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Master Agreement

Between the Greenon Local Board of Education and the Greenon Federation of Teachers

Effective

July 1, 2023, through June 30, 2026

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ARTICLE I
RECOGNITION

A. The Parties

This Agreement is by and between the Greenon Local Board of Education, hereinafter referred to as the "Board", and the Greenon Federation of Teachers, hereinafter referred to as the "Federation."

B. Unit

The Greenon Local Board of Education (the "Board") recognizes the Greenon Federation of Teachers (the "Federation") as the exclusive representative of all full-time and regular part-time certificated/licensed personnel employed by the Board under contract as classroom teachers (including department heads), librarians, guidance counselors, and speech and hearing therapists (all of whom shall be collectively referred to as "teachers"), but excluding administrative and supervisory personnel.

C. Duration of Recognition

Recognition is for the duration of the contract. If there is no challenge to the Federation accordance with Chapter 4117 of the Ohio Revised Code, the Federation shall be renewed as the sole and exclusive representative of the bargaining unit to bargain the next contract.

D. Staff Relations

For the purpose of promoting good staff relations and communications, the following procedures will be implemented:

Once per month, the Superintendent shall meet informally with the President of the Federation and Vice-President or his/her designee to discuss matters pertaining to the implementation of the contract and other matters of mutual concern.

Once at the beginning of the school year and once per grading period, thereafter, the principal of each building shall meet informally with his/her Federation Building Representative to discuss building level problems.

The initiative for scheduling meetings rests with the Federation.

ARTICLE II
RIGHTS OF THE PARTIES

A. Management Rights

The Board reserves all of its rights and responsibilities of a public employer as stated In ORC Section 4117.08.

B. Federation Rights

The Federation shall have the following rights: Be granted rights to payroll deduction for its annual dues and those of its affiliates according to this Article.

a. Have the use of bulletin boards in the teachers' lounges or areas reserved for teachers' use in the school building.

b. Be permitted to make brief announcements during faculty meetings with prior approval of the building principal.

c. Have the right to place Federation materials in the teachers' mailboxes in each school as well as send Information to teachers through their e-mail addresses.

d. Receive a copy of the financial data and agenda of each Board meeting and such agenda and financial data shall be made available to the Federation at the time it Is made available to the Board. The Federation shall also receive a copy of the minutes of each Board meeting once it becomes official.

e. Be permitted to participate in the initial orientation meeting of new teachers if such a meeting is held.

f. Allow Federation representatives to enter a building, to which they are not assigned, to conduct Federation business with teachers on school time with permission of the building principal. The handling of such business shall not interfere with the program of instruction.

g. Shall have the right to provide constructive feedback to the Administrative Team using the Administrative Feedback Survey (See Appendix.)

h. The Federation President may request an electronic copy of the staff directory from the Treasurer which will include district email addresses and district phone numbers.

C. Exclusivity

All of the rights and privileges granted to the Federation in this Article shall exclusive of any other teacher organization which may be eligible to challenge the Federation as representative of the bargaining unit under the provisions of O.R.C. 4117.

D. Dues Deduction

a. Employees new to the District shall be given a sixty (60) day grace period during which members of the bargaining unit shall make their election as provided by O.R.C. 4117.09.

b. Changes in membership will be reported to the Federation President by September 30 and provided to the Treasurer within seven (7) days.

c. Dues deduction shall be in equal amounts from the ten (10) consecutive paychecks beginning with the first paycheck in November and transmitted to the Treasurer of the Federation each pay period with a list indicating from whom the deductions have been made.

d. The Federation indemnifies and holds the Board harmless against any and all claims, demands, suits or other liability arising out of action taken by, or in behalf of, any member of the bargaining unit in regards to dues deduction.

E. Voluntary Payroll Deductions

Payroll deductions are a service to employees which will be honored by the Board within the limits established by law and the reasonable ability of the Board to provide such services. Forms authorizing payroll deductions will be developed by the Treasurer of the Board and will be available from that office.

The Treasurer will make deductions from teachers' salaries upon written authorization for the following:

a. Tax sheltered annuities

b. Group sickness and accident benefits

c. Credit union

d. Purchase/restoration of service credit in accordance with the provisions of the State Teachers Retirement System Rule 3307.1.3

e. Ohio Federation of Teachers Committee on Political Education (OFT COPE)

f. United Way

g. Section 125

The Board Treasurer will accept deductions for credit union accounts at any time, provided the Treasurer of the Board is given notice within a reasonable time. The deduction shall occur no later than fourteen (14) days after notification. Premiums and payments shall be made by the Treasurer when due.

ARTICLE III
NEGOTIATIONS ROCEDURES

A. Statement of Principles

1. Representation

Designated representatives of the Board and the Federation shall meet to negotiate in good faith in accordance with the procedures set forth within this Agreement. The Board's negotiating team and the Federation's negotiating team shall be limited to not more than five (5) members on each team. Neither party shall have control over the selection of the other party's team members.

2. Authority of Negotiators

While no final agreement can be executed by the negotiators, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make and consider proposals and counter-proposals and reach compromises in the course of negotiations.

3. Good Faith Negotiating

"Good Faith" means coming to the negotiating table for purposes of negotiating and interacting on proposals. Good faith negotiating requires that both parties involved recognize the right of each party to present their views and opinions without censure or penalty.

4. Consultants

The parties may call upon consultants, but the attendance of such

consultants at the negotiation table shall not cause the maximum number of team members to exceed five (5). Cost of such consulting service shall be borne by the party requesting it.

B. Scope of Bargaining

Representatives of the Board and the Federation will bargain in good faith all matters pertaining to wages, hours, terms and other conditions of employment and the continuation, modification or deletion of an existing provision of the most current Collective Bargaining Agreement.

C. Requests for Bargaining

1. If the Federation or Board desires to open bargaining on salaries or other terms and conditions of employment, it shall notify the other in writing no later than May 31st, and not earlier than February 1st, immediately prior to the expiration date of this contract. Notification in writing from the Federation shall be served on the Superintendent. Notification in writing from the Board shall be served on the Federation President.

2. Within fifteen (15) days after receipt of such notice, an initial meeting will be held at which the Federation and Board will submit in writing its proposals.

3. Proposals shall in form and detail specify that to which agreement is sought. Topical listings of items proposed for negotiation ("laundry lists") shall constitute a clear failure of compliance with this requirement and may be disregarded.

4. The items proposed shall constitute the total for negotiations unless otherwise agreed by the parties. The remaining items of the then current contract shall remain in force and effect and shall be part of any successor agreement.

D. Bargaining Meetings

1. Bargaining meetings shall be scheduled by the parties and, until bargaining is concluded, either party may require at each meeting a decision on the date, time and place of a subsequent meeting.

2. Meetings shall be scheduled at reasonable intervals, places and times to avoid, as nearly as is practicable, conflict and interference with school and employment schedules.

3. Bargaining meetings shall be closed to the press and public.

4. Either party may recess for caucuses of reasonable length at any time.

5. Minutes of meetings shall be kept by each party only if it deems necessary and only in such form and detail as it may determine advisable.

E. News Releases

Information will only be released to the public about matters regarding bargaining with the approval of both parties prior to a ratification vote by the Federation and the Board.

F. Agreement

1. Tentative Agreement

As negotiated items receive tentative agreement, they shall be reduced to writing and initialed by the chief spokesperson of each party. When all items have been tentatively agreed to, they shall comprise a tentative settlement.

2. Ratification

A tentative settlement shall be reduced to writing and submitted to the bargaining unit; the vote for ratification will take place within one month. At the next regularly scheduled board meeting following ratification by the Federation, the Board shall take action on the proposed contract. The failure of either party to act within these time limits shall constitute approval by the party of the tentative settlement. If approved by the Federation and the Board, it shall constitute the Collective Bargaining Contract between the parties.

G. Disagreement

1. Mediation

A. The parties mutually agree to the following dispute resolution procedure as an alternative to and in lieu of the dispute resolution procedure provided in § 4117.14 of the Ohio Revised Code.

2. The mediator will be encouraged to promote positive resolution to outstanding issues by utilizing, at his/her discretion, any of the following:

a. The mediator may take an active role at the table, with both

parties together, instead of separate.

b. The mediator may make recommendations for settlement for each outstanding issue directly to the parties at the table.

c. The mediator may provide and offer opinions regarding any facts in dispute directly to the parties at the table.

d. The mediator may be given additional direction by agreement of both parties.

3. Cost of Mediation

Each party shall bear its own costs incidental to mediation, and both parties shall share equally any direct cost charged by the mediation/fact-finder service.

H. Contract Extension

The Collective Bargaining Agreement currently in effect may be extended by mutual agreement.

I. Definitions

1. Negotiations

Negotiations means conferring, discussing, exchanging written proposals and negotiating in good faith through the designated teams in an effort to reach agreement with respect to salaries, hours and other working conditions of employment and the continuation, modification or deletion of existing provisions of the Collective Bargaining Agreement.

2. Good Faith

Both parties are pledged to conduct negotiations in good faith which means that there be sincere effort on the part of all negotiators to strive for agreement without interruption of the education of youth.

3. Day

For the purpose of this procedural agreement, "a day" shall be a work-day during the school year and week days during the summer

months, except holidays.

J. In-Term Bargaining

The District and the GFT recognize that, during the course of this Agreement, unanticipated issues in which the parties have a joint interest or that otherwise impact the terms and conditions of the Agreement may arise. Upon written notification by either party, and where there is mutual agreement of the parties, an in-term bargaining session shall be initiated for the purpose of discussion and attempted resolution of only the issue(s) identified in the written notice. In the event the parties reach a tentative agreement, such agreement shall be signed and dated by each party's designated representative, and shall be presented to the appropriate constituents pursuant to their respective requirements for approval. In the event that agreement is not reached or that one or both parties' constituents decide not to approve the agreement, the parties will revert to the status quo in existence prior to the commencement of in-term bargaining.

ARTICLE IV
GRIEVANCE PROCEDURE

A. Grievance Policy and Objectives

The Board and the Federation recognize that, in the interest of effective personnel management, a procedure is needed whereby teachers can be assured of a prompt, impartial and fair hearing on alleged misapplication, misinterpretation or violation of the Collective Bargaining Agreement. The objective of such a procedure is to secure, at the lowest administrative level and in the shortest period of time, equitable resolutions to grievances.

B. Definitions

A "grievance" is an alleged misapplication, misinterpretation or violation of the Collective Bargaining Agreement.

A "grievant" is the teacher or teachers alleging a misapplication, misinterpretation, or violation of the Collective Bargaining Agreement or the Federation alleging a misapplication, misinterpretation, or violation of the Collective Bargaining Agreement on behalf of itself or members of the bargaining unit.

A "day" shall be a work-day during the school year and week days during the summer months except holidays.

In circumstances in which the contract does not define a term, the definition of the term will be found in the Ohio Revised Code (ORC) for purposes of contract disputes.

C. Time Limits

The number of days indicated at each level of the Grievance Procedure is to be considered a maximum. However, the time limits specified may be extended by written agreement of the parties involved, provided such extension is agreed to within the time limits provided in the Grievance Procedure. If appropriate action is not taken by the grievant within the time limits specified herein or as extended by mutual agreement, the grievance will be deemed settled on the basis of the disposition at the preceding level.

D. Procedure

Level One

A grievant who believes that he/she has a grievance shall discuss the matter informally with the teacher's immediate administrator involved within thirty (30) days after the date of occurrence.

Level Two

If the teacher is not satisfied with the disposition from the oral discussion with his/her immediate administrator, the teacher may file a grievance in writing. The written grievance must be submitted to the immediate administrator involved within five (5) days after the Level One discussion. Within five (5) days after the grievance has been filed with the immediate administrator involved, who will meet with the grievant in an effort to resolve it. The grievant may be accompanied at this meeting by a teacher of his/her own choosing or the Federation's Coordinator of Field Services. A written answer will be given to the grievant within three (3) days after such meeting.

Level Three

A. If the grievant is not satisfied with the disposition of the grievance at Level Two or If no decision has been rendered in the time allowed, the grievance shall, within five (5) days thereafter, be delivered to the Superintendent.

B. Grievances filed by the Federation shall be commenced at Level Three within thirty (30) days, not to exceed thirty (30) days after the occurrence.

C. Within the ten (10) days of the receipt of the Level Three Grievance to the individual and/or the Federation, the Superintendent or his/her designee will meet with the grievant and the Federation's Grievance Committee and/or the Coordinator of Field Services in an effort to resolve it. If the same individual would hear the grievance at Levels One and Two above, the grievance will be initiated at Level Three. The Superintendent or his/her designee shall render a written decision to the grievant and/or to the Federation within five (5) days after such meeting.

Level Four

If the Superintendent's decision is not satisfactory to the grievant and/or to the Federation, or if no decision has been rendered in the time allowed, the Federation may within five (5) days thereafter appeal the decision to arbitration by giving written notice to the Superintendent and by requesting a list of arbitrators from the American Arbitration Association. The Superintendent and the Chairman of the Federation's Grievance Committee, or their respective designees, shall select the arbitrator from the 11st of arbitrators obtained from the American Arbitration Association by alternately striking names from the list. The party who will strike first will be determined by coin flip. The power of the arbitrator shall be limited to the interpretation of the express terms of this Agreement, and the arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement as written. Further, the arbitrator is specifically prohibited from making any award which is contrary to law. The decision of the arbitrator shall be final and binding upon the parties. The time limit specified herein may be extended by mutual agreement, provided the time extension is requested within the time limits provided in the procedure.

E. Miscellaneous Provisions

1. A grievance may be withdrawn at any level without prejudice.

2. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Federation, provided the adjustment is consistent with the terms of this Agreement.

3. No reprisals of any kind shall be taken by or against any teacher for filing a grievance or participating in the grievance process.

4. No records, documents, or communications concerning a grievance shall be placed in the personnel file of any teacher.

5. Forms for filing and processing grievances shall be designed by the administration in consultation with the Federation and shall be given appropriate distribution to facilitate the operation of the Grievance Procedure.

6. All Level One, Level Two, and Level Three meetings shall be as informal as possible and may be conducted outside of teachers' contracted working hours.

7. Any costs and expenses which may be incurred in securing and utilizing the services of the arbitrator will be shared equally by the Board and the Federation.

ARTICLE V
CONTRACTS

A. Regular Contracts

1. Contracts are by and between the individual and the Board.

2. Teachers new to the District shall be granted one (1) year limited contracts for the first three (3) years of employment with the District unless the teacher becomes a continuing contract teacher.

3. If re-employed after the first three (3) years of employment with the District, the fourth and subsequent contracts issued to such teacher shall be limited contracts for a period of three (3) years unless the teacher becomes a continuing contract teacher.

4. If the final summative evaluation has an overall rating of developing or ineffective, a one (1) year probationary contract may be issued at the end of any limited contract period. Written reasons shall be given to the employee by the Superintendent during a conference with the Superintendent. Said employee shall be given aid and assistance as outlined in Article VII, C., of this contract. If the employee is recommended for further employment, the above contract sequence shall be resumed at the point at which It was interrupted.

