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**COLLECTIVE BARGAINING  
AGREEMENT**

**BETWEEN THE**

**GRANVILLE EDUCATION  
ASSOCIATION**

**AND THE**

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

**JULY 1, 2022 through JUNE 30, 2025**

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# **ARTICLE 1 – PROCEDURAL AGREEMENT**

## **RECOGNITION**

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

The Board and the Association agree that the job descriptions for all bargaining unit member positions will not be reproduced as part of the Agreement, but shall be considered a part of the Agreement by reference. It is the intent of the parties to communicate changes in job descriptions prior to Board action.

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

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

## **BARGAINING PROCEDURE**

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

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

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

## **ARTICLE 2 - MANAGEMENT RIGHTS**

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

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

## **ARTICLE 3 - GRIEVANCE PROCEDURE**

### **A. PURPOSE AND OBJECTIVES**

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

### **B. DEFINITION**

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

### **C. GENERAL PROVISIONS**

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

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

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

## **D. PROCEDURES**

### **1. Level One**

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

### **2. Level Two**

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

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

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

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

### **3. Level Three**

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

### **4. Level Four**

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

## **ARTICLE 4 - ASSOCIATION RIGHTS**

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



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

6. Credit Union.
  7. Members shall have direct deposit of payroll to any financial institution which is a member of the Federal Reserve Bank Automated Clearinghouse system.
  8. Other programs as approved by the members and the Board.
- F. The Association will hold the Board and the Treasurer harmless for all Association dues and FCPE deductions made under these provisions.
- G. The Association shall receive a copy of the Board agenda before each regular Board meeting, a copy of the approved Board minutes, the Treasurer's approved monthly financial report, the adopted appropriations measure, the County Auditor's amended certificate, and the County Auditor's approved budget. These shall be sent to the Association President.
- H. The Board shall place on the agenda of its regularly scheduled meetings a permanent spot for the Association to briefly address the Board, if the Association so chooses. The Association shall place on its agenda for its regularly scheduled Executive Committee meeting a permanent spot for the Superintendent or designee to briefly address the Association, if the Superintendent so chooses. The Association shall provide the Superintendent with an explanation of the topic(s) it wishes to address with the Board prior to the board meeting. Likewise, the Superintendent shall provide the Association with an explanation of the topic(s) he wishes to address with the Executive Committee prior to its meeting.
- I. The Association President will be provided a copy of the Board policy book. Subsequent updates will be provided at the same time District administrators receive them.

## **ARTICLE 5 - INDIVIDUAL CONTRACTS**

- A. All bargaining unit members shall receive written contracts including the following information:
1. Name of employee;
  2. Name of school district;
  3. Type of contract;
  4. Duration of limited contracts;
  5. Salary to be paid for teachers. Salary to be paid and basis used to determine the amount (number of hours, number of days) for support staff employees. If the contract is longer than one (1) year, such information shall only be

provided for the first year.

6. Appropriate signatures and dates.
- B.
1. Upon initial employment, a member shall be notified of his/her assignment for the coming school year.
  2. No teacher will be assigned permanently to a position for which he/she is not properly certificated/licensed.

## **ARTICLE 6 - EMPLOYMENT**

### **A. TEACHER CONTRACTS**

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

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

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

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

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

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

2. A teacher issued a contract of less duration than stated in paragraph A 1 above

shall be told the reasons, in writing, and such reasons shall be based on evaluation.

3. A teacher who expects to fulfill all requirements for a continuing contract must be in the last year of his or her contract during the year in which s/he will be considered for a continuing contract. Therefore, the teacher may request a contract of shorter duration than stated in paragraph A 1 above. Such request must be submitted in writing to the teacher's building principal/supervisor with a copy to the Superintendent no later than March 1 of the year prior to being considered for a continuing contract and may be withdrawn prior to Board action. Such requests shall be granted.
4. A teacher who satisfies the requirements of ORC Sections 3319.08 and 3319.11 is eligible for a continuing contract upon reemployment. By September 1 of each school year, the Superintendent will email all District teachers reminding them of the deadline for requesting consideration for a continuing contract, attaching a copy of the statutes.
5. A teacher must submit a written request to the teacher's building principal/supervisor with a copy to the Superintendent for consideration of a continuing contract by September 15 of that school year.

## **B. SUPPORT STAFF CONTRACTS**

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

## **ARTICLE 7 - COMPLAINT PROCESS**

- A. Excluded from this provision are situations which may amount to a violation of law, Title IX implications are present, complaint of discrimination, those that jeopardize the health or safety of students and/or staff, or those which shall be directed to local law enforcement or child services. The following steps will be followed when a complaint is filed:

**Step 1:** The Administration and each staff member shall make every effort to resolve complaints concerning staff through various avenues. If an administrator receives a complaint about a staff member from a parent/guardian, student, or community member, the administrator shall advise the complainant of the avenues available for

communication to address the concern: complainant calls the staff member, the staff member calls the complainant, or the administration facilitates a meeting between the complainant and the staff member.

**Step 2:** If such communications do not lead to understanding and resolution of the problems involved, a complainant may pursue further action by submitting a complaint against a staff member to the member's immediate supervisor in writing. A meeting involving the staff member, the staff member's immediate supervisor, and the complainant will be arranged as soon as possible to discuss the complaint.

**Step 3:** If no resolution is reached, either the complainant or staff member may appeal to the Superintendent or designee who shall attempt to resolve the problem.

**Step 4:** If either party is not satisfied with the disposition, they may appeal to the Board.

- B. In each of the steps above, a staff member and/or complainant may request and be accompanied by a representative of their choosing provided notification is given by either party to the other no less than twenty-four (24) hours in advance of the meeting.
- C. All complaints received by a Board member or the Superintendent which may result in action being taken against the staff member shall be referred to the employee's immediate supervisor.
- D. In the event of an uncooperative complainant, the above procedure will still be followed to the maximum extent possible with the further understanding that no action will be taken against a staff member on the basis of the complaint unless its allegations are independently corroborated by credible evidence. Anonymous complaints or concerns against staff members that are not corroborated or confirmed shall not be used in evaluations, discipline, decisions of assignment or placed in an employee's official personnel file. No staff member shall be disciplined solely on the basis of an anonymous complaint.
- E. The filing of a complaint will not affect the treatment of the complainant's child or children by the staff member.
- F. Any complaints which are placed in official personnel files shall be treated in accordance with the appropriate provisions of this Agreement. All such complaints must be signed and dated. A copy of any such document shall be given to the staff member(s) involved at the time they are placed in the personnel file. The staff member shall have the opportunity to attach a written rebuttal if he/she deems it necessary.

## **ARTICLE 8 - PERSONNEL FILES**

- A. There shall be only one (1) official personnel file, kept in the central office and/or stored in an electronic database. All other files kept on bargaining unit members shall be called individual working files. All files kept on bargaining unit members shall be open to the individual member. If official action is taken against a member based

on information in a document, the document must be in the member's official personnel file. This provision is not intended to require the creation of a document that otherwise would not exist. Items can be transferred from the working file into the official personnel file with written notification to the bargaining unit member.

- B. The Board agrees to notify each member of any records being kept on the member. This notification will cover all personnel files - those kept by the immediate supervisors and the Superintendent. With the following exceptions, information being added to a member's personnel file will require notification of the member. Exceptions include items such as data sheets, college transcripts, teaching certificates, requests for leaves, or requests for college credit reimbursement. The information shall be dated and the source identified. If the member disputes the accuracy, relevance, timeliness or completeness of information maintained in the file, the member may request that the Superintendent investigate the current status of the information. Within a reasonable time after receiving the request, the Superintendent must make a thorough investigation to determine if the disputed information complies with all applicable laws. A member shall have the right to add or rebut information, or request a hearing with the immediate supervisor or Superintendent on any material in the member's file that the member deems incorrect or incomplete. Any member and the member's representative shall have free access to the member's personnel files.
- C. Each member shall have the right to examine his/her file in the presence of the Superintendent during regular working hours. The member may be accompanied by a representative. If the member is physically unable to examine the file, he/she may authorize in writing a representative to make such an examination.
- D. One (1) copy of each item in the file may be obtained by the member at no cost.
- E. Each file shall contain a record of when and why the file was opened. Exceptions to this provision are:
  - 1. The filing of items
  - 2. Obtaining information for required reports
  - 3. Routine personnel functions.
- F. If a member of the public makes a request to see a member's personnel file, the Administration will inform the member and afford the member an opportunity to be present when the file is opened and bring a representative of his/her choice. It is understood that if the member cannot readily be contacted for this purpose, the Administration's obligation is met if the effort is made (by, for example, telephone, voicemail and email).

## **ARTICLE 9 - SICK LEAVE**

- A. Sick leave may be earned at the rate of 1.25 days per month or a total of fifteen (15) days per year. A maximum of two hundred ten (210) days of sick leave may be

accumulated or transferred into the District. Notwithstanding the amendment to ORC Section 3319.141 effected by 2011 House Bill 153 as to part-time employees, sick leave for part-time bargaining unit members will continue to be earned and accrued in accordance with the parties' past practice; for example, an employee regularly scheduled to work four (4) hours per day earns fifteen (15) four (4) hour days of leave per year.

- B. Each bargaining unit member shall be credited with ten (10) days sick leave to be borrowed from future accumulation if sick leave runs out, or, if as a new member, no sick leave has been accumulated. If a member ends Board employment having used advanced but unearned sick leave, the per diem amount of any unearned sick leave used shall be deducted from the last pay check issued by the Board.
- C. Sick leave may be used for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the employee's immediate family.
- D. The use of accumulated sick leave for parental leave purposes will be granted at the employee's request, not to exceed fifteen (15) work days. Such leave is to be used within the first forty-five (45) calendar days after the birth or adoption of a child.
- E. Accumulated sick leave may be used for maternity purposes during the six (6) calendar weeks immediately following the birth of the employee's child. Additional leave will be granted with a physician's certification of the need for additional days. An employee who uses sick leave under this Section is not eligible for leave under Section D of this Article.
- F. Immediate family shall include the employee's spouse, parents, child, sister, brother and members of the immediate family. For purposes of death in the immediate family, grandparents, grandchildren, a spouse's parents, brothers or sisters may be included. In addition, upon advance approval of the Superintendent, sick leave may be used for the death of another person who has established a similar relationship to the employee. "Spouse" includes an employee's same-sex partner if the partners were married in a jurisdiction that permits and recognizes same-sex marriages, and "child" includes the child of such a partner.
- G. Sick leave may be used in one-half ( $\frac{1}{2}$ ) day or one (1) day increments. A quarter ( $\frac{1}{4}$ ) day increment may be used only with approval of the bargaining unit member's immediate supervisor.
- H. Bargaining unit members shall file notification for the use of sick leave in accordance with Board procedures. After three (3) consecutive days of absence, the Administration may request medical documentation of the illness.

**I. SICK LEAVE BANK**

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

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

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

2. A committee comprised of the Superintendent, the President of the Association, one (1) building principal chosen by the Superintendent, and one (1) Association member chosen by the Association President, shall administer the Bank and shall approve applications at its discretion by a majority vote.
3. Bargaining unit members who have exhausted all of their sick leave accumulation, who have developed a serious or catastrophic illness, and who have contributed to the Sick Leave Bank may request sick leave days from the Bank or those as specified in Article 9 "Sick Leave."
4. Approved bargaining unit members shall be granted up to a maximum of twenty-five (25) days from the Bank. The Committee may grant up to an additional twenty-five (25) days.
5. The Committee shall require bargaining unit members who have requested sick leave days from the Bank to provide a statement from their physician describing the nature of the illness and a prognosis relative to the members' probable period of absence from duty.
6. Members whose request for additional sick days and whose illness or injury is such that their physician cannot give a probable date of return to duty and who qualify, shall be recommended to apply for disability retirement.
7. The Sick Leave Bank shall not be used as a means for increasing retirement compensation.
8. Days remaining in the sick leave bank at the end of the school year will be rolled over into the next school year subject to the maximum cap appearing in paragraph one (1) above. New employees and those who did not previously contribute may contribute during the enrollment period in September or within thirty (30) days of their hire date if hired during the school year. All others who previously donated will remain covered by the sick leave bank benefit until such time when it is necessary to reopen the enrollment period.



9. Should the number of days in the Sick Leave Bank decrease below fifty (50) days, the enrollment period will be reopened for a period of fourteen (14) calendar days regardless of the time of year and all members who wish to remain a part of the sick leave bank will be required to contribute.
10. Donations to the Sick Leave Bank shall not disqualify a member for Incentive Pay.
11. Bargaining unit members who would like to become a part of the Sick Leave Bank and who do not have accumulated sick leave to contribute during the enrollment period may still enroll by agreeing to the following:
  - Express intent on the contribution form stating that their next accumulated day be donated into the bank.
  - In the case of someone who is repaying sick days as provided by Section B of this Article, that individual may donate a day prior to repayment and extend the time in which they will repay the days they have been forwarded.

## **ARTICLE 10 - PERSONAL LEAVE**

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

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

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

- B. If a written request for personal leave is submitted to the member's immediate supervisor as soon as possible but no later than ten (10) days in advance, except in emergency situations, it shall be granted. If it is submitted less than ten (10) days in advance, then a reason must be stated and the approval is subject to the availability of a substitute. Day one (1) will begin the day after the request is submitted to the immediate supervisor.
- C. Personal leave will be approved for three (3) consecutive days if requested. However, personal leave may not be used on the workday immediately preceding or following a holiday or vacation, unless approved by the immediate supervisor under one of the exceptions identified in Section E of this Article.

- D. No more than ten percent (10%) of bargaining unit members regularly assigned to a building or department (whichever applies) may take personal leave on a particular day, unless approved by the immediate supervisor under one of the exceptions identified in Section E of this Article. For this purpose, a teacher regularly assigned to more than one building will be considered a member of the building in which the teacher has a regular classroom or, if the teacher has no regular classroom or has multiple classrooms, the building in which he/she spends a majority of his/her work time.
- E. Personal leave will not normally be taken during the first seven (7) or last seven (7) school days of the year. In addition, personal leave may not be used on Central Day or on a teacher-in-service day. Exceptions to this shall be: attendance at a wedding, attendance at graduation ceremonies, transportation of immediate family to and from college, or military service.
- F. Personal leave may not be used in less than one-half (½) day increments.

## **ARTICLE 11 - PROFESSIONAL LEAVE**

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

### **D. PROFESSIONAL LEAVE AND PRACTICE COMMITTEES**

1. Each building in the District where bargaining unit members are employed shall have a Professional Leave Committee. The committee consists of team leaders, the principal and the Assistant Superintendent.
2. The Board shall appropriate money annually for professional leave. Funding for professional leave will be two hundred dollars (\$200) times the number of full time teachers. Such money shall be divided to each building on a per capitabasis.
3. The Building Professional Leave Committee will be responsible for administering professional leave money in a manner it prescribes. The cost of substitutes shall not be deducted from funds designated for professional leave.

4. The Committee shall develop written guidelines for the use of and reimbursement for professional leave. Such guidelines shall be distributed to all members within the building by September 15 of each year.
5. At least twenty-five percent (25%) of each building allocation shall be set aside for administrative assignment.
6. Allocation of monies for coaches clinics shall, as in the past, be the responsibility of the athletic department.
7. Members shall be reimbursed within fifteen (15) days from the date of submission of required information.
8. The District will convene, each year in June, a Professional Practice Committee composed of a minimum of one (1) Team Leader from each building and two (2) or more administrators. This Committee will review proposed professional development and initiative(s) to be implemented during the school year. The Committee will discuss and attempt in good faith to reach a consensus on the adoption and implementation of initiatives and professional development strategies. Immediately following the June meeting, the Team Leader representatives of the committee will share with their respective buildings the results of the discussion. Building Team Leaders will meet regularly during the school year to review the implementation. The Administration has the right to implement initiatives and strategies if consensus cannot be achieved.

