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MASTER AGREEMENT

BETWEEN

COVINGTON EXEMPTED VILLAGE SCHOOLS

AND THE

COVINGTON EDUCATION ASSOCIATION



AUGUST 1, 2023--- JULY 31, 2026

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PREAMBLE

The Board of Education of the Covington Exempted Village School District, hereinafter the “Board”, is charged with the responsibility of providing the most effective educational program possible with the resources of the district.

The Board recognizes that the development and operation of educational programs of the highest quality is a responsibility that requires cooperation between the Board, administrative staff, and professional staff.

The Association recognizes the Board as the elected representative of the people of Covington Exempted Village School District and as the employer of the certificated/licensed personnel of the District.

It is the purpose of this document to establish and describe a working relationship between the Board and the Covington Education Association, hereinafter the “Association”, an affiliate of the Ohio Education Association and the National Education Association, as representative of the professional staff.

ARTICLE 1 - RECOGNITION AND NEGOTIATIONS

1.1 RECOGNITION

A. The Board recognizes the Association as the exclusive representative through which the professional staff negotiates matters relating to salaries, fringe benefits, and other terms and conditions of employment.

B. Professional staff members includes classroom teachers, guidance counselors, special area teachers, speech pathologists, and other similar employees, certificated/licensed by the Ohio Department of Education, employed on a full-time, part-time, or hourly basis by the Board. Professional staff does not include aides or paraprofessionals.

C. Professional Staff Members will herein after be referred to as PSMs.

D. It also recognizes that the PSM retains his/her right to express his/her views to the Board. Individuals may present their views and recommendations to the Board at regularly scheduled meetings of the Board or in conference with the Superintendent or his/her designated representative.

1.2 NEGOTIATIONS

A. Either party desiring to negotiate a successor contract may, no sooner than February 1st and no later than May 1st, prior to the expiration date, serve on the other party and the State Employment Relations Board, a Notice to Negotiate.

B. The parties then will schedule within fifteen (15) days a future initial bargaining session to exchange proposals. The parties will schedule future meetings as necessary until either a settlement is reached or impasse is declared by either party.

C. Every effort will be made to jointly write press releases regarding the progress of negotiations.

D. In the event negotiations are not completed within sixty (60) days of the first meeting and no further progress can be made, either party may declare impasse. The parties will request a mediator from the Federal Mediation Conciliation Services (FMCS) whose rules and regulations will govern the mediation process. The cost of such mediation, if any, will be borne equally by the Board and the Association.

E. Unless terminated or amended by negotiations, these procedures and terms thereof governing its application and interpretation will remain in force so long as the Association is the duly recognized exclusive bargaining agent for the professional staff of the Board.

1.3 MANAGEMENT RIGHTS

The Association recognizes the Board as the locally elected body charged with the establishment of policy for public education in the Covington Exempted Village School District and as the employer of all personnel of the district. The Association further recognizes that the Board will have the responsibility for the management and control of all the schools in the district and is delegated with the responsibility of making the rules and regulations by which the district will be governed. The Association further recognizes that the Board has authority in matters concerning supervision, evaluation, suspension, discipline, layoff, termination, and hiring, and transfer/changes in assignment of all PSMs except as limited by this contract.

1.4 ASSOCIATION RIGHTS

The following sole and exclusive rights will be granted to the Association.

A. The Board will deduct from the PSM's salaries unified Association due, assessments and/or fees.

B. The members of the Association collectively (not each individual member) will be granted seven (7) paid days per year for Association activities if requested. Such leave may be used in one-half or full day increments.

C. The Association President will be provided with the Board's agenda, approved minutes, and any other documents at the same time the documents are available to the Board members. A draft of the meeting minutes will be available to the Association President with three (3) days of the meeting.

   1. Digital copies will be made available.

D. The Association will be permitted to make announcements at any staff meeting.

E. The Association will have access to wall space in each work room for Association purposes only, as well as employee mailboxes, inter-office mail and electronic communication consistent with the District's Acceptable Use Policy.

   1. Any Board postings relating to PSM's will be posted on the designated Association bulletin boards.

F. The Association may hold meetings with members at any time outside the student day, but during the teacher workday, twice each month. The Association will be allotted one (1) hour to meet with the membership on the first and last day of the work year.

G. The Board will pay the cost of producing and distributing the Agreement to all PSMs. The Association will receive ten (10) additional copies. Additional copies will be available at the Board's printing cost upon request. New hires will be provided a hard copy of the current Master Agreement at the orientation meeting or upon hire.

H. The Board will furnish the Association information related to its financial and educational operation. Such information will be provided to the Association within ten (10) calendar days of the receipt of the Association's request.

1.5 BOARD POLICY BOOK

A. The Board Policy will be available to all employees online at www.covington.k12.oh.us

B. The Association President will be provided with any subsequent amendments and additions no later than one (1) week after Board adoption. Any final, clean copies from NEOLA will be forwarded to the Association President upon receipt by the Superintendent.

ARTICLE 2 - PAYROLL DEDUCTIONS/CONTINUING MEMBERSHIP

2.1 DEDUCTIONS

A. Deductions will be provided without cost to PSMs for UEP (United Education Profession) dues. (CEA, WOEA, OEA, NEA)

B. Deductions of dues will be in eighteen (18) equal installments beginning with the first pay in October. Dues deducted each month will be forwarded to the Association Treasurer on the last payday in that month.

C. This authorization will continue in effect until such a time that said PSM gives written notice to the Association and to the Treasurer of the Board to discontinue such deductions or employment with the Board terminates.

D. A representative of the Association will have access at reasonable times to the record of authorizations and cancellations kept by the Treasurer.

E. The Association agrees to indemnify and save the Board harmless against any and all claims that may arise out of or by reason of action taken by the Board in reliance upon any authorization for dues deduction submitted by the Association.

2.2 PAYDAY PROCEDURE

A. Annual salaries for all PSMs will be distributed in twenty-four (24) equal installments paid on the 10th and 25th of each month through direct deposit.

B. If the 10th or 25th is on the weekend or banking holiday, direct deposit will be made on the 1st business day prior to that date.

2.3 SUPPLEMENTAL CONTRACT PAY PROCEDURES

A. PSMs having yearlong duties starting before the commencement of the school year will have the option of receiving supplemental payments in twenty-four (24) equal installments or one (1) lump sum payment with the regular pay checks.

C. To be eligible for the twenty-four (24) week option as set forth in paragraph A, the PSM must notify the Treasurer's office by August 10th in writing or payment will default one lump sum.

D. Lump sum payment to be made on the first pay period after the close of the PSM school year.

E. Seasonal athletic supplemental payments will be made in two (2) lump sum payments. The first will be made on a regularly scheduled payroll halfway through the regular season and the second and final payment will be made at the end of the regular season on a regularly scheduled payroll.

2.4 CEA OFFICER STIPENDS

A. Upon written request by the CEA to the board treasurer, CEA officer(s) will be paid an annual stipend by the board in the amounts provided by the CEA. The written request will include the name of the officer(s), and the gross dollar amount of the stipend.

B. CEA officer(s) will be paid in one (1) lump sum no later than April 10th.

C. The board will deduct/withhold all applicable federal, state, and city/local income taxes from said stipends.

D. The total cost of the STRS contribution for said amount will be deducted from the stipend amount.

E. The CEA will reimburse the board the entire gross amount for the stipends of all CEA officer(s), including the board's share of payments to STRS and Medicare no later than May 1st of the affected school year. A single payment will be made by check from the CEA treasurer to the board treasurer within five (5) work days upon having received a detailed accounting of the two (2) CEA officer(s) stipend disbursements.

2.5 MEMBERSHIP

A. PSMs will have from August 1st to August 31st each year to notify the Board if they wish to discontinue membership in the CEA.

B. The Association agrees to indemnify and hold the Board harmless for notifying PSMs of their rights under this section and for terminating the collection of dues at the request of the PSMs.

ARTICLE 3 – WORKING CONDITIONS

3.1 PERSONNEL FILES

A. Materials in the personnel file of a PSM must be job related.

B. Any personnel related file kept by the building administration, may be viewed by the PSM upon request.

C. A PSM will have the right to have access to their personnel file in the presence of the Superintendent or his/her designee. This access may occur at any time during the Board office's normal workday by making an appointment with the Superintendent or his/her designee providing it does not interfere with the PSM's assigned duties.

D. A PSM may request a copy of any and all materials in his/her personnel file. Costs associated with duplication of material will be borne by the employee.

E. Any PSM who disputes the accuracy, relevance, completeness or timeliness of material contained in his/her personnel file may request in writing to the Superintendent to conduct an investigation as to the validity of the claim. Any information which is found to be inaccurate or irrelevant will be removed from the PSM's file upon request of the PSM.

F. In addition, a PSM will have the right to respond in writing to any document in their personnel file, with the response to be included in the file.

G. Any non-anonymous document by a parent or any member of the public concerning a PSM will not be placed in their file prior to an investigation that substantiates the infraction.

H. No anonymous complaints, concerns, or documents, written or verbal, will be placed in the PSM's personnel file or used for discipline, evaluation, or become a matter of record in any way unless they involve a criminal act, and the complaint or concern is substantiated by an investigation.

I. The PSM will receive written notification prior to the placement of any disciplinary document in their personnel file.

3.2 WORK DAY

A. The required workday for full-time PSM's will be defined as follows:

1. Seven (7) hours forty (40) minutes in length, Monday through Friday.

2. Thirty (30) minutes of said day will be declared a duty-free, uninterrupted lunch period. Said thirty (30) minutes of work day will not be any part of a planning, preparation, or meeting time; nor will it cause an extension of the work day.

3. The start of the work day will begin no sooner than 7:25 am. Both parties agree that the first twenty-five (25) minutes of the work day will be reserved for non-instructional time.

B. Every effort will be made to schedule all PSM's lunch periods during student lunch periods.

1. Scheduled PSM lunch periods will not be scheduled more than one (1) period before or after student lunch periods.

C. The principal of each building will set the start time for the PSM workday and will provide notification of said time on or before August 3rd**.**

D. The start time for the PSM workday will only be altered, adjusted or modified by mutual agreement between the Board and the Association.

3.3 WORK YEAR

The professional staff member ("PSM") work year will be one hundred eighty-five (185) days.

3.4 PLANNING TIME

A minimum of two hundred (200) minutes per week planning time will be provided for all PSMs during the PSM work day. A pro-rata amount of planning time will be provided for all less than full-time PSMs and/or less than a full week of work. Only uninterrupted blocks of at least thirty (30) minutes will be counted as part of the two hundred (200) minutes. Planning time will be used for designing teacher work, evaluating student progress, conferencing and team planning. Certain events or occasions may impact a PSM's ability to have a minimum of two hundred (200) minutes of planning time consisting of minimum thirty (30) minute blocks of time. Supervision during assemblies will be the responsibility of the PSM in charge of those students at the time of that assembly. Celebrations may be scheduled at different times in order to preserve a PSM's planning time. The period when a PSM is not directly teaching or supervising students, for example, during music, art, and physical education, will be considered planning time for teachers.

3.5 INTERNAL SUBSTITUTION RATE

When any PSM serves during his/her preparation period for an absent PSM or provides intervention, the PSM so substituting will be paid at a rate of thirty dollars ($30) per class period or its equivalent.

3.6 EVALUATION PROCEDURE

Overview

The district will utilize the Ohio Teacher Evaluation System (OTES) version 2.0 adopted by the State Board of Education in 2018 as the foundation of the evaluation process. These standards provide the instructional staff and administration with a common language and set of skills to enable administration to successfully evaluate teachers.

A. Pursuant to Ohio Revised Code 3319.111, the Board of Education will have a standards based evaluation policy that conforms with the frameworks for evaluation of teachers developed under O.R.C. 3319.112

B. A district “Evaluation Committee”, EC (see Section 3.14) has been established for the purpose of advising what will be considered HQSD (as defined below), reviewing and adapting the implementation of OTES 2.0 and advising teachers on their professional growth plans. District evaluation procedures will be reviewed annually by the EC. It will recommend revisions and updates to the Board as needed.

FORMAL OBSERVATION AND CLASSROOM WALKTHROUGH SEQUENCE

A. All instructors who meet the definition of “teacher” under R.C. 3319.111 will be evaluated based on at least two (2) formal observations and classroom walkthroughs each school year, except as provided below. After each formal observation, a post-observation conference must be held.

B. A teacher who received a rating of “Accomplished” on his/her most recent evaluation may be evaluated once every three (3).

C. A teacher who received a rating of “Skilled” on his/her most recent evaluation may be evaluated once every two (2) years.

D. In any year that a teacher is not formally evaluated as a result of receiving a rating of “Accomplished” or “Skilled” on the teacher’s most recent evaluation, a credentialed evaluator will conduct at least one (1) observation of the teacher and hold at least one (1) conference with the teacher.

ASSESSMENT OF TEACHER PERFORMANCE

Teacher performance is evaluated during the 2 cycles of formal observation, along with walkthroughs and conferences. The certified OTES 2.0 evaluator utilizes the OTES 2.0 rubric when collecting evidence to assign a rating.

HIGH QUALITY STUDENT DATA (HQSD)

High Quality Student Data (HQSD) is used to guide instruction and meet student learning needs.

Teachers must use the data generated from the HQSD data instrument to:

1. Critically reflect on and analyze available data, using the information as part of an ongoing cycle of support for student learning.
2. Consider student learning needs and styles, identify strengths and weaknesses of an entire class, as well as individual students.
3. Inform and adapt instruction to meet student needs based upon the information gained from the data analysis.
4. Measure student learning and progress towards achieving state and local standards.

FINAL EVALUATION PROCEDURES

Evaluations will be completed by the credentialed evaluator by May 1 and each teacher will be provided a written report of the results of their evaluation by May 10. Written Notice of Nonrenewal will be provided by June 1.

PROFESSIONAL GROWTH PLANS AND PROFESSIONAL IMPROVEMENT PLANS

A. Based upon the results of the annual teacher evaluation, each teacher must develop either a professional growth plan or professional improvement plan as set forth in the Ohio Department of Education's framework and guidance.

B. Teachers rated ineffective on any section of the OTES 2.0 rubric will have an improvement plan developed by their credentialed evaluator. The Superintendent/designee assigns credentialed evaluators to teachers rated ineffective.

C. Teachers rated "Accomplished" are given the sole responsibility of developing their own professional growth plan. Teachers rated "Skilled" will develop their professional growth plan in consultation with their evaluator, as needed. Teachers rated "Developing" will develop a professional growth plan under the guidance of their evaluator.

PROFESSIONAL DEVELOPMENT PLAN

In accordance with the Ohio State Board of Education's statewide evaluation framework, the Board will adopt a specific plan for the allocation of financial resources to support the professional development of teachers covered by this article.

