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Agreement Between
The Orange Board of Education
And
The Clerical and Educational Support Services Association
(CESSA)

Effective July 1, 2021
Through and Including June 30, 2024

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ARTICLE I - RECOGNITION

The Board of Education of the Orange City School District (hereinafter same as "Board") recognizes the Clerical and Educational Support Services Association (CESSA) (hereinafter referred to as the "Association") as the sole and exclusive bargaining agent for the members of the bargaining unit (hereafter "Unit Member" or "Unit Members"), which shall consist of all classified personnel in the work areas of: Administrative Assistants, Media Assistants, Paraprofessionals, Teachers' Assistants, Clinical Health Assistants, Office Assistants, Services/Technician, and Receptionist/Switchboard. Excluded are positions in non-clerical transportation, custodial, maintenance, food service, payroll coordinator, accounts payable/benefits/payroll, and positions determined by the Board to be principally supervisory, confidential or management level as defined in Chapter 4117 of the Ohio Revised Code.

If any employee organization files petitions, with signatures of 50 percent of the bargaining unit, no earlier than 120 days prior to the expiration date of this Agreement, the Board shall cause an election to be held in accordance with the rules of the State Employees Relations Board, unless otherwise required by O.R.C. 4117 and then only to the extent the law or the regulations of the State Employees Relations Board so require, to determine which organizations, if any, shall be recognized as the exclusive representative and bargaining agent for the bargaining unit.

Recognition of the bargaining unit shall not prevent any member of the bargaining unit from presenting his/hex views to the Board or Superintendent in accordance with law.

ARTICLE II - BOARD OF EDUCATION RIGHTS

- A. The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Ohio and of the United States, including but without limiting the generality of the foregoing all of the rights identified in O.R.C. 4117.08. These include:
1. Determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions and programs of the public employer, standards of service, its overall budget, utilization of technology, and organizational structure;
 2. Direct, supervise, evaluate, or hire employees;
 3. Maintain and improve the efficiency and effectiveness of governmental operations;
 4. Determine the overall methods, process, means, or personnel by which governmental operations are to be conducted;
 5. Suspend, discipline, demote, or discharge for just cause, or lay off, transfer, assign, schedule, promote, or retain employees;
 6. Determine the adequacy of the work force;

7. Determine the overall mission of the employer as a unit of government;
 8. Effectively manage the work force;
 9. Take actions to carry out the mission of the public employer as a governmental unit.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by:
1. the specific and express terms of this contract and
 2. the Ohio Statutes;
- and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Ohio and the rules and regulations promulgated by the Ohio State Board of Education and the Constitution and laws of the United States.

ARTICLE III - ASSOCIATION RIGHTS

The Clerical and Educational Support Services Association acting as the duly recognized sole and exclusive bargaining agent hereby retains and reserves unto itself all rights and responsibilities granted it by the laws and the Constitution of the State of Ohio and of the United States, including but not limited to all of the rights identified in O.R.C. 4117. The Association's rights include:

- A. The right to meet with the Superintendent a minimum of four (4) times throughout the year and at any additional times at a call of the Association or the Board to review and discuss current school problems and practices. Such meetings shall be held at mutually agreeable dates and times.
- B. The right to engage in concerted activities for the purpose of collective bargaining or other mutual aid and protection.
- C. The right to represent all members of the bargaining unit.
- D. The right to bargain collectively with the Board to determine wages, hours, terms and other conditions of employment and the continuation, modification, or deletion of an

existing provision of the collective bargaining agreements, and enter into collective bargaining agreements.

- E. The right to present grievances and assist Unit Members to present grievances and have them adjusted and have the opportunity to be present at the adjustment of grievances for all members of the bargaining unit.
- F. The right to engage in a lawful strike within the limitations of O.R.C. 4117.
- G. In the case of appropriate building meetings or committees the principal shall offer the building representative the option of including an association member in such meetings or committees. If the District establishes a regularly scheduled District wide committee or ad hoc District wide committee that may impact the membership, the CESSA leadership will be given the opportunity to attend such meetings.
- H. The right to use the school buildings at all reasonable hours for meetings, provided arrangements are made with the building principal. When special custodial service is requested the Board may make a reasonable charge.
- I. The right to use without charge, specified bulletin boards, mailboxes and the use of the school courier system for the postings or transmission of Association matters.
- J. The right to reasonable use of appropriate school equipment and technology to carry out official Association responsibilities or the orderly conduct of school business.

ARTICLE IV - ASSOCIATION DUES DEDUCTION

By October 1 each year of the contract, the Association will supply the Treasurer with information for the current year's dues deductions, including Unit Member's names, assignments, and the total amount to be deducted from each pay, based upon twenty-four (24) equal bi-monthly deductions, starting with the first paycheck in October. The Board's obligation under this article shall cease in regard to any Unit Member who ceases to earn pay or who leaves the Board's employment.

Monthly dues shall be forwarded to the Association Treasurer by the Board Treasurer each month, along with the number of Unit Members having deductions.

Dues deductions shall not be provided for any other employee organization representing clerical and educational support services except the Association and its affiliates and affiliated organizations.

The Association agrees to indemnify and hold the Board harmless against any and all claims that arise out of or are in any way related to the deduction of dues pursuant to this Article.

ARTICLE V - EMPLOYMENT PROCEDURES

A. Equal Opportunity Clause

The Board is an equal opportunity employer and will continue to abide by all state and federal equal employment laws. Likewise, the Association will continue to abide by all state and federal equal employment laws.

B. C.E.S.S.A. Seniority

CESSA seniority shall be defined as service with the Board of Education in any CESSA position, and shall be computed from the latest date of hire. This will exclude any employment in a non-CESSA position with the Board of Education. An authorized leave of absence does not constitute an interruption in CESSA seniority. In cases of identical date of hire, the hour of hire shall prevail. Administration will provide the CESSA Seniority List to the President upon request.

C. Job Posting/Job Vacancy

When the Administration determines that a vacancy exists in a position covered by this agreement, either by creation of a new position, resignation or retirement, RIF, employee initiated transfer, Administration initiated transfer, Board approved leave, or dismissal, such opening shall be posted for five (5) week days in each building. Openings that occur when school is not in session shall be forwarded to the President of the Association. The job posting shall contain at minimum a brief description of the position, hours, classification and special job qualifications. When school is in session, postings will be delivered electronically via email to each Unit Member.

Unit Members should keep on file in the Human Resources Office their request for consideration of any position of which they may be interested. This file shall be purged each July 1.

D. Job Bidding

Applicants shall submit a written request for consideration of a job opening to the Human Resources Office. This request shall include the applicant's qualifications for the position. The Human Resources Office shall work with the appropriate administrator to schedule interviews with qualified candidates.

A request for consideration of any job opening shall not necessarily constitute or mean the same as a Unit Member Initiated Request for Change of Assignment or Transfer as per Article V, Section I.

E. Selection Procedure

The following procedure will be utilized in determining qualifications of the applicant:

- Personal interview with the appropriate administrator and, if appropriate, followed by an interview with the Director of Human Resources.
- Review of the work record and evaluations.
- Qualifications for the position according to job descriptions.
- Physical capability to perform the work assignment.
- What is in the best interest of the school district?
- Seniority as defined in this agreement.

The Association President will be notified in writing as to the Board's decision and all applicants will be notified in writing if and when the position has been filled. Upon request, the Unit Member will be given the opportunity to meet with the Director of Human Resources/designee to discuss the reasons why he/she was not selected and appropriate areas of development and growth to enhance his/her career development.

F. Medical Examination

Upon initial employment each staff member shall present medically acceptable evidence of freedom from tuberculosis in a communicable stage based on the results from the Mantoux test or an appropriate medical test that the Board utilizes. Upon the recommendation of the Superintendent, the Board may require an appropriate examination at Board expense.

G. Fingerprinting

Fingerprinting is mandatory by state law for all new employees. Unit members in positions which require a license issued by the Ohio Department of Education are required to be fingerprinted as part of each license renewal application. Unit members in positions that do not require a license issued by Ohio Department of Education are required to undergo a fingerprint background check every five years. Should the results of the fingerprinting indicate violation of an offense(s) listed in the Ohio Revised Code that would prohibit employment, the Unit Member will be dismissed by Board action.

H. Assignments and Transfers

The following guidelines regarding change of assignment and transfer shall apply:

1. Unit Member Initiated Request for Change of Assignment or Transfer

When a Unit Member desires a change of assignment or transfer the Unit Member shall submit a written request to the Human Resources Department. Following the written request, the Director of Human Resources shall meet with the Unit Member to discuss the request. The discussion will be based on the following criteria:

Selection Procedure's criteria will be utilized in determining the qualifications of the applicant as follows:

- Personal interview with the Director of Human Resources and if appropriate, followed by an interview with the appropriate administrator;
- Review of the work record and evaluations;
- Qualifications for the position according to job descriptions;
- Physical capability to perform the work assignment;
- What is in the best interest of the district; and
- Seniority.

The Director of Human Resources shall notify in writing the Unit Member and appropriate supervisor as to the approval or denial of the request.

2. Administration-Initiated Change of Assignment or Transfer

- a. Within building assignments are made or adjusted by building administration with consideration of skill set, experience and training needs of the unit member. If a change of assignment is made, there shall be no reduction in per diem pay. Unit member will be given no less than two work days' notice by building administration.
- b. When it is necessary to effect change of assignment between buildings due to a RIF or administrative change not due to disciplinary action, the Director of Human Resources shall first meet with the Unit Member(s) concerned in a formal meeting. If a change of assignment is made, there shall be no reduction in per diem pay and such assignment change shall be executed by letter at least five (5) work days prior to the effective date of transfer from the Director of Human Resources to the Unit Member and the Association President. In the case of paraprofessionals, the aforementioned process may occur through the Director of Student Support Services.
- c. When administration determines a need for a change of job classification within programs, the superintendent/designee will confer with CESSA leadership to determine the appropriate process for the necessary change.
- d. When a Unit Member's problem is the cause of a necessary transfer, the Director of Human Resources shall meet with the Unit Member(s) to discuss the transfer and the reason for such action. The Unit Member(s) shall be given the opportunity to correct the alleged problem pursuant to the provision of Article VII, Item C. If such a transfer takes place, the new salary will be based on the new classification following the transfer.

However, if a clear and persistent danger to life or property exists, such transfer may be immediate.

- e. In any administrative initiated change, the Unit Member will have the opportunity to meet with the appropriate administrator to discuss and identify training needed to perform the duties of the new assignment. Training will be provided by the district.

I. Notification of the Appointment

All final applicants, those interviewed for job openings, will be notified in writing as to the final decision regarding the filling of the position.

J. Reduction in Forces

When, by reasons of decreased enrollment, budgetary constraints, return to duty of regular Unit Members after leaves of absence, and other circumstances, the Board of Education determines that it is necessary to make a reduction in the number of support staff Unit Members the following procedures shall apply:

1. The Board of Education through its administrative representatives shall determine in which classifications the reduction in force should occur and the number of Unit Members to be reduced. In the classification affected, Unit Members in their probationary period of 90 days shall be reduced before any Unit Member in that classification employed under regular contract.
2. The number of Unit Members affected by reduction in force will be kept to a minimum by not hiring, employing, reassigning or contracting with replacements, and via attrition of Unit Members who resign, retire or otherwise vacate a position.
3. A Unit Member affected due to a reduction in force or the abolishment of a position has the right to first accept a transfer of assignment by bumping the least senior Unit Member, if any, within his or her specific job classification, if qualified, according to the job responsibilities as detailed by the supervisor.
4. A Unit Member in a higher job classification, if qualified, according to the job responsibilities as detailed by the supervisor, may bump the least senior Unit Member in a lower job classification who holds less seniority than the affected member. Job classifications are ranked with Class 1 being considered the highest and lower classification numbers to follow.
5. When bumping into a new classification, a Unit Member will be placed on the same salary step of his or her previous classification. A Unit Member who chooses not to bump in a lower classification shall only be recalled in the classification he/she vacated.
6. A Unit Member, when bumped or RIF'ed, will go on the Recall List.

7. The Seniority List shall be used in this reduction in force policy. Seniority shall be defined as the uninterrupted length of continuous service with the Board of Education computed from the latest date of hire. Authorized leaves of absence do not constitute an interruption in continuous service. In cases of identical date of seniority, the hour of hire shall prevail. The most senior member shall be placed in the first position on the Recall List and the other members will follow in order of the most to the least seniority. As vacancies occur, the first member on the list will be offered the first opportunity of recall for which they are qualified with others, based upon qualifications, to follow in the order of the Recall List.
8. Written notice shall be given to each Unit Member to be reduced at least 30 calendar days prior to the effective date of Board of Education action in that particular reduction in force. Included in the written notification shall be a statement advising the Unit Member of his or her rights of recall.

K. Recall Policy

Unit Members whose employment is not being continued under the provisions of the Clerical and Educational Support Association (CESSA) agreement, shall have recall rights in the order of seniority.