## **ARTICLE 12 – OTHER LEAVE**

- A. Military Leave: A bargaining unit member is entitled to military leave in accordance with applicable law.
- B. Religious Leave
  1. A teacher may be absent, with pay, on a day identified through established tradition and doctrine by a duly constituted religious body as a religious holiday, provided the religious body has established that in order to properly observe such day, no work should be performed on the day and provided the employee is an active member of the religious body (for example, Yom Kippur, Eid-al-Fitr) and if such religious holidays occur on a scheduled work day.
  2. Requests for such absence shall be made in writing to the building principal at least ten (10) school days prior to the holiday. Where the holiday occurs less than ten (10) school days after the beginning of the school year, the request shall be submitted on or before the end of the second work day of the school year.
  3. Such absence shall not exceed two (2) days during a school year.

## **ARTICLE 13 - SABBATICAL LEAVE**

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

- A. A plan for professional growth must accompany the request, and evidence that the plan was followed must be presented following the absence.
- B. Sabbatical leave shall be for one (1) or two (2) semesters only. The employee will notify the administration of the employee's intent to return by November 1 for a 2<sup>nd</sup> semester return or by March 15 for a 1<sup>st</sup> semester return.
- C. Only one (1) such leave may be granted for each five (5) years of District service. Three (3) continuous years of service are required prior to application.
- D. The maximum part salary shall be the difference between the employee's expected salary plus benefits and the salary plus benefits of the replacement(s).
- E. To be eligible for part payment of salary, the employee must return to Board employment for at least one (1) year, unless the employee has twenty-five (25) years of teaching experience.
- F. No more than five percent (5%) of the teaching staff may be granted sabbatical leave simultaneously.
- G. No leave will be granted to an individual for a second time if other employees have filed a request for sabbatical leave.
- H. Employees granted sabbatical leave shall continue on the employee roster and shall receive all insurance benefits provided by the Board.
- I. Experience credit shall accrue during sabbatical leave.

## **ARTICLE 14 - UNPAID LEAVE**

- A. A full-time bargaining unit member may, at the sole discretion of the Board and only with Board approval, be granted an unpaid leave of absence. A written application shall be made to the Superintendent stating the purpose of the leave, the approximate beginning and ending dates of the requested leave, and a signed statement regarding the need for or desirability of the leave.
- B. The following conditions shall apply to any leave granted under this Article.
  - 1. Unpaid leave shall normally be in school-year blocks or semester blocks

2. Requests for leave must be submitted at least sixty (60) calendar days in advance, if possible.
3. Experience credit will not accrue during an unpaid leave of absence.
4. Employees on leave under these provisions may continue to receive Board-provided insurance benefits by paying the Board's share of the cost. Employees granted leave following pregnancy will receive hospitalization, surgical and major medical benefits in the same manner as other employees for the first two (2) months post-partum. These benefits may be continued for the duration of the leave if the employee pays the Board's share of the cost.
5. Any use of leave for a purpose other than stated in the approved application may be grounds for termination of the employee's contract.
6. Members returning from leave shall be granted the appropriate contract status. The member is required to notify the Superintendent, not later than May 1 of his/her intent to return.

**c. CHILD CARE LEAVE**

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

1. The leave shall be for a period of up to twelve (12) consecutive months immediately following the birth, adoption, or foster placement of a child with the employee. If the employee has used sick leave under Article 9, Section D or E of this Agreement, such leave will commence immediately following the use of such leave. A non-12-month employee must return to work from such leave at the beginning of a grading period, unless otherwise mutually agreed.
2. As determined by physician and member, the leave shall be extended for one (1) additional school year upon request of the member to the Board.
3. Subsequent to the termination of leave, application for reinstatement may be made by the member at any time during the school year and the member may be reinstated by mutual agreement. The employee will notify the administration of the employee's intent to return 120 days prior to the stated return date.
4. Upon return from child care leave, the member shall be entitled to the appropriate contract status.
5. Where the group policy permits, a member on leave may continue to participate in those benefits which are provided other members by payment of the group rate for such benefits.

6. The same provisions for child care leave will be granted to a member who adopts or fosters a child.
- D. A short term leave of normally not longer than five (5) days duration may be granted by the Superintendent for unusual and extenuating circumstances. The conditions in Section B, 1 and 2 of this Article are not applicable to short term leave.
- E. Nothing in this Agreement shall waive the Board's responsibility to abide by all provisions of The Family and Medical Leave Act of 1993.

## **ARTICLE 15 - ASSAULT LEAVE**

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

## **ARTICLE 16 - ASSOCIATION LEAVE**

Representatives of the Association, with the approval of their Local President and the Superintendent, may be excused to attend Association meetings. Notification of such attendance will be made to the Superintendent at least three (3) days prior to the date of the Association meeting. There shall be a maximum of ten (10) days of Association leave per school year to be used from September through May. Such leave days shall be non-cumulative. Association leave, when granted, will incur no loss of salary. The Board will not pay any expenses related to such attendance, except that the Board will assume the cost of substitutes. Association leave may not be used in increments of less than one-quarter ( $\frac{1}{4}$ ) day. Additionally, the Superintendent, in his sole discretion, may grant an additional four (4) days of Association leave per year.

## ARTICLE 17 - SENIORITY

1.
  - a. Seniority shall be defined as length of continuous service in the District from the member's most recent date of hire as a bargaining member, whether full- or part-time.
  - b. It is mutually understood that if a driver in the Transportation Department who is without a current Class B CDL subsequently attains a Class B CDL, the driver at that point will be treated as a new bus driver for purposes of this Article.
2. Seniority shall continue to accrue during the time members are on approved leaves of absence and during the time members are on the recall list.
3. Seniority will be broken when a member resigns, retires, is non-renewed or terminated for cause. If a member's contract is non-renewed and the member is subsequently rehired prior to the first work day of the succeeding school year, there shall not be a break in seniority.
4. Time spent in a non-bargaining unit position shall not constitute a break in seniority, but such time will not be counted in computing seniority.
5. Not later than October 15 of each school year, the Superintendent shall provide the Association with a list showing the seniority of each bargaining unit member. Separate lists shall be prepared for the support staff members and certified/licensed members
  - a. The seniority lists shall be prepared according to certification/classification and shall state each member's most recent date of hire and the type of contract held (limited or continuing).
  - b. The following classifications shall be recognized for support staff members:
    - i. Bus Drivers;
    - ii. Secretaries;
    - iii. Mechanics;
    - iv. Educational Aides;
    - v. Special Education Aides;
    - vi. Technology Aides;

- vii. Non-State Certified Nurses;
  - viii. Theater Manager.
- c. Each member shall have a period of thirty (30) days after posting of the seniority lists in which to advise the Superintendent in writing of any inaccuracies which affect his/her seniority. Said lists will be sent by email to all bargaining unit members. The Superintendent shall investigate all reported inaccuracies and make such adjustments as may be in order and provide copies of the updated lists immediately.
  - d. A tie in seniority shall occur when two (2) or more members have the same amount of seniority credit as determined by the seniority list. Ties will be broken by the following method to determine the most senior member:
    - i. The member with the earliest date of Board action to employ; then
    - ii. The member having signed and returned the contract at the earliest date; then
    - iii. By the flip of a coin.

## **ARTICLE 18 - REDUCTION IN FORCE**

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

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

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

- B. The Superintendent shall prepare a formal list indicating the specific position(s) to be abolished. This statement shall be prepared prior to implementation of the reduction in force.



- C. Reductions shall first be made by utilizing resignations and retirements.
- D. If further reductions are made, they shall be accomplished by the Board suspending contracts based on the recommendation of the Superintendent, which recommendation will be in accordance with the requirements of ORC Section 3319.17 as to teaching members and in accordance with the requirements of ORC Section 3319.172 as to support staff members.
- E. The recommendation as to teaching members shall give preference to members on continuing contracts and the recommendation as to support staff members shall give preference to members on continuing contracts.
- F. For purposes of RIF for teaching members, the final holistic evaluation ratings of Accomplished and Skilled shall be considered comparable through June 30, 2021.
- G. As to support staff members, continuing contract status and system-wide seniority shall be the basis of any reduction in force. As to teaching members, the provisions of ORC Section 3319.17 shall control.
- H. A member whose contract is suspended shall be given written notification, by either hand delivery or certified mail return receipt requested, that his/her employment will be suspended and the reason for suspension. This notification shall occur within ten (10) days after Board action implementing the reduction in force.
- I. Members whose contracts are suspended will be given preferential consideration as substitutes in accordance with law.
- J. A support staff member who is removed under these provisions shall have the right to transfer ("-bump") to another classification if a vacancy exists there or if an individual with lesser seniority in the District is employed in that area. No support staff member shall have the right to "bump" into another classification unless the member is currently qualified for the position. A teaching member may bump an individual in another area of licensure/certification who has less seniority in the District only if and to the extent permitted by ORC Section 3319.17. There shall be no bumping between teachers and support staff members.
- K. Teachers removed under these provisions shall be recalled for vacant positions for which they are certificated/licensed in the reverse order of their removal, provided the teacher has remained current in that area of certification/licensure by teaching or by additional course work within such area. Support staff members shall be recalled for vacant positions for which they are qualified in the reverse order of their removal. Such right shall be granted for thirty-six (36) months following the suspension.
- L. Members on the recall list shall have their insurance coverage paid by the Board for

the first three (3) months of the reduction in force. Members may thereafter continue medical and life insurance coverage at their own expense as provided by law.

- M. When a recall of members is to be made, all qualifying members will be notified in writing via certified mail. Any member who fails to respond within fourteen (14) calendar days of receipt or rejects the offer will terminate recall rights. If a teacher rejects an offer of recall because the teacher is not able to be released from his/her teaching contract with another school district, the teacher will not lose his/her recall rights. The recall shall be made from those who respond by using the reverse order of removal. Recall rights may be terminated if the member fails to keep a correct mailing address on file with the Superintendent's office.
- N. Employees new to the District shall not be employed until after members qualified under this Article are offered the positions.
- O. Upon recall, members shall be placed in the appropriate place on the regular salary schedule and all rights and benefits earned prior to the reduction in force shall be reinstated.
- P. The Board agrees not to employ interns or six (6) hour certificate employees, or to contract out bargaining unit work, if such employment may cause a reduction in force or prevent the recall of an employee on the recall list.
- Q. Members teaching in specialty areas, including but not limited to, art, music, physical education, speech pathology, counseling, special education, ISGI, and nurses, shall possess a license/certificate in the specialty area.
- R. During the implementation of a reduction in force, no reassignment or transfer shall occur that will cause a more senior member to be laid off before a less senior member or prevent the recall of a member on the recall list.
- S. Qualifications for a bargaining unit position shall not be upgraded to prevent the recall of a laid-off employee.
- T. It is understood for purposes of this Article that "days" means calendar days.

## **ARTICLE 19 - SALARY**

### **A. TEACHER SALARY**

1. On July 1, 2022 the base teacher salary will be \$40,968, computed on the indexes contained in Appendix C of this Agreement. On July 1, 2023, the base teacher salary will be adjusted to \$42,095. On July 1, 2024, the base teacher salary will be adjusted to \$43,252. Teachers did not receive vertical step credit for Districtservice in the 2012/2013 school year.

All certified employees active as of May 25, 2024 will receive a \$500 stipend to be paid on June 25, 2024. The amount will be pro-rated for employees hired during the 23-24 school year.

All certified employees active as of May 25, 2025 will receive a \$500 stipend to be paid on June 25, 2025. The amount will be pro-rated for employees hired during the 24-25 school year.

2. Any teacher with less than a Master's degree and more than 12 years of service who was precluded from receiving a longevity salary increase under the parties' 2014-17 Collective Bargaining Agreement is now eligible for longevity increases under this Agreement, with the further understanding that such a teacher cannot move more than one step under the Teacher Salary Schedule at any time. The 2014-17 prohibition on receiving longevity salary increases if the teacher has less than a Master's degree after 12 years of service is mutually recognized to be no longer operable.
  - a. To convert quarter hours to semester hours, multiply the number of quarter hours by two-thirds ( $\frac{2}{3}$  or 0.66).
  - b. For salary advancement, the twenty-five (25) and forty (40) graduate semester hours must be taken after the receipt of the Master's degree.
  - c. Undergraduate semester hours may qualify for tuition reimbursement at the discretion of the Superintendent.
3. Every teacher holding National Board Certification shall receive a one thousand dollar (\$1,000) lump sum stipend for each year in which such certification is maintained, payable on the last pay day in June.
4. A School Nurse who is licensed/certified as a School Nurse by the Ohio Department of Education and who is hired by the Board as a licensed/certified School Nurse will continue to be compensated under the Teacher Salary Schedules appearing in Appendix C of this Agreement.
5. Persons hired by the Board as support staff employees who provide nursing-related services to District students and are Health Clinic Aides will be compensated in accordance with the Health Clinic Aide salary schedule appearing in Appendix C of this Agreement. More specifically:
  - a. A Health Clinic Aide who has not earned a Bachelor's degree will be compensated under the appropriate "Without BA" column of the Health Clinic Aide salary schedule;
  - b. A Health Clinic Aide with a Bachelor's degree at the time of hire by the Board will be compensated under the appropriate "With BA" column of the Health Clinic Aide salary schedule;

- c. A Health Clinic Aide who earns a Bachelor's degree after being hired by the Board will be moved from the "Without BA" column to the appropriate "With BA" column of the attached schedule following conferral of the degree; the timing of the move to the "With BA" column will be implemented in accordance with the principles appearing in the first paragraph of Article 26, Section C of this Agreement; and
- d. It is further understood that an employee hired as a Health Clinic Aide will continue to be compensated under the Health Clinic Aide salary schedule irrespective of whether the employee subsequently attains licensure from the Ohio Department of Education as a SchoolNurse.

**B. SUPPORT STAFF SALARY**

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

Effective July 1, 2022 3%  
Effective July 1, 2023 2.75%  
Effective July 1, 2024 2.75%

All classified employees active as of May 25, 2023 will receive a \$1,000 stipend to be paid on June 23, 2023. The amount will be pro-rated for employees hired during the 22-23 school year.

All classified employees active as of May 25, 2024 will receive a \$1,000 stipend to

be paid on June 25, 2024. The amount will be pro-rated for employees hired during the 23-24 school year.

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

### **c. OTHER COMPENSATION**

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

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

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

Reimbursement shall be at the following levels:

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

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

2. A bargaining unit member who performs summer intervention tutoring services, who teaches a for-credit class in a Board approved graded course of study, who performs other student instructional work not addressed in paragraph 1 above during the summer recess, or is a home instructor will be compensated at a rate equal to the average per diem rate calculated on the basis of Steps 1 through 11 in the MA column of the Teacher Salary Schedule for that school year. This per diem will be converted to an hourly rate for work less than a full day. Thus, based on the Teacher Salary Schedules appearing in Appendix C:

The per diem and hourly rates for the summer of 2022 are, respectively, \$333.98 and \$43.09.

The per diem and hourly rates for the summer of 2023 are, respectively, \$343.16 and \$44.28.

The per diem and hourly rates for the summer of 2024 are, respectively, \$352.60 and \$45.50.

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

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

4. Period Substitute Pay

The Administration shall make an attempt to secure substitutes for teachers or educational aides on approved leave and/or who are absent from the building. If unable to secure a sub, the Board shall pay \$20.88 effective 7/1/2022 \$21.46 effective 7/1/2023, and \$22.05 effective 7/1/2024 for each class period where a teacher must relinquish his/her planning period or lunch to substitute within the building and/or must assume the responsibility of supervising ten (10) or more students from an absent teacher's class or educational aide's study hall when such students are not normally scheduled with that teacher.

5. Autumn Conferences

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

6. IEP/Section 504 Meetings

With respect to an IEP, Section 504 or federally required meeting scheduled to start fifteen (15) minutes or more after the end of the normal school work day for the building affected, bargaining unit members who are required to be present will be compensated at the curriculum committee hourly rate specified in Paragraph 3 of Article 19, Section C of this Agreement. In addition, if an earlier scheduled IEP or Section 504 meeting extends beyond fifteen (15) minutes after the end of the normal work day, bargaining unit members required to be present will be compensated at the curriculum committee hourly rate for time spent after the fifteen (15) minutes. In paying this hourly rate, the rate will be rounded to the next higher quarter-hour increment (for example, 20 compensated minutes will receive half the hourly rate). It is understood that the Administration will have the final opportunity for scheduling such a meeting. It is the teachers' responsibility to report time on the prescribed form to the building administrator by not later than ten (10) calendar days following the meeting for which compensation is requested.

