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ACTIVE BARGAINING AGREEMENT

BETWEEN THE

MAYFIELD BOARD OF EDUCATION

AND THE

MAYFIELD EDUCATION ASSOCIATION
(M.E.A.)

07/01/2018 THRU 06/30/2022

A

AIDS Agreement	- 94 -
Alternate Health Insurance	- 56 -
Appendix	
A - Dental Benefit Information	- 126 -
AA - Tutor Agreement	- 101 -
B - Comprehensive Major Medical	- 127 -
C - Prescription Drug Benefits	- 131 -
D - Vision Benefits	- 133 -
Article	
I - Preamble	- 5 -
II - Definitions	- 5 -
III - Recognition of Association	- 6 -
IV - Recognition of the Board & the Superintendent	- 7 -
IX - Teacher Salary Schedules	- 17 -
V - Scope of Agreement	- 7 -
VI - Fair Share Fee	- 8 -
VII - Negotiating Procedures	- 8 -
VIII - Grievance Procedure	- 10 -
X - Operation of Salary Schedule	- 34 -
XI - Payroll Practices	- 35 -
XII - Supplemental Service Schedule	- 37 -
XIII - Remuneration for Substituting for Another Teacher	- 53 -
XIV - Employment for Retired Teachers	- 53 -
XIX - Certification/Licensure	- 67 -
XL - Drug-Free Schools Work Place	- 98 -
XLI - Duration	- 100 -
XV - Severance Pay	- 53 -
XVI - Fringe Benefit Provisions	- 54 -
XVII - Group Insurance Coverage While on Unpaid Leave of Absence	- 58 -
XVIII - Leaves of Absence	- 58 -
XX - Local Professional Development Committee (LPDC)	- 68 -
XXI - Master Teacher Committee	- 69 -
XXII - Resident Educator Program	- 70 -
XXIII - M.E.A. Rights and Responsibilities	- 70 -
XXIV - Personal Freedom	- 72 -
XXIX - Regular Replacement Teachers	- 75 -
XXV - Personnel Files	- 72 -
XXVI - Pupil Discipline	- 73 -
XXVII - Job Posting	- 74 -
XXVIII - Regular Part-Time Classroom Teachers	- 75 -
XXX - Reduction in Force	- 76 -
XXXI - Reassignments and Transfers	- 80 -
XXXII - Teacher Discipline	- 82 -
XXXIII - Teacher Employment	- 83 -
XXXIV - Evaluation and Supervision of Teachers	- 83 -
XXXIX - Inclusion	- 95 -
XXXV - Teaching Hours and Teaching Load	- 87 -
XXXVI - Satellite Courses	- 93 -
XXXVII - Aids Agreement	- 94 -
XXXVIII - Tests	- 94 -
Assault Leave	- 63 -
Assignment of Special Education Students	- 97 -
Association Leave	- 64 -
Attachment #1 - Chart for Scheduling Instructional, Conference, Preparation & Planning Time	- 125 -

B

Board Meetings	- 71 -
Building Assistance Team	- 95 -

C

Certification/Licensure	- 67 -
Collective Bargaining Agreement - Definition	- 5 -
Comprehensive Medical	- 55 -
Comprehensive Wellness Program	- 57 -
Curriculum and Other Special Employment	- 83 -

D

Days - Definition	- 5 -
Death	- 37 -
Definitions	- 5 -
Dental Insurance	- 55 -
Drug-Free Schools Work Place	- 98 -
Duration	- 100 -

E

Educational, Professional, Family Illness and Other Leaves	- 65 -
Electronic Transfer (Direct Deposit)	- 37 -
Elementary Teacher - Definition	- 5 -
Employee Assistance Program & Work/Life Program	- 56 -
Employment for Retired Teachers	- 53 -
Evacuation of IEP Students and/or Other Students with Special Needs	- 97 -
Evaluation and Supervision of Teachers	- 83 -
Evaluation Process for other Certified Staff - Auxiliary Personnel	- 85 -
Evaluation Process of Continuing Contract Teachers	- 84 -
Evaluation Process of Limited Contract Teachers	- 84 -
Exchange of Information	- 71 -

F

Fair Share Fee	- 8 -
Family and Medical Leave (FMLA) - 12 week	- 66 -
Final Payment	- 37 -
Final Summative Evaluation Procedures	- 85 -
Flexible Spending Account Plan	- 57 -
Forms	- 71 -
Fringe Benefit Provisions	- 54 -

G

Grievance Definitions	- 11 -
Grievance	- 11 -
Grievant	- 11 -
Party-in-interest	- 11 -
Grievance Disposition	- 16 -
Grievance Form	- 15 -
Grievance Procedure	- 10 -, - 12 -
Grievance Stipulations	- 11 -
Grievance Time Limits	- 13 -

W

Wellness Program

- 57 -

I. PREAMBLE

In order to best serve the interests of public education it is necessary that clear understanding, cooperation and goodwill exist between the Board of Education and its employees.

Therefore, this Agreement is made and agreed to by the Board of Education of the Mayfield City School District and the Mayfield Education Association.

II. DEFINITIONS

- A. Teacher - Shall refer to all members of the bargaining unit as defined in Article III, RECOGNITION OF ASSOCIATION.
- B. Days - Shall mean actual working days.
- C. Per Diem - The teacher's daily rate of pay determined by dividing the teacher's salary from the current Teacher's Salary Schedule by 185 days per school year.
- D. Party(ies) - Refers to the Board of Education and/or M.E.A.
- E. Elementary Teacher - A teacher who is assigned to grades PreK-5.
- F. Middle Teacher - A teacher who is assigned to grades 6, 7 and/or 8.
- G. Secondary Teacher - A teacher who is assigned to grades 9-12.
- H. Collective Bargaining Agreement - Refers to this negotiated Agreement between the Board and M.E.A.
- I. School Year - A school year shall begin with the first teacher workday in either August or September, as the case may be, and shall conclude with the last calendar pay prior to the first teacher workday in the succeeding school year.
- J. School Contract Year - Refers to the one hundred eighty-five (185) day school year.
- K. Seniority - Seniority is defined as the total consecutive service in the District in a bargaining unit position including time on recall. Leaves of absence, with the exception of FMLA, shall not be counted toward seniority nor shall they be considered an interruption in consecutive employment in determining years of consecutive service. Teachers who work less than full-time shall earn seniority on a proportionate basis (i.e., a teacher who has taught two (2) consecutive years on a half-time basis shall be credited with one (1) year of seniority).

In the event that teachers have equal seniority, seniority will be determined by consideration of:

1. Consecutive years of service with the Mayfield Schools.

2. Length of previous professional service in other school districts provided the staff member comes to Mayfield without interrupted service. An interruption of service shall consist of a minimum of at least sixty (60) calendar days not under the terms of a regular teacher contract (not a substitute contract).
3. Length of previous interrupted professional service in Mayfield Schools.
4. Length of previous interrupted professional service in other school districts.
5. If, after application of the foregoing, individuals still have the same seniority, then seniority will be determined by (a) the date of the Board meeting at which the teacher was hired; and, then by (b) the date on which the teacher submitted a completed job application.

L. Teaching Field - A teaching field is any subject area, grade or age level or student population for which the Ohio Department of Education issues certification or licensure. A teacher must have a certificate or a license issued by the Ohio Department of Education and valid for the specific teaching assignment.

M. Substitute Teacher - Any person who is employed to substitute for an absent teacher in the specified areas of shortages Mathematics 7-12, Science 7-12, Special Education K-12 and Foreign Language K-12 and who serves 25 or fewer consecutive days in a specific teaching position shall be considered a substitute teacher and shall be a nonbargaining unit member until they have worked 45 days. In all other teaching assignments, the person who is employed to teach for an absent teacher and serves 45 or fewer consecutive days shall be considered a substitute and shall be nonbargaining unit member. As referenced in Article XXIX – REGULAR REPLACEMENT TEACHERS.

N. Part-Time Benefits - A part time teacher shall receive all benefits, including leaves, based on a pro rata basis.

O. Teacher Workday - A teacher directed day, free of meetings, except for 2 hours at the beginning of the day that will be administrative driven.

III. RECOGNITION OF ASSOCIATION

The Mayfield City School Board of Education, hereinafter referred to as the Board, recognizes the Mayfield Education Association, hereinafter referred to as the M.E.A., as the sole and exclusive representative of all certified teachers, including regular replacement, in accordance with Article XXIX, REGULAR REPLACEMENT TEACHERS for the purpose of negotiating salaries, working conditions, fringe benefits and other items by mutual agreement. Said organization must represent teachers who are nonmembers in a nondiscriminatory manner. Teachers include all persons defined as such in Section 3319.09 of the Ohio Revised Code except the Superintendent, central office personnel, psychologists, reading supervisor, principals, high school athletic director and any other certified person who is devoting full time to managerial and supervisory matters and whose salary is determined by an administrative salary schedule.

Substitute teachers shall be excluded from the bargaining unit covered by this Agreement.

IV. RECOGNITION OF THE BOARD AND THE SUPERINTENDENT

The M.E.A. recognizes the Board as the locally elected body charged with establishment of policies for public education in the Mayfield City School District and as the employer of all certificated personnel of the school system.

The Superintendent is recognized as the chief executive officer and primary professional advisor of the Board, as well as, the educational leader of the school system. The Superintendent may enter into the negotiating proceedings.

V. SCOPE OF AGREEMENT

- A. Both the Board and the M.E.A. agree to abide by the laws of the State of Ohio. If any provisions of this document or any application of the document shall be found contrary to law by a court of competent, final jurisdiction, then that provision or application shall be deemed invalid except to the extent permitted by law. All other provisions herein stated shall continue in full force and effect, so long as they do not conflict with any local, state or federal laws.
- B. Nothing in this document shall prohibit any certificated employee from presenting views, proposals or grievances to the Superintendent or to the Board in accordance with established procedure.
- C. Except as otherwise provided by law or by specific Agreement contained herein the operation of the school district shall be the exclusive right and responsibility of the Board.
- D. The M.E.A. is recognized as the exclusive agent to bargain for the unit defined above on salaries, working conditions, fringe benefits and other items by mutual agreement.
- E. Any policy changes that affect teachers' salaries or teacher welfare as negotiated within the scope of the Agreement may be amended only with the approval of both the M.E.A. and the Board.
- F. During the term of this Agreement, there will be no strike, concerted demonstrations or picketing, work stoppage or slowdown, professional study days or concerted failure to report to work, or loss of instructional days, or loss of workdays for any unauthorized reasons. Any employee responsible for participating in a breach of this provision is subject to disciplinary action.
- G. All negotiated agreements made between the Board and the M.E.A. are specifically detailed within this document. No other agreements have been made or implied except as specifically detailed within this document. No agreement will be binding on either party except as specifically detailed within this document. However, if during the term of this Agreement, the parties jointly agree to enter into negotiations on any subject, any agreements reached shall be reduced to writing, signed by the parties, and approved by the Board and the M.E.A. in accordance with the procedures contained herein. The party initiating the negotiations shall submit a proposal covering the proposed change(s) in wages, hours and terms and conditions of employment. The parties shall then reach

agreement on a timeline for negotiations during which time negotiations shall proceed in good faith.

VI. FAIR SHARE FEE

The M.E.A. will provide a list of names of its members to the Board's Treasurer by October 31 of each school year and the amount of unified dues and fees. Membership in MEA shall be annual and continuous from year to year until proper notice is provided to the MEA Treasurer. The Board's Treasurer will deduct the fee from the paychecks of bargaining unit members who elect not to join the M.E.A. The fee shall be equal for all nonmembers and shall not exceed dues paid by members. It shall be the responsibility of the M.E.A. to prescribe an internal procedure to determine a rebate, if any, for nonmembers which conforms to the provisions of Section 4117.09(C) of the Ohio Revised Code. Each year the M.E.A. shall have a financial disclosure statement available for fair share fee payers and shall provide fair share fee payers with thirty (30) calendar days to object. No member of the bargaining unit is required to become a member of the M.E.A. Failure of an employee to pay the fee shall give the M.E.A. the right to bring legal action against the employee in a court of competent jurisdiction. The fee shall be deducted from the paychecks of those bargaining unit members who have elected not to join the M.E.A., in uniform installments, from the remaining paychecks to be issued from January through August. The M.E.A. agrees to defend, indemnify, and hold harmless, the Board and its designees from any and all claims arising out of the dues deduction procedures set forth herein. In the event the Board is named as a defendant in any proceeding arising as a result of the Board's implementation of the provision, the Board agrees to promptly so notify the M.E.A. and cooperate with the M.E.A. and counsel selected by the M.E.A.

The M.E.A. agrees to defend, indemnify and hold harmless the Board and its designees from any and all claims arising out of the dues deduction procedures set forth herein. In the event the Board is named as a defendant in any proceeding arising as a result of the Board's implementation of the provision, the Board agrees to promptly so notify the M.E.A. and cooperate with the M.E.A. and counsel selected by the M.E.A.

VII. NEGOTIATING PROCEDURES

- A. The Board, through its designated representatives, shall meet with designated representatives of the M.E.A. to negotiate in good faith.
- B. Not later than the second Monday of April of the year in which the Agreement expires, the parties agree to enter into negotiations for a successor agreement in accordance with the procedures set forth herein and in a good faith effort to reach agreement concerning wages, hours, and terms and conditions of employment and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement. Any agreement so negotiated will be reduced to writing and signed by the parties.
- C. Prior to, or at the first negotiations meeting, the parties will exchange negotiations packages which shall include additions to, deletions from or revisions of the Agreement then in existence. Once packages are exchanged, no new matters shall be introduced for negotiations during the negotiations except as may be mutually agreed upon by both teams.

D. Negotiations meetings will be conducted according to the following guidelines.

1. All sessions will be limited in attendance to members of the negotiating teams. No other person or persons shall be present during the negotiations meeting unless mutually agreed upon by the members of both negotiating teams.
2. At the conclusion of each negotiations session, items tentatively agreed to by both negotiating teams shall be placed in writing and signed by the chief negotiator for each team.
3. Either team may declare a recess when it appears that meaningful progress cannot be attained. A recess can only commence after mutual agreement on the time and place for the continuation of the negotiations has been determined.
4. Either team may call for a caucus at any time.
5. The negotiation period shall not extend beyond June 30 unless extended by mutual agreement.
6. "Good Faith" involves coming to the negotiating table with the intention of negotiating. Good faith requires that the parties be willing to consider each other's proposals. Good faith requires both parties to recognize negotiations as a shared process. The obligation to meet for purposes of professional negotiations does not compel either party to agree to a proposal or require the making of concessions.
7. During the course of the negotiations meetings, joint study committees may be created by mutual consent of the negotiating teams. Members of any study committee will be determined by members of the negotiating teams. The purpose and particular assignment shall be stated at the time the study committee is created as well as the time for a report of the findings. After the committee has made its study and submitted its report, the committee shall be dissolved.
8. In the event a decision cannot be reached, either team may call for a recess. If, at the next meeting, an agreement has not yet been reached, the point(s) of disagreement shall be set aside and a time and date agreeable to all parties shall be established at which time another meeting will be held.
9. If, fifty (50) days before the expiration date of the existing Agreement, the parties are unable to reach an agreement, either party may request the Federal Mediation and Conciliation Service (FMCS) to intervene to provide mediation services. As an alternative, or if FMCS is unavailable, the parties may agree to utilize the services of a private mediator on a split cost basis or they shall request a State Employment Relations Board (SERB) mediator.
10. Should mediation be unsuccessful in resolving the dispute, other steps for the resolution of the dispute may be entered into provided all such steps are mutually agreed upon by both parties.

11. When total agreement is reached through negotiations on all items, the tentative agreements shall be put in writing and submitted to the M.E.A. for approval and then to the Board for approval. The parties agree to cooperate in the preparation of draft copies of the total agreement to be used in the ratification process. The costs of duplicating draft copies shall be paid by the M.E.A. The cost of printing the ratified Agreement shall be paid by the Board. Following ratification by the M.E.A. and approval by the Board, the Board shall then adopt a resolution setting forth the agreement. The Agreement shall in no way be altered or amended by either party during the ratification process.

12. The Board agrees to make available, within a reasonable period of time, relevant existing information concerning financial resources and other data which is reasonably necessary to the teams in their formulation of proposals. In turn, the M.E.A. shall furnish to the Board all existing pertinent information reasonably necessary to the Board in the formulation of its proposals.

The Board and the M.E.A. may charge each other for the cost of copying. Confidential personnel files will not be open for M.E.A. inspection except as provided for in the grievance procedure.

13. "Professional negotiations" means conferring, discussing and negotiating in good faith by the Board through its designated representatives and the designated representatives of M.E.A. in an effort to reach agreement with respect to salaries, working conditions, fringe benefits and other items of mutual agreement, but such obligation does not compel either party to agree to a proposal or require the making of a concession.

14. Negotiations procedures may be different if following a mutually agreed upon process.

E. Standing Committees

The following five (5) committees will continue to meet at least quarterly the life of this Agreement:

Supplemental Committee
Special Education Committee
Health Care Committee
Evaluation Committee
Technology Committee

The Chair (Co-chairs) will assume responsibility for convening the Committee.

VIII. GRIEVANCE PROCEDURE

A. Purpose of the Committee

The Grievance Committee shall be known as the Professional Rights and Responsibilities Committee, hereinafter referred to as the P.R. & R. Committee.

It shall be the purpose of the P.R. & R. Committee of the M.E.A. to act as a liaison agent representing the teachers of the Mayfield City Schools to the administration and the administration to the teachers. The function of the P.R. & R. Committee is to resolve any problem, complaint or dispute registered by any certificated person or group of certificated persons represented by the M.E.A.

B. Definitions

1. **Grievance** - An alleged violation, misinterpretation or misapplication of a specific article or section of this Agreement.
2. **Grievant** - The person or persons filing the grievance or the P.R. & R. Committee of the M.E.A.
3. **"Party-in-interest"** The person or persons making the claim including their designated representative as provided for herein, and any person(s) who might be required to take action or against whom action might be taken in order to resolve the grievance.

C. Stipulations

1. A teacher may appear on his/her own behalf or be represented at all stages of the grievance procedure by a grievance representative selected by the P.R. & R. Committee of the M.E.A. If a teacher chooses not to be represented by the M.E.A., a representative selected by the P.R. & R. Committee of the M.E.A. shall have the right to be present and to represent the M.E.A. at all stages of the grievance procedure. However, at the Informal and Step One of this procedure, this shall not prevent any aggrieved person(s) from presenting a grievance and having it adjusted without intervention or representation by the M.E.A. If this occurs, the M.E.A. may appeal a Step One decision to the Superintendent in accordance with Step Two of this grievance procedure.
2. The grievant, the M.E.A., its officers, members of the P.R. & R. Committee and witnesses in grievance hearings shall not be placed in jeopardy or be the subject for reprisal or recrimination for participation in the grievance procedure. The fact that a teacher files a grievance shall not be used in the transfer, assignment or promotion process; nor shall such fact be used in any recommendation for reemployment or recommendation for other employment.
3. Grievance records shall be kept in the central office but separate from the individual personnel records.
4. A grievant may withdraw his grievance at any time by written request but once withdrawn the grievance may not be reopened.
5. Grievance report forms shall be made a part of this Agreement and shall be available from the building representative.

The grievance report form shall be submitted to the immediate supervisor by the grievant at the beginning of Step Two in the grievance procedure.

6. The administration and the P.R. & R. Committee will cooperate in providing necessary and relevant information relating to any grievance.
7. If a grievance affects a group or class of teachers involving more than one school building or a decision by an administrator above the level of principal, the P.R. & R. Committee may initiate and submit such grievance in writing to the Superintendent directly and the processing of such grievance will be commenced at Step Two. The grievance must be presented to the Superintendent within thirty (30) days after the grievant knew, or should have known, of the act or conditions upon which the grievance is based.
8. Expedited Arbitration: With agreement of both parties, Expedited Arbitration may be employed under the rules and regulations of the American Arbitration Association in lieu of Step Two.
9. Potential issues shall not be grieved unless a specific fact situation occurs which impact on one or more persons of the M.E.A.

D. The Procedure

The main idea is to reach an equitable solution in the shortest time at the lowest administrative level possible.

Informal (Optional) – If a teacher believes there is a basis for a grievance, the teacher may discuss the matter with his principal or immediate supervisor in an effort to resolve the problem informally; however, this informal meeting shall not lengthen the 30-day timeframe mandated by Step One.

Step 1 – If the grievance is not resolved informally, the grievant is to present the grievance in writing to the principal within thirty (30) days after the grievant knew, or should have known, of the act or conditions upon which the grievance is based. A written decision is to be rendered by the principal within five (5) days of the presentation of the GR form.

If either the principal/designee or the grievant/representative requests, a meeting shall be held at a time and place convenient to all parties-in-interest for the purpose of resolving the grievance which, except by mutual agreement, shall be held within five (5) days of the time the meeting is requested. If an informal meeting has not been held, the Step One meeting must be held. If a meeting is held, a decision shall be rendered within five (5) days of the meeting rather than five (5) days of receipt of grievance by immediate supervisor. The grievance shall specify the provision(s) of the Agreement allegedly violated and state the nature of the grievance.

Step 2 – If the grievance is not resolved at Step One, the grievance form is to be presented to the Superintendent within five (5) days after receipt of the answer under Step One. The Superintendent or his/her designee will, within ten (10) days, arrange a meeting at which each party shall present its position and consider the position of the

other party. The Superintendent or his/her designee will render a written decision within five (5) days of the meeting.

If a grievance affects a group or class of teachers involving more than one school building or a decision by an administrator above the level of principal, the P.R. & R. Committee may initiate and submit such grievance in writing to the Superintendent directly and the processing of such grievance will be commenced at Step Two. The grievance must be presented to the Superintendent within thirty (30) days after the grievant knew, or should have known, of the act or conditions upon which the grievance is based. The Superintendent or his designee will arrange a meeting within ten (10) days of receipt of the grievance at which each party shall present its position and consider the position of the other party. The Superintendent or his designee will render a written decision within five (5) days of the meeting.

Step 3 – If the grievance is not resolved at Step Two, the grievant may advance the grievance to arbitration, provided a written request to advance to arbitration is made within twenty (20) days of receiving the written Step Two decision and provided the M.E.A. concurs with advancing the grievance to arbitration. Unless the parties mutually agree to the selection of an arbitrator during the 20 days, the request shall be made to the American Arbitration Association and the selection shall be in accordance with the rules of the American Arbitration Association, using the ranking method of selection from a list of fifteen (15) potential arbitrators. The arbitration hearing shall be conducted in accordance with the rules and regulations of the American Arbitration Association, except as provided in E5 below.

Final resolution shall be rendered as soon as possible by the arbitrator and that decision shall be binding on both the Board and the grievant. The cost of arbitration shall be borne equally between the Board and the grievant. The arbitrator shall have no authority to add to, subtract from, or modify, change, or alter, any of the provisions of the Collective Bargaining Agreement, nor add to, detract from, or modify the language therein in arriving at a determination of any issue presented.

E. Time Limits

1. The time limitations set forth herein for the submission and processing of a grievance shall be deemed to be of the essence, and the failure to submit a grievance within the time specified shall be deemed an abandonment of that grievance; however, the time limits may be extended by mutual agreement.
2. The appropriate administrator, or designee, shall respond in writing to each grievance. If the written response from the administrator (Superintendent/designee or principal/designee) is not furnished to the grievant/representative within the time limits specified in this procedure for the reply, the grievant shall have the right to advance the grievance to the next level and shall suffer no penalty for not meeting the deadlines.
3. All notices concerning grievance hearings, dispositions or withdrawal requests shall be delivered in the most expedient and reliable manner to the P.R. & R. Chairperson.

A receipt showing the date and time of delivery shall be signed and returned to the sender. Time limits shall apply from the first day following the date of receipt.

4. Following the last scheduled workday for classroom teachers, days shall mean weekdays exclusive of recognized holidays for purposes of Section E of this grievance procedure.
5. The grievant(s) and teachers who are witnesses shall be excused from work one (1) hour prior to the commencement of the arbitration hearings with no loss of pay, benefits or emoluments. Witnesses shall return to work as soon as possible following completion of their testimony. No other time off will be allowed for the purpose of arbitrations.

GRIEVANCE NUMBER_____

F.

GRIEVANCE FORM

In order for a grievance to be valid, the grievant and his/her representative must sign it (unless they are one and the same).

Name of Grievant _____

Building _____ Assignment _____

Date of Optional Informal Meeting _____

Date of Filing at Step 1 _____

Date of Step 1 Meeting _____

Date of Filing at Step 2 _____

Date of Step 2 Meeting _____

Date of Filing at Step 3 (Arbitration) _____

Signature of Representative _____

State the grievance in clear and concise terms, specifying provision(s) of the Agreement allegedly violated.

Statement of Grievance _____

Relief Sought _____

Signature of Grievant _____

Date _____

Signature of Principal/Immediate Supervisor/Superintendent/Designee _____

Date _____

GRIEVANCE NUMBER _____

G.

GRIEVANCE DISPOSITION

To: _____ Date: _____
(Name of Grievant)

This is to inform you that your grievance filed on _____
(Date)

At Step _____ was disposed of as follows: (The response must include the reason; therefore, must be stated in clear and concise terms, and must include a response to each of the specific provision(s) of the Agreement allegedly violated.)

Date of Hearing: _____

Participants in Hearing:

Principal/Immediate Supervisor/Superintendent/Designee Signature

Date

Grievant/Representative Signature

Date

IX. TEACHER SALARY SCHEDULES

Mayfield City School District Teacher Salary Schedules.

All members of the bargaining unit shall be paid according to the salary schedule(s) included as part of this Agreement.

Contract Year – Base Percentage Change: 2018/19 – 1.25%, 2019/20 – 1.25%, 2020/21 – 1.5%, 2021/22 - 2.0%.

Step Framework

Each bargaining unit member (including tutors) whose salary step movement was frozen for three (3) steps during the two previous collective bargaining agreements will follow this step framework:

2018-19 school year – 0.75 additional step adjustment
2019-20 school year – 0.75 additional step adjustment
2020-21 school year – 0.75 additional step adjustment
2021-22 school year – 0.75 additional step adjustment

Each bargaining unit member whose salary step movement was frozen for two (2) steps during the two previous collective bargaining agreements will follow this step framework:

2018-19 school year – 0.50 additional step adjustment
2019-20 school year – 0.50 additional step adjustment
2020-21 school year – 0.50 additional step adjustment
2021-22 school year – 0.50 additional step adjustment

Each bargaining unit member whose salary step movement was frozen for one (1) step during the two previous collective bargaining agreements will follow this step framework:

2018-19 school year – 0.25 additional step adjustment
2019-20 school year – 0.25 additional step adjustment
2020-21 school year – 0.25 additional step adjustment
2021-22 school year – 0.25 additional step adjustment

MAYFIELD CITY SCHOOL DISTRICT
 1101 S.O.M. Center Road, Mayfield Hts., OH 44124

TEACHER'S SALARY SCHEDULE INDEX

EFFECTIVE 2018/19 SCHOOL YEAR THRU 2021/22 SCHOOL YEAR

<u>Years Experience</u>	<u>BA</u>	<u>150 HRS OR BA9</u>	<u>BA+18</u>	<u>BA+27</u>	<u>MA</u>	<u>MA+9</u>	<u>MA+18</u>	<u>MA+27</u>	<u>DR. OR MA60</u>
0	1.0000	1.0157	1.0318	1.0473	1.0645	1.1250	1.1862	1.2467	1.3087
1	1.0515	1.0711	1.0911	1.1105	1.1313	1.1920	1.2534	1.3140	1.3762
2	1.1030	1.1265	1.1503	1.1737	1.1981	1.2591	1.3206	1.3814	1.4437
3	1.1544	1.1819	1.2096	1.2370	1.2650	1.3261	1.3878	1.4487	1.5111
4	1.2059	1.2373	1.2688	1.3002	1.3318	1.3931	1.4549	1.5160	1.5786
5	1.2574	1.2927	1.3281	1.3634	1.3986	1.4601	1.5221	1.5834	1.6461
6	1.3089	1.3481	1.3874	1.4266	1.4654	1.5272	1.5893	1.6507	1.7136
7	1.3603	1.4034	1.4466	1.4899	1.5323	1.5942	1.6565	1.7181	1.7811
8	1.4118	1.4588	1.5059	1.5531	1.5991	1.6612	1.7237	1.7854	1.8485
9	1.4633	1.5142	1.5652	1.6163	1.6659	1.7283	1.7909	1.8527	1.9160
10	1.5148	1.5696	1.6244	1.6795	1.7327	1.7953	1.8581	1.9201	1.9835
11	1.5662	1.6250	1.6837	1.7428	1.7995	1.8623	1.9252	1.9874	2.0510
12	1.6177	1.6804	1.7429	1.8060	1.8664	1.9293	1.9924	2.0547	2.1184
13	1.6692	1.7358	1.8022	1.8692	1.9332	1.9964	2.0596	2.1221	2.1859
14	--	--	--	--	2.0000	2.0634	2.1268	2.1894	2.2534

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TEACHER'S SALARY SCHEDULE

EFFECTIVE 2018/19 SCHOOL YEAR

Years of Experience	150 HRS or BA+9	BA	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DR or MA+60
0	44,806	45,509	46,230	46,924	47,695	50,405	53,147	55,860	58,638
1	47,114	47,990	48,888	49,757	50,688	53,409	56,159	58,875	61,661
2	49,419	50,473	51,540	52,589	53,681	56,414	59,171	61,895	64,686
3	51,723	52,957	54,197	55,425	56,678	59,416	62,182	64,909	67,706
4	54,031	55,438	56,849	58,255	59,671	62,421	65,188	67,924	70,731
5	56,337	57,920	59,505	61,089	62,666	65,420	68,199	70,944	73,756
6	58,646	60,403	62,163	63,919	65,657	68,427	71,210	73,960	76,779
7	60,947	62,880	64,815	66,755	68,658	71,430	74,220	76,979	79,803
8	63,257	65,363	67,473	69,588	71,648	74,430	77,230	79,997	82,823
9	65,564	67,844	70,130	72,420	74,643	77,437	80,242	83,011	85,848
10	67,872	70,327	72,783	75,251	77,634	80,440	83,255	86,030	88,873
11	70,172	72,808	75,440	78,086	80,627	83,441	86,260	89,046	91,898
12	72,482	75,292	78,090	80,920	83,623	86,443	89,269	92,064	94,917
13	74,790	77,776	80,749	83,750	86,619	89,449	92,281	95,081	97,940
14	-	-	-	-	89,610	92,451	95,292	98,095	100,964

LONGEVITY:

Teachers with 15 years or more of service recognized for salary schedule placement will receive an additional	2,549
Teachers with 20 years or more of service recognized for salary schedule placement will receive an additional	2,906
Teachers with 25 years or more of service recognized for salary schedule placement will receive an additional	3,262

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TEACHER'S SALARY SCHEDULE

EFFECTIVE 2019/20 SCHOOL YEAR

Years of Experience	150 HRS								DR or MA+60
	BA	or BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	
0	45,366	46,078	46,808	47,511	48,291	51,035	53,811	56,558	59,371
1	47,703	48,590	49,499	50,379	51,322	54,077	56,861	59,611	62,432
2	50,037	51,104	52,184	53,246	54,352	57,119	59,911	62,669	65,495
3	52,370	53,619	54,874	56,118	57,386	60,159	62,959	65,720	68,552
4	54,706	56,131	57,560	58,983	60,417	63,201	66,003	68,773	71,615
5	57,041	58,644	60,249	61,853	63,449	66,238	69,051	71,831	74,678
6	59,379	61,158	62,940	64,718	66,478	69,282	72,100	74,885	77,739
7	61,709	63,666	65,625	67,589	69,516	72,323	75,148	77,941	80,801
8	64,048	66,180	68,316	70,458	72,544	75,360	78,195	80,997	83,858
9	66,384	68,692	71,007	73,325	75,576	78,405	81,245	84,049	86,921
10	68,720	71,206	73,693	76,192	78,604	81,446	84,296	87,105	89,984
11	71,049	73,718	76,383	79,062	81,635	84,484	87,338	90,159	93,047
12	73,388	76,233	79,066	81,932	84,668	87,524	90,385	93,215	96,103
13	75,725	78,748	81,758	84,797	87,702	90,567	93,435	96,270	99,164
14	-	-	-	-	90,730	93,607	96,483	99,321	102,226

LONGEVITY:

Teachers with 15 years or more of service recognized for salary schedule placement will receive an additional 2,581
 Teachers with 20 years or more of service recognized for salary schedule placement will receive an additional 2,942
 Teachers with 25 years or more of service recognized for salary schedule placement will receive an additional 3,303

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TEACHER'S SALARY SCHEDULE

EFFECTIVE 2020/21 SCHOOL YEAR

Years Experience	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DR OR MA+60
0	46,046	46,769	47,510	48,224	49,015	51,801	54,618	57,406	60,262
1	48,419	49,319	50,241	51,135	52,092	54,888	57,714	60,505	63,368
2	50,788	51,871	52,967	54,045	55,167	57,976	60,810	63,609	66,477
3	53,156	54,423	55,697	56,960	58,247	61,061	63,903	66,706	69,580
4	55,527	56,973	58,423	59,868	61,323	64,149	66,993	69,805	72,689
5	57,897	59,524	61,153	62,781	64,401	67,232	70,087	72,908	75,798
6	60,270	62,075	63,884	65,689	67,475	70,321	73,182	76,008	78,905
7	62,635	64,621	66,609	68,603	70,559	73,408	76,275	79,110	82,013
8	65,009	67,173	69,341	71,515	73,632	76,490	79,368	82,212	85,116
9	67,380	69,722	72,072	74,425	76,710	79,581	82,464	85,310	88,225
10	69,751	72,274	74,798	77,335	79,783	82,668	85,560	88,412	91,334
11	72,115	74,824	77,529	80,248	82,860	85,751	88,648	91,511	94,443
12	74,489	77,376	80,252	83,161	85,938	88,837	91,741	94,613	97,545
13	76,861	79,929	82,984	86,069	89,018	91,926	94,837	97,714	100,651
14	-	-	-	-	92,091	95,011	97,930	100,811	103,759

LONGEVITY:

Teachers with 15 years or more of service recognized for salary schedule placement will receive an additional 2,620
 Teachers with 20 years or more of service recognized for salary schedule placement will receive an additional 2,986
 Teachers with 25 years or more of service recognized for salary schedule placement will receive an additional 3,353

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOL DISTRICT
1101 SOM Center Road, Mayfield Heights, OH 44124

TEACHER'S SALARY SCHEDULE

EFFECTIVE 2021/22 SCHOOL YEAR

Years Experience	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DR OR MA+60
0	46,967	47,704	48,460	49,188	49,995	52,837	55,710	58,554	61,467
1	49,387	50,305	51,246	52,158	53,134	55,986	58,868	61,715	64,635
2	51,804	52,908	54,026	55,126	56,270	59,136	62,026	64,881	67,807
3	54,219	55,511	56,811	58,099	59,412	62,282	65,181	68,040	70,972
4	56,638	58,112	59,591	61,065	62,549	65,432	68,333	71,201	74,143
5	59,055	60,714	62,376	64,037	65,689	68,577	71,489	74,366	77,314
6	61,475	63,317	65,162	67,003	68,825	71,727	74,646	77,528	80,483
7	63,888	65,913	67,941	69,975	71,970	74,876	77,801	80,692	83,653
8	66,309	68,516	70,728	72,945	75,105	78,020	80,955	83,856	86,818
9	68,728	71,116	73,513	75,914	78,244	81,173	84,113	87,016	89,990
10	71,146	73,719	76,294	78,882	81,379	84,321	87,271	90,180	93,161
11	73,557	76,320	79,080	81,853	84,517	87,466	90,421	93,341	96,332
12	75,979	78,924	81,857	84,824	87,657	90,614	93,576	96,505	99,496
13	78,398	81,528	84,644	87,790	90,798	93,765	96,734	99,668	102,664
14	-	-	-	-	93,933	96,911	99,889	102,827	105,834

LONGEVITY:

Teachers with 15 years or more of service recognized for salary schedule placement will receive an additional 2,672

Teachers with 20 years or more of service recognized for salary schedule placement will receive an additional 3,046

Teachers with 25 years or more of service recognized for salary schedule placement will receive an additional 3,420

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

3-STEP ADJUSTMENT

Only applies to those teachers & tutors employed prior to 06-30-13.