The following guidelines shall apply:

1. The Director of Human Resources shall maintain a recall list. Such list shall contain the names and basic information on Unit Members whose contracts were suspended under the Reduction in Force Policy. The ranking in the register shall be determined by seniority. The list will be used to fill future vacancies so that a Unit Member whose contract has been suspended may be offered a position which becomes vacant, provided that Unit Member is presently qualified for the position according to the job description for the vacant position. The Unit Member will be kept on the recall list for a period of twenty-four (24) months from the date of the Unit Member's reduction.
2. When vacancies occur such notification shall be sent electronically and by certified mail to the last known addresses of the Unit Member. The Unit Member is responsible for keeping his or her addresses up-to-date with the Director of Human Resources.
3. The Director of Human Resources must be notified, in writing, within ten (10) days from the Unit Member's receipt of the vacancy notice of the Unit Member's acceptance or rejection of the position. Any Unit Member who declines a recall vacancy position which he or she held previously shall be permanently removed from the Recall List.

L. Supplementals & Additional Supports

1. Unit members shall be notified annually by electronic posting of all supplemental contract vacancies.

2. If the need for additional support beyond a Unit Member's contractual obligation arises, the need will be posted and preference will be given to CESSA members. The supplemental coverage cannot interfere with the Unit Member's current position.

ARTICLE VI - CONDITIONS OF EMPLOYMENT

A. Contracts

For all unit members hired before November 2, 2018, upon successful completion of the ninety (90) working day probationary period, the appointment becomes permanent. For unit members hired after November 2, 2019, the probationary period may be extended for up to ninety (90) additional work days with specific areas identified for improvement. A Unit Member's per diem rate of pay may not be reduced, except under Article V, Section I, 2b, Administrative Initiated Change of Assignment or Transfer, and that Unit Member may not be suspended or removed, except for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, neglect of duty or any other failure of good behavior and other acts of misfeasance, malfeasance or nonfeasance.

1. Contract Year:

The contract work year shall be July 1 through June 30.

2. Termination of Contracts - Resignations:

The contracts, as provided for in this section, may be terminated by a majority vote of the Board of Education only for gross inefficiency, immorality, or willful violation of regulations of the Board of Education, or other good and just cause.

A Unit Member may terminate their contract by resignation of employment two (2) weeks subsequent to the filing of a written notice of such termination with the Human Resources Office.

3. Salary Notification:

Adjusted salary, when granted and approved, shall be included in a salary notification form issued annually prior to the start of the new school year by the Human Resources Office.

B. Classifications

<u>Classification</u>	<u>Contract Length</u>	<u>Job Title</u>
Class I	230 Days	Administrative Assistant to the Director of Gifted Services and Curriculum Transportation Department Administrative Assistant Administrative Assistant to Director of Student Services and Curriculum

		Administrative Assistant to High School Principal Communications Department Assistant Administrative Assistant to the Athletic Director
Class 2	214 Days	Middle School and Elementary School Administrative Assistant to Principal High School Registrar/Attendance High School, Middle School, and Elementary School Administrative Assistant to Assistant Principal(s) High School Guidance Department Administrative Assistant Technology Department Administrative Assistant Print Room Operator Receptionist/District Registrar
Class 3	195 Days	Orange Inclusive Preschool Administrative Assistant to Principal Office Assistants, Media Assistants, Attendance Assistants, and Middle School Guidance Assistant
Class 4	183 Days	Paraprofessionals
Class 5	183 Days	Hall Monitors and Study Hall Monitors

Should a CESSA Unit Member make a request for reclassification consideration, deliberation for any such request will be made by the CESSA President, the Director of Human Resources, and the Administrator responsible for the supervision of the CESSA member making the request, and if applicable, any other individual the committee may identify as a resource person.

C. Contract Year Work Days

Effective July 1, 2018, no unit members are assigned to Class 1

Unit Members working in the classification Class 2 shall work a total of 230 days per contract year. Days off should have prior approval of the Unit Member's immediate supervisor.

Unit Members working in the classifications Class 3, Class 4, and Class 5, shall work approximately three (3) weeks prior to the opening of school and two (2) weeks following the close of school or as determined by immediate supervisor for a total of 214 days per contract year.

Unit Members working in the classifications Class 6 shall work approximately one (1) week prior to the opening of school, and one (1) week following the close of school or as determined by immediate supervisor for a total of 195 days per contract year.

Unit Members working in the classifications Class 7 and Class 8 shall work a total of 183 days per contract year as determined by immediate supervisor.

Any proposed changes in daily schedules by the Board of Education shall be presented to the Association prior to the beginning of the next fiscal year.

D. Observed Holidays

When the following holidays fall within the contract work year as established by the Board of Education, the day shall be observed as a non-work day:

Labor Day
 NEOEA Day
 Rosh Hashanah
 Yom Kippur
 Thanksgiving
 The day following Thanksgiving
 Christmas

When Christmas falls on Saturday or Sunday, all 230 day employees shall have the preceding Friday and the following Monday off. When Christmas falls on a Monday, all 230 day employees shall have Christmas Day and the following Tuesday off. When Christmas falls on Tuesday through Friday, all 230 day employees shall have Christmas Day and the preceding day off.

New Year's Day

When New Year's Day falls on Saturday, all 230 day employees shall have the preceding Friday off. When New Year's Day falls on Sunday, all 230 day employees shall have the following Monday off.

Martin Luther King Jr. Day

President's Day

Good Friday

Memorial Day (as determined by the State of Ohio)

Independence Day

When Independence Day falls on Saturday, all 230 day employees shall have the preceding Friday off. When Independence Day falls on Sunday, all 230 day employees shall have the following Monday off.

CESSA Unit Members will be able to leave fifteen (15) minutes after the students have been dismissed from the building on the day before Thanksgiving Break. Central office personnel will leave fifteen (15) minutes after the last building dismisses.

E. Work Week

Hours of work will be established in June of each year of the Contract for each job and/or position and any changes in daily schedules by the Board of Education will be presented to the Association prior to the beginning of the next fiscal year. 183 day Unit Members must work when students are scheduled for classes. 195 day Unit Members will work approximately one additional week prior to the opening of school and one week following the close of school for a total of 195 days. 214 day Unit Members will work approximately three weeks prior to the opening of school and two weeks following the

close of school for a total of 214 days. 230 day Unit Members will work a total of 230 days as determined by his/her immediate supervisor.

All Unit Member employees are to work 7 ¾ hours per day – lunch is not included in this time. Any ongoing alteration in the scheduled 7 ¾ hours of the work day will be authorized by the building administrator. This would apply to Unit Members with job assignments that require differing responsibilities (ex. paraprofessionals). A Unit Member may not leave early in lieu of a lunch period except in the case of Unit Members who are required to give up their half hour duty free lunch period. Paraprofessionals who are required to supervise their student(s) during the student lunch period and are not getting a duty-free lunch of their own, will have their half hour lunch period included in the 7 ¾ hour work day.

Summer work hours will be 7 1/2 hours daily (including lunch and two 15 minute breaks) beginning the day after the last student work day until the first teacher work day.

F. Break Time

All Unit Members shall be entitled to a fifteen (15) minute break before lunch and a fifteen (15) minute break after lunch. The building principal or their designee is responsible for arranging coverage if needed during a Unit Member's break time. The time of the break shall be mutually determined by the Unit Member and the building principal or their designee. The fifteen (15) minute morning break and the fifteen (15) minute afternoon break, not taken, may not be deducted from the workday unless authorized by the building principal or their designee.

G. School Staff Meetings

When the building principal deems it necessary that Unit Members attend periodic staff meetings, the meeting(s) will be scheduled within the Unit Members regular work hours to the greatest extent possible. If necessary, to meet compliance and/or professional development needs, meetings may be held outside the contractual day, but not to exceed 30 minutes beyond the contractual day. If a Unit Member is requested to remain after his/her contracted day, the Unit Member will be compensated pro-rata for the time spent after his/her contracted day. If members are unable to attend such meetings, every effort will be made to ensure pertinent information is provided to the Unit Members in a timely manner.

H. Overtime Remuneration

Unit Member shall be paid overtime at the rate of one and one-half (1-1/2) times their regular hourly rate. All overtime will need prior approval by the appropriate administrator.

I. Travel Time

When a Unit Member is assigned to travel between buildings, the building in which the Unit Member is assigned for evaluation shall be the Unit Member's home building for the

purposes of routine and daily operations, e.g., staff meetings, conferences, open house and compensation days. The sharing administrators will collaborate with the traveling unit member to determine adequate travel time between buildings.

J. Sick Leave

Each Unit Member shall be entitled to fifteen (15) days of sick leave with pay for each year under contract which shall be credited at a rate of 1 1/4 days per month. Sick leave shall be paid according to the scheduled hours of work up to 7 3/4 per day. Sick leave may be used for absence due to personal illness, pregnancy, injury, or exposure to contagious disease which could be communicated to others. Each Unit Member who has fewer than five (5) days sick leave credit may, upon request to the Director of Human Resources, be advanced up to five days from their future accumulation at the beginning of a school year, if requested. Unit members shall utilize the district's electronic absence management system i.e. AESOP.

Accumulation of Sick Days

Sick leave shall be cumulative without limit. Accumulated sick leave balances will be reflected in paycheck stubs.

Sick Leave Donation

A Unit Member may donate accumulated sick day to another Unit Member who has run out of sick days. (Form 9999). The Unit Member receiving the donated sick days may be entitled to no more than thirty (30) donated days per an initial request. A request of up to twenty (20) additional days may be submitted to the Director of Human Resources and the President of CESSA for review. Any unused donated sick days will be returned to the donor.

1. Bargaining Unit Members whose sick leave has been depleted by intermittent use not associated with a serious illness, care of an immediate family member or other documented reason shall not qualify for this benefit.
2. The initial determination of whether or not an illness or injury meets the requirements of this section will be made by the Director of Human Resources or their designee. The Unit Member may appeal the decision to the Superintendent.

Statement of Reason for Sick Leave Request

It is the responsibility of the Unit Member to furnish the Human Resources Office with a written statement giving the reason for absence in order that sick leave may be granted. Falsification of this statement may be grounds for disciplinary action up to and including dismissal. When deemed necessary, the Director of Human Resources may require the Unit Member to present a certificate from a doctor certifying the dates that the physician was consulted. Absence chargeable to sick leave to care for members of the family shall be limited to a parent, child, step children, spouse, partner, or as approved by the Director

of Human Resources or their designee. The Unit Member may appeal the decision to the superintendent.

K. Leave for Funerals

Absence, not to exceed five (5) days per school year and not to be taken from sick days and/or personal days, will be granted without salary deduction when the death occurs within the immediate family (immediate family includes spouse, partner, children or step-children, grandchildren, siblings, parents or step-parents, or grandparents of Unit Member or spouse/partner family), or an absence, not to exceed three (3) days per school year, will be granted when death occurs to a friend or other relative not listed above. An exception may be granted by the Superintendent/designee upon establishment of just cause.

L. Personal Leave

A maximum of three (3) Personal Leave Days per contract year, will be granted to Unit Members for situations of a personal nature over which the Unit Member has no control. These days are not accumulated from contract year to contract year nor may they be deducted from sick leave.

Any unused personal days shall be rolled over to accumulated sick days.

Reasons NOT Valid for Personal Leave include:

1. gainful employment;
2. a contract work day prior to or following school holidays and scheduled breaks;
3. Mondays or Fridays in May and June while school is in session;;
4. Consecutive work days

Notification of Personal Leave

Notification of Personal Leave shall be made utilizing the district's electronic management system at least one week prior to the requested date of leave. Upon submitting the request for personal leave in the district's electronic system, the applicant is acknowledging that the leave is in conformity with the policy. In the event of an emergency where advance application cannot be made, every attempt must be made to notify the appropriate administrator. Submission of an application for leave should follow the Unit Member's return. The Director of Human Resources may grant an exception to this notification requirement due to emergency situations.

A Unit Member may request an exception to the reasons set forth above. A request for an exception will be filed with the Director of Human Resources who shall review the request and determine if it will be granted

The Director of Human Resources shall make prompt disposition of the application and notice forwarded to the applicant and appropriate administrator, and a record made for applicant's personnel file. Added Personal Leave is not permissible. An exception may be granted by the Superintendent upon establishment of just cause.

Evidence indicating to the Board of Education that leave with pay privileges has been abused may be considered as just cause for disciplinary action up to and including dismissal. 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 Unit Member's salary.

M. Association Leave

Absence of an employee, when occasioned by attendance at an employee organization meeting or convention, may be permitted with regular pay. During any contract year, representation shall not exceed two (2) per conference nor a total of more than four (4) scheduled work days. The allowed days will not be deducted from either the employee's Personal Leave or Sick Leave. In this instance, the application shall bear the signature of the applicant and the President of the local organization and shall be forwarded through the building principal or supervisor to the Human Resources Office. (See Form 3000). The association may schedule up to two meetings per school year on non-student work days in coordination with central office not to exceed 30 minutes (which may be contiguous with 30 minute lunch).

N. Professional Leave

In the spirit of professional growth, each Unit Member is urged to take an active part in professional meetings in his/her field of employment. The appropriate administrator is authorized to grant permission for attendance at professional meetings, visits to other schools and attendance at other in-service activities and is further authorized to allow travel expenses for such visitations. (See Form 3000).