REMOVAL OF POORLY PERFORMING TEACHERS

A. A teacher who receives a final summative evaluation rating of "ineffective" for a period of two (2) years, whom has not met the criteria of the improvement plan based on the determination of his/her evaluator, and in consultation with the Superintendent, may be dismissed from employment. In addition, the Board may consider termination of a teacher for good and just cause under R.C. 3319.16 for persistently poor job performance.

B. Nothing herein will prevent the Board from exercising its rights to non-renew, terminate, or suspend a teaching contract as provided by law.

C. The evaluation system and procedures set forth herein will not create an expectation of continued employment for teachers on a limited contract that are evaluated per this article.

TEACHER EVALUATION POLICY

The Board retains its management right to evaluate unit members, including revising and amending the teacher evaluation policy, as the Board deems necessary. However, prior to the Board resolving to amend its teacher evaluation policy, any such amendments will be discussed by the evaluation committee. The evaluation committee, in turn, will make recommendations to the Superintendent on any proposed changes to the teacher evaluation policy.

FILING A REBUTTAL TO AN OTES 2.O EVALUATION

A teacher shall have the right to file a rebuttal to their evaluation and have it attached to their evaluation report and placed in the teacher's personnel file. Teachers also have a right to report any procedural errors committed by their evaluator during the evaluation to the Superintendent. Procedural errors do not include the specific summative rating, but may include: missing required reporting deadlines, lack of post-conferences, and/or failure to properly complete specific observations and/or walkthroughs. Teachers who have allegation of OTES procedural errors should notify the Superintendent by May 2 of the applicable school year in writing and a meeting will be scheduled with the teacher, evaluator, and

Superintendent within 48 hours of its submission to the Superintendent. This meeting will be conducted before the teacher's OTES rating is reported to ODE. The teacher may have representation during this meeting. Teachers may request that any procedural errors committed during the evaluation be reviewed by the evaluation committee after a meeting with the Superintendent and evaluator.

3.7 JOB DESCRIPTIONS

PSMs will be provided a written copy of his/her appropriate job description at the beginning of the school year in the PSM's handbook.

3.8 SCHOOL CALENDAR

A. The school calendar will be in accordance with the work day and work year provisions of this Agreement.

B. A calendar committee comprised of the Superintendent, Curriculum Director, Association President or designee and four (4) PSMs appointed by the Association President will meet to develop a calendar for the ensuing school year.

C. The Superintendent will tender a calendar recommended by the calendar committee to the Board.

D. The Board maintains sole authority to approve the school calendar.

E. Unless a change in the calendar is necessary to comply with Article 3.8(F), once the calendar is approved, there will be no change in the calendar without prior approval from the Association Executive Committee per Superintendent's request. The Superintendent will make the request through the Association President.

F. Established under ORC 3313.48 in 2013, the minimum number of hours of student instruction required for a single school year is as follow:

1. Grades 7-12 =>one thousand one (1,001) hours
2. All-day kindergarten and grades 1-6 => nine hundred ten (910) hours

G. Make-up days and hours will be completed as follows:

1. The first five (5) calamity days of the school year will not be made up. Beginning with the sixth calamity day, all days will be made up by the students and the PSMs.
2. The first three (3) calamity days past five (5) will be made up using electronic/blizzard bags. Blizzard bags are encouraged for students who are not required to take electronic devices home on a daily basis. Students who have a district-issued electronic device should participate in electronic-based tasks that are appropriate to the current educational material being presented by PSMs.
3. The Superintendent has the authority to determine make-up days after the first eight (8) calamity days.

4. Any previously approved extra-curricular school activity(s), field trips, other school sanctioned events or any PSM approved leave will be maintained without any charges nor reprisals against the PSM.

3.9 STUDENT TEACHER

A. No PSM will be assigned a student teacher without his/her consent. Student teacher supervision is not considered regular duty as covered by the negotiated Agreement of any PSM and will be a voluntarily accepted assignment.

B. Upon his/her request, the PSM considering the acceptance of student teacher supervision will be given the opportunity to review the contract between the Board and the student teacher's college and/or university. A copy of that contract will be provided at the PSM's request at no cost to the teacher.

3.10 PROGRESSIVE DISCIPLINE PROCEDURES

The Administration may take progressive disciplinary action against any PSM for conviction of a felony**,** or a misdemeanor, or for violations of Ohio law, or failure to comply with any provisions of this contract, or for violations of Board policy, or any reasonable rules and regulations adopted by the Board of Education that are of like nature. The PSM will be notified of his/her right to representation at each step. Such disciplinary action will be imposed as follows:

A. Step 1 - first offense – Record of warning to PSM in a conference with the principal. The date of this record of warning will be noted in the PSM's personnel file.

B. Step 2 - second offense - The offense will be reduced to writing by the principal. The written reprimand will be signed and dated by the PSM and principal. The PSM's signature will not indicate agreement with the reprimand's content, but shows only that the PSM has received a copy of the written reprimand. A copy of the written reprimand will be placed in the PSM's personnel file.

C. The records of a disciplinary action against a PSM may be considered in any subsequent disciplinary action. However, such records will be removed from all files if there has been no other formal investigation taken against the PSM for a period of seven (7) years. A disciplinary record may also be removed from the PSM's personnel file by mutual agreement between the PSM and the Superintendent.

D. Upon the initiative of the Superintendent for good and just cause shown, Steps 1, and 2 above may be suspended**,** and a PSM brought before the Superintendent directly for disciplinary action. The Superintendent may suspend a PSM without pay for a period not to exceed five (5) days. The PSM will be notified of his/her right to representation at each step.

E. Disciplinary action is subject to the grievance procedure as set forth in this Agreement. No PSM will be reprimanded or disciplined without just cause.

F. Nothing herein will preclude the Board of Education from instituting termination proceedings pursuant to Section 3319.16 and 3319.161 of the Ohio Revised Code at any time when, in the

sole and exclusive discretion of the Board, it is determined such action is warranted

3.11 SPECIAL EDUCATION

A. PSMs who have assigned to their class a student who has been identified as disabled under the Individuals with Disabilities Act (IDEA), may be part of the student's team which develops the student's Individualized Educational Plan (IEP)/504 Plan and have direct involvement into the student's IEP/504 Plan. Any necessary training, in-service programs, and/or professional assistance will be provided on release time or the PSM will be paid his/her hourly rate for the time involved. PSMs will not be required to perform custodial care (i.e. diapering) or to perform any medical procedures except first aid on a student.

B. Each PSM who is designated as an intervention specialist will be given two (2) days of release time during the school year to work on IEP's and related work. These days may be taken in half-day increments.

3.12 RESPONSE TO INTERVENTIONS

A. The goal of Covington's Response to Intervention Team (R.T.I.) is to provide a comprehensive, school based intervention in the areas of academic performance, student behavior, health, and school attendance.

Intervention will focus on identification and informal assessment of students experiencing attendance, academic, behavioral, and/or health problems. Individual action plans will emphasize prevention, the facilitation of supportive relationships and regular follow up support strategies. Students can be referred by PSMs, parents or other school staff.

B. R.T.I. meetings will only be scheduled by the school principals. R.T.I. Attendance forms (Addendum D) and subsequent documentation (i.e., intervention plans) will be completed and maintained by the person scheduling the R.T.I. meeting.

C. At the K-6 level there will be five (5) paid supplemental positions for R.T.I. (Addendum D). Each R.T.I. member will be given one-half (½) day release time per month to conduct R.T.I. business. Additional meetings may be held as needed before or after school. Payment of supplemental contracts will be issued according to Article2.3(D). Non-supplemental elementary PSMs required to attend a meeting before or after their regularly scheduled work hours will be paid according to Article 3.12(E).

D. At both the junior high and high school, PSMs attending an R.T.I. meeting before or after their regularly scheduled work hours will be paid according to Article 3.12(E).

E. The rate of pay for non-supplemental elementary PSMs and junior high or high school PSMs attending an R.T.I. meeting will be thirty dollars ($30) per meeting or until the total costs exceeds five thousand dollars ($5,000); and then the rate will be the number of meetings each PSM attends divided into the five thousand dollars ($5,000). Payment will be made by June 30th.

3.13 HEALTH AND SAFETY

A. Board Policy and Administrative Guidelines will address:

1. Environmental Health and Safety Issues
2. Control of Casual-Contact Communicable Diseases
3. Direct Contact Communicable Diseases
4. Substance Abuse
5. Employee Assistance Program
6. Drug-Free Workplace

3.14 EVALUATION COMMITTEE

A. The Association and the Board agree to establish a standing, joint Evaluation Committee (EC) for the purpose of maintaining and advising on the policy, procedure and process, including the evaluation instrument, for the evaluation of teachers and to regularly review the effectiveness of the policy, procedure and process, including the evaluation instrument, for the evaluation of teachers of the Covington Exempted Village School District.

B. Committee Composition

1. The EC will be comprised of five (5) Association representatives appointed by the Association President and five (5) members appointed by the Board or its designee. In addition, each party may appoint up to one (1) ad hoc non-voting member to assist and/or attend EC meetings.
2. EC members will be representative of elementary, junior high, secondary, and specialty areas (e.g., music, art, special education) within the district.

C. Operation

1. The EC will be chaired jointly by an EC member from the Association and an EC member chosen by the Board.
2. Members of the EC may receive training in all aspects of OTES, the state adopted evaluation framework, and the standards for the teaching profession prior to beginning their work.
3. The EC will establish by mutual agreement a meeting calendar, tasks for the EC to complete, and timelines for the completion of specific tasks.
4. Members of the EC may receive release time for committee work and training.
5. Minutes of meetings will be distributed to EC members, Association President and District Superintendent within five (5) working days following the meeting of the committee.
6. The EC will be authorized to utilize consultant(s) (examples include, but are not limited to, educational consultants, software consultants, credentialing trainers, etc.) As it deems appropriate. The cost, if any, will be borne by the Board.

D. Compensation

1. All CEA committee representatives will be compensated at the rate of thirty dollars ($30.00) per hour for participation in EC meetings occurring outside of the regular workday.

E. Committee Authority

1. The EC is responsible for jointly developing, reviewing and recommending the policy, procedure and process, including the evaluation instrument, for teacher evaluation.

2. The EC will not have the authority to negotiate wages, hours, or terms and conditions of employment.

3. If either party wishes to consider any change or revision to the evaluation procedure and/or content, including the evaluation instrument, during the term of this agreement, it will discuss the matter with the committee. If the discussion results in a recommendation by the EC to revise the evaluation procedure and/or content, including the evaluation instrument, said recommendation will be made to the Superintendent.

4. In the event of legislative action by the Ohio General Assembly that impacts in any way on this topic, the parties to this agreement will discuss this topic to determine whether adjustments are appropriate during the term of this agreement.

3.15 CLASS SIZE

The Board and the CEA recognize that the student-teacher ratio is an important part of effective and quality instruction. It is agreed that the number of students assigned to a teacher must reflect an efficient use of a teacher's time to develop and implement diversified, quality lessons to address the academic needs of his/her students and meet curricular standards.

It is further agreed that the building principals are responsible for the equitable distribution of teaching duties among staff members. During the second semester, the building principals will develop and convene an enrollment advisory committee to include five (5) CEA members - chosen by the CEA president, to review projected student-teacher ratios and teaching assignments for the succeeding school year.

The function of the enrollment advisory committee is to review and discuss enrollment data for the succeeding school year. This committee will serve in an advisory capacity to the Superintendent.

All reasonable efforts will be made to ensure that no grade level will experience consecutive years of large class sizes without assistance. Possible options to provide such assistance, at the discretion of the Superintendent, may include, but are not limited to:

- Aides at grade level, across grade level and/or individual classroom assistance
- Utilization of current staff (aides, Title I instructors, etc.)
- Additional teacher(s) hired

3.16 SCHOOL COUNSELOR EVALUATION

The Board of Education will utilize the Ohio school counselor evaluation rubric when evaluating school counselors. The Ohio School Counselor Evaluation Rubric ("evaluation rubric") consists of six standard areas which are based upon the *Ohio Standards for School Counselors* adopted by the Ohio State Board of Education in October 2015 and a seventh area focused on metric(s) of student outcomes.

Standard Areas

The evaluation rubric consists of indicators based on the *Ohio Standards for School Counselors.* The evaluation rubric describes four levels of school counselor performance for each standard area. The indicators under each standard area describe the knowledge, skills and competencies of school counselors at each performance level (ineffective, developing, skilled and accomplished). School counselors must demonstrate their ability in all six standard areas.

Standard 1: Comprehensive School Counseling Program Plan.

Standard 1 is based upon the following Ohio Standard for School Counselors: school counselors collaboratively envision a plan for a comprehensive school counseling program that is developmental, preventative and responsive, and in alignment with the school's goals and mission.

Standard 2: Direct Services for Academic Career and Social/Emotional Development.

Standard 2 is based upon the following *Ohio Standard for School Counselors*: school counselors develop a curriculum, offer individual student planning and deliver responsive services in order to assist students in developing and applying knowledge, skills and mindsets for academic, career and social/emotional development.

Standard 3: Indirect Services: Partnerships and Referrals.

Standard 3 is based upon the following *Ohio Standard for School Counselors:* school counselors collaborate and consult with school personnel, parents/guardians, community partners and agencies/organizations to coordinate support for all students.

Standard 4: Evaluation and Data.

Standard 4 is based upon the following *Ohio Standard for School Counselors:* school counselors collaboratively engage in a cycle of continuous improvements using data to identify needs, plan and implement programs, evaluate, impact and adjust accordingly.

Standard 5: Leadership and Advocacy.

Standard 5 is based upon the following *Ohio Standard for School Counselors:* school counselors lead school efforts and advocate for policies and practices that support an equitable, safe, inclusive and positive learning environment for all students.

Standard 6: Professional Responsibility, Knowledge and Growth.

Standard 6 is based upon the following *Ohio Standard for School Counselors:* school counselors adhere to the ethical standards of the profession, engage in ongoing professional learning and refine their work through reflection.

Metric(s) of Student Outcomes

The evaluation rubric describes four levels of school counselor performance for the metric(s) of student outcomes area. In this portion of the evaluation rubric the school counselor will provide data demonstrating a variety of professional responsibilities. Such responsibilities may include, but are not limited to, designing classroom interventions and academic accommodations, promoting career and college planning (e.g., job fair, college week, CCP), and providing peer support and individual counseling. Such responsibilities are intended to affect the students' skills, knowledge, well-being and behaviors. The school counselor must clearly demonstrate and provide evidence of planned, implemented programs with the goal of impacting student outcomes, encouraging academic success, fostering emotional well-being and supporting post-secondary aspirations.

The evaluator and school counselor will collaboratively pre-determine the metrics that they will utilize for this portion of the evaluation rubric at the beginning of the evaluation cycle. If/when appropriate, the evaluator and the school counselor will include metrics from the Board of Education's report card issued under Section 3302.03 of the Ohio Revised Code.