7. If unable to secure a substitute for an absent teacher, the Board shall pay ten dollars (\$10.00) per class period to an educational aide who must assume responsibility for supervising seventeen (17) or more students from an absent teacher's class when such students are not normally scheduled with that educational aide.
8. Physical Examination  

The Board shall reimburse drivers for one hundred per cent (100%) of the annual medical examination performed by the Board-designated physician. The Board shall reimburse drivers up to forty dollars (\$40.00) per year for their annual medical examination performed by a physician not designated by the Board.
9. Extra trip pay shall start at the time the driver is required to report for duty. Should a driver waive any portion of his/her regular route to take an extra trip, he/she shall be paid at his/her regular rate of pay for the waived route time and at the extra trip rate for all additional time. The trip rate shall be paid based on the hourly rate of step one of the full-time bus driver salary schedule:
  - a. Effective July 1, 2022 \$18.01
  - b. Effective July 1, 2023 \$18.50
  - c. Effective July 1, 2024 \$19.01
10. A regular kindergarten route shall be guaranteed at 1.67 hours per day. The kindergarten guaranteed time shall be in addition to the driver's normal hours per day.

## **ARTICLE 20 - SUPPLEMENTAL SALARIES**

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

Furthermore, there shall be a Supplemental Salary Grouping Committee that shall

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

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



<b><u>ACTIVITY</u></b>	<b><u>ORGANIZATION</u></b>
Music - 3	Ohio Music Educators Association
French - 3	National Association of Teachers of French
Latin	Ohio Classical Conference American Classical League
Spanish	American Association of Teachers of Spanish and Portuguese
Industrial Arts	Ohio Industrial Arts Technology Education Association Central Ohio Industrial Arts Technology Education Association
Newspaper	H.S. Press Club of Central Ohio
School Counselor	National Association of College Admission Counselors Ohio Association of College Admission Counselors College Board
Football	Ohio H.S. Football Coaches Association
Soccer	District Soccer Coaches Association State Soccer Coaches Association National Soccer Coaches of America
Golf	State Golf Coaches Association
Volleyball	District Volleyball Coaches Association State Volleyball Coaches Association
Tennis	State Tennis Coaches Association
Basketball - 2	District Eleven Coaches Association State Basketball Coaches Association
Wrestling	District Wrestling Coaches Association State Wrestling Coaches Association
Baseball	District Baseball Coaches Association State Baseball Coaches Association
Track - 2	State Track Coaches Association Sports Medicine Certification

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

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

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

**0. Support Staff Supplementals**

1. A support staff employee approved for a supplemental position will be paid for that supplemental position at an hourly rate. The hourly rate shall be the then-current minimum wage in Ohio. The overtime rate of time and one-half will be paid for any hours worked in excess of forty (40) per work week. The overtime premium rate will be calculated based on the regular straight-time rate of the job that resulted in the overtime – in the case of a supplemental position worked by a support staff employee, that straight-time rate is Ohio’s minimum wage.
2. The District will establish the maximum number of hours allocated for each supplemental position filled by a support staff employee for the season or activity in question. The employee must have advance District administrative approval to work any hours in excess of the established standard for the supplemental position.
3. A support staff employee must submit individual time sheets detailing the hours and dates worked at the supplemental position. The building principal or athletic director will verify and sign all time sheets. Teachers, as opposed to support staff employees, will be paid as provided elsewhere for in this Article.
  - a. As to a support staff employee’s contract for a position included in the supplemental salary schedule appearing within Articles 21 and 22 of this Agreement, should the employee’s total earnings for the supplemental position be lower than the scheduled salary amount shown the Board shall then make a payment adjusting the hourly rate for the last pay so that the total of the employee’s straight-time and overtime earnings for the supplemental position equal the scheduled salary amount appearing in Articles 21 and 22 for that position.

**ARTICLE 21 - SUPPLEMENTAL SALARY TABLES**

Salaries are computed using the BA Base salary in effect on July 1, 2022 (\$40,968), July 1, 2023 (\$42,095), and July 1, 2024 (\$43,252).

**SUPPLEMENTAL SALARY TABLE**

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

**EFFECTIVE JULY 1, 2022**  
**BA Base \$40,968**

2022-2023		40,968									
Years	Step	Group 0	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8	
0 - 4	1	6,145	4,916	3,892	3,277	2,663	2,048	1,639	1,229	1,024	
5-9	2	6,965	6,145	4,916	4,302	3,482	2,663	2,253	1,844	1,639	
10-14	3	8,194	7,374	5,940	5,326	4,302	3,277	2,868	2,458	2,253	
15-19	4	9,423	8,603	6,965	6,350	5,121	3,892	3,482	3,073	2,868	
20+	5	10,652	9,832	7,989	7,374	5,940	4,506	4,097	3,687	3,482	

**EFFECTIVE JULY 1, 2023**  
**BA Base \$42,095**

2023-2024		42,095									
Years	Step	Group 0	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8	
0 - 4	1	6,314	5,051	3,999	3,368	2,736	2,105	1,684	1,263	1,052	
5-9	2	7,156	6,314	5,051	4,420	3,578	2,736	2,315	1,894	1,684	
10-14	3	8,419	7,577	6,104	5,472	4,420	3,368	2,947	2,526	2,315	
15-19	4	9,682	8,840	7,156	6,525	5,262	3,999	3,578	3,157	2,947	
20+	5	10,945	10,103	8,208	7,577	6,104	4,630	4,209	3,789	3,578	

**EFFECTIVE JULY 1, 2024**  
**BA Base \$43,252**

2024-2025		43,252									
Years	Step	Group 0	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8	
0 - 4	1	6,488	5,190	4,109	3,460	2,811	2,163	1,730	1,298	1,081	
5-9	2	7,353	6,488	5,190	4,541	3,676	2,811	2,379	1,946	1,730	
10-14	3	8,650	7,785	6,272	5,623	4,541	3,460	3,028	2,595	2,379	
15-19	4	9,948	9,083	7,353	6,704	5,407	4,109	3,676	3,244	3,028	
20+	5	11,246	10,381	8,434	7,785	6,272	4,758	4,325	3,893	3,676	

**ARTICLE 22 - SUPPLEMENTAL SALARY GROUPING**

Group 0

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

Group 1

Head Soccer – Boys  
 Head Soccer – Girls

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

#### Group 2

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

#### Group 3

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

#### Group 4

Asst Baseball (2)  
Asst Field Hockey  
Asst Golf  
Asst HS Track (3)  
Asst Lacrosse – Boys (2)  
Asst Lacrosse – Girls (2)  
Asst Softball  
Asst Bowling  
Asst Cross Country

Asst Tennis – Boys  
Asst Tennis – Girls  
Asst Wrestling  
HS Yearbook  
MS Football (4)  
MS Basketball – Boys (2)  
MS Basketball – Girls (2)  
MS Volleyball (2)  
HS Vocal Music Performances (Contests, concerts)

#### Group 5

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

#### Group 6

ES Team Leader – 1  
ES Team Leader – 2  
ES Team Leader – 3  
ES Team Leader – K  
ES Fine Arts/Student Services Team Leader  
French Club  
Latin Club  
Spanish Club  
HS Applied/Fine Arts Team Leader  
HS Global Language Team Leader  
HS Language Arts Team Leader  
HS Math Team Leader  
HS Science Team Leader  
HS Social Studies Team Leader  
HS Student Services Team Leader  
HS Student Council  
IS Team Leader – 4

IS Team Leader – 5  
IS Team Leader – 6  
IS Fine Arts/Student Services Team Leader  
LPDC Committee Members (3)  
MS Drama  
MS Fine/Applied Arts Team Leader  
MS Student Services Team Leader  
MS Team Leader – 7  
MS Team Leader – 8  
MS Student Council  
MS Yearbook Pictures  
Senior Class Advisor  
National Honor Society Advisor

#### Group 7

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

#### Group 8

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

## **EXTENDED TIME CONTRACTS**

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

## **ARTICLE 23 - SEVERANCE PAY**

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

- A. Severance pay shall be a one-time (1) lump-sum payment to members who leave the District to take disability or service retirement under any state or municipal retirement system in Ohio.
- B. A member who has completed ten (10) or more years of service with the state, any political subdivision, or any combination thereof, and who meets the provisions in paragraph A above, shall be eligible for a severance payment of one-third (1/3) of their accumulated but unused sick leave, up to a maximum payment of thirty (30) days.
- C. A member who has completed ten (10) or more years of continuous service in the District, and who meets the provisions in paragraph A above, shall be eligible for a severance payment of one-third (1/3) of the one hundred twenty (120) days of accumulated but unused sick leave, plus, one-eighth (1/8) of that portion of accumulated but unused sick leave greater than one hundred twenty (120) days. In no case, except as otherwise specified in Section D below, shall payment be made for more than fifty (50) days of accumulated but unused sick leave.
- D. A member who qualifies for severance pay under Section C above will also receive payment for:
  - Ten (10) days if the member retires at the end of his/her 30<sup>th</sup> year of credited service for retirement purposes;
  - Eight (8) days if the member retires at the end of his/her 31<sup>st</sup> year of credited service for retirement purposes;
  - Six (6) days if the member retires at the end of his/her 32<sup>nd</sup> year of credited service for retirement purposes;
  - Four (4) days if the member retires at the end of his/her 33<sup>rd</sup> year of credited service for retirement purposes;



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

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

## **ARTICLE 24 - TRANSFERS AND VACANCIES**

### **A. General**

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

### **B. Teacher-Initiated Transfers**

- 1. A vacancy shall exist upon the transfer of an employee that results in an opening, upon Board action regarding the resignation, termination, non-renewal, or leave of absence for longer than one (1) semester of a certified employee, or the creation of a new certified position which the Board intends to fill. Before exercising his/her transfer authority under Sections A and C of this Article, the Superintendent will notify all teachers by District email and post in a designated area in each building a position has come open and teachers will be afforded two (2) work days within which to express an interest in being considered for the position.
- 2. If the Board creates a new position that, under applicable principles of labor relations law, falls within the bargaining unit, such position will not be filled by a temporary employee for more than thirty (30) calendar days. Should the temporary employee subsequently be regularly employed in such new position,

his/her seniority will begin on the first day worked in the position. Any dispute over whether a new position falls within or outside the bargaining unit will be referred to the State Employment Relations Board and resolved under its procedures.

3. Any teacher shall have the right to request a transfer or promotion to a vacancy in the District for which he/she is qualified. Such request shall be in writing to the person designated on the posting generated under Paragraph 1 above.
4. A teacher who expresses an interest in a position under Paragraph 1 above will be afforded (if requested in the expression of interest) a brief informal conference with the appropriate building principal or Director. The Superintendent will then exercise his/her transfer authority under Sections A and C of this Article. Those who expressed an interest will be notified of their status with respect to filling the position. If the Superintendent fills the vacancy by means of transfer, thus creating a new and different vacancy, notice will be given to teachers of the new vacancy in accordance with Paragraph 1 above.

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

5. After the operation of Paragraph 4 above, the resulting vacancy will be filled in accordance with the following principles:
  - a. If the vacancy occurs during the school year, the Superintendent s will not fill the vacancy for at least five (5) days following the posting given in accordance with Paragraph 1 above.
  - b. For vacancies that occur during the summer recess, between the last teacher work day and the first teacher work day of the following year, the Superintendent will use both the District email and phone notification systems to notify all employees of the posted vacancy in accordance with Paragraph 1 above.
  - c. For vacancies that occur within twenty (20) calendar days prior to the first day of school the above 5-day posting window is reduced to three (3) work days.
  - d. The posting window begins prior to Noon on the initial day of notice and ends with the publicized time for the close of business on the fifth day.
6. Before selecting a teacher not currently employed by the Board, the Superintendent, at the request of the currently employed teacher, shall discuss

the decision reached including general and/or specific reasons.

7. A transfer shall be defined as a change in building and/or grade level and/or subject area assignment.

### **C. Administration-Initiated Involuntary Transfer**

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

### **D. SUPPORT STAFF PERSONNEL**

#### **1. General**

- a. A vacancy shall be any classified position which becomes vacant as the result of a termination, resignation, death, transfer and/or the creation of a new position which the Board intends to fill.
- b. All vacancies in support staff positions shall be filled in accordance with the provisions of this Article.

- c. If the Board creates a new position that, under applicable principles of labor relations law, falls within the bargaining unit, such position will not be filled by a temporary employee for more than thirty (30) calendar days. Should the temporary employee subsequently be regularly employed in such new position, his/her seniority will begin on the first day worked in the position. Any dispute over whether a new position falls within or outside the bargaining unit will be referred to the State Employment Relations Board and resolved under its procedures.

## 2. Posting

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

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

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

The Transportation Supervisor will complete the following activities:

Prior to or on June 1:

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

On the first workday:

- i. Conduct a meeting of all drivers (full- and part-time) immediately following the convocation.
- ii. At this meeting the vacant routes will be bid and assigned based upon District seniority.
  - (a) The most senior driver will have the opportunity to select the vacant route of his/her choice or maintain his/her current route.
  - (b) The selection and assignment of routes shall continue by continuing through the seniority lists until all routes have been assigned.
  - (c) If the Transportation Supervisor anticipates using one of the

allotted "waivers" he/she shall meet privately with the affected employee/driver to make the individual aware of this possibility prior to the general meeting of drivers.

- b. This procedure for filling bus route vacancies supersedes subparagraph a. above and will only be used once during any school year. Any vacancies occurring after the bid day will be filled by the Transportation Supervisor and the route assigned to a new bargaining unit member. The route will then be put up for bid at the following August bid meeting.
  - (a) The bus route bidding process will be moved to the first workday of the school year. All staff will be notified of the exact day, time and location prior to the end of the school year.
  - (b) The kindergarten bus route will be a separate route and will be put up for bid after all other routes have been bid as detailed in Article 35.

### **3. Filling of Vacancies**

- a. The most senior applicant within the same classification as the vacancy shall be awarded the position. (Seniority shall be determined in accordance with Article 17).
- b. If there are no applicants from within the same classification as the vacancy, interested bargaining unit members from other classifications will be interviewed and the position shall be awarded to the most senior applicant from a different classification who meets the qualifications on the job description, at the discretion of the Administration.
- c. If there are no qualified applicants for the vacancy, the Board may fill the position with a newly hired employee.
- d. Notwithstanding the above-stated seniority preferences, with respect to support staff vacancies, the Board may elect to exercise within a particular school year (7/1 to 6/30) one waiver by position and/or one (1) waiver by individual under which the vacancy in question is not awarded to the senior applicant who otherwise meets the qualifications for the position. It is further understood that, effective January 1, 2015, the waiver by position may be exercised only if the applicants for the vacancy were evaluated during the current or immediately preceding school year under Article 27, Section C of this Agreement. The Superintendent will furnish the Association President with written notice of any waiver exercised under this provision.

# **ARTICLE 25 - WORKING CONDITIONS**

## **A. ALL BARGAINING UNIT MEMBERS**

### **1. Employee Meetings**

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

### **2. Mileage**

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

### **3. Payroll Practices**

All members of the bargaining unit shall receive their salary in twenty-four (24) equal pays. Paydays shall fall on the 10<sup>th</sup> and 25<sup>th</sup> of each month; if the 10<sup>th</sup> or 25<sup>th</sup> falls on a weekend or holiday, the immediately preceding weekday that is not a holiday will be used for this purpose. Prior to May 15<sup>th</sup>, a member may request that the Board pay the member's regular summer salary in a single lump sum. The Superintendent shall, in his/her sole discretion, approve or deny such request prior to the end of the school year. If the Superintendent denies the request, the denial shall be accompanied with a written explanation if requested by the member.

### **4. Court Appearances**

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

### **5. Smoking**

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

### **6. PTA/PTO Meetings**

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

## **7. Snow Emergency**

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

## **8. Immunization**

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

## **9. Calendar Committee**

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

## **10. Collaboration Time**

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

A K-6 study committee consisting of three (3) administrators, and seven (7) members selected by GEA President, will convene to develop recommendations to the Superintendent by November 1, 2022 for implementation of scheduled Collaboration Time by the 2023-24 school year.

## **B. TEACHING MEMBERS**

### **1. Notification of Teaching Assignment**

A teacher under current contract with the Board shall be notified of his/her assignment for the coming school year by the last day of school, provided that

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

## **2. Curriculum Committees**

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

## **3. School Workday**

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

## **4. Length of School Year**

The required work year for teachers shall not exceed one hundred eighty-four (184) days. One-half (1/2) day of the professional development days at the start of the school year will be for teacher-directed use.