O. Jury Duty

An employee who is absent from duty for jury service or to service as a witness under subpoena in litigation in which neither the employee nor a member of his/her immediate family is a party shall be granted leave without loss of pay or other leave for such service. The employee shall not be required to remit to the Board any fee, expense, or other compensation received for such services as a juror or witness. The employee shall be required to submit to the Board a copy of the jury summons or subpoena as verification of the leave. An employee who participates on non-working days on behalf of the Board in school related litigation shall be compensated at her/his respective per diem rate for each day of such service.

If a Unit Member is called for jury duty during his/her non-contract work period and he/she delays the jury service until such time that he/she is on-contract work period, then said Unit Member will receive no pay from the Orange Board of Education for the time on jury.

P. Leave of Absence

A leave of absence, without pay, may be granted upon the recommendation of the Superintendent to a Unit Member for educational purposes and for personal reasons. This leave may only be granted within the employee's contract period.

1. Upon the Superintendent's recommendation, a leave of absence of one year or less may be granted by the Board of Education if a suitable replacement can be found for the term of the leave.
2. Unit Members shall pay 102% (100% benefits +2% administrative costs) of all benefits while on leave. These benefits will consist of COBRA, which includes hospitalization, major medical, vision and dental. Life insurance will not be offered to employees on leave of absence.
3. On or before April 1 of the school year of the leave of absence, the individual on leave must inform the Superintendent in writing his/her intention for the coming school year.

Q. Medical Leave of Absence

Upon written request and with appropriate medical certification, the Board may grant a Unit Member on continuing contract up to a one (1) year Medical Leave of Absence.

Unit Members shall pay 102% (100% benefits +2% administrative costs) of all benefits while on a Medical Leave of Absence. These benefits will consist of COBRA, which includes hospitalization, major medical, vision and dental. Life insurance will not be offered to employees on Medical Leave of Absence.

On or before April 1, of the school year of the Medical Leave of Absence, the Unit Member on leave must inform the Director of Human Resources in writing of his/her intention for the coming school year.

An employer may require medical certification to support a request for leave because of a serious health condition, and may require a second opinion from a Board certified physician (at the employer's expense). If a conflict arises from the second opinion physician, a Unit Member may be referred to a Board certified physician approved by both the employee's doctor and the doctor assigned by the Board. The decision of this physician shall be binding.

R. Family and Medical Leave of Absence

The Board will comply with the Family and Medical Leave Act of 1993 which provides up to twelve (12) weeks of unpaid, job-protected leave to Unit Members who have worked for a covered employer for at least one year, and for 1250 hours over the previous twelve (12) months to care for a spouse, son or daughter, or parent who has a serious health condition, a child after birth, or placement for adoption or foster care, and for a

serious health condition that makes the Unit Member unable to perform the Unit Member's job.

If there is a conflict between this contract and the Act, the Act will control. However, to the extent that this contract provides more generous benefits, those benefits will not reduce because of the Act.

S. Pregnancy and Maternity Leave

A Unit Member requesting leave for pregnancy or a Unit Member requesting leave following delivery of her child must satisfy the procedural prerequisites established by the Ohio Revised Code. In addition, the Unit Member must file a written request for leave as far in advance as possible for the anticipated beginning of the leave, and such request must indicate:

The date on which the Unit Member wishes to begin leave;

The date to which the Unit Member wishes the leave to extend;

The type of leave which the Unit Member wishes to take.

Upon returning, the Unit Member will be returned to her prior position if that position is available or will be reassigned to a position for which she is qualified if the prior position is not available.

Any combination of the following shall be available to a pregnant Unit Member or a Unit Member following delivery of her child:

- a. Sick Leave on the same terms that Sick Leave is available for any other disability.
- b. If a pregnant Unit Member or a Unit Member following delivery of her child wishes to be absent from work for a period of time longer than the period of actual physical disability, a Unit Member may request FMLA and/or a Leave of Absence under Article VI, Section P and/or a medical leave of absence under Article VI, Section Q.

FMLA shall be calculated as follows:

FMLA provides leave from 60 workdays from the date of birth. Non-workdays will not be subtracted from FMLA.

The first 6 weeks following the vaginal birth or 8 weeks following the C-section birth shall be considered sick leave. During this period, sick days from the Employee's sick day balance may be utilized.

The remainder of FMLA following this sick leave period shall be calculated as unpaid leave

T. Partner's leave

A Unit Member, contiguous to a pregnant partner's delivery and/or release from the hospital during, or within 10 calendar days prior to the start of, the contract year, is presumed eligible for up to ten (10) days of sick leave.

U. Adoption/fostering leave

A Unit Member adopting/fostering a child during, or within 10 calendar days prior to the start of, the Unit Member's contract year is presumed eligible for up to ten (10) days of sick leave.

In addition to the available sick leave for adoption/fostering, a Unit Member may request FMLA and/or a Leave of Absence under Article VI, Section P and/or a medical leave of absence under Article VI, Section Q.

V. Absences

All unit members are responsible for reporting any absences, including partial absences, at least two hours before the unit member's start time via the district's absence management system. In the case of a Unit Member being late or in the case of an emergency, whenever possible the Unit Member will also phone in to his or her appropriate administrator or designee. For all absences, the building administrator shall make every effort to arrange for an outside substitute. The building administrator has the right to move Unit Members and the substitute to fill the absence in the best way.

If the Board has a reasonable concern, including but not limited to the timing or pattern of absences, the Director of Human Resources will meet with CESSA President/designee and the unit member to review the matter and if necessary work collaboratively towards developing a plan. This collaboration plan may require the Unit Member to provide additional documentation including an actual physician's statement, developing an attendance improvement plan or other solutions.

W. Long Term Substitutes

An outside substitute shall be arranged by the building administrator in advance of any prearranged long-term absence, including vacations. The building administrator has the right to move Unit Members and the substitute to fill the absence in the best way.

X. Special Education Substitute Period

Whenever an absence of the Special Education classroom teacher occurs, the building administrator shall make every effort to arrange for a qualified substitute... If a qualified substitute is not available, the regular paraprofessionals may be assigned as a "special substitute paraprofessionals". Special substitute assignments shall be made on an equitable basis whenever possible. For each class period when the paraprofessional acts as a substitute for another paraprofessional which increases their responsibilities beyond their regular assignment (i.e., paraprofessionals covering two classes simultaneously or

serving the needs of another paraprofessional's students while assigned to duties in their regular assignment) the paraprofessional will be paid \$15.00 per half hour. Paraprofessionals cannot be paid for coverages of relief time breaks of other paraprofessionals. If a paraprofessional is not available, another unit member may provide the coverage.

Example: 1-30 minutes \$15.00
31-60 minutes \$30.00

Reference OTA form 7600

Y. Assault Leave

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). If, as a result of job related activities, a Unit Member is assaulted, resulting in physical injury to preclude the satisfactory performance of regular duties, the Unit Member shall be granted leave not taken from sick leave or personal leave for the period of incapacitation, if the assaulted Unit Member files a police report and provides such support as may be requested by the authorities. In the case of injury or visible disfigurement which causes embarrassment to the Unit Member, Assault Leave shall be granted.

Payment of Assault Leave shall be at the Unit Member(s) per diem rate in effect for such employee at the time of such assault, less any compensation to which the employee is entitled under the Workers' Compensation Act of Ohio. If court action results, said Unit Member shall be granted Assault Leave of professional duties not taken from sick leave or personal leave with no loss of pay for necessary time in court.

A Unit Member temporarily disabled as a result of a physical 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. If the Unit Member so desires, a transfer to the first available position carrying equivalent pay and equivalent professional duties, for which the Unit Member is qualified will be granted.

Z. Emergency Closings

1. Weather Conditions

Unit Members are expected to report to their normal assignments unless notified. Naturally, a Unit Member living in an area where weather conditions are hazardous would not be expected to be at work until such conditions have improved. It is the responsibility of the Unit Member to immediately report such hazardous conditions to their appropriate administrator. Should it be necessary for the Superintendent or designee to require certain vital service personnel to

report to work, that Unit Member will be individually contacted by the Superintendent or his/her designee.

2. Other Than Weather Conditions

If hazardous conditions do not exist and school is closed due to mechanical failure to buses, driver-related difficulties, or individual building problems, all CESSA Unit Members are expected to report to work as usual unless otherwise notified.

If, after a period of two (2) hours the Superintendent or his/her designee determines it is not possible to perform the duties for which the Unit Member is responsible, the Unit Member shall be released for the day with no loss in pay.

AA. Drug Testing

For employees hired on and after July 1, 2005, the District may require pre-employment testing for usage of illegal drugs. Further, any Unit Member who may have caused or contributed to an on-the-job accident, as defined below, shall be required to submit to a drug and/or alcohol test. "Accident" means an unplanned, unexpected or unintended event which occurs on Board property, during the conduct of Board business, or during working hours, or which involves Board-supplied motor vehicles or motor vehicles used in conducting Board business, or within the scope of employment, and which results in any of the following:

- a. A fatality of anyone involved in the accident.
- b. Bodily injury requiring off-site medical attention away from the employer's place of employment.
- c. Vehicular damage in apparent excess of \$2,500, or
- d. Non-vehicular damage in apparent excess of \$2,500.

A Unit Member who tests positive shall be assisted in accordance with Board Policy #4170.01 (Employee Assistance Program).

Unit Members who are subject to discipline, as a result of drug or alcohol use, shall retain all due process, rebuttal, and other civil and contractual rights and are entitled to contest the discipline through the Grievance Procedure, or if they contend a violation of this Article and its application, are entitled to contest the misapplication or misinterpretation through the Grievance Procedure of the Contract.

BB. Health and Safety

1. Maintenance of Health and Safety

The Board shall be responsible to ensure and maintain conditions of employment that are free of hazards that may cause serious physical harm to employees. The

Board or its designee shall provide a written response to any health concern issues received in writing from any member within ten (10) working days of receipt of said concern. A copy of the response shall be provided to the Association President. The Board retains exclusive authority to adopt and implement policies and procedures required by ORC Chapter 4167, by the division of Occupational Safety and Health, by the Public Employee Risk Reduction Advisory Commission, and/or any other rules and regulations adopted under the authority of Chapter 4167.

2. Notification

- a. Except for a condition which the Unit Member, acting in good faith, reasonably believes presents an imminent danger of death or serious harm to him/her or others, a Unit Member must report an alleged health or safety violation to his/her supervisor within two (2) work days of the alleged violation.
- b. Before exercising his/her right to refuse to work because of a condition which the Unit Member acting in good faith reasonably believes presents an imminent danger of death or serious harm to him/her or others, the Unit Member must immediately notify his/her supervisor of the condition. The Unit Member may be temporarily reassigned while the condition is being investigated and/or ameliorated.

3. No Reprisals

There shall be no reprisals, restraints, interference, coercion or discrimination against an employee for filing a report of an unsafe or unhealthy condition, for refusing to work under conditions that the public employee reasonably believes presents an imminent danger, or for any other participation in the Health and Safety Program.

4. Health Supplies

- a. The Board shall ensure that in the main office of each building there shall be adequate first aid kit(s) which shall be maintained.
- b. The Board shall provide every building an adequate supply of disposable rubber gloves.

ARTICLE VII - PERFORMANCE

A. Job Descriptions

Upon employment, the Unit Member shall receive a copy of his/her job description. The immediate supervisor, with input from the Unit Member, may write a job description that details the duties, expectations and responsibilities of the assignment. The Unit Member will have the opportunity to review his/her job description with the immediate supervisor.

and/or appropriate administrator upon request. Job descriptions for each position covered within the scope of this agreement shall be available in the Human Resources Office.

Unit Members shall not be requested or required to type or otherwise process or complete Professional Development Plans or any other private material for anyone on school time.

No Unit Member will be asked or expected to perform duties inconsistent with their respective job description.

Unit Members will not be required to use personal vehicles for school banking off campus. A Unit Member will receive mileage reimbursement based on Board of Education Policy # 4440 for using personal vehicles for school banking.

The Director of Student Services will co-chair a committee with the CESSA President or designee to explore job differentiation for paraprofessionals. Committee members will consist of CESSA members and administrators from each building. The Director of Student Services and the CESSA President will meet on or before February 1, 2022 to make a plan for this work.

B. Evaluations

1. Evaluations shall occur for all Unit Members once a year. By October 15th administration will meet with individual CESSA members and work collaboratively to identify and review specific goals and means of support (beginning with the 2019-2020 school year). The evaluation is to be completed and forwarded to the Human Resources Office by April 15th. New employees shall be evaluated within the ninety (90) working day probation period. New employees during their probationary period will not be afforded the rights and privileges of the grievance process and may be terminated by the Board.
2. The evaluation shall be reviewed with the Unit Member and the appropriate administrator or Coordinator. An additional written evaluation may be requested by the Unit Member or appropriate administrator any time before the end of the contract year.

C. Assistance for Improvement

Where indications of unsatisfactory performance by the Unit Member are available to the administration, the administration will give said Unit Member a fair chance to improve his/her performance to a satisfactory level through early notification of deficiencies and recommendations for improvement.