School Counselor Final Summative Rating

Using the evaluation rubric, the evaluator will determine the final summative rating for the school counselor: ineffective, developing, skilled or accomplished.

Evaluators

The evaluation of school counselors must be conducted by evaluators who are approved by the Board of Education and who have successfully completed the school counselor evaluation state training.

Evaluation Cycle

Except as otherwise provided for herein, school counselors will be evaluated annually. The annual evaluation process will consist of two formal observations that are each a minimum of thirty (30) minutes in duration and informal observations. Formal and informal observations must occur during times where non-confidential activities are scheduled so no breach in confidentiality occurs.

Skilled School Counselors.

The Board of Education will evaluate a school counselor who received a final summative rating of skilled on his/her most recent evaluation once every two (2) school years so long as the metric of student outcomes, for the most recent school year for which data is available, is skilled or higher on the evaluation rubric. During the year in which the school counselor is not fully evaluated, the Board will conduct at least one (1) observation and one (1) conference. The observation(s) must occur during a time(s) where non-confidential activities are scheduled so no breach in confidentiality occurs.

If the school counselor's metric of student outcomes, for the most recent school year for which data is available, is developing or ineffective, the school counselor will be fully evaluated in accordance with this agreement.

Accomplished School Counselors

The Board of Education will evaluate a school counselor who received a final summative rating of accomplished on his/her most recent evaluation once every three (3) school years so long as the metric of student outcomes for the most recent school year for which data is available, is skilled or higher on the evaluation rubric. During the year in which the school counselor is not fully evaluated, the Board of Education will conduct at least one (1) observation and one (1) conference. The observation(s) must occur during a time(s) where non-confidential activities are scheduled so no breach in confidentiality occurs.

If the school counselor's metric of student outcomes, for the most recent school year for which data is available, is developing or ineffective, the school counselor will be fully evaluated in accordance with this agreement.

Growth Plan/Improvement Plan

Beginning the 2017-2018 school year

A school counselor with a final summative rating of accomplished will develop a professional growth plan. A school counselor with a final summative rating of skilled will develop a professional growth plan collaboratively with his/her evaluator. A school counselor with a final summative rating of developing will develop a professional growth plan with his/her evaluator. The school counselor must obtain approval for his/her professional growth plan from his/her evaluator. A school counselor with a final summative rating of ineffective will develop an improvement plan with his/her evaluator. The evaluator directs development of the improvement plan. The school counselor must obtain approval for his/her improvement plan from his/her evaluator. A school counselor new to the field or new to the Board of Education will begin the school year on a professional growth plan. Notwithstanding anything in this agreement to the contrary, an evaluator has discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system and provide reasonable time and support.

Written Report

The evaluation will be completed by the first day of May and the school counselor will receive a written report of the results of the evaluation by the tenth day of May.

ARTICLE 4 - PROFESSIONAL STAFF MEMBER CONTRACT

4.1 LIMITED CONTRACTS

PSMs employed by the Board will be employed according to the following procedure:

A. PSMs new to the Board will be hired for one (1) year.

B. Upon re-employment after the first contract, the new contract will be for one (1) year.

C. Upon re-employment after the second contract of one (1) year, the new contract will be for not less than two (2) years.

D. In the instance of a teacher having performed on a less than satisfactory basis, the superintendent may recommend one (1) year limited contracts with specific improvement recommendations in lieu of a nonrenewal recommendation.

E. The Board of Education may at any time grant a continuing contract, provided service and certification/licensure requirements are met by the PSM.

F. The usual term of contracts for PSMs with continuous service in Covington will follow the sequence of one (1) year contract, one (1) year contract, and a two (2) year contract, thereafter, until eligible for a continuing contract.

G. A PSM who resigns or is non-renewed and who is subsequently rehired within twelve (12) calendar months will be eligible for multi-year contracts, subject to the provisions section "F" above.

H. A PSM who resigns or is non-renewed and who is subsequently rehired after twelve (12) calendar months have expired will not be eligible for multi-year contracts and will be treated as a PSM new to the system.

4.2 CONTINUING CONTRACT

Eligibility for continuing contract status is based on the following two factors: the teaching license or certificate held by the PSM and the length of teaching service within the District.

A. The licensure requirement is met if the PSM:

1. Holds a professional permanent or life certificate in any area of teaching under prior law,

   or

2. Holds a professional educator license that was initially issued prior to January 1, 2011 under the current law, plus either of the following:

   a. A Master’s degree was held at the time of initially receiving a certificate or license

      or

   b. If no Master’s degree was held at the time of initially receiving a certificate or license, thirty (30) graduate semester hours of coursework in the area of licensure

or in an area related to the teaching field since the initial issuance of the certificate or license.

3. For continuing contracts entered into for a teacher who was initially issued an educator license on or after January 1, 2011, said teacher must meet the following criteria to be eligible for continuing contract status:

   a. The teacher holds a professional educator license, senior professional educator license, or lead professional educator license issued under Section 3319.22 of the Ohio Revised Code.

   b. The teacher has held an educator license for at least seven (7) 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 (30) semester hours of coursework or equivalent in the area of licensure or in an area related to the teaching field since the initial issuance of that license;

      II. If the teacher held a master's degree at the time of initially receiving an educator's license, six (6) semester hours of coursework or equivalent in the area of licensure or in an area related to the teacher field since issuance of that license.

B. The service requirement for continuing contract status is met when the PSM has taught within the District for at least three (3) of the last five (5) years.

   1. If, however, a PSM has achieved continuing contract status in another district prior to their employment in this district, the Board may grant continuing contract status after the PSM's second year of employment in the district.

   2. Any PSM on a multi-year contract, who is eligible for a continuing contract during a term of that contract, may request consideration for continuing contract status in accordance with Ohio Revised Code, Section 3319.08.

C. PSMs will be recommended for a continuing contract when they become eligible, providing they furnish documentation of the completion of the eligibility requirement to the Superintendent not less than thirty (30) days prior to the date they wish to be considered. Any PSM, who is not recommended for a continuing contract when eligible, will receive written reasons directed at professional improvement of the PSM on or before April 30th from the Superintendent.

4.3 SUPPLEMENTAL CONTRACTS

A. The Board will enter into a supplemental written contract with each PSM who is to perform duties in addition to the PSM's regular teaching assignment. Such supplemental contracts will be one-year limited contracts and will set forth the PSM's duties and will specify the salary to be paid for this service. Supplemental contracts will automatically terminate at the end of each contract year.

B. PSMs having supplemental contracts for the current school year will, if known, be notified of their supplemental assignments for the following school year prior to June 30th.

C. Indexes for supplemental contracts can be found in Addendum B.

4.4 NON-RENEWAL

A. To the extent permitted by law, this article of the contract will supersede and replace section 3319.11 of the Ohio Revised Code. A PSM whose contract is non-renewed will only appeal such non-renewal under Article 8 of the grievance procedure of this agreement. It is agreed that the scope of review will be whether the Superintendent and/or his/her designee complied with Article 3.6 (evaluation procedure.)

B. The PSM will be afforded a conference with the Superintendent if requested.

ARTICLE 5 - CHANGE IN ASSIGNMENTS

5.1 SENIORITY

A. Definition:

Seniority will be defined as the length of continuous service in the Covington EVSD.

1. Seniority will not be interrupted by authorized paid leaves of absence, all time on disability retirement up to a maximum of five (5) years, all or when the PSM is receiving workers' compensation. During unpaid leaves of absence, seniority will be maintained, but will not accrue.

2. Fulltime PSM's shall receive one (1) year of seniority for each year worked and part-time employees, defined as contracted for less than one hundred eighty-five (185) days and/or less than seven (7) hours and forty (40) minutes per day, will receive prorated seniority.

3. A RIF will not contribute toward seniority. Seniority will be maintained, but not accrued during a layoff.

4. Seniority will be lost when a PSM resigns.

B. Names of all PSM's will be placed on a seniority list and posted no later than October 1st. The names will appear from the most senior to the least senior within areas of certification/licensure. Continuing contracts are more senior than limited. PSM's certified in more than one area shall be listed for all areas of certification/licensure. PSM's will have thirty (30) days after posting of the seniority list in which to advise the Board of inaccuracies. If any inaccuracies are reported and found to be substantiated, a new list will be made and re-posted.

1. If two or more PSMs have the same length of continuous service, seniority will be determined by:

   a. The date of the Board meeting at which the PSM was hired, followed by:

   b. The date the PSM signed his/her initial contract in the district, followed by:

   c. The date on which the PSM submitted the first completed job application. The Board will record the date the district receives job applications.

   d. Any ties remaining after (a), (b) and (c) will be broken by lot with an Association representative present.

5.2 DEFINITION OF VACANCY

A. A vacancy will be defined as:

1. the creation of a new certified/licensed position,

2. an existing certified/licensed position that is open due to the resignation, retirement, non-renewal, termination, transfer or death of a PSM, or

3. a grade level shift in student population that the Board decides to fill.

5.3 NOTIFICATION OF VACANCIES

A. During periods when school is in session, any and all vacancy notices will be emailed to all PSMs, as well as posted in the Office of the Board of Education, and will remain posted for a period of five (5) work days.

1. A vacancy notice will provide a complete description of the vacant position. The vacancy notice will include at a minimum**:** qualifications for the position, required training/certification, applicable salary/wage schedule, date of posting, and last date to apply, etc.

2. The vacancy will be filled as soon as practical after the posting of the vacancy.

B. During periods when school is not in session (i.e., extended non-teacher work days and summer break the Board Office will send notice of vacant positions to all PSM's via the OneCallNow phone calling system (or similar calling system). Which will allow them five (5) work days after receipt to express interest in the position. The Board Office will provide a copy of the phone log and vacancy posting to the Association President for each occurrence upon request**.**

5.4 NOTIFICATION OF CHANGE IN ASSIGNMENT

A. A PSM may request a change in assignment in writing to the Superintendent's Secretary on or before March 31st and/or in accordance with Article 5.2.

1. Requests for a change in assignment will be reviewed in terms of qualifications.

2. A PSM who is not granted a change in assignment will be given the reason(s) in writing. Requests for a change in assignment will not be unreasonably denied.

B. An involuntary change in assignment will be defined as: a change in assignment initiated by the Superintendent, or the appropriate member of his/her staff which will serve the best interests of the Covington EVSD.

1. The PSM will be consulted and the reasons for the change will be provided in writing prior to an involuntary change in assignment**.**

2. When a PSM's room or assignment is changed, the administration and the PSM will jointly be responsible for the move.

C. Prior to August 1st, PSMs will be given their tentative class and/or subject assignment and room assignment for the next school year. The tentative master schedule will be available for review at least ten (10) calendar days before the first day of school.

5.5 REDUCTION IN PROFESSIONAL STAFF

A. The Board may make a reasonable reduction, pursuant to Section O.R.C 3319.17 of the Ohio Revised Code.

B. A reduction in force (RIF) will have occurred when the Employer reduces, eliminates or fails to fill a bargaining unit position. A RIF will only occur for the following reasons:

1. By reason of a building, grade level or district-wide decrease in student enrollment from the previous year or years.

2. By reason of the return to duty of a regular teacher after a leave of absence.

3. Due to reasonable budgetary or financial reasons.

4. By reason of suspension of schools or territorial changes affecting the district.

C. When the Board determines it necessary to reduce the number of PSM positions, the following procedures will apply:

1. The number of PSMs affected by a reduction in force will be minimized by not employing replacements for employees who retire, resign, die or whose limited contracts are not renewed. No PSM's contract will be non-renewed for the purpose of reduction in force. Attrition alone may not be sufficient to accomplish necessary reductions.

2. Reductions needed beyond those available by attrition will be made by suspending contracts as follows:

   a. "Comparable Evaluations" are defined as certificated/licensed teachers with identical summative evaluation ratings on the most recent evaluation.

   b. Part-time and hourly members of the Association will be laid off before full-time Association members. The Superintendent's recommendations and the Board's decision regarding reductions will be based upon the results of the PSM's standards-based evaluation(s), if applicable, or the PSM's evaluation(s) if the PSM is not subject to OTES. In making his/her recommendation(s), the Superintendent will consider seniority as a "tie breaker" between PSM's who have comparable evaluations.

   c. In accordance with the recommendation of the Superintendent, the Board of education will suspend the contracts of teachers, within each teaching field affected, on limited or extended limited contracts prior to suspending the contracts of teachers on continuing contracts. Subject to this requirement, the Superintendent's recommendations and the Board's decisions regarding reductions will be based upon the results of the PSM's standards-based evaluations(s), if applicable, or the PSM's evaluation(s) if the PSM is not subject to OTES. In making his/her recommendation(s), the Superintendent will consider seniority as a "tie-breaker" between PSM's who have comparable evaluations.

   d. On a case-by-case basis, in lieu of suspending a contract in whole, the Board may suspend a contract in part, so that the PSM is required to work a percentage of the time he or she otherwise is required to work under his or her contract and receives a commensurate percentage of the full compensation he or she otherwise would receive under his or her contract, all teachers presented with the option of this partial contract will have the right of first refusal. Such refusal will not impact the teacher's full rights under the recall procedure, nor will they be subject to reprisals.

3. During the implementation of a RIF, no reassignment or transfer will occur that will cause a more senior PSM to be laid off before a less senior PSM.

4. The Superintendent will notify the Association President in writing not less than thirty (30) days prior to the date the RIF is to be implemented. The notification will include the reason/s for the RIF; the position/s to be reduced, eliminated, or not filled; the name/s of the employees to be affected; the date the Board intends to implement the RIF and the effective date of the RIF.

D. The names of any PSMs whose contracts are suspended in a reduction in force will be placed on a recall list. PSMs on limited or extended contracts will be placed on a recall list for up to thirty-six (36) months from the date of the reduction. PSMs on the recall list will have the following rights:

1. No new PSM will be employed by the Board while there are PSMs on the recall list who are certificated/licensed for the vacancy and have either (1) taught for at least one hundred twenty (120) days during the three (3) years preceding the reduction in the area of certification/licensure in which the vacancy exists, or (2) taken or will complete an academic refresher course in the area of certification/ licensure during the period he/she was on the recall list or during the first year of reassignment.

2. PSMs on the recall list will be recalled in order of seniority for vacancies in areas for which they are certificated/licensed provided they have either (1) taught in that area of certification/licensure for at least one hundred twenty (120) days during the three (3) years preceding the reduction, or (2) taken or will complete an academic refresher course in the area of certification/licensure during the period he/she was on the recall list or during the first year of reassignment. Continuing contract teachers will be rehired prior to limited or extended-limited contract teachers, subject to this requirement, the Superintendent's recommendation and the Board's rehiring decisions will be based upon the results of the laid-off individual's standards-based evaluation(s), if applicable, or the individual's evaluation(s) if the individual was not subject to OTES while in active status. In making rehiring recommendations, the Superintendent will consider seniority as a "tie-breaker" between individuals who have comparable evaluations.