2018-19	2018-19	2019-20	2020-21	2021-22
Years Experience	Step Adjustment*	Step Adjustment*	Step Adjustment*	Step Adjustment*
0	0.75	2.50	4.25	6.00
1	1.75	3.50	5.25	7.00
2	2.75	4.50	6.25	8.00
3	3.75	5.50	7.25	9.00
4	4.75	6.50	8.25	10.00
5	5.75	7.50	9.25	11.00
6	6.75	8.50	10.25	12.00
7	7.75	9.50	11.25	13.00
8	8.75	10.50	12.25	14.00
9	9.75	11.50	13.25	15.00
10	10.75	12.50	14.25	16.00
11	11.75	13.50	15.25	17.00
12	12.75	14.50	16.25	18.00
13	13.75	15.50	17.25	19.00
14	14.75	16.50	18.25	20.00
15	15.75	17.50	19.25	21.00
16	16.75	18.50	20.25	22.00
17	17.75	19.50	21.25	23.00
18	18.75	20.50	22.25	24.00
19	19.75	21.50	23.25	25.00
20	20.75	22.50	24.25	26.00
21	21.75	23.50	25.25	27.00
22	22.75	24.50	26.25	28.00
23	23.75	25.50	27.25	29.00
24	24.75	26.50	28.25	30.00

Longevity will be awarded whenever step adjustment meets or exceeds 15, 20, or 25 years of service thresholds and will be paid in accordance with the terms and amounts listed within the appropriate salary schedule.

*Step Adjustment assumes that the teacher is in payroll status for 120 contract days, otherwise only the .75 step adjustment will be considered in the following school year.

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

2-STEP ADJUSTMENT

Only applies to those teachers & tutors employed prior to 06-30-14 and after 07-01-13.

2018-19	2018-19	2019-20	2020-21	2021-22
Years Experience	Step Adjustment*	Step Adjustment*	Step Adjustment*	Step Adjustment*
0	0.50	2.00	3.50	5.00
1	1.50	3.00	4.50	6.00
2	2.50	4.00	5.50	7.00
3	3.50	5.00	6.50	8.00
4	4.50	6.00	7.50	9.00
5	5.50	7.00	8.50	10.00
6	6.50	8.00	9.50	11.00
7	7.50	9.00	10.50	12.00
8	8.50	10.00	11.50	13.00
9	9.50	11.00	12.50	14.00
10	10.50	12.00	13.50	15.00
11	11.50	13.00	14.50	16.00
12	12.50	14.00	15.50	17.00
13	13.50	15.00	16.50	18.00
14	14.50	16.00	17.50	19.00
15	15.50	17.00	18.50	20.00
16	16.50	18.00	19.50	21.00
17	17.50	19.00	20.50	22.00
18	18.50	20.00	21.50	23.00
19	19.50	21.00	22.50	24.00
20	20.50	22.00	23.50	25.00
21	21.50	23.00	24.50	26.00
22	22.50	24.00	25.50	27.00
23	23.50	25.00	26.50	28.00
24	24.50	26.00	27.50	29.00

Longevity will be awarded whenever step adjustment meets or exceeds 15, 20, or 25 years of service thresholds and will be paid in accordance with the terms and amounts listed within the appropriate salary schedule.

*Step Adjustment assumes that the teacher is in payroll status for 120 contract days, otherwise only the .50 step adjustment will be considered in the following school year.

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

1-STEP ADJUSTMENT

Only applies to those teachers & tutors employed prior to 06-30-16 and after 07-01-14.

2018-19	2018-19	2019-20	2020-21	2021-22
Years Experience	Step Adjustment*	Step Adjustment*	Step Adjustment*	Step Adjustment*
0	0.25	1.50	2.75	4.00
1	1.25	2.50	3.75	5.00
2	2.25	3.50	4.75	6.00
3	3.25	4.50	5.75	7.00
4	4.25	5.50	6.75	8.00
5	5.25	6.50	7.75	9.00
6	6.25	7.50	8.75	10.00
7	7.25	8.50	9.75	11.00
8	8.25	9.50	10.75	12.00
9	9.25	10.50	11.75	13.00
10	10.25	11.50	12.75	14.00
11	11.25	12.50	13.75	15.00
12	12.25	13.50	14.75	16.00
13	13.25	14.50	15.75	17.00
14	14.25	15.50	16.75	18.00
15	15.25	16.50	17.75	19.00
16	16.25	17.50	18.75	20.00
17	17.25	18.50	19.75	21.00
18	18.25	19.50	20.75	22.00
19	19.25	20.50	21.75	23.00
20	20.25	21.50	22.75	24.00
21	21.25	22.50	23.75	25.00
22	22.25	23.50	24.75	26.00
23	23.25	24.50	25.75	27.00
24	24.25	25.50	26.75	28.00

Longevity will be awarded whenever step adjustment meets or exceeds 15, 20, or 25 years of service thresholds and will be paid in accordance with the terms and amounts listed within the appropriate salary schedule.

*Step Adjustment assumes that the teacher is in payroll status for 120 contract days, otherwise only the .25 step adjustment will be considered in the following school year.

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TEACHER'S SALARY SCHEDULE INCLUDING STEP ADJUSTMENT

EFFECTIVE 2018/19 SCHOOL YEAR

Years of Experience	Step Adjustment	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DR or MA+60	
0	0	44,806	45,509	46,230	46,924	47,695	50,405	53,147	55,860	58,638
	0.25	45,383	46,129	46,895	47,632	48,443	51,156	53,900	56,614	59,394
	0.50	45,960	46,750	47,559	48,341	49,192	51,907	54,653	57,368	60,150
	0.75	46,537	47,370	48,224	49,049	49,940	52,658	55,406	58,121	60,905
1	1	47,114	47,990	48,888	49,757	50,688	53,409	56,159	58,875	61,661
	1.25	47,690	48,611	49,551	50,465	51,436	54,160	56,912	59,630	62,417
	1.50	48,267	49,232	50,214	51,173	52,185	54,912	57,665	60,385	63,174
	1.75	48,843	49,852	50,877	51,881	52,933	55,663	58,418	61,140	63,930
2	2	49,419	50,473	51,540	52,589	53,681	56,414	59,171	61,895	64,686
	2.25	49,995	51,094	52,204	53,298	54,430	57,165	59,924	62,649	65,441
	2.50	50,571	51,715	52,869	54,007	55,180	57,915	60,677	63,402	66,196
	2.75	51,147	52,336	53,533	54,716	55,929	58,666	61,429	64,156	66,951
3	3	51,723	52,957	54,197	55,425	56,678	59,416	62,182	64,909	67,706
	3.25	52,300	53,577	54,860	56,133	57,426	60,167	62,934	65,663	68,462
	3.50	52,877	54,198	55,523	56,840	58,175	60,919	63,685	66,417	69,219
	3.75	53,454	54,818	56,186	57,548	58,923	61,670	64,437	67,170	69,975
4	4	54,031	55,438	56,849	58,255	59,671	62,421	65,188	67,924	70,731
	4.25	54,608	56,059	57,513	58,964	60,420	63,171	65,941	68,679	71,487
	4.50	55,184	56,679	58,177	59,672	61,169	63,921	66,694	69,434	72,244
	4.75	55,761	57,300	58,841	60,381	61,917	64,670	67,446	70,189	73,000
5	5	56,337	57,920	59,505	61,089	62,666	65,420	68,199	70,944	73,756
	5.25	56,914	58,541	60,170	61,797	63,414	66,172	68,952	71,698	74,512
	5.50	57,492	59,162	60,834	62,504	64,162	66,924	69,705	72,452	75,268
	5.75	58,069	59,782	61,499	63,212	64,909	67,675	70,457	73,206	76,023
6	6	58,646	60,403	62,163	63,919	65,657	68,427	71,210	73,960	76,779
	6.25	59,221	61,022	62,826	64,628	66,407	69,178	71,963	74,715	77,535
	6.50	59,797	61,642	63,489	65,337	67,158	69,929	72,715	75,470	78,291
	6.75	60,372	62,261	64,152	66,046	67,908	70,679	73,468	76,224	79,047
7	7	60,947	62,880	64,815	66,755	68,658	71,430	74,220	76,979	79,803
	7.25	61,525	63,501	65,480	67,463	69,406	72,180	74,973	77,734	80,558
	7.50	62,102	64,122	66,144	68,172	70,153	72,930	75,725	78,488	81,313
	7.75	62,680	64,742	66,809	68,880	70,901	73,680	76,478	79,243	82,068

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TEACHER'S SALARY SCHEDULE INCLUDING STEP ADJUSTMENT

EFFECTIVE 2018/19 SCHOOL YEAR

Years of Experience	Step Adjustment	150 HRS						DR or MA+60		
		BA	or BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	
8	63,257	63,257	65,363	67,473	69,588	71,648	74,430	77,230	79,997	82,823
	8.25	63,834	65,983	68,137	70,296	72,397	75,182	77,983	80,751	83,579
	8.50	64,411	66,604	68,802	71,004	73,146	75,934	78,736	81,504	84,336
	8.75	64,987	67,224	69,466	71,712	73,894	76,685	79,489	82,258	85,092
9	65,564	67,844	70,130	72,420	74,643	77,437	80,242	83,011	85,848	
	9.25	66,141	68,465	70,793	73,128	75,391	78,188	80,995	83,766	86,604
	9.50	66,718	69,086	71,457	73,836	76,139	78,939	81,749	84,521	87,361
	9.75	67,295	69,706	72,120	74,543	76,886	79,689	82,502	85,275	88,117
10	67,872	70,327	72,783	75,251	77,634	80,440	83,255	86,030	88,873	
	10.25	68,447	70,947	73,447	75,960	78,382	81,190	84,006	86,784	89,629
	10.50	69,022	71,568	74,112	76,669	79,131	81,941	84,758	87,538	90,386
	10.75	69,597	72,188	74,776	77,377	79,879	82,691	85,509	88,292	91,142
11	70,172	72,808	75,440	78,086	80,627	83,441	86,260	89,046	91,898	
	11.25	70,750	73,429	76,103	78,795	81,376	84,192	87,012	89,801	92,653
	11.50	71,327	74,050	76,765	79,503	82,125	84,942	87,765	90,555	93,408
	11.75	71,905	74,671	77,428	80,212	82,874	85,693	88,517	91,310	94,162
12	72,482	75,292	78,090	80,920	83,623	86,443	89,269	92,064	94,917	
	12.25	73,059	75,913	78,755	81,628	84,372	87,195	90,022	92,818	95,673
	12.50	73,636	76,534	79,420	82,335	85,121	87,946	90,775	93,573	96,429
	12.75	74,213	77,155	80,084	83,043	85,870	88,698	91,528	94,327	97,184
13	74,790	77,776	80,749	83,750	86,619	89,449	92,281	95,081	97,940	
	13.25	-	-	-	-	87,367	90,200	93,034	95,835	98,696
	13.50	-	-	-	-	88,115	90,950	93,787	96,588	99,452
	13.75	-	-	-	-	88,862	91,701	94,539	97,342	100,208
14	-	-	-	-	-	89,610	92,451	95,292	98,095	100,964

LONGEVITY:

Teachers with 15 years or more of service recognized for salary schedule placement will receive an additional 2,549
 Teachers with 20 years or more of service recognized for salary schedule placement will receive an additional 2,906
 Teachers with 25 years or more of service recognized for salary schedule placement will receive an additional 3,262

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TEACHER'S SALARY SCHEDULE INCLUDING STEP ADJUSTMENT

EFFECTIVE 2019/20 SCHOOL YEAR

Years of Experience	Step Adjustment	150 HRS						DR or MA+60		
		BA	or BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	
0	0	45,366	46,078	46,808	47,511	48,291	51,035	53,811	56,558	59,371
	0.25	45,950	46,706	47,481	48,228	49,049	51,796	54,574	57,321	60,136
	0.50	46,535	47,334	48,154	48,945	49,807	52,556	55,336	58,085	60,902
	0.75	47,119	47,962	48,826	49,662	50,564	53,317	56,099	58,848	61,667
1	1	47,703	48,590	49,499	50,379	51,322	54,077	56,861	59,611	62,432
	1.25	48,287	49,219	50,170	51,096	52,080	54,838	57,624	60,376	63,198
	1.50	48,870	49,847	50,842	51,813	52,837	55,598	58,386	61,140	63,964
	1.75	49,454	50,476	51,513	52,529	53,595	56,359	59,149	61,905	64,729
2	2	50,037	51,104	52,184	53,246	54,352	57,119	59,911	62,669	65,495
	2.25	50,620	51,733	52,857	53,964	55,111	57,879	60,673	63,432	66,259
	2.50	51,204	52,362	53,529	54,682	55,869	58,639	61,435	64,195	67,024
	2.75	51,787	52,990	54,202	55,400	56,628	59,399	62,197	64,957	67,788
3	3	52,370	53,619	54,874	56,118	57,386	60,159	62,959	65,720	68,552
	3.25	52,954	54,247	55,546	56,834	58,144	60,920	63,720	66,483	69,318
	3.50	53,538	54,875	56,217	57,551	58,902	61,680	64,481	67,247	70,084
	3.75	54,122	55,503	56,889	58,267	59,659	62,441	65,242	68,010	70,849
4	4	54,706	56,131	57,560	58,983	60,417	63,201	66,003	68,773	71,615
	4.25	55,290	56,759	58,232	59,701	61,175	63,960	66,765	69,538	72,381
	4.50	55,874	57,388	58,905	60,418	61,933	64,720	67,527	70,302	73,147
	4.75	56,457	58,016	59,577	61,136	62,691	65,479	68,289	71,067	73,912
5	5	57,041	58,644	60,249	61,853	63,449	66,238	69,051	71,831	74,678
	5.25	57,626	59,273	60,922	62,569	64,206	66,999	69,813	72,595	75,443
	5.50	58,210	59,901	61,595	63,286	64,964	67,760	70,576	73,358	76,209
	5.75	58,795	60,530	62,267	64,002	65,721	68,521	71,338	74,122	76,974
6	6	59,379	61,158	62,940	64,718	66,478	69,282	72,100	74,885	77,739
	6.25	59,962	61,785	63,611	65,436	67,238	70,042	72,862	75,649	78,505
	6.50	60,544	62,412	64,283	66,154	67,997	70,803	73,624	76,413	79,270
	6.75	61,127	63,039	64,954	66,871	68,757	71,563	74,386	77,177	80,036
7	7	61,709	63,666	65,625	67,589	69,516	72,323	75,148	77,941	80,801
	7.25	62,294	64,295	66,298	68,306	70,273	73,082	75,910	78,705	81,565
	7.50	62,879	64,923	66,971	69,024	71,030	73,842	76,672	79,469	82,330
	7.75	63,463	65,552	67,643	69,741	71,787	74,601	77,433	80,233	83,094

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TEACHER'S SALARY SCHEDULE INCLUDING STEP ADJUSTMENT

EFFECTIVE 2019/20 SCHOOL YEAR

Years of Experience	Step Adjustment	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DR or MA+60
8	64,048	66,180	68,316	70,458	72,544	75,360	78,195	80,997	83,858
	8.25	64,632	66,808	68,989	71,175	73,302	76,121	78,958	81,760
	8.50	65,216	67,436	69,662	71,892	74,060	76,883	79,720	82,523
	8.75	65,800	68,064	70,334	72,608	74,818	77,644	80,483	83,286
9	66,384	68,692	71,007	73,325	75,576	78,405	81,245	84,049	86,921
	9.25	66,968	69,321	71,679	74,042	76,333	79,165	82,008	84,813
	9.50	67,552	69,949	72,350	74,759	77,090	79,926	82,771	85,577
	9.75	68,136	70,578	73,022	75,475	77,847	80,686	83,533	86,341
10	68,720	71,206	73,693	76,192	78,604	81,446	84,296	87,105	89,984
	10.25	69,302	71,834	74,366	76,910	79,362	82,206	85,057	87,869
	10.50	69,885	72,462	75,038	77,627	80,120	82,965	85,817	88,632
	10.75	70,467	73,090	75,711	78,345	80,877	83,725	86,578	89,396
11	71,049	73,718	76,383	79,062	81,635	84,484	87,338	90,159	93,047
	11.25	71,634	74,347	77,054	79,780	82,393	85,244	88,100	90,923
	11.50	72,219	74,976	77,725	80,497	83,152	86,004	88,862	91,687
	11.75	72,803	75,604	78,395	81,215	83,910	86,764	89,623	92,451
12	73,388	76,233	79,066	81,932	84,668	87,524	90,385	93,215	96,103
	12.25	73,972	76,862	79,739	82,648	85,427	88,285	91,148	93,979
	12.50	74,557	77,491	80,412	83,365	86,185	89,046	91,910	94,743
	12.75	75,141	78,119	81,085	84,081	86,944	89,806	92,673	95,506
13	75,725	78,748	81,758	84,797	87,702	90,567	93,435	96,270	99,164
	13.25	-	-	-	-	88,459	91,327	94,197	97,033
	13.50	-	-	-	-	89,216	92,087	94,959	97,796
	13.75	-	-	-	-	89,973	92,847	95,721	98,558
14	-	-	-	-	-	90,730	93,607	96,483	99,321
									102,226

LONGEVITY:

Teachers with 15 years or more of service recognized for salary schedule placement will receive an additional	2,581
Teachers with 20 years or more of service recognized for salary schedule placement will receive an additional	2,942
Teachers with 25 years or more of service recognized for salary schedule placement will receive an additional	3,303

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TEACHER'S SALARY SCHEDULE INCLUDING STEP ADJUSTMENT

EFFECTIVE 2020/21 SCHOOL YEAR

Years Experience	Step Adjustment	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DR OR MA+60
0	0	46,046	46,769	47,510	48,224	49,015	51,801	54,618	57,406	60,262
	0.25	46,639	47,407	48,193	48,952	49,784	52,573	55,392	58,181	61,039
	0.50	47,233	48,044	48,876	49,680	50,554	53,345	56,166	58,956	61,815
	0.75	47,826	48,682	49,558	50,407	51,323	54,116	56,940	59,730	62,592
1	1	48,419	49,319	50,241	51,135	52,092	54,888	57,714	60,505	63,368
	1.25	49,011	49,957	50,923	51,863	52,861	55,660	58,488	61,281	64,145
	1.50	49,604	50,595	51,604	52,590	53,630	56,432	59,262	62,057	64,923
	1.75	50,196	51,233	52,286	53,318	54,398	57,204	60,036	62,833	65,700
2	2	50,788	51,871	52,967	54,045	55,167	57,976	60,810	63,609	66,477
	2.25	51,380	52,509	53,650	54,774	55,937	58,747	61,583	64,383	67,253
	2.50	51,972	53,147	54,332	55,503	56,707	59,519	62,357	65,158	68,029
	2.75	52,564	53,785	55,015	56,231	57,477	60,290	63,130	65,932	68,804
3	3	53,156	54,423	55,697	56,960	58,247	61,061	63,903	66,706	69,580
	3.25	53,749	55,061	56,379	57,687	59,016	61,833	64,676	67,481	70,357
	3.50	54,342	55,698	57,060	58,414	59,785	62,605	65,448	68,256	71,135
	3.75	54,934	56,336	57,742	59,141	60,554	63,377	66,221	69,030	71,912
4	4	55,527	56,973	58,423	59,868	61,323	64,149	66,993	69,805	72,689
	4.25	56,120	57,611	59,106	60,596	62,093	64,920	67,767	70,581	73,466
	4.50	56,712	58,249	59,788	61,325	62,862	65,691	68,540	71,357	74,244
	4.75	57,305	58,886	60,471	62,053	63,632	66,461	69,314	72,132	75,021
5	5	57,897	59,524	61,153	62,781	64,401	67,232	70,087	72,908	75,798
	5.25	58,490	60,162	61,836	63,508	65,170	68,004	70,861	73,683	76,575
	5.50	59,084	60,800	62,519	64,235	65,938	68,777	71,635	74,458	77,352
	5.75	59,677	61,437	63,201	64,962	66,707	69,549	72,408	75,233	78,128
6	6	60,270	62,075	63,884	65,689	67,475	70,321	73,182	76,008	78,905
	6.25	60,861	62,712	64,565	66,418	68,246	71,093	73,955	76,784	79,682
	6.50	61,453	63,348	65,247	67,146	69,017	71,865	74,729	77,559	80,459
	6.75	62,044	63,985	65,928	67,875	69,788	72,636	75,502	78,335	81,236
7	7	62,635	64,621	66,609	68,603	70,559	73,408	76,275	79,110	82,013
	7.25	63,229	65,259	67,292	69,331	71,327	74,179	77,048	79,886	82,789
	7.50	63,822	65,897	67,975	70,059	72,096	74,949	77,822	80,661	83,565
	7.75	64,416	66,535	68,658	70,787	72,864	75,720	78,595	81,437	84,340

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TEACHER'S SALARY SCHEDULE INCLUDING STEP ADJUSTMENT

EFFECTIVE 2020/21 SCHOOL YEAR

Years Experience	Step Adjustment	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DR OR MA+60
8		65,009	67,173	69,341	71,515	73,632	76,490	79,368	82,212	85,116
	8.25	65,602	67,810	70,024	72,243	74,402	77,263	80,142	82,987	85,893
	8.50	66,195	68,448	70,707	72,970	75,171	78,036	80,916	83,761	86,671
	8.75	66,787	69,085	71,389	73,698	75,941	78,808	81,690	84,536	87,448
9		67,380	69,722	72,072	74,425	76,710	79,581	82,464	85,310	88,225
	9.25	67,973	70,360	72,754	75,153	77,478	80,353	83,238	86,086	89,002
	9.50	68,566	70,998	73,435	75,880	78,247	81,125	84,012	86,861	89,780
	9.75	69,158	71,636	74,117	76,608	79,015	81,896	84,786	87,637	90,557
10		69,751	72,274	74,798	77,335	79,783	82,668	85,560	88,412	91,334
	10.25	70,342	72,912	75,481	78,063	80,552	83,439	86,332	89,187	92,111
	10.50	70,933	73,549	76,164	78,792	81,322	84,210	87,104	89,962	92,889
	10.75	71,524	74,187	76,846	79,520	82,091	84,980	87,876	90,736	93,666
11		72,115	74,824	77,529	80,248	82,860	85,751	88,648	91,511	94,443
	11.25	72,709	75,462	78,210	80,976	83,630	86,523	89,421	92,287	95,219
	11.50	73,302	76,100	78,891	81,705	84,399	87,294	90,195	93,062	95,994
	11.75	73,896	76,738	79,571	82,433	85,169	88,066	90,968	93,838	96,770
12		74,489	77,376	80,252	83,161	85,938	88,837	91,741	94,613	97,545
	12.25	75,082	78,014	80,935	83,888	86,708	89,609	92,515	95,388	98,322
	12.50	75,675	78,653	81,618	84,615	87,478	90,382	93,289	96,164	99,098
	12.75	76,268	79,291	82,301	85,342	88,248	91,154	94,063	96,939	99,875
13		76,861	79,929	82,984	86,069	89,018	91,926	94,837	97,714	100,651
	13.25	-	-	-	-	89,786	92,697	95,610	98,488	101,428
	13.50	-	-	-	-	90,555	93,469	96,384	99,263	102,205
	13.75	-	-	-	-	91,323	94,240	97,157	100,037	102,982
14	-	-	-	-	-	92,091	95,011	97,930	100,811	103,759

LONGEVITY:

Teachers with 15 years or more of service recognized for salary schedule placement will receive an additional 2,620
 Teachers with 20 years or more of service recognized for salary schedule placement will receive an additional 2,986
 Teachers with 25 years or more of service recognized for salary schedule placement will receive an additional 3,353

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TEACHER'S SALARY SCHEDULE INCLUDING STEP ADJUSTMENT

EFFECTIVE 2021/22 SCHOOL YEAR

Years Experience	Step Adjustment	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DR OR MA+60
0	0	46,967	47,704	48,460	49,188	49,995	52,837	55,710	58,554	61,467
	0.25	47,572	48,354	49,157	49,931	50,780	53,624	56,500	59,344	62,259
	0.50	48,177	49,005	49,853	50,673	51,565	54,412	57,289	60,135	63,051
	0.75	48,782	49,655	50,550	51,416	52,349	55,199	58,079	60,925	63,843
1	0	49,387	50,305	51,246	52,158	53,134	55,986	58,868	61,715	64,635
	1.25	49,991	50,956	51,941	52,900	53,918	56,774	59,658	62,507	65,428
	1.50	50,596	51,607	52,636	53,642	54,702	57,561	60,447	63,298	66,221
	1.75	51,200	52,257	53,331	54,384	55,486	58,349	61,237	64,090	67,014
2	0	51,804	52,908	54,026	55,126	56,270	59,136	62,026	64,881	67,807
	2.25	52,408	53,559	54,722	55,869	57,056	59,923	62,815	65,671	68,598
	2.50	53,012	54,210	55,419	56,613	57,841	60,709	63,604	66,461	69,390
	2.75	53,615	54,860	56,115	57,356	58,627	61,496	64,392	67,250	70,181
3	0	54,219	55,511	56,811	58,099	59,412	62,282	65,181	68,040	70,972
	3.25	54,824	56,161	57,506	58,841	60,196	63,070	65,969	68,830	71,765
	3.50	55,429	56,812	58,201	59,582	60,981	63,857	66,757	69,621	72,558
	3.75	56,033	57,462	58,896	60,324	61,765	64,645	67,545	70,411	73,350
4	0	56,638	58,112	59,591	61,065	62,549	65,432	68,333	71,201	74,143
	4.25	57,242	58,763	60,287	61,808	63,334	66,218	69,122	71,992	74,936
	4.50	57,847	59,413	60,984	62,551	64,119	67,005	69,911	72,784	75,729
	4.75	58,451	60,064	61,680	63,294	64,904	67,791	70,700	73,575	76,521
5	0	59,055	60,714	62,376	64,037	65,689	68,577	71,489	74,366	77,314
	5.25	59,660	61,365	63,073	64,779	66,473	69,365	72,278	75,157	78,106
	5.50	60,265	62,016	63,769	65,520	67,257	70,152	73,068	75,947	78,899
	5.75	60,870	62,666	64,466	66,262	68,041	70,940	73,857	76,738	79,691
6	0	61,475	63,317	65,162	67,003	68,825	71,727	74,646	77,528	80,483
	6.25	62,078	63,966	65,857	67,746	69,611	72,514	75,435	78,319	81,276
	6.50	62,682	64,615	66,552	68,489	70,398	73,302	76,224	79,110	82,068
	6.75	63,285	65,264	67,246	69,232	71,184	74,089	77,012	79,901	82,861
7	0	63,888	65,913	67,941	69,975	71,970	74,876	77,801	80,692	83,653
	7.25	64,493	66,564	68,638	70,718	72,754	75,662	78,590	81,483	84,444
	7.50	65,099	67,215	69,335	71,460	73,538	76,448	79,378	82,274	85,236
	7.75	65,704	67,865	70,031	72,203	74,321	77,234	80,167	83,065	86,027

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TEACHER'S SALARY SCHEDULE INCLUDING STEP ADJUSTMENT

EFFECTIVE 2021/22 SCHOOL YEAR

Years Experience	Step Adjustment	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DR OR MA+60
8	66,309	68,516	70,728	72,945	75,105	78,020	80,955	83,856	86,818	
	8.25	66,914	69,166	71,424	73,687	75,890	78,808	81,745	84,646	87,611
	8.50	67,519	69,816	72,121	74,430	76,675	79,597	82,534	85,436	88,404
	8.75	68,123	70,466	72,817	75,172	77,459	80,385	83,324	86,226	89,197
9	68,728	71,116	73,513	75,914	78,244	81,173	84,113	87,016	89,990	
	9.25	69,333	71,767	74,208	76,656	79,028	81,960	84,903	87,807	90,783
	9.50	69,937	72,418	74,904	77,398	79,812	82,747	85,692	88,598	91,576
	9.75	70,542	73,068	75,599	78,140	80,595	83,534	86,482	89,389	92,368
10	71,146	73,719	76,294	78,882	81,379	84,321	87,271	90,180	93,161	
	10.25	71,749	74,369	76,991	79,625	82,164	85,107	88,059	90,970	93,954
	10.50	72,352	75,020	77,687	80,368	82,948	85,894	88,846	91,761	94,747
	10.75	72,954	75,670	78,384	81,110	83,733	86,680	89,634	92,551	95,539
11	73,557	76,320	79,080	81,853	84,517	87,466	90,421	93,341	96,332	
	11.25	74,163	76,971	79,774	82,596	85,302	88,253	91,210	94,132	97,123
	11.50	74,768	77,622	80,469	83,339	86,087	89,040	91,999	94,923	97,914
	11.75	75,374	78,273	81,163	84,081	86,872	89,827	92,787	95,714	98,705
12	75,979	78,924	81,857	84,824	87,657	90,614	93,576	96,505	99,496	
	12.25	76,584	79,575	82,554	85,566	88,442	91,402	94,366	97,296	100,288
	12.50	77,189	80,226	83,251	86,307	89,228	92,190	95,155	98,087	101,080
	12.75	77,793	80,877	83,947	87,049	90,013	92,977	95,945	98,877	101,872
13	78,398	81,528	84,644	87,790	90,798	93,765	96,734	99,668	102,664	
	13.25	-	-	-	-	91,582	94,552	97,523	100,458	103,457
	13.50	-	-	-	-	92,366	95,338	98,312	101,248	104,249
	13.75	-	-	-	-	93,149	96,125	99,100	102,037	105,042
14	-	-	-	-	-	93,933	96,911	99,889	102,827	105,834

LONGEVITY:

Teachers with 15 years or more of service recognized for salary schedule placement will receive an additional	2,672
Teachers with 20 years or more of service recognized for salary schedule placement will receive an additional	3,046
Teachers with 25 years or more of service recognized for salary schedule placement will receive an additional	3,420

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

X. OPERATION OF SALARY SCHEDULE

The operation of the salary schedule shall be controlled by the following provisions:

- A. The 150 hr. column may consist of graduate and undergraduate hours earned before or after receipt of the BA degree. For teachers hired effective with the 1977/78 school year and thereafter, advancement from the 150 hour column to the BA+18 shall be accomplished by the completion of an additional 9 hours.
- B. For course credit received after January 1, 1979, undergraduate level courses will be accepted for credit up to and including the BA+18 column if such hours are: (a) earned after the completion of the BA degree, and (b) earned in the teacher's area of assignment.
- C. Except as provided in (A) and (B) above, all hours beyond the Bachelor's degree are figured in graduate semester hours. All graduate hours, in order to be accepted toward increased salary credit, must be: (a) either directly in the staff member's field(s) of teaching or certification/licensure, or (b) be part of a university-approved program of graduate study leading to an advanced degree in the field of education, or (c) be part of a state-approved program leading to additional certification/licensure in the field of education. All acceptable graduate credit must be from an institution whose credits are accepted by the Ohio Department of Education for teacher training at the appropriate level. Credit beyond the Bachelor's and Master's column must be earned after placement on the Bachelor's and Master's column. Any staff member who has a question about the approvability of a graduate course for salary credit should contact the Director of Human Resources, who shall be authorized to interpret this policy, subject to review by the Superintendent and/or the Board. The teacher shall have recourse to the grievance procedure. Although the course must be taken for graduate credit, the teacher need not be enrolled as a graduate student.
- D. Once course credit is approved for advancement on the salary schedule, such credit and placement will not be withdrawn.
- E. To receive proper placement on the salary schedule for a full year, it is the teacher's responsibility to have an official transcript placed in the office of personnel on or before September 15.
- F. If a teacher completes the requirements for an additional degree after September 15 and before January 30 of any year, the increase shall be prorated for a half year and paid over the remaining time of the contract, provided that the official transcript is placed in the office of personnel on or before January 30 of any year.
- G. Appropriate proof shall substitute temporarily for the official transcript if submitted by the dates set forth herein.