The appropriate administrator shall meet with the Unit Member to cooperatively develop a written plan of assistance for improvement with specific directives to be accomplished. If specific directives are not met on the plan, the unit member may be subject to disciplinary action. The timeline is to be determined by the administrator and employee based on the nature of the deficiency.

The appropriate administrator and the Unit Member will meet at pre-arranged intervals to discuss the Unit Member's progress. The Unit Member may be accompanied by a representative of his/her choice to all meetings and conferences related to the plan of assistance for improvement.

D. Disciplinary Action

It is recognized that the administration reserves and has the right to progressively discipline bargaining Unit Members for just cause. Discipline may include warnings, reprimands, suspension and/or discharge. In the case of suspension, that employee may be replaced by a temporary employee. Unit Members will be given a written notice prior to any meeting held for disciplinary action. Copies of all warnings and reprimands placed in the personnel file shall be furnished to the Unit Member. The appropriate administrator may discuss the Unit Member's work record privately with the Unit Member or, if the Unit Member desires, he/she shall be entitled to have a representative present.

E. Personnel File

Unit Members shall have the right to review their personnel file in the Human Resources Office on any regular scheduled workday from 8:00 a.m. to 4:00 p.m. at a time when the Unit Member is not scheduled to be working. He or she shall also have the right to review their personnel file with a representative and also delegate that right through written permission. The file shall be reviewed in the presence of an appropriate administrator. Any material in the personnel file can be copied using Central Office equipment with the Unit Member paying ten cents (.10) for each sheet copied. The above shall exclude letters of recommendations and materials relating to events which occurred prior to employment.

ARTICLE VIII - PROFESSIONAL DEVELOPMENT

A. Clerical and Educational Support Staff Professional Development Plan

1. The objective of the Plan is to attain maximum development of the Unit Member staff to benefit both the educational program as well as the individual participant in the plan.
2. The Plan
 - a. The Unit Member creates a Plan for his/her own professional development and submits an application to the Principal or Central Office Administrator. (Application Form - Form No. 6000)
 - b. Discussions related to the Plan occur between the appropriate administrator and the Unit Member on an on-going basis throughout the school year as needed.

- c. The final evaluation shall be scheduled at a mutually agreed upon time and a written summary prepared by the Unit Member participating in the Plan. (Form No. 6001).
3. Procedures for Participation (applications may be submitted as early as June but not later than October 31).
 - a. A Unit Member who desires to participate in the Plan prepares an application and submits it to the appropriate administrator. (2, (a) above)
 - b. The Unit Member prepares a written statement of his/her Professional Development Plan as related to 3, (a). The points of the Plan are discussed with the appropriate administrator and together they mutually agree on guidelines and goals to be accomplished with the timelines as appropriate.
 - c. A predetermination of a possible goal level will be indicated following mutual agreement upon the program goals. It is further understood that even though predetermination of a level takes place, that predetermination may be adjusted if the PDP is completed beyond agreed-upon expectations and/or if PDP is not achieved as expected.
 - d. It is the responsibility of the Plan participant and the appropriate administrator to initiate appropriate discussions, if needed, during the school year. The Unit Member may initiate a discussion as he/she desires.
 - e. The Plan participant and the appropriate administrator meet during April/May for a final conference and evaluation of the plan. A mutually agreed upon summary of the results of the Professional Development Plan is to be prepared by the Unit Member and submitted to the appropriate administrator. Included in this summation should be agreed-upon plans for the Unit Member's future training and development. (Form No. 6001)
 - f. Following the final summary, the building administrator shall meet with the Director of Human Resources or Superintendent to review the plan and to determine the Professional Development Plan Award. One copy of the final plan summary shall be returned to the Plan participant and one to the building administrator; the original copy shall be placed in the individual's personnel file.
4. The PDP remuneration will be for the current contract year and will be in effect only one year. Final documentation must be received in the Human Resources Office no later than May 15, with the stipend awarded in the June 30, pay. The lump sum payment will have the following standard deductions taken out: 20% federal, 3 1/2% state and applicable city taxes. The stipend range will be \$600.00 - \$1,000.00.
5. All past PDP plans including 1990-91 PDP's will be grandfathered.

B. Professional Growth

The Orange Board of Education hopes to create an atmosphere where professional standards are high and professional growth is continuous. Education is constantly changing and growing and through formal/informal educational experiences one can better keep pace. Participation in workshops, schooling, in-service or activities that offer the opportunity for professional growth is greatly encouraged.

The CESSA executive board may bring their professional development needs to the Administration. Administrators in charge of the staff development day will work with CESSA leadership on development of professional growth possibilities.

C. Training

Unit Members shall participate and become certified in facility/building approved seclusion and restraint training, emergency response training, and/or any other training as may be required for the position. The district shall provide required training, during the Unit Member's work day and shall cover the cost of such training. If a Unit Member is not able to attend district provided training, the Unit Member must locate equivalent training to be paid for by the district up to the cost of the district provided training.

ARTICLE IX - SALARY SCHEDULE

A. Determination of Daily Rate

The daily rate of pay (per diem) of each Unit Member under contract shall be determined by dividing his/her salary (base salary, plus any grandfathered PDP, plus longevity stipend) by the number of days in the contract year, according to their classification.

B. Salaried Pay Periods

All CESSA salaries shall be paid on a 12 month basis. All salaried support staff personnel shall be paid the 15th and 30th of each month, except for February, when the end of the month pay date shall be the last working day of the month. The pay period shall cover the first day of the month to the fifteenth day and the sixteenth day to the end of the month. Should the pay date fall on either Saturday or Sunday the pay date shall be on the previous Friday of that week.

C. Base Salary Increase

The salary schedule for the Fiscal years 2022, 2023 and 2024 is set forth in Appendix B

D. Salary Notification

Adjusted salary, when granted and approved, shall be included in a salary notification form issued annually prior to the start of the new school year by the Human Resources Office.

E. Bargaining unit members working an extended school year will be paid the greater of his/her per diem hourly rate or \$25.00.

F. Direct Deposit

All Unit Members will receive their semi-monthly pay through the District's direct deposit payroll program. Direct deposit notifications will be sent to the Unit Member via their school email account unless an alternative email address is provided in writing. Should a Unit Member have reason to opt out of the district direct deposit payroll program, the Unit Member must submit written notification to the Treasurer's office.

G. Payroll Deductions

Payroll deductions shall be made for the following items:

- withholding taxes according to information contained on the exemption certificate filed with the Treasurer
- retirement
- unauthorized absence
- dues for Unit Members as provided for in Article IV of this agreement
- other purposes which fall within legal bounds (i.e., child support, garnishments, IRS liens, etc.)

Payroll deductions of equal bi-monthly amount may be made for the following items:

- 125 Flexible Benefits Plan
- board approved fringe benefits according to Unit Member's enrollment
- credit union deposits according to Unit Member's written authorization
- annuity payments according to Unit Member's written authorization

Any deductions not specifically itemized in this Section may be made with the Unit Member's and Treasurer's prior written authorization only.

ARTICLE X - FRINGE BENEFITS

A. Years of Service

For the purpose of determining full years of employment service credit in the Orange Schools, the following shall be applicable for the areas of step advances, vacation and longevity salary:

Unit Members working 230 days per contract year shall be given a full year of service credit for a specific contract year (July 1 to June 30) when they have completed 165 days of work during that contract year.

Unit Members working 214 days per contract year shall be given a full year of service credit for a specific contract year (July 1 to June 30) when they have completed 150 days of work during that contract year.

Unit Members working 195 or 183 days per contract year shall be given a full year of service credit for a specific contract year (July 1 to June 30) when they have completed 130 days of work during that contract year.

B. Longevity Schedule

Unit Members are eligible to receive longevity pay based on the following schedule:

Beginning in their 5th year of employment with the Orange Board of Education, all full-time Unit Members will receive a longevity stipend of \$600.00.

Beginning in their 10th year of employment with the Orange Board of Education, all full-time Unit Members will receive a longevity stipend of \$1,300.00.

Beginning in their 15th year of employment with the Orange Board of Education, all full-time Unit Members will receive a longevity stipend of \$2,250.00.

Beginning in their 20th year of employment with the Orange Board of Education, all full-time Unit Members will receive a longevity stipend of \$3,000.00.

Beginning in their 25th year of employment with the Orange Board of Education, all full-time Unit Members will receive a longevity stipend of \$3750.00.

Beginning in their 30th year of employment with the Orange Board of Education, all full-time Unit Members will receive a longevity stipend of \$4500.00.

Beginning in their 35th year of employment with the Orange Board of Education, all full time Unit Members will receive a longevity stipend of \$5,250.00.

C. Insurances

The Orange Board of Education will make available single or family coverage for each of the listed insurances. Dependent coverage shall include children to the age twenty-six (26) for Hospital/Medical-Surgical/Major Medical, Vision Care and Dental Care.

To be eligible for the various insurances, the Unit Member must work a minimum of a 75% FTE. All insurances become effective the first day of the month after the initial date of employment provided the employee completes enrollment paperwork and provides necessary documentation to ensure proper enrollment of individual and family members (where applicable). If support documentation is not received in a timely manner, then

insurance becomes available when documentation is received provided this is within the initial thirty (30) calendar days of employment. If enrollment paper work is not received within the first thirty (30) calendar days, the employee will not be eligible until the next district open enrollment period.

The Board may change carrier(s) of any of the insurance programs contained herein provided that such coverages and services shall not be less than the coverages provided by the present carrier(s) as of the effective date of this contract. CESSA shall be notified in writing thirty (30) days in advance of any proposed change in carrier(s). Pre-existing conditions shall not be excluded from coverage with a change in carrier(s).

Upon the agreement of the Board and all of the District's Unions, a Health Care Subcommittee shall be established with up to two members appointed by the Superintendent and up to two members appointed by the each of the District's unions. Additional representatives may be invited to attend by agreement of the management and Union representatives. The Subcommittee shall review and make recommendations to the Superintendent and the respective Union Presidents regarding the terms and conditions of coverages set forth in this Article X. All recommendations must be agreed upon by all subcommittee representatives. The first charge of this committee will be to review and evaluate the District's dental coverage and provider and determine whether the District should seek requests for proposals for a new dental provider.

Should the Subcommittee recommend a change to the dental provider, the change requires the approval of the Board and all Unions in accordance with each parties' ratification procedures. Nothing in this section shall modify or otherwise affect the Board's rights as set forth in Article X, Section C.

1. Life Insurance (Term Policy)

The Board will pay 100% of the premium for a term life insurance policy equal to \$100,000 per Unit Member. The policy includes a double indemnity clause to be calculated at double the amount of the basic coverage for accidental death or dismemberment.

A Group Life Insurance certificate of coverage will be provided for each Unit Member.

Conversion Privilege -- (Change Group Life Insurance to Individual Life Insurance)

A Group Life Insurance Certificate holder may have the right to convert to an individual life insurance policy. Specific conversion requirements are detailed in the Group Life Insurance booklet and it is understood that individual premiums are to be paid by the Unit Member.

2. Hospitalization/Medical-Surgical/Major Medical

Each member of the bargaining unit may elect to enroll in SuperMed Plus or comparable program. Full-time members who enroll in the SuperMed Plus program shall pay, via payroll deduction, 15% contribution with no cap effective July 1, 2017.

Part-time members of the unit hired after July 1, 2005, and who work between 75%-99% FTE of a contract day may enroll in the SuperMed Plus program and shall pay 25% of the premium cost with the board paying the remaining 75%.

Full-time Unit Members electing to enroll in medical insurance programs will contribute 15% of the monthly premium cost of the health insurance plan. A standard medical plan shall be offered, with a \$20 co-pay per office visit (any wellness visit or preventative service will be covered at 100% with no copays); a \$100 emergency room co-pay (co-pay waived if admitted to hospital); \$200 single network deductible / \$400 family network deductible, 90% network co-pay with annual co-insurance of \$500/\$1000 (not including deductibles), and \$400 single out of network deductible / \$800 family out of network deductible), 70% out of network co-pay with annual co-insurance of \$1000/\$2000 (not including deductibles). The prescription drug plan shall provide co-pays of \$10 for generic and \$35 for non-generic at retail and mail order. The Plan Summary is found in Appendix A.

In addition to the plan design reference above, the Board shall offer a minimum value, high deductible plan with no cost to the employee for premiums. The plan provides in-network deductibles of \$6,350 single and \$12,700 family.

Effective January 1, 2019 a Wellness Plan, designed by Suburban Health Consortium, will be offered to focus on employee wellness with the intent to offer lower premiums, with higher deductibles and co-pays, also at a cost of 15% of premium cost to the members. An initial open enrollment period will be available during December 2018 and subsequent open enrollment periods will occur during normal open enrollment the month of September each year.

3. Spousal Coverage

- a. If an Unit Member's spouse is eligible to participate, as a current employee or in their current enterprise or retiree, in group health insurance and/or prescription drug insurance sponsored by his/her employer, enterprise or any public or private retirement plan, the spouse is not eligible to enroll for coverage under the Orange medical plan unless he or she enrolls in such other group insurance coverage.
- b. The requirement does not apply to any spouse who works less than 30 hours per week AND is required to pay more than 50% of the single premium to participate in the employer's group health insurance coverage and/or prescription drug insurance coverage. This requirement also does

not apply to any spouse who is a retiree under a public retirement plan and enrolled in Medicare coverage.