3. If a vacancy occurs, the Board will send an announcement by certified mail to the last known address of all PSMs on the recall list. It is the PSM's responsibility to keep the Board informed of his/her current address. All PSMs are required to respond in writing to the district office within fifteen (15) calendar days from the date of certified mailing of the recall notice. Any PSM who fails to respond within fifteen (15) calendar days from the date of certified mailing of the recall notice, or who declines to accept the position, will forfeit their right to recall for that particular position only.

   If a PSM on the RIF list accepts or declines a part-time position, they will remain eligible for recall as described in Article 5.2(B). If a member misses the recall deadline, the PSM will move to the bottom of the list.

4. A PSM on the recall list will upon acceptance of the notification to resume active employment status, return to active employment status with the same seniority. A PSM on

the recall list who is employed and does not otherwise have group coverage available may continue to participate in those benefits which are provided to PSMs in active employment provided the PSM pays the group rates for such benefits, according to federal and state laws or regulations of the vendors supplying fringe benefits permit.

5. A PSM on the recall list retains the right to accumulate seniority credits in all areas of licensure and such will be honored upon return or rehire to the district.

6. Any additional certification or change in educational status will be recognized for recall

ARTICLE 6 - SALARY AND FRINGE BENEFITS

6.1 SALARY

A. The salaries for PSMs covered herein will be set forth in Addendum A, attached hereto and made a part hereof.

Wage increases

- 4.0% increase annual base effective August 1, 2023
- 3.0% increase annual base effective August 1, 2024
- 2.5% increase annual base effective August 1, 2025

LONGEVITY BONUS

During the 2023-24, 2024-25, and 2025-26 school years, PSMs with 13 to 35 years of service on the salary schedule will be paid a “Longevity Bonus” based on the following formula: years of service x $100, e.g., a PSM with 25 years of service will be paid a bonus of $2,500 (25 x $100). The Longevity Bonus will be paid to all eligible PSMs during the first of June payroll. The Longevity Bonus shall expire at the end of the 2025-26 school year and this section in the contract shall be vacated upon the expiration of this contract.

B. Each PSMs mandatory contribution to the State Teachers Retirement System of Ohio will be designated as a "pick-up." This salary reduction method will be in accordance with that permitted by Attorney General Opinion 82-097. It is understood that it is the responsibility of each individual PSM to make necessary adjustments in any other tax-sheltered annuities he/she has in order to be in compliance with IRS laws and regulations.

C. Compensation for part-time elementary PSMs will be prorated on a percentage basis of time required. Compensation for part-time secondary PSMs will be prorated on a percentage basis according to the class period required. All PSMs on a 0.50-time basis or greater will be granted proportionate planning and counseling time.

D. PSMs who have earned additional college credit which would entitle them to a higher salary classification must submit from the college/university an official college/university course transcript along with an email notification to the Superintendent or his/her designee. Notification of additional training prior to September 15th will result in advancement on the salary schedule which will be retroactive to the beginning of that school year. Notification of additional training prior to January 15th will result in advancement on the salary schedule which will be effective the beginning of the second semester of that school year.

6.2 INSURANCE

A. Hospitalization/Surgical/Major Medical

The Board will provide a hospitalization/surgical/major medical insurance plan for each PSM who desires it. The Board will provide a choice of two plans; a Preferred Provider Option (PPO) and a High Deductible Health Plan (HDHP)/Lumenos HSA PLAN.

High Deductible Health Plan: The Board will contribute eighty-six percent (86%) of the premium cost and the PSM will contribute fourteen percent (14%) during the 2023-2024 school year. The Board will contribute eighty-five percent (85%) of the premium cost and the PSM will contribute fifteen percent (15%) during the 2024-2025 school year. The Board will contribute eighty-four percent (84%) of the premium cost and the PSM will contribute sixteen percent (16%) during the 2025-2026 school year.

Board agrees to put into the HSA one thousand dollars ($1,000) for single coverage and two thousand dollars ($2,000) for employee plus one coverage, employee plus children coverage or family coverage annually for the contract period. If a PSM who receives such a contribution resigns or is terminated for good and just cause prior to the last day of the school year, he or she will be required to reimburse the Board the prorated amount.

Less than full-time PSM will be eligible to receive a pro-rated share of the Board's contribution of a full-time PSM.

PPO Plan: If a PSM elects coverage under the PPO plan, the Board will contribute an amount equal to the amount contributed by the Board toward a PSM's premium for the HDHP plus any annual HSA contribution based on the type of coverage elected by the PSM, i.e., single, employee plus one, employee plus children, or family.

The deductible for the PPO plan will be $200/$400. The out-of-pocket maximum will be $2,000/$4,000.

High Deductible Plan and PPO Plan:

In the event that the annual premium increases by more than ten percent (10%) in any year of the negotiated agreement, PSMs will be responsible for fifty percent (50%) of the increase above ten percent (10%). Example: Eighteen percent (18%) increase = PSMs are responsible for four percent (4%) of the increase.

The split in premium costs will be effective with the following two exceptions:

1. When PSM is covered under another policy, unless that coverage is totally individually purchased self-insurance or coverage from the PSM's dependent(s) under survivor benefits, any simultaneous coverage by the Board's plan will be at the sole expense of the PSM, except as required by law or court order.
2. When both spouses are employees of the Board, they will be enrolled for family coverage or two (2) single plans and the Board contribution will be one hundred percent (100%) of the applicable Board insurance premium.

If the PSM's spouse has medical insurance offered at their place of employment then said spouse is required to participate in that insurance plan. The employee's spouse is allowed to enroll in Covington's plan as secondary coverage.

B. Life Insurance:

The Board will select and pay premiums for a term life insurance policy with a face value of forty thousand dollars ($40,000) for each full-time PSM.

Each half-time or more, but less than full time, PSM will have a term life insurance policy with a face value of twenty thousand dollars ($20,000).

C. Dental Insurance:

The Board will provide a dental insurance plan for each eligible PSM who desires it.

The Board will pay the full premium cost of dental insurance.

Please refer to your individual policy for complete coverage and benefits.

D. Vision Insurance

The Board will provide a vision insurance plan for each eligible PSM who desires it.

The Board will pay the full premium cost of vision insurance.

E. Section 125 Flexible Benefits Program:

The Board will continue to implement a Section 125 Flexible Benefits Program for those PSMs covered under this Agreement. The Board will pick up the current administrative costs for said program.

F. PSMs who choose to opt out of medical benefits provided by the Board will receive an annual stipend of three thousand dollars ($3,000) if eligible for a family plan, one thousand dollars ($1,000) for a single plan. Payment will be made by September 15th of the following year. To be eligible for the stipend, the employee must not take the health insurance from September 1st through August 31st each year. Less than full-time PSMs will be eligible to receive a pro-rated share of the stipend.

6.3 SEVERANCE PAY

A. PSMs with at least ten (10) years of service to the Board at the time of their retirement from the Covington Schools, or death while an employee of the Board, will receive payment based on the PSM's rate of pay at retirement or death for one-fourth (1/4) of the PSM's accrued but unused sick leave up to a maximum of seventy (70) days. The maximum amount of accrued sick leave is two hundred eighty (280) days.

B. In case of retirement, such payment will not be made immediately at the time of a PSM's resignation. Payment will not be made until the PSM officially retires and has an application for retirement approved by the State Teachers Retirement System. Payment will not be made while the PSM is still receiving regular paychecks. Conversion of sick leave upon retirement will eliminate all sick leave credit accrued by the PSM.

Only those PSMs whose effective date of retirement with the State Teachers Retirement System or the School Employees Retirement System is no later than ninety (90) calendar days after their final day of paid service with the Covington Exempted Village Schools shall be eligible to be paid such severance pay.

C. In the event of death while a PSM, payment will not be made until a certified copy of the death certificate is filed in the Board of Education office. Payment will be made to the predetermined beneficiary, or to the PSM's estate.

6.4 MILEAGE

If a PSM uses his/her vehicle for authorized school business, and he/she submits the proper documentation, the Board of Education will reimburse the PSM at the IRS rate in effect at the time of travel.

6.5 COURSEWORK REIMBURSEMENT

A Coursework Reimbursement Program will be made available to all PSMs. Tuition is defined as cost per semester hour. The school district will set aside twenty-five thousand dollars ($25,000) to fund the Coursework Reimbursement Program with a maximum of twelve (12) semester hours per year per PSM.

Procedure:

A. Applications must be pre-approved by the Superintendent or designee before the first-class session is held. The Superintendent's approval is final.

B. Transcripts must be submitted indicating successful completion with a minimum grade of "B-" for each class or a pass in a pass/fail course.

C. The PSM must be currently employed by Covington Exempted Village School District at the time of reimbursement.

D. Coursework reimbursement will be granted from graduate courses in educational methods, areas of instruction, or curriculum, or educationally related fields, or as approved by the CPDC certified/licensed renewal or upgrade.

E. Reimbursement will be for seventy-five percent (75%) of the semester hour cost not to exceed three hundred fifty dollars ($350) per semester hour. If the annual reimbursement during the reimbursement year is less then twenty-five thousand dollars ($25,000), the difference will be paid to the PSMs on a proportional basis in accordance with the semester hours taken during the reimbursement year. For example, if $20,000 is reimbursed during the reimbursement year, the $5,000 balance will be divided by the number of approved semester hours and distributed equally on a per semester hour basis.

   If the total aggregate cost of the authorized number of semester credit hours submitted by licensed staff in one year exceeds the maximum limit during the term of this contract, the hourly reimbursement rate will be adjusted and prorated by dividing the maximum limit by the total aggregate number of hours submitted. The result of this calculation will be the adjusted reimbursement rate.

F. Reimbursement will not exceed actual tuition expenses of the PSM.

G. Part-time PSMs will be reimbursed at a rate of fifty percent (50%) of the full-time PSM’s rate.

Timelines:

1. Reimbursement year is from August 1st through July31st.

2. An official transcript is due by November 30th following the reimbursement year.
3. Reimbursement for tuition will be paid by the second Friday in December.
4. Reimbursement will be paid on the number of semester hours successfully completed.

6.6 CRIMINAL BACKGROUND CHECKS

The Board will reimburse all costs for background checks that professional staff must complete to remain employable by the district in compliance with Ohio law.

6.7 EARLY NOFICATION OF RESIGNATION OR RETIREMENT INCENTIVE

A PSM who submits a binding letter of resignation to the Board on or before October 1st of the year in which the PSM resigns or retires will receive a four hundred dollar ($400) incentive payment. A PSM who submits a binding letter of resignation to the Board on or before February 1st of the year in which the PSM resigns or retires will receive a two hundred fifty dollar ($250) incentive payment. In order to receive an incentive payment under this section, the PSM must submit a binding letter of resignation on or before the date specified herein effective on the last day of school of the year in which the PSM resigns or retires.

Payment for this early notification bonus will be added to the PSM's regular paycheck and made on or before June 30th of the year of resignation or retirement.

ARTICLE 7 - LEAVES

All authority to grant leaves of absence, both with pay and without pay, is granted by the Ohio Revised Code,

7.1 LEAVE OF ABSENCE WITH PAY

Under conditions hereinafter specified, PSMs of the Board will be granted leaves of absence with pay. The following amounts of days are hereby set aside for illness and for personal leaves of absence with pay in accordance with the following categories:

A. Sick Leave:

1. There will be one and one-quarter (1 1/4) days of sick leave per month, credited at the end of each month, a total of fifteen (15) days per contract year, for PSMs. The sick leave will be cumulative to two hundred eighty (280) days.

2. Each PSM with less than five (5) days of cumulative sick leave at the beginning of a school year will be credited with five (5) days in advance. Sick leave beyond the five (5) days advanced will not be credited until the advance is made up and further sick leave earned.

3. A PSM may use a part or all of the accumulated sick leave up to two hundred eighty (280) days. After any period of approved absence as described in the sick leave policy, the leave can again be accumulated to the maximum of two hundred eighty (280) days of regular attendance. The primary purpose of the sick leave policy is to protect a PSM against loss of pay because of a personal illness.

   A certificate, from the Administrative Officer where the PSM was last employed, certifying the number of days of accumulated sick leave on a full day basis of employment, will be presented to the treasurer prior to September 15th.

   A maximum of ten (10) days of the accumulated sick leave may be used for death of spouse or child.

   A maximum of five (5) days of accumulated sick leave may be used without loss of pay for a death in the family. Family will include spouse, parents of PSM or spouse, children and their wives or husbands, grandparents, grandchildren, stepchildren, siblings, any dependent, or anyone living in the same household. Any special circumstances not covered above must be approved by the Superintendent.

   A maximum of one (1) day of accumulated sick leave may be used without loss of pay for the death of a brother/sister-in-law, aunts, or uncles.

   PSMs may use sick leave for absence due to illness, injury, incapacitation due to pregnancy, exposure to contagious disease which could be communicated to other employees if recommended in a written statement by a physician, and illness in the PSM's immediate family that requires the PSM's care. Immediate family will include spouse, parents of PSM, minor children, minor stepchildren, any dependent, or anyone living in

the same household. Any special circumstances not covered above must be approved by the Superintendent.

4. A PSM missing more time than that covered by his accumulated sick leave for approved reasons or any other reason will have salary deductions made in accordance with the following formula:

   For a nine (9) month term of employment for PSMs (base salary divided by one hundred eighty-five (185) days) for extended service (base salary plus salary for extended service divided by the actual days of service); for PSMs working ten (10) months the divisor will be two hundred five (205) days.

5. Upon returning from sick leave, PSMs must file a leave request using the employee kiosk**.**

6. Sick leave may be taken in quarter-day, half-day or full-day increments.

7. PSMs may be required to obtain a doctor's note after three (3) consecutive sick days.

8. All efforts should be made to schedule routine, non-emergency doctor's appointments during non-working hours.

9. Falsification of sick leave may be viewed as falsification of records and my result in disciplinary action up to and including termination.

10. The Superintendent may allow PSMs to donate up to two (2) sick leave days to a specific PSM to be used during extreme circumstances. For an employee to be eligible to receive donated sick leave days, the employee must have exhausted his/her available sick leave balance. The Superintendent's decision is final. Association President will be notified of the amount of days requested without the name of the recipient.

B. Unrestricted Personal Leave:

The Board of Education recognizes the need for personal leave due to emergencies or personal business, which cannot be handled outside of the normal workday.

1. Personal Leave not to exceed three (3) days per school year, shall be granted all PSMs covered hereunder.

2. Personal Leave requests will be directed to the building principal a minimum of three (3) days in advance, on the employee kiosk.

3. Personal Leave will not be granted to more than six (6) PSMs per day.

4. Personal Leave may be taken in half-day periods but each use must be for at least a half-day duration.

5. Personal Leave may be granted PSMs employed less than full time in proportion to their employment status.

6. Personal Leave will not be cumulative from year to year.

7. Emergencies that do not permit the three-day notice may be approved by the building principal.

8. PSMs having unused personal days at the end of the school year, may choose to transfer one unused personal leave day into their accumulated sick leave balance. The PSM must notify the treasurer of their request to transfer a day no later than May 31st of the applicable school year.