## **5. Lunch Period**

Each teacher shall receive a thirty (30) consecutive minute duty-free lunch period per day. This thirty (30) minute lunch period shall not include transition time needed to arrive at a class, study hall, or duty on time. Appropriate transition time for these purposes shall be in addition to the thirty (30) minute lunch time. There shall be no restrictions as to where a teacher spends his/her thirty (30) minute lunch period, except the teacher must notify the principal's office when he/she leaves the school building.

## **6. Class Size/Load**

The Administration will review enrollment annually to analyze class size and class load.

## **7. Plan/Conference Time**

Each teacher shall receive a minimum of two hundred (200) minutes of



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

**8. Grades K-6 Duties**

Administrator and Team leaders will collaboratively create an equitable duty schedule to be communicated to the rest of the staff at the beginning of the school year.

**c. SUPPORT STAFF MEMBERS**

**1. Work Day/Work Year**

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

<u>Employee Position</u>	<u>Days Worked</u>	<u>Holidays Paid</u>	<u>Total Days</u>	<u>Hours/Day</u>
HS Guidance Secretary	204	7	211	7.5
Educational Aide	180	6	186	7.0
Special Education Aide	180	6	186	7.0
Special Services Secretary	204	7	211	7.5
Principal's Secretary	223	8	231	7.5
Principal's Secretary	204	7	211	7.5
Building Secretary	180	6	186	7.5
Transportation Secretary	204	7	211	7.5
Technology Coach	204	7	211	7.5
Bus Mechanic	251	9	260	8.0
Full-Time Bus Driver	183	6	189	4.5
Part-Time Bus Driver	183	6	189	2.25
Kindergarten Bus Driver	183	6	189	1.67
Technology Integration Coordinator	223	8	231	8.0

**2. Lunch Periods**

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

his/her immediate supervisor.

3. Educational aides on approved leave who are assigned to inclusion students shall be replaced by a substitute.
4. At the Board's discretion, Principal's Secretaries may be placed on a two hundred four (204) day contract (two hundred eleven [211] days with seven [7] holidays) after the current job holders retire or leave.

## **ARTICLE 26 - TUITION REIMBURSEMENT PROGRAM**

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

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

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

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

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

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

Eligibility: Courses approved must be at the graduate level and granted by an institution recognized by the Ohio Department of Education for initial

certification/licensure or renewal. They also must meet one (1) or more of these criteria:

1. Course is needed to renew or upgrade certificate/license that employee holds to keep their current assignment.
  2. Course directly relates to their teaching area or corresponds to building and/or District goals or school improvement plans.
  3. Approved credits for support staff members may be on either the undergraduate or graduate level and must be related to the member's work responsibilities. The Superintendent shall make the following exceptions: coursework for undergraduate or vocational/technical school courses that relate to the member's area of responsibility, or course work that improves the curriculum of the District (i.e. - computer courses, industrial arts courses, etc.).
- C. Proof of eligibility for advancement on the salary schedule for teachers must be filed with the Superintendent by September 15 of the school year. The teacher shall submit a written request to the Superintendent indicating the number of graduate hours completed and the new level on the salary schedule that has been earned. Transcripts from all institutions from which qualifying credit hours have been completed will be provided as proof of eligibility. Those who are eligible for advancement on the September 15 date will be placed on the salary schedule retroactive to the first work day of the school year. For those who complete additional credit between September 15 and January 15 proof of eligibility must be filed with the Superintendent no later than January 30 of that year. Those who are eligible for advancement on the January 30 date will be placed on the salary schedule effective February 1 of that year.
- D. For salary advancement twenty-five (25), and forty (40) graduate semester hours must be taken after the receipt of the Master's degree.

Procedure for determining reimbursement amount:

1. Total up the bargaining unit member's semester hours (changing quarter hours into semester hours).
  2. Take each bargaining unit member's paid receipt by course and divide by total semester hours per that class/course.
  3. Divide total dollars available by the total semester hours to determine cost per semester credit hour.
  4. If the cost per credit hour paid by the staff member is the same or below the dollar amount enter the amount.
  5. Add up the remaining credit hours and repeat the process (#3) until all funds are expended.
  6. Enter requisitions for each staff member.
- E. Unused funds will be allocated for this purpose in the following funding cycle.

- F. This provision shall not be utilized during a Board-approved sabbatical leave unless so approved by the Board to be part of the sabbatical.
- G. Definition:
  - a. "Full-time study" shall be as it is defined by the institution attended.
- H. Course changes may be made only after receiving the Superintendent's approval.
- I. A bargaining unit member who is not still employed by the Board as of the reimbursement date specified in Section B of this Article will not receive reimbursement. It being further understood, however, that this disqualification will not apply if the employee died, became disabled, or is on layoff status because of a reduction in force implemented under Article 18 of this Agreement.
- J. A new employee who is Board-approved is eligible for tuition reimbursement under Article 26 for coursework that is pre-approved by the District as part of their conditions of employment.

## **ARTICLE 27 - EVALUATION AND FAIR DISMISSAL**

### **A. TEACHER EVALUATION**

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

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

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

District Policy *AFC-1*, titled Evaluation of Professional Staff, and District Regulation *AFC-1-R*, titled Evaluation of Professional Staff, are incorporated by reference in this

Agreement.

1. Evaluation criteria will be explained to teachers before formal evaluation.
2. Procedures are outlined in Appendix E of this Agreement.
3. The teacher shall receive a copy of all evaluation report forms which are placed in the official personnel file, and shall have the right to attach written comments.
4. All electronic evaluation documents will be stored *within the required warehousing system as dictated by Ohio Revised Code*.
5. Bargaining unit members shall not be required to evaluate other members. *However, individuals may act as "experts in the field" to validate high-quality student data sources which will not constitute evaluation or participation in the evaluation of a bargaining unit member.*
6. The final summative evaluation shall be developed using the Ohio Teacher Evaluation System (OTES) rubric. The final OTES summary document shall be maintained in the official personnel file. All evaluation records, including the results of observations, follow-up conferences, notes, and assistance to the staff shall be maintained in the appropriate file. All written and electronic records shall provide for comments of both parties involved and provisions of signature of both parties prefaced with the following:  
  
Signature or electronic signature indicates completion of evaluation process; not necessarily agreement.
7. Certified staff not covered by OTES, or other mandated evaluation tools and procedures will follow the procedures specified in Granville Form B or other locally approved evaluation tool.
8. Staff holding an initial full-year limited contract whose overall performance rating is "Ineffective" will be automatically recommended for nonrenewal and be given written notice of nonrenewal by June 1.
9. Any staff member in the first three (3) years of District employment shall be evaluated each year.

## **B. TEACHER DISMISSAL**

### **1. Termination**

Termination of the contract of a teacher during its term shall be governed

exclusively by ORC Sections 3319.16 and 3319.161.

## **2. Non-renewal**

- a. If the Superintendent intends to recommend to the Board the non-renewal of a teacher's limited contract, the Superintendent shall notify the teacher in writing of such intention no later than the date of the regular Board meeting in April of the school year during which the teacher's limited contract expires.
- b. Within ten (10) days after receiving such notice, the teacher may request, and shall be granted, a conference with the Superintendent to discuss the decision to recommend non-renewal; at such conference, the Superintendent shall discuss with the teacher the reasons for the decision to recommend non-renewal. The teacher shall have the right to bring an Association representative to this meeting if he/she so chooses.
- c. After such conference, a teacher may appear before the Board prior to final action on his/her contract. The teacher may request and shall be granted the right to appear before the Board in executive session if he/she so desires. The teacher shall have the right to bring an Association representative to this meeting if he/she so chooses.
- d. If the Superintendent recommends that a member's contract be non-renewed and the Board approves such recommendation, the employee shall be notified in writing by June 1 of the year in which the limited contract expires. Failure of the Administration to comply with the provisions of this Agreement results in automatic re-employment of the affected member on another limited contract or continuing contract if eligible.
- e. Reduction of staff shall not be accomplished by non-renewal of teachers but shall be governed solely by Article 18 of this Agreement.

## **c. SUPPORT STAFF EVALUATION**

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

1. An annual written summative evaluation shall include the evaluation of the member's total performance in his/her assigned position.
2. An annual written evaluation shall be performed on each support staff employee each school year using the Board-approved evaluation forms.
3. Evaluations shall be based upon the immediate supervisor's personal observation of a member's work and/or work product.
4. All annual evaluations shall be reduced to writing, and a copy shall be given to the member. If the member disagrees with the evaluation, he/she may submit a written response which shall be attached to the file copy of the evaluation in question.
5. Following each written summative evaluation, which shall include the right to a conference with the evaluator at the employee's request, the member shall sign and be given a copy of the evaluation form. In no case shall the member's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation.
6. The evaluation system shall be uniform throughout the District.
7. Evaluation criteria will be explained to members before formal evaluation.
8. Members shall be given an opportunity to correct any noted deficiencies. The Administration shall initiate with the member a written, definite plan for improvement of each noted deficiency.
9. Bargaining unit members shall not be required to evaluate other members.
10. In the event that an administrator other than the building principal or immediate supervisor conducts an observation, the member involved shall be given not less than twenty-four (24) hours advance notice.

#### **D. SUPPORT STAFF DISMISSAL**

1. If the Superintendent intends to recommend to the Board the non-renewal of a member's limited contract, the Superintendent shall notify the member in writing of such intention no later than thirty (30) days prior to the Board meeting at which the recommendation shall be considered.
2. The member may request, and shall be granted, a conference with the Superintendent to discuss his/her recommendation.
3. After such conference, the member may request, and shall be granted, the right to appear before the Board in executive session if he/she so desires.

4. If the Board approves the Superintendent's recommendation to non-renew an employee's contract, the employee shall be notified in writing by June 1 of the year in which the limited contract expires. Failure of the Administration to comply with the provisions of this Agreement shall result in the automatic re-employment of the member on the appropriate limited or continuing contract.

## **E. EVALUATION TIMELINES**

See Appendix E

## **ARTICLE 28 - STRS/SERS PICK UP**

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

## **ARTICLE 29 - NON-DISCRIMINATION**

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

## **ARTICLE 30 - NEW EMPLOYEES**



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

## **ARTICLE 31 - RESIDENT EDUCATOR MENTOR PROGRAM**

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

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

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

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

## **ARTICLE 32 - HOLIDAYS**

- A. All support staff members shall be paid their regular rate of pay for the following holidays:
  - 1. New Year's Day;
  - 2. Martin Luther King Day;
  - 3. Memorial Day;
  - 4. Labor Day;
  - 5. Thanksgiving Day;
  - 6. Christmas Day.
- B. All eleven (11) month employees, in addition to the holidays in A above, shall be entitled to a paid holiday on Presidents' Day and Juneteenth. If an 11 month employee's work calendar ends prior to Juneteenth, they will not be eligible for a paid holiday on Juneteenth. All twelve (12) month employees shall receive the holidays in A above, President's Day, Juneteenth, and Independence Day.

- C. Employees required to work on holidays in addition to their regular holiday pay, shall be paid one and one-half (1-½) times their regular rate of pay.
- D. Employees shall be offered holiday work based on seniority. The most senior employee shall have the right of first refusal.
- E. If employees are required to work and all employees have declined such work, the least senior employee in the affected job classification will be assigned.

**ARTICLE 33 - CALAMITY DAY PAY**

- A. All support staff employees shall be paid their appropriate rate of pay for all days or part of a day when schools are closed owing to an epidemic, weather or other public calamity.
- B. If required to work on a calamity day, an employee shall be paid straight time for all hours worked in addition to their regular pay for the day.

**ARTICLE 34 - VACATION**

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

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

- B. Members shall use vacation days during the month of July, except members may use one (1) week at any time during the year other than the two (2) weeks before and after the first and last days of school.
- C. Members may use vacation in one-half (½) day increments during the summer.
- D. Vacation pay shall be based on hours normally worked.
- E. Upon separation from employment, an employee shall be paid for all accumulated, but unused, vacation leave at the employee's current rate of pay.
- F. Upon the death of an employee, the employee's spouse (or estate, if no spouse) shall be paid all accumulated, but unused, vacation leave at the employee's most recent rate of pay.

## ARTICLE 35 - TRANSPORTATION

### A. REGULAR BUS ROUTES

1. All regular bus routes (including kindergarten routes) shall be posted and filled in accordance with Article 24 of this Agreement.
2. Every driver, excluding unassigned drivers as defined in Paragraph 6 below, shall have a regular scheduled run. The runs shall be guaranteed as follows:
  - a. Full-time 4.5 hours per day;
  - b. Part-time 2.25 hours per day.
3. The time calculated for runs (4.5 hours and 2.25 hours) shall include:
  - a. loading time;
  - b. thirty (30) minutes for pre-trip inspection and cleaning time;
  - c. dead head time.

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

A driver with a kindergarten route shall have the option of keeping or giving up the kindergarten route for the next school year. The driver must notify his/her supervisor by June 15 if he/she is opting to give up the route. All such waived routes shall be posted in accordance with Article 24. If no driver bids for the kindergarten route, the Board shall have the right to assign the route to the least senior driver (full- or part-time).

4. The Board may permit drivers of handicapped routes to have the option of taking their buses home.
5. The District shall have the right to hire one (1) or more unassigned driver(s). The driver(s) shall not be assigned to a regular and/or kindergarten route. Unassigned driver(s) shall have the right to be placed on the extra trip rotation list. The driver(s) will be used to substitute for absent drivers. When possible, unassigned driver(s) shall be used to fill the routes of regular drivers who waive their routes or a portion of their routes to drive extra trips. No regular route driver may be involuntarily transferred to the position of unassigned driver. All unassigned drivers shall be guaranteed 4.5 hours of work per day for full-time drivers and 2.25 hours of work per day for part-time drivers.

### B. ADDITIONAL VAN ROUTES

1. The Board and the Association agree that van routes, which take place during

the school day and are created for a variety of purposes, will use the following parameters:

- a) The routes will be paid on an hourly basis consistent with the driver's current hourly rate
- b) The routes will be paid in 15 minute increments
- c) The drivers will use vans for these routes
- d) The operation of van routes will be limited to transportation personnel
- e) Individual student aides may be required to ride in the vans with an assigned student.

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

### **C. BREAKDOWN PAY**

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

### **E. TRANSPORTATION INSERVICE**

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

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

### **F. SUBSTITUTES**

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

- G.** Drivers shall be provided and shall keep confidential a list identifying students with special problems that may require medical attention of which the Board is aware.

- H.** Drivers shall have access to a telephone and the bus garage at all times.

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

**J. EXTRA TRIPS**

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

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

3. If a driver on the extra trip list accepts an extra trip and then surrenders that trip, the driver will be ineligible to take another extra trip at the next two (2) weekly trip meetings following surrender of the trip. Exceptions for emergency situations may be granted by the supervisor.

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

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

If, within the same school year, the driver again accepts an extra trip and then surrenders that trip, the driver will be ineligible to take another extra trip for the remainder of that school year. Exceptions for emergency situations may be granted by the supervisor.

If an extra trip changes by more than two hours or the date changes, the driver can surrender the trip, and that driver will be eligible to bid on other trips at subsequent trip meetings.

It is mutually recognized that the operation of this Paragraph is not disciplinary in nature.

4. All extra trip requests shall be filled in the order in which they are received in the transportation office.
5. Any time a driver accepts or declines an extra trip, that driver shall be charged on the appropriate list. If the extra trip conflicts with the driver's regular route, the driver shall, at his/her option, have the right to forfeit all or part of his/her regular paid route and take the extra trip.
6. Should the number of buses needed for extra trips on any given day exceed the number of buses available in the District, excluding route and necessary spare buses, the Transportation Supervisor shall have the right to deny drivers their right to waive all or part of their regular routes.
7. If a driver reports to the garage to drive an extra trip, and the trip is cancelled, the driver will be paid for two (2) hours at his/her extra trip rate of pay.
8. On extra trips where a portion of the student participants are scheduled to return prior to the other students, the driver(s) returning early shall be selected as follows:
  - a. A volunteer will be solicited first, then
  - b. The least senior driver shall return first with the other driver(s) returning in ascending seniority order.