5. To be eligible for a continuing contract, a teacher must meet the requirements as provided in Ohio Revised Code Section 3319.08 as

follows:

The teacher was initially issued a teacher's certificate or educator license prior to January 1, 2011 and:

1. Within the five (5) years immediately prior to, have taught for the Greenon Local School District for at least three (3) of the five (5) years; or
2. Who have previously attained continuing contract elsewhere and have taught for the Greenon Local School District for at least two (2) of the five (5) years immediately prior; or
3. Who have previously attained continuing contract elsewhere and the Superintendent recommends granting a continuing contract either at the time of initial employment by the Greenon Local School District or within the first two (2) years of initial employment in the District.

The teacher never held a teacher's certificate and was initially issued an educator license on or after January 1, 2011 and:

(a) The teacher holds a professional educator license, senior professional educator license, or lead professional educator license issued under section 3319.22 of the Revised Code.

(b) The teacher has held an educator license for at least seven years.

(c) The teacher has completed the applicable one of the following:

(i) If the teacher did not hold a master's degree at the time of initially receiving an educator license, thirty semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the state board shall adopt;

(ii) If the teacher held a master's degree at the time of initially receiving an educator license, six semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the state board shall adopt.

It is the responsibility of the teacher to notify the Superintendent of

eligibility for continuing contract.

6. A teacher who becomes eligible for a continuing contract during the term of a multi-year contract may be granted a continuing contract during the term or at the end of said multi-year contract upon the recommendation of the Superintendent and approval by the Board. If the continuing contract is not going to be granted during the term of the multi-year limited contract, the newly granted continuing contract shall take effect at the end of the current limited contract if not granted during the term of the multi-year limited contract.

7. Teachers who have met all legal requirements to become eligible for a continuing contract but who have, in the opinion of the Superintendent, certain deficiencies (developing or ineffective ratings in target area(s) in the focused observation) shall, if re-employed, be placed on a probationary contract for a period not to exceed two (2) years in accordance with Section 3319.11 of the Ohio Revised Code. The teacher shall be notified in writing of such action on or before June 1 of the year in which the teacher's limited contract expires. Such notice shall be in writing with reasons directed at the professional improvement of the teacher.

B. Supplemental Contracts

1. The Board shall issue contracts for supplemental positions which it decides to fill in accordance with #2, below. The contract will include a job description, the contract term and the amount of salary as determined by the supplemental salary schedule included in this contract.

A committee made up of no more than three (3) members selected by the Federation and three (3) members selected by the Superintendent shall meet no later than June 30 of each year of this Contract in order to review the supplemental offerings for the ensuing contract year, to determine whether current offerings should be continued, to determine the establishment of new offerings, and to determine the salary of new offerings.

The committee shall apply the following standards in determining the establishment of new offerings:

a. If a new sport or team is proposed, the team must be a club team and maintain the number of participants required for a team for three (3) consecutive years and after the third such consecutive season, the team may be determined by the committee for establishment and approved by the Board to be a sport for the following school year.

b. A new sport or team will not be established during the school year without the expenses being anticipated in the annual budget.

The committee shall apply the following standards in determining to discontinue a current offering:

a. If a sport fails to maintain the required numbers for a team for two (2) consecutive years, the team will revert back to club status and the supplemental will no longer be offered. After the second consecutive season of maintaining the number of a participants required for a team, the club team may request to be reinstated as a team for the following school year. Such request shall be submitted to the Board through the Athletic Director and school principal.

b. The minimum numbers required for a team for purposes of this section shall be the number of players needed on the playing field or court of plus fifty percent (50%) (rounded up to the next whole number) of exclusive participants for that team. All participant number requirements must be met on the first day of practice for the season. If not met, the supplemental offering will be cancelled by Board action for that contract year. Any athletes who are injured or academically ineligible as of the first day of practice for the season will not be counted towards the required number of participants.

The modifications during the term of this contract as recommended by the Supplemental Committee shall be implemented if such recommendations are acceptable to both the Federation and the Board as formalized by an annual Memorandum of Understanding between the parties.

2. Supplemental contracts will be issued for team sports/student activities if the team/student activity has the requisite number of member participants as of the first official day the supplemental activity begins. Supplemental contracts will be issued for individual sports/student activities if the team has the requisite number of individual participants as follows:

Individual Team	# of Required Participants
Bowling	8
Cross Country	8
Golf	6
Swimming/Diving	10
Soccer	15
Baseball	13
Softball	13

Tennis	6
Track	14
Wrestling	10
Power of the Pen Advisor	7
Quick Recall	5
Art Club Advisor	13
Reserve Football	15
Reserve Volleyball	8
Reserve Basketball	7
Freshmen Basketball	7
Reserve Baseball	11
Reserve Softball	11
Smash League	8
Anima Club	8
Computer Club Advisor	25

3. All supplemental duty contracts specified in the negotiated agreement shall be one year limited contracts that automatically non-renew without Board action. If more than one person would like to be considered for a supplemental duty, Interviews may be conducted to determine qualifications for the supplemental positions.

4. All individuals employed under supplemental contracts shall be evaluated at least once annually by the Athletic Director/administration.

5. Pay is at the end of the supplemental contract term, and shall be within two (2) regular payroll cycles after the contract term has ended and the individual has completed an inventory and completion is signed off on by the Athletic Director or the Principal. Completing the inventory means accounting for all equipment and materials entrusted to the individual. If equipment is missing, the individual need only to report such on the inventory with a note of information about any circumstances surrounding the situation. The compensation shall follow the schedule of the regular pay periods. Supplemental contract term shall be determined by the Supplemental Committee.

   If the full supplemental contract term is not performed, then pay for the supplemental contract position shall be determined by the Supplemental Committee. In the event the Supplemental Committee is not able to agree on pay, then the Superintendent shall make the determination and may take recommendation, if there is one, from the Supplemental Committee.

6. Supplemental contracts shall first be opened to regular classroom teachers employed by the Board. The qualifications for the position and the

qualifications of an individual shall be determined by the Superintendent, which will include a review of the qualifications as stated in the job description for the supplemental position. If no qualified teacher applies for or is offered the position based on a determination of qualifications by the Superintendent, then the Board may offer the position to a person not employed by the Board in accordance with State rules and regulations. It is the Superintendent's responsibility, in consultation with the Athletic Director/Principals, to make all recommendations for hire in all supplemental contract positions.

7. Years of service on the supplemental duty salary schedule shall be defined as years of service in the same position with written documentation from previous employment. It is the responsibility of the employee to provide said documentation.

8. Bargaining unit employees shall not perform work on supplemental contract positions during the bargaining unit employee's classroom instructional time.

ARTICLE VI
NON-RENEWAL PROCEDURES

The procedure for non-renewal of teaching contracts shall be governed by the provisions of Ohio Revised Code Section 3319.11. In following the procedures set forth for non-renewal of teaching contracts, the Board, acting upon the written recommendation of the Superintendent, shall give such teacher written notice of its intention not to reemploy such teacher on or before the first day of June of the year in which the teacher's contract expires, with a copy provided to the GFT President. Any teacher receiving such notice of intention to non-renew the teacher's contract is entitled to the hearing provisions as set forth in subsection (G) of ORC Section 3319.11 and both parties shall comply with same.

ARTICLE VII
EVALUATIONS

A. Evaluations shall be for the purpose of the following:

1. Improving the quality of the instructional program and individual teacher performance.

2. Maintaining an accurate and objective record of each teacher's performance in order to assist in determinations involving teacher promotion, retention and contract status.

B. Evaluations shall be performed by District administrative personnel

designated by the Superintendent who holds at least one (1) certificate/license named in division (E), (F), (G), (H), (J) or (L) of Section 3319.22 of the Ohio Revised Code and who are OTES- credentialed evaluators.

Each teacher must develop either a Professional Growth Plan or Improvement Plan in accordance with the OTES 2.0 Framework established by the Ohio Department of Education. All teachers, regardless of their contract status, will complete job targets/professional goal setting, choosing one or more job targets/goals in one of the domains. Teachers do not have to complete a goal for each domain area. An administrator may choose additional job targets/goals for the teacher. Teachers will provide physical evidence, such as photographs, certificates, journals, reflective summaries, etc. to support the completion of the goals. This documentation is due to the administrator one week prior to the final conference.

Unit members shall not be observed five (5) school days before or one (1) day after a major holiday (Thanksgiving, Christmas, Spring Break). Observations occurring during testing shall be scheduled collaboratively. Upon request of the teacher or the recommendation of the Superintendent or building principal, a video recording with audio will be made of a teacher with the class for the express purpose of its use being to provide a teacher with the opportunity to observe him/her self as others may in a classroom setting. Teachers may take advantage of such opportunity with full knowledge that it is not in lieu of evaluation by observation as defined in all other sections of this Evaluation Procedure. Only the teacher and administrator present during the making of the video shall see It. The video shall be erased upon request of the teacher.

C. Whenever a unit member's performance is less than Skilled, reasonable effort by the unit member's immediate supervisor must be made to aid the unit member in correcting whatever appears to be the area(s) of deficiency. These areas are to be enumerated in writing on the evaluation instrument. Reasonable effort shall mean providing suggestions (may include but are not limited to approved courses, workshops, visits to effective teachers, reading & discussing, and reflecting on relevant literature, etc.) for improvement in each area of deficiency and providing documented assistance in implementing these suggestions.

D. It is agreed that a committee of teacher representatives appointed by the president will be convened annually, prior to September 1, to meet with administration to discuss key issues including but not limited to:

- District determined HQSD
- Suggestions for improvement in each deficient area

- Providing resources and means of assistance
- Review of the evaluation instrument
- Peer review
- Supplemental notice of problems with performance
- Any adjustments that need to be made in the OTES 2.0 process

Recommendations that come out of this committee will be addressed by a Memorandum of Understanding.

E. The Evaluation Procedure and forms shall be used uniformly throughout the District. It shall be the only procedure and forms used for evaluation of classroom performance.

F. The standard written Evaluation Procedure and forms to be utilized during the current year will be distributed to teachers no later than September 15th.

G. When each evaluation is completed, a conference shall be held in accordance with the Process outlined below in Section L between the teacher and the evaluator. A copy of the written evaluation will be given to the teacher for signing before being placed in his/her personnel file.

H. The evaluation forms shall include a place for the teacher's signature which indicates that he/she has seen, but does not necessarily agree, in total or in part, with its contents. The teacher shall have the right to attach a written response to any evaluation.

I. Guidance Counselors will be evaluated using the Ohio School Counselor Evaluation System.

J. For teachers who tender notice of retirement and for whom the Board formally acts to accept same prior to December 1 of the school year in which the teacher intends to retire, the administration may choose not to evaluate said teachers under terms and conditions as stated in this Article.

K. A unit member who cannot be evaluated in accordance with the procedures contained in this Article, due to absence by leave during the last year of a multi-year contract, shall only be offered a year limited contract for the following school year regardless of either tenure eligibility or multi-year contract eligibility.

L. Evaluation Process Definitions

1. Evaluation Procedure: the procedural requirements set forth in this Agreement to provide specificity to the statutory obligations established under Sections 3319.11.1, 3319.112 and 3319.11.4 of the Ohio Revised Code and to conform to the framework for the evaluation of teachers developed under Sections 3319.112 and 3319.11.4 of the Ohio Revised

Code.

2. Evaluation Framework: the document created and approved by the Ohio Department of Education (ODE) for the evaluation of teachers developed under Section 3319.11.14 of the Ohio Revised Code.

3. Evaluation Factors: the factors used to evaluate the teacher taken from the Ohio Teacher Evaluation Framework and Rubric.

4. Teacher Performance: the assessment of a teacher's performance, resulting in a rating. The performance shall be based on the factors outlined in the Teacher Evaluation Performance Rubric. The teacher performance dimension is based on direct observations and walkthroughs of classroom performance and other areas of the rubric that are performed by a credentialed evaluator.

5. Holistic Evaluation Rating: the final, summative performance evaluation level that is assigned to a teacher based on evaluations that are conducted pursuant to the terms of this Agreement. Each completed evaluation will result in the assignment of a teacher to one of the following evaluation ratings: Accomplished, Skilled, Developing or Ineffective.

6. Evaluation Cycle: the period of time for the completion of the evaluation procedure. The evaluation cycle is completed when performance ratings resulting from performance assessments and teacher self-evaluations that are conducted for the current school year are used to assign an evaluation rating.

7. High Quality Student Data will be utilized as determined by the district committee in accordance with Ohio Department of Education guidelines.

8. Walk-Throughs: unannounced, casual observations by an administrator that last from five (5) to twenty (20) minutes.

General Provisions:

1. All teachers are to be evaluated at least once per year, except those teachers who have been granted continuing contract status and who receive a rating of "Accomplished" on their most recent evaluation may be evaluated once every three (3) school years, provided that the teacher submits a self-directed Professional Growth Plan to the evaluator and collaboratively determines that the teacher is making progress on the plan. And except for such teachers who have been granted continuing contract status and who receive a rating of "Skilled" on their most recent evaluation may be evaluated once every two (2) school years, provided that the teacher and

evaluator jointly develop a Professional Growth Plan for the teacher and the evaluator determines that the teacher is making progress on the plan. Any such teacher will still receive one (1) observation per school year and one (1) conference with an observing administrator per school year.

2. All formal evaluations shall be completed by the first (1st) day of May and the employee shall receive a written report of the results of the evaluation by the tenth (10th) day of May.

3. Following a formal observation, the teacher shall submit a reflection to the administrator within two (2) workdays of the completion of the observation. A conference between the evaluator and the teacher to discuss the observation shall occur within ten (10) days of the receipt of the reflection, or following the expiration of the deadline for the submission of the reflection in order to discuss performance, practices, and expectations; and to review and align such with the teacher's professional growth or improvement plan. Teachers shall be given a copy of the formal observation document the day before the conference is to occur. All formal observations shall be signed by both the evaluator and by the person evaluated. The signature of the person evaluated shall not indicate agreement with the content of the observation, but only that the observation has been reviewed by the teacher.

4. Each evaluation shall consist of two (2) cycles of formal observations of at least thirty (30) minutes each (one formal holistic observation and one formal focused observation) and classroom walkthroughs by the evaluator. Walkthroughs occurring during testing shall be scheduled collaboratively.

5. Formal holistic observations will be preceded by a conference between the evaluator and the teacher in order for the teacher to explain plans and objectives for the work to be observed. The formal focused observation may be announced or unannounced and shall focus on specific areas identified after the formal holistic observation with the evaluator collecting sufficient evidence related to the identified focus area and to support a final holistic rating at the end of the evaluation cycle.

6. Teachers in Final Year of Limited Contract: at least two (2) formal observations of each employee who is in the final year of a limited contract shall be conducted, unless the teacher is on an improvement plan or the teacher is on a limited probationary contract, such teachers shall have at least three (3) formal observations completed during the contract year.

7. Teacher Rated as "Ineffective" on Two (2) Observations or Teacher Rated as "Developing" on One (1) Observation: a third observation will be

conducted during the second semester of each employee who is rated as "Ineffective" on two (2) observations or "Developing" on one (1) observation. The purpose of the third observation is to determine if improvements in the employee's performance have been made.

8. With the exception of the evaluation deadlines, if the teacher or administrator are absent during the time periods listed in this section, all deadlines shall be extended by the number of absences.