9. Personal Leave will not be granted for days on which a regularly scheduled district meeting has been called,

   days immediately following or preceding a holiday or vacation, or during the first or last week of the school year. Unusual circumstances may be considered at the discretion of the superintendent.

Attendance Bonus:

PSM who are absent for two (2) or less cumulative workdays during a semester will be awarded a four-hundred dollar ($400) bonus. Sick leave, personal leave and any unpaid leave will be counted as an absence for purposes of the attendance bonus.

C. Assault Leave:

For the purposes of this agreement, “assault” is defined as an aggressive physical and/or verbal attach with the intent to do bodily and/or emotional harm to another which has a serious impact on the targeted individual. Such harm my include, but not limited to bodily injury, emotional and/or psychological trauma.

Any service-connected case of assault on a PSM occurring on the school premises or during a school sponsored function will be reported immediately to the principal or other administrator in charge who will initiate an investigation of the incident not later than twenty-four (24) hours after receipt of the report. When such an assault results in absence from duty for medical reasons, such absence will be at no loss in pay and will not be chargeable to sick leave, to a maximum of fifteen (15) days per PSM each school year. A police report of the assault must be filed by the targeted PSM within 48 hours. Resulting in an investigation by the police.

Medical verification will be furnished to the Superintendent for all such absences requiring more than five (5) days leave. The Board will have the right to require a medical examination by a physician of its choice after the PSM has been absent for five (5) school days per occurrence. In such event, the Board will pay the full costs of the examination.

Absences due to court appearances resulting from an assault will be chargeable as assault leave and not chargeable against accumulated sick leave.

If a PSM is required to be absent from school because of court appearances resulting from an assault the assault leave exceeds fifteen (15) days during that school year, additional days, equivalent to the number of days used for court appearances will be granted to that PSM.

In all circumstance of having been assaulted, the PSM agrees to cooperate fully with police and the administration on any investigation of an alleged assault upon a member unless otherwise advised by his/her legal counsel.

D. Leave for Jury Duty:

In accordance with Section 3313.211 of the Ohio Revised Code, a PSM who is absent from school

for jury duty will receive their regular per diem compensation for each day of service. The PSM will sign over to the Board Treasurer their jury check.

In case of absence from duty in response to a subpoena in a case in court or an administrative hearing in which the PSM is not a party or in the case of absence from duty because the PSM is a defendant in a civil action arising out of a performance of the PSM's teaching duty, there will be deducted from the salary, the amount and only the amount of any witness fee or other compensation, exclusive of any reimbursement paid specifically for expenses incurred.

E. Professional Leave

At the discretion of the Superintendent, professional leave days may be granted for the purpose of attending school-sponsored meetings/events in connection with extra curricular or instructional activities.

Any staff member wishing to attend a conference, meeting or convention related to their professional development may be absent with pay upon approval of the Superintendent/designee.

Any staff member, upon approval of the Superintendent/designee, may be absent without loss of pay, for the purpose of studying the program or facilities in another school district or institution. The program or facilities to be observed in another school district shall be related to the professional growth of the PSM.

7.2 LEAVES OF ABSENCE WITHOUT PAY

Requests for leaves of absence without pay will be submitted to the employee kiosk. A PSM returning from an authorized leave of absence without pay will be placed on the appropriate salary step. A PSM will not receive an experience increase for a leave of absence. All leaves of absence without pay will in no event end sooner than the period of time granted without specific written approval by the Superintendent. Fringe benefits may be maintained during any of the approved leaves of absences described below at the expense of the PSM requesting leave, and only if federal and state laws or regulations of the vendors supplying fringe benefits permit.

A. Ill Health:

1. A written application for leave of absence for ill health must be accompanied by a statement from the attending physician recommending that a leave of absence be granted, and for how long.

2. Such request for leave of absence will be granted for not less than one semester**,** when possible**,** nor more than one school year. The leave may be renewed, but in no event will a leave extend for more than one (1) academic year. The request for extension of leave for personal illness will be accompanied by a doctor's statement recommending such an extension.

3. If an PSM is unable to perform satisfactorily the duties of his/her position because of a physical or other disability, or the PSM has been absent due to personal illness for a continuous period of thirty (30) days following the expiration of sick leave, the Superintendent may recommend, without the request of the PSM, a leave of absence for a part of the school year, and renewals thereof.

B. Maternity Leave:

The Board may grant a leave of absence, in accordance with state and federal law, without pay, for reason of pregnancy, to any PSM, upon written request for such leave. Application for maternity leave will be filed at least ninety (90) days prior to the requested leave starting date unless there is an emergency situation. A leave of absence for maternity will not be extended beyond the current school year in which it is given and in which childbirth takes place.

C. Military Leave:

1. Military leave of absence will be granted to any PSM who is drafted or recalled to active duty with any branch of the armed services of the United States.

2. A PSM returning from military service will be returned to a position comparable to that held before leave and given full credit on the salary schedule for such service.

3. Voluntary re-enlistment immediately terminates military leave granted by the Board of Education.

D. Deduct Days

In the event a PSM must be absent for reasons other than those stated in this agreement, the PSM may be allowed days without pay at the discretion of the Superintendent. Deduct Days must be requested ten (10) school days in advance, or as soon as practical for emergencies.

7.3 FAMILY AND MEDICAL LEAVE

The parties to this agreement will have whatever rights, duties, discretion, and responsibilities as are set forth in the Family Medical Leave Act as is or may be amended, which are summarized below:

1. PSMs are eligible for FMLA leave if they have worked for the Board for at least twelve (12) months and for twelve hundred and fifty (1,250) hours during the twelve (12) months immediately preceding any requested leave. Eligible PSMs may request up to twelve (12) weeks of unpaid FMLA leave during any continuous 12-month period for the following reasons:

    a. To care for the PSM's child after birth or placement for adoption or foster care;

    b. To care for the PSM's spouse, child, or parent with a serious health condition;

    c. For any qualifying exigency, as defined by the Secretary of Labor, arising out of the fact that a spouse, son, daughter, or parent of the PSM is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces (including the National Guard or reserves) in support of a contingency operation, including any deployment to a foreign country; or

    d. For a serious health condition that makes the PSM unable to perform his or her job. Eligible PSMS may request up to twenty-six (26) weeks of unpaid FMLA leave during any single 12-month period to care for a spouse, son, daughter, parent, or next of kin who is a member or former member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment,

recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, within five (5) years of such member's or former member's active military service.

For purposed of this policy, a "single 12-month period" as used in the preceding sentence shall commence on the first day the eligible employee takes military family leave.

2. To the extent that provisions of the FMLA are covered by paid leave provisions of this agreement, the twelve (12) weeks of leave and benefit coverage to which a PSM is entitled under the FMLA will run concurrently with existing paid leave benefits.

3. Intermittent Leave under the FMLA may only be taken by the half-day or full-day when medically necessary. The PSM will attempt to schedule medical procedures so as not to interrupt their work unnecessarily.

4. The Board will continue to pay the Board's contribution to the current medical insurance plan for the PSM while they are on leave under FMLA.

5. The Board will return the PSM taking leave under FMLA to the same or similar position he/she occupied prior to the leave.

ARTICLE 8 - GRIEVANCE PROCEDURE

8.1 PURPOSE

The purpose of this procedure is to provide a way for the Board**,** and its PSMs to reach solutions to problems that may occur between them. Good morale is maintained, effective job performance is enhanced, and the citizens of the community are better served when sincere efforts of the employer**,** and PSM are exerted toward constructive solutions to problems that may arise. It is the intent of this Article to provide in a simple, straight forward, and easily understood way for the solution to problems at the lowest possible administrative level as fairly**,** and as expeditiously as possible.

8.2 DEFINITION

A. Grievance - A claim by a PSM or group of PSMs of a violation, a misapplication or a misinterpretation of the terms of the collective bargaining agreement between parties, specifying that which is claimed to be violated and the specifics of such violation. The term "grievance" will not apply to any matter for which (1) the method of review is prescribed by law or (2) the Board of Education is without authority to act.

B. PSM -- Any person employed by the Board to perform services, either full or part-time.

C. Grievant -- The PSM, PSMs or Covington Education Association on behalf of its member(s) filing the grievance.

D. Days -- Working days exclusive of Saturday, Sunday, or official holiday.

E. Immediate Administrator -- That PSM possessing that degree of administrative authority next in rank above the grievant.

F. Parties of Interest -- Any person or group of persons involved in the processing of the grievance.

8.3 GENERAL PROVISIONS

A. A grievant must appear on his own behalf and may be represented by an Association representative of his/her choice at any and all levels of the Grievance Procedure herein described.

B. The party of interest receiving the grievance may be represented as herein described.

C. No reprisals of any kind will be taken by any participant in the grievance procedure by reason of such participation.

D. All decisions rendered at all levels of the procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest.

E. Forms for filing grievances will be made available upon request to facilitate operation of the procedure.

F. All meetings and hearings will be conducted in private, except at Step III which may be open or closed at the option of the grievant.

G. Grievance should be processed in a manner that does not interfere with the normal operation of the schools.

H. No record, document, or communication concerning a grievance will be placed in the personnel file of any participants involved in the procedure herein described.

8.4 TIME LIMITS

A. The number of days indicated at each step is considered a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.

B. If a PSM does not file a grievance in writing within fifteen (15) days after he/she knows or should have known of the act or conditions on which the grievance is based, then the grievance will be considered waived.

C. If a decision on a grievance is not appealed within the time limits specified at any step of the procedure, the grievance will be deemed settled on the basis of the disposition at that step and further appeal will be barred.

D. Failure to communicate, at any step of these procedures, the decision of a grievance within the specified time limits will permit the grievant to proceed to the next step.

E. All notices of hearings and dispositions of grievances will be dated, signed, and hand delivered to the grievant.

F. In the event a grievance is filed after May 15th of a school year and strict adherence to the time limits may result in hardship to any party, all parties will use their best efforts to process such grievances prior to the end of the school year or as soon thereafter as possible.

G. All other grievances submitted after May 15th of a school year will be processed at a time mutually agreeable to by the parties in interest, but no later than the beginning of the next school term.

8.5 PROCEDURE

Step I An informal meeting between both parties will be held in an attempt to resolve the issue. If the issue is not resolved in the informal meeting, then the grievance will proceed to the next level. If the immediate supervisor does not have the authority to grant the relief sought, the matter will be submitted in writing to the Superintendent at Step III.

Step II The grievant will present a formal claim by submitting a completed Grievance Report Form, Step II, which form is set forth in Addendum C. Copies of the form showing the date of the occurrence, a statement of the nature of the grievance and provisions of policies/or rules allegedly violated, and the relief sought will be submitted by the grievant to the immediate supervisor and the Association President or designee. Within ten (10) days of receipt of the Grievance Report Form, the immediate supervisor will meet with the grievant and the grievant's chosen employee representative in an effort to resolve the grievance.

The immediate supervisor will have the right to be represented at this meeting by a system employee of the supervisor's choosing, excluding persons who may be involved in subsequent steps of the Grievance Procedure and any other bargaining unit member.

The immediate supervisor will indicate his disposition of the grievance within five (5) school days after such meeting by completing Step II of the Grievance Report Form (Addendum C) and submitting copies of the completed form to all parties in attendance at the meeting.

Step III — If the grievant is not satisfied with the disposition of the grievance in Step II, the grievant will complete Grievance Report Form, Step III (Addendum C), and submit the grievance to the Superintendent within ten (10) days of grievant's receipt of the disposition at Step II. Within ten (10) days of receipt of the Grievance, Step III, the Superintendent and his designated representative, excluding Board of Education members will meet with the grievant and any representative of grievant's choice. Within five (5) days of this meeting, the Superintendent will indicate in writing his disposition of the grievance by completing his/her portion of Step III and forwarding it to the grievant, with copies to all parties in attendance at the Step III meeting

Step IV — If the grievant is not satisfied with the disposition made at Step III, then the grievant will complete Grievance Report Form, Step IV (Addendum C), within ten (10) days of receipt of disposition at Step III and submit the grievance to the Board of Education by filing a copy with the Treasurer of the Board.

The Board, along with a representative of the Board's choosing, within ten (10) days of the filing of the appeal will meet with the grievant's representative, and the Superintendent to review such grievance. The Board may waive the review by indicating such waiver on the grievance form.

The review by the Board may be made by completing the Grievance Report Form, Step IV (Addendum C), within ten (10) days of the meeting, with copies of such disposition furnished to all persons in attendance at Step V.

Step V — If the Association is not satisfied with the disposition made at Step IV, then the grievant will complete Grievance Report Form, Step V (Addendum C), within ten (10) days receipt of disposition at Step IV, and submit the grievance to Binding Arbitration by filing a copy with the Treasurer of the Board.

The parties will make a joint request for a list of arbitrators to the American Arbitration Association (AAA). A single arbitrator will be selected by the method of alternate striking. The appointment of the arbitrator and arbitration proceedings will be conducted in accordance with the voluntary rules of the American Arbitration Association.

Each party's cost for preparing for the arbitration, witnesses, etc., will be borne by each party. The compensation and expenses of the arbitrator will be shared by the parties. The arbitrator will submit two copies of the decision to each party within thirty (30) days of the arbitration hearing.

The decision of the arbitrator will be binding on both parties.

ARTICLE 9 - MISCELLANEOUS

9.1 CONFLICT WITH LAW OR REGULATION

If any provision of this contract, or any agreement reached through this contract, or any application thereof to any PSM, or group of PSMs is held to be contrary to law, then such provision or application will not be deemed valid and subsisting, except to the extent permitted by law. The parties will meet not later than ten (10) days after any such holding for the purpose of re-negotiating the provision or provisions affected, as necessary.

9.2 MENTOR PROGRAM

A. Per the Ohio Department of Education, "a four-year resident educator program of support and mentoring for new teachers will provide Ohio educators just entering the profession with quality mentoring and guidance essential for a long and flourishing career. Successful completion of the residency program will be required to qualify for a five-year professional educator license".

B. Therefore, Covington EVSD will follow the guidelines set forth in the Ohio Resident Educator Program for the resident teacher and his/her Covington EVSD teacher mentor.

C. The Board will pay a stipend of one thousand dollars ($1,000) for the teacher(s) serving as mentor teachers under the resident educator program for the first year of the resident educator program. The Board will pay a stipend of five hundred dollars ($500) for the teacher(s) serving as mentor teachers under the resident educator program for the second and third years of the resident educator program. Mentor teachers will be paid the appropriate stipend for each resident educator they mentor.

9.3 INTELLECTUAL PROPERTIES

The Board of Education will not financially infringe upon ownership of intellectual properties of a PSM developed while employed by the district.

