charge.	Not covered.	Subject to Medicare part B Guidelines.
	Hospice services	No charge.	Not covered.	_____none_____
	Children's eye exam	No charge.	Not covered.	Limited to one (1) routine vision exam every twelve (12) months.
If your child needs dental or eye care	Children's glasses	Not covered.	Not covered.	_____none_____
	Children's dental check-up	Not covered.	Not covered.	_____none_____

\*For more information about limitations and exceptions, see the plan or policy document at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com).



Services Your Plan Generally Does NOT cover (Check your policy or plan document for more information and a list of any other excluded services.)	
<ul style="list-style-type: none"> <li>• Acupuncture</li> <li>• Dental care (Adult)</li> <li>• Private-duty nursing</li> </ul>	<ul style="list-style-type: none"> <li>• Bariatric Surgery</li> <li>• Long-term care</li> <li>• Routine foot care</li> </ul>
	<ul style="list-style-type: none"> <li>• Cosmetic surgery</li> <li>• Non-emergency care when traveling outside the U.S.</li> <li>• Weight loss programs</li> </ul>

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please check your plan document.	
<ul style="list-style-type: none"> <li>• Chiropractic care</li> <li>• Routine eye care (Adult)</li> </ul>	<ul style="list-style-type: none"> <li>• Hearing Aids (\$700 toward the purchase of hearing aid(s) every 36 months)</li> <li>• Infertility treatment (Excludes infertility drugs)</li> </ul>

**Your Rights to Continue Coverage:** There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: Department of Labor's Employee Benefits Security Administration, 1-866-444-EBSA (3272), [www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform)

**Your Grievance and Appeals Rights:** There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact: Paramount Insurance Co., Member Service Department at: (419) 887-2525, Toll Free: 1-800-462-3589, or the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or [www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform)

**Does this plan provide Minimum Essential Coverage? Yes**

If you don't have Minimum Essential Coverage for a month, you'll have to make a payment when you file your tax return unless you qualify for an exemption from the requirement that you have health coverage for that month.

**Does this plan meet the Minimum Value Standard? Yes**

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

\*For more information about limitations and exceptions, see the plan or policy document at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com).

## Notice of Nondiscrimination and Accessibility: Discrimination is Against the Law

Paramount Insurance Company complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Paramount Insurance Company does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Paramount Insurance Company provides:

- Free aids and services to people with disabilities to communicate effectively with us, such as:
  - Qualified sign language interpreters
  - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Free language services to people whose primary language is not English, such as:
  - Qualified interpreters
  - Information written in other languages

If you need these services, contact Member Services at 1-800-462-3589.

If you believe that Paramount Insurance Company has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance. You can file a grievance in person or by mail, fax, or email.

### Member Services

1901 Indian Wood Circle, Maumee OH 43537

Phone: 419-887-2525

Toll Free: 1-800-462-3589

TTY: 1-888-740-5670

Fax: 419-887-2047

Email: [Paramount.MemberServices@ProMedica.org](mailto:Paramount.MemberServices@ProMedica.org)

If you need help filing a grievance, Member Services is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services

200 Independence Avenue, SW

Room 509F, HHH Building

Washington, D.C. 20201

1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

\*For more information about limitations and exceptions, see the plan or policy document at [www.paramountinsurancecompany.com](http://www.paramountinsurancecompany.com).

**NEGOTIATED AGREEMENT  
 BETWEEN  
 THE OTTAWA HILLS EDUCATION ASSOCIATION  
 AND  
 THE OTTAWA HILLS BOARD OF EDUCATION**

**JANUARY 1, 2018 – DECEMBER 31, 2020**

**INDEX**

	Page No.
Advancing to a Higher Salary Class .....	9
Annuity Deduction .....	13
Appendix A: Salary Schedule Index .....	37
Appendix B: Supplemental Salary Index .....	45
Appendix C: Summary of Healthcare Benefits .....	49
Article I: Recognition .....	1
Article II: Grievance Procedure .....	5
Article III: Compensation .....	8
Article IV: Negotiated Fringe Benefits .....	13
Article V: Working Conditions .....	17
Article VI: Rights of Individuals and Professional Conduct.....	29
Article VII: Leaves .....	29
Article VIII: Severance Pay.....	33
Article IX: No Strike .....	33
Article X: Rights of OHEA.....	34
Article XI: Severability .....	35
Article XII: Duration .....	35
Assault Leave .....	31
Assignment.....	18
Assignment and Transfer .....	18
Bereavement Leave .....	29
Board Policy Books .....	5
Bonus (.50%).....	8