H. Career Technical Education teacher column placement shall be determined according to the following equivalencies to the teacher's salary schedule:

TEACHERS

- BA = Seven (7) years T & I experience and a valid one-year vocational certificate/license.
- BA+9 = Five (5) years T & I experience and a valid four-year vocational certificate/license.
- BA+18 = Five (5) years T & I experience and a valid eight-year vocational certificate/license.
- BA+27 = Five (5) years T & I experience, a bachelor's degree and vocational certificate/license.
- MA = Five (5) years T & I experience, a master's degree and vocational certification/licensure.

Years of experience after the initial five years will be recognized for salary credit at a 2 to 1 ratio (2 years experience – 1 year of credit) up to 5 more years.

XI. PAYROLL PRACTICES

A. Payroll Schedule

Teachers shall be paid in twenty-four (24) equal installments on the fifteenth and the last day of each month. In the event that the fifteenth or the last day of the month is a Saturday, Sunday or holiday, teachers shall be paid on the workday immediately preceding the fifteenth or the last day of the month.

Individuals within their first year of contracted employment, shall be paid in twenty-five (25) equal installments, instead of twenty-four (24) during the contract year period of September 1st through August 31st. This twenty-fifth (25th) payment will be paid at the end of August before the regular (24) pay period begins. After this first year of contracted employment, all bargaining unit members will be paid in twenty-four (24) equal installments.

In the event that the Mayfield City School District annually adopted school calendar reflects a start date of August 20th or later, the above provision (individuals within their first year of contracted employment) is null and void and the pay will revert back to twenty-four (24) equal installments during the contract year period of September 1st through August 31st.

B. Payroll Deductions

Payroll deductions shall be those mandated by federal, state or local laws plus those authorized by the teacher as follows:

1. Retirement
2. Income Taxes
3. Health Care Coverage
4. Health and Accident Insurance
5. Credit Union
6. Life Insurance
7. Dental
8. Vision
9. Tax Sheltered Annuities

Employees may elect to purchase tax sheltered annuities through payroll deduction. Companies who wish to enroll employees must have at least five (5) teachers participating in their program before payroll deduction will be granted.

10. Professional Dues/Fees

Personnel joining the membership of the M.E.A. may have such dues withheld from their pay according to arrangements made with the M.E.A. and the Treasurer's Office. Dues deduction shall begin in November and shall continue every pay for twenty (20) pays. Membership in the M.E.A. shall be continuous from year to year until proper notice is provided to the M.E.A. Treasurer. The Board shall withhold the balance of any dues/fees from the final paycheck of anyone who resigns, retires, takes leave, is terminated, or is denied membership. Personnel employed by the District after October 15 of any school year may have dues deducted in even installments from the remaining paychecks from which dues for other members will be deducted following the submission of their membership form.

The M.E.A. agrees to defend, indemnify and hold harmless the Board and its designees from any and all claims arising out of the dues deduction procedures set forth herein. In the event the Board is named as a defendant in any proceeding arising as a result of the Board's implementation of the provision, the Board agrees to promptly so notify the M.E.A. and cooperate with the M.E.A. and counsel selected by the M.E.A.

11. United Way

12. Political Contributions

A group of five (5) or more employees may elect to contribute through payroll deduction to political organizations and parties and nonpartisan issues.

C. Final Payment

1. Termination of Employment: A teacher whose employment is terminated for any reason or who takes an approved unpaid leave of absence may elect to receive any unpaid monies due, other than retirement monies, on the next regularly-scheduled pay date following the pay period in which termination occurs, or elect to be paid according to the established schedule.
2. Death: The Board shall pay all monies due a deceased teacher on the next pay date following the pay period in which the teacher's death occurs. Such payment shall be made to the teacher's spouse or at the request of the employee, to a designated beneficiary. If there is no spouse, payment shall be made to the deceased's estate in accordance with the Ohio Revised Code.
3. Fringe Benefits Upon Final Payment: Fringe benefits coverage shall cease as of the end of the month in which final salary payment is received.

D. S.T.R.S. Pickup

In accordance with S.T.R.S. Bulletin to Employers dated September, 1984, and identified as No. 48, the Board will establish a procedure for the automatic pickup of the employee's portion of the Retirement System contribution through the salary reduction/restatement method. The Board will not deduct federal or state taxes on the amount of the employee's contribution to the S.T.R.S., with appropriate notation made on the W-2 forms. This procedure shall be applied uniformly to all teachers. Severance pay, supplemental salaries and index and all other matters shall be based on the published salary schedule.

E. Electronic Transfer

The Board shall provide electronic transfer of payroll. All new bargaining unit members will participate in the electronic transfer of payroll.

The net amount of the teacher's pay shall be credited to the teacher's personal account(s) on payday.

XII. SUPPLEMENTAL SERVICE SCHEDULE

All supplemental contracts shall be non-renewed at the April Board Meeting annually; in the event the Board determines to fill a supplemental position the following procedure shall be used:

- a. A bargaining Unit Member who currently holds a nonathletic supplemental contract shall be reemployed in said position without the necessity of posting or application.
- b. Supplemental Contracts that shall be posted include:
 1. Positions previously held by non-bargaining unit members.

2. Positions held by a bargaining unit member who has been informed that they are not to be re-employed in the position.
3. Positions previously held by bargaining unit members who have indicated they are no longer interested in the position.
4. All athletic supplemental contracts will be posted in May. Recommendations shall be approved at the Board of Education meetings in the following months.

Fall Athletics	June
Winter Athletics	September
Spring Athletics	January

5. Within two weeks, after the conclusion of the season, as determined by the Ohio Athletic Association, the Athletic Director has the responsibility to notify, in writing, the athletic supplemental contract holder of the intent of nonrenewal for the following contract year. Failure of written notification results in that contract holder remaining in that position for the following year.

c. Supplemental pay options concerning pay dates shall continue to be available to supplemental contract holders in accordance with past practice.

1. All athletic supplemental contracts shall be paid over the course of the season only. Other miscellaneous supplemental contracts will be paid according to the timing of the work completed and will be included with the regular contract salary paycheck.
2. Supplemental pay will begin on schedule ONLY when all employment requirements of the position have been completed.
3. An actual check or direct deposit remittance will be issued for all athletic supplemental pays separate from the regular contract salary paycheck. Taxes will be withheld as elected on the W-4 and State of Ohio forms.
4. The last payment for athletic supplemental contracts will be held until the Treasurer's Office receives a release from the Athletic Director that all work has been completed and equipment returned to the District.

d. Bargaining Unit Priority

Whenever a vacancy occurs or a new position is created on the Supplemental Salary Schedule, the administration shall first post the opening and seek applicants from within the recognized bargaining unit in accordance with XXVII. JOB POSTING.

e. Pay for supplemental duties shall be negotiated with the M.E.A. If new positions are created by the Board, or if the duties connected with existing positions are substantially altered, the pay for the newly created or altered position shall be negotiated by a committee of equal numbers to be appointed by the M.E.A. President and the Superintendent of Schools.

Each party shall be free to appoint its own representatives to the committee. The pay that is determined by the committee shall be considered an addendum to the existing Supplemental Salary Schedule. It is understood that an activity may be commenced while the process of determining the pay level proceeds, and the pay that results shall be effective with the first day the activities began.

In the event the parties are unable to reach an agreement concerning the pay for a revised or newly created supplemental position during the term of this Agreement, the M.E.A. may submit the dispute to arbitration, upon notification to the Superintendent, by submitting a grievance directly at Step Three (3) of the grievance procedure.

A. Category A

1. Elementary

- a. Elementary School Counselors: Paid on a ratio of 1.030.

2. Middle School

- a. Media Specialists: (1) Media Specialists – per diem, days as needed and agreed by the principal.
- b. Middle School Guidance Counselors: Paid on a ratio of 1.030 plus up to three (3) days per diem. Ratios for Middle School Guidance Counselors are applied up to M.A. column.

3. High School

- a. Department Chairman: Paid according to his/her position on the teachers' salary schedule plus 0.005 for each teacher in the department, including themselves, with a minimum of .03 and a maximum of 0.065 figured on actual experience.

Ratios for department chairs are applied up to M.A. column.

Paid on a per diem basis for days beyond the normal contract school year up to a maximum of ten (10) days. The number of extra days necessary being an administrative decision cooperatively reviewed by the building principal and the department chairman.

Released time for department chairs shall be one (1) full period (50 minutes) for department chair/academic assistance.

- b. Career Technical Education Teachers: Paid on a per diem basis for days beyond the normal contract school year. The number of extra days necessary will be an administrative decision based on program needs. (It is also understood that the number of extended days will be reduced to make the overall cost increase minimal.)

c. Media Specialists: (1) Media Specialists – teachers' salary schedule plus per diem-maximum of ten (10) days according to need.

d. High School Guidance Counselors:

Department Chairman – 1.030 plus same as other department chairmen.

High School Guidance Counselors – paid on a ratio of 1.030 plus up to ten (10) days per diem. Ratios for guidance counselors chairs are applied up to the M.A. column.

e. Technology Education Teachers: Days per diem determined by need.

4. District

a. Teacher on Special Assignment - paid on a per diem basis for days beyond the normal contract school year up to a maximum of ten (10) days.

B. Category B

a. All supplemental salaries shall be paid at the rate set forth in the Supplemental Salary Schedule.

b. The Head Football Varsity Coach supplemental salary step 3 will be adjusted according to the percent increase of the base salary for each school year.

**MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE**

DESCRIPTION	STEP	INDEX	9,363	9,480	9,622	9,814	FIXED
		RATIO	2018/19	2019/20	2020/21	2021/22	
<u>BASEBALL - BOYS</u>							
BASEBALL-BOYS/HEAD COACH	1	0.50	4,682	4,741	4,812	4,908	
BASEBALL-BOYS/HEAD COACH	2	0.60	5,617	5,687	5,772	5,887	
BASEBALL-BOYS/HEAD COACH	3	0.70	6,554	6,636	6,736	6,871	
BASEBALL-BOYS-ASST COACH	1	0.30	2,809	2,844	2,887	2,945	
BASEBALL-BOYS-ASST COACH	2	0.40	3,745	3,792	3,849	3,926	
BASEBALL-BOYS-ASST COACH	3	0.50	4,682	4,741	4,812	4,908	
BASEBALL-BOYS-9TH COACH	1	0.24	2,247	2,275	2,309	2,355	
BASEBALL-BOYS-9TH COACH	2	0.34	3,183	3,223	3,271	3,336	
BASEBALL-BOYS-9TH COACH	3	0.44	4,120	4,172	4,235	4,320	
BASEBALL-BOYS-8TH COACH	1	0.24	2,247	2,275	2,309	2,355	
BASEBALL-BOYS-8TH COACH	2	0.32	2,996	3,033	3,078	3,140	
BASEBALL-BOYS-8TH COACH	3	0.42	3,933	3,982	4,042	4,123	
<u>BASKETBALL - BOYS/GIRLS</u>							
BASKETBALL/HEAD COACH	1	0.75	7,022	7,110	7,217	7,361	
BASKETBALL/HEAD COACH	2	0.83	7,771	7,868	7,986	8,146	
BASKETBALL/HEAD COACH	3	0.90	8,426	8,531	8,659	8,832	
BASKETBALL/ASST-V-JV COACH	1	0.50	4,682	4,741	4,812	4,908	
BASKETBALL/ASST-V-JV COACH	2	0.58	5,430	5,498	5,580	5,692	
BASKETBALL/ASST-V-JV COACH	3	0.67	6,272	6,350	6,445	6,574	
BASKETBALL/9TH COACH	1	0.455	4,260	4,313	4,378	4,466	
BASKETBALL/9TH COACH	2	0.535	5,009	5,072	5,148	5,251	
BASKETBALL/9TH COACH	3	0.620	5,805	5,878	5,966	6,085	
BASKETBALL/8TH HEAD COACH	1	0.33	3,090	3,129	3,176	3,240	
BASKETBALL/8TH HEAD COACH	2	0.41	3,838	3,886	3,944	4,023	
BASKETBALL/8TH HEAD COACH	3	0.49	4,588	4,645	4,715	4,809	
BASKETBALL/8TH ASST COACH	1	0.28	2,621	2,654	2,694	2,748	
BASKETBALL/8TH ASST COACH	2	0.36	3,371	3,413	3,464	3,533	
BASKETBALL/8TH ASST COACH	3	0.44	4,120	4,172	4,235	4,320	
BASKETBALL/7TH HEAD COACH	1	0.28	2,621	2,654	2,694	2,748	
BASKETBALL/7TH HEAD COACH	2	0.36	3,371	3,413	3,464	3,533	
BASKETBALL/7TH HEAD COACH	3	0.44	4,120	4,172	4,235	4,320	
BASKETBALL/7TH ASST COACH	1	0.20	1,872	1,895	1,923	1,961	
BASKETBALL/7TH ASST COACH	2	0.28	2,621	2,654	2,694	2,748	
BASKETBALL/7TH ASST COACH	3	0.36	3,371	3,413	3,464	3,533	
<u>BOWLING</u>							
BOWLING	1	0.31	2,903	2,939	2,983	3,043	
BOWLING	2	0.46	4,307	4,361	4,426	4,515	
BOWLING	3	0.50	4,682	4,741	4,812	4,908	

**MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE**

DESCRIPTION	STEP	INDEX	9,363	9,480	9,622	9,814	FIXED		
		RATIO	2018/19	2019/20	2020/21	2021/22			
<u>CHEERLEADING</u>									
<u>FALL</u>									
CHEERLEADING/VARSITY COACH FALL	1	0.18	1,685	1,706	1,732	1,767			
CHEERLEADING/VARSITY COACH FALL	2	0.22	2,059	2,085	2,116	2,158			
CHEERLEADING/VARSITY COACH FALL	3	0.30	2,809	2,844	2,887	2,945			
CHEERLEADING/ JR VARSITY COACH FALL	1	0.15	1,404	1,422	1,443	1,472			
CHEERLEADING/ JR VARSITY COACH FALL	2	0.19	1,779	1,801	1,828	1,865			
CHEERLEADING/ JR VARSITY COACH FALL	3	0.24	2,247	2,275	2,309	2,355			
CHEERLEADING/9TH COACH FALL	1	0.15	1,404	1,422	1,443	1,472			
CHEERLEADING/9TH COACH FALL	2	0.19	1,779	1,801	1,828	1,865			
CHEERLEADING/9TH COACH FALL	3	0.24	2,247	2,275	2,309	2,355			
CHEERLEADING/8TH COACH FALL	1	0.14	1,311	1,327	1,347	1,374			
CHEERLEADING/8TH COACH FALL	2	0.17	1,592	1,612	1,636	1,669			
CHEERLEADING/8TH COACH FALL	3	0.20	1,872	1,895	1,923	1,961			
<u>WINTER</u>									
CHEERLEADING/VARSITY COACH WINTER	1	0.18	1,685	1,706	1,732	1,767			
CHEERLEADING/VARSITY COACH WINTER	2	0.22	2,059	2,085	2,116	2,158			
CHEERLEADING/VARSITY COACH WINTER	3	0.30	2,809	2,844	2,887	2,945			
CHEERLEADING/JR VARSITY COACH WINTER	1	0.15	1,404	1,422	1,443	1,472			
CHEERLEADING/JR VARSITY COACH WINTER	2	0.19	1,779	1,801	1,828	1,865			
CHEERLEADING/JR VARSITY COACH WINTER	3	0.24	2,247	2,275	2,309	2,355			
CHEERLEADING/9TH COACH WINTER	1	0.15	1,404	1,422	1,443	1,472			
CHEERLEADING/9TH COACH WINTER	2	0.19	1,779	1,801	1,828	1,865			
CHEERLEADING/9TH COACH WINTER	3	0.24	2,247	2,275	2,309	2,355			
CHEERLEADING/8TH COACH WINTER	1	0.14	1,311	1,327	1,347	1,374			
CHEERLEADING/8TH COACH WINTER	2	0.17	1,592	1,612	1,636	1,669			
CHEERLEADING/8TH COACH WINTER	3	0.20	1,872	1,895	1,923	1,961			
<u>CROSS COUNTRY - BOYS/GIRLS</u>									
CROSS COUNTRY/HEAD COACH	1	0.31	2,903	2,939	2,983	3,043			
CROSS COUNTRY/HEAD COACH	2	0.46	4,307	4,361	4,426	4,515			
CROSS COUNTRY/HEAD COACH	3	0.50	4,682	4,741	4,812	4,908			
CROSS COUNTRY/7-8TH COACH	1	0.19	1,779	1,801	1,828	1,865			
CROSS COUNTRY/7-8TH COACH	2	0.27	2,528	2,560	2,598	2,650			
CROSS COUNTRY/7-8TH COACH	3	0.35	3,276	3,317	3,367	3,434			
FACULTY MGR /HS	1	0.75	7,022	7,110	7,217	7,361			
FACULTY MGR /HS	2	0.83	7,771	7,868	7,986	8,146			
FACULTY MGR /HS	3	0.90	8,426	8,531	8,659	8,832			
FACULTY MGR /MS FALL		0.35	3,276	3,317	3,367	3,434			
FACULTY MGR /MS WINTER		0.35	3,276	3,317	3,367	3,434			
FACULTY MGR /MS SPRING		0.30	2,809	2,844	2,887	2,945			

**MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE**

DESCRIPTION	STEP	INDEX	9,363	9,480	9,622	9,814	FIXED
		RATIO	2018/19	2019/20	2020/21	2021/22	
<u>FOOTBALL</u>							
FOOTBALL/HEAD-VARSITY COACH	1	0.84	7,864	7,962	8,081	8,243	
FOOTBALL/HEAD-VARSITY COACH	2	0.92	8,613	8,721	8,852	9,029	
FOOTBALL/HEAD-VARSITY COACH	3	1.00	9,363	9,480	9,622	9,814	
FOOTBALL/ASST-V-JV COACH	1	0.54	5,055	5,118	5,195	5,299	
FOOTBALL/ASST-V-JV COACH	2	0.62	5,805	5,878	5,966	6,085	
FOOTBALL/ASST-V-JV COACH	3	0.70	6,554	6,636	6,736	6,871	
FOOTBALL/9TH GRADE HEAD COACH	1	0.495	4,634	4,692	4,762	4,857	
FOOTBALL/9TH GRADE HEAD COACH	2	0.575	5,383	5,450	5,532	5,643	
FOOTBALL/9TH GRADE HEAD COACH	3	0.655	6,133	6,210	6,303	6,429	
FOOTBALL/9TH GRADE ASST COACH	1	0.435	4,072	4,123	4,185	4,269	
FOOTBALL/9TH GRADE ASST COACH	2	0.515	4,822	4,882	4,955	5,054	
FOOTBALL/9TH GRADE ASST COACH	3	0.595	5,571	5,641	5,726	5,841	
FOOTBALL/7-8TH HEAD COACH	1	0.33	3,090	3,129	3,176	3,240	
FOOTBALL/7-8TH HEAD COACH	2	0.41	3,838	3,886	3,944	4,023	
FOOTBALL/7-8TH HEAD COACH	3	0.49	4,588	4,645	4,715	4,809	
FOOTBALL/7-8TH ASST COACH	1	0.20	1,872	1,895	1,923	1,961	
FOOTBALL/7-8TH ASST COACH	2	0.28	2,621	2,654	2,694	2,748	
FOOTBALL/7-8TH ASST COACH	3	0.36	3,371	3,413	3,464	3,533	
<u>GOLF - BOYS/GIRLS</u>							
GOLF/HEAD COACH	1	0.31	2,903	2,939	2,983	3,043	
GOLF/HEAD COACH	2	0.46	4,307	4,361	4,426	4,515	
GOLF/HEAD COACH	3	0.50	4,682	4,741	4,812	4,908	
GOLF/ASST V-JV COACH	1	0.22	2,059	2,085	2,116	2,158	
GOLF/ASST V-JV COACH	2	0.30	2,809	2,844	2,887	2,945	
GOLF/ASST V-JV COACH	3	0.38	3,558	3,602	3,656	3,729	
<u>GYMNASICS</u>							
GYMNASICS/HEAD COACH	1	0.485	4,541	4,598	4,667	4,760	
GYMNASICS/HEAD COACH	2	0.557	5,215	5,280	5,359	5,466	
GYMNASICS/HEAD COACH	3	0.628	5,880	5,954	6,043	6,164	
GYMNASICS/ASST COACH	1	0.296	2,771	2,806	2,848	2,905	
GYMNASICS/ASST COACH	2	0.368	3,446	3,489	3,541	3,612	
GYMNASICS/ASST COACH	3	0.440	4,120	4,172	4,235	4,320	
<u>HOCKEY</u>							
HOCKEY/HEAD COACH-VARSITY	1	0.67	6,272	6,350	6,445	6,574	
HOCKEY/HEAD COACH-VARSITY	2	0.75	7,022	7,110	7,217	7,361	
HOCKEY/HEAD COACH-VARSITY	3	0.83	7,771	7,868	7,986	8,146	
HOCKEY/ASSISTANT COACH	1	0.42	3,933	3,982	4,042	4,123	
HOCKEY/ASSISTANT COACH	2	0.50	4,682	4,741	4,812	4,908	
HOCKEY/ASSISTANT COACH	3	0.58	5,430	5,498	5,580	5,692	

**MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE**

DESCRIPTION	STEP	INDEX	9,363	9,480	9,622	9,814
		RATIO	2018/19	2019/20	2020/21	2021/22
<u>SOCcer - BOYS/GIRLS</u>						
SOCcer/HEAD COACH	1	0.50	4,682	4,741	4,812	4,908
SOCcer/HEAD COACH	2	0.60	5,617	5,687	5,772	5,887
SOCcer/HEAD COACH	3	0.70	6,554	6,636	6,736	6,871
SOCcer/ASST COACH	1	0.30	2,809	2,844	2,887	2,945
SOCcer/ASST COACH	2	0.40	3,745	3,792	3,849	3,926
SOCcer/ASST COACH	3	0.50	4,682	4,741	4,812	4,908
SOCcer/7-8TH COACH	1	0.22	2,059	2,085	2,116	2,158
SOCcer/7-8TH COACH	2	0.32	2,996	3,033	3,078	3,140
SOCcer/7-8TH COACH	3	0.42	3,933	3,982	4,042	4,123
<u>SOFTBALL - GIRLS</u>						
SOFTBALL-GIRLS/HEAD COACH	1	0.50	4,682	4,741	4,812	4,908
SOFTBALL-GIRLS/HEAD COACH	2	0.60	5,617	5,687	5,772	5,887
SOFTBALL-GIRLS/HEAD COACH	3	0.70	6,554	6,636	6,736	6,871
SOFTBALL-GIRLS/ASST COACH	1	0.30	2,809	2,844	2,887	2,945
SOFTBALL-GIRLS/ASST COACH	2	0.40	3,745	3,792	3,849	3,926
SOFTBALL-GIRLS/ASST COACH	3	0.50	4,682	4,741	4,812	4,908
SOFTBALL-GIRLS/9TH COACH	1	0.24	2,247	2,275	2,309	2,355
SOFTBALL-GIRLS/9TH COACH	2	0.34	3,183	3,223	3,271	3,336
SOFTBALL-GIRLS/9TH COACH	3	0.44	4,120	4,172	4,235	4,320
SOFTBALL-GIRLS/8TH COACH	1	0.24	2,247	2,275	2,309	2,355
SOFTBALL-GIRLS/8TH COACH	2	0.32	2,996	3,033	3,078	3,140
SOFTBALL-GIRLS/8TH COACH	3	0.42	3,933	3,982	4,042	4,123
<u>SWIMMING - BOYS/GIRLS</u>						
SWIMMING/HEAD COACH	1	0.75	7,022	7,110	7,217	7,361
SWIMMING/HEAD COACH	2	0.83	7,772	7,869	7,987	8,147
SWIMMING/HEAD COACH	3	0.90	8,426	8,531	8,659	8,832
SWIMMING/ASST COACH/DIVING	1	0.375	3,511	3,555	3,608	3,680
SWIMMING/ASST COACH/DIVING	2	0.455	4,260	4,313	4,378	4,466
SWIMMING/ASST COACH/DIVING	3	0.535	5,009	5,072	5,148	5,251
SWIMMING/7-8TH HEAD COACH	1	0.20	1,872	1,895	1,923	1,961
SWIMMING/7-8TH HEAD COACH	2	0.28	2,621	2,654	2,694	2,748
SWIMMING/7-8TH HEAD COACH	3	0.36	3,371	3,413	3,464	3,533
<u>TENNIS - BOYS/GIRLS</u>						
TENNIS/HEAD COACH	1	0.31	2,903	2,939	2,983	3,043
TENNIS/HEAD COACH	2	0.46	4,307	4,361	4,426	4,515
TENNIS/HEAD COACH	3	0.50	4,682	4,741	4,812	4,908
TENNIS/ASST V-JV COACH	1	0.22	2,059	2,085	2,116	2,158
TENNIS/ASST V-JV COACH	2	0.30	2,809	2,844	2,887	2,945
TENNIS/ASST V-JV COACH	3	0.38	3,558	3,602	3,656	3,729

**MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE**

DESCRIPTION	STEP	INDEX	9,363	9,480	9,622	9,814	FIXED
		RATIO	2018/19	2019/20	2020/21	2021/22	
TENNIS/7-8TH HEAD COACH	1	0.19	1,779	1,801	1,828	1,865	
TENNIS/7-8TH HEAD COACH	2	0.27	2,528	2,560	2,598	2,650	
TENNIS/7-8TH HEAD COACH	3	0.35	3,276	3,317	3,367	3,434	
TENNIS/7-8TH ASST COACH	1	0.15	1,404	1,422	1,443	1,472	
TENNIS/7-8TH ASST COACH	2	0.20	1,872	1,895	1,923	1,961	
TENNIS/7-8TH ASST COACH	3	0.26	2,434	2,464	2,501	2,551	
<u>TRACK - BOYS/GIRLS</u>							
TRACK/HEAD COACH	1	0.50	4,682	4,741	4,812	4,908	
TRACK/HEAD COACH	2	0.60	5,617	5,687	5,772	5,887	
TRACK/HEAD COACH	3	0.70	6,554	6,636	6,736	6,871	
(ADD 10% MORE IF INDOOR TRACK SEASON IS HELD)							
TRACK/ASST COACH	1	0.30	2,809	2,844	2,887	2,945	
TRACK/ASST COACH	2	0.40	3,745	3,792	3,849	3,926	
TRACK/ASST COACH	3	0.50	4,682	4,741	4,812	4,908	
TRACK/9TH-HEAD COACH	1	0.26	2,434	2,464	2,501	2,551	
TRACK/9TH-HEAD COACH	2	0.34	3,183	3,223	3,271	3,336	
TRACK/9TH-HEAD COACH	3	0.44	4,120	4,172	4,235	4,320	
TRACK/9TH-ASST COACH	1	0.22	2,059	2,085	2,116	2,158	
TRACK/9TH-ASST COACH	2	0.32	2,996	3,033	3,078	3,140	
TRACK/9TH-ASST COACH	3	0.40	3,745	3,792	3,849	3,926	
TRACK/7-8TH HEAD COACH	1	0.24	2,247	2,275	2,309	2,355	
TRACK/7-8TH HEAD COACH	2	0.32	2,996	3,033	3,078	3,140	
TRACK/7-8TH HEAD COACH	3	0.42	3,933	3,982	4,042	4,123	
TRACK/7-8TH ASST COACH	1	0.22	2,059	2,085	2,116	2,158	
TRACK/7-8TH ASST COACH	2	0.30	2,809	2,844	2,887	2,945	
TRACK/7-8TH ASST COACH	3	0.38	3,558	3,602	3,656	3,729	
<u>VOLLEYBALL</u>							
VOLLEYBALL/HEAD COACH	1	0.50	4,682	4,741	4,812	4,908	
VOLLEYBALL/HEAD COACH	2	0.60	5,617	5,687	5,772	5,887	
VOLLEYBALL/HEAD COACH	3	0.70	6,554	6,636	6,736	6,871	
VOLLEYBALL/ASST COACH	1	0.30	2,809	2,844	2,887	2,945	
VOLLEYBALL/ASST COACH	2	0.40	3,745	3,792	3,849	3,926	
VOLLEYBALL/ASST COACH	3	0.50	4,682	4,741	4,812	4,908	
VOLLEYBALL/9TH COACH	1	0.24	2,247	2,275	2,309	2,355	
VOLLEYBALL/9TH COACH	2	0.34	3,183	3,223	3,271	3,336	
VOLLEYBALL/9TH COACH	3	0.44	4,120	4,172	4,235	4,320	
VOLLEYBALL/7-8TH COACH	1	0.24	2,247	2,275	2,309	2,355	
VOLLEYBALL/7-8TH COACH	2	0.32	2,996	3,033	3,078	3,140	
VOLLEYBALL/7-8TH COACH	3	0.42	3,933	3,982	4,042	4,123	

**MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE**

DESCRIPTION	STEP	INDEX RATIO	9,363 2018/19	9,480 2019/20	9,622 2020/21	9,814 2021/22	FIXED
<u>WRESTLING</u>							
WRESTLING/HEAD COACH	1	0.75	7,022	7,110	7,217	7,361	
WRESTLING/HEAD COACH	2	0.83	7,771	7,868	7,986	8,146	
WRESTLING/HEAD COACH	3	0.90	8,426	8,531	8,659	8,832	
WRESTLING/ASST V-JV COACH	1	0.50	4,682	4,741	4,812	4,908	
WRESTLING/ASST V-JV COACH	2	0.58	5,430	5,498	5,580	5,692	
WRESTLING/ASST V-JV COACH	3	0.67	6,272	6,350	6,445	6,574	
WRESTLING/9TH COACH	1	0.455	4,260	4,313	4,378	4,466	
WRESTLING/9TH COACH	2	0.535	5,009	5,072	5,148	5,251	
WRESTLING/9TH COACH	3	0.62	5,805	5,878	5,966	6,085	
WRESTLING/7-8TH HEAD COACH	1	0.33	3,090	3,129	3,176	3,240	
WRESTLING/7-8TH HEAD COACH	2	0.41	3,838	3,886	3,944	4,023	
WRESTLING/7-8TH HEAD COACH	3	0.49	4,588	4,645	4,715	4,809	
WRESTLING/7-8TH ASST COACH	1	0.20	1,872	1,895	1,923	1,961	
WRESTLING/7-8TH ASST COACH	2	0.28	2,621	2,654	2,694	2,748	
WRESTLING/7-8TH ASST COACH	3	0.36	3,371	3,413	3,464	3,533	
<u>CLUBS/OTHERS</u>							
ACADEMIC DECATHLON	1	0.224	2,097	2,123	2,155	2,198	
ACADEMIC DECATHLON	2	0.251	2,350	2,379	2,415	2,463	
ACADEMIC DECATHLON	3	0.278	2,603	2,636	2,676	2,730	
ADVENTURERS (8TH GRADE HISTORY CLUB)	1	0.054	505	511	519	529	
ADVENTURERS (8TH GRADE HISTORY CLUB)	2	0.072	673	681	691	705	
ADVENTURERS (8TH GRADE HISTORY CLUB)	3	0.099	926	938	952	971	
AMERICAN FIELD SERVICE ADVISOR		0.08	748	757	768	783	
ART CLUB		0.064	600	607	615	628	
ART FESTIVAL COORD/ DISTRICT COORD	1	0.065	609	617	626	639	
ART FESTIVAL COORD/ DISTRICT COORD	2	0.085	796	806	818	834	
ART FESTIVAL COORD/ DISTRICT COORD	3	0.12	1,124	1,138	1,155	1,178	
ART SHOW BLDG/DISTRICT ART FESTIVAL							277
ASTRONOMY CLUB ADVISOR		0.064	600	607	615	628	
BOOK STORE MS							443
CAT'S CABINET		0.10	937	949	963	982	
CHESS TEAM ADVISOR	1	0.12	1,124	1,138	1,155	1,178	
CHESS TEAM ADVISOR	2	0.16	1,499	1,518	1,541	1,572	
CHESS TEAM ADVISOR	3	0.19	1,779	1,801	1,828	1,865	

**MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE**

DESCRIPTION	STEP	INDEX	9,363	9,480	9,622	9,814	FIXED
		RATIO	2018/19	2019/20	2020/21	2021/22	
CLASS ADVISOR/FRESHMAN							804
CLASS ADVISOR/SOPHOMORE							804
CLASS ADVISOR/JUNIOR							1,541
CLASS ADVISOR/SENIOR							1,700
DANCE TEAM ADVISOR	1	0.11	1,030	1,043	1,059	1,080	
DANCE TEAM ADVISOR	2	0.14	1,311	1,327	1,347	1,374	
DANCE TEAM ADVISOR	3	0.17	1,592	1,612	1,636	1,669	
FALL FESTIVAL COORDINATOR							277
FALL FESTIVAL TEACHER PARTICIPANTS							139
FUTURE BUSINESS LEADERS							1,303
INTERACT CLUB		0.165	1,545	1,564	1,587	1,619	
INTERACT CLUB ASSISTANT		0.13	1,217	1,232	1,250	1,275	
MAGAZINE DRIVE CHAIRMAN		0.099	926	938	952	971	
NATIONAL HONOR SOCIETY ADVISOR							1,341
OVERNIGHT RESIDENCE							132.03
PEACE CORE CLUB ADVISOR		0.064	600	607	615	628	
POWER OF THE PEN	1	0.07	655	663	673	686	
POWER OF THE PEN	2	0.085	796	806	818	834	
POWER OF THE PEN	3	0.095	889	900	914	932	
P.R.I.D.E. ADVISOR		0.165	1,545	1,564	1,587	1,619	
SATURDAY FIELD TRIPS							138.38
SCIENCE FAIR/GATES MILLS							112
SCIENCE FAIR/LANDER CENTER, MILLRIDGE							166
SCIENCE FAIR COORDINATOR/HS	1	0.065	609	617	626	639	
SCIENCE FAIR COORDINATOR/HS	2	0.085	796	806	818	834	
SCIENCE FAIR COORDINATOR/HS	3	0.12	1,124	1,138	1,155	1,178	
SCIENCE SHOWCASE COORDINATOR	1	0.065	609	617	626	639	
SCIENCE SHOWCASE COORDINATOR	2	0.085	796	806	818	834	
SCIENCE SHOWCASE COORDINATOR	3	0.12	1,124	1,138	1,155	1,178	

**MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE**

DESCRIPTION	STEP	INDEX	9,363	9,480	9,622	9,814	FIXED
		RATIO	2018/19	2019/20	2020/21	2021/22	
SCIENCE SHOWCASE HS & COORDINATOR	1	0.13	1,217	1,232	1,250	1,275	
SCIENCE SHOWCASE HS & COORDINATOR	2	0.17	1,592	1,612	1,636	1,669	
SCIENCE SHOWCASE HS & COORDINATOR	3	0.24	2,247	2,275	2,309	2,355	
SCIENCE OLYMPIAD ADV/HS/MS/ELEM							1,500
SCIENCE OLYMPIAD COACH							600
SKI CLUB ADVISOR/HS		0.054	505	511	519	529	
SKI CLUB ADVISOR/MS		0.054	505	511	519	529	
SPEECH DEBATE CLUB ADVISOR							1,283
STUDENT COUNCIL ADV/9-12							1,737
STUDENT COUNCIL ASST ADV/9-12							1,437
STUDENT COUNCIL ADV/MS							1,500
STUDENT COUNCIL ASST ADV/MS							1,200
SWIMMING/SYNCHRONIZED ADVISOR	1	0.20	1,872	1,895	1,923	1,961	
SWIMMING/SYNCHRONIZED ADVISOR	2	0.28	2,621	2,654	2,694	2,748	
SWIMMING/SYNCHRONIZED ADVISOR	3	0.36	3,371	3,413	3,464	3,533	
TEEN INSTITUTE ADVISOR		0.064	600	607	615	628	
VICA							600
WILDCAT FOCUS							1,737
WORLD AFFAIRS CLUB	1	0.12	1,124	1,138	1,155	1,178	
WORLD AFFAIRS CLUB	2	0.16	1,499	1,518	1,541	1,572	
WORLD AFFAIRS CLUB	3	0.19	1,779	1,801	1,828	1,865	
WORLD LANGUAGE CLUB		0.064	600	607	615	628	
DRAMATICS							
DRAMATICS/ARTISTIC DESIGNER		0.05	468	474	481	491	per production
DRAMATICS/CHOREOGRAPHER HS MUSICAL	1	0.08	749	758	769	784	
DRAMATICS/CHOREOGRAPHER HS MUSICAL	2	0.11	1,030	1,043	1,059	1,080	
DRAMATICS/CHOREOGRAPHER HS MUSICAL	3	0.14	1,311	1,327	1,347	1,374	
DRAMATICS/DRAMA CLUB/8TH GRADE		0.11	1,030	1,043	1,059	1,080	
DRAMATICS/ASSISTANT							1,563 per production

**MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE**

DESCRIPTION	STEP	INDEX	9,363	9,480	9,622	9,814	FIXED
		RATIO	2018/19	2019/20	2020/21	2021/22	
DRAMATICS DIRECTOR/FALL PLAY	1	0.31	2,903	2,939	2,983	3,043	
DRAMATICS DIRECTOR/FALL PLAY	2	0.32	2,996	3,033	3,078	3,140	
DRAMATICS DIRECTOR/FALL PLAY	3	0.36	3,371	3,413	3,464	3,533	
DRAMATICS DIRECTOR/MUSICAL	1	0.38	3,558	3,602	3,656	3,729	
DRAMATICS DIRECTOR/MUSICAL	2	0.41	3,838	3,886	3,944	4,023	
DRAMATICS DIRECTOR/MUSICAL	3	0.44	4,120	4,172	4,235	4,320	
DRAMATICS DIRECTOR/SPRING PLAY	1	0.31	2,903	2,939	2,983	3,043	
DRAMATICS DIRECTOR/SPRING PLAY	2	0.32	2,996	3,033	3,078	3,140	
DRAMATICS DIRECTOR/SPRING PLAY	3	0.36	3,371	3,413	3,464	3,533	
LIGHTING & SOUND SUPV/NONMUSICAL		0.045	421	426	432	441	
LIGHTING & SOUND SUPV/MUSICAL		0.12	1,124	1,138	1,155	1,178	
DRAMATICS/MAYFIELD PLAYERS		0.054	505	511	519	529	
MOCK TRIAL	1	0.224	2,097	2,123	2,155	2,198	
MOCK TRIAL	2	0.251	2,350	2,379	2,415	2,463	
MOCK TRIAL	3	0.278	2,603	2,636	2,676	2,730	
DRAMATICS/STAGING						743	per production
MISCELLANEOUS							
AUDIO VISUAL DIRECTOR		0.601	5,625	5,695	5,780	5,896	
CURRICULUM/OTHER SPECIAL EMPLOYMENT						120.00	per day
ELEMENTARY ORDERING (MAX \$300 PER YEAR)						16.75	per hour
MIDDLE SCHOOL ORDERING (MAX \$300 PER YEAR)						16.75	per hour
EVENING MEETINGS (3&4)						30.00	per meeting
EVENING MEETINGS (5&6)						45.00	per meeting
INCLUSION/IEP MEETING						33.00	per hour
LEARNING COACH	1					24.00	per hour
LEARNING COACH	2					26.00	per hour
LEARNING COACH	3					28.00	per hour
LPDC						2,400	
LPDC CHAIR						3,000	

**MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE**

DESCRIPTION	STEP	INDEX RATIO	9,363 2018/19	9,480 2019/20	9,622 2020/21	9,814 2021/22	FIXED					
<u>MENTOR/RESIDENT EDUCATOR</u>												
YEAR 1-1:1 MENTOR/RESIDENT EDUCATOR							1,200					
YEAR 2-1:1 MENTOR/RESIDENT EDUCATOR							1,200					
YEAR 2-MENTOR TO COHORT OF RES (MAX 3 RE/COHORT)							800 per RE/cohort					
YEAR 3-DISTRICT COHORT(S)							400					
YEAR 4-PROFESSIONAL DEVELOPMENT							-					
RESIDENT EDUCATOR SUPPORT							2,400					
MS DEPARTMENT LIAISON (LIMIT 6)							1,200					
SUMMER SCHOOL TEACHER							35.00 per hour					
TEACH A 6TH CLASS-HS		8,961	9,073	9,209	9,393							
TEACH AN ADDITIONAL CLASS/MS		8,961	9,073	9,209	9,393							
TEACHER LEADER (EXCEPT HS)							3,000					
TEACHER LEADER - HS WILL RECEIVE A RELEASE PERIOD IN LIEU OF STIPEND												
TEACHER SUB FOR ANOTHER TEACHER							33.00 per hour					
TECHNOLOGY TRAINER/MS							2,000					
TECHNOLOGY/PUBLIC RELATIONS/BROADCASTING DIRECTOR							7,000					
VAN CERTIFICATION							112					
VIRTUAL LEARN/TEACHER OF RECORD			Hourly Tutor Rate x Number of Students x 1 - 12 submissions (2 hours)									
VIRTUAL LEARN/TEACHER OF RECORD			Hourly Tutor Rate x Number of Students x 13 - 25 submissions (4 hours)									
VIRTUAL LEARN/TEACHER OF RECORD			Hourly Tutor Rate x Number of Students x 26 - 36 submissions (6 hours)									
<u>MUSIC</u>												
<u>INSTRUMENTAL</u>												
MARCHING BAND DIRECTOR							5,000					
ASST MARCHING BAND DIRECTOR 1							3,250					
ASST MARCHING BAND DIRECTOR 2							1,500					
FLAG CORP COACH							1,600					
CATTETTE ADVISOR							1,600					

**MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE**

DESCRIPTION	STEP	INDEX RATIO	9,363 2018/19	9,480 2019/20	9,622 2020/21	9,814 2021/22	FIXED
DIRECTOR-HS EVENING CONCERT BAND PERFORMANCES (at least 3 evening performances)							375 per performance
ASST DIRECTOR-HS EVENING CONCERT BAND PERFORMANCES (at least 3 evening performances)							300 per performance
DIRECTOR-MS EVENING CONCERT BAND PERFORMANCES (at least 3 evening performances)							285 per performance
ASST DIRECTOR-MS EVENING CONCERT BAND PERFORMANCES (at least 3 evening performances)							240 per performance
DIRECTOR-HS JAZZ ENSEMBLE							1,600
ASST DIRECTOR-HS JAZZ ENSEMBLE							800
DIRECTOR-MS JAZZ ENSEMBLE							800
<u>VOCAL</u>							
SHOW CHOIR DIRECTOR							4,400
ASST SHOW CHOIR DIRECTOR							2,860
SHOW CHOIR CHOREOGRAPHER							1,150
MS SHOW CHOIR DIRECTOR							1,150
DIRECTOR-HS EVENING VOCAL MUSIC (at least 3 evening performances)							375
ASST DIRECTOR-HS EVENING VOCAL MUSIC (at least 3 evening performances)							300
DIRECTOR-MS EVENING VOCAL MUSIC (at least 3 evening performances)							285
ASST DIRECTOR-MS EVENING VOCAL MUSIC (at least 3 evening performances)							240
ELEM-VOCAL & INSTRUMENTAL EVENING PERFORMANCES							250
<u>PUBLICATIONS</u>							
PAW PRINT/HS (8 PUBLICATIONS)							2,800
PUBLICATIONS/MEMORY BOOK/MS		0.13	1,217	1,232	1,250	1,275	
PUBLICATIONS/NEWSPAPER/8TH GRADE		0.10	937	949	963	982	
VOICES/LITERARY MAGAZINE	1	0.07	655	663	673	686	
VOICES/LITERARY MAGAZINE	2	0.085	796	806	818	834	
VOICES/LITERARY MAGAZINE	3	0.095	889	900	914	932	
YEARBOOK ADVISOR	1	0.42	3,933	3,982	4,042	4,123	
YEARBOOK ADVISOR	2	0.45	4,213	4,266	4,330	4,417	
YEARBOOK ADVISOR	3	0.48	4,494	4,550	4,618	4,710	
YEARBOOK ASST ADVISOR	1	0.28	2,621	2,654	2,694	2,748	
YEARBOOK ASST ADVISOR	2	0.31	2,903	2,939	2,983	3,043	
YEARBOOK ASST ADVISOR	3	0.34	3,183	3,223	3,271	3,336	

**MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE**

DESCRIPTION	STEP	INDEX RATIO	9,363 2018/19	9,480 2019/20	9,622 2020/21	9,814 2021/22	FIXED
PUBLICATIONS/YEARBOOK/8TH GRADE		0.11	1,030	1,043	1,059	1,080	
<u>SUPERVISIONS</u>							
AM/PM SUPERVISION							17.04 per hour
AFTER SCHOOL ACTIVITY-ELEM/MS/HS							21.84 per hour
BIDDY SPORTS ACTIVITIES							21.84 per hour
INTRAMURAL SUPERVISION-FALL		0.099	926	938	952	971	
INTRAMURAL SUPERVISION-SPRING		0.099	926	938	952	971	
INTRAMURAL SUPERVISION-WINTER		0.099	926	938	952	971	
SATURDAY SCHOOL INTERVENTION PROGRAM/MS							51.91 per Saturday
SATURDAY SCHOOL INTERVENTION PROGRAM/HS							103.82 per Saturday
SUPERVISION ATHLETIC TEAM DURING MATCH							21.84 per hour
WEIGHT ROOM SUPERVISION SEASON 1		0.099	926	938	952	971	
WEIGHT ROOM SUPERVISION SEASON 2		0.099	926	938	952	971	
WEIGHT ROOM SUPERVISION SEASON 3		0.099	926	938	952	971	
WEIGHT ROOM SUPERVISION SEASON 4		0.099	926	938	952	971	

PLACING THE SCHEDULE IN OPERATION

WHEN NEW COACHES ARE HIRED, THE SUPERINTENDENT HAS THE AUTHORITY DEPENDING UPON EXPERIENCE AND SUCCESS AS A COACH TO SELECT THE BEGINNING PLACEMENT LOCATION.

XIII. REMUNERATION FOR SUBSTITUTING FOR ANOTHER TEACHER

- A. During the first month of each semester, a list of teachers available for substitute duties during each period of the day shall be prepared. From among the names on the list, employees shall be solicited who wish to volunteer for substitute duties. Employees who volunteer shall be compensated at the rate of \$33.00 per hour. Those employees who elect to volunteer shall be used exclusively on a rotating basis for substitute service, unless the number of substitutions during a period is greater than the available number of volunteers, in which case required substitution shall be compensated at the rate of \$33.00 per hour.
- B. This provision does not apply if the substitution takes place during the teacher's regularly assigned teaching time and the class for which the teacher would normally be responsible is not in school or the teacher does not have instructional responsibility. Field trips supervised by others, and teachers of senior classes following the last day of school for seniors, but before the end of the school calendar year, are specific examples of this provision.
- C. Part-time teachers, who voluntarily choose to substitute, are paid "remuneration for subbing for another teacher" pay, as provided in this Article, on days they are scheduled, with a cap of \$55.00, provided, however, that part-time teachers are not required to sub on days or partial days when they are not scheduled to work. In the event that part-time teachers choose to sub on nonscheduled days, she/he will be paid regular substitute teacher pay.

XIV. EMPLOYMENT FOR RETIRED TEACHERS

Retired teachers who are rehired by the Mayfield Board of Education shall receive a one year limited contract. Said teacher shall be placed at a maximum of step ten (10) on the Teacher Salary Schedule with a maximum educational experience level of Master's Degree; if the retired teacher is issued a second limited contract, there will be no movement on the teacher Salary Schedule. A retire/rehire teacher is not subject to the evaluation process and is not eligible for continuing contract status and shall not accumulate seniority.

XV. SEVERANCE PAY

Upon retirement, as hereinafter defined, certificated personnel of the district shall be entitled to be paid a sum equal to twenty-five percent (25%) of their total accumulated and unused sick leave at the time of their retirement up to a maximum of sixty five (65) days. For full-time employees such payment shall be based upon the employee's daily rate of pay at the time of retirement or the employee's highest daily rate earned in any of the three (3) school years immediately preceding the year in which the employee retires, exclusive of supplemental pay.

For part-time teachers, severance pay will be prorated to the percentage of the employment contract. If the proration is already reflected in the daily rate of pay, no further proration is necessary.

In addition to the above calculation, each employee shall receive an additional severance day for each year of perfect attendance where no personal, sick or "salary deduct days" were used.

Unused personal leave days will accrue for application toward days above severance cap according to the following formula: five (5) accrued personal leave days convert to one (1) additional severance day above the cap.

"Retirement" shall be defined to mean resignation from Board employment in addition to one of the following:

- A. Eligibility and application for benefits under the State Teachers Retirement System;
- B. Ten (10) or more years of continuous teaching experience in the Mayfield Schools and age fifty (50). Leaves of absence do not interrupt continuous service or count toward service credit.
- C. Death, in which case, payment shall be made to the employee's spouse, or, if no spouse, to the employee's estate.
- D. A teacher who does not qualify for "retirement" benefits under paragraph (A) or (B) above, but who has more than ten (10) years of continuous teaching experience in the Mayfield Schools, shall receive severance pay up to 25% of accumulated sick leave provided that the total received shall not exceed one day of pay for each year of service. A teacher who does not qualify for "retirement" benefits under paragraph (A) or (B) above, but who has more than twenty (20) years of continuous teaching experience in the Mayfield Schools, shall receive severance pay up to 25% of accumulated sick leave provided that the total received shall not exceed two (2) days of pay for each year of service. Leaves of absence do not interrupt continuous service or count toward service credit.

If a teacher who elects part-time status retires pursuant to Paragraph (B) or (D), the employee's severance pay shall be paid at the employee's daily part-time rate at the time of retirement. If an employee who retires pursuant to Paragraph (B) or (D) was involuntarily reduced to part-time, the employee's severance pay shall be based on the employee's highest daily rate earned in any of the three (3) school years immediately preceding the year in which the employee retires.

The individual shall have one year following separation from service with the Mayfield Schools to apply for severance pay. Acceptance of severance pay shall eliminate all sick leave pay credit accrued by the individual up to that time and such credit may not be transferred to any other institution.

XVI. FRINGE BENEFIT PROVISIONS

- A. The Board shall provide the following fringe benefits, either single or family coverage as selected by the employee. The Board will pay ninety percent (90%) of the premium cost and the employee will pay ten percent (10%) provided that the annual fringe benefit cost

increase is 6% or less. Fringe benefit cost increases above the 6% cap shall be entirely paid by the employee. The cap shall increase to 7% effective July 1, 2020.

New employees shall pay the full cost of the first month's medical insurance (comprehensive medical, prescription drug, dental and vision) premiums under either the single or family plans in five (5) equal installment payments with the understanding that the total balance due must be paid by October 31st of the contract year. These installments will be directly taken out of the employee's pay by payroll.

Fringe benefits with the exception of life insurance for part-time employees working one-half (1/2) time or more shall be prorated. The M.E.A. President shall receive a copy of the calculations of the proration of pay and benefits for all part-time teachers.

B. Dental Insurance

Dental insurance shall be provided, according to the provisions of the Agreement and **as specified in Appendix A**, carrier to be selected by the Board based upon lowest and best bid, current coverage or its equivalent to be continued, specifications to be revised only by mutual agreement between the Board and the M.E.A.

The dental coverage shall have a \$25 per person, \$50 per family per year deductible clause. The coverage shall be UCR. The carrier shall pay 100% for all diagnostic and preventative services (without any deductible). Coverage shall be coinsurance on a 60/40 basis for orthodontics (carrier pays 60%) and an 80/20 basis for all other procedures (carrier pays 80%) subject to the following maximum amounts:

1. Orthodontics - \$1,750 lifetime maximum per person.
2. All other procedures - \$3,000 per calendar year.

C. Comprehensive Medical

Hospitalization and Major Medical insurance, according to the provisions of this Agreement, current coverage **as specified in Appendix B** to include no lifetime maximum and the balance of current coverage or its equivalent to be continued, carrier to be selected by the Board according to lowest and best bid.

D. Prescription Drug Plan

Prescription drug insurance will be provided, according to the provisions of this Agreement, **as specified in Appendix C**, carrier to be selected by the Board according to lowest and best bid.

E. Vision Care

Vision insurance coverage will be provided which meets the following specifications and **as specified in Appendix D**, carrier to be selected by the Board according to lowest and best bid.

1. Deductible amounts: The plan shall provide the payment of benefits with a deductible: \$7.50 on examinations and \$12.50 on lenses.
2. The plan shall provide for vision examinations once every twelve (12) months, lenses whenever the prescription changes but at least once every twenty-four (24) months and frames every twenty-four (24) months.
3. Eligible expenses: The plan shall provide for the payment of the usual, customary, and reasonable charges for such items as:
 - a. Examinations; and
 - b. Materials – single vision, bifocal, trifocal, and lenticular lenses; frames; and contact lenses – either necessary or cosmetic.

F. Life Insurance

Coverage of \$50,000 shall be provided, according to the provisions of this Agreement, with a company as selected by the Board, one hundred percent (100%) Board paid.

All employees shall have an opportunity to purchase additional life insurance through payroll deduction, one hundred percent (100%) employee paid, provided the percentage participation requirement of the carrier is met.

Subject to approval of the carrier, an employee shall be allowed the right of conversion of the life insurance policy upon leaving Board employment.

G. Plan Description

All employees shall receive a copy of the life insurance policy and complete plan description for each of the insurance coverages provided.

H. Alternate Health Insurance

In lieu of any or all of the insurance coverage(s) provided above, a teacher may choose to have the Board pay an amount equal to the teacher's cost for participation in a qualified health maintenance organization or the premium(s) for such coverage, whichever is lesser.

I. Employee Assistance Program and Work/Life Program

The District provides an Employee Assistance Program in which employees can receive professional counseling, guidance and crisis intervention for personal and work-related problems. The program is also a source of information and referrals for issues concerning daily life. It is a completely confidential and voluntary program and is open to all employees and family members residing in the employee's home. All costs incurred shall be paid by the administration.

J. Flexible Spending Account Plan

1. Health and Child Care

Teachers are eligible to participate in the Flexible Spending Account (FSA) plan for out-of-pocket health and child care expenses. The plan allows teachers, through payroll deductions, to set aside monies on a pretax basis (prior to taxing for federal, state and local taxes) to pay for approved expenses, i.e., deductibles, co-payments.

2. Section 125

Teachers enrolled in the district's health plans (comprehensive medical, prescription drug, dental and vision) will automatically have their monthly payroll deduction for the teacher's share of the premium taken prior to taxing for federal, state and local tax purposes.

K. Comprehensive Wellness Program

The Wellness Program consists of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual, encourage modifications of his or her health status, and enhance his or her personal well-being and productivity, with a goal of preventing injury and illness.

The program will include the following provisions:

1. An annual voluntary on-site biometrics screening or voluntary biometric screening at the employee's personal physician shall be provided at no cost to the employee. The on-site screening shall provide but not be limited in application to (as determined by the Mayfield School District Healthcare Committee) confidential employee information in six (6) key wellness categories, as determined relevant to the goals and priorities of the Wellness Program by the Healthcare Committee.
 1. Participation in the annual onsite or personal physician directed biometric screening
 2. Non-tobacco user or participation in a tobacco cessation program
 3. Low-density Lipoprotein (LDL)/High-density Lipoprotein (HDL) - Cholesterol
 4. (BMI) Body-Mass Index
 5. Blood Pressure
 6. Blood Sugar
2. Employees who voluntarily participate in the annual on-site biometric screening or voluntary biometric screening at the employee's personal physician will also have the opportunity to earn Deductible Credits. Deductible Credits are defined as discounted units to be applied directly against the major medical plan deductible. Each credit shall be worth \$125 for single enrollees and \$250 for family enrollees. All credits shall be applied against the top of the deductible (i.e., reducing the deductible from \$1,000 to \$875 per single). Effective January 1, 2019, each credit shall be worth \$150 for single enrollees and \$300 for family enrollees. All credits shall be applied against the

top of the deductible (i.e., reducing the deductible from \$1,000 to \$850 per single). A maximum of five (5) credit units can be applied in any one calendar year period. Deductible Credits are non-transferable and are only applicable against claims incurred during the same calendar year.

Deductible credit shall be awarded for meeting the established biometric target or exceeding targeted improvement metrics from the prior year's results when applicable. Biometric targets and improvement metrics shall be established jointly by the Mayfield School District Healthcare Committee.

Employees unable to reasonably meet the healthcare committee's established improvement metrics or target score shall be provided a reasonable accommodation, or alternative method of qualification, which may include physician's documentation or management of a condition. Employee's qualifying by this means shall be eligible to receive the same deductible credits as other qualified employees.

3. Employees who opt not to participate in the voluntary onsite or personal physician directed biometric screening shall pay a premium surcharge of \$20 per month for single and \$40 per month for family coverage. Such surcharge shall be paid in addition to the standard employee contributions outlined per the terms of this agreement.
4. All employees are required to re-screen to earn deductible credits for each calendar year. Deductible Credits are non-transferable and are only applicable against claims incurred during the same calendar year.

XVII. GROUP INSURANCE COVERAGE WHILE ON UNPAID LEAVE OF ABSENCE

Any teacher who is on an approved leave of absence or recall list shall have the option of maintaining group insurance coverages through the Mayfield School District, provided the carrier permits such action. It shall be the obligation of the teacher to make the full premium payments for whatever coverages are maintained in accordance with reasonable rules and regulations and schedules of payments as may be indicated by the Board. Arrangements for this procedure should be made by the teacher with the certified payroll officer.

Failure to comply with the rules and regulations or the payment schedules shall constitute forfeiture by the teacher of the right to maintain coverage.

A teacher who is on unpaid leave of absence for reasons of illness or injury shall have his/her insurance premiums paid by the Board for a period of two months commencing with the first day of the month following the effective date the unpaid leave begins.

XVIII. LEAVES OF ABSENCE

A. Sick Leave

1. Sick leave shall be provided in compliance with O.R.C. Section 3319.141 except as specifically modified herein. Beginning with the 2002/03 school year, part-time bargaining unit members will earn sick leave on a pro rata basis with full-time

bargaining unit members based upon a percentage of contract. Part-time bargaining unit members will be compensated for sick leave taken on the actual percentage of day absent, to the nearest one-quarter (1/4) day.

2. Unused sick leave shall be cumulative up to three hundred (300) days.
3. Teachers without accumulated sick leave shall be advanced five (5) days sick leave at the time of their initial contract. Additional sick leave shall not accrue beyond five (5) days until the fifth month of the contract.
4. Abuse of sick leave may be considered just cause for dismissal from service.
5. For purposes of illness or injury "immediate family" includes minor or dependent children, spouse or parents. "Immediate family" will be extended to include relatives other than the above if they are dependent for care upon the staff member and no closer relative may be reasonably expected to perform this care.

For purposes of death "immediate family" shall include the teacher's spouse, child, mother, father, mother-in-law, father-in-law, sister or brother, grandchild, grandparents, sister-in-law, brother-in-law, daughter-in-law, son-in-law, niece, nephew, aunt and uncle.

6. Sick leave may be used for absence in case of death of relatives subject to the provisions of O.R.C. Section 3319.141.
7. Sick leave shall not be charged for absences on days when the school is closed for a calamity day and the teacher applies to use sick leave if the duration of absence is less than twenty (20) consecutive workdays.
8. Sick Leave Bank - If a teacher exhausts sick leave but has not qualified for disability retirement benefits, additional sick leave may be granted from the sick leave bank per the following:
 - a. Teachers who wish to be eligible to withdraw days must donate up to two (2) days from their own sick leave accumulation to be credited to the sick leave bank during the open enrollment period. Donation of days shall be in writing.
 - b. The sick leave bank shall be administered by a Sick Leave Bank Committee consisting of three (3) teachers appointed by the M.E.A. President. Application for use of days from the sick leave bank shall be made in writing.
 - c. Days shall be awarded for catastrophic illness or injuries, including serious diseases such as heart disease, cancer, etc., but shall be used for the employee's illness or injury, not for illness or injury in the family or pregnancy except in the case of serious illness resulting from complications associated with the pregnancy.

- d. An employee who is eligible for disability benefits shall be obligated to apply and shall be ineligible for sick leave bank days as of the effective date of disability benefits.
- e. An employee may be advanced up to seventy-five (75) sick days from the bank during the term of the Collective Bargaining Agreement, in accordance with the following:
 - 1. Up to forty-five (45) days in any one year of the Agreement.
 - 2. Up to fifteen (15) days in any other year of the Agreement that forty-five days were not taken.
 - 3. An employee must be on active status in order to be eligible to apply for sick leave from the sick leave bank.
- f. Newly hired teachers may enroll in the sick leave bank and be eligible for the benefit immediately with the donated sick days to be withdrawn from their own sick leave accumulation in January.
- g. Open enrollment periods will be offered every January for those that did not previously elect to participate with the donated sick days to be withdrawn from their own sick leave accumulation immediately.
- h. Any employee that has a sick leave accumulation of 300 days during any open enrollment period may donate up to two (2) days to the sick leave bank with the donated sick days to be withdrawn from their own sick leave accumulation immediately.
- i. At any time the bank falls below one hundred fifty (150) days, resubmission of additional days may occur.
- j. If an employee who had donated a day breaks service with the Mayfield City School District for any reason (i.e., retirement, disability or other employment) they must donate and reapply to the sick bank.

9. Sick Leave for Pregnancy and Delivery or Adoption:

Teachers are expected to inform the Board of their pregnancy and anticipated due date as early as possible but no later than eight (8) weeks prior to their delivery date. Notification should include a statement from the physician confirming the anticipated delivery date and a statement of the teacher's tentative plans for leave. The employee is also expected to notify the Human Resource Office of the actual date of birth within seven (7) days of the birth.

Accumulated sick leave may be used for pregnancy and delivery of a child or, in the case of adoption, the placement of a child with the following guidelines:

- a. Accumulated sick leave for pregnancy shall be granted, upon request of the female teacher, beginning three (3) weeks prior to expected delivery and for nine

(9) weeks following delivery. Sick leave for pregnancy and delivery shall be granted for longer periods upon certification by the attending physician that the female teacher is unable to perform regular duties.

- b. Accumulated sick leave shall be granted upon request of an employee beginning one (1) week prior to delivery and three (3) weeks following delivery. Additional sick leave shall be granted upon certification by the relevant physician.
- c. The MEA and the Mayfield Board of Education specifically agree that utilization of accumulated sick leave is authorized, upon request of a Bargaining Unit Member for the purpose of adoption. Sick leave for adoption shall be granted from accumulated sick leave, upon request of the teacher, beginning one (1) week prior to adoption date and for three (3) weeks following the adoption date for a child age 0 through 18 years.

B. Unpaid Parental Leave

Unpaid parental leave will be granted at the request of the teacher for the purpose of child rearing after the birth of a child or a placement of an adopted child. The following procedures shall guide the use of unpaid parental leave:

1. A letter requesting unpaid parental leave shall be submitted to the Director of Human Resources within three (3) weeks of the birth of the child or, in the case of adoption, placement of the child. The letter must include:
 - a. Name, School Building, Position/Grade Level
 - b. Date Unpaid Parental Leave shall commence
 - c. Date that teacher shall return to the classroom
2. The length of the unpaid parental leave shall be at the discretion of the teacher with the following options:
 - a. the remainder of any nine (9) week grading period;
 - b. the remainder of the semester; or
 - c. the remainder of the school contract year

in which the delivery of a baby or adoption of a child eighteen (18) years of age or younger occurs.

3. A teacher on unpaid parental leave must notify the Director of Human Resources of their intent for the following school year by April 1 unless the birth of the baby or the adoption occurs subsequent to March 15, in which case the teacher shall have one (1) month from the date of the birth to notify the Director of Human Resources of his/her intentions for the upcoming school year. The options available to the teacher include:
 - a. The teacher may return to work and shall resume his/her contract status and shall be returned to a position of equivalent pay and equivalent duties, providing the procedures contained herein have been met.

- b. The teacher may request additional unpaid parental leave for the following school year.
 - c. If notification is not received by the date required, it will be deemed an abandonment of position and contractual rights.
- 4. Once an unpaid parental leave has been requested and approved, it can only be amended when the employee has a life-changing, qualifying event (i.e., change of job status and/or benefits of spouse, divorce, death, etc.). A minimum of four (4) weeks written notice must be provided to the Director of Human Resources.
- 5. If the teacher granted leave is on a limited contract, provisions of such contract will apply in reference to non-renewal and notification dates. The provision of this Agreement entitled "Reduction in Force" shall apply.
- 6. Family and Medical Leave (FMLA) shall run CONCURRENTLY with paid sick leave and unpaid parental leave (see Paragraph I (1-2) of this Article - Article XVIII – LEAVES OF ABSENCE) which includes vacation and break times except that the FMLA leave entitlement is not counted during vacation and break times of less than one week.
- 7. Teachers on unpaid parental leave shall not accumulate seniority once the 12 weeks of Family and Medical Leave has expired.
- 8. A teacher on unpaid parental leave after the 12-weeks of Family and Medical (FMLA) has expired who does not work the last day of the school year will not receive Board paid medical benefits throughout the summer.

C. Personal Leave

- 1. Pay for Unrestricted Personal Leave shall be granted to a maximum of three (3) days per school year. Application for paid personal leave shall be made at least three (3) school days prior to the leave day, except in emergency situations. Personal Leave shall be made to the Director of Human Resources using district protocols. In the event that the Administrator determines that the personal leave day is not in compliance with this provision, the day will be considered an unpaid absence and a per diem deduction will be made accordingly from the teacher's salary. These days are not accumulated from year to year, nor may they be deducted from Sick Leave.

2. Limitations and Exceptions

- a. Personal leave on days preceding or following a vacation, holiday, or the opening or closing of school shall be avoided whenever possible. When an emergency situation beyond the control of the teacher necessitates the use of personal leave on one of these days, the teacher shall provide, in addition to the PERSONAL LEAVE Protocol, sufficient information to substantiate that the day is beyond the teacher's control.

3. Falsification of the reasons for requesting personal leave shall be grounds for discipline, including discharge.
4. For purpose of the grievance procedure, time limits shall be calculated from the date the teacher receives the pay check from which the deduction has been made.
5. Personal Leave shall not be charged for absences on days when the school is closed for a calamity day and the teacher applies to use personal leave.
6. In the event that a bargaining unit member has used all three (3) personal days, one (1) additional day for religious purposes may be granted by the Superintendent. Bargaining unit members who request an additional day for religious purposes must make a written request at least five (5) days in advance.
7. Unused personal leave days will accrue for application toward days above severance cap according to the following formula: five (5) accrued personal leave days convert to one (1) additional severance day above the cap.

D. Assault Leave

If, as a result of job related activities, a teacher is assaulted, resulting in physical injury to the teacher which is severe enough to preclude the satisfactory performance of regular teaching duties, the teacher shall be granted leave for the period of incapacitation, except that the length of the leave shall be limited to twelve (12) months duration. The twelve (12) months duration shall commence with the first day of assault leave. In the case of injury or visible disfigurement, assault leave shall be limited to ten (10) days. Assault is defined as the intentional, knowing, or reckless causation of physical harm to the employee by any other person. This Article is also intended to apply to injuries suffered by the employee during the course, or as a result, of an assault upon third person(s).

In the event of an assault that does not result in physical injury, the Director of Human Resources may review the facts surrounding the assault and make a recommendation to the Superintendent of appropriate paid leave.

1. The teacher shall not qualify for assault leave except upon submission of an application on a form justifying the granting of assault leave. If medical attention is required, the employee shall furnish a certificate from the attending physician stating the nature of the disability and its expected duration.
2. Payment of assault leave shall be at the regular rate of pay (teacher's regular pay plus any extra duty, supplemental pay) in effect for such teacher at the time of such assault, less any compensation to which the employee is entitled under the Workers' Compensation Act of Ohio.
3. A teacher who has been assaulted in connection with the performance of a professional assignment of this Board shall notify the building principal. The teacher shall have the right to confer with a representative of the teacher's choice prior to the

submission of any report. The teacher shall file a written report and the report shall be signed by the teacher or his representative.

4. The principal or designated representative shall attempt to obtain a list of witnesses to said assault. The principal shall then attempt to obtain a written statement of the observations of each witness. These statements shall be made available to the teacher or his representative, the Superintendent and the principal.
5. If court action results, said teacher shall be granted leave of his professional duties with no loss of pay for necessary time in court.
6. A teacher temporarily disabled as a result of an assault shall be returned to the same position as held at the time of the incident if during the same school year or a position of equivalent pay and equivalent duties if the return is during the next school year, or shall be transferred to the first available teaching position carrying equivalent pay and equivalent professional duties for which the teacher is certified, if the teacher so desires.