9.4 LABOR MANAGEMENT COUNCIL

A. The Labor Management Council (LMC) shall meet with the Superintendent monthly during the school year. The first meeting of the LMC will be to schedule meetings for the rest of the school year. At least one (1) week prior to the to any such meeting, discussion items to the other parties will be communicated.

B. Members of the LMC will include ~~a~~ three (3) PSM representatives appointed by the Association, the Association President, classified staff representatives appointed by the Covington OAPSE Chapter, the Covington OAPSE Chapter President, the Superintendent,

The Treasurer, and building principal(s) appointed by the Superintendent.

C. Elementary, junior high, and high school will also establish a staff leadership team.

Representatives on this committee will include volunteer staff members and the building principal.

D. The LMC does not have the authority to change the terms and/or conditions of the Master Agreement.

9.5 MASTER TEACHER

A. Definition: A Master Teacher demonstrates excellence inside and outside of the classroom through consistent leadership and focused collaboration to maximize student learning.

1. Master teacher strives for distinguished teaching and continued professional growth as specified by *The Ohio Standards for the Teaching Profession.*

   a) There will be no adverse impact on the teacher's performance evaluation as established in this Master Agreement.

2. The Covington Professional Development Committee will meet at least once per each school year to evaluate all applications using criteria, processes, procedures, and rubrics development by the Ohio Department of Education in conjunction with the Ohio Educator Standards Board.

3. The current CPDC rules, adopted as of June 2007, governing membership, term of office, vacancy or removal, scheduling of meetings and payment of stipend will apply. The current CPDC in effect will be incorporated into this agreement and any dispute will be resolved in accordance in Article 8.

9.6 TECHNOLOGY UTILIZATION PROVISION

A. PSMs have the right to use technology equipment and software.

B. Technology Usage Agreements will not deny PSMs due process rights.

C. Monitoring of e-mai**l,** and computer usage may be required for just cause.

D. Training will be provided during paid time for various software programs and technology usage that PSM's are expected to use.

E. In the event the Board changes its Internet Use Policy, the Board will notify all PSMs with a hard copy of the original and amended policy before implementing a change.

9.7 COVINGTON PROFESSIONAL DEVELOPMENT COMMITTEE

A. Governance

The Covington Exempted Village Schools Local Professional Development Committee (CPDC) will, by statute, be the official licensing body for the Covington Exempted Village School District. Proposals to the CPDC and approvals/denials by the CPDC will not override the negotiated agreement, state law, and/or district policy. The decisions of the appeals committee will be binding and not subject to the grievance procedure.

B. Membership

The committee will be comprised of a minimum of one (1) classroom teacher per school (i.e. elementary/junior high/high school) and up to two (2) administrators to a maximum of seven (7) members. Vacancies among the classroom teacher members are elected by unit members assigned to the building they are running to represent. Administrative members will be appointed by the Superintendent or his/her designee.

C. Bylaws

The CPDC will adopt and/or amend its own bylaws by a majority vote of all of its members to govern its operation. all bylaws of the CPDC will be at the sole development and implementation of the members of the CPDC without the influence nor direction of the Board.

D. Compensation

Unit members serving on the CPDC will be paid for attendance at scheduled meetings outside the contract day as follows: one hundred fifty dollars ($150) for the chair; one hundred twenty-five dollars ($125) for the secretary, and one hundred dollars ($100) for each member.

E. Master Contract Compatibility/Board Policy

Decisions of the CPDC and determinations on appeals therefrom will not be subject to the grievance procedure. The CPDC will have no authority to supersede any section of the Master Agreement between the Board and the Association, or supersede Board policy.

F. Ethical Commitment

The membership of the CPDC will agree to conduct all CPDC business as required by statute (ORC 3319.22) so as to:

1. Impartially and consistently apply the standards and guidelines
2. Maintain the confidentiality of all their reviews of individual IPDP's
3. Communicate as a group or through the chairperson
4. Maintain their own professional development in the foundations of teaching and learning in order to provide a basis for understanding IPDP's and applying the standards and guidelines
5. Not discriminate on the basis of race, creed or sexual orientation.
6. Maintain accountability and transparency of process and procedure as required by the Ohio Sunshine Law (ORC 121.22)

9.8 ACADEMIC DISTRESS COMMISION

As required by ORC section 3302.10(P), the parties incorporate into this agreement the provision of ORC section 3302.10 regarding academic distress commissions. ORC section 3302.10 will have no effect on any provision of this contact unless the district would meet the requirements of state law for the Superintendent of public instruction to establish an academic distress commission for the district. Should

the district enter into academic distress, the intent of the parties is to emerge from said distress with this agreement intact.

9.9 COLLEGE CREDIT PLUS

A. Compensation for PSM's as Instructors

A Professional Staff Member ("PSM") who teaches a College Credit Plus Course shall receive a stipend of five hundred dollars ($500) per College Credit Plus Course.

B. Compensation for Guidance Counselor Overseeing College Credit Plus Program

The high school guidance counselor, who oversees the College Credit Plus program, will receive a stipend of one thousand fifty ($1,050) dollars per year, as long as the Board of Education continues to offer College Credit Plus courses and at least one College Credit Course is taught by a PSM during said year.

ARTICLE 10 - REHIRING OF RETIRED PSMS

A. Any PSM who has retired and then been rehired by the Board will receive a one (1) year limited contract.

B. Each one (1) year limited contract for retired/rehired PSMs will be automatically terminated at the end of each contract year.

C. Retired PSMs rehired by the Board will not be eligible for severance.

D. For purposes of seniority, retirement for a period of sixty (60) days constitutes a break in service. In such cases, the retired PSM must begin to accrue seniority of service within the district upon being rehired. Years of service will accrue with each subsequent, consecutive limited contract.

E. Retired PSMs who are hired and rehired by the district will receive full terms and conditions of this collective bargaining agreement, unless otherwise specified in this article.

F. PSMs hired under this article may be granted up to and including ten (10) years of service at the sole discretion of the Superintendent, and placed within their established training column on the salary schedule.

ARTICLE 11 - MAINTENANCE OF STANDARDS

Items negotiated and appearing in this Master Agreement will be continued until such time as these items will be revised and/or eliminated through negotiations.

ARTICLE 12 - DURATION

This agreement will be effective as of August 1, 2023, and expire at midnight, July 31, 2026 .

IN WITNESS WHEREOF, the parties hereunto set their hands this 11 day of May 2023.

FOR: COVINGTON EXEMPTED VILLAGE BOARD OF EDUCATION

By _____
Board President

By _____
Superintendent

By _____
Treasurer

By _____
Designated Representative

FOR COVINGTON EDUCATION ASSN.

By: _____
CEA President

By: _____
PSM

By: _____
PSM

By _____
PSM

By _____
PSM

Addendum A

Covington Exempted Village School District

Certificated Salary Schedule for 2023 – 2024

Salary Schedule for 2023-2024

Base Step	$39,583 BA	BA w/150 hrs	MA	MA+15	MA+30	4% Step
0	$41,285 1.043	$43,423 1.097	$46,788 1.182	$48,767 1.232		0
1	$41,285 1.043	$43,423 1.097	$46,788 1.182	$48,767 1.232		1
2	$42,988 1.086	$45,283 1.144	$48,846 1.234	$50,825 1.284		2
3	$44,690 1.129	$47,144 1.191	$50,904 1.286	$52,883 1.336		3
4	$46,392 1.172	$49,004 1.238	$52,963 1.338	$54,942 1.388		4
5	$48,094 1.215	$50,865 1.285	$55,021 1.390	$57,000 1.440	$59,058 1.492	5
6	$49,796 1.258	$52,725 1.332	$57,079 1.442	$59,058 1.492	$61,117 1.544	6
7	$51,498 1.301	$54,586 1.379	$59,138 1.494	$61,117 1.544	$63,175 1.596	7
8	$53,200 1.344	$56,446 1.426	$61,196 1.546	$63,175 1.596	$65,233 1.648	8
9	$54,902 1.387	$58,306 1.473	$63,254 1.598	$65,233 1.648	$67,292 1.700	9
10	$56,604 1.430	$60,167 1.520	$65,313 1.650	$67,292 1.700	$69,350 1.752	10
11	$57,950 1.464	$62,027 1.567	$67,371 1.702	$69,350 1.752	$71,408 1.804	11
12	$59,375 1.500	$63,888 1.614	$69,429 1.754	$71,408 1.804	$73,467 1.856	12
15	$60,681 1.533	$65,748 1.661	$71,488 1.806	$73,467 1.856	$75,525 1.908	15
18	$62,067 1.568	$67,608 1.708	$73,546 1.858	$75,525 1.908	$77,583 1.960	18
20	$63,413 1.602	$69,469 1.755	$75,604 1.910	$77,583 1.960	$79,642 2.012	20
22	$64,283 1.624	$71,171 1.798	$76,633 1.936	$78,613 1.986	$80,671 2.038	22
25	$65,115 1.645	$71,329 1.802	$77,663 1.962	$79,642 2.012	$81,700 2.064	25
27	$65,946 1.666	$72,279 1.826	$78,692 1.988	$80,671 2.038	$82,729 2.090	27
30	$66,777 1.687	$73,190 1.849	$79,721 2.014	$81,700 2.064	$83,758 2.116	30

Contract days 185

Addendum A

Covington Exempted Village School District

Certificated Salary Schedule for 2024 – 2025

Salary Schedule for 2024-2025

Base Step	$40,771 BA	BA w/150 hrs	MA	MA+15	MA+30	3% Step
0	$42,524 1.043	$44,725 1.097	$48,191 1.182	$50,229 1.232		0
1	$42,524 1.043	$44,725 1.097	$48,191 1.182	$50,229 1.232		1
2	$44,277 1.086	$46,641 1.144	$50,311 1.234	$52,349 1.284		2
3	$46,030 1.129	$48,558 1.191	$52,431 1.286	$54,469 1.336		3
4	$47,783 1.172	$50,474 1.238	$54,551 1.338	$56,589 1.388		4
5	$49,536 1.215	$52,390 1.285	$56,671 1.390	$58,710 1.440	$60,830 1.492	5
6	$51,289 1.258	$54,306 1.332	$58,791 1.442	$60,830 1.492	$62,950 1.544	6
7	$53,042 1.301	$56,223 1.379	$60,911 1.494	$62,950 1.544	$65,070 1.596	7
8	$54,796 1.344	$58,139 1.426	$63,031 1.546	$65,070 1.596	$67,190 1.648	8
9	$56,549 1.387	$60,055 1.473	$65,151 1.598	$67,190 1.648	$69,310 1.700	9
10	$58,302 1.430	$61,971 1.520	$67,271 1.650	$69,310 1.700	$71,430 1.752	10
11	$59,688 1.464	$63,887 1.567	$69,391 1.702	$71,430 1.752	$73,550 1.804	11
12	$61,156 1.500	$65,804 1.614	$71,511 1.754	$73,550 1.804	$75,670 1.856	12
15	$62,501 1.533	$67,720 1.661	$73,632 1.806	$75,670 1.856	$77,790 1.908	15
18	$63,928 1.568	$69,636 1.708	$75,752 1.858	$77,790 1.908	$79,910 1.960	18
20	$65,314 1.602	$71,552 1.755	$77,872 1.910	$79,910 1.960	$82,030 2.012	20
22	$66,211 1.624	$73,305 1.798	$78,932 1.936	$80,970 1.986	$83,090 2.038	22
25	$67,067 1.645	$73,468 1.802	$79,992 1.962	$82,030 2.012	$84,150 2.064	25
27	$67,924 1.666	$74,447 1.826	$81,052 1.988	$83,090 2.038	$85,210 2.090	27
30	$68,780 1.687	$75,385 1.849	$82,112 2.014	$84,150 2.064	$86,270 2.116	30

Contract days 185

Addendum A

Covington Exempted Village School District

Certificated Salary Schedule for 2025 – 2026

Salary Schedule for 2025-2026

Base Step	$41,790 BA	BA w/150 hrs	MA	MA+15	MA+30	2.5% Step
0	$43,587 1.043	$45,843 1.097	$49,395 1.182	$51,485 1.232		0
1	$43,587 1.043	$45,843 1.097	$49,395 1.182	$51,485 1.232		1
2	$45,384 1.086	$47,807 1.144	$51,569 1.234	$53,658 1.284		2
3	$47,181 1.129	$49,772 1.191	$53,742 1.286	$55,831 1.336		3
4	$48,978 1.172	$51,736 1.238	$55,915 1.338	$58,004 1.388		4
5	$50,775 1.215	$53,700 1.285	$58,088 1.390	$60,177 1.440	$62,350 1.492	5
6	$52,572 1.258	$55,664 1.332	$60,261 1.442	$62,350 1.492	$64,523 1.544	6
7	$54,368 1.301	$57,628 1.379	$62,434 1.494	$64,523 1.544	$66,696 1.596	7
8	$56,165 1.344	$59,592 1.426	$64,607 1.546	$66,696 1.596	$68,870 1.648	8
9	$57,962 1.387	$61,556 1.473	$66,780 1.598	$68,870 1.648	$71,043 1.700	9
10	$59,759 1.430	$63,520 1.520	$68,953 1.650	$71,043 1.700	$73,216 1.752	10
11	$61,180 1.464	$65,485 1.567	$71,126 1.702	$73,216 1.752	$75,389 1.804	11
12	$62,685 1.500	$67,449 1.614	$73,299 1.754	$75,389 1.804	$77,562 1.856	12
15	$64,064 1.533	$69,413 1.661	$75,472 1.806	$77,562 1.856	$79,735 1.908	15
18	$65,526 1.568	$71,377 1.708	$77,645 1.858	$79,735 1.908	$81,908 1.960	18
20	$66,947 1.602	$73,341 1.755	$79,818 1.910	$81,908 1.960	$84,081 2.012	20
22	$67,867 1.624	$75,138 1.798	$80,905 1.936	$82,994 1.986	$85,168 2.038	22
25	$68,744 1.645	$75,305 1.802	$81,992 1.962	$84,081 2.012	$86,254 2.064	25
27	$69,622 1.666	$76,308 1.826	$83,078 1.988	$85,168 2.038	$87,341 2.090	27
30	$70,499 1.687	$77,269 1.849	$84,165 2.014	$86,254 2.064	$88,427 2.116	30

Contract days 185

Addendum B

Covington EVSD

Extracurricular Salary Schedule - High School

Positions can be divided among two or three PSM's with approval of the Superintendent. The Superintendent reserves the right to approve new supplemental positions as student interest and needs evolve over the contract period.