- c. Upon the spouse's enrollment in any such employer (or public retirement plan) sponsored group insurance coverage that coverage will become the primary payor of benefits and the coverage sponsored by the Board will become the secondary payor of benefits. In other words, as secondary payor the Orange medical plan will cover eligible expenses not covered by the primary coverage of the spouse.
- d. Any spouse who fails to enroll in any group insurance coverage sponsored by the spouse's employer, or any public or private retirement plan, as required by this Section, shall be ineligible for benefits under the group insurance coverage sponsored by the Board of Education. Note: If a spouse's only option is a "high deductible health care plan" ("HDHP") that qualified to be used in is used in conjunction with an HSA, then the spouse will be granted a waiver to stay on the Orange plan without taking the HDHP coverage. But the waiver is available only if the HDHP is the ONLY plan offered to the spouse.
- e. Every Unit Member whose spouse participates in the Board's group health insurance coverage and/or prescription drug insurance coverage shall complete and submit to the Board, upon request, a written certification verifying whether his/her spouse is eligible to participate in group health insurance coverage and/or prescription drug insurance coverage sponsored by the spouse's employer, enterprise or any public or private retirement plan. If any employee fails to complete and submit the certification form by the required date, such employee's spouse will be removed immediately from all health and prescription drug insurance coverage sponsored by the Board. Additional documentation may be required.
- f. An Unit Member who submits false information or fails to timely advise the Board of a change in the spouse's eligibility for employer, enterprise or retirement plan sponsored group health insurance and prescription drug insurance and such false information, or such failure results in the Board providing benefits to which the spouse is not entitled, the Unit Member will be personally liable to the Board for reimbursement of benefits and expenses, including attorneys' fees and costs, incurred by the Board. Any amount to be reimbursed by the Unit Member may be deducted from the benefits to which the Unit Member would otherwise be entitled. In addition, the Unit Member's spouse will be terminated immediately from group health insurance and/or prescription drug coverage under the plan. If the Unit Member submits false information, the Unit Member may be subject to disciplinary action by the Board, up to and including termination of employment.

- g. The Board will reimburse the spouse of the Employee who is required, under this program, to obtain her/his own medical insurance up to \$125 per month for the expense incurred by the spouse in obtaining such coverage. The spouse shall provide appropriate evidence, through pay stubs or other documentation, of her/his payment of monies to secure single coverage from her/his employer, retirement provider, or another source.

4. Prescription Drug Plan

Deductibles of \$10 Generic / \$20 Brand / \$40 Non Formulary. Employees electing prescription drug coverage shall pay, by payroll deduction, 15% of the monthly premium cost.

5. Vision Plan

The Plan provides for one eye examination, one change of lenses, and one change of frame or contact lenses each year. The Board shall pay the scheduled benefits as listed in Appendix A. (Appendix A will be modified to reflect VSP Choice-Additional allowance of \$20.00 for frames and the ability to purchase non-RX glasses using the frame allowance.)

The Unit Member contribution for this coverage is 15% effective July 1, 2017.

6. Dental Care

The insurance provides a \$2,500 calendar year maximum per enrollee. The plan provides for the following UCR services:

Class I - 100% paid, exams twice per benefit year, cleaning, certain lab tests, and emergency treatments.

Class II - \$25 individual deductible/\$50 family deductible, pays 80% of UCR charges for fillings, root canals, gum disease, repair of bridgework and dentures, extractions and oral surgery anesthesia if medically necessary.

Class III - Deductible in Class II, pays 60% of UCR charges for inlays, onlays or crown restorations, initial bridgework, installation of partial or full dentures, replacement of existing bridgework or dentures (see booklet for limitations).

In addition to the regular dental plan an orthodontic coverage provides a lifetime individual maximum of \$2,500 calculated at 60% coverage of UCR claims related to the orthodontic procedures.

The Unit Member contribution for this coverage is 15% effective July 1, 2017

7. Hearing Coverage

The Board shall provide coverage for hearing coverage either through Medical Mutual or VSP as found in Appendix A. The Superintendent and the Association President or designee will meet to compare coverage costs and benefit levels to determine the level of coverage based on the benefits and costs of the two programs under consideration. The expectation is that the coverage will not exceed \$.90 per month per employee.

8. Health Reimbursement Account

- a. Effective January 1, 2019, The District shall offer bargaining unit members enrolled in the Standard Plan referenced above a Health Reimbursement Account (HRA).
- b. The HRA Plan will be effective January 1, 2019 and will run on a calendar year basis thereafter (the "HRA Plan Year").
- c. The HRA shall be funded, as needed, by the district to cover eligible members' unreimbursed co-insurance costs incurred during that HRA plan year in an amount not to exceed the out of pocket maximum for co-insurance per year (currently \$500 for Single Coverage and \$1,000 for Family Coverage).

9. 125 Flexible Benefits Plan (Flex Pro)

The Unit Member has the option to participate in the 125 Flexible Benefits Plan. This program allows the Unit Member to participate in:

- a. Premium Pass Through of Employee Contributions for Insurances
- b. Medical Reimbursement up to \$2,500
- c. Dependent Care Reimbursement up to \$5,000

There is an open enrollment period and adjustment period on the calendar year. Information is available in the benefits office. Any money left in the reimbursement accounts not spent at the end of the calendar year will be lost.

10. Ohio Workers' Compensation

Unit Members are protected under the State Workers' Compensation Act of Ohio in cases of injury or death incurred in the course of and arising out of their employment. A Unit Member's application for this compensation must be filed by the attending physician within thirty (30) days after the injury. Each Unit Member must report in writing any accident on the day of the accident or as soon as possible thereafter. A regular form for this report may be obtained in the office of each building. This form must then be turned in to the Superintendent. Any deviation from this procedure may result in loss of compensation.

Accident Report Form No. 9100 - See Forms at end of Contract.

11. Unemployment Compensation

Under normal circumstances a Unit Member may be eligible for compensation due to involuntary, total or partial unemployment provided the Unit Member files a claim for benefits, and meets the qualification requirements.

12. Job Liability Insurance

The Board of Education will provide each member with Job Liability Insurance coverage of \$1,000,000.

D. Severance Pay

1. Members of this bargaining unit who retire and meet the requirements under the SERS System shall be eligible for Retirement Severance Pay equal to one-fourth (1/4) the value of their accrued but unused sick leave credit not to exceed eighty-four (84) days. In addition, retiring Unit Members shall receive eight percent (8%) of the sick days accumulated but not used during the members' last five years of employment. For example if a Unit Member during her/his last five years of employment uses a total of 5 days, the Unit Member shall receive, in addition to the retirement severance portion set for the above, and an additional (5.6) days of severance pay.
2. Upon completion of the fifteenth (15th) year of service credit with the Orange Board of Education, members of this bargaining unit who resign shall be eligible for Resignation Severance Pay equal to seventeen percent (17%) the value of their accrued sick leave credit not to exceed two (2) days for each year of service credit. This provision expires June 30, 2019.

Such Severance Pay shall be computed based on the Unit Member's daily rate of pay on the last day of employment. The Severance Pay on this basis shall be understood to eliminate all sick leave credit accrued by the Unit Member.

Severance Pay for sick leave shall be paid within thirty (30) calendar days of receipt of their last payroll check.

Should an employee pass away during employment, any earned but unpaid regular pay, compensatory time, vacation pay and, if the employee is eligible for receipt of SERS service retirement benefits, severance pay, shall be paid to her/his estate.

ARTICLE XI - GRIEVANCE PROCEDURE

A. Definitions

1. "Administration" shall mean those excluded from the bargaining unit as identified in Article I, Recognition.

2. "Days" shall mean actual working school days unless specified differently.
3. "Grievance" shall mean a claim by a Unit Member(s) that there has been a violation, misinterpretation or misapplication of this Contract between the Association and the Board. If any grievance arises, there shall be no stoppage or suspension of work, for it is intended that it shall be submitted to this Grievance Procedure.
4. "Grievant" shall mean the Unit Member(s) initiating a grievance.
5. "Appropriate administrator" shall mean that administrator having immediate supervisory responsibility over the grievant.

B. Rights of the Grievant and the Association

1. A grievant may at his/her sole discretion be accompanied at all steps of the grievance by a representative of the Association.
2. The purpose of these procedures is to secure, at the lowest level administrator having authority to resolve the grievance, equitable solutions to grievances. All parties agree that grievances will be kept as confidential as is appropriate and processed as expeditiously as possible.

C. Time Limits

1. The number of days indicated at each step in the procedure shall be the maximum.
2. If the grievant does not present a grievance within fifteen (15) days of the occurrence of the act or conditions on which the grievance is based, then the grievance shall be considered waived.
3. If a decision on a grievance is not appealed within the time limits specified at any step of the procedure, the grievance shall be deemed settled on the basis of the disposition at that step and further appeal shall be barred.
4. Failure at any step of these procedures to communicate the decision on a grievance within the specified time limits shall automatically entitle the grievant to proceed to the next level.
5. All notices of hearings, dispositions of grievances, written grievances and appeals shall be in writing and hand-delivered or mailed by certified mail, return receipt requested.
6. Every effort will be made to process grievances to a satisfactory conclusion by the end of a school year.

7. Hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend, but not during the school day unless the parties otherwise agree.
8. The time limits set forth in Steps I through III of this grievance procedure may be extended by mutual agreement.

D. Grievance Procedure

1. Informal Procedure: A grievance, except as indicated above in B (2), shall first be presented to the principal or appropriate administrator in an attempt to resolve the problem.

2. Formal Procedure:

STEP I. - If the grievance is not resolved within five (5) days of the informal claim, it may be pursued further by submitting a completed Grievance Report Form, Step I, in duplicate. Copies of this form shall be submitted by the grievant to the Director of Human Resources. Within five (5) days of the receipt of the Grievance Report Form, the Director of Human Resources shall meet with the grievant. The Director of Human Resources shall write a disposition of the grievance within five (5) days after such meeting by completing Step I of the Grievance Report Form and returning a copy to the grievant, the Association, and the Superintendent.

STEP II. - If the grievant is not satisfied with the disposition of the grievance in Step I, the grievant shall, within five (5) days of such disposition, complete Grievance Report Form, Step II, and submit same to the Superintendent who shall within ten (10) days meet with the grievant. Within ten (10) days of this meeting, the Superintendent shall write a disposition of the grievance, by completing Step II of the Grievance Report Form, returning a copy to the grievant, the Association, and the appropriate administrator.

STEP III. - If the grievant is not satisfied with the disposition of the grievance at STEP II, the grievant may request a hearing before an arbitrator by completing Grievance Report Form, Step III. The grievant's request for arbitration shall be made within five (5) days following either the receipt of the disposition of grievance or the lapse of twenty-five (25) days following grievant's submission of the Grievance Report Form to the Superintendent under Step II, whichever occurs first. The grievant's request for arbitration shall be by certified mail with return receipt requested to the Superintendent. Within five (5) days following receipt of the grievant's request for arbitration, the Superintendent and the grievant or his/her designated representative shall mutually petition the American Arbitration Association (AAA) to provide both parties with a list of seven (7) names from which an arbitrator will be selected by the alternating strike method and notified in accordance with the rules of the AAA. A second list of seven (7) names may be requested by either party. The toss of a coin shall determine who strikes first.

Once the arbitrator has been selected, he/she shall conduct a hearing on the grievance in accordance with the rules and regulations of the AAA.

The arbitrator shall hold the necessary hearing promptly and issue the decision within such time as may be agreed upon. The decision shall be in writing and a copy sent to all parties present at the hearing. The decision of the Arbitrator shall be binding on all of the parties to this contract and to the grievance.

The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any of the provisions of this collective bargaining contract, nor add to, detract from or modify the language therein in arriving at his/her decision concerning any issue presented that is proper within the limitations expressed herein. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to decide any other issue(s) not so submitted to his/her or to submit observations or declaration of opinion which are directly essential in reaching his/her decision.

The arbitrator shall in no way interfere with management prerogatives nor limit or interfere in any way with the powers, duties and responsibilities of the Board under its policies, applicable law, and rules and regulations having the force and effect of law.

The costs for arbitration shall be paid by the loser.

E. Miscellaneous

1. Nothing contained in this procedure shall be construed as limiting the individual right of the Unit Member having a complaint or problem to discuss the matter informally with members of the administration through normal channels of communication.
2. In the event the Association determines at any level of the grievance procedure, that a grievance should not be carried further, the grievant may continue the procedure but shall be liable for any expense incurred thereafter in such proceeding.

ARTICLE XII - NEGOTIATIONS PROCEDURE

- A. Either the Association or the Board may initiate negotiations by letter of submission forwarded to the other party by April 2 of the year in which this contract expires. The parties shall hold their first negotiation session by April 15 at which time they will jointly notify SERB of the commencement of negotiations and impasse procedures identified in place of the procedures alternatively provided and then in effect under R.C. 4117.14 and related sections. At such session, they shall exchange their proposals as provided in Paragraph G below.
- B. All negotiations sessions shall be closed to the public and media and conducted during times mutually agreed upon by the respective parties.