E. Association Leave

Twenty (20) school days per year shall be granted to the M.E.A., which shall assign such days to elected or designated delegates of the M.E.A. for the purpose of attendance at meetings or participation in the business of professional organizations affiliated with the M.E.A. The M.E.A. President shall notify the Director of Human Resources of the days and persons elected or designated or delegated as soon as possible but not later than five (5) days before the leave days. The Board shall pay the cost of substitutes. An additional ten (10) days shall be allowed with the cost of the substitute, if any, paid by the M.E.A.

F. Professional Leave

Bargaining unit members may attend professional meetings whose primary purpose is the improvement of the employees' job performance or ability to service the District, without loss of salary, upon the prior written approval of the Superintendent or designee. Employees who attend such approved meetings may request to be reimbursed necessary and actual travel and related expenses consistent with Board of Education policies and procedures. The determination by the Superintendent or designee to approve or deny any particular meeting will be final and not subject to the grievance process.

G. Jury Duty/Court Leave

A Bargaining Unit Member, who receives a Jury Duty Summons, shall be provided jury leave and be compensated for all work days while acting in the selection process or as a seated juror. When the member is released from duty at a time that would reasonably allow them to return to the classroom, said member shall return. In the event that the bargaining unit member receives jury compensation, said compensation will be signed over to the Mayfield Board of Education.

A Bargaining Unit Member, who is required by the Board to attend a mandatory Court appearance hearing or meeting, or an Administrative Hearing under the jurisdiction of the State of Ohio, shall be provided release time to assist the Board in the matter, as approved by the Director of Human Resources.

A bargaining unit member who receives a Subpoena to attend a mandatory Court appearance hearing or meeting, that is issued as a direct result of the Bargaining Unit Member's performance of teaching duties or assignments, shall be granted Court Leave, as approved by the Director of Human Resources, provided that the Mayfield Board of Education is not a party to the proceedings, or the interests of any party in the proceeding are not adverse to the Board of Education.

This provision applies to either a scheduled day or nonscheduled day if the appearance is at the request of the Board. If the appearance is on a nonscheduled day and at the request of the Board, the teacher shall be paid his/her per diem rate of pay, or portion thereof, with a half day minimum.

H. Educational, Professional, Family Illness and Other Leaves

An unpaid leave of absence may be granted upon the written request of a teacher, where illness or other disability of the employee is not the reason for the request, upon the following conditions:

1. The teacher shall have been in the active service of the Board for a minimum of two (2) years immediately preceding the period of the proposed absence.
1. The application shall have been received by the Superintendent on or before March 15 of the school year preceding the leave year or in the case of illness or disability in the immediate family at such other time as is mutually agreed.
2. Reasons for which leaves may be granted are professional study, military service, educational endeavor, and other reasons which offer the teacher a significant opportunity for personal or professional growth. In addition, any teacher may be entitled to unpaid leave of up to one (1) year's duration during his/her employment with the Board for extended illness in the immediate family as defined in the Sick Leave provisions of this Agreement.
3. The teacher shall notify the Superintendent by March 15 of the leave year of intent to return or not return for the year following the leave. Upon return from leave, the teacher shall be entitled to a position of equivalent pay and equivalent duties. Leaves granted in connection with the above provisions shall be for a period of either the balance of the semester or school year or one (1) semester or one (1) school year.
4. This leave shall be subject to approval by the Superintendent subject to review by the Board. This provision shall be reasonably applied.
5. If the teacher elects to purchase retirement credit for leave taken pursuant to this Section, the Board's contribution for retirement purchase for the leave period shall be the lesser of:

- a. the State Teachers Retirement System's current employer's contribution rate, or,
- b. the difference between the total employment cost (salary, retirement, Board paid taxes, fringe benefits, unemployment compensation costs) of the replacement person and the total employment cost the teacher would have cost during the period of leave.

6. Family illness leave will be provided to teachers in accordance with the Family and Medical Leave Act of 1993 (FMLA). A teacher may request an unpaid leave of absence for family illness, in addition to the leave provided by the FMLA, and if granted by the Board, the additional leave shall be subject to the provisions of Paragraph H (1-6) of this Article (Article XVIII – LEAVES OF ABSENCE).

I. Family and Medical Leave (twelve-week (12) leave)

- 1. Teachers who qualify shall be entitled to a leave of absence under the Family and Medical Leave Act of 1993 (FMLA). Such leave shall not limit or lessen the leave provisions of this Agreement. To the extent that provisions of the FMLA are covered by paid leave provisions of this Agreement, the twelve (12) weeks (in cases of a husband and wife both employed by the Board, the total amount of FMLA leave will be twelve (12) weeks for the couple for birth or placement of a child) of leave and benefit coverage to which a teacher is entitled under the FMLA shall run concurrently with existing paid leave benefits.
- 2. Seniority rights and their accrual shall continue during the time a teacher is on leave under FMLA.

J. Salary Deduct Leave

All employees of the Mayfield City Schools have entered into a contractual agreement to work a designated number of days in exchange for a salary as determined by this negotiated Agreement. When an employee is unable to fulfill the requirements of his/her contract as to assigned workdays, some type of approved leave must be used to substantiate the absence.

Leave at salary deduct must be requested in writing to the Director of Human Resources at least three school days in advance of the leave. Leave at salary deduct shall be granted according to the following formula as applied to years of experience in the district.

1 thru 7 years	-	5 days
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8 years and over	-	10 days
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Salary deduct leave may not be used for other employment.

An employee who is absent without approved leave shall be considered in violation of his/her contract and shall face disciplinary action up to and including dismissal.

A teacher on unpaid leave who does not work the last day of the school year will not receive medical benefits throughout the summer.

K. Military Leave

1. Military leaves and right to reemployment upon completion of military service will be granted upon terms and conditions and to the extent specified by Sections 3319.14 and 5923.05 of the Ohio Revised Code.
2. Teachers who are members of the Reserve Forces of the United States or the Organized Militia as defined in Ohio Revised Code 5923.01 shall be entitled to a leave of absence without loss of pay for such time as they are in military duty as defined in Ohio Revised Code 5923.01E for periods not to exceed thirty-one (31) days in any one calendar year. Reinstatement shall be to previous position.
3. During a national emergency, should the period of active duty exceed thirty-one (31) days, the teacher shall continue to receive the difference between his/her normal pay and his/her military pay for the duration of military service up to twelve (12) months and all benefits shall remain in force. Upon return, the employee shall be reinstated to fill vacancies for which they are certified/licensed, or if no certificate/license is required, for which they are qualified. For purposes of seniority and placement on the salary schedule, years of absence for military service shall be counted as though teaching service had been performed during that time.
4. Such leave in (3) above may be extended at the Superintendent's discretion.

L. Student Bereavement Leave

In addition to other leaves available to teachers, the Association and Board recognize that special leave will be authorized in the event of the death of a current student. Bargaining unit members who had current, direct contact with the deceased student will be eligible for Student Bereavement Leave, in the following manner:

1. Five bargaining unit members will be eligible for Leave, with coverage provided by the Administrative Staff.
2. Three additional bargaining unit members will be eligible for Leave, provided coverage is not necessary for that bargaining unit member.

The Administrative Staff and individual building representatives will collaboratively determine appropriate personnel to attend student funeral services.

XIX. CERTIFICATION/LICENSURE

It shall be the teacher's responsibility to make application for certification/licensure in a timely manner. It shall be the responsibility of the office of the Director of Human Resources to notify the teaching staff during the second semester that it is time to check certificates/licenses for possible renewal requirements.

XX. LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)

- A. The term of office for LPDC members shall be one (1) teacher and one (1) administrator for three (3) years; three (3) teachers and two (2) administrators for two (2) years. Terms shall run from July 1 to June 30. Vacancies which occur mid-term shall be filled as provided in Paragraph (C) below for the remainder of the term.
- B. The LPDC shall have four (4) teacher members appointed by the M.E.A. President and three (3) administrators appointed by the Superintendent. Committee composition will be as follows:

One (1) teacher rep. -- Elementary level

One (1) teacher rep. -- Middle School

One (1) teacher rep. -- High School

One (1) teacher rep. -- Special Education

Four (4) teachers representing the District, two (2) of whom shall be nonvoting members when administrator IPDPs are being approved.

Vacancies shall be filled in the same manner.

- C. The LPDC shall be responsible for orienting the certified/licensed staff to the process and function of the LPDC. Each educator fulfilling the license renewal requirements is responsible for the design of an individual professional development plan, subject to the approval of the LPDC. The plan shall be based on the needs of the educator, the students, the school, and the school district.
- D. See Category B (Article XII – SUPPLEMENTAL SERVICE SCHEDULE).
- E. The LPDC shall be responsible for establishing an appeals process. The LPDC process shall not, however, be subject to the grievance/arbitration procedure as provided in the Collective Bargaining Agreement.
- F. The LPDC shall be granted a maximum of five (5) full days of release time spread throughout the school year for performance of committee duties. The scheduling of the days of release time shall be subject to approval of the Director of Human Resources. Additional meetings are expected and are to be scheduled outside of the workday.

XXI. MASTER TEACHER COMMITTEE

A Master Teacher Committee shall be established for designating teachers in the Mayfield City School District as Master Teachers.

A. Purpose

The Master Teacher Committee's sole function shall be to facilitate the application process, review applications and determine the Master Teacher status based upon the criteria set forth by the Ohio Educator Standards Board (ESP).

B. Committee Requirements

A Master Teacher Committee shall be established consisting of three (3) bargaining unit members designated by the Association President and two (2) certified administrators designated by the Superintendent. The appointments shall be made annually on or before May 1. If a vacancy occurs during the year, the Association President and the Superintendent for their representative members will make a replacement appointment.

1. The Master Teacher Committee shall determine the time, location and number of committee meetings.
2. The Master Teacher Committee members shall establish its plan of operation, protocol, appeals process, and guidelines for the designation of Master Teacher.
3. Nothing in the Master Teacher Committee process shall have an adverse impact on a teacher's performance evaluation as established by the negotiated agreement.
4. As determined by the Committee, the members of the Committee shall be provided ongoing training to ensure consistent application of master teacher criteria at no cost or loss of pay to the Committee members. All necessary, actual and reasonable costs of training – including all registration costs, travel, meals, accommodations, and mileage – will be reimbursed by the Board of Education in accordance with the negotiated agreement.
5. The Master Teacher Committee will meet after regular school hours. Members of the committee will be compensated at the hourly curriculum rate established in the current collective bargaining agreement. The Association Master Teacher Committee members shall be provided release time for any work pertaining to Master Teacher Committee duties, including training concerning their Master Teacher Committee responsibilities, which is required during the bargaining unit member workday.

C. Appeals Process

1. The Master Teacher Committee shall determine its own appeals procedure.
2. The Master Teacher Committee appeals procedure is not subject to the grievance/arbitration procedure outlined in this Agreement.

3. Issues for appeal are limited to procedural matters (e.g., did the Master Teacher Committee abide by its procedures in reviewing evidence and rendering judgment according to the criteria and standards?).

D. Cancellation/Suspension by Ohio Department of Education

1. In the event the Ohio Department of Education cancels or suspends the Master Teacher Program, the provisions establishing this program shall be null and void.

XXII. RESIDENT EDUCATOR PROGRAM

The Mayfield Board of Education and Mayfield Education Association agree to abide by the standards established by the Ohio Department of Education, Resident Educator Program. The Mayfield Resident Educator Program will comply with the implementation guidelines regarding qualification of mentors, required professional development for mentors and Resident Educators, and mentor roles and responsibilities.

A. Mentor Compensation

Mentors in the Resident Educator Program will be compensated as follows:

- a. Year 1 – 1:1 Mentor/Resident Educator Assignment
 - Mentor Compensation - \$1,200
- b. Year 2 – 2 options depending on needs of Resident Educator, as determined by the administration:
 - (1) 1:1 Mentor/Resident Educator Assignment
 - Mentor Compensation - \$1,200
 - (2) Mentor to a Cohort of REs (maximum of 3 RE's per cohort)
 - Mentor Compensation - \$800 per RE
- c. Year 3 – District Cohort(s)
 - Mentor Compensation - \$400 per RE
- d. Year 4 – District Professional Development - Curriculum Department

B. Training

The training component of the cohorts will focus on best practices, as identified by the Ohio Department of Education and include Assessment of Student Learning, Instructional Planning, Lesson Study, Instructional Cycles, Self- Assessment, Observations and Goal-Setting.

XXIII. M.E.A. RIGHTS AND RESPONSIBILITIES

- A. Use of School Facilities: The M.E.A. shall have the right to use available school facilities outside of school hours after checking on the availability of the desired space with the school principal and/or Director of Business Services. No charge shall be made for the use of school buildings unless overtime custodial assistance is required. The use of electronic devices (email, faxes, networks, telephone calls, etc.) by teachers and the M.E.A. shall be permitted consistent with other forms of communication/use as

addressed in this Collective Bargaining Agreement. If misuse is suspected, the procedures in Article XXXII, TEACHER DISCIPLINE shall be followed.

- B. Full-time Representatives: Full-time representatives of the M.E.A. and their respective affiliates shall be permitted to transact official business on school property at all reasonable times and after checking in with the principal and stating the reason for the visit. However, meeting with a teacher during assigned teaching or student help time shall be strictly prohibited.
- C. Board Meetings: The M.E.A. shall be notified of all Board meetings as much in advance as possible. The M.E.A. shall receive a copy of the agenda for each Board meeting, and the M.E.A. shall receive a copy of the Board minutes of each meeting.
- D. School Mailboxes: The M.E.A. is guaranteed the right to use school mailboxes for distribution of M.E.A. materials. All material for general distribution shall be authored by a duly appointed M.E.A. committee and a copy shall be presented to the building principal and the Superintendent at the time of distribution.
- E. No Reprisals: There will be no reprisals of any kind taken against any teacher by reason of his membership or nonmembership in the M.E.A. or participation in any of its activities by either the M.E.A. or the administration.
- F. Exchange of Information: The M.E.A. shall furnish by September 30 of each school year a copy of its constitution and current by-laws and the names and positions of all officers and building representatives to the Superintendent of Schools. The Board shall furnish copies of all "Board of Education Policies" to the M.E.A. President plus one additional copy in each school library.
- G. Publication of Collective Bargaining Agreement: The cost of publication and distribution of this Agreement shall be paid by the Board. Seventy-five (75) extra copies shall be provided to the M.E.A.
- H. Forms: Forms applicable to the following topics shall be included as part of this Agreement:
 1. Grievances
 2. Evaluation Process (See Article XXXIV – EVALUATION AND SUPERVISION OF TEACHERS)
- I. M.E.A. Input: The Superintendent shall, at the invitation of the M.E.A. President, meet at least once each semester with the M.E.A. Executive Committee to discuss matters of mutual concern. If possible, each shall exchange agendas ahead of each meeting.
- J. Release Time for Negotiations: Release time for negotiations shall be provided as reasonably necessary.
- K. Release Time for M.E.A. President:

1. M.E.A. President: High School – one (1) full period (50 minutes) for M.E.A. President/academic assistance.
2. M.E.A. President: Middle School – maximum of 55 minutes per day or one-half (1/2) day per week mutually agreed upon as based on scheduling needs for M.E.A. President.
3. M.E.A. President: Elementary – one half (1/2) day per week

XXIV. PERSONAL FREEDOM

- A. Private Life: The private life of a teacher is not within the appropriate concern or attention of the Board except as it affects the ability of the teacher to satisfactorily meet assigned professional responsibilities.
- B. Nondiscrimination: Neither the Board, the administration, nor the M.E.A shall practice any discrimination on the basis of age, sex, color, national origin or religion.

XXV. PERSONNEL FILES

- A. Certified staff members shall have the right to review their personnel files on any regularly scheduled school day between those hours following the end of the instructional day and before the Central Office closes. This would normally be between the hours of 3:00 and 4:30 p.m. The file shall be reviewed in the presence of an appropriate Central Office official.
- B. Anything in the personnel file may be copied, using Central Office equipment, with the teacher paying for the actual cost of making copies totaling more than thirty (30) pages. The above shall exclude confidential letters of recommendation and material placed in the file prior to appointment, providing the Board uniformly maintains that these documents are excludable as public records, and, if challenged, is successful in maintaining their excludability. The latter materials shall be placed in an envelope which shall be removed from the file by the appropriate Central Office official prior to review by the staff member.
- C. Teachers shall receive a copy of any material which is placed in the file, except for the following:
 1. Any document authored by the teacher.
 2. Any evaluation of the teacher or official record, transcripts, license or certificates sent to the Board at the request of the teacher.
 3. Any signed letters or notices from the Board's administrative staff, which states that a copy of the document will be placed in the teacher's personnel file.
 4. Any document previously sent to the teacher that is apparent on the face of the document that it will be placed in his/her personnel file.

An individual may respond in writing to any material contained in the personnel file and have such response placed in the file. All material in the personnel file must be job-related.

- D. Any materials, except all evaluation materials, placed in a teacher's personnel file may be grieved on the basis of accuracy, irrelevancy, untimeliness or incompleteness of such material. If the material is found to be inaccurate, irrelevant, untimely or incomplete, the material shall be corrected or removed from the teacher's personnel file. No anonymous documents shall be placed in the personnel file. The file may be reviewed by a M.E.A. representative of the teacher who has been authorized to do so in writing by the teacher. Such review by such a representative of the teacher shall be subject to all the conditions contained herein applicable to the teacher, except such review by a representative who is not an employee of the District may be made between the hours of 8:30 a.m. and 4:30 p.m. on a regularly scheduled school day.
- E. Teachers shall be notified, if possible, twenty-four (24) hours prior to the release of any documents from the teacher's personnel file to the public. The teacher shall receive a copy of any such documents released, and the name of the person who received the documents. Upon the teacher's request, the teacher may be present at the time the documents are released, if the teacher's presence does not interfere with the teacher's work schedule.

XXVI. PUPIL DISCIPLINE

- A. The responsibility for the maintenance of proper discipline and order within each school building is recognized as being the shared responsibility of teaching personnel and administrative personnel. Therefore, each school principal, with input from the faculty, shall develop a set of written guidelines for the handling of student disciplinary problems. These guidelines shall include, but not be limited to, the rules and regulations of the school pertaining to student conduct, expected standards of student behavior, the procedures for handling disciplinary problems and notification to teachers who referred the pupil as to the disposition of pupil discipline referrals that are sent to the Principal's Office for violent behavior. The administration shall maintain all reports of violent student behavior that lead to suspension and/or expulsion for a period of at least four (4) years to the extent permitted by applicable state and federal laws and regulations. The teacher may access such reports whether they are in the student's personnel file or another file in the district.
- B. Once the above-mentioned guidelines are developed, they shall be recommended by the building principal for approval to the Superintendent and, in turn to the Board. Procedures relating to school discipline shall include the relationship of the teacher to the administrative personnel in respect to discipline procedures for the referral of students, the handling of discipline cases and emergencies in the absence of the school principal, etc.
- C. Any student who physically attacks a teacher or makes violent threats to a teacher, shall be immediately removed from his/her classroom at his/her discretion for up to twenty-four (24) hours. A conference with the teacher, student and the building (assistant) principal

regarding the student's behavior will be held before said student is to return to class. The parent will be invited to all such conferences.

- D. The guidelines shall be explained at the beginning of each school year by the building principal or his designee and each teacher shall receive a copy. Each year, prior to March 1, the guidelines shall be reviewed by a committee of teachers, administrators, students and parents for possible revision for the coming year.
- E. Any student not protected under IDEA that violates the student code of conduct against a staff member shall be subject to at least the same disciplinary consequences as if the behavior was directed at a student.

XXVII. JOB POSTING

Upon the occurrence of a job opening, as defined below, the opening will be posted for a minimum of five (5) days using email, and the intranet; all building secretaries and the M.E.A. President. President shall receive a copy of the notice which shall include:

- A. The position open, job abstract and job description, if available;
- B. The training, experience and certification/licensure required or preferred;
- C. Deadline for submitting applications; and
- D. The person to whom applications should be directed.

Job openings shall not be filled except on a temporary emergency basis until all applications submitted in accordance with these provisions have been reviewed for decision. The parties acknowledge that the job location indicated on an individual posting may be changed.

These provisions shall apply to all full-time promotional positions which shall include all supplemental positions and managerial and supervisory positions. Bargaining unit positions which will be open in a succeeding school contract year shall be posted between the end of the school contract year and August 15.

These posting provisions shall not apply to positions that become open between August 15 and the beginning of the school year.

Teachers who wish to apply for job openings which occur over the summer vacation period shall receive notification of job openings through email from the Human Resource Office.

Mid-year openings will be posted as a process of notification. An additional posting will take place at the end of the school year in June.

XXVIII. REGULAR PART-TIME CLASSROOM TEACHERS

1. Full-time teachers who voluntarily elect to obtain a part-time position will have no contractual right to restoration to a full-time position.
2. Full-time teachers who are involuntarily reduced to a part-time position will be placed on a recall list for full-time status.

XXIX. REGULAR REPLACEMENT TEACHERS

A. Regular replacement teachers shall be defined as a teacher employed for the purpose of replacing a teacher on leave, or any teacher hired after October 10th for more than forty-five (45) consecutive days in a specific teaching position. The following guidelines for non-specified teaching positions shall be as follows:

1. During the first forty-five (45) consecutive days in a specific teaching position, the regular replacement teacher may be paid in accordance with the Board's substitute pay policy.
2. On the forty-sixth (46) consecutive day worked in a specific teaching position, the regular replacement teacher shall be placed on the appropriate position on the Teachers' Salary Schedule. Healthcare benefits shall begin on the forty-sixth (46) day.
3. If the first day of service occurs in the second semester, the teacher evaluation, parental leave of absence, and regular part-time classroom teachers provisions shall not apply to the replacement teacher.
4. A regular replacement teacher will be non-renewed and may be reconsidered for re-employment.

B. Regular replacement teachers for the specified areas of shortages: Mathematics 7-12, Science 7-12, Special Education 7-12, and Foreign Language K-12 shall be employed under the following guidelines:

1. During the first twenty-five (25) consecutive days in a specific teaching position, the regular replacement teacher may be paid in accordance with the Board's substitute pay policy.
2. On the twenty-sixth (26) consecutive day worked in a specific teaching position, the regular replacement teacher shall be placed on the appropriate position on the Teachers' Salary Schedule. The regular replacement teacher will become a bargaining unit member and be eligible for Healthcare benefits on the forty-sixth (46) day.
3. If the first day of service occurs in the second semester, the teacher evaluation, parental leave of absence, and regular part-time classroom teachers provisions shall not apply to the replacement teacher.

4. A regular replacement teacher will be non-renewed and may be reconsidered for re-employment.
- C. All regular replacement teachers shall become Bargaining Unit eligible on the forty-sixth (46) consecutive day of employment and shall have all rights covered by the provisions of this Agreement, except those stated in this provision shall apply.
- D. Regular replacement teachers shall be issued limited employment contracts for the duration of the school year in which they are employed, and will automatically be non-renewed without being subject to the evaluation process or the right to appeal upon the return to duty of the regular teacher or the end of the school year, whichever comes first. The President/designee shall be notified when a regular replacement teacher is hired.

XXX. REDUCTION IN FORCE

A. Definition

A reduction in force occurs when a teacher's contract is nonrenewed or suspended. However, a contract suspension pending termination in accordance with O.R.C. 3319.16 shall not result in placement on the recall list or bumping rights nor shall a contract nonrenewal which is performed in accordance with O.R.C. 3319.11, O.R.C. 3319.111 and the evaluation process (See Article XXXIV – EVALUATION AND SUPERVISION OF TEACHERS).

B. Reductions

1. Reduction in Force; Continuing Contract Teachers

Teachers holding continuing contracts may have their contracts suspended for any reason specified in Section 3319.17 of the Ohio Revised Code. Prior to suspension, such teachers who have certification/licensure in more than one teaching field shall be placed in positions for which they have certification/licensure and greater seniority. Less senior teachers and teachers holding limited contracts in the teaching field will have their contracts suspended or nonrenewed prior to the suspension of any continuing contracts of teachers.

2. Reduction in Force; Limited Contracts

Teachers holding limited contracts may have their contracts suspended with recall rights for the following reasons:

- a. A return to duty of a bargaining unit member after a leave of absence.
- b. Suspension of schools or closing of a school building.
- c. Territorial changes affecting the school district.
- d. Decreased enrollment of total students in the district, individual building, grade level or department.

- e. Financial reasons, as determined by the Board.
- f. Changes in curricular offerings.
- g. Loss or redirection of available grant funds.

Teachers holding limited contracts in a teaching field shall be reduced in accordance with their seniority, the least senior teacher in the teaching field being reduced first, except that limited contract teachers will be placed in teaching assignments for which they have certification/licensure and greater seniority.

3. A list shall be prepared indicating the specific position(s), or portion thereof within each teaching field, to be reduced. System-wide seniority, as defined in Article II (K), DEFINITIONS shall be the basis of any reduction in force. The teacher(s) who presently hold those positions are the employee(s) whose contract(s) are to be suspended or nonrenewed unless it is possible for the involved employee(s) to displace another employee with less seniority in another area of certification/licensure for which the involved employee(s) is properly certificated.

The Board will publish and post in each teacher lounge/work area on the first workday in March, for informational purposes, the following:

- a. A seniority list by teaching field (this list shall show each teacher's teaching field(s) of assignments for the current school year).
- b. A seniority list by areas of certification/licensure. A teacher shall appear in every area within this list where the teacher has certification/licensure. The administration will approve no validation if the validation will affect the order of seniority for the purposes of layoff or recalls.

Teachers shall file current certificates/licenses showing all subjects and grade levels by February 1 of each school year with the office of the Director of Human Resources.

Each teacher shall have until March 15 to notify the office of the Director of Human Resources of additional areas of certification/licensure and to provide proof of such certification/licensure and/or corrections to the seniority list. If a teacher has completed the requirements for additional certification/licensure, but has not yet received the certificate/license, the teacher may provide that information to the office of the Director of Human Resources and certification/licensure shall be shown as pending. An updated seniority list will be published by March 20, if appropriate. If the teacher can provide to the Director of Human Resources written/verbal confirmation from the State Department of Education that the requirements for additional certification/licensure have been completed at least by noon of the Friday prior to the April Board meeting at which time reductions are acted upon, the certification/licensure shall be included in the determination of the order of layoff.

Once the updated seniority list is published, no additional areas of certification/licensure or contract status shall be valid for the determination of the order of layoff until the next published and posted list. In addition, the contract status of individuals (limited or continuing) on March 20th in any school year will determine placement on the seniority list. The change from limited contract to continuing contract will not apply when the continuing contract is granted in the same year as a reduction occurs.

Seniority lists and revisions thereof shall be given to the officers and building representatives of the M.E.A.

C. Recall

1. Teachers whose continuing contracts are suspended shall be placed on a recall list and shall have first priority in recall and shall be recalled in order of greater seniority to fill vacancies for which they are certificated or, if no certificate is required, for which they are qualified.
2. Teachers whose limited contracts are suspended only by virtue of reduction-in-force shall be placed on a recall list for a period of three (3) years unless earlier recalled. Teachers whose limited contracts are nonrenewed for reasons other than reduction-in-force will be nonrenewed in accordance with the provisions of Article XXXIV, EVALUATION AND SUPERVISION OF TEACHERS, and shall not be placed on the recall list. Teachers whose limited contracts were nonrenewed only by virtue of reduction-in-force shall have priority after continuing contract teachers have been recalled. Limited contract teachers shall be recalled in order of greater seniority to fill vacancies for which they are certificated/licensed, or, if no certificate/license is required, for which they are qualified.
3. A teacher shall have two (2) days, excluding Saturdays, Sundays and holidays, from the date of receipt of notification of the opening to indicate his/her intent to accept or reject reemployment, but not to exceed a total of seven (7) days from the mailing date provided the Board can provide proof of attempted delivery to the teacher's last known address; otherwise, such teacher shall lose all rights to be reemployed unless:
 - a. the teacher is under contract with another district and is unable to obtain a release from that contract, which waiver shall be valid for the school year in which the position is being offered, or
 - b. the teacher is gainfully employed and the position offered is a temporary position, or
 - c. the position to which the teacher is recalled is for fewer hours of employment than the teacher was working at the time of layoff.
 - d. A copy of these requirements shall be included in the layoff notice provided to the teacher at the time of layoff.

In the event the administration is unable to contact a teacher on recall, the M.E.A. President shall receive notice of the Board's intention to remove a teacher from the recall list at least one (1) calendar day prior to actual removal.

Notice of vacancy shall be sent to the teacher by registered or certified letter addressed to the teacher's last known address. It shall be the responsibility of each teacher to notify the Board of any change in address, whether temporary or permanent.

4. If the teacher is a continuing contract teacher, the teacher shall retain his/her right to recall and shall be permitted to return to work with the Board at the beginning of the next school year following the notice of recall, providing he/she makes timely written notification to the Director of Human Resources. Timely written notification shall be sent within five (5) calendar days following notice of recall. A job shall be available at the beginning of the next school year unless further reductions in force result in the suspension of the teacher filling the position during the year when the teacher could not obtain release from his/her existing contract.
5. If the teacher is a limited contract teacher, the teacher shall retain his/her right to recall as provided in Paragraph C, (2) of this Article (Article XXX – REDUCTION IN FORCE).
6. A teacher on the recall list substituting for a teacher who is scheduled to go on parental leave may waive recall for openings that occur prior to the beginning of the parental leave.
7. A waiver of a right to recall shall be in writing, signed by the teacher, and shall indicate the position and school year which are the subject of the waiver and delivered to the Director of Human Resources promptly after notification.
8. No teacher shall be hired to fill a vacancy if there is a teacher who meets the eligibility requirements for recall and who accepts recall, or, if no certificate/license is required, who is qualified for the vacancy and accepts recall. No reassignments or transfers shall be made if such reassignments or transfer would preclude the recall of a teacher on the recall list. In addition, in the event a teacher is reassigned or transferred in connection with a reduction and a vacancy occurs in the teacher's former teaching field, the teacher shall be returned to the former teaching field if the return permits the recall of another teacher.
9. A teacher who was evaluated and recommended by the principal for a continuing contract but who is reduced shall, if recalled, be given a continuing contract. A teacher who was not evaluated for a continuing contract but who is reduced shall, if recalled, be given a limited contract for at least one complete year following recall.

D. Notification to M.E.A.

A list of all teaching positions, or portions thereof, in each teaching field, as defined above, to be reduced shall be provided to the M.E.A. President and a list of teachers whose contracts will be suspended or nonrenewed due to reductions in each teaching field shall be presented to the M.E.A. President a reasonable number of days prior to presentation to the Board for action but not later than April 15. In the event that the Board of Education has placed an operating levy on the May ballot, the deadline for notification to the M.E.A. will be not later than May 15. A copy of all recall notices, employee refusals of vacancies, and waivers will be given to the M.E.A. President when sent to a teacher to enable the M.E.A. President to update the recall list or when received by the Director of Human Resources from the teacher.

E. General

1. Nothing in this Article shall be deemed to apply to the issuance, termination and/or renewal of supplemental contracts.
2. Teachers recalled from the Recall List shall, upon return to active employment status, be placed on the salary schedule at the step and level based upon their experience and training and shall have the accumulated sick leave that they held at the time of the effective date that their teacher's contract was suspended or nonrenewed plus any sick leave which may be transferred in accordance with law.
3. In the event a teacher leaves the bargaining unit for a managerial or supervisory job in this District, the teacher shall retain his/her bargaining unit seniority for a period of time not to exceed the length of his/her first administrative contract or two (2) school years (the year the administrative contract becomes effective plus an additional school year), whichever is less.

XXXI. REASSIGNMENTS AND TRANSFERS

A. Definitions for purposes of this Article - Reassignments and Transfers.

1. Transfer shall mean a change in buildings.
2. Reassignment shall mean a change in teaching fields.
3. At the High School, teaching field shall mean the current department/assignment.

B. Notice

If a teacher is to be transferred or reassigned after the first two (2) weeks of the beginning of the school year or after the first two (2) weeks of the beginning of the second semester, the teacher shall receive notice from the Superintendent not less than ten (10) days in advance of the transfer or reassignment. Whenever a teacher is transferred or reassigned, the teacher shall receive notice in advance.

C. Declining Enrollment/Staff Reductions Procedures

1. When classes are eliminated due to declining enrollment/staff reductions:
 - a. The principal(s) and classroom teacher(s) involved shall attempt to work out an arrangement using voluntary reassignment, whereby all changes in assignment can be made within the building.
 - b. All transfers between buildings shall be made by reassigning the least senior teacher from the building where a reduction needs to occur to open position(s) in the order the opening(s) occurred. This shall be done no later than the last five (5) school days in the current school year and again at later dates if subsequent enrollment changes require it.
 - c. If arrangements cannot be made applying (a) or (b) above, and transfer is still necessary due to declining enrollment/staff reductions, the teacher(s) with the least amount of seniority in the system at the grade level/teaching field shall be the teacher(s) reassigned/transferred. Seniority will be used to determine reassignments/transfers whenever possible.
2. If a teacher is to be transferred to another building and an opening occurs between April 15 and the next school year in the building in which the teacher was formerly assigned, the teacher will be informed of the opening and shall have the option of returning to the former building of assignment unless the vacancy occurs within 10 days of the commencement of school.
3. At the secondary level, if reassignments are necessary as a result of declining enrollment, strong consideration will be given to the reassignment of the least senior teacher in the teaching field from which the reassignment is to be made, provided an attempt has been made to accomplish reassignments on a voluntary basis.
4. A teacher being involuntary transferred or reassigned may choose to resign and shall not be the subject of a request for revocation of certification/licensure or other detrimental Board action.
5. A teacher involuntarily transferred or reassigned will be given consideration for return to the teacher's former building or assignment, upon written request to the Superintendent, if and when a vacancy occurs.
6. In the event that programs exist which do not require special certification/licensure, but do require special training, expertise and/or close compatibility with an existing teacher, the Superintendent of Schools, with good cause, may exempt openings in such programs provided written notice of the reasons for the exemption is given to the M.E.A. President.