## **K. SUMMER TRANSPORTATION**

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

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

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

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

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

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

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

## **ARTICLE 36 - SUPPORT STAFF DISCIPLINE**

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

## **ARTICLE 37 - HIRING OF STRS OR SERS RETIREES**

- A. The Board may offer up to (fifteen) 15 years of experience to the re-employed STRS or SERS retiree.
- B. A re-employed retiree shall receive one-year, limited contract of employment. Such contract shall automatically terminate at the end of each school year without further action, notice, or procedure by the District. Continued employment from contract to contract will be solely at the discretion of the Board; however, the Board agrees not to renew the employment of a retiree if the contract of a non-retired employee in the teaching field (or classification in the case of support staff) would be suspended under the reduction-in-force provisions of Article 18 of this Agreement. A re-employed retiree shall be ineligible for a continuing contract of employment, regardless of years of service with the District.
- C. A re-employed retiree who is not eligible to participate in insurance fringe benefits through STRS or SERS, whichever is applicable, may participate in Board-provided insurance benefits in accordance with Appendix A of this Agreement. A retiree who can obtain insurance benefits through the applicable retirement system is not eligible to obtain benefits under Appendix A. Re-employed retirees shall not be eligible for



the insurance opt-out program.

- D. Upon re-employment, the retiree will be credited with zero (0) year's seniority and seniority will not accrue.
- E. A re-employed retiree will in no event qualify for fee waivers, tuition reimbursement, severance pay or sabbatical leave under this Agreement.
- F. A re-employed retiree will not be hired if it prevents a qualified pre-retirement employee from advancing within the discipline or being denied a voluntary transfer for which he/she qualifies.

## **ARTICLE 38 - PART-TIME TEACHERS**

- A. A part-time teacher is defined as one who is regularly employed for less than seven and three-fourths ( $7 \frac{3}{4}$ ) hours per day or for less than the regular school work week.
- B. A part-time teacher is granted sick leave and personal leave days based on time actually worked, earned at the same rate that applies to full-time teachers.
- C. Insurance fringe benefits for a part-time teacher are granted in accordance with Appendix A of this Agreement.
- D. A part-time teacher's eligibility for lunch and/or planning time is governed by the following rules:
  - 1. A part-time teacher required to work fewer than 130 minutes (inclusive of planning time) in his/her regular work day is not eligible for a lunch period but will be accorded a one-half ( $1/2$ ) planning period.
  - 2. A part-time teacher required to work 131-219 minutes (inclusive of planning time) in his/her regular work day is not eligible for a lunch period but will be accorded a full planning period.
  - 3. A part-time teacher required to work 220 minutes or more (inclusive of planning time) in his/her regular work day is eligible for a lunch period under Article 25, Section B of this Agreement and will be accorded a full planning period.
- E. A part-time teacher who, with respect to a required event or work day identified as a teacher work day on the school calendar, is required to work more than his/her normal day will be compensated at his/her regular hourly rate for such required time that exceeds the normal day.
- F. A part-time teacher is eligible for tuition reimbursement under Article 26 of this Agreement for up to a maximum of three (3) semester hours annually.

- G. Except as otherwise delineated in this Article, a part-time teacher will receive all rights and benefits of this Agreement.

## **ARTICLE 39 – DURATION**

### **A. TERM OF AGREEMENT**

The terms of this Agreement shall be from 12:01 a.m. July 1, 2022, through 11:59 p.m. June 30, 2025, following ratification by both parties.

### **B. AMENDMENT PROCEDURES**

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

### **C. PERSONNEL POLICIES AND PRACTICES**

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

### **D. ORC 3302.10 ACKNOWLEDGMENT**

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

### **E. COPIES OF THIS AGREEMENT**

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

### **F. SEVERABILITY**

If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be found to be contrary to law, then such provision or application shall not be deemed valid to the extent prohibited by law, but all other provisions or applications shall continue in full force and effect. The

Agreement itself will remain in full force and effect for its duration; however, the parties will meet within ten (10) days for the purpose of re-negotiating only the provision(s) found to be contrary to the law.

#### **G. COMPLETE AGREEMENT**

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



**INSURANCE**

**A. GENERAL PROVISIONS**

1. For all members of the bargaining unit, whether single or married, the Board will purchase from a carrier licensed by the State of Ohio, insurance coverage in the medical, dental, and vision areas with the following provisions:
  - a. For the remainder of calendar 2022, the Board will continue to provide medical coverage and benefit levels on the same terms, and with the same employee contributions toward monthly premium cost, that were in effect during the first half of calendar 2022.
  - b. Effective January 1, 2023, medical insurance benefits provided to insurance-eligible employees will be provided under a 2-tier High-Deductible Health Plan (HDHP) with Health Savings Account (HSA) contributions partially funded by the Board in accordance with the provisions below. The Board's health insurance plan will comply with Ohio law and cover dependents until they attain the age of 26. The employee may choose either the lower-tier HDHP (generally designed for those who expect relatively high usage and/or have a low tolerance for risk) or the higher-tier HDHP (generally designed for those who expect relatively low usage and/or have a higher tolerance for risk). The medical coverage and benefit levels for the two (2) HDHPs appear in Appendix A-1 of this Agreement. The following concepts also apply depending upon which HDHP the employee chooses:

(1) Lower-Tier HDHP

The lower-tier HDHP has an annual deductible of \$2,000 for single in-network coverage and \$4,000 for family in-network coverage with an annual out-of-pocket maximum of \$3,000 for single in-network coverage and \$6,000 for family in-network coverage. The employee is responsible for 100% of the cost of covered claims up to the applicable deductible and 20% of the cost of covered claims thereafter, up to out-of-pocket maximum. After the out-of-pocket maximum has been reached, the HDHP covers 100% of covered claims thereafter within the insurance year.

(2) Higher-Tier HDHP

The higher-tier HDHP has an annual deductible of \$4,000 for single in-network coverage and \$8,000 for family in-network coverage with an annual out-of-pocket maximum of \$4,500 for

single in-network coverage and \$9,000 for family in-network coverage. (For employees who choose family coverage, it is understood that the out-of-pocket maximum for any covered individual is \$4,500 toward the \$9,000.) The employee is responsible for 100% of the cost of covered claims up to the applicable deductible and 20% of the cost of covered claims thereafter, up to out-of-pocket maximum. After the out-of-pocket maximum has been reached, the HDHP covers 100% of covered claims thereafter within the insurance year.

(3) Employee Percentage of Premium and Board HSA Contributions

Employees shall pay a percentage of the monthly premium based on the chart below. In addition, on the first pay day of January, the Board shall contribute into the participating employee’s HSA the amounts listed in the chart below.

Employee Classification/Plan			Effective January 1, 2023		Effective January 1, 2024		Effective January 1, 2025	
			Employee Percentage of Premium	Annual Board HSA Contribution	Employee Percentage of Premium	Annual Board HSA Contribution	Employee Percentage of Premium	Annual Board HSA Contribution
Low	Certified	Single	6.75%	\$0	7.5%	\$0	8%	\$0
		Family	6.75%	\$0	7.5%	\$0	8%	\$0
	Classified	Single	5%	\$0	5%	\$0	5%	\$0
		Family	5%	\$0	5%	\$0	5%	\$0
High	Certified	Single	5%	\$1,000	5.75%	\$1,000	7%	\$1,000
		Family	5%	\$2,000	5.75%	\$2,000	7%	\$2,000
	Classified	Single	5%	\$2,000	5%	\$2,000	5%	\$2,000
		Family	5%	\$4,000	5%	\$4,000	5%	\$4,000

(4) It is mutually understood that both HDHPs and HSA contributions must comply at all times with applicable tax and other laws. A function of the District’s insurance committee identified in subparagraph e. below is to keep abreast of legal developments and make appropriate recommendations, as necessary, to ensure compliance with statutory and/or regulatory requirements.

- c. If any employee elects to decline medical insurance coverage, they shall receive a one-time cash payment of \$800 for each year they decline family coverage (\$300.00 for those with individual coverage).
- d. When an employee and spouse are both employed by the Board, the coverage shall be limited to one (1) family plan or two (2) individual plans.
- e. The District’s insurance committee will convene periodically and is charged with the responsibility of gathering and assessing data relevant to health insurance trends and options and how such data should affect the District’s

health insurance plan. This Committee is empowered to make recommendations to the Board and Association regarding the District's medical insurance coverages and benefit levels. Any such recommendation that is approved by the parties will be implemented.

2. A part-time teacher or support staff employee hired after the 1987-1988 school year but prior to the 2006-2007 school year will continue to participate in the plan on the same terms and practice that applied under the parties' 2003-2006 Agreement.

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

Examples:

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

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

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

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

## **B. POLICY HANDBOOK**

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

## **C. LIFE INSURANCE**

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

## **D. ALTERNATIVE INSURANCE COVERAGE FOR PAYMENTS IN LIEU**

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



# APPENDIX A-1

## Granville Exempted Village Schools

Effective January 1, 2021



Insurance | Risk Management | Consulting

Benefit	Low Plan		High Plan	
	Network	Non-Network	Network	Non-Network
Benefit Period	Calendar Year		Calendar Year	
Deductible	Network and Non-Network OOP expenses \$2,000/\$4,000      \$5,000/\$10,000		Network and Non-Network OOP expenses \$4,000/\$8,000      \$10,000/\$20,000	
	<p><b>AGGREGATE Deductible:</b> The entire <u>Family Deductible</u> must be met before the plan starts to pay. Expenses for Covered Services incurred by each family member are combined to satisfy the family Deductible. Therefore, the entire family Deductible must be satisfied before Covered Services are payable for any Covered Person within the family.</p>		<p><b>EMBEDDED Deductible:</b> No one person covered under a family contract will have a greater Deductible than an individual with single coverage. The Deductible for all family members accumulate toward the family Deductible.</p>	
Coinsurance	80%/20%	60%/40%	80%/20%	60%/40%
Coinsurance Limit	\$1,000/\$2,000 after deductible	\$5,000/\$10,000 after deductible	\$500/\$1,000 after deductible	\$10,000/\$20,000 after deductible
	<p><b>AGGREGATE Coinsurance:</b> The <u>entire Family Coinsurance Limit</u> must be met before the plan starts to pay.</p>		<p><b>EMBEDDED Coinsurance:</b> No one person covered under a family contract will have a greater Coinsurance Limit than an individual with single coverage. The Coinsurance Limit for all family members accumulate toward the family Coinsurance Limit.</p>	
Maximum Out-of-Pocket	\$3,000/\$6,000	\$10,000/\$20,000	\$4,500/\$9,000	\$20,000/\$40,000
	<p><b>AGGREGATE Out-of-Pocket Maximum:</b> The <u>entire Family Out-of-Pocket Maximum</u> must be met before the plan starts to pay.</p>		<p><b>EMBEDDED Out-of-Pocket Maximum:</b> No one person covered under a family contract will have a greater Out-of-Pocket Maximum than an individual with single coverage. The Out-of-Pocket Maximum for all family members accumulate toward the family Out-of-Pocket Maximum.</p>	
Inpatient/Outpatient Facility	20% after deductible	40% after deductible	20% after deductible	40% after deductible
Diagnostic Lab /X-Ray	20% after deductible	40% after deductible	20% after deductible	40% after deductible
Office Visits - Diagnostic Primary Care	20% after deductible	40% after deductible	20% after deductible	40% after deductible
Office Visits - Diagnostic Specialist	20% after deductible	40% after deductible	20% after deductible	40% after deductible
Urgent Care	20% after deductible	40% after deductible	20% after deductible	40% after deductible
Emergency Room - Emergency	20% after deductible		20% after deductible	
Emergency Room - Non-Emergency	20% after deductible	40% after deductible	20% after deductible	40% after deductible
Routine Preventive and Wellness Services in accordance with State and Federal Law	0% not subject to deductible	40% after deductible	0% not subject to deductible	40% after deductible
<b>Prescription Drug</b>	20% after deductible	You pay the entire amount at the Pharmacy and file a claim form with MMO. MMO will reimburse you for 75% of the allowed amount, minus the Rx deductible, as indicated.	20% after deductible	You pay the entire amount at the Pharmacy and file a claim form with MMO. MMO will reimburse you for 75% of the allowed amount, minus the Rx deductible, as indicated.
Retail - 30 Days Supply	20% after deductible		20% after deductible	
Mail - 90 Days Supply	20% after deductible		20% after deductible	
Specialty 30 Days Supply (Mandatory Use of Specialty Pharmacy)	20% after deductible		20% after deductible	

This information is an outline of the coverages proposed by the carrier(s) based upon the information provided by your company. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. See the policies and contracts for actual language.

# APPENDIX A-2

## Granville Exempted Village Schools Dental Benefits

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

**Limitations:**

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

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

### Arthur J. Gallagher Disclaimers

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

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

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

## Granville Exempted Village Schools Vision Benefits

Network	Basic/Low Option		Premier/High Option	
	Choice Network		Choice Network	
Plan Basics:	In-Network	Out-of-Network	In-Network	Out-of-Network
Exam	Every 12 Months	Every 12 Months	Every 12 Months	Every 12 Months
Lenses	Every 12 Months	Every 12 Months	Every 12 Months	Every 12 Months
Frames	Every 12 Months	Every 12 Months	Every 12 Months	Every 12 Months
Prescription Glasses	\$25 Copay	\$25 Copay	\$25 Copay	\$25 Copay
Well Vision Exam	\$10 Copay	Up to \$45	\$10 Copay	Up to \$45
Contact Lenses	\$150 Allowance	Up to \$105	\$150 Allowance	Up to \$105
Contact Lens Fitting and Evaluation	Fitting and Evaluation (not to exceed \$60)	N/A	Fitting and Evaluation (not to exceed \$60)	N/A
Frames	\$150 Allowance	Up to \$70	\$150 Allowance	Up to \$70
<b>Covered Lenses Options:</b>				
Single vision, lined bifocal and lined trifocal lenses	Included	Up to \$30/\$50/\$65	Included	Up to \$30/\$50/\$65
Polycarbonate lenses for dependent children	Included	N/A	Included	N/A
Standard progressive lenses	\$55	Up to \$50	Included	Up to \$50
Premium progressive lenses	\$95 - \$105	Up to \$50	Included	Up to \$50
Custom progressive lenses	\$150 - \$175	Up to \$50	Included	Up to \$50
Anti-Reflective Coating	Discount Applies	N/A	Included	N/A
Scratch Resistant Coating	Discount Applies	N/A	Included	N/A
Other lens options	20-25% off	N/A	20-25% off	N/A

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

### Arthur J. Gallagher Disclaimers

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**APPENDIX B**

**GRANVILLE EDUCATION ASSOCIATION  
FORMAL WRITTEN GRIEVANCE FORM**

**NAME OF GRIEVANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ARTICLE(S) VIOLATED:** \_\_\_\_\_

**DATE OF ALLEGED VIOLATION:** \_\_\_\_\_

**BRIEF STATEMENT OF GRIEVANCE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESOLUTION SOUGHT:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE OF INFORMAL HEARING (LEVEL I):** \_\_\_\_\_

**DISPOSITION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DATE SUBMITTED AT LEVEL II:** \_\_\_\_\_ **GRIEVANT:** \_\_\_\_\_

**DATE OF LEVEL II HEARING** \_\_\_\_\_

DISPOSITION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE \_\_\_\_\_

DATE SUBMITTED AT LEVEL III: \_\_\_\_\_ GRIEVANT: \_\_\_\_\_

DATE OF LEVEL III HEARING: \_\_\_\_\_

DISPOSITION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_ DATE \_\_\_\_\_