- C. Each negotiating team shall consist of no more than five (5) persons. Each team may have up to two (2) additional persons as observers or consultants at the table from time to time. The composition of the team shall be in the sole discretion of the respective parties; however, once selected, no substitutes will be permitted without the agreement of the other party. Consultants used by either party, shall be paid by the party using them.
- D. Prior to the completion of each negotiation session, a mutually agreeable time, place and date shall be set for the next negotiation session.
- E. Upon request by either party, information concerning the financial resources of the district and any other information pertinent to matters under consideration shall be made available.
- F. The Board and Association agree to negotiate all matters concerning salary, hours, fringe benefits, and other terms and conditions of employment excluding, however, those matters in Article II of this contract.
- G. Proposals shall be exchanged by the parties at the first meeting and shall in form and detail specify that for which agreement is sought in terms acceptable to the proponent without clarification or supplementation. Thereafter, new proposals may not be submitted. Topical listings, or so-called "laundry lists" shall constitute a failure to comply with this paragraph and shall be disregarded.
- H. Upon request of either party, the negotiations meetings shall be recessed to permit the requesting party a reasonable period of time within which to caucus in privacy.
- I. The parties mutually pledge that their representative will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.
- J. As negotiation items receive tentative agreement by the parties, each item shall be reduced to writing and initialed by the representatives of each party. Each party may determine the number of matters included in an "item." Each item receiving tentative agreement shall not be altered or changed unless mutually agreed upon by both parties; however, both parties retain the right to trade off tentative items and/or withdraw such items for other consideration within the package which itself may, at the option of either party, be treated as one "item."
- K. When negotiating teams reach tentative agreement upon the contract, all of the members, including "consultants," if any, identified in Paragraph C above, shall recommend acceptance of the Contract to the parties they represent.
- L. Upon reaching tentative agreement upon the contract, said contract shall be presented to the Association for ratification within ten (10) weekdays. Upon ratification by the Association, the contract shall be presented to the Board for adoption within ten (10) week days.

- M. If by December 1, or a date mutually agreed upon, tentative agreement on all items is not reached and the parties have reached impasse, both parties shall use the services of the Federal Mediation and Conciliation Service (FMCS) as follows:
1. FMCS shall be contacted jointly in writing by both parties so that mediation may start within three (3) days after petitioning FMCS or the date mutually agreed upon.
 2. Once started, mediation shall continue until tentative agreement is reached on all unresolved items with mediation sessions being held at the direction of the mediator.
- N. In the event the parties are unable to reach agreement by June 30, or a date mutually agreed upon, all of the terms in each Article of this contract, including the disagreement provisions set forth in this Article shall be deemed exhausted.

ARTICLE XIII - CONTRACT MAINTENANCE

A. Waiver of Negotiations

This Contract constitutes the entire contract between the parties and it supersedes all prior and contemporaneous understandings (written or oral) not specifically incorporated herein. No change in a specific term of this Contract shall be made during the life of this contract except by mutual agreement of the Orange Board of Education and the Association, but otherwise neither party shall have a duty to negotiate with respect to any matter during this period.

B. No Strike Clause

The Association and any and all of its members shall not cause, engage in, or sanction any strike, slowdown, or any other such concerted action for the term of this Agreement.

C. Entire Agreement Clause

This Contract supersedes and cancels all previous agreements, verbal or written or based on alleged past practices between the Board and the Association and constitutes the entire Agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

D. Conflict with Law

If any provision of this Contract, or any application of the provisions of this Contract, or any agreement reached under its terms, conflicts with any federal or state law, regulations, ruling of order, now or hereafter enacted or issued such provisions, applications, or agreement shall be inoperative but the remaining provisions hereof shall remain in effect.

E. Duration of Contract

The contract shall become effective July 1, 2018 and continue in full force and effective until midnight June 30, 2021.

If during the duration of this contract Ohio law mandates school calendar be extended both parties agree to meet and bargain the proposed changes.

ARTICLE XIV - FORMS RELATED TO AGREEMENT ITEMS

See succeeding pages

Article XIV

Forms

Travel Reimbursement and P-Card Reporting Form

Important - please read:

Submit to the building principal or appropriate administrator for approval PRIOR to travel. The original will be returned to the building principal. Upon completion of travel, enter the actual expenses incurred, attach the original receipts and resubmit to the building principal or the appropriate administrator for final approval. Please tape all receipts to an 8x11" sheet of paper in date order.

Name: _____ Date: _____

Building CO Maint MHS OHS BMS PFLC Assignment Area: _____
(please circle)

Purpose of Travel: _____

Travel Dates: _____ Location: _____

Estimate prior to travel	Amt Paid with Purchase Order	Amt Paid with P-Card	Amount to be Reimbursed
--------------------------	------------------------------	----------------------	-------------------------

Transportation by Plane:

--	--	--	--

Transportation by Automobile
_____ miles @ _____ per mile (or current IRS rate)

--	--	--	--

Tolls, charges, garage, parking, taxi, shuttle, etc

--	--	--	--

Lodging - # of nights: _____ @ \$ _____

--	--	--	--

(moderate-priced accommodations). If two people are sharing a room, each occupant must provide a receipt with their own name or both names on one receipt. If paid by PO:

PO# _____

Registration fees -

--	--	--	--

If paid by school, PO# _____

Meals: Meals will be reimbursed at \$40 per day per person. Max tip is 20%

--	--	--	--

Total \$

--

To be reimbursed

Employee's Signature _____

PO Number

Principal's Approval _____

Central Office Approval _____

Final Approval _____

EVALUATOR COMMENTS:

EMPLOYEE COMMENTS:

VISION FOR GROWTH:

- To be completed by employee.
- Opportunity for the employee to document area(s) of interest.
- May be carried over year-to-year.

GOALS:

- To be completed collaboratively by evaluating administrator and employee.
- Specific, measurable, attainable, results-oriented, time-bound.
(ex: webinars, workshops at ESC, academies, books, etc.)

Evaluator Signature: _____

Date: _____

Employee Signature: _____

Date: _____

* The signature of the employee denotes only that the evaluation has been discussed.

ORANGE CITY SCHOOLS
CESSA
Professional Development Plan - Application

Staff Member _____ Assignment _____ Building _____ Date _____

1. Briefly describe your goal for professional development during the 20__-20__ school year:

2. State the objectives you plan to fulfill in the accomplishment of the above goal:

a.

b.

c.

d.

ORANGE CITY SCHOOLS
CESSA
Professional Development Plan
Administrator's Comments

Administrator's comments regarding:

1. Goal for professional growth:

2. Objectives with relation to goal:

3. Dollar Amount

\$

4. Goal Date _____

5. Administrator's Signature _____

6. Applicant's Signature _____

ORANGE SCHOOL DISTRICT
CESSA GRIEVANCE REPORT FORM

Member (filing grievance)

Date of Alleged Incident

Principal/Administrator

Job Assignment

Building/Work Area

INFORMAL Procedure:

Meet with Building Principal or appropriate administrator within fifteen (15) working days from date of alleged incident. If the grievance is not resolved within five (5) working days from the date submitted to principal/administrator, go to *Formal Procedure, Side 2.*

Grievance was submitted to Principal/Administrator on: _____ by: _____
Date to Principal/Administrator Grievant

1. List the *specific Contract Agreement item* alleged to have been violated, misapplied or misinterpreted:

2. List the *date, time and place* of the alleged violation, misapplication, or misinterpretation of the Contract Agreement item:

3. State your *Grievance* (use additional paper if necessary):

4. *Redress sought* by Grievant (use additional paper if necessary):

5. *Principal/Administrator Response* to Grievance (use additional paper if necessary):

Grievance Received by Principal/Administrator	Principal/Administrator Meeting with Grievant	Grievance was Resolved	Grievance Moved to Step 1, FORMAL Procedure
Date:	Date:	Date:	Date:
By:	*Attendees:	Accepted by:	By:

*Additional Attendees: _____

Member (filing grievance)

Date of Alleged Incident

Principal/Administrator

FORMAL Procedure (for more detailed guidelines in completing this section, please refer to the Association Contract between the Board of Education and CESSA):

STEP I -- HUMAN RESOURCES: If "Informal Procedure" does not resolve the grievance, this Grievance Report must be submitted to the Director of Human Resources within five (5) working days from the *date of receipt of the Informal procedure disposition*. The Director of Human Resources shall meet with the Grievant within five (5) working days from receipt of Grievance Report.

Grievance Received In H.R.	H.R. Meeting with Grievant	Written Disposition To Grievant	Grievance was Resolved	Grievance Moved to Step II, FORMAL Procedure
Date:	Date:	Date:	Date:	Date:
By:	*Attendees:	Dir. of HR:	Accepted by:	By:

*Additional Attendees: _____

STEP II -- SUPERINTENDENT: If, upon receipt of written disposition from Director of H.R., the Grievant is not satisfied, the Grievant shall submit this Grievance Report to the Superintendent within five (5) working days from date of receipt.

Grievance Received In Superintendent's Office	Superintendent Meeting with Grievant	Written Disposition To Grievant	Grievance Resolved	Grievance Moved to Arbitration, Step III, FORMAL Procedure
Date:	Date:	Date:	Date:	Date:
By:	*Attendees:	Supt.	Accepted by:	By:

*Additional Attendees: _____

Note: Superintendent must be notified of Arbitration Intent via Certified Mail, Return Receipt (CM-RR)

STEP III -- ARBITRATION: If, upon receipt of written disposition from Superintendent, the Grievant is not satisfied, the grievant shall notify Superintendent of request for Arbitration by certified letter, return receipt (CM-RR) within five (5) working school days from the receipt of the written disposition OR within twenty-five (25) working days following the Grievant's submission of the Grievance Report to the Superintendent (Step II), whichever comes first.

Letter (CM-RR) Received by Superintendent	Petition to AAA by Superintendent/Grievant	Hearing by Arbitrator	Arbitrator's Decision in Writing; Copy to All Attendees; Binding to All Parties
Date:	Date:	Date:	Final Decision On:
By:	By:	*Attendees:	By:

*Additional Attendees: _____

Orange City Schools CESSA Sick Day Donation Form

Donation of sick days shall occur prior to the employee's last sick/paid day.

Name of Donor: _____

Employee ID Number: 1st 5 letters of last name and last 4 of social security number _____

Number of Days to be Donated: _____

Donate Days to the following CESSA Member:

Donated Days will be used in Order of Donation.

Used

Not Used

Please note: Once a day is donated and used, it is no longer in your account of sick days and may affect your severance pay.

Signature of Donor Date

Signature of Superintendent or Director of Human Resources Date

ORANGE CITY SCHOOL DISTRICT



TODD PUSTER
Treasurer

AUTHORIZATION FOR AUTOMATIC DEPOSITS (ACH CREDITS)

Your paychecks must be deposited directly into your checking or savings account(s), please complete the form below. You can choose to have funds deposited into as many as two (2) accounts, however, you must direct deposit the total amount of your check. The direct deposit will occur for every payroll.

NOTE: Direct deposit with email notification is mandatory for all employees.

3 EASY STEPS

Step one:

Complete and sign this form.

Step Two:

Attach a voided check to this form to confirm your account and routing numbers.

Step Three:

Submit this completed form and a **voided check** to the Payroll Department

PERSONAL INFORMATION:

Name (Please Print): _____

Email Address for Notification: _____

(Email notifications will be sent to your shaker.org address unless otherwise indicated on this form.)

ACCOUNT INFORMATION:

You are allowed up to two accounts for direct deposit.

Is this a change to an existing direct deposit? YES NO

Account One: (Primary account)

Choose an Account Type: Checking (*voided check must be attached*) Savings

Bank Name: _____

Bank Routing #: _____ Account #: _____

Account Two: (Fixed amount only)

The remaining amount of your pay check will be deposited into Account One.

Choose an Account Type: Checking (*voided check must be attached*) Savings

Bank Name: _____

Amount to Deposit: \$ _____

Bank Routing #: _____ Account #: _____

I hereby authorize the Orange City Schools District to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries to any account indicated above and the depository name below, to credit and/or debit the same to such account. This authority is to remain in full force and effect until the Orange City School District has received written notification from me of its termination in such time and such manner as to afford them and the Depository a reasonable opportunity to act on it.

Employee Signature: _____

Date: _____

EMPLOYEE CHANGE FORM

To Be Completed By Employee:

Please Print.