Evaluation Rating:

For purposes of the evaluation framework under this Article, employee performance shall be rated based upon the following specific standards and criteria as set forth by the Ohio Department of Education that distinguish between the following levels of performance for employees:

1. Accomplished:
2. Skilled;
3. Developing;
4. Ineffective.

Effect of "Ineffective Rating" for Two (2) of the Three (3) Most Recent School Years:

Each employee who teachers in a core subject area and who has received a rating of Ineffective on the evaluations conducted pursuant to this Section for two (2) of the three (3) most recent school years, will fall under the requirements of Ohio Revised Code Section 3319.58, as applicable.

ARTICLE VIII
WORKING CONDITIONS

A. Classroom Pupil-Teacher Ratios

The administration shall be responsible for the pupil-teacher ratio by the assignment of students and staff and for determining the number of teachers to be employed However average class size shall not exceed an enrollment of twenty-five (25) students to one (1) teacher, as determined by State Department of Education rules and regulations. In determining class size and individual student placement in classes, the Board and the Administrative Staff will follow all federal and state statutes regarding special education students.

B. Calendar

1. The school year shall consist of one hundred and eighty-four (184) work days (one thousand three hundred thirty-four hours) for teachers.

2. Parent-Teacher conference dates shall be included in any calendar draft presented to bargaining members.

3. The Superintendent shall consult with the Federation President to create a calendar committee whose work will be complete at least one month prior to any action by the Board setting or altering the school calendar unless both parties agree to a shorter timeframe.

4. The GFT President or designee may express its members' preferences on calendar in open forum to the Board. The preference is not binding to the Board.

C. Work Day

1. Teachers are to perform their professional services within a continuous length of the work-day of not more than seven (7) hours and fifteen (15) minutes unless the change is approved by the Federation.

2. The principal, with staff input in each building, will be responsible for establishing scheduled arrival and departure times for staff members in that building.

3. When a teacher requests and is granted personal or sick leave in accordance with this Agreement, he/she will be charged a full hour for every partial hour of absence from assigned duty.

D. Open House/Parent-Teacher Conferences

1. There shall be no more than one (1) Open House per building per year. Teacher attendance is required. Those teachers who service more than one (1) building shall attend one (1), or the equivalent, Open House. Details shall be worked out between the teacher and the affected principal(s).

2. Open Houses shall be scheduled on either the first or second work day for teachers. In recognition of the additional time spent at the Open House, there shall be a flexible schedule created by the Administrator(s) at each building for the first two teacher work days whereby teachers are expected to work 14 ½ hours *in total* over the

two days.

3. The equivalent of two (2) days shall be set aside for Parent-Teacher Conferences. The intent is for these days to be divided evenly between the fall and spring. This time shall be for the express purpose of enabling teaching employees to confer directly with parents about the academic achievement of individual students.

   Those teachers who service more than one (1) building shall attend the conferences in time equivalent to two (2) days. Details shall be worked out between the teacher and the affected principal(s).

   Part-time employees shall be present for conferences during the number of hours equivalent to the same percentage of full-time hours worked.

E. Planning and Preparation Time

Teachers shall have a minimum of three hundred (300) minutes per week, with a minimum of forty (40) consecutive minutes per day for planning and preparation, with the exception of during testing and semester exams, teachers shall have a minimum of 225 non- consecutive minutes per week for planning, and preparation, and may include curriculum development, collaboration, HQSD, student assessments, data analysis, and IEP meetings. Such time may be used for counseling individual students, conferences with parents, preparing for class or other school-related activities. School-related activities, which necessitate the leaving of the building, may be accomplished with the approval of the principal.

An early release shall be provided at the end of each grading period (one per grading period for a total of 4 early releases). This time shall be used for grading, preparation of report cards, planning and working in the classrooms. In the event that one of these early release periods fall on a calamity day, the early release shall be re-scheduled on a date deemed most appropriate by the Superintendent.

F. Lunch Time

Teachers shall have a minimum of thirty (30) minutes duty-free for lunch which shall not be interrupted by or at the direction of the administration.

G. Special Area Instruction

Instruction for elementary art, music and physical education for each

elementary building shall be provided by teachers certificated/licensed in these subject areas and who are employed to teach only those areas so long as funds are available.

Instruction/service for elementary library and computer for each elementary building shall be provided by certificated/licensed personnel who will be employed to provide the instruction/services so long as funds are available.

H. Calamity

In the event school is closed due to weather-related calamity for more than thirty-six and one-quarter hours (36.25) (5 days) of instruction in a school year, teachers will be required to work or make up all work hours missed in excess of the first thirty-six and one-quarter hours (36.25) (5 days). Make-up hours will be determined by the Superintendent in collaboration with the GFT President. Make-up hours can include but are not limited to work instructional hours, preparation hours, In-service hours, collaboration hours, and the like under the District's remote learning plan.

In the event school is ordered closed due to epidemic, teachers are required to work in accordance with the District's remote learning plan.

This provision shall not apply to days on which school is delayed or released early due to calamity.

I. Additional Duties

The Board shall not require a teacher to assume the responsibilities of another teacher who is absent, except in an emergency situation. Additional duties shall be shared and equitable among bargaining unit members in the impacted building.

If a teacher agrees to assume such responsibilities, he/she shall be paid at the hourly rate for certificated/licensed employees agreed to in Article XIII.

J. Staff Meetings

There shall be no more than one (1) forty-five (45) minute staff meeting per month convened by the administration with the exception that unusual circumstances may arise which necessitate an emergency meeting. The once per month meeting shall be with a minimum of one (1) week advance notice. Curriculum, staff development and technology meetings are not

considered staff meetings for purposes of this section.

K. Safety and Health

The Board shall supply special health and safety equipment for students and teachers as mandated by the Clark County Department of Health, and the teacher shall require the use of such equipment where needed. The Board of Education shall maintain a District Safety Committee. The GFT President shall appoint two (2) members to the Committee.

L. School Facilities

1. Every effort shall be made to provide teachers with a lunchroom/workroom and restroom with lavatory for the use of teachers.

2. Every effort will be made to provide teachers with a secure place to store personal belongings within the building.

M. Medical Examinations

Any medical examination required by the Board or the State of Ohio, with the exception of initial employment requirements, shall be paid by the Board.

N. Work Outside Regular Program

Whenever the Board hires personnel for work outside the regular school program for which certification/licensure is required, the Board shall first give consideration to members of the bargaining unit. Such positions shall be posted in accordance with Article X, C. Vacancies, of this contract.

O. Transporting Students

Teachers shall not transport students in their private vehicles. Teachers will not be asked or expected to transport students in their private vehicles. If a teacher decides on their own to transport a student, he/she must be approved in advance and in writing by the principal (except in an emergency situation) in accordance with Board Policies 33213 and 8660.

P. Job Description

The development and maintenance of job descriptions for each position of employment for which teacher certification/licensure is required and

positions for which supplemental contracts are issued shall be developed and maintained by the administration with input from the teacher(s) affected.

Q. Forms

A copy of all forms referred to in the contract shall be attached as appendices to the Master Agreement for reference purposes only. These forms are not a part of the contract.

R. Job Sharing

Two (2) unit members holding proper certification/licensure may, upon approval of the Superintendent, be assigned to share a single position which they have jointly requested. The joint request shall be in writing signed by both unit members. Upon Superintendent approval of such a request, the Superintendent, the two (2) unit members and a representative of the Federation shall meet to determine the details of the assignment. The provisions of Appendix M, while not mandatory, shall be used as guidelines in determining the details of the assignment.

S. Curriculum Development

The success of an educational program depends a great deal on the sufficiency and appropriateness of curricula. Because of ever changing times, it has become necessary and a requirement that Standards, teaching objectives, tests and textbook selection be monitored, reviewed and revised regularly. The involvement of the members of the bargaining unit in this process is essential. In order to give adequate attention to the development of curricula, unit members who are to do such work shall be given released time or be paid at the hourly rate if the work falls outside of the regular work day or during the summer.

T. Student Misconduct

Both parties recognize that the primary responsibility for the maintenance of good discipline rests with the classroom teacher. The Board and the Federation agree that the adjustment of behavior problems Is the joint responsibility of unit members and administrators. Administrators shall act as soon as possible to render assistance to the teacher in resolving behavior problems within the guidelines established by the Board in the Student Handbook.

Teachers may exercise their right under Ohio Revised Code (ORC) 3313.66.

The school administration shall support the unit member except when the administrator involved believes that the unit member is at fault. In such cases, the administrator shall meet privately with the unit member to discuss the matter and find out the facts. The unit member as well as the administrator may have a representative of his/her choice. Such meetings shall be conducted in privacy

ARTICLE IX
PERSONNEL FILES

A. There will be one (1) official file in the Central Office for each teacher. Specific records will be kept and maintained consistent with State and Federal Statutes, per ORC 149.43 Public Records Law.

B. All information contained in a teacher's personnel file will be available for inspection by the teacher. All public records contained in a teacher's file will be available for inspection, or copying, upon request by any individual, per Ohio's Public Records Laws. If a request is made for a copy of the teacher's personnel file the Treasurer or designee shall notify the teacher. Upon request, any materials will be copied for the teacher at the teacher's expense.

Personnel records do not include the following:

- Confidential law enforcement records
- Medical records
- Trial Preparation records
- Employee social security number
- Employee non-published phone number
- Employee address
- Any other records the release of which is prohibited by State or Federal law

C. All information placed in the file shall have the signature of the author affixed to it. Except for the pre-employment information, no information shall be placed in the file until after the teacher has seen and signed it. In the event that a teacher refuses to sign, a notation shall be made on the record that the teacher has been made aware of the record, but refuses to sign that acknowledgement.

D. No information shall be placed in the file which is not accurate, relevant, timely and complete in accordance with applicable provisions of Ohio Revised Code Chapter 1347.

Any time that a dispute exists between the administrator and teacher over the accuracy, relevance, timeliness or completeness of any information in

his/her file, he/she shall submit a written response and have it attached to the appropriate item prior to filing a grievance.

E. An employee may request the nullification of any written reprimand or warning contained in his or her personnel file after five (5) years from the date of issuance. Such request shall be made to the Superintendent or designee in writing. Upon receipt of such request, the Superintendent or designee shall prepare a memorandum of nullification and affix it to the reprimand or warning in the employee's personnel file. Nullified reprimand or warnings shall not be considered in the imposition of subsequent discipline or termination action taken against the employee.

ARTICLE X
TEACHING ASSIGNMENTS, TRANSFERS, JOB VACANCIES

A. Teaching Assignments

Bargaining unit members should be notified by the last day of the school year of their tentative assignment for the following school year. Each member is subject to assignment annually with the welfare of the students as the primary consideration.

The superintendent reserves the right to make reassignments at a later date if, in his/her judgment, it is to the best interest of the students and schools. Assignments/ reassignments will be based on district needs. If all factors are equal, the teacher with the least district seniority will be assigned/ reassigned. Any reassignments made on or after August 1 for the upcoming/new school year will involve a meeting with the Superintendent, the affected teacher and a representative from the GFT to discuss the reassignment.

B. Transfers

A unit member who wishes to transfer to a new building or wishes to be assigned to a new or different teaching position or grade level shall make the request to the Superintendent on the annual "intent form" or in response to the posting of a vacancy or new position. Such request on the "intent form" shall be kept on file in the Superintendent's office for one (1) year unless removed at any time by the unit member. The response to the posting of a vacancy is valid only for that position.

Vacancies will not be posted so long as it can be filled from requests on the "intent forms" in accordance with procedures set forth below.

New positions and vacancies for which there is not a request for transfer on an "intent form" shall be posted in accordance with Section C. of this Article.

The Superintendent may initiate a transfer, including but not limited to instances where two (2) or more teachers wish to change assignment by switching positions. Involuntary transfers may include a change which involves the use of an alternate area of certification/licensure held by the teacher, building change, change of enrollment or filling a vacancy by transferring an employee until a new employee is hired. The Superintendent shall inform the teacher, in writing, the reasons for the transfer.

Whenever a vacancy occurs or a new position is created, the Board in the order listed shall do the following:

First: Those whose contracts have been suspended by way of "reduction in force" and who are still eligible for recall in accordance with the provisions of Article XI and who hold proper certification/licensure shall be called back to work. However, a teacher with greater seniority may be transferred in accordance with these procedures to the position so long as any such transfer does not result in the teacher on the recall list not being recalled.

Second: A teacher who has requested a transfer to the position shall be given consideration for the position. If two (2) or more teachers have requested a transfer to the same position and the Superintendent has no preference, the teacher with the most system seniority shall be given the position, providing he/she holds proper certification/licensure.

Third: The Board shall hire new staff.

C. Vacancies

1. Posting of Vacancies

During the school year and until July 9, the Board shall post all vacancies at least five (5) work days prior to being filled. Such posting shall be in a conspicuous location in each school building, sent via e-mail, and posted on the District website. The five (5) days begin with the start of the first day the notice is posted and ends at the end of the fifth (5^{th}) work day thereafter. From the end of the school year until July 9, employees who have an interest in the posted position, as

expressed on their intent forms, will be personally notified (intent forms may be revised at any time). When a vacant position occurs on or after July 10, and prior to the start of the ensuing school year, the Board may fill that vacant position by selecting someone from the "intent form" and not post the position. Or, the Board may hire a new staff member. However, any vacancy that occurs during this time period but is not filled by the start of the ensuing school year shall be posted and filled in accordance with prior sections of this Article X.

The President of the Federation shall also be given a copy of such vacancy notices. Such vacancies shall include the following: teaching positions, administrative positions and extra-curricular positions.

2. Filling of Vacancies

All final assignment decisions and employment rests with the Superintendent and the Board except as expressly provided otherwise in this contract.

ARTICLE XI
REDUCTION IN FORCE

If the Board determines it necessary to reduce the number of bargaining unit positions under Ohio Revised Code 3319.17, the following procedures shall apply:

A. Reductions shall be made by suspending contracts based upon the Superintendent's recommendation. Those contracts to be suspended will be chosen as follows:

1. All members of the bargaining unit will be placed on a seniority list for each teaching field for which he/she is property certificated/licensed. Teachers serving under continuing contracts will be placed at the top of the list in descending order of seniority. Teachers serving under limited contracts will be placed on the list under continuing contract teachers in descending order of seniority.

2. System seniority will apply and is defined as the total number of years of continuous service in the District. A year is defined as one hundred twenty (120) days of work and/or leave with pay in any one (1) school year.

a. Board approved unpaid leaves of absence will not interrupt seniority, but time spent on such a leave shall not count toward seniority. Teachers shall accrue seniority while on paid leave.

b. If two (2) or more teachers have the same length of continuous service, seniority will be determined by the following:

- the date of the Board meeting at which the teacher was hired and then by

- the date the teacher signed his/her initial employment contract in the District and then

- any remaining ties will be broken by the Superintendent's review of recent evaluations and judgment regarding the best interest of the District.

3. Recommended reductions in a teaching field will be made by giving preference to teachers on continuing contracts first. Then recommendations will be made based upon teacher performance as indicated through three (3) years' worth of teacher evaluation data. In the event two (2) or more teachers have equal performance, then the recommendations will be made based upon teacher attendance rates indicating abuse as documented through the disciplinary process. If two (2) or more teachers are still equal on the above-stated factors, then the recommendations will be made based upon seniority.

