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MASTER CONTRACT

between the

WEST CLERMONT EDUCATION ASSOCIATION
an affiliate of the
OHIO EDUCATION ASSOCIATION
and the
NATIONAL EDUCATION ASSOCIATION

and the

BOARD OF EDUCATION
of the
WEST CLERMONT LOCAL SCHOOL DISTRICT

EFFECTIVE:

Effective August 1, 2024 through July 31, 2026

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PREAMBLE

The West Clermont Local School District Board of Education, hereinafter referred to as the "Board" and the West Clermont Education Association, hereinafter referred to as the "Association" hereby adopt the following agreement for the purpose of fostering cooperation and effective communications between the Board and the School District's professional staff, and for the further purpose of providing an orderly procedure for the consideration and resolution of matters involving the professional staff.

ARTICLE 1: RECOGNITION

1.01 PURPOSE

The purpose of this document is to establish a relationship between the Board and the Association. It shall set forth an orderly procedure for the consideration and mutual resolution of matters of concern to either party.

1.02 ASSOCIATION RECOGNITION

1.0201 The Board recognizes the Association as the exclusive and sole professional negotiations representative for all teachers, counselors, learning disability tutors, nurses, librarians and other certified/licensed employees of the Board who are under contract to teach a full school year, excluding the Superintendent, directors, assistant superintendents, principals, assistant principals, and other administrators who have the administrative authority to employ, evaluate, transfer, assign, discipline or discharge members of this negotiations unit or have the responsibility to make recommendations thereon.

1.0202 "Member" as used herein shall mean a member of the bargaining unit.

1.03 BOARD RECOGNITION

1.0301 The Association recognizes the Board as the locally elected body charged with the establishment of policy of public education in the West Clermont Local School District, as the employer of all personnel of this school system under the State law and delegated with the responsibility of making the rules and regulations by which the District will be managed.

1.0302 The Board hereby retains and reserves unto itself all of the powers, rights, authority, duties and responsibilities conferred upon it and vested in it by law, including such rights as are set forth in O.R.C. 4117.08, except as expressly limited by the terms of this Contract and the obligation to bargain in good faith under Chapter 4117.08.

1.0303 "Superintendent" shall be defined to mean the Superintendent or central office administrator designated by the Superintendent except as in Section 8.02 of this Contract.

ARTICLE 2:
ASSOCIATION RIGHTS

2.01 Recognition of the Association as the bargaining agent shall entitle the Association to the following rights:

2.02 WITHHOLDINGS

The following items shall be withheld from the member's pay, upon the request of the member by September 15 of each year:

2.0201 Washington National Insurance
2.0202 Credit union
2.0203 Association dues in the manner provided in this Contract
2.0204 Federal withholding
2.0205 Retirement
2.0206 State of Ohio taxes
2.0207 Health insurance
2.0208 Tax-shelter annuities (a minimum of seven [7] members requesting from one company)
2.0209 FCPE
2.0210 Such other deductions as are mutually agreed to by both parties

2.03 CONTINUOUS PAYROLL DEDUCTION

2.0301 During the term of this agreement, upon receipt by the Board Treasurer of a properly signed authorization which must be delivered to the Board Treasurer on or before September 15, the membership dues and assessments of the Association and its affiliates will be deducted from the authorizing member's pay and remitted directly to the Association. Such authorization, once given, shall continue in effect during the term of this Agreement. Withdrawal of such authorization must be in writing and delivered to the Treasurer.

2.0302 The dues deduction provided for herein shall be made in twenty-two (22) equal amounts, beginning with the second paycheck in September and continuing through the first paycheck in August.

2.04 BULLETIN BOARD

A two foot by four-foot (2' x 4') bulletin board space shall be provided by the Board in each faculty lounge in each school building in the District. The representatives of the Association shall have the use of that bulletin board, designed for Association business only.

2.05 DISSEMINATION OF MATERIALS

The Association may use the inter-school mailing system without cost to the Association, and may use members' mailboxes, provided a copy of any material placed in said mailboxes is provided to the building principal and Superintendent at the same time. The Association may use the e-mail system without cost to the Association.

2.06 ASSOCIATION'S SCHOOL VISITATION RIGHTS

The Association President or his/her designee shall be allowed to visit schools in the District. Upon entering a building, the President or designee shall sign the visitor log at the main office and may visit members in the building provided such presence does not interfere with members during their regularly scheduled classes.

2.07 NEW TEACHER ORIENTATION

The Association shall have the opportunity to meet and speak with new professional staff members at any orientation meeting or luncheon held for such new staff members. The Association's time shall be coordinated with Superintendent/designee.