DATE SENT TO LEVEL V - ARBITRATION: \_\_\_\_\_

SIGNED FOR THE GRIEVANT \_\_\_\_\_

SIGNED FOR THE ASSOCIATION \_\_\_\_\_

TITLE \_\_\_\_\_



**APPENDIX C**  
**GRANVILLE EDUCATION ASSOCIATION**  
**TEACHER SALARY SCHEDULE**  
**EFFECTIVE JULY 1, 2022**

2022-2023										
40,968	Index	BA	Index	BA + 150	Index	MA	Index	MA + 25	Index	MA + 40
1	1.0000	40,968	1.0650	43,631	1.1500	47,113	1.2300	50,391	1.2800	52,439
2	1.0550	43,221	1.1200	45,884	1.2200	49,981	1.3100	53,668	1.3600	55,717
3	1.1100	45,475	1.1750	48,138	1.2900	52,849	1.3900	56,946	1.4400	58,994
4	1.1650	47,728	1.2300	50,391	1.3600	55,717	1.4700	60,223	1.5200	62,272
5	1.2200	49,981	1.2850	52,644	1.4300	58,584	1.5500	63,501	1.6000	65,549
6	1.2750	52,234	1.3400	54,897	1.5000	61,452	1.6300	66,778	1.6800	68,826
7	1.3300	54,488	1.3950	57,151	1.5700	64,320	1.7100	70,055	1.7600	72,104
8	1.3750	56,331	1.4500	59,404	1.6400	67,188	1.7900	73,333	1.8400	75,381
9	1.4200	58,175	1.5050	61,657	1.7100	70,055	1.8700	76,610	1.9200	78,659
10	1.4650	60,018	1.5600	63,910	1.7800	72,923	1.9500	79,888	2.0000	81,936
11	1.5100	61,862	1.6150	66,163	1.8500	75,791	2.0300	83,165	2.0800	85,214
12	1.5550	63,705	1.6700	68,417	1.9200	78,659	2.1100	86,443	2.1600	88,491
13	1.5900	65,139	1.7100	70,055	1.9700	80,707	2.1650	88,696	2.2150	90,744
14	1.5962	65,393	1.7162	70,309	1.9762	80,961	2.1712	88,950	2.2212	90,998
15	1.6023	65,643	1.7223	70,559	1.9823	81,211	2.1773	89,200	2.2273	91,248
16	1.6085	65,897	1.7285	70,813	1.9885	81,465	2.1835	89,454	2.2335	91,502
17	1.6146	66,147	1.7346	71,063	1.9946	81,715	2.1896	89,704	2.2396	91,752
18	1.6208	66,401	1.7408	71,317	2.0008	81,969	2.1958	89,958	2.2458	92,006
19	1.6270	66,655	1.7470	71,571	2.0070	82,223	2.2020	90,212	2.2520	92,260
20	1.6331	66,905	1.7531	71,821	2.0131	82,473	2.2081	90,462	2.2581	92,510
21	1.6393	67,159	1.7593	72,075	2.0193	82,727	2.2143	90,716	2.2643	92,764
22	1.6470	67,474	1.7670	72,391	2.0270	83,042	2.2220	91,031	2.2720	93,080
23	1.6547	67,790	1.7747	72,706	2.0347	83,358	2.2297	91,347	2.2797	93,395
24	1.6624	68,105	1.7824	73,022	2.0424	83,673	2.2374	91,662	2.2874	93,710
25	1.6701	68,421	1.7901	73,337	2.0501	83,989	2.2451	91,977	2.2951	94,026
26	1.6778	68,736	1.7978	73,652	2.0578	84,304	2.2528	92,293	2.3028	94,341
27	1.6886	69,179	1.8086	74,095	2.0686	84,747	2.2636	92,735	2.3136	94,784
28	1.6993	69,617	1.8193	74,533	2.0793	85,185	2.2743	93,174	2.3243	95,222
29	1.7101	70,060	1.8301	74,976	2.0901	85,627	2.2851	93,616	2.3351	95,665
30	1.7209	70,502	1.8409	75,418	2.1009	86,070	2.2959	94,059	2.3459	96,107
31	1.7317	70,944	1.8517	75,861	2.1117	86,512	2.3067	94,501	2.3567	96,550
32	1.7426	71,390	1.8626	76,306	2.1226	86,957	2.3176	94,946	2.3675	96,994
33	1.7535	71,838	1.8735	76,753	2.1335	87,404	2.3285	95,392	2.3784	97,441
34					2.1444	87,851	2.3394	95,839	2.3893	97,887

## TEACHER SALARY SCHEDULE EFFECTIVE JULY 1, 2023

2023-2024										
42,095	Index	BA	Index	BA + 150	Index	MA	Index	MA + 25	Index	MA + 40
1	1.0000	42,095	1.0650	44,831	1.1500	48,409	1.2300	51,777	1.2800	53,881
2	1.0550	44,410	1.1200	47,146	1.2200	51,356	1.3100	55,144	1.3600	57,249
3	1.1100	46,725	1.1750	49,461	1.2900	54,302	1.3900	58,512	1.4400	60,616
4	1.1650	49,040	1.2300	51,777	1.3600	57,249	1.4700	61,879	1.5200	63,984
5	1.2200	51,356	1.2850	54,092	1.4300	60,195	1.5500	65,247	1.6000	67,352
6	1.2750	53,671	1.3400	56,407	1.5000	63,142	1.6300	68,614	1.6800	70,719
7	1.3300	55,986	1.3950	58,722	1.5700	66,089	1.7100	71,982	1.7600	74,087
8	1.3750	57,880	1.4500	61,037	1.6400	69,035	1.7900	75,350	1.8400	77,454
9	1.4200	59,775	1.5050	63,353	1.7100	71,982	1.8700	78,717	1.9200	80,822
10	1.4650	61,669	1.5600	65,668	1.7800	74,929	1.9500	82,085	2.0000	84,189
11	1.5100	63,563	1.6150	67,983	1.8500	77,875	2.0300	85,452	2.0800	87,557
12	1.5550	65,457	1.6700	70,298	1.9200	80,822	2.1100	88,820	2.1600	90,925
13	1.5900	66,931	1.7100	71,982	1.9700	82,927	2.1650	91,135	2.2150	93,240
14	1.5962	67,192	1.7162	72,243	1.9762	83,188	2.1712	91,396	2.2212	93,501
15	1.6023	67,448	1.7223	72,500	1.9823	83,444	2.1773	91,653	2.2273	93,758
16	1.6085	67,709	1.7285	72,761	1.9885	83,705	2.1835	91,914	2.2335	94,019
17	1.6146	67,966	1.7346	73,018	1.9946	83,962	2.1896	92,171	2.2396	94,275
18	1.6208	68,227	1.7408	73,279	2.0008	84,223	2.1958	92,432	2.2458	94,536
19	1.6270	68,488	1.7470	73,539	2.0070	84,484	2.2020	92,693	2.2520	94,797
20	1.6331	68,745	1.7531	73,796	2.0131	84,741	2.2081	92,949	2.2581	95,054
21	1.6393	69,006	1.7593	74,057	2.0193	85,002	2.2143	93,210	2.2643	95,315
22	1.6470	69,330	1.7670	74,381	2.0270	85,326	2.2220	93,534	2.2720	95,639
23	1.6547	69,654	1.7747	74,706	2.0347	85,650	2.2297	93,859	2.2797	95,963
24	1.6624	69,978	1.7824	75,030	2.0424	85,974	2.2374	94,183	2.2874	96,287
25	1.6701	70,302	1.7901	75,354	2.0501	86,298	2.2451	94,507	2.2951	96,612
26	1.6778	70,627	1.7978	75,678	2.0578	86,623	2.2528	94,831	2.3028	96,936
27	1.6886	71,081	1.8086	76,133	2.0686	87,077	2.2636	95,286	2.3136	97,390
28	1.6993	71,532	1.8193	76,583	2.0793	87,528	2.2743	95,736	2.3243	97,841
29	1.7101	71,986	1.8301	77,038	2.0901	87,982	2.2851	96,191	2.3351	98,295
30	1.7209	72,441	1.8409	77,492	2.1009	88,437	2.2959	96,645	2.3459	98,750
31	1.7317	72,895	1.8517	77,947	2.1117	88,891	2.3067	97,100	2.3567	99,205
32	1.7426	73,353	1.8626	78,404	2.1226	89,348	2.3176	97,557	2.3675	99,661
33	1.7535	73,813	1.8735	78,864	2.1335	89,808	2.3285	98,016	2.3784	100,120
34					2.1444	90,267	2.3394	98,474	2.3893	100,579

## TEACHER SALARY SCHEDULE EFFECTIVE JULY 1, 2024

2024-2025										
43,252	Index	BA	Index	BA + 150	Index	MA	Index	MA + 25	Index	MA + 40
1	1.0000	43,252	1.0650	46,064	1.1500	49,740	1.2300	53,200	1.2800	55,363
2	1.0550	45,631	1.1200	48,443	1.2200	52,768	1.3100	56,661	1.3600	58,823
3	1.1100	48,010	1.1750	50,821	1.2900	55,796	1.3900	60,121	1.4400	62,283
4	1.1650	50,389	1.2300	53,200	1.3600	58,823	1.4700	63,581	1.5200	65,744
5	1.2200	52,768	1.2850	55,579	1.4300	61,851	1.5500	67,041	1.6000	69,204
6	1.2750	55,147	1.3400	57,958	1.5000	64,879	1.6300	70,501	1.6800	72,664
7	1.3300	57,526	1.3950	60,337	1.5700	67,906	1.7100	73,961	1.7600	76,124
8	1.3750	59,472	1.4500	62,716	1.6400	70,934	1.7900	77,422	1.8400	79,584
9	1.4200	61,418	1.5050	65,095	1.7100	73,961	1.8700	80,882	1.9200	83,044
10	1.4650	63,365	1.5600	67,474	1.7800	76,989	1.9500	84,342	2.0000	86,505
11	1.5100	65,311	1.6150	69,853	1.8500	80,017	2.0300	87,802	2.0800	89,965
12	1.5550	67,257	1.6700	72,231	1.9200	83,044	2.1100	91,262	2.1600	93,425
13	1.5900	68,771	1.7100	73,961	1.9700	85,207	2.1650	93,641	2.2150	95,804
14	1.5962	69,039	1.7162	74,230	1.9762	85,475	2.1712	93,909	2.2212	96,072
15	1.6023	69,303	1.7223	74,493	1.9823	85,739	2.1773	94,173	2.2273	96,336
16	1.6085	69,571	1.7285	74,762	1.9885	86,007	2.1835	94,441	2.2335	96,604
17	1.6146	69,835	1.7346	75,026	1.9946	86,271	2.1896	94,705	2.2396	96,868
18	1.6208	70,103	1.7408	75,294	2.0008	86,539	2.1958	94,973	2.2458	97,136
19	1.6270	70,372	1.7470	75,562	2.0070	86,807	2.2020	95,242	2.2520	97,404
20	1.6331	70,635	1.7531	75,826	2.0131	87,071	2.2081	95,505	2.2581	97,668
21	1.6393	70,904	1.7593	76,094	2.0193	87,339	2.2143	95,774	2.2643	97,936
22	1.6470	71,237	1.7670	76,427	2.0270	87,672	2.2220	96,107	2.2720	98,269
23	1.6547	71,570	1.7747	76,760	2.0347	88,006	2.2297	96,440	2.2797	98,602
24	1.6624	71,903	1.7824	77,093	2.0424	88,339	2.2374	96,773	2.2874	98,935
25	1.6701	72,236	1.7901	77,426	2.0501	88,672	2.2451	97,106	2.2951	99,268
26	1.6778	72,569	1.7978	77,759	2.0578	89,005	2.2528	97,439	2.3028	99,601
27	1.6886	73,036	1.8086	78,226	2.0686	89,472	2.2636	97,906	2.3136	100,069
28	1.6993	73,499	1.8193	78,689	2.0793	89,935	2.2743	98,369	2.3243	100,531
29	1.7101	73,966	1.8301	79,156	2.0901	90,402	2.2851	98,836	2.3351	100,999
30	1.7209	74,433	1.8409	79,623	2.1009	90,869	2.2959	99,303	2.3459	101,466
31	1.7317	74,900	1.8517	80,090	2.1117	91,336	2.3067	99,770	2.3567	101,933
32	1.7426	75,370	1.8626	80,560	2.1226	91,805	2.3176	100,239	2.3675	102,402
33	1.7535	75,843	1.8735	81,033	2.1335	92,277	2.3285	100,711	2.3784	102,873
34					2.1444	92,749	2.3394	101,183	2.3893	103,345



# FULL TIME BUS DRIVER SALARY SCHEDULE

**189 DAYS PER YEAR**

**4.5 HOURS PER DAY**

Bus Driver				
Step	Index	2022-2023	2023-2024	2024-2025
Base		15,315	15,736	16,169
1	1.0000	15,315	15,736	16,169
2	1.0160	15,560	15,988	16,428
3	1.0320	15,805	16,240	16,687
4	1.0480	16,050	16,492	16,945
5	1.0640	16,295	16,744	17,204
6	1.0800	16,540	16,995	17,463
7	1.0960	16,786	17,247	17,721
8	1.1120	17,031	17,499	17,980
9	1.1280	17,276	17,751	18,239
10	1.1440	17,521	18,002	18,498
11	1.1600	17,766	18,254	18,756
12	1.1760	18,011	18,506	19,015
13	1.1920	18,256	18,758	19,274
14	1.2080	18,501	19,010	19,532
15	1.2240	18,746	19,261	19,791
16	1.2400	18,991	19,513	20,050
17	1.2560	19,236	19,765	20,308
18	1.2720	19,481	20,017	20,567
19	1.2880	19,726	20,269	20,826
20	1.3040	19,971	20,520	21,085
21	1.3202	20,219	20,775	21,347

## PART TIME BUS DRIVER SALARY SCHEDULE

**189 DAYS PER YEAR  
2.25 HOURS PER DAY**

Part-Time Bus Driver				
Step	Index	2022-2023	2023-2024	2024-2025
<b>Base</b>		15,315	15,736	16,169
1	0.5000	7,658	7,868	8,085
2	0.5080	7,780	7,994	8,214
3	0.5160	7,903	8,120	8,343
4	0.5240	8,025	8,246	8,473
5	0.5320	8,148	8,372	8,602
6	0.5400	8,270	8,498	8,731
7	0.5480	8,393	8,624	8,861
8	0.5560	8,515	8,749	8,990
9	0.5640	8,638	8,875	9,119
10	0.5720	8,760	9,001	9,249
11	0.5800	8,883	9,127	9,378
12	0.5880	9,005	9,253	9,507
13	0.5960	9,128	9,379	9,637
14	0.6040	9,250	9,505	9,766
15	0.6120	9,373	9,631	9,896
16	0.6200	9,495	9,757	10,025
17	0.6280	9,618	9,882	10,154
18	0.6360	9,741	10,008	10,284
19	0.6440	9,863	10,134	10,413
20	0.6520	9,986	10,260	10,542
21	0.6601	10,110	10,388	10,673

# MECHANIC SALARY SCHEDULE

**260 DAYS PER YEAR  
8 HOURS PER DAY**

Mechanic				
Step	Index	2022-2023	2023-2024	2024-2025
Base		39,232	40,311	41,420
1	1.0000	39,232	40,311	41,420
2	1.0218	40,087	41,190	42,323
3	1.0436	40,943	42,069	43,226
4	1.0654	41,798	42,947	44,128
5	1.0872	42,653	43,826	45,031
6	1.1090	43,509	44,705	45,934
7	1.1308	44,364	45,584	46,837
8	1.1526	45,219	46,463	47,740
9	1.1744	46,074	47,341	48,643
10	1.1962	46,930	48,220	49,546
11	1.2180	47,785	49,099	50,449
12	1.2398	48,640	49,978	51,352
13	1.2616	49,495	50,856	52,255
14	1.2834	50,351	51,735	53,158
15	1.3052	51,206	52,614	54,061
16	1.3270	52,061	53,493	54,964
17	1.3488	52,916	54,372	55,867
18	1.3706	53,772	55,250	56,770
19	1.3924	54,627	56,129	57,673
20	1.4142	55,482	57,008	58,576
21	1.4363	56,351	57,900	59,493

## EDUCATIONAL AIDE SALARY SCHEDULE

**186 DAYS PER YEAR  
7 HOURS PER DAY**

Educational Aide				
Step	Index	2022-2023	2023-2024	2024-2025
Base		17,526	18,008	18,504
1	1.0000	17,526	18,008	18,504
2	1.0210	17,894	18,386	18,892
3	1.0420	18,262	18,765	19,281
4	1.0630	18,630	19,143	19,669
5	1.0840	18,999	19,521	20,058
6	1.1050	19,367	19,899	20,446
7	1.1260	19,735	20,277	20,835
8	1.1470	20,103	20,656	21,224
9	1.1680	20,471	21,034	21,612
10	1.1890	20,839	21,412	22,001
11	1.2100	21,207	21,790	22,389
12	1.2310	21,575	22,168	22,778
13	1.2520	21,943	22,546	23,166
14	1.2730	22,311	22,925	23,555
15	1.2940	22,679	23,303	23,944
16	1.3150	23,047	23,681	24,332
17	1.3360	23,415	24,059	24,721
18	1.3570	23,783	24,437	25,109
19	1.3780	24,151	24,815	25,498
20	1.3990	24,519	25,194	25,886
21	1.4203	24,893	25,578	26,281