Name: _____

Address: _____

Phone: _____

Last four digits of Social Security Number: _____

Effective Date: _____

APPENDIX A

Standard Medical, Dental, Vision and Hearing Plans

c

Orange Benefit Plan Summary Effective 1-1-2019

Effective 1/1/2019		
Benefits	Network	Non-Network
Benefit Period	January 1 st through December 31 st	
Lifetime Maximum	Unlimited	
Benefit Period Deductible - Single / Family ¹	\$200 / \$400	\$400 / \$800
Coinsurance	90%	70%
Coinsurance Out-of-Pocket Maximum (Excluding Deductible) - Single / Family	\$500 / \$1,000	\$1,000 / \$2,000
Out-of-Pocket Including Deductible - Single / Family	\$700 / \$1,400	\$1,400 / \$2,800
Maximum Out Of Pocket. (Includes deductibles, coinsurance, all copays for Medical and Drug)	\$8150 / \$16,300	Unlimited
Physician/Office Services		
Office Visit (Illness/Injury) ²	\$20 copay, then 100%	\$20 copay, then 100%
Specialist Office Visit ²	\$20 copay, then 100%	\$20 copay, then 100%
Urgent Care Office Visit ²	\$20 copay, then 100%	\$20 copay, then 100%
All Immunizations	100%	70% after deductible
Preventative Services		
Preventive Services, in accordance with state and federal law ³	100%	70% after deductible
Office Visit/Routine Physical Exam	100%	70% after deductible
Routine Mammogram (One per benefit period)	100%	70% after deductible
Routine Pap Test (One per benefit period)	100%	70% after deductible
Routine Lab, X-rays and Medical Tests (All ages)	100%	70% after deductible
Routine Colonoscopy/Sigmoidoscopy Services	100%	70% after deductible
Outpatient Services		
Surgical Services	90% after deductible	70% after deductible
Diagnostic Services	90% after deductible	70% after deductible
Physical Therapy, Occupational Therapy and Chiropractic Therapy - Facility and Professional	90% after deductible	70% after deductible
	(Subject to medical review after 20 visits per benefit period)	
Speech Therapy - Facility and Professional	90% after deductible	70% after deductible
	(Subject to medical review after 10 visits per benefit period)	
Cardiac Rehabilitation	90% after deductible	70% after deductible
Inpatient Facility		
Non-PPO Network Inpatient Copayment per Admission	N/A	N/A
Semi-Private Room and Board	90% after deductible	70% after deductible
Maternity	90% after deductible	70% after deductible
Skilled Nursing Facility (100 days per benefit period)	90% after deductible	70% after deductible

Additional Services			
Allergy Testing	90% after deductible	70% after deductible	
Allergy Treatments	90% after deductible	70% after deductible	
Ambulance	90% after deductible	70% after deductible	
Durable Medical Equipment including Prosthetics Appliances and Orthotic Devices	90% after deductible	70% after deductible	
Home Healthcare	90% after deductible	70% after deductible	
Hospice	90% after deductible	70% after deductible	
Organ Transplants (1 transplant per organ per lifetime)	90% after deductible	70% after deductible	
Private Duty Nursing	90% after deductible	70% after deductible	
Emergency Services			
Emergency use of an Emergency Room ⁴	\$100 copay, then subject to deductible and coinsurance. Waived if admitted		
Non-Emergency use of an Emergency Room ⁵	\$100 copay, then subject to deductible and coinsurance.		
Prescription Drug			
Retail Program Coverage	\$10 Generic / \$35 Brand		
Mall Order Program Coverage	\$10 Generic / \$35 Brand		
Specialty Prescription Coverage	\$10 Generic / \$35 Brand		
Effective 1/1/2022:	\$10 Generic	\$20 Brand	\$40 Non-Formulary

Deductible expenses incurred for services by a non-authorized provider will also apply to the authorized deductible out-of-pocket limits. Deductible expenses incurred for services by an authorized provider will only apply to the authorized deductible out-of-pocket limits.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

¹Maximum family deductible. Member deductible is the same as single deductible.

²The office visit copay applies to the cost of the office visit only.

³Preventive 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 Act.

⁴Copay waived if admitted. The copay applies to room charges only. All other covered charges are not subject to deductible.

⁵Copay waived if admitted. The copay applies to room charges only. All other covered charges are subject to deductible and coinsurance.

⁶Contains the following:

-Generic Incentive: If the physician requests a brand-name drug and a generic equivalent exists, the member pays the generic copayment PLUS the difference between the cost of the generic drug and the brand-name drug.

-Home Delivery Incentive: When a member chooses to fill a prescription a fourth time at a retail pharmacy within 180 days, the member will pay twice the normal retail copayment.

⁷Coverage Includes Preventive Medications, In accordance with Federal Law. Rx Selections and Coverage Management.

DENTAL SCHEDULE OF BENEFITS

Benefit Period	Calendar year
Benefit Period Deductible	\$25 single / \$50 family
Maximum benefit payable per Covered Person per Benefit Period	\$2,500
Dependent Age Limit	The end of the month of the 26th birthday if he or she meets the requirements of an Eligible Dependent

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 for necessary Information.

Type of Service	Maximums and Limitations
Initial and Periodic Oral Evaluations	Two examinations per benefit period
Prophylaxis	Two per benefit period
Topical Fluoride Applications	One every 12 months
Dental Sealants ¹	One within a 36 month period for Eligible Dependent children under age 14
Crowns	Once every five years per tooth
Inlays	Once every five years per tooth
Onlays	Once every five years per tooth
Fixed Partial Dentures (Bridges)	Once every five years per unit
Dentures (Complete and Partial)	<p>Once every five years</p> <p>Relining and rebasing is covered if done no less than six months after initial placement but not more than once in any 36 month period.</p> <p>One replacement of a temporary denture if a permanent denture is installed within 12 months of the installment of the temporary denture.</p>

¹ Dental sealants are limited to eligible teeth free from decay or restorations on the occlusal surface.

DENTAL PAYMENT SCHEDULE	
Type of Service	You Pay the Following
Routine Preventive Services <ul style="list-style-type: none"> ▪ Initial and periodic oral evaluations ▪ bitewing x-rays ▪ diagnostic casts ▪ prophylaxis ▪ periodontal prophylaxis ▪ space maintainers ▪ topical fluoride applications ▪ emergency palliative treatments ▪ dental sealants¹ ▪ panoramic and full-mouth x-rays ▪ posterior-anterior lateral skull and facial bone x-rays ▪ general diagnostic x-ray ▪ tests and lab exams ▪ caries susceptibility tests ▪ temporomandibular joint (TMJ) procedures 	0% of the Traditional Amount No Deductible is required for these services.
Essential Services <ul style="list-style-type: none"> ▪ amalgam or resin based composite fillings ▪ biopsy ▪ endodontic services ▪ impactions ▪ extractions ▪ repairs, relines & adjustments of prosthetics ▪ general anesthesia ▪ IV sedation ▪ drug injections ▪ minor oral surgery 	20% of the Traditional Amount
Complex Services <ul style="list-style-type: none"> ▪ Inlays ▪ onlays ▪ crowns ▪ dentures (complete & partial) ▪ fixed partial dentures (bridges) 	40% of the Traditional Amount
Orthodontic Services including cephalometric x-ray	40% of the Traditional Amount

ORTHODONTIC SERVICES	
Maximum benefit payable per Covered Person	\$2,500 per lifetime
Eligibility	Available for all Covered Persons, regardless of age.
Deductible	No Deductible is required for Orthodontic services.

BENEFIT VERIFICATION

Required for any Course of Treatment exceeding \$200 or Involving major restorations.

VISION

<p style="text-align: center;">2-Rate Basis</p> <p style="text-align: center;">PLAN C Copay: \$20/20</p> <hr style="border: 0.5px solid black;"/> <p><i>Anti-Reflective Coating</i></p> <p><i>Progressive Lenses</i></p> <p><i>Scratch Resistant coating</i></p> <p><i>Tints/Photochromic Lenses</i></p> <p><i>\$180.00 Elective Contact Lens Allowance</i></p> <p><i>\$180.00 Retail Frame Allowance</i></p>
--

Benefits subject to applicable copays²

Exam Services	<p>Comprehensive WellVision Exam[®] covered-in-full after copay</p> <p>Contact lens exam - fitting and evaluation (when choosing contacts): Standard and Premium fit: Covered in full with a copay. Member receives 15% off³ of contact lens exam services;⁴ member's copay will never exceed \$60</p> <p>Routine retinal screening covered after an up to \$39 copay⁵</p>																																									
Lenses	Glasses or plastic:	Single vision Lined bifocal Lined trifocal Lenticular	Covered-in-full after copay Covered-in-full after copay Covered-in-full after copay Covered-in-full after copay																																							
Lens Enhancements	<p>The most popular lens enhancements are covered after a copay, saving members an average of 20-25%⁴; members should see their VSP network provider for special pricing on additional lens enhancements. Maximum copay on standard lens enhancements:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Lens Enhancement</i></th> <th style="text-align: left;"><i>Single Vision</i></th> <th style="text-align: left;"><i>Multifocal</i></th> </tr> </thead> <tbody> <tr> <td>Standard progressives plastic</td> <td>N/A</td> <td>\$55</td> </tr> <tr> <td>Premium progressives plastic</td> <td>N/A</td> <td>\$95-105</td> </tr> <tr> <td>Custom progressives plastic</td> <td>N/A</td> <td>\$160-175</td> </tr> <tr> <td>Standard anti-reflective coating</td> <td>\$41</td> <td>\$41</td> </tr> <tr> <td>Solid tints & dyes (pink I&I)</td> <td>No copay</td> <td>No copay</td> </tr> <tr> <td>Solid plastic dye (except pink I&I)</td> <td>\$15</td> <td>\$15</td> </tr> <tr> <td>Plastic gradient dye</td> <td>\$17</td> <td>\$17</td> </tr> <tr> <td>UV protection</td> <td>\$18</td> <td>\$18</td> </tr> <tr> <td>Factory applied scratch-resistant coating</td> <td>\$17</td> <td>\$17</td> </tr> <tr> <td>Polycarbonate for children</td> <td>No copay</td> <td>No copay</td> </tr> <tr> <td>Polycarbonate</td> <td>\$31</td> <td>\$35</td> </tr> <tr> <td>Photochromic plastic</td> <td>\$70</td> <td>\$82</td> </tr> </tbody> </table>			<i>Lens Enhancement</i>	<i>Single Vision</i>	<i>Multifocal</i>	Standard progressives plastic	N/A	\$55	Premium progressives plastic	N/A	\$95-105	Custom progressives plastic	N/A	\$160-175	Standard anti-reflective coating	\$41	\$41	Solid tints & dyes (pink I&I)	No copay	No copay	Solid plastic dye (except pink I&I)	\$15	\$15	Plastic gradient dye	\$17	\$17	UV protection	\$18	\$18	Factory applied scratch-resistant coating	\$17	\$17	Polycarbonate for children	No copay	No copay	Polycarbonate	\$31	\$35	Photochromic plastic	\$70	\$82
<i>Lens Enhancement</i>	<i>Single Vision</i>	<i>Multifocal</i>																																								
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Our proposal is based on the scope of the obligations that VSP agrees to undertake. VSP will comply with state and/or federal rules and regulations as they pertain to pre-paid vision plans with a defined benefit.

Frame	<ul style="list-style-type: none"> • Frames covered-in-full after copay up to the retail allowance of \$130⁶ • Frame allowance is guaranteed by a \$50 wholesale allowance at VSP doctors, ensuring more than 13,000 frames are covered-in-full • Members who select a featured frame brand including Ann Klein, bebe[®], Calvin Klein, Flexon, Lacoste, Nike, Nine West, and more will receive an extra \$20 toward their frame allowance.⁸ • 20% off⁹ any amount above the retail frame allowance⁴ • Members can choose from virtually any frame on the market
Elective Contact Lenses (instead of lenses & frame)	<ul style="list-style-type: none"> • Prescription contact lens materials covered-in-full up to \$130 retail allowance • VSP members get exclusive mail-in rebate savings⁷ on eligible Bausch + Lomb contacts at VSP doctors • Members can choose from any available prescription contact lens materials
Necessary Contact Lenses (instead of lenses & frame)	<ul style="list-style-type: none"> • Covered-in-full after copay for members who have specific conditions at VSP doctors • Covered up to \$210 after copay for members who have specific conditions at participating retail chains
Additional Pairs of Glasses⁴	20% off ⁹ unlimited additional pairs of prescription glasses and/or non-prescription sunglasses ⁴
Primary EyeCare Program^{5a}	Supplemental coverage for non-surgical medical eye conditions, such as pink eye and other urgent eyecare - \$20 copay per visit at VSP doctors
Laser VisionCare Program^{5b}	Discounts average 15-20% off or 5% off a promotional offer for laser surgery, including PRK, LASIK, and Custom LASIK ⁹ through VSP doctors
Low Vision	Supplemental testing covered every two years. 76% coverage for approved low vision aids, up to \$1,000 (less any amount paid for supplemental testing) every two years at VSP doctors
Eye Health Management Program⁶	Exam reminder letters sent to VSP members with diabetes who have not had an eye exam in 14 months

Out-of-Network Benefits subject to applicable copays²

Exam Lenses:	Reimbursed up to \$46	Frame	Reimbursed up to \$70
Single vision	Reimbursed up to \$30	Contact lens exam & materials	
Lined bifocal	Reimbursed up to \$50	(in lieu of lenses & frame):	
Lined trifocal	Reimbursed up to \$65	Elective	Reimbursed up to \$105 ¹⁰
Lenticular	Reimbursed up to \$100	Necessary	Reimbursed up to \$210

Exclusions¹¹

There may be some materials and services with either limited or no coverage under this plan. Please contact your VSP representative for more information.