		2023-24		2024-25		2025-26			
	BASE SALARY	**$ 39,583**		**$ 40,771**		**$ 41,790**			
	HIGH SCHOOL	**Step**	**Step**	**Step**	**Step**	**Step**	**Step**	**Step**	
		0	**1**	**2**	**3**	**4**	**5**	**6**	
		0.136	**0.146**	**0.156**	**0.166**	**0.176**	**0.186**	**0.196**	
1	Head Football	$5,383	$5,779	$6,175	$6,571	$6,967	$7,362	$7,758	**2023-24**
	Head Basketball Boys	$5,545	$5,953	$6,360	$6,768	$7,176	$7,583	$7,991	**2024-25**
	Head Basketball Girls	$5,683	$6,101	$6,519	$6,937	$7,355	$7,773	$8,191	**2025-26**
		0.116	**0.126**	**0.136**	**0.146**	**0.156**	**0.166**	**0.176**	
2	Head Wrestling	$4,592	$4,987	$5,383	$5,779	$6,175	$6,571	$6,967	**2023-24**
		$4,729	$5,137	$5,545	$5,953	$6,360	$6,768	$7,176	**2024-25**
		$4,848	$5,266	$5,683	$6,101	$6,519	$6,937	$7,355	**2025-26**
		0.100	**0.105**	**0.110**	**0.115**	**0.120**	**0.125**	**0.130**	
3	Marching Band	$3,958	$4,156	$4,354	$4,552	$4,750	$4,948	$5,146	**2023-24**
	Head Volleyball	$4,077	$4,281	$4,485	$4,689	$4,893	$5,096	$5,300	**2024-25**
		$4,179	$4,388	$4,597	$4,806	$5,015	$5,224	$5,433	**2025-26**
		0.090	**0.095**	**0.100**	**0.105**	**0.110**	**0.115**	**0.120**	
4	Head Baseball	$3,562	$3,760	$3,958	$4,156	$4,354	$4,552	$4,750	**2023-24**
	Head Softball	$3,669	$3,873	$4,077	$4,281	$4,485	$4,689	$4,893	**2024-25**
	Head Track Boys	$3,761	$3,970	$4,179	$4,388	$4,597	$4,806	$5,015	**2025-26**
	Head Track Girls								
	Asst. Football								
	Reserve Basketball Boys								
	Reserve Basketball Girls								
	Varsity Assistant Basketball Boys								
	Varsity Assistant Basketball Girls								
		0.081	**0.086**	**0.091**	**0.096**	**0.101**	**0.106**	**0.111**	
5	Head Cross Country Boys	$3,206	$3,404	$3,602	$3,800	$3,998	$4,196	$4,394	**2023-24**
	Head Cross Country Girls	$3,302	$3,506	$3,710	$3,914	$4,118	$4,322	$4,526	**2024-25**
	Asst. Wrestling	$3,385	$3,594	$3,803	$4,012	$4,221	$4,430	$4,639	**2025-26**
		0.071	**0.076**	**0.081**	**0.086**	**0.091**	**0.096**	**0.101**	
6	Head Golf Boys	$2,810	$3,008	$3,206	$3,404	$3,602	$3,800	$3,998	**2023-24**
	Head Golf Girls	$2,895	$3,099	$3,302	$3,506	$3,710	$3,914	$4,118	**2024-25**
	Reserve Volleyball	$2,967	$3,176	$3,385	$3,594	$3,803	$4,012	$4,221	**2025-26**
	Varsity Assistant Volleyball								
	Freshmen Basketball Boys								
	Freshmen Basketball Girls								
	Weight Room Coordinator								
		0.057	**0.062**	**0.067**	**0.072**	**0.077**	**0.082**	**0.087**	
7	Freshmen Volleyball	$2,256	$2,454	$2,652	$2,850	$3,048	$3,246	$3,444	**2023-24**
	Cheerleading - Football	$2,324	$2,528	$2,732	$2,936	$3,139	$3,343	$3,547	**2024-25**
	Cheerleading - Basketball	$2,382	$2,591	$2,800	$3,009	$3,218	$3,427	$3,636	**2025-26**
	Asst. Band Director								
	Asst. Baseball								
	Asst. Softball								
	Asst. Track								
	Junior Class Advisors (2)								
	Play Director/Drama Club Advisor								
	Yearbook Advisor								

	HIGH SCHOOL, cont'd	Step	Step	Step	Step	Step	Step	Step	
		0	1	2	3	4	5	6	
		0.039	**0.044**	**0.049**	**0.054**	**0.059**	**0.064**	**0.069**	
8	Asst. Cross Country	$1,544	$1,742	$1,940	$2,137	$2,335	$2,533	$2,731	**2023-24**
	Asst. Golf	$1,590	$1,794	$1,998	$2,202	$2,405	$2,609	$2,813	**2024-25**
	Jazz Band	$1,630	$1,839	$2,048	$2,257	$2,466	$2,675	$2,884	**2025-26**
	Sophomore Class Advisor								
	Student Council Advisor								
	BPA Advisor								
	Zero Period Advisor								
		0.029	**0.034**	**0.039**	**0.044**	**0.049**	**0.054**	**0.059**	
9	Freshmen Class Advisor	$1,148	$1,346	$1,544	$1,742	$1,940	$2,137	$2,335	**2023-24**
	Senior Class Advisor	$1,182	$1,386	$1,590	$1,794	$1,998	$2,202	$2,405	**2024-25**
	Multimedia/Communications Adviso	$1,212	$1,421	$1,630	$1,839	$2,048	$2,257	$2,466	**2025-26**
		0.024	**0.029**	**0.034**	**0.039**	**0.044**	**0.049**	**0.054**	
10	Art Club Advisor	$950	$1,148	$1,346	$1,544	$1,742	$1,940	$2,137	**2023-24**
	Key Club Advisor	$979	$1,182	$1,386	$1,590	$1,794	$1,998	$2,202	**2024-25**
	National Honor Society Advisor	$1,003	$1,212	$1,421	$1,630	$1,839	$2,048	$2,257	**2025-26**
	SADD Club Advisor								
	Spanish Club Advisor								
	Quiz Bowl Team Advisor								
	Asst. Play Directors (2)								
	Choir Accompanist								
	Color Guard								
	Pep Band								
	Music Director								

Addendum B
Covington EVSD
Extracurricular Salary Schedule - Junior High

	JUNIOR HIGH	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
		0.071	**0.076**	**0.081**	**0.086**	**0.091**	**0.096**	**0.101**	
1	Head Football	$2,810	$3,008	$3,206	$3,404	$3,602	$3,800	$3,998	**2023-24**
	8th Grade Basketball Boys	$2,895	$3,099	$3,302	$3,506	$3,710	$3,914	$4,118	**2024-25**
	8th Grade Basketball Girls	$2,967	$3,176	$3,385	$3,594	$3,803	$4,012	$4,221	**2025-26**
	8th Grade Wrestling								
		0.057	**0.062**	**0.067**	**0.072**	**0.077**	**0.082**	**0.087**	
2	8th Grade Volleyball	$2,256	$2,454	$2,652	$2,850	$3,048	$3,246	$3,444	**2023-24**
	Head Track Boys	$2,324	$2,528	$2,732	$2,936	$3,139	$3,343	$3,547	**2024-25**
	Head Track Girls	$2,382	$2,591	$2,800	$3,009	$3,218	$3,427	$3,636	**2025-26**
	7th Grade Basketball Boys								
	7th Grade Basketball Girls								
		0.046	**0.049**	**0.052**	**0.055**	**0.058**	**0.061**	**0.064**	
3	Asst. Football	$1,821	$1,940	$2,058	$2,177	$2,296	$2,415	$2,533	**2023-24**
	Head Cross Country	$1,875	$1,998	$2,120	$2,242	$2,365	$2,487	$2,609	**2024-25**
	7th Grade Volleyball	$1,922	$2,048	$2,173	$2,298	$2,424	$2,549	$2,675	**2025-26**
	Asst. Wrestling								
		0.036	**0.039**	**0.042**	**0.045**	**0.048**	**0.051**	**0.054**	
4	Cheerleading	$1,425	$1,544	$1,662	$1,781	$1,900	$2,019	$2,137	**2023-24**
	Student Council Advisor	$1,468	$1,590	$1,712	$1,835	$1,957	$2,079	$2,202	**2024-25**
	Asst. Track	$1,504	$1,630	$1,755	$1,881	$2,006	$2,131	$2,257	**2025-26**
		0.023	**0.028**	**0.033**	**0.038**	**0.043**	**0.048**	**0.053**	
5	Bucc Club Advisor	$910	$1,108	$1,306	$1,504	$1,702	$1,900	$2,098	**2023-24**
	Scholarship Club Advisor	$938	$1,142	$1,345	$1,549	$1,753	$1,957	$2,161	**2024-25**
	Intramural Basketball Boys	$961	$1,170	$1,379	$1,588	$1,797	$2,006	$2,215	**2025-26**
	Intramural Basketball Girls								
	Intramural Volleyball								
	Intramural Wrestling								

The CEVSD and the CEA also agree to permit the Superintendent to divide the above listed intramural coaching supplemental positions into two or more contracts (not to exceed four). If requested to do so in writing by the head coach of one of the aforementioned sports and signed off by the athletic director and signed off by the high school principal, the Superintendent has the sole discretion and authority to divide the above listed intramural coaching supplemental positions for the purpose of compensation.

Addendum B

Covington EVSD

Extracurricular Salary Schedule - Elementary & District

	ELEMENTARY	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
		0.036	**0.039**	**0.042**	**0.045**	**0.048**	**0.051**	**0.054**	
1	Student Council Advisor	$1,425	$1,544	$1,662	$1,781	$1,900	$2,019	$2,137	**2023-24**
	Title I Coordinator	$1,468	$1,590	$1,712	$1,835	$1,957	$2,079	$2,202	**2024-25**
	Music Director	$1,504	$1,630	$1,755	$1,881	$2,006	$2,131	$2,257	**2025-26**
		0.021	**0.024**	**0.027**	**0.030**	**0.033**	**0.036**	**0.039**	
2	Art Club Advisor	$831	$950	$1,069	$1,187	$1,306	$1,425	$1,544	**2023-24**
	Math Club Advisor	$856	$979	$1,101	$1,223	$1,345	$1,468	$1,590	**2024-25**
	Volunteer Coordinator	$878	$1,003	$1,128	$1,254	$1,379	$1,504	$1,630	**2025-26**
		0.018	**0.020**	**0.022**	**0.024**	**0.026**	**0.028**	**0.030**	
3	IAT Members (5)	$712	$792	$871	$950	$1,029	$1,108	$1,187	**2023-24**
		$734	$815	$897	$979	$1,060	$1,142	$1,223	**2024-25**
		$752	$836	$919	$1,003	$1,087	$1,170	$1,254	**2025-26**

	DISTRICT	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
		0.153	**0.163**	**0.173**	**0.183**	**0.193**	**0.203**	**0.213**	
1	Athletic Director (3)	$6,056	$6,452	$6,848	$7,244	$7,640	$8,035	$8,431	**2023-24**
		$6,238	$6,646	$7,053	$7,461	$7,869	$8,277	$8,684	**2024-25**
		$6,394	$6,812	$7,230	$7,648	$8,065	$8,483	$8,901	**2025-26**
		0.029	**0.034**	**0.039**	**0.044**	**0.049**	**0.054**	**0.059**	
2	Muse Machine	$1,148	$1,346	$1,544	$1,742	$1,940	$2,137	$2,335	**2023-24**
		$1,182	$1,386	$1,590	$1,794	$1,998	$2,202	$2,405	**2024-25**
		$1,212	$1,421	$1,630	$1,839	$2,048	$2,257	$2,466	**2025-26**
		0.100	**0.105**	**0.110**	**0.115**	**0.120**	**0.125**	**0.130**	
3	(This space intentionally left empty)	$3,958	$4,156	$4,354	$4,552	$4,750	$4,948	$5,146	**2023-24**
		$4,077	$4,281	$4,485	$4,689	$4,893	$5,096	$5,300	**2024-25**
		$4,179	$4,388	$4,597	$4,806	$5,015	$5,224	$5,433	**2025-26**
		0.010	**0.011**	**0.012**	**0.013**	**0.014**	**0.015**	**0.016**	
4	Destination Imagination	$396	$435	$475	$515	$554	$594	$633	**2023-24**
	(Odyssey of the Mind)	$408	$448	$489	$530	$571	$612	$652	**2024-25**
	Elementary - 3 teams	$418	$460	$501	$543	$585	$627	$669	**2025-26**
	Middle School - 2 teams								
	High School - 1 team								

Addendum C

Covington Exempted Village School District

Grievance Form

Name of Grievant(s): _____

Building: _____

Step 1 (Informal Meeting)

Date of occurrence of grievance: _____

Date of Informal Discussion _____ with Administrator _____
Name

Date of Administrator's Verbal Response: _____

Step 2 (Formal Written Grievance)

1. Statement of Grievance

Cite provisions of the negotiated agreement which have been violated, misinterpreted, or misapplied: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

2. State the relief sought: _____

_____

_____

_____

_____

_____

_____

Date Submitted: _____

Received By: _____ , _____
Name Title

_____ , _____
Signature of Aggrieved Date

Grievance Form pg. 2

Administrator's Written Response: _____

_____

_____

_____

_____

Date: _____ Administrator Signature: _____

Step 3 (Superintendent Hearing)

Hearing Date: _____

Superintendent's Written Response: _____

_____

_____

_____

_____

Date: _____ Signature: _____

Step 4 (Board of Education Hearing)

Hearing Date: _____

Superintendent's Written Response: _____

_____

_____

_____

_____

Date: _____ Signature: _____

Step 5 (Arbitration)

Date of Association's Notice of Intent to Arbitrate: _____

Date Submitted: _____

Received By: _____ , _____

Name Title

_____ , _____

Signature of Aggrieved Date

Addendum D

Covington Exempted Village School District

R.T.I. Attendance Form

To be completed by the corresponding Principal or Guidance Counselor who schedules an R.T.I. meeting. This form will be provided to each teacher present at that meeting, the Board Office, and the Association Building Rep as proof of attendance for payment as per Article 3.12.