# SPECIAL EDUCATION AIDE SALARY SCHEDULE

**186 DAYS PER YEAR  
7 HOURS PER DAY**

Educational Aide				
Step	Index	2022-2023	2023-2024	2024-2025
<b>Base</b>		17,526	18,008	18,504
1	1.0000	17,526	18,008	18,504
2	1.0210	17,894	18,386	18,892
3	1.0420	18,262	18,765	19,281
4	1.0630	18,630	19,143	19,669
5	1.0840	18,999	19,521	20,058
6	1.1050	19,367	19,899	20,446
7	1.1260	19,735	20,277	20,835
8	1.1470	20,103	20,656	21,224
9	1.1680	20,471	21,034	21,612
10	1.1890	20,839	21,412	22,001
11	1.2100	21,207	21,790	22,389
12	1.2310	21,575	22,168	22,778
13	1.2520	21,943	22,546	23,166
14	1.2730	22,311	22,925	23,555
15	1.2940	22,679	23,303	23,944
16	1.3150	23,047	23,681	24,332
17	1.3360	23,415	24,059	24,721
18	1.3570	23,783	24,437	25,109
19	1.3780	24,151	24,815	25,498
20	1.3990	24,519	25,194	25,886
21	1.4203	24,893	25,578	26,281

# PRINCIPAL'S SECRETARY SALARY SCHEDULE

**231 DAYS PER YEAR  
7.5 HOURS PER DAY**

<b>231 Principal Secretary</b>				
<b>Step</b>	<b>Index</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>Base</b>		<b>27,126</b>	<b>27,872</b>	<b>28,639</b>
1	1.0000	27,126	27,872	28,639
2	1.0240	27,777	28,541	29,326
3	1.0480	28,428	29,210	30,013
4	1.0720	29,079	29,879	30,701
5	1.0960	29,730	30,548	31,388
6	1.1200	30,381	31,217	32,075
7	1.1440	31,032	31,886	32,763
8	1.1680	31,683	32,555	33,450
9	1.1920	32,334	33,224	34,137
10	1.2160	32,985	33,892	34,824
11	1.2400	33,636	34,561	35,512
12	1.2640	34,287	35,230	36,199
13	1.2880	34,938	35,899	36,886
14	1.3120	35,589	36,568	37,574
15	1.3360	36,240	37,237	38,261
16	1.3600	36,892	37,906	38,948
17	1.3840	37,543	38,575	39,636
18	1.4080	38,194	39,244	40,323
19	1.4320	38,845	39,913	41,010
20	1.4560	39,496	40,582	41,698
21	1.4804	40,158	41,262	42,397

## 211 DAY PRINCIPAL'S SECRETARY SALARY SCHEDULE

**211 DAYS PER YEAR  
7.5 HOURS PER DAY**

<b>211 Principal Secretary</b>				
<b>Step</b>	<b>Index</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>Base</b>		<b>24,778</b>	<b>25,460</b>	<b>26,160</b>
1	1.0000	24,778	25,460	26,160
2	1.0240	25,373	26,071	26,788
3	1.0480	25,968	26,682	27,415
4	1.0720	26,562	27,293	28,043
5	1.0960	27,157	27,904	28,671
6	1.1200	27,752	28,515	29,299
7	1.1440	28,346	29,126	29,927
8	1.1680	28,941	29,737	30,555
9	1.1920	29,536	30,348	31,182
10	1.2160	30,130	30,959	31,810
11	1.2400	30,725	31,570	32,438
12	1.2640	31,320	32,181	33,066
13	1.2880	31,914	32,792	33,694
14	1.3120	32,509	33,403	34,322
15	1.3360	33,104	34,014	34,949
16	1.3600	33,698	34,625	35,577
17	1.3840	34,293	35,236	36,205
18	1.4080	34,888	35,847	36,833
19	1.4320	35,482	36,458	37,461
20	1.4560	36,077	37,069	38,089
21	1.4804	36,682	37,691	38,727

# BUILDING SECRETARY SALARY SCHEDULE

**186 DAYS PER YEAR  
7.5 HOURS PER DAY**

186 Building Secretary				
Step	Index	2022-2023	2023-2024	2024-2025
Base		21,843	22,443	23,060
1	1.0000	21,843	22,443	23,060
2	1.0240	22,367	22,982	23,614
3	1.0480	22,891	23,521	24,167
4	1.0720	23,415	24,059	24,721
5	1.0960	23,939	24,598	25,274
6	1.1200	24,464	25,136	25,828
7	1.1440	24,988	25,675	26,381
8	1.1680	25,512	26,214	26,935
9	1.1920	26,036	26,752	27,488
10	1.2160	26,561	27,291	28,041
11	1.2400	27,085	27,830	28,595
12	1.2640	27,609	28,368	29,148
13	1.2880	28,133	28,907	29,702
14	1.3120	28,657	29,446	30,255
15	1.3360	29,182	29,984	30,809
16	1.3600	29,706	30,523	31,362
17	1.3840	30,230	31,061	31,916
18	1.4080	30,754	31,600	32,469
19	1.4320	31,279	32,139	33,023
20	1.4560	31,803	32,677	33,576
21	1.4804	32,336	33,225	34,139



# OCCUPATIONAL THERAPIST ASSISTANT SALARY SCHEDULE

**190 DAYS PER YEAR  
7.5 HOURS PER DAY**

OTA				
Step	Index	2022-2023	2023-2024	2024-2025
<b>Base</b>		32,367	33,257	34,172
1	1.0000	32,367	33,257	34,172
2	1.0240	33,144	34,056	34,992
3	1.0480	33,921	34,854	35,812
4	1.0720	34,698	35,652	36,632
5	1.0960	35,475	36,450	37,453
6	1.1200	36,251	37,248	38,273
7	1.1440	37,028	38,046	39,093
8	1.1680	37,805	38,845	39,913
9	1.1920	38,582	39,643	40,733
10	1.2160	39,359	40,441	41,553
11	1.2400	40,135	41,239	42,373
12	1.2640	40,912	42,037	43,193
13	1.2880	41,689	42,836	44,014
14	1.3120	42,466	43,634	44,834
15	1.3360	43,243	44,432	45,654
16	1.3600	44,020	45,230	46,474
17	1.3840	44,796	46,028	47,294
18	1.4080	45,573	46,826	48,114
19	1.4320	46,350	47,625	48,934
20	1.4560	47,127	48,423	49,754
21	1.4804	47,917	49,234	50,588

# HEALTH CLINIC NURSE (NO BACHELOR'S DEGREE) SALARY SCHEDULE

**184 DAYS PER YEAR  
7.5 HOURS PER DAY**

<b>Health Clinic Nurse - No BA</b>				
<b>Step</b>	<b>Index</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>Base</b>		<b>33,441</b>	<b>34,360</b>	<b>35,305</b>
1	1.0000	33,441	34,360	35,305
2	1.0550	35,280	36,250	37,247
3	1.1100	37,119	38,140	39,189
4	1.1650	38,958	40,030	41,131
5	1.2200	40,798	41,920	43,072
6	1.2750	42,637	43,809	45,014
7	1.3300	44,476	45,699	46,956
8	1.3750	45,981	47,245	48,545
9	1.4200	47,486	48,792	50,133
10	1.4650	48,991	50,338	51,722
11	1.5100	50,496	51,884	53,311
12	1.5550	52,000	53,430	54,900
13	1.5900	53,171	54,633	56,135
14	1.5962	53,378	54,846	56,354
15	1.6023	53,582	55,056	56,570
16	1.6085	53,789	55,269	56,789
17	1.6146	53,993	55,478	57,004
18	1.6208	54,201	55,691	57,223
19	1.6270	54,408	55,904	57,442
20	1.6331	54,612	56,114	57,657
21	1.6392	54,817	56,324	57,873

# HEALTH CLINIC NURSE (WITH BACHELOR'S DEGREE) SALARY SCHEDULE

**184 DAYS PER YEAR  
7.5 HOURS PER DAY**

Health Clinic Nurse - With BA				
Step	Index	2022-2023	2023-2024	2024-2025
Base		36,785	37,796	38,835
1	1.0000	36,785	37,796	38,835
2	1.0550	38,808	39,875	40,971
3	1.1100	40,831	41,954	43,107
4	1.1650	42,854	44,032	45,243
5	1.2200	44,877	46,111	47,379
6	1.2750	46,900	48,190	49,515
7	1.3300	48,923	50,269	51,651
8	1.3750	50,579	51,970	53,399
9	1.4200	52,234	53,670	55,146
10	1.4650	53,889	55,371	56,894
11	1.5100	55,545	57,072	58,642
12	1.5550	57,200	58,773	60,389
13	1.5900	58,487	60,096	61,748
14	1.5962	58,715	60,330	61,989
15	1.6023	58,940	60,561	62,226
16	1.6085	59,168	60,795	62,467
17	1.6146	59,392	61,026	62,704
18	1.6208	59,620	61,260	62,945
19	1.6270	59,848	61,494	63,185
20	1.6331	60,073	61,725	63,422
21	1.6392	60,298	61,956	63,660

# TECHNOLOGY COACH SALARY SCHEDULE

211 DAYS PER YEAR

7.5 HOURS PER DAY

Tech Coach				
Step	Index	2022-2023	2023-2024	2024-2025
Base		36,387	37,387	38,416
1	1.0000	36,387	37,387	38,416
2	1.0240	37,260	38,285	39,338
3	1.0480	38,133	39,182	40,260
4	1.0720	39,007	40,079	41,182
5	1.0960	39,880	40,977	42,104
6	1.1200	40,753	41,874	43,026
7	1.1440	41,627	42,771	43,947
8	1.1680	42,500	43,669	44,869
9	1.1920	43,373	44,566	45,791
10	1.2160	44,246	45,463	46,713
11	1.2400	45,120	46,360	47,635
12	1.2640	45,993	47,258	48,557
13	1.2880	46,866	48,155	49,479
14	1.3120	47,740	49,052	50,401
15	1.3360	48,613	49,950	51,323
16	1.3600	49,486	50,847	52,245
17	1.3840	50,359	51,744	53,167
18	1.4080	51,233	52,642	54,089
19	1.4320	52,106	53,539	55,011
20	1.4560	52,979	54,436	55,933
21	1.4804	53,867	55,349	56,871

# THEATER MANAGER SALARY SCHEDULE

**184 DAYS PER YEAR  
7.25 HOURS PER DAY**

<b>Theater Manager</b>				
<b>Step</b>	<b>Index</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>Base</b>		<b>24,793</b>	<b>25,475</b>	<b>26,175</b>
1	1.0000	24,793	25,475	26,175
2	1.0240	25,388	26,086	26,803
3	1.0480	25,983	26,697	27,431
4	1.0720	26,578	27,309	28,060
5	1.0960	27,173	27,920	28,688
6	1.1200	27,768	28,531	29,316
7	1.1440	28,363	29,143	29,944
8	1.1680	28,958	29,754	30,572
9	1.1920	29,553	30,366	31,201
10	1.2160	30,148	30,977	31,829
11	1.2400	30,743	31,588	32,457
12	1.2640	31,338	32,200	33,085
13	1.2880	31,933	32,811	33,713
14	1.3120	32,528	33,423	34,342
15	1.3360	33,123	34,034	34,970
16	1.3600	33,718	34,645	35,598
17	1.3840	34,313	35,257	36,226
18	1.4080	34,908	35,868	36,854
19	1.4320	35,503	36,479	37,483
20	1.4560	36,098	37,091	38,111
21	1.4804	36,703	37,713	38,750

# COMPUTER TECH SALARY SCHEDULE

**260 DAYS PER YEAR  
8 HOURS PER DAY**

Computer Tech				
Step	Index	2022-2023	2023-2024	2024-2025
Base		42,726	43,901	45,108
1	1.0000	42,726	43,901	45,108
2	1.0240	43,751	44,954	46,190
3	1.0480	44,776	46,008	47,273
4	1.0720	45,802	47,061	48,356
5	1.0960	46,827	48,115	49,438
6	1.1200	47,853	49,169	50,521
7	1.1440	48,878	50,222	51,603
8	1.1680	49,904	51,276	52,686
9	1.1920	50,929	52,330	53,769
10	1.2160	51,954	53,383	54,851
11	1.2400	52,980	54,437	55,934
12	1.2640	54,005	55,490	57,016
13	1.2880	55,031	56,544	58,099
14	1.3120	56,056	57,598	59,182
15	1.3360	57,081	58,651	60,264
16	1.3600	58,107	59,705	61,347
17	1.3840	59,132	60,758	62,429
18	1.4080	60,158	61,812	63,512
19	1.4320	61,183	62,866	64,594
20	1.4560	62,209	63,919	65,677
21	1.4804	63,251	64,991	66,778

# TECHNOLOGY INTEGRATION COORDINATOR SALARY SCHEDULE

**231 DAYS PER YEAR  
8 HOURS PER DAY**

<b>Technology Integration Coordinator</b>				
<b>Step</b>	<b>Index</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>Base</b>		<b>58,290</b>	<b>59,893</b>	<b>61,540</b>
1	1.000	58,290	59,893	61,540
2	1.035	60,330	61,989	63,694
3	1.070	62,370	64,085	65,848
4	1.100	64,119	65,882	67,694
5	1.130	65,868	67,679	69,540
6	1.160	67,616	69,476	71,386
7	1.190	69,365	71,272	73,232
8	1.220	71,114	73,069	75,079
9	1.250	72,862	74,866	76,925
10	1.280	74,611	76,663	78,771
11	1.310	76,360	78,460	80,617
12	1.340	78,108	80,256	82,463
13	1.365	79,566	81,754	84,002
14	1.390	81,023	83,251	85,540
15	1.415	82,480	84,748	87,079
16	1.440	83,937	86,246	88,617

## **APPENDIX D**

### **MEMORANDUMS OF UNDERSTANDING**

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



# APPENDIX E

## Appendix E: Certificated/Licensed Evaluation Timeline

Deadline Date	Procedures	Full Evaluation Process	Off-Year Evaluation Process	Professional Growth Plan
No later than Sept. 15	<p>Teacher and evaluator will meet individually or in a group no later than September 15 to discuss evaluation procedures. The Superintendent and Director of Human Resources are not eligible to be credentialed evaluators.</p> <p>A teacher must submit a written request to the teacher's building principal/supervisor with a copy to the Superintendent for consideration of a continuing contract no later than September 15 of that school year.</p>	Evaluation Cycle Identified	Evaluation Cycle Identified	<p>Developed and submitted no later than September 15.</p> <p>Rating from previous evaluation:</p> <p>Accomplished: Developed and submitted by individual to evaluator</p> <p>Skilled: Developed collaboratively between individual and evaluator</p> <p>Less than Skilled: Developed at the direction of the evaluator</p>