B. The names of teachers whose limited contracts are suspended in a reduction in force will be placed on a recall list for up to twelve (12) months from the date of the reduction. Teachers on continuing contracts shall remain on the recall list for twenty-four (24) months. Teachers on the recall list will have the following rights:

1. No new teacher will be employed by the Board while there is a teacher on the recall list who is certificated/licensed and who has not been rated Ineffective in the last three (3) years.

2. Teachers on the recall list will be recalled in reverse order of suspension for vacancies or new positions in areas for which they are certificated/licensed in accordance with Sections A3 and B1, above.

C. The parties agree that these procedures apply only to the suspension of contracts. This Article shall not require the Board to fill any vacancy that it abolishes.

ARTICLE XII
LEAVES OF ABSENCE

A. Sick Leave

Teachers shall be granted sick leave on the following basis: one and one-quarter (1 1/4) days for each completed month of service or fifteen (15) days for each completed year of service.

Sick leave may be accrued to a total accumulation of two hundred ninety-five (295) days.

Upon initial employment with the District, a teacher shall have ninety (90) days from initial contract start date with the District to submit all documentation to the Treasurer's Office that establishes the teacher's right to transfer the balance of unused sick leave days to the teacher's credit from previous public employer(s), pursuant to Ohio Revised Code Section 3319.141. In the case of a valid transfer, the teacher's maximum accumulated sick leave days shall not exceed a total of two hundred ninety-five (295) days.

Sick leave may be used for absence due to personal illness or injury, pregnancy or the period of disability thereafter, injury or exposure to contagious disease by a teacher. It also may be used for illness or death in the teacher's immediate family. The immediate family shall be interpreted to mean the following: spouse, child, father, mother, sister, brother, grandmother, grandfather, as well as in-laws in these categories or fiancé, or any other individual residing in the bargaining unit member's home. Two (2) days of sick leave per contract year also may be used for absence due to death in the teacher's extended family or friends. In the event of the death of a District colleague or District retiree, the Board and union will work together to allow for reasonable funeral attendance by teachers.

When a teacher becomes aware of the need to use sick leave, he/she shall notify his/her building principal so that arrangements can be made to obtain a qualified substitute.

Teachers who use sick leave must process the sick leave through the employee system within two (2) calendar weeks of the date the leave is used. Teachers who fail to process sick leave through the employee system within two (2) calendar weeks of the date the leave is used will have the leave days treated as unpaid through dock.

Upon three or more consecutive sick days, or 10 accumulated sick days a doctor's excuse may be requested.

Sick Day Advance - Per O.R.C.3319.1 41, an employee who has exhausted his/her sick leave or is newly hired and has no accumulation may be advanced up to five (5) sick days per school year. Any subsequent accumulation shall be credited towards the sick leave advance. Any sick days taken during the payback period shall be considered unpaid leave. If sick leave Is advanced and the employee does not return to work such that the pay period can be Instituted, then the employee must remit payment directly to the District Treasurer in full for the value of the sick leave days advanced.

The Board reserves the right to have any teacher applying for sick leave examined by a physician of its choice at its expense.

Anticipated sick leave - Teachers are responsible for two weeks of lesson plans, and direction for the duration of the anticipated leave.

Emergency sick leave - Administrators and department chairs / grade level teams shall provide long term substitutes with curriculum maps and guidance to ensure that the educational process is not interrupted.

B. Sick Leave Bank

PURPOSE: The purpose of the Sick Leave Bank, hereinafter referred to as the "SLB" is to provide paid days for serious personal illness or family illness to contributors to the SLB who have exhausted their accumulated sick days and who are experiencing prolonged personal or family illness. Withdrawals will be limited to participating employees for use only in cases of Illness, injury or non-elective surgery occurring under unusual, severe or emergency conditions as determined by the SLB Committee.

ENROLLMENT PERIOD: Members may enroll in the SLB, during the enrollment period, which shall be during the month of September of each school year.

DAYS ALLOWED TO DONATE: Upon enrollment, a member shall contribute two (2) of his/her accumulated sick days to the Bank. Days contributed to the SLB are non- returnable.

CONTINUOUS MEMBERSHIP IN SLB: Enrollment in the SLB shall be continuous from year to year until a member withdraws. Withdrawals are accepted only during an enrollment period and only upon written notice by the member to the SLBC of his/her intent to withdraw. SLB COMMITTEE: The SLBC shall be composed as follows:
A member of the Federation's Executive Committee to serve as a chairperson. Three (3) members appointed by the Federation President.

SLBC RESPONSIBILITIES: The SLBC shall review and approve or deny

by a majority vote all applications to the SLB. The chairperson shall vote only in the case of a tie vote. The SLBC shall also determine the necessity for additional contributions to the SLB and shall notify SLB members of the need for said contributions.

REPORTING INFORMATION: The SLBC shall be responsible for reporting data concerning the SLB to the Board Treasurer.

FINALITY OF SLBC: Decisions of the SLBC are final and are not grievance.

ANNUAL REVIEW OF SLBC: The SLBC shall review the operation of the SLB annually, and shall make recommendations, if necessary, for modifications of the plan to the negotiating teams of the Federation and the Board. Such changes shall be voted upon by the Executive Committee of the Federation.

GENERAL PROCEDURES: Application for withdrawal from the SLB will be accepted only from those individuals who have contributed to the Bank.

Withdrawals will be limited to use for serious personal illness and serious illness in the immediate family. A doctor's statement is required with the application in order for the request to be considered.

An application will be considered only after a member has used all of his/her accumulated sick days and available sick day advances.

Days withdrawn from the SLB will be paid at one hundred (100) percent of the member's daily rate of pay.

Once qualified to receive a withdrawal from the SLB, the maximum number of days a member may receive from the SLB shall not exceed thirty (30) days per year. Withdrawals from the SLB shall commence on the sixth consecutive day of absence for which a member has no accumulated sick days, and shall be renewed, upon request from the member and approval of the SLBC, each ten (10) day period.

Withdrawal from the SLB will be made only for absences under a member's normal teaching contract. Withdrawals will not be made for absences in programs such as summer school, extended services, or any other part-time or second position held by full- time contracted member.

Days may not be received from the SLB for absences due to childbirth (natural or Cesarean section).

Members may not receive days from the SLB while receiving benefits under

Workers Compensation, STRS, disability retirement, or unemployment.

Whenever the total number of available days in the SLB falls below fifteen (15) days, the SLBC may require the SLB enrollees to donate up to one (1) additional day of their accumulated sick days to the SLB. Contributions to the SLB shall not count against a member's record of perfect attendance.

Members who receive days from the SLB on more than one occasion will be required to return days to the Bank. After the withdrawing member's sick leave balance reaches ten (10) days, the members will be required to return five (5) days per year to the Bank until the days are repaid.

Members who have withdrawn days from the Bank and leave Greenon, will only be able to transfer his/her sick leave balance to the new school of employment less the days owed to the SLB.

Members who have withdrawn from the Bank will receive severance pay on the balance of sick leave days less the days owed to the SLB.

POLICIES OF SICK LEAVE BANK: The Federation shall provide the Treasurer with a copy of the policies of the Federation's sick leave days.

NUMBER OF DAYS TO BE DONATED TO BANK: No bargaining unit member will be permitted to donate a sick leave day to the sick leave bank which is in excess of the maximum allowable accumulated sick leave days.

TRANSFER OF DAYS: The Federation shall give the Board Treasurer notice of the number of days to be transferred from the donor to the affected employee.

C. Personal/Emergency Leave

Each teacher shall be granted three (3) days of non-cumulative personal leave each year or prorated according to number of work days in the total contract year. Personal leave must be requested through the principal to the Superintendent, in the employee system, at least three (3) days prior to the expected absence. During the last four (4) weeks of the school year, teachers may only request and may only be granted the use of personal leave for extenuating circumstances as directly approved by the Superintendent. In accordance with subsection 2 below, the extenuating circumstances must be given to the Superintendent in writing through the employee system.

The use of this leave not in accordance with the guidelines listed below will result in the loss of pay for the period of time taken as personal leave

and repeated violations could result in dismissal.

The use shall be unrestricted except for the following:

1. Personal leave shall not be used for other employment and/or activities unrelated to the field of education that provide monetary gain.

2. Personal leave shall not be used for lengthening vacations or any other break in the school calendar (not including regular Saturday/Sunday weekend breaks) unless extreme emergency conditions exist (e.g., such as travel conditions, or the need for the leave is dictated by circumstances beyond the control of the teacher and the leave request is approved by the Superintendent.) Extreme or extenuating circumstances require that a reason be given in writing.

3. Except for emergency situations, no more than ten percent (10%) of any building staff may be granted personal leave on the same date. Leave will be granted (in order) based on the date of application.

Any unused personal leave day(s) to a teacher's credit at the end of a contract year will automatically be converted to the teacher's accumulated sick leave balance.

D. Military Leave

A unit member who is a member of a reserve component of the Armed Forces of the United States or of the Ohio National Guard shall be granted leave of absence without loss of pay for such time as the unit member is in the military service or field training or active duty for periods not to exceed thirty-one (31) days in any calendar year.

E. Jury/Court Leave

Unit members who are served with a subpoena to appear in court shall be granted leave with full pay and employment status. All jury duty pay received shall be signed over to the Greenon Local Board of Education.

F. Professional Meeting Leave

Money will be appropriated for the professional growth of teachers and shall be for the exclusive use by members of the bargaining unit. Money may be appropriated in the general fund as well as any other available funding options.

The Board and the Federation agree to work together to create professional development teams at the building and district levels. The teams shall devise a comprehensive program of professional development. The participating teachers shall be compensated for their work on these committees. GFT will submit professional development training proposals for trainings provided by GFT members by August 1 and will receive notification of approval or denial from the Board within ten (10) days of the first meeting of the Board in the new school year. The Board commits Forty Thousand Dollars ($40,000) for the payment of salaries, stipends and benefits for the work completed by Federation members. The Board and the Federation agree to develop a mutually agreeable compensation structure for the work completed, but at no time shall the payment of salaries and benefits exceed the total allocation of Forty Thousand Dollars ($40,000) for the duration of the Agreement. Upon written request by the GFT, the treasurer will send a financial report to the GFT executive committee on the status of professional meeting leave funds. Said report will be issued within seven (7) business days of receipt of the request.

Consideration will be given by the building principal and Superintendent to each reasonable request for one (1) or more days of Professional Meeting Leave. Requests for Professional Meeting Leave must be in writing and submitted by the teacher at least three (3) weeks in advance of the anticipated absence. Teachers who are denied their request for such leave will be given a written reason. Whenever requests for such leave are approved, the Board shall pay the cost of registration and fees (lodging and meals that are a part of a program). Upon request of the Building Principal, the Teacher may be asked to present a written or verbal report or provide training to other staff members.

No more than ten percent (10%) of the teaching staff per building may be granted professional leave on the same date unless the event for which the teacher is using professional leave is scheduled at the direction of the administration, or teacher attendance at the event is otherwise required by the administration. Leave will be granted (in order) based on the date of application.

G. Sabbatical Leave

Sabbatical leave of absence for study and research shall, with the permission of the Board and the Superintendent be granted to full-time, annually contracted teachers subject to the requirement of Ohio Revised Code Section 3319.131 and under the following conditions:

1. In order to apply for sabbatical leave, the teacher must be properly certified/licensed in his/her area of instruction and must have completed five (5) consecutive years of regular employment in the District immediately prior to application.

2. Each year up to five percent (5%) of the eligible teaching staff may be granted sabbatical leaves of absence.

3. The teacher requesting sabbatical leave must not have been granted such a leave from the District during the seven (7) consecutive years of service immediately preceding the application.

   The teacher must sign an agreement requiring him/her to return to service in the District immediately upon termination of the sabbatical leave and continue in such service for a period of at least one (1) year or to refund all of the compensation received from the District during the sabbatical leave of absence.

4. If the substitute teacher replacing the teacher on sabbatical leave of absence is paid less than the teacher who is on leave, the teacher on leave shall be paid the difference. The teacher on leave may continue receiving employee insurance benefits by arranging with the Treasurer to pay the premiums for him/her.

5. Application for sabbatical leave shall be made in writing to the Superintendent not later than March 15th or October 15th preceding the school term in which the leave Is desired. The application shall include an acceptable plan for spending leave in a manner of study and research calculated to contribute to the professional effectiveness of the applicant as a teacher and to the best interest of the District.

6. A teacher on sabbatical leave shall not render teaching service for compensation in any other educational institution provided, however, that this shall not preclude the acceptance of a fellowship or other assistance in research.

7. Within sixty (60) days after completion of the sabbatical leave, the teacher granted such leave shall file with the Superintendent a written report of his/her educational pursuits while on sabbatical leave.

8. Upon return to service of a teacher at the expiration of a sabbatical leave, the teacher shall resume the contract status he/she held prior to such leave and shall, if possible, be reassigned to a comparable position to the one held immediately prior to the leave. However, this shall not be construed to give the teacher any claim or right to any particular teaching assignment.

H. Assault Leave

A teacher who is physically injured/traumatized resulting from a student assault which occurs in the course of the teacher's employment by the Board shall be maintained upon full pay status for the first five (5) days of the teacher's absence and for a period of up to fifteen (15) work days after the teacher is released by/from doctor's care, but only if the teacher is still mentally or physically traumatized.

This leave shall only be granted to teachers who provide the Board with the following:

1. A signed statement describing the facts of the incident and

2. A statement signed by the attending physician confirming the date(s) of his/her service, the date(s) of any hospitalization if applicable, and the nature of the disability and its probable duration.

The Board shall provide any teacher who has used Assault Leave with proper application forms for Workers' Compensation.

Assault leave shall not be charged against the teacher's sick leave or other leaves granted under the terms of the Collective Bargaining Agreement.

Upon return to service, the teacher shall resume the employment status held at the time the leave began except as otherwise provided in this contract.

I. Parental Leave

1. A teacher shall be granted, upon written request, unpaid pregnancy/maternity/paternity leave. This request shall state the length of absence desired by the employee. The teacher shall notify the Superintendent at least thirty (30) days in advance of the effective date of the leave except in emergency situations. At the request of the employee and with one (1) week prior notice, the leave may be shortened.

2. A teacher will be granted, upon written request, all or some of the individual's accumulated sick leave during pregnancy and up to six (6) weeks after the end of the pregnancy. A teacher may utilize additional sick leave beyond six (6) weeks after the end of pregnancy provided that a doctor's letter is provided stating the purpose and need for the sick leave. While using sick leave, the usual cost of fringe benefits is borne by the Board.

3. Upon return to service following a leave under this section, the teacher shall resume the contract status held prior to such leave and shall, if possible, be assigned to a comparable position to the one held immediately prior to the leave. However, this shall not be construed to give the teacher any claim or right to a particular teaching assignment. This shall include advancement on the salary schedule for each school year (as defined in Article XI, A., 2., a.)

J. Child Care Leave

1. An employee may request an unpaid leave of absence for the purpose of child rearing. This request shall be submitted to the Superintendent in writing at least twenty (20) days in advance of the effective date of the leave. This request shall state the length of absence desired by the employee. Child Care Leave shall not exceed one (1) year.