¹ Participating retail chains upon request. Benefits may vary at participating retail chain locations.
² When covered-in-full services are obtained from a VSP network provider, the patient will have no out-of-pocket expense other than any applicable copays. Services and eyewear obtained through out-of-network providers are subject to product availability and the same copays and limitations. Please refer to rate page.
³ Based on applicable laws, benefits may vary by location.
⁴ Costco published prices already include discounts instead of those noted.
⁵ Costco allowances of \$70 is equivalent to the frame allowance at other VSP network providers (average frame at Costco is \$88).
⁶ Reflects current promotions, evaluate annually. Promotions/featured frame brands are subject to change and the promotional allowance does not apply at Costco Optical. In the event of a conflict between this information and your organization's contract with VSP, the terms of the contract will prevail.
⁷ Rebates subject to change.
⁸ 20% off applies to unlimited additional pairs of glasses valid through any VSP network provider within 12 months of the last covered eye exam.
⁹ Custom LASIK coverage only available using wavefront technology with the microkeratome surgical device. Other LASIK procedures may be performed at an additional cost to the member. Laser VisionCare discounts are only available from VSP-contracted facilities.
¹⁰ If \$100 allowance is purchased, out-of-network providers will reimburse up to \$85.
¹¹ Coverage shall be governed solely by the terms of your VSP contract.

Hearing

Vision Care members can save up to \$2,400 on a pair of digital hearing aids. Dependents and even extended family members are eligible for exclusive savings, too.

Hearing loss is growing in the workplace.

Like vision loss, hearing loss can have a huge impact on productivity and Overall quality of life. Unfortunately, of the 30 million people who need hearing aids, only one in five has them. Cost is often a major factor.

*96% of customers surveyed would recommend TruHearing to their friends and family.**

More Than Just Great Pricing

TruHearing also provides members with:

- 3 provider visits for fitting, adjustments, and cleanings
- A 45-day money back guarantee
- 3-year manufacturer's warranty for repairs and one-time loss and damage
- 48 free batteries per hearing aid

Plus members get:

- Access to a national network of more than 4,500 licensed hearing aid professionals
- Straight-forward, nationally fixed pricing on more than 90 digital hearing aids in 400 styles from five of the seven industry-leading brands
- Deep discounts on replacement batteries shipped directly to their door

Best of all, if your organization already offers a hearing aid benefit, members can combine it with this program to maximize the benefit and reduce their out-of-pocket expense.

Here's how it works:

1. **Members call TruHearing.**
Members and their family call 877.396.7194 and mention VSP
2. **Schedule exam.**
TruHearing will answer Questions and schedule a Hearing exam with a local Provider.
3. **Attend appointment.**
The provide will make a recommendation, order the hearing aids through TruHearing and fit them for the member.

APPENDIX B

FY22		New Class 1 Old Class 2 & 3 230 Days \$21 per hour FY22	New Class 2 Old Class 4 & 5 214 Days \$20 per hour FY22	New Class 3 Old Class 6 195 Days \$19 per hour FY22	New Class 4 Old Class 7 183 Days 2% Increase FY22	New Class 5 Old Class 8 183 Days \$18.40 per hour FY22
Step	Base	37,433	33,170	28,714	30,025	26,096
1	1.000	37,433	33,170	28,714	30,025	26,096
2	1.035	38,743	34,331	29,719	31,076	27,009
3	1.070	40,053	35,492	30,724	32,126	27,923
4	1.105	41,363	36,653	31,729	33,177	28,836
5	1.140	42,673	37,814	32,734	34,228	29,749
6	1.175	43,983	38,975	33,739	35,279	30,663
7	1.210	45,293	40,136	34,744	36,330	31,576
8	1.245	46,603	41,297	35,749	37,381	32,489
9	1.280	47,914	42,458	36,754	38,432	33,403
10	1.315	49,224	43,619	37,759	39,483	34,316
11	1.350	50,534	44,780	38,764	40,533	35,229
12	1.385	51,844	45,940	39,769	41,584	36,143
13	1.420	53,154	47,101	40,774	42,635	37,056
14	1.455	54,464	48,262	41,779	43,686	37,969
15	1.469	54,988	48,727	42,180	44,106	38,335
16	1.483	55,512	49,191	42,582	44,527	38,700
17	1.490	55,774	49,423	42,783	44,737	38,883
18	1.497	56,036	49,655	42,984	44,947	39,065
19	1.504	56,298	49,888	43,185	45,157	39,248
20	1.511	56,561	50,120	43,386	45,367	39,431
21	1.518	56,823	50,352	43,587	45,578	39,613
22	1.525	57,085	50,584	43,788	45,788	39,796
23	1.539	57,609	51,049	44,190	46,208	40,161
24	1.546	57,871	51,281	44,391	46,418	40,344
25	1.553	58,133	51,513	44,592	45,628	40,527
26	1.567	58,657	51,977	44,994	47,049	40,892
27	1.581	59,181	52,442	45,396	47,469	41,257
28	1.595	59,705	52,906	45,798	47,889	41,623
29	1.609	60,229	53,371	46,200	48,310	41,988
30	1.623	60,753	53,835	46,602	48,730	42,353
31	1.630	61,015	54,067	46,803	48,940	42,536
32	1.630	61,015	54,067	46,803	48,940	42,536
33	1.630	61,015	54,067	46,803	48,940	42,536
34	1.630	61,015	54,067	46,803	48,940	42,536
35	1.630	61,015	54,067	46,803	48,940	42,536
36	1.630	61,015	54,067	46,803	48,940	42,536
37	1.630	61,015	54,067	46,803	48,940	42,536
38	1.630	61,015	54,067	46,803	48,940	42,536
39	1.630	61,015	54,067	46,803	48,940	42,536
40	1.630	61,015	54,067	46,803	48,940	42,536
41	1.630	61,015	54,067	46,803	48,940	42,536
42	1.630	61,015	54,067	46,803	48,940	42,536
43	1.630	61,015	54,067	46,803	48,940	42,536

FY23		New Class 1 Old Class 2 & 3 230 Days 2% Increase FY23	New Class 2 Old Class 4 & 5 214 Days 2% Increase FY23	New Class 3 Old Class 6 195 Days 2% Increase FY23	New Class 4 Old Class 7 183 Days 2% Increase FY23	New Class 5 Old Class 8 183 Days 2% Increase FY23
Step	Base					
1	1.000	38,181	33,833	29,288	30,625	26,618
2	1.035	39,517	35,018	30,313	31,697	27,549
3	1.070	40,854	36,202	31,338	32,769	28,481
4	1.105	42,190	37,386	32,363	33,841	29,413
5	1.140	43,527	38,570	33,388	34,913	30,344
6	1.175	44,863	39,754	34,413	35,985	31,276
7	1.210	46,199	40,938	35,439	37,057	32,207
8	1.245	47,536	42,123	36,464	38,128	33,139
9	1.280	48,872	43,307	37,489	39,200	34,071
10	1.315	50,208	44,491	38,514	40,272	35,002
11	1.350	51,545	45,675	39,539	41,344	35,934
12	1.385	52,881	46,859	40,564	42,416	36,866
13	1.420	54,217	48,043	41,589	43,488	37,797
14	1.455	55,554	49,228	42,614	44,560	38,729
15	1.469	56,088	49,701	43,024	44,988	39,101
16	1.483	56,623	50,175	43,434	45,417	39,474
17	1.490	56,890	50,412	43,639	45,632	39,660
18	1.497	57,157	50,649	43,844	45,846	39,847
19	1.504	57,424	50,885	44,049	46,060	40,033
20	1.511	57,692	51,122	44,254	46,275	40,219
21	1.518	57,959	51,359	44,459	46,489	40,406
22	1.525	58,226	51,596	44,664	46,703	40,592
23	1.539	58,761	52,070	45,074	47,132	40,965
24	1.546	59,028	52,306	45,279	47,347	41,151
25	1.553	59,295	52,543	45,484	47,561	41,337
26	1.567	59,830	53,017	45,894	47,990	41,710
27	1.581	60,364	53,491	46,304	48,418	42,083
28	1.595	60,899	53,964	46,714	48,847	42,455
29	1.609	61,433	54,438	47,124	49,276	42,828
30	1.623	61,968	54,912	47,534	49,705	43,201
31	1.630	62,235	55,148	47,739	49,919	43,387
32	1.630	62,235	55,148	47,739	49,919	43,387
33	1.630	62,235	55,148	47,739	49,919	43,387
34	1.630	62,235	55,148	47,739	49,919	43,387
35	1.630	62,235	55,148	47,739	49,919	43,387
36	1.630	62,235	55,148	47,739	49,919	43,387
37	1.630	62,235	55,148	47,739	49,919	43,387
38	1.630	62,235	55,148	47,739	49,919	43,387
39	1.630	62,235	55,148	47,739	49,919	43,387
40	1.630	62,235	55,148	47,739	49,919	43,387
41	1.630	62,235	55,148	47,739	49,919	43,387
42	1.630	62,235	55,148	47,739	49,919	43,387
43	1.630	62,235	55,148	47,739	49,919	43,387

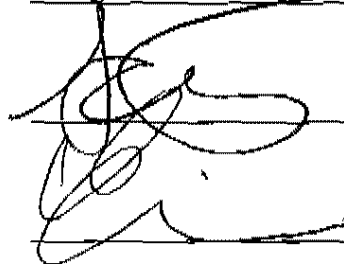
FY24		New Class 1 Old Class 2 & 3 230 Days 2% Increase FY24	New Class 2 Old Class 4 & 5 214 Days 2% Increase FY24	New Class 3 Old Class 6 195 Days 2% Increase FY24	New Class 4 Old Class 7 183 Days 2% Increase FY24	New Class 5 Old Class 8 183 Days 2% Increase FY24
Step	Base	38,945	34,510	29,874	31,238	27,150
1	1.000	38,945	34,510	29,874	31,238	27,150
2	1.035	40,308	35,718	30,919	32,331	28,100
3	1.070	41,671	36,926	31,965	33,424	29,051
4	1.105	42,190	38,134	33,011	34,518	30,001
5	1.140	44,397	39,341	34,056	35,611	30,951
6	1.175	45,760	40,549	35,102	36,704	31,901
7	1.210	47,123	41,757	36,147	37,798	32,852
8	1.245	48,486	42,965	37,193	38,891	33,802
9	1.280	49,849	44,173	38,238	39,984	34,752
10	1.315	51,212	45,381	39,284	41,078	35,702
11	1.350	52,575	46,589	40,330	42,171	36,653
12	1.385	53,939	47,796	41,375	43,264	37,603
13	1.420	55,302	49,004	42,421	44,358	38,553
14	1.455	56,665	50,212	43,466	45,451	39,503
15	1.469	57,210	50,695	43,885	45,888	39,883
16	1.483	57,755	51,178	44,303	46,326	40,264
17	1.490	58,028	51,420	44,512	46,544	40,454
18	1.497	58,300	51,662	44,721	46,763	40,644
19	1.504	58,573	51,903	44,930	46,982	40,834
20	1.511	58,846	52,145	45,139	47,200	41,024
21	1.518	59,118	52,386	45,348	47,419	41,214
22	1.525	59,391	52,628	45,558	47,638	41,404
23	1.539	59,936	53,111	45,976	48,075	41,784
24	1.546	60,209	53,353	46,185	48,294	41,974
25	1.553	60,481	53,594	46,394	48,512	42,164
26	1.567	61,026	54,077	46,812	48,950	42,544
27	1.581	61,572	54,560	47,230	49,387	42,924
28	1.595	62,117	55,044	47,649	49,824	43,304
29	1.609	62,662	55,527	48,067	50,261	43,684
30	1.623	63,207	56,010	48,485	50,699	44,065
31	1.630	63,480	56,251	48,694	50,917	44,255
32	1.630	63,480	56,251	48,694	50,917	44,255
33	1.630	63,480	56,251	48,694	50,917	44,255
34	1.630	63,480	56,251	48,694	50,917	44,255
35	1.630	63,480	56,251	48,694	50,917	44,255
36	1.630	63,480	56,251	48,694	50,917	44,255
37	1.630	63,480	56,251	48,694	50,917	44,255
38	1.630	63,480	56,251	48,694	50,917	44,255
39	1.630	63,480	56,251	48,694	50,917	44,255
40	1.630	63,480	56,251	48,694	50,917	44,255
41	1.630	63,480	56,251	48,694	50,917	44,255
42	1.630	63,480	56,251	48,694	50,917	44,255
43	1.630	63,480	56,251	48,694	50,917	44,255

The following hereby attest that this Agreement constitutes a legally binding contract for the period July 1, 2021 – June 30, 2024.

Orange Board of Education

Orange Administrative Team

CESSA Negotiating Team



LaBell

Elizabeth Winters

Boyle

Judith A. Roman

Karen J. Dianna

Boyle

Karen Moore

Mary Kie

Boyle

John Foster

Nancy Kudera

Tim Allaway

Mark McG

Mary Heather