D. Nothing in this Article shall be construed as restricting the Superintendent's right of assignment.

XXXII. TEACHER DISCIPLINE

Before disciplinary action is taken against a teacher, the teacher shall have the right to a conference and to have a representative of his/her choice at said conference. Prior to the disciplinary conference, the teacher shall be given a written statement specifying the available facts which could lead to disciplinary action. The teacher shall be provided, at the time of the discipline, a specific written statement of the basis for the discipline.

Disciplinary action shall be designed to bring to the attention of the teacher the impropriety of the conduct in question and shall be appropriate to the nature of the conduct. When the basis of possible disciplinary measures are complaints by a teacher, parent or citizen, the appropriate administrator shall investigate the facts so that said disciplinary action is not taken as a result of allegations. Such investigation will, at the request of the teacher, include the right to request a meeting with his/her accuser in an attempt to establish the facts.

All bargaining unit members are responsible to familiarize themselves with applicable rules and regulations governing employment in the Mayfield Schools. These rules and regulations are contained in Board policies, the collective bargaining agreement, selected Ohio Revised Code Statutes, the Licensure Code of Professional Conduct for Ohio Educators and teacher/building handbooks.

The Board and Association agree that discipline of bargaining unit members will be for just cause, implementing due process. The discipline shall be appropriate for the infraction(s) and consistently applied throughout the District. When a bargaining unit member may have committed a violation of applicable rules and regulations, implementing due process shall mean:

1. The bargaining unit member shall be given written notice of the allegations against him/her, disclosure of documentation that is available at the time of the notice, if any, which supports the allegations, and an opportunity to review such allegations and documentation.
2. The bargaining unit member will be entitled to a disciplinary hearing for the purpose of presenting evidence and/or testimony regarding the allegations. The bargaining unit member may be accompanied by a representative of his/her choosing at the disciplinary hearing.
3. The disciplinary hearing may be conducted by any administrator, or designee, depending upon the seriousness of the allegations.
4. After the disciplinary hearing is concluded, the administrator conducting the hearing will consider the evidence/testimony presented by the bargaining unit member and review the personnel file for pertinent and relevant items related to the alleged infraction or previous discipline issues.
5. If the determination is made that disciplinary action is warranted, such discipline shall be reduced to writing and presented to the bargaining unit member in person by the appropriate Administrator or designee.

The Board and Association recognize that current, and future, technology programs and mandates may lend themselves to a system breach, hacking into system, and/or violation of protocols. In the event of an allegation of such violations, the Board, through its Administrative Staff, shall initiate an investigation, implementing due process, regarding the conduct of the bargaining unit member. No bargaining unit member shall be disciplined for a system breach or hacking into systems, or violation of protocols by others, unless such bargaining unit member's conduct contributed to the violation.

XXXIII. TEACHER EMPLOYMENT

A. Summer School

Summer school positions shall be advertised to the staff as the administration identifies the need. Teachers shall have the number of days listed on the posting to apply for the positions. Applications shall be submitted to the designated individuals. All teachers shall receive notification as soon as possible of the status of their application.

B. Curriculum and Other Special Employment

Teachers may be employed for professional work as requested by the Board over the summer; this shall be paid at the rate of \$120.00 per day. This is not to be confused with per diem pay as detailed on the Supplemental Services Schedule.

XXXIV. EVALUATION AND SUPERVISION OF TEACHERS

A. Purpose

The performance of all certified personnel should be supervised and evaluated. The evaluation should be thorough, fair and objective.

The primary purpose of evaluation and supervision is to assist teachers to improve their professional performance. Other purposes are to maintain a consistently high level of performance and, if necessary, to separate those with poor performance from service.

B. Responsibility

The building principal, or designated representative who is an administrator, is the primary observer/evaluator of teacher competency and shall be responsible for the recommendation of the teacher to the Superintendent of Schools. Teachers who travel will be evaluated by a designated "home" observer/evaluator who shall be responsible for the recommendation of the teacher to the Superintendent of Schools. The observer/evaluator must have current Ohio Department of Education OTES training credentials and be employed by the district as a licensed administrator. The building principal will assign evaluators to each teacher no later than the tenth (10th) school day after the start of the school year. In case of a new teacher employed after the tenth (10th) day of school, the notification shall occur within ten (10) school days.

Each new teacher to the building shall be oriented to the Mayfield Teacher Evaluation System within the first three (3) weeks of the school year.

Rehired retired teachers and Regular Replacement Teachers, who are not in a full year position, are not subject to the Mayfield Teacher Evaluation System.

The observer/evaluator must work in the building a majority of school days throughout the school year. The observer/evaluator must be hired as a building level administrator for the Mayfield City School District.

C. Nonrenewal Process of Limited Contract Teachers

Nonrenewal of bargaining unit members will only be for one of the following three (3) reasons:

1. Performance based.
2. Regular replacement teacher contract (Article XXIX, REGULAR REPLACEMENT TEACHERS).
3. Temporary certification/licensure.

D. Evaluation Process of Continuing Contract Teachers

Continuing contract teachers, impacted by Student Growth Measures, will complete two cycles using the following timeline.

1. Cycle 1: To begin ten (10) school days after the start of the school year. To be completed by the last school day before Winter Break.
 - a. Self-assessment and Professional Growth Plan/Improvement Plan completed two weeks after the beginning of the school year.
 - b. Pre-conference
 - c. Observation #1
 - d. Post-conference
2. Cycle 2: To be completed by May 1st of each school year.
 - a. Pre-conference
 - b. Observation #2
 - c. Post-conference
3. Final Summative Evaluation given to each teacher by May 10th.

E. Evaluation Process of Limited Contract Teachers

Limited contract teachers, impacted by Student Growth Measures, will complete three (3) cycles using the following timeline.

1. Cycle 1: To begin ten (10) school days after the start of the school year. To be completed by the last school day before Winter Break.

- a. Self-assessment and Professional Growth Plan/Improvement Plan completed two weeks after the beginning of the school year.
 - b. Pre-conference
 - c. Observation #1
 - d. Post-conference
2. Cycle 2: To begin ten (10) school days after Cycle 1. To be completed by May 1st of each school year.
 - a. Pre-conference
 - b. Observation #2
 - c. Post-conference
3. Cycle 3: To be completed by May 1st of each school year. This cycle is optional unless requested by administrator or bargaining unit member.
 - a. Pre-conference
 - b. Observation #3
 - c. Post-conference
4. Final Summative Evaluation given to each teacher by May 10th.

F. Evaluation Process for Other Certified Staff - Auxiliary Personnel

The evaluation of all non-classroom bargaining unit members (auxiliary personnel – counselors, media specialists, and related services) or teachers not teaching students 50% of the time shall be evaluated for performance only. All of these categories have rubrics specific to their classification.

G. Final Summative Evaluation Procedures

1. Teachers will be provided a final Summative Evaluation Report by May 10th. A copy of the report will be sent to the Superintendent by May 15th.
2. Teachers may attach a written response to the evaluation and have it included in their personnel folder.
3. The District's rating for student growth will be used for the student growth measure portion of the teacher's final Summative Evaluation Report.
4. Non-renewal cannot be solely based on student growth data.
5. Teachers with "above expected student growth" or "expected student growth" will be expected to complete a Professional Growth Plan. Teachers with "below expected student growth" will be expected to create an Improvement Plan with their credentialed and assigned evaluator using the agreed upon form.

6. When the assessment of teacher performance shows that a teacher has performance deficiencies, the credentialed and assigned evaluator may require an improvement plan to be developed collaboratively using the agreed upon form.
7. It is the responsibility of the credentialed and assigned evaluator to make a good faith attempt to facilitate improvement of performance deficiencies.
8. The board shall provide professional development and allocation of financial resources to accelerate and continue teacher growth and improvement and provide support to poorly performing teachers as set forth in this agreement.
9. Student evaluations of teachers cannot be used for evaluative purposes.

H. Teacher Evaluation Committee

A committee composed of a representational group of certified members appointed by the MEA President and a representational group of administrators appointed by the Superintendent shall work collaboratively to develop instruments, forms, criteria and guidelines for use with all certified personnel to meet the requirements of new or revised Ohio law and/or the Ohio Department of Education. The committee shall meet quarterly throughout the school year. The MEA will have majority representation.

The Teacher Evaluation Committee will be charged with creating evaluation terms and conditions and other charges set forth by the MEA President and Superintendent.

I. Appeals

1. Continuing Contract Teachers - Failure to follow EVALUATION AND SUPERVISION for continuing contract teachers is subject to Article VIII, GRIEVANCE PROCEDURE. However, the judgment of the observer/evaluator in assigning ratings on the observation and evaluation forms shall not be subject to review through the Grievance Procedure except in connection with the termination of a continuing or limited contract.
2. Limited Contract Teachers - Failure to follow EVALUATION AND SUPERVISION for limited contract teachers is subject to the procedures in O.R.C. 3319.11 AND 3319.111 and is therefore not subject to Article VIII, GRIEVANCE PROCEDURE.
3. Non-renewals for Reduction in Force - Failure to complete the evaluation process shall not result in automatic rehire if the limited contract teacher is nonrenewed as a consequence of REDUCTION IN FORCE in accordance with Article XXXII, TEACHER DISCIPLINE of the Collective Bargaining Agreement and placed on the recall list, nor shall the teacher have access to the hearing procedure of Division G of 3319.11 provided the teacher has been provided with a written statement indicating that the reason for the nonrenewal is a reduction in force and that the teacher has been placed on the recall list in accordance with Article XXX, REDUCTION IN FORCE.

4. A teacher who disagrees with an observation or evaluation may file a written response which shall be physically annexed to all copies of the observation or evaluation.
- J. The teacher evaluation process may be altered, revised or amended by agreement of the Board and the M.E.A. All information related to evaluation may be found in Article XXXIV – EVALUATION AND SUPERVISION OF TEACHERS.

XXXV. TEACHING HOURS AND TEACHING LOAD

- A. The length of the workday for teachers shall not exceed 7 hours, 30 minutes.

B. High School

1. It is recognized by the parties that the performance of student supervision duties (study hall supervision, hallways, cafeteria, exclusion room coverage, etc.) are best performed by bargaining unit members. However, the Board may utilize non-bargaining unit members to perform student supervision duties (defined as non-instructional duties that do not require an instructional certificate), provided that the performance of such duties by non-bargaining unit members does not result in a suspension of a teaching contract or otherwise in the reduction of any employee's contract. Further, the Board agrees not to initiate an involuntary reduction in any bargaining unit member's employment contract as a result of utilizing non-bargaining unit members. However, the parties recognize that reductions in force may be initiated for other reasons consistent with the reduction in force provision of the Collective Bargaining Agreement and/or state law.
2. It is further recognized between the Board and the M.E.A. that no bargaining unit member's teaching contract will be reduced for the sole purpose of replacing that reduced portion of the bargaining unit member's contract with work performed by non-bargaining unit members.
3. Bargaining unit members shall be provided the opportunity to perform available duty assignments. The determination of availability will be made on a year-to-year basis by the administration, and the opportunity for bargaining unit members will be determined by the normal process of student scheduling. Bargaining unit members shall have a priority for employment in available duty assignments over non-bargaining unit members. Bargaining unit members who are teaching three (3) or fewer instructional periods per day shall be compensated for any duty assignments performed in addition to the supervision included as part of the teacher's compensation percentage and shall be paid at a flat rate of \$13.86 per twenty-five (25) minute duty assignment, which shall hereafter increase at the same times and by the same percentage and increases applied to the teacher's salary schedule.
4. Bargaining unit members who are teaching four (4) instructional periods per day shall be assigned a single duty assignment in addition to the shared duty/student aid assignment. In the event that the bargaining unit member declines the single duty assignment, the employment contract shall be compensated at eighty percent (80%) of full-time compensation.

5. Bargaining unit members who are teaching five (5) instructional periods and are assigned a single duty assignment instead of a shared duty/student aid assignment will be paid at a rate of \$33.00 per hour.
6. Bargaining unit members who refuse extra teaching assignments agree to waive any right or priority for extra duty assignments for the current semester. Bargaining unit members who perform teaching assignments at both the High School and Middle School shall be eligible for extra duty assignments on the basis of their schedules at both schools, but the Board shall not be obligated to pay the employee for the twenty-five (25) minute travel time for the sole purpose of returning to the High School to perform student supervision duty.
7. The Board and M.E.A. further agree that the administrative staff may assign a sixth (6th) teaching assignment to staff members, where needed, instead of assigning a shared duty/student aid assignment on a semester-by-semester basis. Any bargaining unit member who is assigned a sixth (6th) teaching assignment shall be paid the unit member's salary from the teacher's salary schedule, plus twenty percent (20%) of the BA minimum salary, and shall not be assigned any duty assignments. Furthermore, not more than three (3) employees in any particular certification/licensure area may be assigned six (6) instructional assignments.

Teaching a sixth class is based on a year-to-year need and will be automatically nonrenewed at the end of the academic year. Notice from Treasurer's Office or Human Resource Office is not required.

8. An a.m. duty assignment may not be assigned to any teacher with more than three (3) unrelated preparations. Homeroom or a duty assignment comparable to homeroom, or the lack of, shall not affect the salary proration.
 - a. Such teachers shall be assigned as homeroom substitutes.
 - b. If such a teacher is teaching six (6) classes, said teacher shall be assigned as a homeroom substitute, if possible, with hall duty as the second choice of assignment if a homeroom substitute is not available.
 - c. Courses which are the same course but with a different title (i.e., 8th grade French and French I) shall be considered one preparation.
 - d. Assignments to co-teaching classes and/or resource room shall not be considered preparations for the purpose of counting the number of unrelated preparations.
 - e. Teachers of the multi-handicapped and the developmentally handicapped students are exempt from this provision.
9. Schedule for Teachers – Available Options

<u>Instruction Periods</u>	<u>Planning Conference</u>	<u>Shared Duty/ Student Aid</u>	<u>Supv Time</u>	<u>Comp Perct</u>
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1 (50 Min)	25 Min	--	30 Min*	20%
2 (100 Min)	50 Min	--	30 Min*	40%
3 (150 Min)	70 Min	--	40 Min*	60%
4 (200 Min)	70 Min	25/25 Min	50 Min	100%
5 (250 Min)	70 Min	25/25 Min	50 Min	100%

*Any part-time teacher whose schedule does not include an a.m. assignment will have a fifteen (15) minute supervision assignment added to his/her schedule.

The Mayfield Board of Education and the Mayfield Education Association agree to amend Article XXXV, TEACHING HOURS AND TEACHING LOAD, Paragraph B (9), of the collective bargaining agreement. Due to the implementation of Phase 1 of Professional Learning Communities, teachers at the high school will have 15 minutes less of individual planning time per week, replaced by a (60) minute collaborative planning time which will give teachers at the high school an additional forty-five (45) minutes of planning time once a week.

High School teachers will have a minimum of three hundred fifty (350) minutes of preparation/meeting time per week. Except for department chairs, all High School teachers shall have a shared duty/student assistance period. High School teachers shall have a duty-free lunch period of at least thirty (30) minutes. Planning time for all teachers shall be in blocks of not less than twenty (20) minutes.

Within departments, teachers will determine the utilization of student assistance time.

C. Middle School – The following will be in effect:

1. Middle School shall have a four hundred fifty (450) minute day.
2. The current Middle School schedule shall be maintained except as modified in accordance with O.R.C. 4117 procedures and regulations.
3. Teachers will have a minimum of four hundred (400) minutes of planning time per week which shall be in blocks of at least twenty (20) minutes. It may be scheduled as two (2) planning time periods that are blocked together. Administrator initiated meeting time is limited to forty (40) minutes per week.
4. The Middle School schedule shall be organized as follows:
 - a. Instructional time will consist of a maximum of two-hundred fifty (250) minutes.
 - b. Physical education/music and exploratory classes may be blocked together.
 - a. Teachers will have a thirty (30) minute duty free lunch.
 - b. Planning times shall be rotated among grade levels whenever possible.

5. Schedule for Part-time Middle School Teachers

Part-time Middle School classroom teachers will receive a schedule developed to fill the needs of the District. Planning time will be provided pro-rata, based upon a 7.5 hour day.

Part-time Middle School teachers' schedules shall be consecutive – meeting attendance required before school for morning teachers, after school for afternoon teachers; attendance at these meetings as necessary.

D. Elementary School

1. Elementary classroom teachers will have preparation time of a minimum of 175 minutes per week during the periods that specialists are responsible for the class and shall have an additional 150 minutes per week at the end of the student school day (30 minutes per day) for preparation. This time may be used for administrator initiated conferences on an as-needed basis not to exceed two (2) occasions per week. Early supervision of students (7:30 a.m. to 7:50 a.m.) will be conducted under a supplemental contract consistent with Article XII, SUPPLEMENTAL SERVICE SCHEDULE of the Collective Bargaining Agreement. Elementary classroom teachers for the purpose of this provision shall include elementary art, music, and physical education teachers. Elementary preparation periods shall be in blocks of no less than twenty (20) minutes each.
2. There will be a fifteen (15) minute recess period each day at the discretion of the teachers and principal at a given site. Teachers may be assigned, in accordance with a schedule established by the teachers, duty during this recess period on a rotating basis. The principal may review this schedule for adequacy of student supervision. If the principal concludes that supervision is not adequate, the principal shall explain his or her concerns and request that the teachers revise the schedule. If the revised schedule does not resolve the problem, the principal may modify the schedule. Recess time shall not be included as planning and meeting time, but may be used for preparation purposes.
3. On limited occasions it may be necessary to assign a teacher an "extra" class beyond the normal teaching load. This is most likely to occur in special areas such as art, music, and/or physical education where the number of classes may exceed the space or time available. The administration attempts to keep the frequency of assigning an "extra" class to a minimum. An elementary teacher who is assigned to teach an "extra" class shall be compensated at the rate paid for substituting for another teacher (Article XIII, REMUNERATION FOR SUBSTITUTING FOR ANOTHER TEACHER).

4. Schedule for Part-time Elementary Teachers

Part-time elementary teachers will receive a schedule developed to fill the needs of the District. Planning time will be provided pro-rata, based upon a 7.5 hour day.

Part-time elementary teachers' schedule shall be consecutive – meeting attendance required before school for morning teachers, after school for afternoon teachers; attendance at these meetings as necessary.

E. Meetings

The teaching schedule anticipates that teachers will remain after the end of the regular school day or report before the regular school day without additional compensation to attend faculty or other professional meetings, not to exceed the following limitations:

1. Two (2) hours per month for building, district grade level or departmental meetings, starting within ten (10) minutes after the end of the normal teacher day.
2. In addition to the above, meetings may be held to provide in-service as mandated by law (e.g., child abuse training required of all elementary teachers).
3. Teachers new to the district may be required to attend additional staff development in-service not to exceed one and one-half (1-1/2) hours per month of time beyond the school day.

Department heads, Media Specialists and guidance counselors shall be exempted from the provisions of this item.

F. Special Teachers and Traveling Teachers

1. Special teachers and/or those teachers who travel between buildings shall have a duty-free lunch period and preparation time. In the event the teacher's time is divided between buildings, the length of lunch period and preparation time shall be determined according to the schedule for the building where the teacher spends most of his/her teaching time.
2. With the exception of mainstreamed students, special teachers shall not be assigned the students of more than one (1) classroom teacher at a time.
3. Teachers assigned to more than one (1) building will be guaranteed a minimum of fifteen (15) minutes of travel time per trip between buildings. Five (5) minutes prior to the fifteen (15) minutes travel time will be allowed for the teacher to dismiss students and leave the building. Five (5) minutes following the fifteen (15) minutes travel time will be allowed for the teacher to reach the classroom and begin the class.
4. Any conflicts or difficulties associated with the schedules of traveling teachers shall be brought to the attention of the principals by the traveling teacher for resolution. If not resolved, the matter shall be referred to the Superintendent and M.E.A. President for resolution.

G. Elementary teachers shall have a duty-free lunch period of at least fifty (50) minutes. High School teachers and Middle School teachers shall have a duty-free lunch period of at least thirty (30) minutes. Planning time for all teachers shall be in blocks of not less than twenty (20) minutes.

H. The M.E.A. President will designate a teacher at each school to review proposed teacher schedules. If apparent inequities exist in the schedules of individual teachers when compared to the schedules of other teachers in the department (excluding department heads), the reviewer shall discuss the reason for the apparent inequity with the school principal.

Inequities in the schedules of individual teachers will be brought to the attention of the Superintendent of School who will make a reasonable attempt to resolve said inequities.

- I. Except for newly employed teachers who may be required to work up to one hundred and eighty-eight (188) days, the work year of teachers will not exceed one hundred and eighty-five (185) workdays. Included in the one hundred-eighty five (185) workdays shall be one (1) day, at the end of the first grading period, with the first two (2) hours administratively directed and five and one half (5-1/2) hours teacher directed; one (1) day at the end of the third grading period, with the first two (2) hours administratively directed and five and one half (5-1/2) hours teacher directed. One teacher directed workday (7-1/2 hours) will be held at the end of the first semester and second semester. Any teacher who is required to work beyond the regular work year will be compensated at his/her regular rate of pay (computed on the basis of a 185 day work year) for all additional time worked, except as otherwise specified within this Agreement. No teacher will be required to attend any meeting or accept any assignment other than during the regular teacher work year.
- J. Evening Meetings – Classroom teachers may be required to attend not more than six (6) evening meetings during any school year, one of which shall be the fall open house/parent orientation. The others shall be designated by the Administration. This shall not apply when release time is provided for parent-teacher conferences or to evening meetings related to the performance of supplemental contract duties.

Meetings beyond two (2) for which release time is not provided shall be compensated as follows:

- meetings #3 and 4 - \$30 per meeting
- meetings #5 and 6 - \$45 per meeting

Unless release time is provided or pursuant to a supplemental contract, no employee shall be required to attend additional evening meetings.

Non-classroom teachers who receive any supplemental pay may be required to attend the fall open house/parent orientation and other evening meetings reasonably related to the performance of their jobs. Teacher attendance at evening meetings shall be excused upon the showing of good cause.

- K. The M.E.A. and the Board encourage all bargaining unit members to attend or participate in, on a voluntary basis, activities or events which relate to their educational interests or professional responsibilities.

L. Special Education Class Size

Classes/caseload for special education teachers/intervention specialists/tutors and related service providers shall adhere to guidelines adopted by the State Board of Education in the “Operating Standards for Ohio’s Schools Serving Children with Disabilities – 3-21 Years of Age.” The Board agrees to adopt and follow any changes in current State mandates.

M. Staff Development

Teachers will work with the Curriculum Office to plan meaningful staff development activities.

XXXVI. SATELLITE COURSES

If courses are offered to Mayfield High School students through a (Satellite Television Instructional System) (hereinafter “STIS”) (or a comparable system), the following conditions must be met:

- A. Courses will not be offered through STIS if there are current teachers or teachers on the Reduction in Force list with the certification/licensure required to teach the course. The only exceptions to this may occur in those instances where student enrollment is less than 10 or when the offering of the course would result in the employment of a teacher to teach a single class, in which case STIS may be used.
- B. The work of “Classroom Facilitators” is bargaining unit work and teachers will be assigned to function as classroom facilitators. Each class for which a teacher is assigned to act as a classroom facilitator shall count as part of the maximum modules (minutes) of assignment work for secondary teachers (Article XXXV, Paragraph B, TEACHING HOURS AND TEACHING LOAD).
- C. If classroom facilitators agree to participate in the “facilitator training teleconference,” compensatory time off or pay for hours worked at the summer school per diem rate shall be provided for time spent in facilitator training. Advance notice of the time and place of facilitator training shall be provided as much in advance as possible.
- D. The duties of the classroom facilitator shall be those listed on the Daily Checklist for SERC Facilitator and the Checklist for SERC School Classroom Facilitators, or comparable guidelines for other STIS, except that the classroom facilitators shall arrive prior to the start of STIS class.
- E. Classroom facilitators shall not be responsible for assigning students’ grades or otherwise evaluating student performance. However, classroom facilitators shall be responsible for adjusting STIS grades into the Mayfield grading systems as necessary. Classroom facilitator’s responsibilities regarding parent-teacher conferences or other conferences shall be limited to student attendance, student conduct, and an explanation of correspondence or other STIS information.

F. Classroom facilitators must be classroom teachers. A maximum of two (2) courses in the same certification/licensure area may be offered through STIS and a maximum of six (6) total classes may be offered through STIS. If three (3) or more total courses in the same certification/licensure area are to be offered, a teacher shall be hired.

XXXVII. AIDS AGREEMENT

The parties agree that since currently available medical information indicates that AIDS is not spread by the kind of casual contact that usually occurs in school settings, decisions regarding each case shall be made on an individual basis. These decisions shall be based on the medical and legal advice available at the time the situation occurs and shall balance the rights of the individual(s) who is (are) infected with the health of others in the school setting.

Any necessary medical evaluation shall be conducted by the AIDS Evaluation team, which shall consist of the individual's primary care physician, the school physician and a physician specializing in communicable diseases. The Director of Human Resources shall be available to inform the three physician team, as requested, of the nature of the job duties performed by the evaluatee.

The AIDS evaluation team shall render a report which shall be restricted to an evaluation of the employee's medical condition and shall provide:

- A. A description of the employee's medical condition.
- B. Whether or not the employee's condition imposes a substantial risk to others in the school environment and a rationale for the finding.
- C. Whether or not the employee's condition has substantially impaired the employee's ability to perform his/her normal work responsibilities and the rationale for the finding.

The AIDS evaluation team shall be required to treat all information regarding an employee's condition as highly confidential. The AIDS evaluation team's report shall be released only to the Superintendent and the employee.

Any dispute with regard to the application of the foregoing procedures may be processed through the grievance and arbitration provisions of the respective collective bargaining agreements. Any dispute with regard to the necessity of a medical review or the Board's right to compel an employee to undergo a medical review, or the employer's action taken pursuant to the issuance to the AIDS evaluation team's report shall be subject to litigation pursuant to appropriate State or Federal law.

XXXVIII. TESTS

In the event that the Board has valid reason to believe that a mental or physical disorder is interfering with the performance of the teacher's duties, the Board may require a physical examination or psychiatric examination. Such examination shall be at public expense.

XXXIX. INCLUSION

A. Building Assistance Team - (referred to the Special Education Committee for review and application)

Each building shall form a Building Assistance Team (BAT) to assist all staff in educating students who due to their unique needs require special intervention and/or diverse instruction. The purpose of the BAT committee is to provide support and assistance to staff in the inclusion of all students in the regular curriculum and/or environment. The support and assistance may include, but not be limited to:

1. The time, support and training required to adjust the environment, equipment, materials, curriculum and activities in the classroom to meet the needs of all students.
2. The definition of roles and responsibilities of staff members working in the classroom when confusion or concern arises in compliance with their job description.
3. The provision of specialized assistance to the student or staff member(s) to meet a child's needs.
4. The support needed to reconvene an IEP, staff and/or parent meeting when the need arises.
5. The provision of consultative, counseling and/or social services to students who are in need of these services.
6. Any other assistance or support services that are needed by a staff member in order to meet the needs of students.

The BAT committee shall be comprised of the building principal or designee as chairperson, the staff member making the request for assistance, a regular education teacher, and an intervention specialist who would be knowledgeable in the area of concern. Any other member(s) of the staff or administrative team may also be called when needed to resolve the issues.

To initiate the process, the referring staff member will contact the building principal or designee to discuss the issue. The necessary staff members will be called to meet to address the issue and formulate a plan of action to resolve the issue.

B. Meeting of IEP Team

Any classroom teacher may be required to attend one IEP meeting a week during the employee's planning/conferencing time. Additional meetings may be scheduled provided the teacher is given release time. If release time is not feasible, the required regular classroom teachers will be compensated at the rate of \$33.00 per hour. This rate shall also apply to meetings outside of school hours. Special education teachers will only be compensated for meetings which occur after school hours. Any staff member who desired may volunteer to attend an IEP meeting. IEP meetings are to be scheduled with the approval of the building principal.

C. Release Time for Procedural Requirements

In addition to daily planning time, each special education teacher/intervention specialists/tutor will be given two (2) days per year of release time to complete tasks that are required by law or state guidelines, such as; writing IEPs, holding parent conferences, updating CIMS data, conducting multi-factored evaluations and other duties at the teacher's/tutor's discretion. Speech language pathologists will be granted four (4) days release time per year. Such release days will not carry over from year to year.

In the event that there is a temporary and immediate need for more release time that is directly due to completing the requirements or implementation of IEPs, MFEs, 504s or other statutorily required documents, the intervention specialist/tutor/related services personnel will meet with the building principal or the Director of Special Pupil Services to present, discuss and grant (via the direction of the Director of Special Pupil Services), if appropriate, the needed additional time to complete the requirements.

D. Training

Specialized training will be provided to employees who may be expected to participate in the provision of services to students with unique needs (e.g., students with physical disabilities, emotional and/or behavioral issues, students with severe allergies, and/or medical issues).

The identification of and other pertinent information regarding the needs of the student and initial training may be provided by the student's case manager when the child is on an IEP; the school nurse when the need is medical or physical in nature; and the guidance counselor for regular education students. More specialized training for staff working with individual students will be determined by the IEP team, school nurse, psychologist or counselor with the involvement of the director of curriculum, director of special student services and/or coordinator of special education. Initial training will commence within fifteen (15) school days from the time the need of the child is reported. Training will take place on an ongoing basis throughout the school year as seen necessary. Other staff and administrative team members will be included as needed.

E. Nursing Services/Custodial Care

Qualified nurses and/or paraprofessionals shall be the only employees to provide and conduct medical procedures. Employees other than qualified nurses and/or paraprofessionals shall not be required or requested to perform any medical procedure. Employees other than qualified nurses and/or paraprofessionals shall not be required to dispense medication. Performance of the functions identified in this paragraph shall be done pursuant to specific medical instructions detailed on a properly signed authorization by the student's physician, or, in the case of medication, pursuant to the instruction of the student's pharmacist.

Custodial care services, such as changing diapers, catheterization, cleaning feeding tubes, and other medical procedures etc., shall be provided by school nurses and paraprofessionals hired for and that have received prior training to perform the required services and shall be designated in the student's IEP.

F. Evacuation of IEP Students and/or Other Students with Special Needs

A plan for emergency situations such as evacuations due to fire drills or fires shall be developed as necessary for IEP students whose physical or mental condition reasonably suggests that evacuation poses problems. If the teacher cannot physically remove the student, an alternative plan shall be devised and the employee shall not be adversely affected or evaluated as a consequence.

G. Access to and Distribution of IEPs

All teachers who are expected to provide services to an IEP student shall be provided with a summary of the IEP and/or copy of the student's IEP in advance of the time the staff member is to provide services.

H. Indemnification

All teachers shall be covered by an employer-provided liability insurance policy which shall provide coverage for all employer-related school events in which the teacher participates. Insurance coverage shall include malpractice protection in an amount equal to that set forth in the district's insurance policies, or \$1,000,000, whichever is greater. The employer agrees to indemnify teachers against any damages, fines, legal fees or other costs that may result as a consequence of the teacher's performance of school-related duties, including any costs not covered by insurance as outlined above.

I. Special Teacher Workload

With the exception of the High School, if a special teacher (Art, Music, P.E. or exploratory) has, in one class, five (5) or more students identified as disabled with an IEP (excluding speech and SLD) of which at least three (3) are normally served by an instructional assistant for the majority of the academic day, or hearing impaired students who are served primarily by a specialist throughout the day, then instructional assistant services will be provided in the special area class. Additionally, if any student is served individually for the majority of the day by an instructional assistant then equivalent instructional assistant services will be provided.

J. Planning Time for Special Education Staff

The amount of planning time will be the same for special education teachers (HI, MH, CD, SLD, ED, SLP, OT, PT and educational audiologist) as a regular education teacher in the building to which they are assigned.

K. Assignment of Special Education Students

1. Assignment of special education students will be equal among placement options.
2. The academic staff affected by the placement of a special education student will have input into scheduling.

3. Association and Board recognize parental rights granted by special education law regarding the development and implementation of the IEP and placement.
4. Bargaining unit member concerns regarding scheduling issues will be taken to the Building Assistance Team (BAT) Team.

XL. DRUG-FREE SCHOOLS WORK PLACE

The Mayfield City Schools Board of Education directs the Superintendent or his/her designee to make a good faith effort to continue to maintain a drug-free work place.

Unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance is prohibited within or on the property, building, buses, or facilities of the Mayfield City School District in order to maintain a drug-free work place. "Controlled substances" are drugs that are illegal under the Federal Controlled Substance Act.

The use of alcoholic beverages on school property or at any Board funded event is prohibited.

Any use of alcoholic substances (on or off premises) that interferes with job performance, or any violation of state or federal laws dealing with alcoholic substances that occurs in the Mayfield City School District is prohibited.

As part of its educational mission in the community, the Board discourages the use of alcoholic beverages by school related groups or at school related events, and especially discourages the use of alcoholic beverages by young people or in the presence of young people.

The Board of Education directs that an age-appropriate, developmentally based drug and alcohol education and prevention program for students shall be implemented for all students K through 12th grade. The Board further directs that students and parents shall be notified, through the student handbooks of the schools and any other appropriate means, of the requirements of a drug-free school, the standards of conduct expected, disciplinary sanctions (up to and including expulsion and referral for prosecution), availability of drug and alcohol counseling and rehabilitation programs, and that compliance with the standards is mandatory.

The Board of Education directs that each employee receive, in writing, notice of the standards of conduct applicable to them, including, at a minimum, that the unlawful possession, use, and distribution of illicit drugs and alcohol on school premises or as part of Board approved activities is prohibited.

Compliance with the Drug-Free Policy is mandatory. Violators of this policy are subject to disciplinary actions as defined in the applicable negotiated agreements and the law. These disciplinary actions could include termination of employment. Any violation of the law may subject the employee to further actions on the part of the school district and/or with the appropriate law enforcement agency and could result in substantial fines and imprisonment.

Any employee of the Mayfield City School District who is convicted for a violation of any criminal drug statute occurring in the work place is required to notify the Superintendent of the district no later than five (5) days after the conviction. The district will report this violation to the appropriate Federal agency within ten (10) days of receipt of such conviction. Further, the school district will take appropriate personnel action against such an employee, up to and including termination, or require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose by federal, state, or local health law enforcement, or other appropriate agency.