2.08 USE OF PUBLIC ADDRESS SYSTEM

At the request of the Association, the Association may make announcements on the public address system before or after school hours or by the principal.

2.09 BOARD POLICY

The District's website shall contain a link to all policies approved or amended by the Board. Administration will promptly email the Association President any policies that are adopted or revised by the Board.

2.10 PERSONNEL DIRECTORY

If prepared by the Board, the Association President shall be provided with a directory of all current members. Names and addresses of newly employed professional staff members shall be provided to the Association following Board approval of their contract. Unlisted numbers will not be released.

2.11 USE OF SCHOOL FACILITIES

If the Association desires to use any of the Board facilities in order to conduct Association meetings, when possible it shall request the use of the facility at least three (3) days in advance of said use. The request shall be sent to the administrator in charge of the facility.

2.12 USE OF SCHOOL EQUIPMENT

Upon approval of the building principal or administrator in charge of the building, the Association will have the right to use office equipment when such equipment is not otherwise in use. Approval to use such equipment will not be unreasonably withheld.

2.13 NOTIFCATION OF BOARD MEETINGS

The Association shall receive notice of any regular or special Board meetings in accordance with the directives of O.R.C. 121.22. Such notification shall be made to the Association President on the same basis as it is to the news media. A copy of the Board's agenda shall also be provided to the Association President.

2.14 RELEASE TIME FOR ASSOCIATION

If negotiations between the Board and the Association are scheduled during a school day, members of the Association negotiations team will be relieved of all regular and/or supplemental duties.

2.15 ASSOCIATION LEAVE

The Board shall grant a collective total of twenty-two (22) days of leave with pay and fringe benefits per school year to Association officers and delegates for Association business involving employees of the School District. Seven (7) additional days may be taken each year if the Association reimburses the Board for the cost of providing the substitute teacher(s).

2.16 NO REPRISAL CLAUSE

There will be no reprisals of any kind taken against any member by reason of his/her membership in the Association or participating in any of its activities.

2.17 THIRD PARTY ORGANIZATION

The Association officers and other members paid a stipend by the Association have the option to be paid a stipend by the Board as identified by the Association. The Association shall reimburse the Board the gross amount of the stipend including workers' compensation, Medicare and any applicable retirement costs payable to STRS.

By October 1 the treasurer of the Association will identify which Association officers and standing committee members will receive a stipend. This information will be communicated to the Board Treasurer in writing. The Board Treasurer will set a schedule for payment of the stipends and a deadline for Association reimbursement in agreement with the Association treasurer.

ARTICLE 3:
PROFESSIONAL NEGOTIATIONS PROCEDURES

3.01 OPENING NEGOTIATIONS

Unless the parties agree otherwise, a letter initiating professional negotiations shall be submitted between February 15 and February 28 by the Association President to the Superintendent or by the Superintendent to the Association President.

3.0101 The initiating party shall include the following:

A. Date of request;
B. Person to contact;
C. Three (3) proposed initial meeting dates (which shall be no later than March 21), time and place.

3.0102 The receiving party shall respond and include the following:

A. Date of response;
B. Acknowledgement of receipt of professional negotiations request;
C. Person to contact;
D. Acceptance of one (1) of the three (3) proposed initial meeting dates.

3.02 DEFINITIONS

3.0201 Days: Refers to calendar days.

3.0202 Good Faith: The willingness to consider, propose, make concessions and counterproposals in an effort to reach a mutually agreed position on matters which are negotiable. The unwillingness of one or the other party to change its position shall not constitute bad faith.

3.0203 Party: Shall be the Association and the Board.

3.0204 Contract: The negotiations procedure and all provisions attached to and incorporated in the procedural agreement.

3.03 NEGOTIATION MEETINGS

3.0301 The parties shall meet at a time and place as established under Section 3.01 of this Contract for the first negotiation meeting. A time, place and date for the next session shall be established before concluding the first and each successive professional negotiation meeting.

3.0302 Specific proposals shall be exchanged by the parties at the first meeting, unless otherwise mutually agreed. The party requesting negotiations shall present and explain its specific proposals first. The other party will then present and explain its proposals. Subsequently, no new proposals shall be considered unless otherwise mutually agreed.

3.0303 All meetings shall be scheduled after school hours, unless otherwise mutually agreed.

3.04 NEGOTIATION TEAMS

Each team shall be made up of six (6) people of the party's choice. Each team shall designate a spokesperson. A list of permanent alternates, which for the Association shall include the Association president, shall be submitted by both parties at the first negotiations session. For the purposes of this article, permanent alternates shall not exceed three (3) people. These alternates shall be those people who serve in the place of any of the regular members of their respective parties. Alternates shall be permitted to sit through sessions as observers. No additional personnel shall be permitted in the bargaining sessions except that either party may call upon consultants or specialists to provide information required during the negotiating process.