2. When a full year leave is taken, the employee shall begin such leave at the beginning of a semester.

3. Upon return to service following a Child Care Leave, the teacher shall resume the contract status held prior to such leave and shall, if possible, be reassigned to a comparable position to the one held Immediately prior to the leave. However, this shall not be construed to give the teacher any claim or right to a particular teaching assignment.

   This shall include advancement on the salary schedule provided that the employee has actually worked one hundred twenty (120) days of work and/or leave with pay in the school year. Further, employees must notify the Board of his/her intent to return to work for the following school year by March 1st.

   Employees shall have the right to participate in all fringe benefit programs at the employee's expense during the leave period providing carriers permit such coverage.

4. All leave used under this Section shall run concurrently with available FMLA.

K. Adoptive Leave

1. An employee may request a leave of absence in accordance with the provisions of FMLA and Board Policy regarding FMLA for the purpose of receiving an adopted child. This request shall be submitted, in writing, to the Superintendent at least thirty (30) days prior to the effective date of the leave except when notice of the date for receiving

a child is within the thirty (30) days.

2. The request shall state the length of absence desired by the employee.

L. Federation Business/Negotiations Leave

Members of the Federation who are delegates or appointees to the convention or meetings of the Ohio Federation of Teachers, American Federation of Teachers, or the AFL-CIO shall be granted Federation Business leave, with full pay, to attend such functions. The Board will not be responsible for the costs of food, lodging, transportation or any fees connected with the meetings.

The Federation shall be limited to twenty (20) total days of Federation Business Leave per year. Federation Business Leave shall not be used for negotiations or any other Federation-related purpose other than the convention/meetings referenced above. For days one (1) through sixteen (16), the cost of a substitute will be borne by the Board. For days seventeen (17) through twenty (20), the Federation shall bear the cost of the substitute.

The Federation may use a separate total of one (1) paid day per negotiations team member for the purpose of negotiations preparation during the contract year in which the contract expires. The Board will pay the cost of substitutes for the one (1) day.

Notice shall be given to the Superintendent and principal at least five (5) days in advance of the absence.

M. Grandparent Leave

In an academic year, grandparents can take up to three (3) days of paid leave, using accumulated sick leave, within two (2) weeks following the delivery of a grandchild.

N. Family and Medical Leave

Unit members who qualify shall be entitled to a leave of absence under the Family and Medical Leave Act of 1993 (FMLA). Such leave shall not limit or lessen the leave provisions of this Agreement. To the extent that provisions of the FMLA are covered by paid leave provisions of this Agreement, the leave and benefit coverage to which a teacher is entitled under the FMLA shall run concurrently with existing paid leave benefits. (This does not apply to routine sick leave days taken throughout the school year.) As allowed by the law, the thirty (30) day advanced notice

need not be given if the circumstances necessitating the leave do not permit it.

O. Leave Submission

All forms of leave must be entered and approved in the employee system within two
(2) calendar weeks of the date the leave is taken. If leave is not timely processed in the system, or if leave is timely processed and the employee either does not have leave to take or the leave is not approved, then the employee's pay for the pay period may be docked for the equivalent period of the leave. Additionally, if leave is not timely processed in the system, the employee will forfeit eligibility for Attendance Incentive. However, if the leave is not timely processed because of an error by the Board, then the value of any docked leave time will be credited to the employee by way of payroll.

ARTICLE XIII
ECONOMIC PROVISIONS

A. Payment of Salaries

Regular contract teachers shall receive twenty-four (24) pays per contract year. Contract teachers shall receive pay on the 5th and 20th of each month during the contract year. The first pay date shall be no later than the third Friday after school begins.

B. Rules and Regulations of the Salary Schedule

1. The regular and supplemental salary schedule for teachers shall be as set forth in this Article. Beginning with the 2023-2024 school year, teachers will be paid according to the attached schedule. For the 2023-2024, all teachers shall be moved to the corresponding salary step that they currently occupy on the former schedule. If this results in the teacher potentially being paid less, the teacher shall be moved to the next step which does not result in a salary reduction but shall remain frozen at that step until the requisite number of years of service is attained. In addition, for those teachers who were previously sent a salary notice which is less than the corresponding step on the new schedule, those teachers will be advance one step so that the amounts being paid are equal to or higher than the amount noted on the salary notice. Teachers so moved will remain frozen at that step until the requisite number of years of service is attained.

2. Bargaining unit members will be permitted to transfer a maximum of ten (10) years of service credit (one hundred and twenty [120] or more contract days per year with verification from previous school districts/STRS) upon employment with the District. Notwithstanding this provision, the GFT President, Superintendent and Treasurer shall meet to discuss any situation in which a need may exist to grant a prospective employee more than 10 years, and these three individuals shall reach consensus on the placement of that prospective employee on the salary schedule. Credit can come from another public school system, private accredited system, and/or from any institution of higher learning. Any person who has served or who may serve in the Armed Forces of the United States shall be given up to five (5) years service credit for the time spent in such forces. Credit for business or technical experience must be negotiated between the Federation and the Superintendent on each individual case. Credit for prior teaching, military service and business or technical experience Is granted pursuant to Ohio Revised Code 3317.13 (A) and (B) for purposes of determining initial placement on the salary schedule for teachers new to the District. Placement on said Class/Step is contingent upon proof of prior experience being submitted to the Treasurer's Office.

3. Teachers who earn additional college credits to qualify for a higher salary class shall file an official transcript with the Treasurer of the Board by September 30th for advancement during the first semester or by February 15th for advancement during the second semester. Teachers must also submit documentation from LPDC to the Treasurer along with an official transcript in order to request placement on higher salary class. The Treasurer shall then pay such teachers in accordance with the new salary schedule placement as of the pay period in which September 30th or February 15th falls. Credits earned for advancement on the salary schedule shall conform to the following:

Greenon Local Schools

Training and Experience Grid

2023-2024 step all

	$43,575				
	II	III	IV	V	VI
STEP	BA	BA+150	MA	MA+15	MA+30
0	$43,575	$46,190	$47,934	$49,676	$51,419
1	$44,313	$46,937	$48,895	$50,646	$52,473
2	$45,063	$47,696	$49,876	$51,635	$53,549
3	$45,826	$48,466	$50,876	$52,643	$54,647
4	$46,601	$49,250	$51,897	$53,670	$55,767
5	$47,390	$50,046	$52,938	$54,718	$56,910
6	$48,192	$50,855	$54,000	$55,787	$58,077
7	$49,008	$51,677	$55,083	$56,876	$59,267
8	$49,837	$52,512	$56,188	$57,986	$60,482
9	$50,681	$53,361	$57,315	$59,118	$61,722
10	$51,538	$54,223	$58,464	$60,273	$62,987
11	$52,411	$55,099	$59,637	$61,449	$64,278
12	$53,298	$55,990	$60,833	$62,649	$65,596
13	$54,200	$56,895	$62,054	$63,872	$66,941
14	$55,117	$57,814	$63,298	$65,119	$68,313
15	$56,050	$58,749	$64,568	$66,391	$69,713
16	$56,999	$59,698	$65,863	$67,687	$71,142
17	$57,963	$60,663	$67,184	$69,009	$72,601
18	$58,944	$61,644	$68,532	$70,356	$74,089
19	$59,942	$62,640	$69,906	$71,730	$75,608
20	$60,957	$63,653	$71,309	$73,130	$77,158
21	$61,988	$64,681	$72,739	$74,558	$78,739
22	$63,037	$65,727	$74,198	$76,014	$80,354
23	$64,104	$66,789	$75,686	$77,498	$82,001
24	$65,189	$67,869	$77,205	$79,011	$83,682
25	$66,293	$68,966	$78,753	$80,553	$85,397
26	$67,415	$70,080	$80,333	$82,126	$87,148
27	$68,556	$71,213	$81,944	$83,730	$88,934
28	$69,716	$72,364	$83,588	$85,364	$90,757
29	$70,896	$73,534	$85,265	$87,031	$92,618
30	$73,316	$75,930	$88,719	$90,463	$96,454

Greenon Local Schools

Training and Experience Grid

2024-2025 step all

	$44,883				
	II	III	IV	V	VI
STEP	BA	BA+150	MA	MA+15	MA+30
0	$44,883	$47,576	$49,372	$51,166	$52,962
1	$45,642	$48,345	$50,362	$52,165	$54,047
2	$46,415	$49,126	$51,372	$53,184	$55,155
3	$47,200	$49,920	$52,403	$54,222	$56,286
4	$47,999	$50,727	$53,454	$55,281	$57,440
5	$48,812	$51,547	$54,526	$56,360	$58,617
6	$49,638	$52,380	$55,620	$57,460	$59,819
7	$50,478	$53,227	$56,735	$58,582	$61,045
8	$51,332	$54,087	$57,873	$59,726	$62,297
9	$52,201	$54,961	$59,034	$60,892	$63,574
10	$53,085	$55,850	$60,218	$62,081	$64,877
11	$53,983	$56,752	$61,426	$63,293	$66,207
12	$54,897	$57,670	$62,658	$64,529	$67,564
13	$55,826	$58,602	$63,915	$65,789	$68,949
14	$56,771	$59,549	$65,197	$67,073	$70,362
15	$57,731	$60,511	$66,505	$68,383	$71,805
16	$58,709	$61,489	$67,839	$69,718	$73,277
17	$59,702	$62,483	$69,200	$71,079	$74,779
18	$60,713	$63,493	$70,588	$72,467	$76,312
19	$61,740	$64,519	$72,004	$73,882	$77,876
20	$62,785	$65,562	$73,448	$75,324	$79,473
21	$63,848	$66,622	$74,921	$76,795	$81,102
22	$64,928	$67,699	$76,424	$78,294	$82,764
23	$66,027	$68,793	$77,957	$79,823	$84,461
24	$67,145	$69,905	$79,521	$81,381	$86,192
25	$68,281	$71,035	$81,116	$82,970	$87,959
26	$69,437	$72,183	$82,743	$84,590	$89,762
27	$70,612	$73,349	$84,403	$86,242	$91,602
28	$71,807	$74,535	$86,096	$87,925	$93,480
29	$73,023	$75,740	$87,822	$89,642	$95,396
30	$75,515	$78,208	$91,381	$93,177	$99,348

Greenon Local Schools

Training and Experience Grid

2025-2026 step all

	$46,229				
	II	III	IV	V	VI
STEP	BA	BA+150	MA	MA+15	MA+30
0	$46,229	$49,003	$50,853	$52,701	$54,551
1	$47,012	$49,795	$51,873	$53,730	$55,669
2	$47,807	$50,600	$52,913	$54,779	$56,810
3	$48,616	$51,418	$53,975	$55,849	$57,975
4	$49,439	$52,249	$55,057	$56,939	$59,163
5	$50,276	$53,094	$56,162	$58,051	$60,376
6	$51,127	$53,952	$57,288	$59,184	$61,613
7	$51,992	$54,824	$58,437	$60,340	$62,876
8	$52,872	$55,710	$59,609	$61,518	$64,165
9	$53,767	$56,610	$60,805	$62,719	$65,481
10	$54,677	$57,525	$62,025	$63,943	$66,823
11	$55,602	$58,455	$63,269	$65,192	$68,193
12	$56,544	$59,400	$64,538	$66,465	$69,591
13	$57,501	$60,360	$65,833	$67,762	$71,017
14	$58,474	$61,335	$67,153	$69,085	$72,473
15	$59,463	$62,327	$68,500	$70,434	$73,959
16	$60,470	$63,334	$69,874	$71,809	$75,475
17	$61,493	$64,358	$71,276	$73,211	$77,022
18	$62,534	$65,398	$72,705	$74,641	$78,601
19	$63,592	$66,455	$74,164	$76,098	$80,212
20	$64,669	$67,529	$75,651	$77,584	$81,857
21	$65,763	$68,621	$77,169	$79,099	$83,535
22	$66,876	$69,730	$78,717	$80,643	$85,247
23	$68,008	$70,857	$80,296	$82,217	$86,995
24	$69,159	$72,002	$81,906	$83,823	$88,778
25	$70,330	$73,166	$83,549	$85,459	$90,598
26	$71,520	$74,348	$85,225	$87,128	$92,455
27	$72,731	$75,550	$86,935	$88,829	$94,350
28	$73,962	$76,771	$88,678	$90,563	$96,284
29	$75,213	$78,012	$90,457	$92,331	$98,258
30	$77,781	$80,554	$94,122	$95,972	$102,328

a. Academic work is satisfactorily completed at an accredited college or university.
b. Academic work provides sufficient credit to qualify the teacher for placement on the next column on the salary schedule.
c. Academic work completed is relevant to the field of education.

4. Teachers who are absent and who are not entitled to pay for the period of absence shall have his/her salary reduced by one hundred eighty-fourth (1/184th) of their annual salary for each day of absence exclusive of supplemental pay.

5. Placement on the salary schedule will be at the discretion of the Superintendent; a maximum of ten (10) years' service may be granted within the state salary schedule requirements.

D. Salary Schedule Classes Defined

Class II - "Bachelor's Degree"

Teachers in the bargaining unit with a Bachelor's Degree will be paid on the II "Bachelor's Degree" class of the certificated salary schedule.

Class III – "Bachelor's with 150 Semester Hours"

Teachers in the bargaining unit with at least one hundred fifty (150) semester hours of training or the quarter hour equivalent and a Bachelor's Degree will be paid on the III "Bachelor's with 150 Semester Hours" class of the certificated salary schedule.

Class IV - "Master's Degree"

Teachers in the bargaining unit with a Master's Degree will be paid on the IV "Master's Degree" class of the certificated salary schedule.

Class V - "Master's Degree + 15 Semester Hours"

Teachers in the bargaining unit with a Master's Degree plus at least fifteen (15) graduate semester hours of training or the quarter hour equivalent earned after the Master's Degree has been obtained will be paid on the V "Master's Degree + 15 Semester Hours" class of the certificated salary schedule.

Class VI - "Master's Degree + 30 Semester Hours"

Teachers in the bargaining unit with a Master's Degree plus at least

thirty (30) graduate semester hours of training or the quarter hour equivalent earned after the Master's Degree has been obtained will be paid on the VI "Master's Degree + 30 Semester Hours" class of the certificated salary schedule.

Teachers obtaining National Board Certification shall receive a one-time $1,000 stipend, payable upon written request with verification of such obtainment.

Hours earned shall be from an accredited institution (as verified by the Ohio Department of Education and must relate to subject area actually taught by teacher, area of licensure actually held by teacher, or to attain an additional teaching or administrative license issued by ODE in the field of K-12 education.

Members of the bargaining unit who are hourly rated employees shall not be paid in accordance with this salary schedule (Article XIII, Section D.) but will be paid in accordance with the hourly rate (Article XIII, Section H.).

Members of the bargaining unit who are not hourly rated employees but who work less than full-time shall be paid in accordance with this salary schedule on a prorated basis.