Date: _____

Teachers in Attendance (Not under an R.T.I. supplemental contract):

_____
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Total number of teachers represented at this meeting: _____

_____ _____

Supervisor Signature Date

Addendum E

Covington Exempted Village School District

Medical Insurance Summary

Your summary of benefits

Anthem

Anthem® Blue Cross and Blue Shield

EPC - Covington HSA

Your Network: Blue Access PPO

Effective Date 1/1/2023

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Overall Deductible	$2,000 person / $4,000 family	$4,000 person / $8,000 family
Out-of-Pocket Limit	$2,000 person / $4,000 family	$5,000 person / $10,000 family
The family deductible and out-of-pocket maximum are non-embedded meaning the cost shares of all family members apply to one shared family deductible and one shared family out-of-pocket maximum. The individual deductible and individual out-of-pocket maximum only apply to individuals enrolled under single coverage.		
Preventive Care / Screening / Immunization	No charge	30% coinsurance after deductible is met
Doctor Home and Office Services		
Primary Care Visit	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Specialist Care Visit	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Prenatal and Post-natal Care	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Other Practitioner Visits:		
Medical Chats - *within our mobile app*	Not Applicable	Not Applicable
Retail Health Clinic	0% coinsurance after deductible is met	30% coinsurance after deductible is met
On-line Visit *Includes Mental/Behavioral Health and Substance Abuse*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Manipulation Therapy *Coverage is limited to 12 visits per benefit period.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Other Services in an Office:		
Allergy Testing	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Chemo/Radiation Therapy	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Dialysis/Hemodialysis	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Prescription Drugs - *Dispensed in the office*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Diagnostic Services **Lab:**		
Office	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital	0% coinsurance after deductible is met	30% coinsurance after deductible is met
X-Ray:		
Office	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Advanced Diagnostic Imaging:		
Office	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Emergency and Urgent Care		
Urgent Care	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Emergency Room Facility Services	0% coinsurance after deductible is met	Covered as In-Network

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Emergency Room Doctor and Other Services	0% coinsurance after deductible is met	Covered as In-Network
Ambulance	0% coinsurance after deductible is met	Covered as In-Network
Outpatient Mental/Behavioral Health and Substance Abuse		
Doctor Office Visit	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Facility Visit:		
Facility Fees	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Doctor Services	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Surgery		
Facility Fees:		
Hospital	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Doctor and Other Services:		
Hospital	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Hospital (Including Maternity, Mental / Behavioral Health, Substance Abuse):		
Facility Fees	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Human Organ and Tissue Transplants *Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.*	0% coinsurance after deductible is met	50% coinsurance after deductible is met
Doctor and other services	0% coinsurance after deductible is met	30% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Recovery & Rehabilitation		
Home Health Care *Coverage is limited to 100 visits per benefit period. Limits are combined for all home health services.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Rehabilitation services:		
Office *Coverage for Occupational Therapy, Physical Therapy is limited to 60 visits combined per benefit period and Speech Therapy is limited to 20 visits per benefit period. Limit is combined for rehabilitative and habilitative services.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital *Coverage for Occupational Therapy, Physical Therapy is limited to 60 visits combined per benefit period and Speech Therapy is limited to 20 visits per benefit period. Limit is combined for rehabilitative and habilitative services.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Cardiac rehabilitation		
Office *Coverage is limited to 36 visits per benefit period.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital *Coverage is limited to 36 visits per benefit period.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Skilled Nursing Care (facility) *Coverage for Skilled Nursing is limited to 180 days and Inpatient Rehabilitation facility (includes services in an outpatient day rehabilitation program) is limited to 60 days per benefit period.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Hospice	0% coinsurance after deductible is met	0% coinsurance after deductible is met
Durable Medical Equipment	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Prosthetic Devices	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Prescription Drugs: **Administered by CVS/Caremark**	See Your Prescription Benefit Plan Summary	See Your Prescription Benefit Plan Summary

Notes:

- Dependent age: to end of the month in which the child attains age 26.
- Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.
- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services).
- No charge means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- If your plan includes out-of-network benefits, In-network and out-of-network deductibles, copayments, coinsurance and out-of-pocket maximum amounts are separate and do not accumulate toward each other.
- If you have an office visit with your Primary Care Physician or Specialist at an Outpatient Facility (e.g., Hospital or Ambulatory Surgical Facility), benefits for Covered Services will be paid under "Outpatient Facility Services".
- Benefit Period =Calendar Year.
- Costs may vary by the site of service. Other cost shares may apply depending on services provided. Check your Certificate of Coverage for details.

This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Evidence of Coverage (EOC). If there is a difference between this summary and the Evidence of Coverage (EOC), the Evidence of Coverage (EOC), will prevail.

Here's an overview of your CVS Caremark benefits.

Covington Exempted Village Schools HSA - 1/1/2023

If you have any questions about your prescription plan or costs, call us at 1-888-202-1654. We can help any time after your plan starts. For TDD assistance, please call 1-800-863-5488.

	Short-Term Medicines CVS Caremark Retail Pharmacy Network (Up to a 30-day supply)	**Long-Term Medicines** CVS Caremark Mail Service Pharmacy or CVS Pharmacy Locations (Up to a 90-day supply)
Generic Medicines Always ask your doctor if there's a generic option available. It could save you money.	**$0 copay after the deductible is met** for a generic medicine	**$0 copay after the deductible is met** for a generic medicine
Preferred Brand-Name Medicines If a generic is not available or appropriate, ask your doctor to prescribe from your plan's preferred drug list.	**$0 copay after the deductible is met** for a preferred brand-name medicine	**$0 copay after the deductible is met** for a preferred brand-name medicine
Non-Preferred Brand-Name Medicines Drugs that aren't on your plan's preferred list will cost more.	**$0 copay after the deductible is met** for a non-preferred brand-name medicine	**$0 copay after the deductible is met** for a non-preferred brand-name medicine
Refill Limit	**None**	**None**
Maximum Out-of-Pocket	**$2,000 per individual / $4,000 per family (combined with medical)**	
Annual Deductible	**$2,000 per individual / $4,000 per family (combined with medical)**	
Specialty Medicines	Specialty medications are required to be filled through CVS Specialty Mail Order Pharmacy or at a retail CVS/pharmacy. Please contact Customer Care toll-free at 1-888-202-1654 for questions or to get started today.	
Prior Authorization	Certain medications may require prior authorization. Please contact Customer Care toll-free at 1-888-202-1654 or visit www.caremark.com for verification of prior authorization requirements.	

Please Note: When a generic is available, but the pharmacy dispenses the brand-name medication for any reason other than doctor or other prescriber indicates "dispense as written," you will pay the difference between the brand-name medication and the generic plus the brand copayment.

Copayment, copay or coinsurance means the amount a plan member is required to pay for a prescription in accordance with a Plan which may be a deductible, a percentage of the prescription price, a fixed amount or other charge, with the balance, if any, paid by a Plan.
Your feedback is important as it helps us improve our service. Please contact us with any questions or concerns at 1-888-202-1654.
If you access your pharmacy benefits information through the Caremark Web site, you can find Plan Members Rights and Responsibilities at www.caremark.com.

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Your privacy is important to us. Our employees are trained regarding the appropriate way to handle your private health information.

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Blue Access (PPO)

Your summary of benefits

Anthem

Anthem® Blue Cross and Blue Shield

EPC - Covington PPO

Your Network: Blue Access PPO

Effective Date 1/1/2023

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Overall Deductible	$200 person / $400 family	$600 person / $1,200 family
Out-of-Pocket Limit	$2,000 person / $4,000 family	$8,000 person / $16,000 family
The family deductible and out-of-pocket maximum are embedded meaning the cost shares of one family member will be applied to both the individual deductible and individual out-of-pocket maximum; in addition, amounts for all covered family members apply to both the family deductible and family out-of-pocket maximum. No one member will pay more than the individual deductible and individual out-of-pocket maximum.		
Preventive Care / Screening / Immunization	No charge	30% coinsurance after deductible is met
Doctor Home and Office Services		
Primary Care Visit *When Allergy injections are billed separately by network providers, the member is not responsible for any additional cost. When billed as part of an office visit, there is no additional cost to the member for the injection.*	$20 copay per visit deductible does not apply	30% coinsurance after deductible is met
Specialist Care Visit *When Allergy injections are billed separately by network providers, the member is not responsible for any additional cost. When billed as part of an office visit, there is no additional cost to the member for the injection*	$20 copay per visit deductible does not apply	30% coinsurance after deductible is met
Prenatal and Post-natal Care	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Other Practitioner Visits:		
Medical Chats - *within our mobile app*	Not Applicable	Not Applicable
Retail Health Clinic	$20 copay per visit deductible does not apply	30% coinsurance after deductible is met

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Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Preferred On-line Visit *Includes Mental/Behavioral Health and Substance Abuse*	$20 copay per visit deductible does not apply	30% coinsurance after deductible is met
Other Participating Provider On-line Visit *Includes Mental/Behavioral Health and Substance Abuse*	$20 copay per visit deductible does not apply	30% coinsurance after deductible is met
Manipulation Therapy *Coverage is limited to 12 visits per benefit period.*	$20 copay per visit deductible does not apply	30% coinsurance after deductible is met
Other Services in an Office:		
Allergy Testing	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Chemo/Radiation Therapy	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Dialysis/Hemodialysis	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Prescription Drugs - *Dispensed in the office*	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Diagnostic Services **Lab:**		
Office	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital	10% coinsurance after deductible is met	30% coinsurance after deductible is met
X-Ray:		
Office	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Advanced Diagnostic Imaging:		
Office	10% coinsurance after deductible is met	30% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Preferred On-line Visit *Includes Mental/Behavioral Health and Substance Abuse*	$20 copay per visit deductible does not apply	30% coinsurance after deductible is met
Other Participating Provider On-line Visit *Includes Mental/Behavioral Health and Substance Abuse*	$20 copay per visit deductible does not apply	30% coinsurance after deductible is met
Manipulation Therapy *Coverage is limited to 12 visits per benefit period.*	$20 copay per visit deductible does not apply	30% coinsurance after deductible is met
Other Services in an Office:		
Allergy Testing	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Chemo/Radiation Therapy	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Dialysis/Hemodialysis	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Prescription Drugs - *Dispensed in the office*	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Diagnostic Services **Lab:**		
Office	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital	10% coinsurance after deductible is met	30% coinsurance after deductible is met
X-Ray:		
Office	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Advanced Diagnostic Imaging:		
Office	10% coinsurance after deductible is met	30% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Outpatient Hospital	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Emergency and Urgent Care		
Urgent Care *When Allergy injections are billed separately by network providers, the member is not responsible for any additional cost. When billed as part of an office visit, there is no additional cost to the member for the injection*	$35 copay per visit deductible does not apply	30% coinsurance after deductible is met
Emergency Room Facility Services *Copay waived if admitted.*	$75 copay per visit deductible does not apply	Covered as In-Network
Emergency Room Doctor and Other Services	No charge	Covered as In-Network
Ambulance	No charge	Covered as In-Network
Outpatient Mental/Behavioral Health and Substance Abuse		
Doctor Office Visit	$20 copay per visit deductible does not apply	30% coinsurance after deductible is met
Facility Visit:		
Facility Fees	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Doctor Services	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Surgery		
Facility Fees:		
Hospital	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Doctor and Other Services:		
Hospital	10% coinsurance after deductible is met	30% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Hospital (Including Maternity, Mental / Behavioral Health, Substance Abuse):		
Facility Fees	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Human Organ and Tissue Transplants *Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.*	No charge	50% coinsurance after deductible is met
Doctor and other services	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Recovery & Rehabilitation		
Home Health Care *Coverage is limited to 30 visits per benefit period. Limits are combined for all home health services.*	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Rehabilitation services:		
Office *Coverage for Occupational Therapy, Physical Therapy is limited to 60 visits combined per benefit period and Speech Therapy is limited to 20 visits per benefit period. Limit is combined for rehabilitative and habilitative services.*	$20 copay per visit deductible does not apply	30% coinsurance after deductible is met
Outpatient Hospital *Coverage for Occupational Therapy, Physical Therapy is limited to 60 visits per benefit period and Speech Therapy is limited to 20 visits per benefit period. Limit is combined for rehabilitative and habilitative services.*	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Cardiac rehabilitation		
Office *Coverage is unlimited visits per benefit period.*	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital *Coverage is unlimited visits per benefit period.*	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Skilled Nursing Care (facility) *Coverage for Skilled Nursing is limited to 180 days and Inpatient Rehabilitation facility (includes services in an outpatient day rehabilitation program) is limited to 60 days per benefit period.*	10% coinsurance after deductible is met	30% coinsurance after deductible is met
Hospice	10% coinsurance after deductible is met	10% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Durable Medical Equipment	20% coinsurance after deductible is met	40% coinsurance after deductible is met
Prosthetic Devices	20% coinsurance after deductible is met	40% coinsurance after deductible is met
Prescription Drugs: **Administered by CVS/Caremark**	See Your Prescription Benefit Plan Summary	See Your Prescription Benefit Plan Summary

Notes:

- Dependent age: to end of the month in which the child attains age 26.
- Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.
- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services).
- No charge means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- If your plan includes out-of-network benefits, In-network and out-of-network deductibles, copayments, coinsurance and out-of-pocket maximum amounts are separate and do not accumulate toward each other.
- The Primary Care Physician and Specialist office visit copay applies to both office and facility based office visits for evaluation and management services only.
- Costs may vary by the site of service. Other cost shares may apply depending on services provided. Check your Certificate of Coverage for details.
- ‡ Your cost share may be reduced when services are provided in a PCP's office.
- Benefit Period = Calendar Year.
- If you have receive Urgent Care at an Outpatient Facility (e.g., Hospital or Ambulatory Surgical Facility), benefits for Covered Services will be paid under "Outpatient Facility Services" which is generally coinsurance or coinsurance after your deductible is met.

This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Evidence of Coverage (EOC). If there is a difference between this summary and the Evidence of Coverage (EOC), the Evidence of Coverage (EOC), will prevail.

Here's an overview of your CVS Caremark benefits.

Covington Exempted Village Schools PPO - 1/1/2023

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	Short-Term Medicines CVS Caremark Retail Pharmacy Network (Up to a 30-day supply)	**Long-Term Medicines** CVS Caremark Mail Service (up to a 90-day supply) or CVS Pharmacy locations (up to a 90-day supply)
Generic Medicines Always ask your doctor if there's a generic option available. It could save you money.	**$10** for a generic medicine	**$20** for a generic medicine
Preferred Brand-Name Medicines If a generic is not available or appropriate, ask your doctor to prescribe from your plan's preferred drug list.	**$20** for a preferred brand-name medicine	**$40** for a preferred brand-name medicine
Non-Preferred Brand-Name Medicines Drugs that aren't on your plan's preferred list will cost more.	**$30** for a non-preferred brand-name medicine	**$60** for a non-preferred brand-name medicine
Specialty Medications	**30% coinsurance OR $0 copay with PrudentRx** *Specialty medications are required to be filled through CVS Specialty Mail Order Pharmacy or at a retail CVS/pharmacy. Please contact Customer Care toll-free at 1-888-202-1654 for questions or to get started today.	
Maximum Out-of-Pocket	**$3,000 per individual / $6,000 per family**	
Prior Authorization	**Certain medications may require prior authorization. Please contact Customer Care toll-free at 1-888-202-1654 or visit www.caremark.com for verification of prior authorization requirements.**	

Copayment, copay or coinsurance means the amount a plan member is required to pay for a prescription in accordance with a Plan which may be a deductible, a percentage of the prescription price, a fixed amount or other charge, with the balance, if any, paid by a Plan.
Your feedback is important as it helps us improve our service. Please contact us with any questions or concerns at 1-888-202-1654.
Your privacy is important to us. Our employees are trained regarding the appropriate way to handle private health information.

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