The Superintendent or his/her designee is directed to publish this policy for maintaining a drug-free work place to the employees and to establish a drug-free awareness program to inform employees about:

- A. The dangers of drug abuse in the work place,
- B. The district's policy of maintaining a drug-free work place,
- C. Any available drug counseling, rehabilitation, and employee assistance programs, and
- D. The penalties that may be imposed upon employees for drug abuse violations occurring in the work place.

XLI. DURATION

This Collective Bargaining Agreement shall take effect following ratification by both parties and written execution thereof, and shall remain in full force and effect through June 30, 2022. If any provisions of this document shall be found contrary to law, then that provision or application shall be deemed invalid except to the extent permitted by law. All other provisions herein stated shall continue in full force and effect, through June 30, 2022.

This Agreement shall be in effect from July 1, 2018, until June 30, 2022.

WHEREAS, the undersigned persons representing the Mayfield City School Board of Education and the Mayfield Education Association have met, negotiated and agreed to the provisions as set forth in this Collective Bargaining Agreement;

NOW, THEREFORE, this Collective Bargaining Agreement between the parties is attested to by representatives who signatures appear below.

Board of Education Negotiating Team

By _____
Dr. Keith Kelly, Superintendent

By _____
Scott C. Snyder, Treasurer

By _____
Michael J. Barnes, Assistant Superintendent

Mayfield Education Association Officers

By _____
John Sullivan, M.E.A. President

By _____
Nicole Rucci-Macauda, Vice President – Certified

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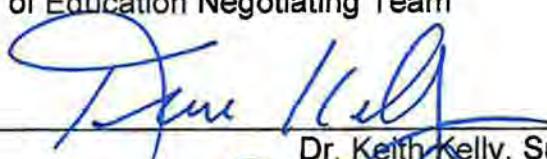
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By



Dr. Keith Kelly, Superintendent

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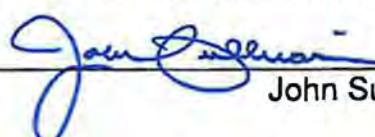
By



Michael J. Barnes, Assistant Superintendent

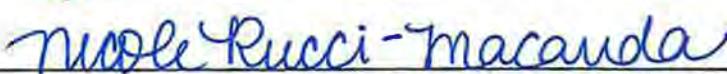
Mayfield Education Association Officers

By



John Sullivan, M.E.A. President

By



Nicole Rucci-Macauda, Vice President – Certified

APPENDIX AA:

TUTOR AGREEMENT

All articles and sections of the current Collective Bargaining Agreement between the Board and the M.E.A. shall fully apply to tutors unless otherwise determined herein.

- I. PREAMBLE - Fully applies.
- II. DEFINITIONS - Revise by addition as follows:
 - N. Tutor – Shall refer to all regularly employed and appropriately certified personnel who are under a tutor contract and assigned students. Such instruction will supplement but not supplant regular classroom instruction and may include but not be limited to learning centers, inclusion classes, assistance in regular classrooms, collaborative teaching and curriculum modification. Tutors shall not be required to give grades; however, tutors are required to prepare written communications of student progress as outlined in the specific program guidelines such as IEP goals and 504 plans. It is agreed that homebound tutors will not be considered as members of the bargaining unit.
 - O. English As A Second Language (ESL) Tutor - Shall refer to all regularly employed and, when required by the Ohio State Department of Education, appropriately certified or validated teachers who are under a tutor contract and assigned to serve students with limited proficiency in the English language and to assist them in making a successful academic transition. The activities of assisting students with reading, writing and speaking the English language is to supplement regular classroom instruction and ESL tutors shall not be required to give grades or complete interim progress reports to parents, however, ESL tutors are required to prepare written communications of student progress for the classroom teacher(s) as outlined in the specific program guidelines.
- III. RECOGNITION OF ASSOCIATION - Revised for Tutor Agreement as follows:

The Mayfield City School Board of Education, hereinafter referred to as the Board, recognizes the Mayfield Education Association, hereinafter referred to as the M.E.A., as the sole and exclusive representative of all certified teachers, including regular replacement teachers, and tutors, in accordance with Article XXIX, REGULAR REPLACEMENT TEACHERS for the purpose of negotiating salaries, working conditions, fringe benefits and other items by mutual agreement. Said organization must represent teachers and tutors who are nonmembers in a nondiscriminatory manner. Teachers include all persons defined as such in Section 3319.09 of the Ohio Revised Code except the Superintendent, central office personnel, psychologists, reading supervisor, principals, high school athletic director and any other certified person who is devoting full time to managerial and supervisory matters and whose salary is determined by an administrative salary schedule.
- IV. RECOGNITION OF BOARD AND THE SUPERINTENDENT - Fully applies.
- V. SCOPE OF AGREEMENT - Fully applies.
- VI. FAIR SHARE FEE - Fully applies.
- VII. NEGOTIATING PROCEDURES - Fully applies.
- VIII. GRIEVANCE PROCEDURE - Fully applies.
- IX. TUTOR SALARY SCHEDULE

Contract Year – Base Percentage Change: 2018/19 – 1.25%, 2019/20 – 1.25%, 2020/21 – 1.5%, 2021/22 - 2.0%.

X. OPERATION OF SALARY SCHEDULE - A thru G fully applies with addition of H.

H. Placement for tutors shall be to a maximum of three (3) years with credit given for prior tutor and/or teacher experience. To qualify for a year's experience on the salary schedule, the tutor must have worked any portion of a day for at least 120 days. (The Board and M.E.A. expressly agree that this provision is meant to supersede O.R.C.)

XI. PAYROLL PRACTICES - Fully applies.

XII. SUPPLEMENTAL SERVICE SCHEDULE - Fully applies.

XIII. REMUNERATION FOR SUBSTITUTING FOR ANOTHER TEACHER - Fully applies.

XIV. EMPLOYMENT FOR RETIRED TEACHERS - Fully applies.

XV. SEVERANCE PAY - Fully applies with addition of the following at the end of the first paragraph:

Upon retirement, as hereinafter defined, certificated personnel of the district shall be entitled to be paid a sum equal to twenty-five percent (25%) of their total accumulated and unused sick leave at the time of their retirement up to a maximum of sixty-five (65) days. For full-time employees such payment shall be based upon the tutor's daily rate of pay at the time of retirement exclusive of supplemental pay. Severance payment to tutors shall be based on the last year of employment or the average of the last three (3) years of employment, whichever is higher, exclusive of supplemental pay.

For part-time employees, severance pay will be prorated to the percentage of the employment contract. If the proration is already reflected in the daily rate of pay, no further proration is necessary.

In addition to the above calculation, each employee shall receive an additional severance day for each year of perfect attendance where no personal, sick or "salary deduct days" were used.

XVI. FRINGE BENEFITS PROVISIONS - Fully applies with the addition of the following:

Board/employee contributions toward payment of premium as follows:

15 hours to less than 20 hours

(tutors employed before March 23, 1994)

Board - 45% Employee - 55%

20 hours to under 24.5 hours

Board - 50% Employee - 50%

24.5 hours to under 27.5 hours

Board - 60% Employee - 40%

27.5 hours to under 32.5 hours

Board - 65% Employee - 35%

Hours used to determine fringe benefit eligibility and payments for the current year will be the hours scheduled as of the date of ratification. Hours used to determine fringe benefit eligibility and payments will be determined on October 10 of each year.

XVII. GROUP INSURANCE COVERAGE WHILE ON UNPAID LEAVE OF ABSENCE - Fully applies.

XVIII. LEAVES OF ABSENCES - Fully applies.

XIX. CERTIFICATION/LICENSURE - Fully applies.

XX. LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC) - Fully applies.

XXI. MASTER TEACHER COMMITTEE - Fully applies.

XXII. RESIDENT EDUCATOR PROGRAM - Fully applies.

XXIII. M.E.A. RIGHTS AND RESPONSIBILITIES - Fully applies.

XXIV. PERSONAL FREEDOM - Fully applies.

XXV. PERSONNEL FILES - Fully applies.

XXVI. PUPIL DISCIPLINE - Fully applies.

XXVII. JOB POSTING - Fully applies with the addition of the following:

- A. Tutors who have been reduced in hours within a building shall have first right of refusal, by seniority, for additional hours (up to the number of hours reduced).
- B. Increases and decreases in tutor hours shall not constitute a job opening when such increases and decreases occur during the normal school year. However, the above restoration of hours shall apply.
- C. Tutors shall have seniority preference bidding rights for additional hours/days during the school year. Bidding may only take place on a building basis, where applicable or, if reasonable and agreed to by the parties, in another building which would create a traveling assignment.

D. Tutors may apply for a classroom teacher opening(s), as stipulated above, and if selected, shall receive credit for teaching experience in accordance with Board policy and the Ohio Revised Code.

E. Tutors may be considered for filling full-time vacancies or for vacancies offering work which provides greater employment than their existing position(s).

XXVIII. REGULAR PART-TIME CLASSROOM TEACHERS - Will not apply (see #E above).

XXIX. REGULAR REPLACEMENT TEACHERS - Revised for Tutor Agreement as follows:

Regular replacement tutors shall be defined as a tutor employed for the purpose of replacing a tutor on leave, or any tutor hired after October 10th for more than twenty (20) consecutive days in a specific tutoring position. During the first twenty (20) days in a specific tutoring position, the regular replacement tutor may be paid in accordance with the Board's substitute pay policy. However, as of the twenty-first (21st) day worked in a specific teaching position, the regular replacement tutor shall be placed on the appropriate position on the Tutors' Salary Schedule and shall be paid retroactively to the first day worked in the specific tutoring assignment and all provisions of the Agreement, except all health insurance, shall be effective as of the first day worked in the specific tutoring position. However, if the first day of service occurs in the second semester, the tutor evaluation, and parental leave of absence provisions shall not apply to the replacement tutor. A regular replacement tutor will be nonrenewed and may be reconsidered for reemployment.

Regular replacement tutors shall be issued limited employment contracts for the duration of the school year in which they are employed, subject to return to duty of the regular tutor. The President/designee shall be notified when a regular replacement tutor is hired.

XXX. REDUCTION IN FORCE

Tutors - THIS SECTION SHALL ONLY PERTAIN TO TUTORS. THIS SECTION IS THE ONLY SECTION OF REDUCTION IN FORCE (RIF) WHICH APPLIES TO TUTORS.

A reduction in force occurs when a tutor's contract is nonrenewed or suspended. However, a contract suspension pending termination in accordance with O.R.C. 3319.16 shall not result in placement on the recall list or bumping rights nor shall a contract nonrenewal which is performed in accordance with O.R.C. 3319.11, O.R.C. 3319.111 and the evaluation process (See Article XXXIV – EVALUATION AND SUPERVISION OF TEACHERS).

A. Tutors will not have displacement rights over classroom teachers or other members of the bargaining unit nor shall classroom teachers or other members of the bargaining unit have bumping rights into tutor positions. In the event of a RIF, tutors will be considered for positions based upon their seniority and certification/licensure for the tutor position(s) to which they would have the right to displace. The determination of qualifications for the position shall be made by the administration and shall be based solely on the above criteria.

B. Definitions

1. **Seniority** - Seniority is defined as the total consecutive service in the district in a tutor bargaining unit position including time on recall. Leaves of absence shall not be counted toward seniority nor shall they be considered an interruption in consecutive employment in determining years of consecutive service. Tutors who work less than full time shall earn seniority on a proportionate basis.

In the event that tutors have equal seniority, seniority will be determined by consideration of:

- a. Consecutive years of service with the Mayfield Schools.
- b. Length of previous professional service in other school districts provided the staff member comes to Mayfield without interrupted service. An interruption of service shall consist of a minimum of at least sixty (60) calendar days not under the terms of a regular teacher or tutor contract (not a substitute contract).
- c. Length of previous interrupted professional service in Mayfield Schools.
- d. Length of previous interrupted professional service in other school districts.
- e. If, after application of the foregoing, individuals still have the same seniority, then seniority will be determined by (a) the date of the Board meeting at which the tutor was hired; and, then by (b) the date on which the tutor submitted a completed job application.

In the event the tutor leaves the bargaining unit for a managerial or supervisory job in this district, the teacher shall retain his/her bargaining unit seniority for a period of time not to exceed the length of his/her first administrative contract or two (2) school years (the year the administrative contract becomes effective plus an additional school year), whichever is less.

2. **Teaching Field** - For the purposes of this Article, each of the following categories of tutor assignments on the effective date of a staff reduction shall constitute a teaching field:

- a. Tutor
- b. English As A Second Language (ESL) or English Language Learner (ELL) Tutor

C. Reductions

1. Reduction in Force; Continuing Contract Teachers.

Tutors holding continuing contracts may have their contracts suspended for any reason specified in Section 3319.17 of the Ohio Revised Code. Prior to suspension, such tutors who have certification/licensure in more than one teaching field shall be placed in positions for which they have certification/licensure and greater seniority. Less senior tutors and tutors holding limited contracts in the teaching field will have their contracts suspended or nonrenewed prior to the suspension of any continuing contracts of tutors.

2. Reduction in Force; Limited Contracts

Tutors holding limited contracts may have their contracts suspended with recall rights for the following reasons:

- a. A return to duty of a bargaining unit member after a leave of absence.
- b. Suspension of schools or closing of a school building.
- c. Territorial changes affecting the school district.
- d. Decreased enrollment of total students in the district, individual building, grade level or department.
- e. Financial reasons, as determined by the Board.
- f. Changes in curricular offerings.
- g. Loss or redirection of available grant funds.

Tutors holding limited contracts in a teaching field shall be reduced in accordance with their seniority, the least senior tutor in the teaching field being reduced first, except that limited contract tutors will be placed in tutoring assignments for which they have certification/licensure and greater seniority.

3. A list shall be prepared indicating the specific position(s), or portion thereof within each teaching field, to be reduced. System-wide seniority, as defined in (B-1) above shall be the basis of any reduction in force. The employee(s) who presently hold those positions are the tutor(s) whose contract(s) are to be suspended or nonrenewed unless it is possible for the involved tutor(s) to displace another tutor with less seniority in another area of certification/licensure for which the involved tutor(s) is properly certificated.

The Board will publish and post in each teacher lounge/work area on the first workday in March, for informational purposes, the following:

- a. A seniority list by teaching field (this list shall show each tutor's teaching field(s) of assignments for the current school year).
- b. A seniority list by areas of certification/licensure. A tutor shall appear in every area within this list where the tutor has certification/licensure. The administration will approve no validation if the validation will affect the order of seniority for the purposes of layoff or recalls.

Tutors shall file current certificates/licenses showing all subjects and grade levels by February 1 of each school year with the office of the Director of Human Resources.

Each tutor shall have until March 15 to notify the office of the Director of Human Resources of additional areas of certification/licensure and to provide proof of such certification/licensure and/or corrections to the seniority list. If a tutor has completed the requirements for additional certification/licensure, but has not yet received the certificate/license, the teacher may provide that information to the office of the Director of Human Resources and certification/licensure shall be shown as pending. An updated seniority list will be published by March 20, if appropriate. If the tutor can provide to the Director of Human Resources written/verbal confirmation from the Ohio Department of Education that the requirements for additional certification/licensure have been completed at least by noon of the Friday prior to the April Board meeting at which time reductions are acted upon, the certification/licensure shall be included in the determination of the order of layoff.

Once the updated seniority list is published, no additional areas of certification/licensure shall be valid for the determination of the order of layoff until the next published and posted list. In addition, the contract status of individuals (limited or continuing) on March 20th in any school year will determine placement on seniority list. The change from limited contract to continuing contract will not apply when the continuing contract is granted in the same year as a reduction occurs.

Seniority lists and revisions thereof shall be given to the officers and building representatives of the M.E.A.

4. Recall

- a. Tutors whose continuing contracts are suspended shall be placed on a recall list and shall have first priority in recall and shall be recalled in order of greater seniority to fill vacancies for which they are certificated or, if no certificate/license is required, for which they are qualified.
- b. Tutors whose limited contracts are suspended only by virtue of reduction-in-force shall be placed on a recall list for a period of three (3) years unless earlier recalled. Tutors whose limited contracts are nonrenewed for reasons other than reduction-in-force will be nonrenewed in accordance with the provisions of Article XXXIV, EVALUATION AND SUPERVISION OF TEACHERS, and shall not be placed on the recall list. Tutors whose limited contracts were suspended only by virtue of reduction-in-force shall have priority after continuing contract tutors have been recalled. Limited contract tutors shall be recalled in order of greater seniority to fill vacancies for which they are certificated/licensed, or, if no certificate/license is required, for which they are qualified.
- c. A tutor shall have two (2) days, excluding Saturdays, Sundays and holidays, from the date of receipt of notification of the opening to indicate his/her intent to accept or reject reemployment, but not to exceed a total of seven (7) days from the mailing date provided the Board can provide proof of attempted delivery to the tutor's last known address; otherwise, such tutor shall lose all rights to be reemployed unless:
 - (1) the tutor is under contract with another district and is unable to obtain a release from that contract, which waiver shall be valid for the school year in which the position is being offered, or

- (2) the tutor is gainfully employed and the position offered is a temporary position, or
- (3) the position to which the tutor is recalled is for fewer hours of employment than the tutor was working at the time of layoff.
- (4) A copy of these requirements shall be included in the layoff notice provided to the tutor at the time of layoff.

In the event the administration is unable to contact a tutor on recall, the M.E.A. President shall receive notice of the Board's intention to remove a tutor from the recall list at least one (1) calendar day prior to actual removal.

Notice of vacancy shall be sent to the tutor by registered or certified letter addressed to the tutor's last known address. It shall be the responsibility of each tutor to notify the Board of any change in address, whether temporary or permanent.

- d. If the tutor is a continuing contract tutor, the tutor shall retain his/her right to recall and shall be permitted to return to work with the Board at the beginning of the next school year following the notice of recall, providing he/she makes timely written notification to the Director of Human Resources. Timely written notification shall be sent within five (5) calendar days following notice of recall. A job shall be available at the beginning of the next school year unless further reductions in force result in the suspension of the tutor filling the position during the year when the teacher could not obtain release from his/her existing contract.
- e. If the tutor is a limited contract tutor, the tutor shall retain his/her right to recall as provided in Section 4-b of this Provision.
- f. A tutor on the recall list substituting for a tutor who is scheduled to go on parental leave may waive recall for openings that occur prior to the beginning of the parental leave.
- g. A waiver of a right to recall shall be in writing, signed by the tutor, and shall indicate the position and school year which are the subject of the waiver and delivered to the Director of Human Resources promptly after notification.
- h. No tutor shall be hired to fill a vacancy if there is a tutor who meets the eligibility requirements for recall and who accepts recall, or, if no certificate/license is required, who is qualified for the vacancy and accepts recall. No reassignments or transfers shall be made if such reassignments or transfer would preclude the recall of a tutor on the recall list. In addition, in the event a tutor is reassigned or transferred in connection with a reduction and a vacancy occurs in the tutor's former teaching field, the tutor shall be returned to the former teaching field if the return permits the recall of another tutor.
- i. A tutor who was evaluated and recommended by the principal for a continuing contract but who is reduced shall, if recalled, be given a continuing contract. A tutor who was not evaluated for a continuing contract but who is reduced shall, if recalled, be given a limited contract for at least one complete school year following recall.

5. Notification to M.E.A.

A list of all teaching positions, or portions thereof, in each teaching field, as defined above, to be reduced shall be provided to the M.E.A. President and a list of tutors whose contracts will be suspended or nonrenewed due to reductions in each teaching field shall be presented to the M.E.A. President a reasonable number of days prior to presentation to the Board for action but not later than April 15. In the event that the Board of Education has placed an operating levy on the May ballot, the deadline for notification to the M.E.A. will be not later than May 15. A copy of all recall notices, employee refusals of vacancies, waivers will be given to the M.E.A. President when sent to a tutor to enable the M.E.A. President to update the recall list or when received by the Director of Human Resources from the tutor.

6. General

- a. Nothing in this Article shall be deemed to apply to the issuance, termination and/or renewal of supplemental contracts.
- b. Tutors recalled from the Recall List shall, upon return to active employment status, be placed on the salary schedule at the step and level based upon their experience and training and shall have the accumulated sick leave that they held at the time of the effective date that their tutor's contract was suspended or nonrenewed plus any sick leave which may be transferred in accordance with law.
- c. In the event a tutor leaves the bargaining unit for a managerial or supervisory job in this District, the tutor shall retain his/her bargaining unit seniority for a period of time not to exceed the length of his/her first administrative contract or two (2) school years (the year the administrative contract becomes effective plus an additional school year), whichever is less.
7. Increases or decreases in the hours of assignment for tutors may be made during the school year dependent upon the demand for student services as determined by the administration. Tutors may not bump into another tutor position based on a reduction in student demand and working hours. Tutors reduced in hours during the school year, shall have the first right of refusal for restoration of hours in their respective building(s), provided the tutor meets the requirements for providing instructional services in accordance with the age level and academic needs of the student(s) and certification/licensure for the tutor position.
8. Seniority accrued as a tutor shall transfer to a position(s) of classroom teacher provided, however, that a former tutor who was subject to reduction in force from a classroom teacher position shall be entitled to exercise accrued seniority as a tutor for retention in tutor positions subject to the provisions of the immediately preceding paragraphs.

9. Tutors on the recall list will not have rights of reinstatement to a classroom teaching vacancy if a teaching vacancy position exists, however, a tutor may be considered for the vacancy(ies) if there is not teacher on the recall list certified for the vacant position.
10. Tutors who have been subject to a reduction in force shall have recall rights, on a seniority preference basis, to tutor positions for which they are certified. No tutor, new to the district, shall be employed while there is a tutor on the recall list certified for an open tutor position.

XXXI. REASSIGNMENTS AND TRANSFERS - Tutors are contained in Article XXIX, REGULAR REPLACEMENT TEACHERS and accordingly tutors are exempt from this Article except for the following:

E. No classroom teacher shall be involuntarily transferred to a tutor position.

XXXII. TEACHER DISCIPLINE - Fully applies.

XXXIII. TEACHER EMPLOYMENT - Fully applies.

XXXIV. EVALUATION AND SUPERVISION OF TEACHERS - Fully applies.

XXXV. TEACHING HOURS AND TEACHING LOAD - Add the following:

A. Tutors

Elementary and Middle School
7 hours, 30 minutes

High School
7 hours, 30 minutes

B. High School - Does not apply.

C. Middle School - Does not apply.

D. Elementary School - Does not apply.

E. Meetings - Replace with the following language:

1. Meetings may be held to provide in-service as mandated by law (e.g., child abuse training required of all elementary teachers).
2. Tutors new to the district may be required to attend additional staff development in-service not to exceed one and one-half (1-1/2) hours per month of time beyond the school day.

F. Schedule for Part-time Teachers - Does not apply.

G. Traveling Tutors - Replace with the following language:

1. Tutors who travel between buildings shall have a duty-free lunch period and preparation time. In the event the tutor's time is divided between buildings, the length of lunch period and preparation time shall be determined according to the schedule for the building where the tutor spends most of his/her tutoring time.

2. Tutors assigned to more than one (1) building will be guaranteed a minimum of fifteen (15) minutes of travel time per trip between buildings. Five (5) minutes prior to the fifteen (15) minutes travel time will be allowed for the tutor to dismiss students and leave the building. Five (5) minutes following the fifteen (15) minutes travel time will be allowed for the tutor to reach the classroom and begin the class.
3. Any conflicts or difficulties associated with the schedules of traveling tutors shall be brought to the attention of the principals by the traveling tutor for resolution. If not resolved, the matter shall be referred to the Superintendent and M.E.A. President for resolution.

H. Tutors shall have a duty-free lunch period of at least 30 minutes.

I. Does not apply.

J. Fully applies.

K. Does not apply.

L. Fully applies.

M. Special Education Class Size - Fully applies.

N. Staff Development - Does not apply.

O. The actual working hours of each tutor will, by necessity, be determined by the number and needs of the students served, as determined by the administration, with input from the classroom teacher and a standard assessment and evaluation tool designed collaboratively for the specific program.

P. Each tutor shall receive a minimum of twelve (12) minutes paid planning and conferencing time for each sixty (60) minutes of assigned time in accordance with the attached chart. Such time shall not be utilized by the administration for other than planning and conferencing, and may be scheduled into the tutor's workday by the administration.

Q. Any tutor expressly, individually requested or required by the building principal/supervisor and/or the Director of Pupil Services to attend a meeting or conference (e.g., parent/teacher conferences, in-service meetings, open house, parent orientation, staff development activities, etc.) outside the normal workday will be compensated according to the tutor's hourly rate on the tutor salary schedule, unless the tutor is given released time from his/her normal work schedule.

R. Tutors working four (4) scheduled hours or more per day shall have a thirty (30) minute unpaid duty-free lunch, but not necessarily during the workday if a tutor's regular schedule is between four (4) and four and one-half (4-1/2) continuous hours each day.

XXXVI. SATELLITE COURSES - Does not apply.

XXXVII. AIDS AGREEMENT - Fully applies.

XXXVIII. TESTS - Fully applies.

XXXIX. INCLUSION - Section A, C, D, E, F and H only apply.

XL. DRUG-FREE SCHOOLS WORK PLACE - Fully applies.

XLI. DURATION - Fully applies.

XLII. IMMERSION

A. Immersion is defined as intensified instruction in the basic (functional) English intended for students who have little or no knowledge of English, without which they could not benefit from the regular education program even with the aid of ESL tutoring.

Immersion is characterized by the following:

1. It is intended to substitute (replace) rather than support regular instruction and the instructor is responsible for the assignment of grades and/or progress reports for course credit where applicable.
2. It is taught in a class format with students of similar limited English proficiency rather than individual small group instruction (tutoring).
3. Students typically receive immersion for a limited time, usually one (1) semester to a maximum of one (1) school year.
4. Immersion class shall be limited to students identified as "Beginning LEP (Limited English Proficiency)" or "Intermediate LEP" with beginning level abilities in reading and writing as defined by state and district adopted guidelines and assessment tools.
5. Immersion classes will be determined by need each semester and will be approved by the Director of Special Pupil Services in collaboration with the building administrator and staff.

B. Tutors of immersion classes will be paid at their hourly rate on the Teacher's Salary Schedule (i.e., salary amount / 185 days / 7.5 hours times number of hours working in immersion classes = hourly rate).

Example:

Salary schedule placement is BA, 0 Step (\$38,535) / 185 = \$208.30 per day, / by 7.5 hours = \$27.77 per hour times two hours of immersion classes = \$55.54 per day times five days = \$277.70 per week.

XLIII. CONTRACTS

Tutors shall be eligible for continuing contract status as tutors but not in any other bargaining unit position.

A continuing contract tutor employed as a regular classroom teacher shall be considered for a continuing contract as a regular classroom teacher not later than the conclusion of the first full school year (i.e., at least 120 days) of employment as a classroom teacher or at the conclusion of the second year of employment as a classroom teacher if the first year is not a full school year of at least 120 days.

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TUTOR'S SALARY SCHEDULE

EFFECTIVE 2018/19 SCHOOL YEAR

Years Experience	150 HRS						
	BA	or BA+9	BA+18	BA+27	MA	MA+9	MA+18
0	27.58	28.01	28.46	28.91	29.38	31.01	32.71
1	29.01	29.53	30.12	30.64	31.22	32.88	34.57
2	30.41	31.06	31.74	32.39	33.07	34.74	36.43
3	31.86	32.61	33.36	34.13	34.89	36.57	38.29
4	33.25	34.14	34.99	35.85	36.72	38.42	40.14
5	34.69	35.67	36.63	37.60	38.59	40.28	41.99
6	36.11	37.19	38.28	39.37	40.43	42.12	43.84
7	37.52	38.71	39.90	41.10	42.26	43.97	45.69
8	38.95	40.25	41.53	42.84	44.09	45.82	47.56
9	40.35	41.77	43.17	44.58	45.95	47.68	49.40
10	41.78	43.29	44.81	46.32	47.79	49.51	51.23

LONGEVITY:

Tutors with 15 years or more of service recognized for salary schedule placement will receive an additional

2,549

Tutors with 20 years or more of service recognized for salary schedule placement will receive an additional

2,906

Tutors with 25 years or more of service recognized for salary schedule placement will receive an additional

3,262

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TUTOR'S SALARY SCHEDULE

EFFECTIVE 2019/20 SCHOOL YEAR

Years Experience	150 HRS						
	BA	or BA+9	BA+18	BA+27	MA	MA+9	MA+18
0	27.93	28.36	28.82	29.27	29.75	31.40	33.12
1	29.37	29.90	30.50	31.02	31.61	33.29	35.00
2	30.79	31.45	32.14	32.79	33.48	35.17	36.89
3	32.26	33.02	33.78	34.56	35.33	37.03	38.77
4	33.67	34.57	35.43	36.30	37.18	38.90	40.64
5	35.12	36.12	37.09	38.07	39.07	40.78	42.51
6	36.56	37.65	38.76	39.86	40.93	42.65	44.39
7	37.99	39.19	40.40	41.61	42.79	44.52	46.27
8	39.44	40.75	42.05	43.37	44.65	46.39	48.15
9	40.85	42.29	43.71	45.14	46.52	48.27	50.02
10	42.30	43.84	45.37	46.90	48.39	50.13	51.87

LONGEVITY:

Tutors with 15 years or more of service recognized for salary schedule placement will receive an additional

2,581

Tutors with 20 years or more of service recognized for salary schedule placement will receive an additional

2,942

Tutors with 25 years or more of service recognized for salary schedule placement will receive an additional

3,303

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TUTOR'S SALARY SCHEDULE

EFFECTIVE 2020/21 SCHOOL YEAR

Years Experience	150 HRS						
	BA	or BA+9	BA+18	BA+27	MA	MA+9	MA+18
0	28.34	28.78	29.25	29.71	30.20	31.87	33.62
1	29.81	30.35	30.96	31.49	32.08	33.79	35.52
2	31.25	31.92	32.62	33.29	33.98	35.70	37.44
3	32.75	33.52	34.29	35.08	35.86	37.58	39.35
4	34.17	35.09	35.96	36.85	37.74	39.49	41.25
5	35.65	36.66	37.65	38.65	39.65	41.39	43.15
6	37.11	38.22	39.34	40.46	41.55	43.29	45.06
7	38.56	39.78	41.01	42.24	43.43	45.19	46.96
8	40.03	41.36	42.68	44.02	45.32	47.08	48.87
9	41.47	42.92	44.37	45.81	47.22	49.00	50.77
10	42.93	44.49	46.05	47.60	49.11	50.88	52.65

LONGEVITY:

Tutors with 15 years or more of service recognized for salary schedule placement will receive an additional	2,620
Tutors with 20 years or more of service recognized for salary schedule placement will receive an additional	2,986
Tutors with 25 years or more of service recognized for salary schedule placement will receive an additional	3,353

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MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TUTOR'S SALARY SCHEDULE

EFFECTIVE 2021/22 SCHOOL YEAR

Years Experience	150 HRS						
	BA	or BA+9	BA+18	BA+27	MA	MA+9	MA+18
0	28.91	29.36	29.83	30.30	30.80	32.51	34.29
1	30.41	30.96	31.57	32.12	32.72	34.46	36.23
2	31.87	32.56	33.27	33.95	34.66	36.41	38.19
3	33.40	34.19	34.97	35.78	36.57	38.34	40.14
4	34.85	35.79	36.68	37.58	38.49	40.28	42.07
5	36.36	37.39	38.40	39.42	40.45	42.22	44.01
6	37.85	38.98	40.13	41.27	42.38	44.15	45.96
7	39.33	40.58	41.83	43.08	44.30	46.09	47.90
8	40.83	42.19	43.54	44.91	46.22	48.03	49.85
9	42.29	43.78	45.26	46.73	48.16	49.98	51.78
10	43.79	45.38	46.98	48.56	50.10	51.90	53.70

LONGEVITY:

Tutors with 15 years or more of service recognized for salary schedule placement will receive an additional

2,672

Tutors with 20 years or more of service recognized for salary schedule placement will receive an additional

3,046

Tutors with 25 years or more of service recognized for salary schedule placement will receive an additional

3,420

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MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TUTOR'S SALARY SCHEDULE INCLUDING STEP ADJUSTMENT

EFFECTIVE 2018/19 SCHOOL YEAR

Years Experience	Step Adjustment	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18
0		27.58	28.01	28.46	28.91	29.38	31.01	32.71
	0.25	27.94	28.39	28.88	29.34	29.84	31.48	33.18
	0.50	28.29	28.77	29.29	29.77	30.30	31.94	33.64
	0.75	28.65	29.15	29.71	30.21	30.76	32.41	34.10
1		29.01	29.53	30.12	30.64	31.22	32.88	34.57
	1.25	29.36	29.92	30.53	31.08	31.68	33.34	35.03
	1.50	29.71	30.30	30.93	31.51	32.14	33.81	35.50
	1.75	30.06	30.68	31.34	31.95	32.61	34.27	35.96
2		30.41	31.06	31.74	32.39	33.07	34.74	36.43
	2.25	30.77	31.45	32.15	32.83	33.52	35.20	36.90
	2.50	31.13	31.84	32.55	33.26	33.98	35.66	37.36
	2.75	31.50	32.23	32.96	33.70	34.44	36.11	37.83
3		31.86	32.61	33.36	34.13	34.89	36.57	38.29
	3.25	32.21	32.99	33.77	34.56	35.35	37.03	38.75
	3.50	32.56	33.38	34.18	34.99	35.81	37.50	39.21
	3.75	32.90	33.76	34.58	35.42	36.27	37.96	39.67
4		33.25	34.14	34.99	35.85	36.72	38.42	40.14
	4.25	33.61	34.52	35.40	36.29	37.19	38.89	40.60
	4.50	33.97	34.91	35.81	36.73	37.65	39.35	41.06
	4.75	34.33	35.29	36.22	37.17	38.12	39.81	41.53
5		34.69	35.67	36.63	37.60	38.59	40.28	41.99
	5.25	35.04	36.05	37.04	38.04	39.05	40.74	42.45
	5.50	35.40	36.43	37.46	38.49	39.51	41.20	42.91
	5.75	35.75	36.81	37.87	38.93	39.97	41.66	43.38