E. Supplemental Duty Salary Schedule

HIGH SCHOOL SUPPLEMENTALS

Position	**0-3 years**	**4+ years**	**10+ years**
Assistant Athletic Director	$4,541.00	$5,800.00	$7,059.00
Football Head Coach	$5,038.00	$6,045.00	$7,052.00
Football Assistant Coach (5)	$3,576.00	$3,933.00	$4,290.00
Soccer Head Coach (1 each)	$3,576.00	$3,933.00	$4,290.00
Soccer Assistant Coach (1 each)	$2,458.00	$2,701.00	$2,944.00
Cross Country Head Coach	$3,576.00	$3,933.00	$4,290.00
Cross Country Assistant Coach	$2,458.00	$2,701.00	$2,944.00
Volleyball Coach	$3,576.00	$3,933.00	$4,290.00
Volleyball Assistant Coach	$2,458.00	$2,701.00	$2,944.00
Tennis Coach (1 each)	$2,068.00	$2,278.00	$2,488.00
Golf Head Coach (1 each)	$2,068.00	$2,278.00	$2,488.00
Golf Assistant Coach (1 each; based on participation)	$880.00	$968.00	$1,056.00
Basketball Head Coach (1 each)	$5,038.00	$6,045.00	$7,052.00
Basketball Assistant Coach / JV / Freshmen (1 each)	$3,576.00	$3,933.00	$4,290.00
Wrestling Head Coach	$3,933.00	$4,366.00	$4,799.00
Wrestling Assistant Coach	$2,458.00	$2,701.00	$2,944.00
Swim Coach	$2,068.00	$2,278.00	$2,488.00
Track Head Coach (1 each)	$3,576.00	$3,933.00	$4,290.00

Track Assistant Coach (1 total)	$2,458.00	$2,701.00	$2,944.00
Baseball Head Coach	$3,695.00	$4,366.00	$5,037.00
Baseball Assistant Coach	$2,068.00	$2,278.00	$2,488.00
Softball Head Coach	$3,695.00	$4,366.00	$5,037.00
Softball Assistant Coach	$2,068.00	$2,278.00	$2,488.00
Bowling Coach (1 each)	$2,068.00	$2,278.00	$2,488.00
Lifting Coach	$2,068.00	$2,278.00	$2,488.00
Football Cheer	$1,803.00	$2,194.00	$2,585.00
Basketball Cheer	$1,803.00	$2,194.00	$2,585.00
Freshman Cheer	$880.00	$968.00	$1,056.00
Competition Cheer	$669.00	$739.00	$809.00
Band Director	$5,568.00	$6,146.00	$6,724.00
Assistant Band Director OR Drumline Director	$2,012.00		
Pep Band Director	$800.00	$875.00	$950.00
HS Site Managers (Based on Events):			
HS Football	$550.00		
HS Men's Basketball	$550.00		
HS Women's Basketball	$550.00		
HS Track	$236.00	$550.00	
HS Wrestling	$236.00	$550.00	
HS Volleyball	$550.00		
HS Men's Soccer	$550.00		
HS Women's Soccer	$550.00		
JUNIOR HIGH SCHOOL SUPPLEMENTALS			
JH Football Head Coach	$2,351.00	$2,854.00	$3,357.00
JH Football Assistant Coach	$1,790.00	$1,964.00	$2,138.00
JH Volleyball Head Coach	$2,183.00	$2,687.00	$3,191.00
JH Volleyball Assistant Coach	$1,566.00	$1,723.00	$1,880.00
JH Wrestling Head Coach	$2,015.00	$2,519.00	$3,023.00
JH Wrestling Assistant Coach	$1,566.00	$1,723.00	$1,880.00
JH Football Cheer	$1,550.00	$1,706.00	$1,862.00
JH Basketball Cheer	$1,550.00	$1,706.00	$1,862.00
JH Basketball Head Coach (1 each)	$2,351.00	$2,854.00	$3,357.00
JH Basketball Assistant Coach (1 each)	$1,790.00	$1,964.00	$2,138.00
JH Track Head Coach (1 each)	$2,015.00	$2,519.00	$3,023.00
JH Track Assistant Coach (1 total)	$1,566.00	$1,723.00	$1,880.00
JH Cross Country Head Coach (1 total)	$1,790.00	$1,964.00	$2,138.00
JH Cross Country Assistant Coach (1 total)	$558.00	$615.00	$672.00
JH Site Managers (Based on Events):			
JH Football	$400.00		
JH Boy's Basketball	$400.00		
JH Girl's Basketball	$400.00		
JH Track	$158.00	$400 if 3 or more meets	
JH Volleyball	$400.00		
Freshman Class Advisor	$669.00	$739.00	$809.00

Sophomore Class Advisor	$669.00	$739.00	$809.00
Junior Class Advisor	$1,118.00	$1,232.00	$1,346.00
Senior Class Advisor	$1,118.00	$1,232.00	$1,346.00
HS Student Council Advisor	$2,012.00	$2,217.00	$2,422.00
National Honor Society Advisor	$1,118.00	$1,232.00	$1,346.00
Tri-M Honor Society Advisor	$558.00	$615.00	$672.00
Spanish Honor Society Advisor	$558.00	$615.00	$672.00
Varsity "G" Advisor	$1,118.00	$1,232.00	$1,346.00
Choral Music	$3,540.00	$3,933.00	$4,326.00
Drama Advisor 7-12 (combined Advisor and Assistant)	$3,130.00	$3,449.00	$3,768.00
Drama Pit Conductor	$525.00	$578.00	$631.00
Yearbook Advisor	$2,364.00	$2,600.00	$2,836.00
Unit Leader	$847.00	$904.00	$961.00
HS Art Club Advisor	$558.00	$615.00	$672.00
Smash League Advisor	$558.00	$615.00	$672.00
Anime Club Advisor	$558.00	$615.00	$672.00
Computer Club Advisor	$558.00	$615.00	$672.00
College Credit Plus	$500 per course (1-3)		
Special Education (K-12)	$558.00	$615.00	$672.00
JH Student Council Advisor	$779.00	$860.00	$941.00
JH Yearbook Advisor	$1,579.00	$1,733.00	$1,887.00
JH Art Club Advisor	$568.00	$624.00	$680.00
Elementary Music	$1,118.00	$1,131.00	$1,144.00
Drama Club Advisor 4-6 (combined Advisor and Assistant)	$1,263.00	$1,387.00	$1,511.00
Elementary Art Club	$558.00	$615.00	$672.00
Elementary Yearbook	$1,579.00	$1,733.00	$1,887.00
K-6 BLT	$ 500.00	$ 650.00	$800.00

Content supportive materials stipend: Each teacher new to the teaching profession will receive $100 each of the first 2 years towards poster/supplemental books/materials. These must be approved by the immediate supervisor and must be instructionally/institutionally assistive and must relate to the content area(s) the teachers are teaching. Teachers must go through the proper purchasing process in the Treasurer's office.

**If 3 or more meets, stipend will be $550

F. Severance Pay on Retirement

Maximum severance pay shall be Sixty-Seven (67) days.

A teacher who retires after ten (10) years of active service in the District may, at the date of retirement (defined as being retired based on active service

and the filing and approval of an application for retirement by the Ohio State Teachers' Retirement System), apply to be paid for accrued but unused sick leave credits on the basis of the following formula:

1. Twenty-five percent (25%) of the first one hundred sixty (160) days of actual accumulated sick leave days.

2. Twenty-two point two percent (22.2%) of the remaining days in excess of one hundred sixty (160) but not to exceed the total accumulation outlined above in XIII, F., paragraph one.

The amount to be paid for each such day or fraction thereof shall be based on the daily rate of pay of such teacher for the final teaching contract with this District as shown on the regular contract or salary notice, excluding any pay for supplemental duties.

Accrued sick leave as used herein shall include accrued sick leave which the teacher has transferred into this District from other teaching service in Ohio public employment but not to exceed the accrual limits in effect in this District at the time of retirement.

Payment shall be made within ninety (90) days after the teacher applies for it. This conversion of accrued sick leave days to cash payment is optional, and the teacher may waive the right to do so if desired. If a teacher eligible for a payment pursuant to this section does not apply to the Treasurer within one hundred twenty (120) days after his/her effective date of retirement or does not transfer his/her accumulated sick leave from the District, the payment shall be made automatically to the teacher. Payment shall eliminate all sick leave credits accrued by the teacher.

The severance pay described above shall be paid to the estate of an employee who is eligible to retire by STRS guidelines and dies while still employed by the Greenon Local Schools.

All employees who tum 55 or older in the calendar year in which they retire shall take part in the Plan that is offered by ING and the Board. The amounts payable into the Plan shall include sick leave severance (Article XIII section F) and the retirement incentive (Article XIII section P). All terms and conditions governing these payments shall be governed by the respective articles aforementioned, except as altered forthwith:

To the extent that the Plan participant's severance pay exceeds the maximum amount allowable under the Plan for a calendar year, the excess amount shall be payable to the Plan in the following September, up to the maximum Plan limits for that calendar year. If there is any remaining excess, it shall likewise be paid in subsequent calendar years; provided, however,

that if any excess remains at the end of the fifth calendar year following the calendar year of retirement, the remainder shall be paid in cash to the retired employee. If a member is entitled to have a contribution paid to the Plan and dies prior to such contribution being paid to the Plan, the contribution shall be paid to the estate of the deceased member.

The District agrees to reimburse the participant for any costs assessed as a result of said participant removing or transferring out monies from the Fixed Account (#039). If the employee Invests in the Fixed Account #039 (currently paying 3.0%), there would be no Mortality & Expense charge and no fund advisory charges. The money in this fixed option is 100% available to the employee for removal or transfer out while separated from service (and have not re-hired to Greenon Local Schools).

The product used for the Plan is a Group Annuity Contract (403[b]) with over 100 variable investment options. The Contract specifics are:

- No Annual Maintenance Fee
- No Administrative Fee
- No Deferred Sales Charge or Penalties
- A 1.25% annual Mortality & Expense Charge (plus any advisory fees which vary by fund)

The employee would only pay Mortality & Expenses charges on the variable fund and for only the number of days it was in the plan on a pro-rata basis, i.e. 5 days equals 5/365ths.

G. Group Insurance

1. Health/Medical Insurance

Major Medical Insurance/hospitalization, dental and vision insurance will be available to all regular contract unit members who are employed for half time or more. The cost of hospitalization shall be eighty-five percent (85%) paid by the Board and fifteen percent (15%) paid by the employee. The cost of dental and vision insurance shall be shared between the employee and the Board with the Board paying eighty percent (80%) of the premium and the employee paying twenty percent (20%).

The employee's share shall be deducted from his/her pay in twenty-four (24) installments.

For employees who elect the HDHP, a lump sum payment in the following amounts shall be made directly into the employees' health

care savings account no later than the second pay in January:

$1,200 Family
$900 Employee & Kids
$600 Single

Employees may voluntarily withhold additional contributions from their bi-weekly pay to be deposited into a health savings account.

For administrative ease, the Board retains sole discretion in choosing the financial institution into which all Board health savings deposits (both employer and employee deposits) shall be deposited.

The Board shall not be responsible for monitoring any Internal Revenue Service contribution limits for any bargaining unit member, and the bargaining unit members shall hold the Board harmless for any tax liability that may be incurred if the yearly contribution limit is exceeded, or if any other provision of the IRS code is violated by the bargaining unit member in using the health savings account.

An employee may elect to not join in or to withdraw participation from the school's

health benefits program. If such an election is taken, the employee may choose one of the two following provisions:

a. Provision of one thousand five hundred dollars ($1,500) for non-participation in the family plan.

or

b. Provision of seven hundred dollars ($700) for non-participation in the single plan.

These provisions are payable the second pay in June. (See Appendix N for guidelines.)

These provisions do not apply to spouses who are both employed by the District and one or both of whom are enrolled in the District's health benefits program.

The Board and the Federation agree to work with the classified bargaining unit and the Administration to develop a Health Insurance Committee to address health insurance costs and coverages.

2. Life Insurance

Each unit member shall receive Term Life Insurance in the amount of fifty thousand dollars ($50,000). One hundred percent (100%)

will be paid for by the Board.

3. General

In order to carry any of these insurance plans, application for insurance coverage must be made by the unit member at the times announced by the Treasurer of the Board.

4. Vision Insurance

Each member of the bargaining unit shall be provided with vision insurance through Vision Service Plan (Plan C).

Professional Fees (Non-Panel Provider Only)

When an optometrist, ophthalmologist, or dispensing optician is used who Is not a Vision Service Plan doctor, VSP will pay directly to you, upon proper application.

H. Hourly Rate

Unit members assigned hourly rated services shall be compensated at the rate of $21.60 per hour for the duration of this Agreement.

I. Attendance Incentive

August - November:

Zero (O) days used	$100
One (1) day or less used	$ 50

Payable In December

December - February:

Zero (0) days used	$100
One (1) day or less used	$ 50

Payable in March

March-May:

Zero (0) days used	$200
One (1) day or less used	$100

Payable in June

J. Shelter of Retirement Contributions

Each member's salary shall be reduced in an amount equal to the member's mandatory contribution to the State Teacher's Retirement System and paid to STRS on behalf of the member. The salary reduction method of STRS payment shall apply uniformly to all members, and no member covered by STRS shall be exempt. The STRS payment defined herein shall apply to all compensation earned including regular contract and supplemental contract earnings.

Should the Internal Revenue Service or the S.T.R.S. determine that this reduction provision is not qualified under the IRS code, or is unlawful in any manner, it shall be null and void.

K. Travel Reimbursement

Unit members who are approved by the Board to use their personal vehicle for school purposes shall be reimbursed at the rate allowed by the Internal Revenue Service without requiring the Board or teacher to file such on a return. A purchase order must be approved prior to incurring mileage subject to reimbursement. Requests for reimbursement are to be submitted on the Monthly Mileage Report. The report must be approved by an Administrator before being submitted. Incomplete reports will be returned. Mileage will be reimbursed during the fiscal year it was incurred. Forms must be submitted to the Treasurer's Office within forty-five (45) days of travel. Monthly Mileage Reports submitted after the deadlines stated above may not be reimbursed.

L. Student Tuition

Members of the bargaining unit who are not residents of the Greenon Local School District jurisdiction may enroll their children in the Greenon Local Public School System tuition free through open enrollment. If open enrollment is not available, then members of the bargaining unit who are not residents of the Greenon Local School District jurisdiction may enroll their children in the Greenon Local Public School System tuition free for instruction that is provided in the Greenon Local School buildings.

M. Section 125 Plan

The Board shall institute a plan under Section 125 of the Internal Revenue Code.

N. Graduate Tuition/Licensure/BCI/FBI Reimbursement

Each full-time, annually contracted teacher shall be eligible for graduate credit tuition reimbursement at an accredited Institution. The work taken shall be in the teaching fields of certification/licensure of the teacher or in other work-related fields of education. Additionally, annually contracted teachers may submit fees paid for *recertification* as a National Board Certified teacher. All coursework and proposed National Board *recertification* fees should be pre-approved by the LPDC and the teacher shall be responsible for submitting documentation of fees paid pursuant to this provision and tuition reimbursement form. directly to the Treasurer's office in order for reimbursement to be paid. This reimbursement shall be made to the teacher in the year following the receiving of credit for courses taken. Hours taken through grants, scholarships, or other sources at no cost to the teacher shall be excluded from this provision. The teacher must teach in the Greenon Schools the year following this credit to be eligible to be reimbursed under this provision. The teacher must present proof of earned credits or proof of National Board *recertification* from the beginning of the school year, no later than June 10 to be reimbursed for the previous year. In the event a teacher does not receive proof of National Board recertification by June 10, then the teacher will be eligible for reimbursement of National Board recertification fees the year immediately following the year in which the fees were incurred. The maximum number of hours per teacher applicable under this policy shall be the equivalent of six (6) semester hours or nine (9) quarter hours from June 1 through May 31.