<p>No later than May 1</p>	<p>Evaluator will conduct a pre-conference with the teacher prior to the first formal classroom observation. All other observations may be unannounced. At least two (2) formal observations of at least thirty (30) minutes per observation must be completed.</p> <p>Evidence of each classroom observation will be shared with the teacher at the post conference and stored within the required warehousing system as required by Ohio Revised Code.</p>	<p>OBSERVATION 1:</p> <ul style="list-style-type: none"> <li>• Holistic observation that occurs with a pre- and post-conference.</li> <li>• Announced</li> <li>• 30-minute minimum observation required</li> <li>• Recommended maximum of two areas of focus within the OTES rubric identified</li> </ul>	<p>OBSERVATION 1 ONLY:</p> <ul style="list-style-type: none"> <li>• Holistic observation that occurs with a post-conference.</li> <li>• Unannounced</li> <li>• 30-minute minimum observation required</li> </ul> <p>INFORMAL OBSERVATIONS:</p> <ul style="list-style-type: none"> <li>• Two (2) walk-throughs required with feedback to the teacher provided.</li> </ul>	<p>Mid-Year Review/Discussion completed between evaluator and teacher recommended but not required.</p>
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	<p>The post classroom observation conference will normally be held within five (5) school days of the classroom observation unless unusual circumstances prevail. Any teacher may receive a recommendation for an area of refinement. If a teacher receives a rating of less than Skilled in any area of the teacher performance rubric the administrator will document the area of refinement and the means of assistance on the post-conference recording form.</p> <p>Teachers who receive a final summative rating of Skilled or Accomplished must have a professional growth plan established no later than September 15 of the following school year. A teacher who has a final summative rating of Ineffective or any teacher who is placed on an Improvement Plan must have the Improvement plan developed within ten (10) days of the final evaluation conference. This plan shall be incorporated within the Professional Growth Plan that must be submitted no later than September 15 of the following school year. This provision does not preclude modification of a growth or improvement plan based on relevant information received after the ten (10) day deadline, but any such modification must be made within ten (10) days of receipt of</p>	<p>OBSERVATION 2:</p> <ul style="list-style-type: none"> <li>• Observation that occurs with an attempt to emphasize the identified areas of focus from Observation #1 that is followed by a post-conference.</li> <li>• Unannounced</li> <li>• 30-minute minimum observation required</li> </ul> <p>INFORMAL OBSERVATIONS:</p> <ul style="list-style-type: none"> <li>• Two (2) walk-throughs required with feedback to the teacher provided.</li> </ul>		
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	<p>such information with the full knowledge of the individual being evaluated.</p> <p>Teachers, who are on limited or extended limited contracts pursuant to Ohio Law and under consideration for nonrenewal and/or the denial of a continuing contract must receive at least three (3) formal observations during the evaluation cycle.</p> <p>Teachers holding an initial full-year limited contract whose final summative rating is Ineffective will be automatically recommended for nonrenewal and be given written notice of nonrenewal by June 1.</p> <p>All formal and informal observations for staff completed.</p>			
No later than May 10	Written evaluation must be received by May 10.	Final Summative Evaluation Document Completed	Final Summative Evaluation Document Completed	Professional Growth Plan reviewed as a component of final evaluation document discussion.
Contract Denial Procedures				
Regular April Board of Education Meeting	Staff member must be notified by the Superintendent if the intention is to recommend to the Board the nonrenewal of a limited contract, the denial of a continuing contract for which service and certification status would normally make them eligible, or a limited contract renewal for less than the normal time as outlined in the Agreement.			
10 days after notification	Staff member may request, and shall be granted, a conference with the Superintendent (accompanied by Association representation if desired) to discuss the decision to recommend nonrenewal; at such conference, the Superintendent shall discuss with the staff member the reasons for the decision to recommend nonrenewal.			
Regular May Board of Education Meeting	Staff member may request and shall be granted the right to appear before the Board in executive session, if he/she desires, prior to final action on his/her contract.			
No Later than June 1	If the Board approves the recommendation of nonrenewal, the employee shall be notified in writing by June 1 of the year in which the limited contract expires. Failure of the Administration to comply with this provision of the Agreement results in automatic re-			

	employment of the affected member on another limited contract or continuing contract, if eligible.
Meaning of "Days"	Unless otherwise specified, the word "days" means school days in this Appendix.
Time Adjustments	In the event of an unforeseen absence of a staff member or evaluator that makes strict adherence to the time deadlines in this Appendix impracticable, the affected deadline will be reasonably adjusted in light of the particular circumstances. This provision does not apply to the June 1 deadline for written notice of nonrenewal of a limited contract.
Observations	
Observations	Observations, formal and informal, may occur during in-person and virtual (Zoom or other administratively designated platforms) settings. Formal holistic and focused observations that occur in virtual settings (Zoom or other administratively designated platforms) must include a pre-conference between the evaluator and staff member. All in-person and virtual observations include a post-conference as part of the OTES 2.0 process.

**APPENDIX F - 1**

**GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT**

**SICK LEAVE BANK**

**Donation Form**

Name of Employee (print) \_\_\_\_\_

\_\_\_\_\_ I would like to donate one (1) day to the Sick Leave Bank.  
Initial here

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

Treasurer's Office

Received by \_\_\_\_\_

Date \_\_\_\_\_

**GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT**

**SICK LEAVE BANK**

**Request form**

Name of Employee (print) \_\_\_\_\_

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

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(circle one)    First Request    Second Request

Signature \_\_\_\_\_

Date \_\_\_\_\_

*The following is to be completed by the Review Committee:*

Proper Documentation from Doctor:    Yes    No

Committee's Decision:    Approved    Denied


Signatures of Committee Members:

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

**Health and Safety  
Memorandum of Understanding**

The Granville Exempted Village School District Board of Education and the Granville Education Association shall establish and maintain a joint Health and Safety Committee in each building. The committee will be comprised of members of the administration and the GEA. Designated bargaining unit members will meet with their specific building administrator to collaboratively track and resolve day to day concerns. The committee will meet on a regular basis and not less frequently than monthly. Concerns that cannot be resolved at the building level will be elevated to the District level administration and GEA leadership.

When health department orders permit typical educational settings and teaching conditions, teachers will not be expected to instruct in-person and virtual forums simultaneously. Teachers assigned to online learning during the pandemic will return to the classroom; this will not be considered an involuntary transfer.

  
\_\_\_\_\_  
Granville Education Association  
5/24/22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Granville Exempted Village Schools  
5/23/22  
\_\_\_\_\_  
Date




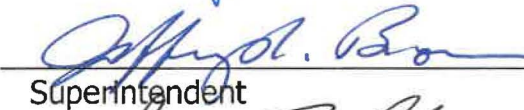
CERTIFICATE (O.R.C. 5705.412)


RE:

IT IS HEREBY CERTIFIED that the Granville Exempted Village School District has sufficient funds to meet the contract , obligation , payment , or expenditure for the above, and has in effect for the remainder of the fiscal year and the succeeding fiscal year the authorization to levy taxes which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the district to maintain all personnel, programs, and services essential to the provision of an adequate educational program on all the days set forth in its adopted school calendar for the current fiscal year and for a number of days in the succeeding fiscal year equal to the number days instruction was held or is scheduled for the current fiscal year, except that if the above expenditure is for a contract , this certification shall cover the term of the contract or the current fiscal year plus the two immediately succeeding fiscal years, whichever period of years is greater.

DATED: May 19, 2022

BY:   
Treasurer

BY:   
Superintendent

BY:   
President, Board of Education

**MEMORANDUM OF UNDERSTANDING**  
**Between the**  
**GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT BOARD OF EDUCATION**  
**and the**  
**GRANVILLE EDUCATION ASSOCIATION**

This Memorandum of Understanding (“MOU”) is entered into by and between the Granville Exempted Village School District Board of Education (the “Board”) and the Granville Education Association (the “GEA”) (collectively the “Parties”).

**WHEREAS**, the Board and the GEA are parties to a Collective Bargaining Agreement (“CBA”) which is in effect from July 1, 2022 through June 30, 2025; and

**WHEREAS**, the Parties desire to add Maintenance, HVAC Technician and Computer Technician classifications to the bargaining unit for the mutual benefit of the Parties.

**NOW THEREFORE, IT IS HEREBY AGREED** by and between the Board and the GEA as follows:

1. Maintenance, HVAC Technician, and Computer Technician positions will be added to the bargaining unit.
2. Articles 1, 17, and 25 of the CBA will be amended to reflect the addition of these classifications.
3. These additional classifications may be subcontracted by the Board. The Board will notify the Association no later than six (6) months prior to its intent to subcontract any of these positions.
4. The positions will be paid according to the salary schedule set forth in Exhibit A, which shall be incorporated into Appendix C of the CBA.
5. This MOU shall not establish any precedent nor be characterized by either party as a “binding past practice” with respect to any future matter.
6. This MOU constitutes the entire agreement between the Board and the GEA regarding the issues outlined herein. There are no other written or verbal agreements, understandings or arrangements between the Parties regarding the issues outlined herein. Any changes to this MOU must be in writing and signed by both Parties.
7. The GEA and the Board have reviewed and approve this MOU and each signatory to this MOU represents that he or she has the authority to enter into this MOU and bind his/her Party.

[Signatures on next page]

**FOR THE BOARD**

*[Signature]* 5/24/23  
Superintendent Date

*[Signature]* 5/24/23  
Treasurer Date

**FOR THE GEA**

*[Signature]* 5/23/23  
President Date

*[Signature]* 5/23/23  
Vice-President Date

EXHIBIT A

Maintenance			
Step	Index	2023-2024	2024-2025
Base		39,520	40,607
1	1.0000	39,520	40,607
2	1.0240	40,468	41,581
3	1.0480	41,417	42,556
4	1.0720	42,365	43,530
5	1.0960	43,314	44,505
6	1.1200	44,262	45,480
7	1.1440	45,211	46,454
8	1.1680	46,159	47,429
9	1.1920	47,108	48,403
10	1.2160	48,056	49,378
11	1.2400	49,005	50,352
12	1.2640	49,953	51,327
13	1.2880	50,902	52,302
14	1.3120	51,850	53,276
15	1.3360	52,799	54,251
16	1.3600	53,747	55,225
17	1.3840	54,696	56,200
18	1.4080	55,644	57,174
19	1.4320	56,593	58,149
20	1.4560	57,541	59,124
21	1.4804	58,505	60,114

HVAC			
Step	Index	2023-2024	2024-2025
Base		47,840	49,156
1	1.0000	47,840	49,156
2	1.0240	48,988	50,335
3	1.0480	50,136	51,515
4	1.0720	51,284	52,695
5	1.0960	52,433	53,875
6	1.1200	53,581	55,054
7	1.1440	54,729	56,234
8	1.1680	55,877	57,414
9	1.1920	57,025	58,593
10	1.2160	58,173	59,773
11	1.2400	59,322	60,953
12	1.2640	60,470	62,133
13	1.2880	61,618	63,312
14	1.3120	62,766	64,492
15	1.3360	63,914	65,672
16	1.3600	65,062	66,852
17	1.3840	66,211	68,031
18	1.4080	67,359	69,211
19	1.4320	68,507	70,391
20	1.4560	69,655	71,571
21	1.4804	70,822	72,770

Computer Tech			
Step	Index	2023-2024	2024-2025
Base		52,481	53,924
1	1.0000	52,481	53,924
2	1.0240	53,741	55,218
3	1.0480	55,000	56,513
4	1.0720	56,260	57,807
5	1.0960	57,519	59,101
6	1.1200	58,779	60,395
7	1.1440	60,038	61,689
8	1.1680	61,298	62,983
9	1.1920	62,557	64,278
10	1.2160	63,817	65,572
11	1.2400	65,076	66,866
12	1.2640	66,336	68,160
13	1.2880	67,596	69,454
14	1.3120	68,855	70,749
15	1.3360	70,115	72,043
16	1.3600	71,374	73,337
17	1.3840	72,634	74,631
18	1.4080	73,893	75,925
19	1.4320	75,153	77,219
20	1.4560	76,412	78,514
21	1.4804	77,693	79,830

*Handwritten signature and date: 5/03*





**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT BOARD OF  
EDUCATION AND THE GRANVILLE EDUCATION ASSOCIATION**

This Memorandum of Understanding (“MOU”) is entered into by and between the Granville Exempted Village School District Board of Education (the “Board”) and the Granville Education Association, (the “Association”), collectively known as “the Parties.”

**WHEREAS**, the Board and the Association are parties to a negotiated agreement in effect from July 1, 2022 through June 30, 2025 (the “Agreement”); and

**WHEREAS**, the Parties desire to amend the terms of the Agreement regarding bus driver pay.

**NOW THEREFORE**, in consideration of the mutual promises and obligations contained herein and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Board and the Association agree to the following:

1. Beginning in the 2023-2024 contract year, the base salary of bus drivers shall be increased from \$18.50 per hour to \$22.00 per hour.
2. The Full-Time and Part-Time Bus Driver Salary Schedules for the 2023-2024 and 2024-2025 school years are attached to and a part of this MOU.
3. The extra trip rates listed in Article 19.C.9.b-c shall be amended as follows:
  - b. Effective July 1, 2023 \$22.00
  - c. Effective July 1, 2024 \$22.61
4. The modification to the Agreement altering compensation for the bus driver classifications shall apply to duties effective beginning July 1, 2023.
5. The Parties affirm and agree that this MOU shall prevail over any contrary provision in the Agreement, and this MOU shall not be construed to alter any other salary schedules or provision of the Agreement.
6. This MOU shall set no precedent and shall not be considered as creating any past practice between the Parties with respect to the subject matter addressed in this MOU.
7. This MOU constitutes the entire agreement between the Board and the Association regarding the issues outlined herein. There are no other written or verbal agreements, understandings or arrangements between the Parties regarding the issues outlined herein. Any amendment to this MOU must be in writing and signed by the Parties.

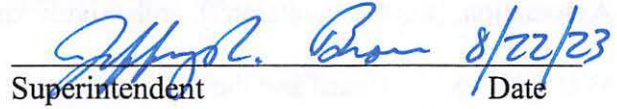


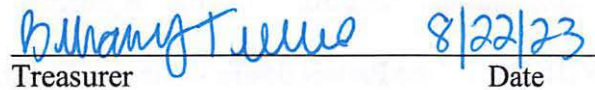
8. The Parties have reviewed this MOU with their representatives, understand its terms and conditions, are voluntarily entering into this MOU, and each signatory to this MOU represents that he or she has the authority to enter into this MOU on behalf of his or her party.

**FOR THE ASSOCIATION:**

  
 President Date 8/22/23

**FOR THE GRANVILLE EXEMPTED SCHOOL DISTRICT BOARD OF EDUCATION:**

  
 Superintendent Date 8/22/23

  
 Treasurer Date 8/22/23

FULL TIME BUS DRIVER SALARY SCHEDULE				PART TIME BUS DRIVER SALARY SCHEDULE				KINDERGARTEN BUS DRIVER SALARY SCHEDULE			
189 DAYS PER YEAR 4.5 HOURS PER DAY				189 DAYS PER YEAR 2.25 HOURS PER DAY				189 DAYS PER YEAR 1.67 HOURS PER DAY			
Bus Driver				Part-Time Bus Driver				Kindergarten Bus Driver			
Step	Index	2023-2024	2024-2025	Step	Index	2023-2024	2024-2025	Step	Index	2023-2024	2024-2025
Base		18,711	19,226	Base		18,711	19,226	Base		18,711	19,226
1	1.0000	18,711	19,226	1	0.5000	9,356	9,613	1	0.495	9,262	9,516
2	1.0160	19,010	19,533	2	0.5080	9,505	9,767	2			
3	1.0320	19,310	19,841	3	0.5160	9,655	9,920	3			
4	1.0480	19,609	20,148	4	0.5240	9,805	10,074	4			
5	1.0640	19,909	20,456	5	0.5320	9,954	10,228	5			
6	1.0800	20,208	20,764	6	0.5400	10,104	10,382	6			
7	1.0960	20,507	21,071	7	0.5480	10,254	10,536	7			
8	1.1120	20,807	21,379	8	0.5560	10,403	10,689	8			
9	1.1280	21,106	21,686	9	0.5640	10,553	10,843	9			
10	1.1440	21,405	21,994	10	0.5720	10,703	10,997	10			
11	1.1600	21,705	22,302	11	0.5800	10,852	11,151	11			
12	1.1760	22,004	22,609	12	0.5880	11,002	11,305	12			
13	1.1920	22,304	22,917	13	0.5960	11,152	11,458	13			
14	1.2080	22,603	23,224	14	0.6040	11,301	11,612	14			
15	1.2240	22,902	23,532	15	0.6120	11,451	11,766	15			
16	1.2400	23,202	23,840	16	0.6200	11,601	11,920	16			
17	1.2560	23,501	24,147	17	0.6280	11,751	12,074	17			
18	1.2720	23,800	24,455	18	0.6360	11,900	12,227	18			
19	1.2880	24,100	24,763	19	0.6440	12,050	12,381	19			
20	1.3040	24,399	25,070	20	0.6520	12,200	12,535	20			
21	1.3202	24,702	25,382	21	0.6601	12,351	12,691	21			