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TUTOR'S SALARY SCHEDULE INCLUDING STEP ADJUSTMENT

EFFECTIVE 2018/19 SCHOOL YEAR

Years Experience	Step Adjustment	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18
6		36.11	37.19	38.28	39.37	40.43	42.12	43.84
	6.25	36.46	37.57	38.69	39.80	40.89	42.58	44.30
	6.50	36.81	37.95	39.09	40.23	41.35	43.05	44.77
	6.75	37.17	38.33	39.50	40.66	41.80	43.51	45.23
7		37.52	38.71	39.90	41.10	42.26	43.97	45.69
	7.25	37.88	39.09	40.31	41.53	42.72	44.43	46.16
	7.50	38.24	39.48	40.72	41.97	43.18	44.89	46.63
	7.75	38.59	39.86	41.13	42.40	43.64	45.35	47.09
8		38.95	40.25	41.53	42.84	44.09	45.82	47.56
	8.25	39.30	40.63	41.94	43.27	44.56	46.28	48.02
	8.50	39.65	41.01	42.35	43.71	45.02	46.75	48.48
	8.75	40.00	41.39	42.76	44.15	45.48	47.21	48.94
9		40.35	41.77	43.17	44.58	45.95	47.68	49.40
	9.25	40.71	42.15	43.58	45.02	46.41	48.14	49.86
	9.50	41.06	42.53	43.99	45.45	46.87	48.59	50.32
	9.75	41.42	42.91	44.40	45.89	47.33	49.05	50.77
10		41.78	43.29	44.81	46.32	47.79	49.51	51.23

LONGEVITY:

Tutors with 15 years or more of service recognized for salary schedule placement will receive an additional

2,549

Tutors with 20 years or more of service recognized for salary schedule placement will receive an additional

2,906

Tutors with 25 years or more of service recognized for salary schedule placement will receive an additional

3,262

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TUTOR'S SALARY SCHEDULE INCLUDING STEP ADJUSTMENT

EFFECTIVE 2019/20 SCHOOL YEAR

Years Experience	Step Adjustment	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18
0	0	27.93	28.36	28.82	29.27	29.75	31.40	33.12
	0.25	28.29	28.74	29.24	29.71	30.21	31.87	33.59
	0.50	28.65	29.13	29.66	30.14	30.68	32.34	34.06
	0.75	29.01	29.52	30.08	30.58	31.14	32.82	34.53
1	1	29.37	29.90	30.50	31.02	31.61	33.29	35.00
	1.25	29.72	30.29	30.91	31.46	32.07	33.76	35.47
	1.50	30.08	30.68	31.32	31.91	32.54	34.23	35.94
	1.75	30.43	31.06	31.73	32.35	33.01	34.70	36.41
2	2	30.79	31.45	32.14	32.79	33.48	35.17	36.89
	2.25	31.15	31.84	32.55	33.24	33.94	35.64	37.36
	2.50	31.52	32.24	32.96	33.68	34.40	36.10	37.83
	2.75	31.89	32.63	33.37	34.12	34.87	36.56	38.30
3	3	32.26	33.02	33.78	34.56	35.33	37.03	38.77
	3.25	32.61	33.41	34.19	34.99	35.79	37.50	39.24
	3.50	32.96	33.79	34.60	35.43	36.25	37.97	39.70
	3.75	33.32	34.18	35.02	35.87	36.72	38.44	40.17
4	4	33.67	34.57	35.43	36.30	37.18	38.90	40.64
	4.25	34.03	34.96	35.84	36.74	37.65	39.37	41.11
	4.50	34.39	35.34	36.26	37.19	38.13	39.84	41.58
	4.75	34.76	35.73	36.67	37.63	38.60	40.31	42.04
5	5	35.12	36.12	37.09	38.07	39.07	40.78	42.51
	5.25	35.48	36.50	37.51	38.52	39.54	41.25	42.98
	5.50	35.84	36.89	37.93	38.97	40.00	41.71	43.45
	5.75	36.20	37.27	38.34	39.41	40.47	42.18	43.92

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TUTOR'S SALARY SCHEDULE INCLUDING STEP ADJUSTMENT

EFFECTIVE 2019/20 SCHOOL YEAR

Years Experience	Step Adjustment	150 HRS or BA+9						MA+9	MA+18
6	36.56	37.65	38.76	39.86	40.93	42.65	44.39		
	6.25	36.92	38.04	39.17	40.30	41.40	43.12	44.86	
	6.50	37.27	38.42	39.58	40.73	41.86	43.58	45.33	
	6.75	37.63	38.81	39.99	41.17	42.33	44.05	45.80	
7	37.99	39.19	40.40	41.61	42.79	44.52	46.27		
	7.25	38.35	39.58	40.81	42.05	43.25	44.99	46.74	
	7.50	38.72	39.97	41.23	42.49	43.72	45.46	47.21	
	7.75	39.08	40.36	41.64	42.93	44.18	45.92	47.68	
8	39.44	40.75	42.05	43.37	44.65	46.39	48.15		
	8.25	39.79	41.13	42.47	43.82	45.11	46.86	48.62	
	8.50	40.15	41.52	42.88	44.26	45.58	47.33	49.08	
	8.75	40.50	41.90	43.30	44.70	46.05	47.80	49.55	
9	40.85	42.29	43.71	45.14	46.52	48.27	50.02		
	9.25	41.21	42.67	44.13	45.58	46.99	48.74	50.48	
	9.50	41.58	43.06	44.54	46.02	47.45	49.20	50.95	
	9.75	41.94	43.45	44.96	46.46	47.92	49.67	51.41	
10	42.30	43.84	45.37	46.90	48.39	50.13	51.87		

LONGEVITY:

Tutors with 15 years or more of service recognized for salary schedule placement will receive an additional

2,581

Tutors with 20 years or more of service recognized for salary schedule placement will receive an additional

2,942

Tutors with 25 years or more of service recognized for salary schedule placement will receive an additional

3,303

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MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TUTOR'S SALARY SCHEDULE WITH STEP ADJUSTMENT

EFFECTIVE 2020/21 SCHOOL YEAR

Years Experience	Step Adjustment	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18
0	0	28.34	28.78	29.25	29.71	30.20	31.87	33.62
	0.25	28.71	29.17	29.68	30.15	30.67	32.35	34.10
	0.50	29.08	29.57	30.10	30.60	31.14	32.83	34.57
	0.75	29.44	29.96	30.53	31.04	31.61	33.31	35.05
1	1	29.81	30.35	30.96	31.49	32.08	33.79	35.52
	1.25	30.17	30.75	31.37	31.94	32.56	34.26	36.00
	1.50	30.53	31.14	31.79	32.39	33.03	34.74	36.48
	1.75	30.89	31.53	32.20	32.84	33.51	35.22	36.96
2	2	31.25	31.92	32.62	33.29	33.98	35.70	37.44
	2.25	31.62	32.32	33.04	33.73	34.45	36.17	37.92
	2.50	32.00	32.72	33.45	34.18	34.92	36.64	38.40
	2.75	32.37	33.12	33.87	34.63	35.39	37.11	38.87
3	3	32.75	33.52	34.29	35.08	35.86	37.58	39.35
	3.25	33.10	33.91	34.70	35.52	36.33	38.06	39.83
	3.50	33.46	34.30	35.12	35.96	36.80	38.54	40.30
	3.75	33.81	34.69	35.54	36.40	37.27	39.01	40.77
4	4	34.17	35.09	35.96	36.85	37.74	39.49	41.25
	4.25	34.54	35.48	36.38	37.30	38.22	39.96	41.72
	4.50	34.91	35.87	36.80	37.75	38.70	40.44	42.20
	4.75	35.28	36.27	37.23	38.20	39.18	40.92	42.67
5	5	35.65	36.66	37.65	38.65	39.65	41.39	43.15
	5.25	36.01	37.05	38.07	39.10	40.13	41.87	43.63
	5.50	36.38	37.44	38.49	39.55	40.60	42.34	44.10
	5.75	36.74	37.83	38.92	40.00	41.08	42.81	44.58

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TUTOR'S SALARY SCHEDULE INCLUDING STEP ADJUSTMENT

EFFECTIVE 2020/21 SCHOOL YEAR

Years Experience	Step Adjustment	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18
6	37.11	38.22	39.34	40.46	41.55	43.29	45.06	
	6.25	37.47	38.61	39.76	40.90	42.02	43.76	45.53
	6.50	37.83	39.00	40.18	41.35	42.49	44.24	46.01
	6.75	38.20	39.39	40.59	41.79	42.96	44.71	46.48
7	38.56	39.78	41.01	42.24	43.43	45.19	46.96	
	7.25	38.93	40.18	41.43	42.68	43.90	45.66	47.44
	7.50	39.30	40.57	41.85	43.13	44.37	46.14	47.92
	7.75	39.66	40.97	42.26	43.58	44.84	46.61	48.40
8	40.03	41.36	42.68	44.02	45.32	47.08	48.87	
	8.25	40.39	41.75	43.10	44.47	45.79	47.56	49.35
	8.50	40.75	42.14	43.53	44.92	46.27	48.04	49.82
	8.75	41.11	42.53	43.95	45.37	46.74	48.52	50.29
9	41.47	42.92	44.37	45.81	47.22	49.00	50.77	
	9.25	41.83	43.31	44.79	46.26	47.69	49.47	51.24
	9.50	42.20	43.71	45.21	46.71	48.17	49.94	51.71
	9.75	42.57	44.10	45.63	47.16	48.64	50.41	52.18
10	42.93	44.49	46.05	47.60	49.11	50.88	52.65	

LONGEVITY:

Tutors with 15 years or more of service recognized for salary schedule placement will receive an

additional 2,620

Tutors with 20 years or more of service recognized for salary schedule placement will receive an

additional 2,986

Tutors with 25 years or more of service recognized for salary schedule placement will receive an

additional 3,353

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TUTOR'S SALARY SCHEDULE INCLUDING STEP ADJUSTMENT

EFFECTIVE 2021/22 SCHOOL YEAR

Years Experience	Step Adjustment	150 HRS						
		BA	or BA+9	BA+18	BA+27	MA	MA+9	MA+18
0	0	28.91	29.36	29.83	30.30	30.80	32.51	34.29
	0.25	29.29	29.76	30.27	30.76	31.28	33.00	34.78
	0.50	29.66	30.16	30.70	31.21	31.76	33.49	35.26
	0.75	30.03	30.56	31.14	31.66	32.24	33.97	35.75
1	1	30.41	30.96	31.57	32.12	32.72	34.46	36.23
	1.25	30.77	31.36	32.00	32.58	33.21	34.95	36.72
	1.50	31.14	31.76	32.42	33.03	33.69	35.44	37.21
	1.75	31.51	32.16	32.85	33.49	34.18	35.93	37.70
2	2	31.87	32.56	33.27	33.95	34.66	36.41	38.19
	2.25	32.25	32.97	33.70	34.41	35.14	36.89	38.68
	2.50	32.64	33.37	34.12	34.87	35.62	37.38	39.16
	2.75	33.02	33.78	34.55	35.32	36.10	37.86	39.65
3	3	33.40	34.19	34.97	35.78	36.57	38.34	40.14
	3.25	33.76	34.59	35.40	36.23	37.05	38.82	40.62
	3.50	34.13	34.99	35.83	36.68	37.53	39.31	41.11
	3.75	34.49	35.39	36.25	37.13	38.01	39.79	41.59
4	4	34.85	35.79	36.68	37.58	38.49	40.28	42.07
	4.25	35.23	36.19	37.11	38.04	38.98	40.76	42.56
	4.50	35.61	36.59	37.54	38.50	39.47	41.25	43.04
	4.75	35.98	36.99	37.97	38.96	39.96	41.73	43.53
5	5	36.36	37.39	38.40	39.42	40.45	42.22	44.01
	5.25	36.73	37.79	38.83	39.88	40.93	42.70	44.50
	5.50	37.10	38.19	39.26	40.34	41.41	43.19	44.99
	5.75	37.48	38.59	39.70	40.80	41.90	43.67	45.47

MAYFIELD CITY SCHOOL DISTRICT
 1101 SOM Center Road, Mayfield Heights, OH 44124

TUTOR'S SALARY SCHEDULE INCLUDING STEP ADJUSTMENT

EFFECTIVE 2021/22 SCHOOL YEAR

Years Experience	Step Adjustment	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18
6		37.85	38.98	40.13	41.27	42.38	44.15	45.96
	6.25	38.22	39.38	40.55	41.72	42.86	44.64	46.44
	6.50	38.59	39.78	40.98	42.17	43.34	45.12	46.93
	6.75	38.96	40.18	41.40	42.63	43.82	45.61	47.41
7		39.33	40.58	41.83	43.08	44.30	46.09	47.90
	7.25	39.71	40.98	42.25	43.54	44.78	46.58	48.39
	7.50	40.08	41.38	42.68	43.99	45.26	47.06	48.87
	7.75	40.46	41.79	43.11	44.45	45.74	47.54	49.36
8		40.83	42.19	43.54	44.91	46.22	48.03	49.85
	8.25	41.20	42.59	43.97	45.36	46.71	48.51	50.33
	8.50	41.56	42.98	44.40	45.82	47.19	49.00	50.82
	8.75	41.93	43.38	44.83	46.27	47.68	49.49	51.30
9		42.29	43.78	45.26	46.73	48.16	49.98	51.78
	9.25	42.67	44.18	45.69	47.19	48.65	50.46	52.26
	9.50	43.04	44.58	46.12	47.64	49.13	50.94	52.74
	9.75	43.42	44.98	46.55	48.10	49.61	51.42	53.22
10		43.79	45.38	46.98	48.56	50.10	51.90	53.70

LONGEVITY:

Tutors with 15 years or more of service recognized for salary schedule placement will receive an

additional 2,672

Tutors with 20 years or more of service recognized for salary schedule placement will receive an

additional 3,046

Tutors with 25 years or more of service recognized for salary schedule placement will receive an

additional 3,420

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

ATTACHMENT #1**CHART FOR SCHEDULING
INSTRUCTIONAL, CONFERENCE, PREPARATION AND PLANNING TIME**

<u>INSTRUCTIONAL TIME</u>	<u>CONFERENCE PREPARATION AND PLANNING TIME</u>	<u>TOTAL TIME</u>
1 hr.	12 min. (.2 hr.)	1.2 hours
2 hrs.	24 min. (.4 hr.)	2.4 hours
2 hrs. 30 min. (2.5 hours)	30 min. (.5 hr.)	3.0 hours
3 hrs.	36 min. (.6 hr.)	3.6 hours
3 hrs. 30 min. (3.5 hours)	42 min. (.7 hr.)	4.2 hours
4 hrs.	48 min. (.8 hr.)	4.8 hours
4 hrs. 30 min. (4.5 hours)	54 min. (.9 hr.)	5.4 hours
4 hrs. 35 min. (4.6 hours)	55 min. (.9 hr.)	5.5 hours
5 hrs.	60 min. (1.0 hr.)	6.0 hours
5 hrs. 30 min. (5.5 hours)	66 min. (1.1 hrs.)	6.6 hours
6 hrs.	72 min. (1.2 hrs.)	7.2 hours
6 hrs. 15 min. (6.25 hours)	75 min. (1.25 hrs.)	7.5 hours

To complete the total hours per day including instructional time and planning time:

1. Compute the number of hours and minutes of instructional time per day.
2. State the instructional time in hours. Convert minutes to a decimal by dividing by 60.

Example: 15 divided by 60 = .25; 6 hours and 15 minutes is 6.25 hours.

3. Multiply hours times 12 minutes.

Example: 6.25 hours X 12 minutes = 75 minutes of planning time.
75 minutes is 1 hour and 15 minutes or 1.25 hours.

4. Add instructional time and planning time to determine total hours per day.
Example: 6.25 hours + 1.25 hours = 7.5 hours.

Appendix A – Dental Benefit Information

APPENDIX A

DENTAL BENEFIT INFORMATION			
Mayfield City School District			
A MEMBER OF THE OASIS TRUST - ADMINISTERED BY CORESOURCE			
Account Number B4535 ; Group Number 2634			
CoreSource Customer Service: (800) 282-3920			
Claim Address: CoreSource PO Box 2821 Clinton, IA 52733-2821			
www.mycoresource.com			
For participating providers call: Dentemax (800) 752-1547			
www.dentemax.com			
ALL PROVIDERS			
Individual Calendar Year Deductible	\$25		
Family Calendar Year Deductible	\$50		
Deductible applies to classes II and III services only			
Fourth Quarter Deductible Carryover			
Class I - Preventive & Diagnostic	Cleanings, exams, fluorides, x-rays, sealants, and space maintainers.	The Plan Pays 100% of Usual & Customary Charges	
Class II - Basic Restorative	Amalgams, extractions, root canals, oral surgery, bruxism appliances, crown/denture repair, re-cement crowns, palliative treatment, anesthesia and periodontics.	The Plan Pays 80% of Usual & Customary Charges	
Class III - Major Restorative	bridges, crowns, inlays/onlays and dentures.	The Plan Pays 80% of Usual & Customary Charges	
Class IV - Orthodontics	Initial study, appliances, full banding, and retention.	The Plan Pays 60% of Usual & Customary Charges	
Calendar Year Maximum Payable Per Person	Includes Classes I, II, & III	\$3,000	
Orthodontic Lifetime Maximum	Includes Class IV	\$1,750	
ADULT ORTHO	Yes		
BITEWINGS	Class I		
EXAMINATIONS	2 per 12 consecutive months		
FAMILY SECURITY BENEFIT	2 Years		
FLUORIDE TREATMENTS	1 per 12 consecutive months		
FULL MOUTH X-RAYS/PANOREX	1 per 36 consecutive months		
IMPLANTS	NOT COVERED		
PROPHYLAXIS (CLEANINGS)	2 per 12 consecutive months		
PROSTHODONTICS	5 Year Replacement Clause		
SPACE MAINTAINERS	Class I		
SEALANTS	dependent children to age 14		
This is a summary of benefits only and does not represent a contract.			

Appendix B – Comprehensive Major Medical

APPENDIX B

PPO NETWORK COMPREHENSIVE MAJOR MEDICAL

Benefit Period	Calendar year
Dependent Age Limit	The end of the month of the 26th birthday.
PPO Network Provider Deductible per Benefit Period	
If you have single coverage:	\$1,000
If you have family coverage:	\$2,000
Non-PPO Network Provider Deductible per Benefit Period	
If you have single coverage:	\$1,000
If you have family coverage:	\$2,000
PPO Network Provider Coinsurance Limit per Benefit Period	
If you have single coverage:	\$0
If you have family coverage:	\$0
Non-PPO Network Provider Coinsurance Limit per Benefit Period	
If you have single coverage:	\$500
If you have family coverage:	\$1,000
PPO Network Provider Out-of-Pocket Maximum per Benefit Period (Includes Deductibles, Copayments, and Coinsurance)	
If you have single coverage:	\$1,000
If you have family coverage:	\$2,000
Prescription Drug Benefit Out-of-Pocket Maximum	
If you have single coverage:	\$5,600
If you have family coverage:	\$11,200
Total PPO Network Provider Out-of-Pocket Maximum, including Prescription Drug Covered Charges	
If you have single coverage:	\$6,600
If you have family coverage:	\$13,200
Non-PPO Network Provider Out-of-Pocket Maximum per Benefit Period (Includes Deductibles, Copayments, and Coinsurance)	
If you have single coverage:	Unlimited
If you have family coverage:	Unlimited
Deductible and Out-of-Pocket Maximum Processing (1)	Embedded

After the applicable Out-of-Pocket Maximum shown above has been met, you are no longer responsible for paying any further Copayments, Deductibles or Coinsurance for Covered Charges incurred during the balance of the Benefit Period. If the Out-of-Pocket Maximum is unlimited, you continue to be responsible for paying the amounts shown above.

Any Excess Charges you pay for claims will not accumulate toward any applicable Coinsurance Limit or toward the Out-of-Pocket Maximum.

Any amounts applied to your PPO Network Deductible will also be applied to your Non-PPO Network Deductible. Any amounts applied to your Non-PPO Network Deductible will also be applied to your PPO Network Deductible.

You may be charged more than one Copayment per visit if multiple types of examinations are performed.

It is important that you understand how Medical Mutual calculates your responsibilities under your Benefit Book. Please consult the "HOW CLAIMS ARE PAID" section for necessary information.

To receive maximum benefits, you must use PPO Network Providers. PPO Network Providers may change. Medical Mutual will tell you 60 days before a PPO Network Hospital becomes Non-PPO Network.

Remember, in an emergency, always go to the nearest appropriate medical facility; your benefits will not be reduced if you go to a Non-PPO Network Hospital in an emergency.

This summary represents highlights only and is not intended to take the place of the plan agreement.

Appendix B – Comprehensive Major Medical (Continued)

BENEFIT MAXIMUMS PER COVERED PERSON (per Benefit Period unless otherwise shown)		
Chiropractic/Spinal Manipulation Visits	24 visits	
Home Health Care Services	60 visits	
Inpatient Physical Medicine and Rehabilitation Services	60 days	
Medically Necessary and Routine Invitro Fertilization and Artificial Insemination	\$10,000	
Outpatient Institutional Cardiac Rehabilitation Services	50 visits	
Outpatient Institutional Pulmonary Therapy Services	50 visits	
Outpatient Occupational Therapy Services	50 visits	
Outpatient Physical Therapy Services	50 visits	
Outpatient Professional Cardiac Rehabilitation Services	50 visits	
Outpatient Professional Pulmonary Therapy Services	50 visits	
Outpatient Speech Therapy Services	50 visits	
Routine Mammogram Services	One mammogram; mammograms are limited to 130% of the Medicare reimbursement amount; the maximum reimbursement amount applies only to Covered Services received inside the state of Ohio, as mandated by the state of Ohio.	
Routine Pap Tests	One test	
Skilled Nursing Facility Services	60 days	
MAXIMUM LIFETIME BENEFIT PER COVERED PERSON		
Hospice Services	360 days	
COINSURANCE PAYMENTS	Institutional and Professional Charges	Institutional and Professional Charges
TYPE OF SERVICE	For Covered Services received from a PPO Network Provider, you pay the following portion, based on the Allowed Amount	For Covered Services received from a Non-PPO Network or a Non-Contracting Provider, you pay the following portion, based on the applicable Allowed Amount or Non-Contracting Amount (2)
IF A DEDUCTIBLE APPLIES, ALL COVERED SERVICES ARE SUBJECT TO THE DEDUCTIBLE, UNLESS "NOT SUBJECT TO THE DEDUCTIBLE" IS SPECIFICALLY STATED.		
EMERGENCY ROOM SERVICES		
The Institutional charge for use of the Emergency Room for an Emergency Medical Condition	\$125 Copayment, waived if admitted, not subject to the Deductible	
All other related Institutional charges and Emergency Room Physician's charges for an Emergency Medical Condition	0%, not subject to the Deductible	
The Institutional charge for use of the Emergency Room in a non-emergency	\$125 Copayment, waived if admitted, not subject to the Deductible	\$125 Copayment, waived if admitted, then 20%, not subject to the Deductible
Emergency Room Physician's Charges in a non-emergency	0%, not subject to the Deductible	20%, not subject to the Deductible
INPATIENT SERVICES		
Maternity	0%	20%
Physical Medicine and Rehabilitation	0%	20%
Semi-Private Room and Board	0%	20%
Skilled Nursing Facility	0%	20%

This summary represents highlights only and is not intended to take the place of the plan agreement.

Appendix B – Comprehensive Major Medical (Continued)

MENTAL HEALTH CARE, DRUG ABUSE AND ALCOHOLISM SERVICES		
Mental Health Care, Drug Abuse and Alcoholism Services		Any applicable Deductible, Out-of-Pocket Maximum or Copayment corresponds to the type of service received and is payable on the same basis as any other illness (e.g., emergency room visits for a Mental Illness will be paid according to the Emergency Services section above).
OUTPATIENT REHABILITATIVE SERVICES		
Cardiac Rehabilitation Services • Professional and Institutional	\$15 Copayment, not subject to the Deductible (3)	20%
Chiropractic Services	\$15 Copayment, not subject to the Deductible (3)	20%
Occupational Therapy Services	\$15 Copayment, not subject to the Deductible (3)	20%
Physical Therapy Services	\$15 Copayment, not subject to the Deductible (3)	20%
Pulmonary Therapy Services • Professional and Institutional	\$15 Copayment, not subject to the Deductible (3)	20%
Speech Therapy Services	\$15 Copayment, not subject to the Deductible (3)	20%
PHYSICIAN/OFFICE SERVICES (includes Mental Health and Substance Abuse Disorders)		
Immunizations	0%, not subject to the Deductible	20%
Medically Necessary Office Visits	\$15 Copayment, not subject to the Deductible (3)	20%
Urgent Care Office Visits	\$20 Copayment, not subject to the Deductible	
ROUTINE, PREVENTIVE AND WELLNESS SERVICES		
Preventive Services in accordance with state and federal law (4) (Please refer to the "Routine, Preventive and Wellness Services" benefit in this Benefit Book for more information.)	0%, not subject to the Deductible	20%
Routine Colonoscopy and Sigmoidoscopy (Ages 40-75)	0%, not subject to the Deductible	20%
Routine Anoscopy and Proctosigmoidoscopy (all ages) and Routine Colonoscopy and Sigmoidoscopy (other than ages 40-75) (5)	0%, not subject to the Deductible	20%
Routine Hearing Examinations (Age 21 and over)	0%, not subject to the Deductible	20%
Routine Laboratory, X-ray and Medical Testing Services	0%, not subject to the Deductible	20%
Routine Mammograms	0%, not subject to the Deductible	20%
Routine Pap Tests	0%, not subject to the Deductible	20%
Routine Physical Examinations (Age 21 and over)	0%, not subject to the Deductible	20%
Routine Vision Examinations (Age 21 and over)	0%, not subject to the Deductible	20%
Well Child Care Services (Under age 21)	0%, not subject to the Deductible	20%

This summary represents highlights only and is not intended to take the place of the plan agreement.

Appendix B – Comprehensive Major Medical (Continued)

SURGICAL SERVICES		
Inpatient Surgery	0%	20%
Medically Necessary Endoscopic Procedures (i.e., Colonoscopy, Sigmoidoscopy, etc.)	0%	20%
Outpatient Anesthesia and Assistant Surgeon Services when performed in a Physician's office	0%, not subject to the Deductible	20%
Outpatient Surgery when performed in a Physician's office	\$15 Copayment, not subject to the Deductible (3)	20%
Surgical Services performed in all other places of service	0%	20%
OTHER SERVICES		
Ambulance Services	0%	
Dental Services for an Accidental Injury	0%	
Durable Medical Equipment and Medical Supplies when received in a Physician's Office	0%, not subject to the Deductible	20%
IUD Devices	0%, not subject to the Deductible	20%
Outpatient Allergy Testing and Treatment Services	0%, not subject to the Deductible	20%
Outpatient Medically Necessary Laboratory Services, Medical Tests and X-rays	0%, not subject to the Deductible	20%
Therapeutic Injections when performed in a Physician's Office	0%, not subject to the Deductible	20%
All Other Covered Services	0%	20%

Comprehensive Major Medical Notes

- Under "Embedded processing," the Deductible applicable to single coverage must first be satisfied for at least one Covered Person within a family before Covered Services are payable for that Covered Person. After the Deductible has been met for that Covered Person, the Out-of-Pocket Maximum applicable to single coverage would then apply. Before Covered Services become payable for any other covered Dependents, the Deductible applicable to family coverage must be satisfied. After the family Deductible has been met, the Out-of-Pocket Maximum applicable to family coverage would then apply.
- The Coinsurance percentage will be the same for Non-Contracting Providers as Non-PPO Network Provider Providers but you may still be subject to balance billing and/or Excess Charges. Payments to Contracting Non-PPO Network Provider Providers are based on Allowed Amount. Payments to Non-Contracting Providers are based on the Non-Contracting Amount.
- If any of these Covered Services are received on the same day, only one \$15 Copayment will be charged per day.
- Preventive services include evidence-based services that have a rating of "A" or "B" in the United States Preventive Services Task Force, routine immunizations and other screenings, as provided for in the Patient Protection and Affordable Care Act.
- If a diagnosis of a medical Condition is made during the screening (e.g., removal of a polyp), the procedure is no longer considered routine and may be considered a diagnostic procedure under Surgical Services.

This summary represents highlights only and is not intended to take the place of the plan agreement.

Appendix C – Prescription Drug Benefits

APPENDIX C

RETAIL AND HOME DELIVERY PRESCRIPTION DRUG BENEFIT

Prescription Drug Covered Services are subject to any **Comprehensive Major Medical Out-of-Pocket Maximum** shown in the **Comprehensive Major Medical Schedule of Benefits**. However, if a Brand Name Prescription Drug is purchased when a Generic Prescription Drug is available and medically appropriate (as determined by the Covered Person's Physician), the difference between the cost of the Generic and Brand Name Prescription Drug that the Covered Person pays is not counted toward the Out-of-Pocket Maximum.

Prescription Drug Out-of-Pocket Maximum	
If you have single coverage	\$5,600
If you have family coverage	\$11,200
Days Supply	30 days for Specialty Prescription Drugs 30 days for Retail Prescription Drugs 90 days for Home Delivery Prescription Drugs

The following Prescription Drugs are not subject to a Prescription Drug Copayment each time services are received from a Participating Drug Provider or a Contracting Home Delivery Pharmacy:

- Prescribed Generic Prescription Drug Contraceptives or Brand Name Prescription Drug Contraceptives when an equivalent Generic Prescription Drug Contraceptive is not available.
- preventive care vaccines, including immunizations for flu and shingles (i.e., Zostavax)
- diabetic supplies including over-the-counter supplies¹, glucomonitors and glucometers
- immunizations, vaccines and biologicals

RETAIL PHARMACY BENEFIT - UP TO A 30 DAYS SUPPLY

TYPE OF SERVICE	For Covered Services, you pay the following portion, based on the Allowed Amount
Generic Prescription Drugs	\$5 Copayment
Preferred Brand Name Prescription Drugs for which a Generic Prescription Drug is not available or manufactured	\$10 Copayment
Preferred Brand Name Prescription Drugs for which a Generic Prescription Drug is available or manufactured (2)	\$5 Copayment plus the difference between the cost of the Generic Prescription Drug and the cost of the Brand Name Prescription Drug
Non-Preferred Brand Name Prescription Drugs for which a Generic Prescription Drug is not available or manufactured	\$20 Copayment
Non-Preferred Brand Name Prescription Drugs for which a Generic Prescription Drug is available or manufactured (2)	\$5 Copayment plus the difference between the cost of the Generic Prescription Drug and the cost of the Brand Name Prescription Drug
Preventive Prescription Drugs and Vaccines in accordance with state and federal law.	\$0 Copayment
Prescription Drugs received from non-Network Pharmacies	You pay the entire amount at the Pharmacy and file a claim form with Medical Mutual. Medical Mutual will reimburse you for 75% of the Allowed Amount, minus the Prescription Drug Copayment as indicated. You may be responsible for any amount in excess of the Prescription Drug Covered Charges. If the Prescription Drug is not available from a Network Pharmacy, you will not be subject to this reduced reimbursement.

This summary represents highlights only and is not intended to take the place of the plan agreement.

Appendix C – Prescription Drug Benefits (Continued)

CONTRACTING HOME DELIVERY PHARMACY BENEFIT - 90 DAYS SUPPLY	
TYPE OF SERVICE	For Covered Services received from a <u>CONTRACTING</u> Home Delivery Pharmacy, you pay the following portion, based on the Allowed Amount
Generic Prescription Drugs	\$5 Copayment
Preferred Brand Name Prescription Drugs for which a Generic Prescription Drug is not available or manufactured	\$10 Copayment
Preferred Brand Name Prescription Drugs for which a Generic Prescription Drug is available or manufactured (2)	\$5 Copayment plus the difference between the cost of the Generic Prescription Drug and the cost of the Brand Name Prescription Drug
Non-Preferred Brand Name Prescription Drugs for which a Generic Prescription Drug is not available or manufactured	\$20 Copayment
Non-Preferred Brand Name Prescription Drugs for which a Generic Prescription Drug is available or manufactured (2)	\$5 Copayment plus the difference between the cost of the Generic Prescription Drug and the cost of the Brand Name Prescription Drug
Preventive Prescription Drugs and Vaccines in accordance with state and federal law.	\$0 Copayment

Coverage is provided for Contracting Home Delivery Pharmacies only. Services received from any Non-Contracting Home Delivery Pharmacy are excluded.

Prescription Drug Notes

1. Over-the-counter supplies/drugs require a Prescription Drug Order.
2. If your Physician prescribes a Brand Name Prescription Drug and indicates this drug is to be dispensed as written (DAW), you will only be required to pay the Brand Name Prescription Drug Copayment

This summary represents highlights only and is not intended to take the place of the plan agreement.

Appendix D – Vision Benefits

APPENDIX D

VISION SCHEDULE OF BENEFITS

Benefit Period	Calendar year
Dependent Age Limit	The end of the month of the 26th birthday

The choice of a Provider is solely yours. Providers are designated as Participating or Non-Participating.

The amount of benefits you receive for Covered Services may vary depending upon the status of the Provider. When Covered Services are provided by Non-Participating Providers, you may be responsible for Excess Charges.

The following are subject to a \$7.50 Copayment:

Vision Examinations

The following are subject to a \$12.50 Copayment:

Lenses

Frames

It is important that you understand how the Claims Administrator, Medical Mutual, calculates your responsibilities under this coverage. Please consult the "HOW CLAIMS ARE PAID" section of your Certificate of Coverage for necessary information.

Type of Service	Benefit Maximums
Vision Examinations	One examination per Benefit Period
Frames	One Frame every two Benefit Periods
Lenses	One pair per Benefit Period Progressive to a maximum of \$150
Contact Lenses	One pair per Benefit Period (3)

Notes

1. Benefits available for Lenses may be used for Contact Lenses in lieu of Lenses.

VISION PAYMENT SCHEDULE

Type of Service	You Pay the Following
Contact Lenses	0% of the Traditional Amount
For all other Covered Services	0% of the Traditional Amount