Bonus (Appendix A) .....	41
Calculating Part-Time Pay.....	9
Complaint Procedure.....	26
Continuing Contracts .....	22
Credit Union Deduction .....	9
Curriculum Hourly Work .....	11
Deductions .....	12
Dental Insurance .....	15
Disabilities, Placement of Students with.....	26
Duration .....	35
Educational Advancement.....	8
Employment Under Supplemental Contracts .....	23
Evaluation.....	25
Extra-Curricular Passes .....	27
Fair Share Fee .....	2
Family and Medical Leave Act (FMLA) .....	32
Filling Vacancies .....	19
General (Grievance Procedure) .....	5
Governing Procedures (related to layoff and recall).....	20
Grievance Procedure .....	5
Health and Safety.....	28
Health Care Benefits, Summary (Appendix C).....	49
Health Insurance Committee .....	15
Index.....	63
Insurance.....	13
Involuntary Reassignment or Involuntary Transfer.....	18
Job Descriptions .....	12
Jury Duty and Court Subpoena Leave .....	30
Layoff and Recall – Reduction in Force .....	20
Level of Fringe Benefits for Half-Time/Full-Time Teachers .....	13
Life Insurance .....	15
Limited and Continuing Contracts (Tenure) and Supplemental Contracts .....	22
Limited Contracts .....	22

Longevity .....	10
Management Rights .....	1
Master Teacher Designation .....	16
Maternity/Paternity/Adoption Leave .....	31
Medical Insurance .....	14
Mentors for Experienced Teachers .....	26
Mentors for Ohio Resident Educators .....	25
Negotiations .....	4
No Strike.....	33
Online Course Supervision.....	28
Opt-out for Medical Insurance .....	15
Order of Reduction in Force (Layoff).....	20
Order of Recall .....	21
Part-Time Pay, Calculating.....	9
Passes, Extra-Curricular .....	27
Pay Period.....	9
Pay Schedule, Supplemental .....	10
Personal Leaves and Absences .....	29
Personnel Files.....	24
Placement of Students with Disabilities.....	26
Posting Position Openings .....	19
Procedure (Grievance) .....	6
Professional Education Associations .....	12
Professional Review Committee .....	4
Purpose (Grievance Procedure).....	5
Qualifications (related to transfer) .....	18
Reasons for Reductions in Force (Layoff).....	20
Reassignment .....	18
Reassignment or Transfer .....	18
Recognition .....	1
Reduction in Force (Layoff) and Recall .....	20
Reimbursement for College Coursework .....	16
Retirement Deduction.....	12

Retirement Notice Bonus .....	33
Rights as Individuals .....	29
Rights of OHEA .....	34
Rights of Teachers on Recall .....	21
Salary Schedule Index (Appendix A).....	37
Section 125 Plan Deduction .....	13
Seniority .....	18
Severance Pay .....	33
Sick Leave .....	29
Solicitations .....	23
Special Education and Intervention Services .....	27
Study Hall and Online Course Supervision .....	28
Study Hall Supervision .....	28
Summary of Health Care Benefits (Appendix C).....	49
Supplemental Contracts, Employment Under .....	23
Supplemental Salary Work.....	10
Supplemental Salary Committee.....	11
Supplemental Salary Index (Appendix B).....	45
Teacher/Parent Communication.....	24
Teachers Salary Schedule .....	8
Tenure .....	22
Transfer .....	18
Unpaid Leave .....	32
Vacancy.....	18
Vision Care .....	15
Voluntary .....	18
Voluntary Reassignment or Voluntary Transfer .....	19
Work Days in Teachers Contract .....	17