The maximum annual contribution from the Board of Education under this provision shall be $35,000 per year.

Each teacher shall be eligible to be reimbursed for their expenditure incurred for renewing their licensure/BCI/FBI fees in the amount of up to three hundred dollars ($300) in a five (5) year period. FBI fees will only be paid if required by law in renewal cycle. Please note that license reimbursement will be distributed first before BCI/FBI fees and then tuition reimbursement. If the requested amount of tuition reimbursement exceeds the remaining pool after license/BCI/FBI reimbursement is distributed, then reimbursement will be dispersed equitably on a pro- rated basis. If the requested amount does not exceed the pool, then reimbursement will be dispersed equitably to those teachers who took more than six (6) semester or nine (9) quarter hours. Forms (copies of license renewal application and all receipts) are to be submitted to the Treasurer's Office by June 30 of renewal year in order to be considered for reimbursement by August 20. In order to be eligible to keep the full license/BCI/FBI reimbursement, a teacher must remain employed with the District for a period of one full calendar year following receipt of such reimbursement. Otherwise, the teacher will forfeit the amount of the

reimbursement back to the District at the time of departure.

By September 1, the Treasurer will share a digital financial report with the GFT President on the status of tuition reimbursement funds.

Beginning July 1, 2023, if a teacher resigns under own initiative from Greenon Schools within two years of payment for additional classes, one hundred percent (100%) of the tuition reimbursement monies paid to that teacher must be repaid to the Greenon Schools prior to the end of the teacher's employment. The two (2) year repayment period extends from the date of original payment. Should the teacher fail to make such payment the Board may attach and withhold any wages or salary due to the teacher for such repayment. It will be the Greenon School District's responsibility to collect said money, not the GFT. Special consideration to waive the requirement to repay Greenon Schools could be given by the Superintendent if a teacher has cause to leave the district beyond the control or intent of the teacher. (For example: spouse's relocation to another state). This provision does not include retirement, non-renewal, or termination.

O. Direct Deposit

All employees will be required to use direct deposit as method of payment.

P. Retirement Incentive

1. In addition to any severance pay to which a bargaining unit employee may be entitled under Article XIII, Section F, an employee who satisfies the eligibility criteria to retire under the rules and requirements as provided by Ohio Revised Code and any accompanying rules established by the State Teachers Retirement System during the 2023-2024 contract year Is entitled to a retirement Incentive equal to 8% of base pay (exclusive of any compensation under a supplemental contract) calculated on the basis of the employee's final year's salary. This is a one-time retirement incentive payable only upon the employees' first official date of retirement eligibility under STRS, and is only payable upon actual, approved retirement under STRS which shall occur within the same school year of the employee's first official date of retirement eligibility.

   In addition to any severance pay to which a bargaining unit employee may be entitled under Article XIII, Section F, an employee who satisfies the eligibility criteria to retire under the rules and requirements as provided by Ohio Revised Code and any accompanying rules established by the State Teachers Retirement System during the 2024- 2025 contract year is entitled to a retirement incentive equal to 4% of base pay (exclusive of any

compensation under a supplemental contract) calculated on the basis of the employee's final year's salary. This is a one-time retirement incentive payable only upon the employees' first official date of retirement eligibility under STRS, and is only payable upon actual, approved retirement under STRS which shall occur within the same school year of the employee's first official date of retirement eligibility.

This retirement incentive shall cease with the 2025-2026 school year.

2. A failure to satisfy all eligibility criteria under this Section will result in a forfeiture of any right to a benefit under this Section. An employee must retire the first time they meet the eligibility requirements or forfeit their opportunity under this section.

3. Payment to an eligible employee will be made in two (2) equal installments, the first of which will occur in the September immediately following the employee's retirement and the second of which will occur one (1) year later. An eligible employee may elect to wait and receive the full incentive the second September after their date of retirement. A one- time window was offered for all eligible employees (retirees).

Q. Latchkey

District latchkey program (grades K-6) will be made available to GFT bargaining unit members, free of charge, during such times when members participate in district leadership and/or committee roles that require teacher time before and/or after school. However, teachers must complete all necessary and required paperwork in order to utilize District latchkey program.

R. Resident Educator

1. Overview

The Resident Educator Program is a support program designed to provide for the needs of an individual in the first year of employment with a teaching contract. A mentor's purpose is to provide professional support, encouragement, and to enhance the skills of the Resident Educator.

2. Mentor Does Not Evaluate

The mentor teacher shall not have any responsibilities of evaluation of the Resident Educator. Mentors shall communicate directly with the Resident Educator. No mentor teacher shall participate in any informal

or formal evaluation of a Resident Educator nor make any recommendations regarding the continued employment of a Resident Educator.

3. Identification and Assignment of Mentors

   a. Currently employed fulltime by the Board of Education with three (3) consecutive years of successful teaching.
   b. Possess knowledge, skills, attitudes, and values deemed essential for becoming an effective mentor.
   c. Exhibit professionalism and a positive attitude towards the school system and its philosophy, goals, and objectives.
   d. Mentor and Resident Educator should have the same or closely related teaching certificate/license.
   e. Building principal will select mentors with consideration given to the above criteria along with completion of Pathwise Training, grade level assignments, and seniority.

4. Positions Shall Be Posted

   All positions of a mentor teacher shall be appointed by the building principals.

5. Timeline Guidelines

   Final documentation of Entry-Year Teacher and Mentor activities are to be submitted when practical.

6. Mentor Stipend

   The mentor teacher shall be compensated at the rate of $500 for one (1) Resident Educator Teacher or $1,000 for two (2) or more Resident Educator Teachers per year.

7. Program to Exist Year to Year Basis

   This program and filling of the positions exist on a year-to-year basis at the discretion of the Board.

8. Teacher Participation Not Mandatory

   No bargaining unit member shall be directed to participate in the program for the duration of the Contract.

S. Rehiring of Retired Teachers

1. This provision determines all changes to the collective bargaining agreement in effect between the parties as they relate to the rehiring of retired teachers in the district. (Note: the words "rehired" or "reemployed" as used in this section shall refer to any retired teacher under a state teacher retirement system who is hired into this district, whether previously an employee of the Greenon Local School District or any other school district.)

2. Teachers who have retired from STRS and are rehired by the Greenon Local Board of Education may be placed on Step 0 of their proper education classification and shall not advance at any time; even upon subsequent hire.

3. There shall be no guarantee of reemployment of any teacher in the district if the teacher retires or Is already retired.

4. To be eligible for reemployment, a retired teacher must have accepted severance pay, if eligible, and must have eliminated his/her sick leave upon retirement from his/her prior employment. Reemployed teachers may commence their reemployment with up to 15 days of accumulated sick leave if said days are carried forward from their prior employer.

5. A retired teacher may receive consideration for reemployment when the administration has determined that no other non-retired bargaining unit teachers are available or suitable for the position(s)available.

6. Reemployed teachers are not eligible to participate in any retirement incentive program nor are they eligible for severance pay.

7. Retirement is a break in service an all seniority attained by a retired teacher prior to his/her retirement reverts to zero. Reemployed teachers are not eligible to accumulate seniority.

8. Any retired teacher who is rehired shall be employed under a one-year limited contract, with notification to be given on or before June 1 if he/she is going to be reemployed by the district or if the contract will be non-renewed for the following year. Retired teachers who are rehired are not subject to the provisions of Ohio Revised Code Sections 3319.11, 3319.11.1, 3319.11.2, 3319.11.3, or 3319.08, and the decision of the Board is final with respect to the evaluation and non-renewal of reemployment contracts.

9. The reemployed teacher will not resume and is not eligible for continuing contract status during any period of reemployment with the District.

10. This provision of the Agreement and such salary and contract will not be

grievable under the grievance procedures of this Agreement nor through any claim of action filed before the State Employment Relations Board (SERB) or any court of law.

11. In the event that provisions of this section are rendered invalid by operation of law, or by decision or order of a tribunal of competent jurisdiction, either party may terminate the invalid or unlawful provisions of this section, by giving notice at least thirty (30) days prior to the effective date of such termination.

12. Non-retired teaching staff will have priority on all supplemental contracts.

13. The reemployed teacher shall be eligible for Board-paid health/medical insurance on the same terms and conditions as bargaining unit members under the terms of this Agreement provided the State Teachers' Retirement System (STRS) fails to offer such coverage.

ARTICLE XIV
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

The Greenon Federation of Teachers and the Greenon Board of Education have mutually established a Local Professional Development Committee as required by Ohio Senate Bill 230. Details of the Committee are found in the Appendix of this contract. Compensation for members of the Committee who are also members of the bargaining unit shall be based upon the hourly tutor rate per respective school year. Each LPDC member will complete a time sheet at the end of each LPDC meeting and give to the LPDC chair who will submit them to the treasurer's office for reimbursement. Any changes to this Committee shall be through negotiations and the mutual agreement of the Greenon Federation of Teachers and the Greenon Board of Education.

ARTICLE XV
SAVING CLAUSE AND DURATION OF AGREEMENT

This Agreement and the attachments thereto constitute all agreements that have been entered into by the parties and shall be effective on and after July 1, 2023, and shall expire at midnight on June 30, 2026.

Any of the provisions of this Agreement, which either party may wish to modify during the life of the contract, for any reason, shall be accomplished only by mutual agreement.

If any of the provisions of this Agreement become inconsistent to law, such provisions shall become null and void, but all remaining provisions shall remain in force and effect for the term of the Agreement. In such cases, the Board and the Federation shall meet to make all necessary changes to make the provisions comply with law.

IN WITNESS WHEREOF, the parties have executed duplicate originals of this Agreement on this 27 Day of September, 2023.

BOARD OF EDUCATION

Superintendent

Treasurer/CFO

Board President

OF TEACHERS

President, GFT

Committee Member

Committee Member

APPENDIX

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APPENDIX - FORMS

A copy of all forms referred to in the contract shall be attached as appendices to the Master Contract.

APPENDIX A

GREENON LOCAL SCHOOLS INTENT FORM 20____- 20____

The staffing plan for the 20___-20___school year is in the preliminary planning stages. To help complete the staffing plan for that school year, we need your input. Please complete the form below and submit it to your building principal on or before ___.

_____ _____

Name **School**

Subjects/grades certified to teach: _____

1. Are you planning to return to the Greenon Local School District next school year?
   _____ yes _____no _____undecided

2. I would like to have the same or a similar assignment for the next school year.
   _____yes _____no

   If no is marked, please list those teaching assignments that you would prefer.

_____

_____

3. I would like to be considered for the following vacancies that now exist or may exist prior to the opening of the next school year:

_____

_____

4. I would like to be considered for the following Supplemental (extracurricular and/or athletic) vacancies that now exist or may exist prior to the opening of the next school year:

_____

_____

- -

BUILDING PRINCIPALS:

Alphabetize all forms and submit to Superintendent by _____.

APPENDIX B

GREENON LOCAL SCHOOLS
GRIEVANCE FORM

Name: _____ Position: _____

Building or Job Location: _____

Appropriate Administrator: _____

Statement of grievance, specifying date of occurrence and negotiated agreement provision(s) allegedly violated: _____

_____

_____

Remedy sought: _____

_____

_____

Date filed: _____ Grievant's Signature: _____

STEP TWO: FORMAL RESPONSE: _____

_____

_____

Date: _____ Signature: _____

STEP THREE: I am appealing the decision rendered at Step Two because: _____

_____

_____

Date: _____ Grievant's Signature: _____

STEP THREE RESPONSE: _____

_____

_____

Date: _____ Signature: _____

SUBMIT IN TRIPLICATE: _____Grievant _____ Administrator _____ Association

APPENDIX C

GREENON LOCAL SCHOOLS TRAVEL LOG

Name: _____ Month: _____ Year: _____

Date	From	To	# of Miles	Purpose of Travel
			Total Miles Traveled	
			mileage rate	X
			Total Amount Due	

Approved by: _____ Date: _____

APPENDIX D

GREENON LOCAL SCHOOLS GUIDELINES FOR JOB SHARING ASSIGNMENT DETAILS

1. Contracts issued shall designate one-half (1/2) time employment at one-half (1/2) the teacher's salary based on his/her proper placement on the salary schedule.

2. One (1) unit member will be required to attend staff meetings. The other will be responsible for information disseminated as though he/she did attend.

3. The rights and responsibilities in the Master Agreement shall apply to both unit members except as modified by this section, Job Sharing.

4. Sick Leave and Personal Leave shall accumulate at one-half (1/2) the regular rate. A teacher absent for his/her half day of employment under any leave provision shall be charged with one-half (1/2) day of leave.

5. Payment for attendance incentive shall be one-half (1/2) the regular rate. Each half day of absence counts as a half day of absence for this purpose.

6. Seniority shall accumulate at one-half (1/2) rate and such unit member shall not lose seniority rights nor continuity of service.

7. At the end of a contract period both unit members shall have the right to return to the position held immediately prior to taking the Job Sharing position.

8. The two (2) teachers shall agree in advance on the division of insurance fringe benefits which aggregate cost to the Board shall not exceed the cost of the family plan for each insurance but may be less when one (1) or both teachers are entitled only to single coverage insurance. Each teacher may, at his/her option, pay the excess cost for insurance coverage beyond his/her share paid for by the Board.

9. The individual contracts for each teacher shall run to the end of the school year.

10. If one (1) or both teachers decide not to continue in the Job Sharing position after the end of the school year, he/she may be subject to the Reduction In Force provisions of this Agreement.

11. If one of the teachers in the Job Sharing position chooses to not continue in the position after the end of the school year, the Board shall attempt to fill the one-half (1/2) position with a teacher who agrees to share the assignment (these details of the assignment may have to be revised). If both teachers choose not to continue in the position after the end of the school year, the Board may decide to fill both positions or to discontinue the program.

12. At the end of the year of Job Sharing, the principal and teachers involved shall evaluate the program and make recommendations to the Superintendent and Federation for changes or modifications in the details of the assignment.

APPENDIX E

GREENON LOCAL SCHOOLS SICK LEAVE BANK REQUEST FORM

Name of individual needing the leave: _____

Name of individual making request: _____

Relationship to individual needing leave: _____

# of days needed: _____ # of accumulated sick leave days remaining: _____

Dates on which leave is to be used: _____

Reason for the need (Be specific): _____

_____

_____

_____

_____

I certify that the information stated above is true to the best of my knowledge.

_____

Signature of individual making the request Date

For Committee Use Only

Comments:

_____Approved _____Denied

APPENDIX F

GREENON LOCAL SCHOOLS SICK LEAVE BANK
NOTICE OF ACCEPTANCE/REJECTION

In the matter of the request of _____ for _____ days of leave from the sick leave bank, the Greenon Federation of Teachers (GFT) Executive Committee states the following:

1. The Committee _____Accepts _____Rejects the request.

2. The number of days to be available are all days contributed and needed not to exceed a maximum of _____days.

3. The dates on which leave days will be available are: _____

_____

If the Committee has "accepted" the request, this noticed must be signed by both the individual making the request and a member of the GFT Executive Committee, prior to such leave being available.

_____

Signature of individual making request Date

_____

Signature of a GFT Executive Committee Member Date

APPENDIX G

GREENON LOCAL SCHOOLS SICK LEAVE BANK DEPOSIT AUTHORIZATION FORM

Name: _____ Building: _____

Number of days given (Not to exceed five): _____

These days are to be used by _____ for approved leave.
Name of individual needing the leave

I understand that I am under no obligation to give these days and that I do so voluntarily. I also understand that these days will be used only for the person listed above and will be deducted from my accumulated sick leave, only if needed.

I authorize the number of days stated above to be deducted from my accumulated sick leave.

_____

Signature Date

APPENDIX H

GREENON LOCAL SCHOOLS

COMPOSITE RECORD OF SICK LEAVE BANK USE

This record is for leave, requested by: _____

The individual needing the leave: _____

Number of days approved: _____

Dates for which leave was approved: _____

Name of contributor	# of days contributed	# of days available and date notice was given to the District Treasurer					Actual days used & deducted
Totals							

APPENDIX I

GREENON LOCAL SCHOOLS GUIDELINES FOR INSURANCE NON-PARTICIPATION AND REIMBURSEMENT

Per Article G. Group Insurance, employees waiving participation in health insurance are eligible for an in lieu of provision:

$1,500 for non-participation in the family health insurance plan
$700 for non-participation in the single health

insurance plan The stipulations for receiving this

reimbursement are as follows:

1. Payment is made for non-participation for the entire school year. There will be no reimbursement for partial year additions and withdrawals.

2. Existing employees who wish to withdraw or remain withdrawn from their plan must withdraw AND complete the Waiver Form by September 30 of each year to receive reimbursement. He/She must maintain withdrawn status throughout the entire year.

3. Reimbursement will be made the second pay of June.

4. New employees will be given a form to sign waiving their negotiated right to insurance and can receive reimbursement. Existing employees must request (from your building secretary or the payroll office) and complete this same form if they wish to withdraw from the insurance before September 30 of the upcoming year.

Please call the Treasurer's Office if you have any questions.

APPENDIX J

GREENON LOCAL SCHOOLS WAIVER OF HOSPITALIZATION INSURANCE

For School Year: _____-_____

I, _____, waive my contract given right to Board provided medical insurance. I have withdrawn from or have remained withdrawn from the plan by September 30 of the above school year and will remain withdrawn at least through the following August 31.

I waive my entitlement to the SINGLE/FAMILY (circle one) hospitalization insurance plan. I understand, per the Master Agreement, I will receive on the second pay in June of the above school year (circle one of the below):

$1,500 for non-participation in the FAMILY hospitalization insurance plan

OR

$700 for non-participation in the SINGLE hospitalization insurance plan

Signed: _____Date: _____

Treasurer's Signature: _____

Superintendent's Signature: _____

Please return form to the Treasurer before September 30th

Payroll Office Use Only

Date Paid: _____ Amount:_____

APPENDIX K

GREENON LOCAL SCHOOLS
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)

In 1996, Ohio's General Assembly passed Senate Bill 230, authorizing the establishment of Local Professional Development Committees (LPDCs). Such committees were to be established in every Ohio school district and chartered nonpublic schools by September 1998. The purpose of the committees is to review the course work and other professional development activities proposed and completed by educators within the district to determine if the requirements for renewal of certificates or licenses have been met.

As required by the Ohio Revised Code (3319.22), the Greenon Board of Education has established the Greenon Local Professional Development Committee (Greenon LPDC). In doing so, the Board has specified:

- Only one (1) committee, the Greenon LPDC, shall be established as the Board's response to the requirements. That committee shall serve the complete Greenon District and all of its certificated/licensed employees.

- The Greenon LPDC shall consist of seven (7) members, four (4) of whom shall be teachers who are members of the Greenon Federation of Teachers (GFT) and three (3) of whom shall be administrators employed by the District.

- The GFT shall appoint the teacher members to the LPDC while the Board (or its designee) shall appoint the administrator members.

The Greenon LPDC shall have the authority to establish such rules, regulations, and operating procedures as its members deem necessary for effective and efficient execution of the committee's responsibilities as defined by law. Such authority extends to: determining the lengths of terms to be served by the members; establishing the frequency, time, and place of meetings; specifying the procedures for filling vacancies; dictating the procedure by which an educator can appeal a decision of the committee; and addressing other issues pertinent to the purposes, structure, procedures, and operation of the committee.

APPENDIX L

GREENON LOCAL SCHOOLS
AUTHORIZATION AGREEMENT FOR
DIRECT DEPOSIT PAYROLL

I, _____, hereby authorize the Greenon Local School District, hereinafter called DISTRICT, to initiate electronic entries into my account(s) indicated below, and the FINANCIAL INSTITUTION(s) named below to credit and/or debit the same to such account(s) (A maximum of 99 different accounts):

☐ Check here if you already direct deposit to the Credit Union and would like to continue at your present deduction (you may still direct deposit any remainder of your check below).

1. FINANCIAL INSTITUTION: _____

   CITY/STATE: _____ ROUTING #: _____

   ACCOUNT #: _____ Checking: _____ Savings: _____
   (Check ONE)

   ☐ Check here if entire check or SPECIFIC DOLLAR AMOUNT: $_____

2. FINANCIAL INSTITUTION: _____

   CITY/STATE: _____ ROUTING #: _____

   ACCOUNT #: _____ Checking: _____ Savings: _____
   (Check ONE)

   ☐ Check here if entire check or SPECIFIC DOLLAR AMOUNT: $_____

3. FINANCIAL INSTITUTION: _____

   CITY/STATE: _____ ROUTING #: _____

   ACCOUNT #: _____ Checking: _____ Savings: _____
   (Check ONE)

   ☐ Check here if entire check or SPECIFIC DOLLAR AMOUNT: $_____

This authority is to remain in full force and effect until the DISTRICT has received written notification from me of its termination in such time and in such manner as to afford the DISTRICT and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

Signed: _____ Date: _____

Employee Number: _____ Social Security Number: _____

APPENDIX M

GREENON LOCAL SCHOOLS
ADMINISTRATIVE FEEDBACK SURVEY

This instrument is to aid the staff in providing feedback to the building administration. It is to be given by the administrator and/or the administrator may request it to be given by a third party (classroom teacher, county office staff, etc.). The instrument shall be administered during a staff meeting with all completing the instrument on an individual basis.

The information received through the instrument is confidential and shall remain in the hands of the building administrator.

If there are areas one wishes to discuss with the building administrator(s), a conference

is encouraged. Name of Administrator_____

Building/Position: _____

E = Excellent G = Good A = Average F = Fair P = Poor U = Unable to Assess

What is your opinion concerning this administrator's:	RATING					
	E	G	A	F	P	U
1. **VERBAL FLUENCY:** (Does s/he express his/her ideas smoothly? Is s/he articulate?)						
2. **CONSIDERATION OF OTHERS:** (Is s/he patient, understanding, considerate, and courteous?)						
3. **ATTITUDE TOWARD HIS/HER JOB:** (Does s/he show interest and enthusiasm toward his/her work?)						
4. **TECHNICAL COMPETENCE**: (Does s/he have a thorough knowledge and understanding of his/her field?)						
5. **ACHIEVEMENT DRIVE:** (Does s/he have the initiative and persistence needed to accomplish meaningful goals?)						
6. **SUPPORTIVENESS:** (Does s/he support those responsible to him/her?)						
7. **FLEXIBILITY:** (Is s/he able to adjust rapidly to changes in plans or procedures?)						
8. **PERFORMANCE UNDER STRESS:** (How does s/he function under pressure?						
9. **OPENNESS:** (Does s/he consider divergent views?)						
10. **ENCOURAGEMENT OF STAFF PARTICIPATION:**						

(Does s/he involve staff in decision-making?)						
What is your opinion concerning this administrator's:	E	G	A	F	P	U
11. **ABILITY TO DELEGATE RESPONSIBILITY:** (Does s/he assign tasks to personnel capable of carrying them out?)						
12. **INNOVATIVENESS**: (Is s/he willing to try new approaches or methods?)						
13. **SUCCESS IN COMMUNICATING EXPECTATIONS** (Does s/he define and explain what is expected of staff members?)						
14. **FAIRNESS:** (Does s/he treat staff members in an unbiased and impartial manner?)						
15. **MAINTENANCE OF STAFF MORALE**: (Does s/he create a feeling of unity and enthusiasm among those in contact with him/her?)						
16. **MAINTENANCE OF STUDENT DISCIPLINE:** (Does s/he follow established procedures consistently and to completion?)						
17. **DECISION-MAKING ABILITY:** (Does the evidence indicate that s/he is able to make constructive decisions?)						
18. **EVALUATING ABILITY:** (To what extent does s/he objectively evaluate programs and practices?)						
19. **MANAGERIAL SKILL**: (Does s/he coordinate the efforts of those responsible to him/her so that the organization operates at peak efficiency?)						
20. **AWARENESS:** (To what extent is s/he conscious of the problems that exist on your level?)						
21. **SELF-CONTROL:** (Does s/he maintain control of his/her emotions when things are not going right?)						
22. **LEADERSHIP SKILL:** (Does the leadership result in the attainment of mutually accepted goals?)						
23. **DAILY SCHEDULE AND SPECIAL EVENTS**: (Does the administrator notify the staff about daily changes as soon as possible?)						
24. **AVAILABILITY OF ADMINSTRATOR**: (Is a procedure established to ensure communications between staff and administrator?)						
25. **LISTENING SKILLS:** (Does the administrator listen to						

my ideas and concerns?)						
26. **LEVEL OF SUPPORT**: (Does s/he give me the support in time and resources that I need to align classroom instruction to standards?)						

27. **PLEASE LIST WHAT YOU ESPECIALLY LIKE OR APPRECIATE ABOUT THIS ADMINISTRATOR:**

28. **PLEASE LIST SUGGESTIONS FOR IMPROVEMENT FOR THIS ADMINSTRATOR:**

29. **ARE THERE ANY GENERAL COMMENTS OR SUGGESTIONS YOU WOULD LIKE TO MAKE?**

APPENDIX N **GREENON LOCAL BOARD OF EDUCATION**

JOB DESCRIPTION Locator Index: 5.01

Date: _____

Incumbent: _____

Title: **5.01 Classroom Teacher**

Reports To: Principal, Local Superintendent

Employment Status: Full Time

FLSA Status: Non-Exempt

Qualifications:

1. Valid driver's license.
2. Appropriate State of Ohio teaching certification.
3. Demonstrates a sincere desire to aid all students.
4. Good health, high moral character, and good attendance records.

General Description: Helps students to learn subject matter and skills which will lead toward the fulfillment of their potential for intellectual, motional, and psychological growth. Directs and evaluates the learning experiences of the students in activities sponsored by the school.

Essential Functions:

1. Maintains records as required district policy; maintains professional ethics.
2. Establishes and maintains cooperative professional relationships.
3. Provides evidence of professional growth.
4. Models appropriate dress.
5. Provides guidance and counsel to the students which will promote their welfare and their proper educational development.
6. Administers the classroom and its program of organization and management. Discipline and control should be maintained at all times with those whom the teacher is charged with supervising.
7. Establishes and maintains cooperative relationships with parents through effective use of interim reports, report cards, and conferences.

8. Writes clear and usable plans.

9. Lesson plans indicate direction for instruction.

10. Lesson plans indicate implementation of courses of study.

11. Submits lesson plans on time.

12. Demonstrates knowledge of subject matter.

13. Be prompt in arriving in and dismissing a class in conformity with school schedules, as well as reporting promptly to school and to any meetings called. The teacher is not to leave school before the regular scheduled time unless permission is secured from the principal.

14. Presents clear, complete, and accurate explanations suitable to level of learners.

15. Approaches subject matter in a positive and enthusiastic manner; presents subject matter in a calm, self-confident, and poised manner.

16. Receives learners' questions comfortably and answers them clearly and completely.

17. Gives positive reinforcement to acceptable academic and social behavior.

18. Consistently confronts undesirable behavior with firmness and fairness.

19. Gives clear and concise instructions.

20. Begins and ends lessons on time.

21. Monitors student behavior and activities.

22. Shows respect and consideration for students, staff, parents, and so forth.

23. Cooperates with extended exceptional programs, i.e., DH, LD, STP, Small Group Instruction, and so forth; endeavors to make provisions for individual differences in students.

24. Presents objectives clearly.

25. Presents material relevant to the objective clearly and accurately.

26. Provides activities that will help learners meet the objectives.

27. Asks relevant questions throughout the lesson to check for understanding.

28. Asks questions of varying difficulty.

29. Encourages active student participation.

30. Periodically assesses student progress

31. Provides homework that is relevant to the learning objective.

32. Maintains accurate pupil accounting records and becomes familiar with the cumulative records of all students in classes.

33. Provides for the care and protection of district property.

34. Keeps an active record of texts, supplies, and equipment used in the classroom.

35. Fosters desirable school-community relationships.

36. Refers attendance, health, and psychological/emotional problems to principal and/or guidance counselor.

37. Assists in the selection of textbooks, equipment, and other instructional materials.

38. Accepts a share of responsibility for committees and co-curricular activities as assigned.

39. Attends county, district, and faculty meetings (seminars, conferences, workshops, and so forth) as adopted in the district's calendar unless excused by the principal.

Other Duties and Responsibilities:

1. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;

2. Helps instill in students the belief in and practice of ethical principles and democratic values; and

3. Conducts other duties related to the teacher's duties as assigned by the principal or local superintendent.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.

2. Occasional operation of a vehicle under inclement weather conditions.

3. Occasional interaction among unruly children.

GREENON LOCAL BOARD OF EDUCATION JOB DESCRIPTION

Title: 5.01 Classroom Teacher

****

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

_____ _____

(Local Superintendent or designee) (Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Greenon Local Board of Education Personnel Policy Manual.

_____ _____

(Signature) (Date)

Other Job Descriptions are available in the Greenon Local Board Office.

5705.412 Certificate of revenue required for school district expenditures

It is hereby certified that the **Greenon Local School District** has in effect the authorization to levy taxes including the renewal or replacement of existing levies which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide the operating revenues necessary to enable the district to maintain all personnel and programs for all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year, as follows:

(a) A certificate attached to an appropriation measure under this section shall cover only the fiscal year in which the appropriation measure is effective and shall not consider the renewal or replacement of an existing levy as the authority to levy taxes that are subject to appropriation in the current fiscal year unless the renewal or replacement levy has been approved by the electors and is subject to appropriation in the current fiscal year.

(b) A certificate attached, in accordance with this section, to any qualifying contract shall cover the term of the contract.

(c) A certificate attached under this section to a wage or salary schedule shall cover the term of the schedule.

If the board of education has not adopted a school calendar for the school year beginning on the first day of the fiscal year in which a certificate is required, the certificate attached to an appropriation measure shall include the number of days on which instruction was held in the preceding fiscal year and other certificates required under this section shall include that number of days for the fiscal year in which the certificate is required and any succeeding fiscal years that the certificate must cover.

Dennis Henry — 9/26/2023

Board President — Date

[signature] — 9/26/2023

Treasurer/CFO — Date