3.05 INFORMATION

The parties agree to make available to each other upon request and when completed all available public information pertinent to the matter or matters then under negotiations.

3.06 NEWS RELEASES

No information pertinent to matters then under negotiations shall be given or released to the news media or general public during negotiations and prior to the declaration of impasse without the mutual consent of the parties. Once a declaration of impasse has been made, either party may make whatever news releases it deems appropriate without the consent of the other.

3.07 ITEM AGREEMENT

As negotiation items receive tentative agreement, they shall be reduced to writing and initialed by each party. Such initialing shall not be considered binding nor as a final agreement by the parties, and it is expressly understood by the parties that the tentative agreement reached on any item may be withdrawn by either party at any time during the negotiations process.

3.08 AGREEMENT

3.0801 When an agreement is reached through negotiations, the outcome will be reduced in writing and initialed by the spokesperson of each negotiating team indicating tentative agreement.

3.0802 The tentative agreement shall be submitted to the Association for possible ratification and the results of the ratification vote by the Association membership shall be communicated to the Superintendent and Board Treasurer in writing by the Association President. Upon receipt of notification that the Association has

ratified the tentative agreement, the Board shall meet within fourteen (14) days to consider the approval or non-approval of the tentative agreement.

3.0803 If the agreement is ratified and approved by both the Association and the Board, it shall replace any and/or all existing articles of the contract in conflict with it and be incorporated in and attached to this Contract.

3.09 IMPASSE

3.0901 The parties pledge to negotiate in good faith and in the event of failure to reach agreement, either party may demand the utilization of the following procedure to resolve only those items which were not agreed to during the negotiations set forth in this Contract. Said demand shall be made no sooner than forty-five (45) days from the date the agreement expires. The party seeking the assistance of a mediator shall file a written request for the appointment of a mediator with the mediation and conciliation service.

3.0902 The appointed mediator will be from the Federal Mediation and Conciliation Service. The mediation period shall run for a period of thirty (30) days from the date of the mediator's first meeting with the parties.

3.0903 If mediation does not result in agreement within the said thirty (30) day period, and the contract has expired, then the Association and the Board may exercise all legal options available to them.

3.0904 It is agreed that this impasse procedure shall supersede and replace the impasse procedures contained in Chapter 4117 of the Ohio Revised Code.

3.10 ALTERNATIVE BARGINING PROCEDURES

3.1001 Should the parties mutually agree to an alternate bargaining format, including but not limited to Interest Based Bargaining (IBB), modified traditional bargaining, or other agreed-upon models of bargaining, then the following procedures shall be followed:

3.1002 The party requesting alternative bargaining shall notify the other party by February 1st of the year the Agreement is to expire.

3.1003 Upon receiving the request for alternative bargaining, the other party shall reply within ten (10) days.

3.1004 Once the parties agree to alternative bargaining, they shall meet to discuss and create the ground rules for bargaining.

3.1005 Should alternative bargaining not produce the intended results, either party may request to return to traditional bargaining per this Agreement.

3.1006 Any statutory guidelines shall be extended and/or modified to accommodate any time that may have been lost during alternative bargaining.

3.1007 Unless agreed otherwise, tentative agreements reached on items through the alternative bargaining process shall continue should the parties' transition to traditional bargaining.

ARTICLE 4:
GRIEVANCE PROCEDURE

4.01 DEFINITION OF GRIEVANCE

4.0101 A grievance is a complaint involving the violation, misinterpretation, or misapplication of a contract entered into between the Board and the Association.

4.0102 A grievance affecting two (2) or more persons or the Association will be considered a class grievance and initially filed at Step Three of this procedure. If the grievance is being filed as a class action grievance affecting two (2) or more persons, the Association will provide supportive evidence at the time of filing that the grievance affects two (2) or more persons.

4.0103 Day is defined as a calendar day.

4.02 PURPOSE

The purpose of the grievance procedure is to secure, at the lowest possible administrative level, proper resolution to grievances. Both parties agree that grievance proceedings shall be kept as informal and confidential as appropriate at all levels of the procedure.

4.03 RIGHTS OF THE GRIEVANT AND ASSOCIATION

4.0301 Any person may appear in his/her own behalf and/or may be represented at each level of the grievance procedure.

4.0302 The Association President shall receive prior notice from the administrator hearing the grievance of each meeting held to resolve a grievance. Decisions rendered at each level will be made in writing on the forms attached hereto setting forth the decision and the reasons therefore, and will be transmitted promptly to all parties of interest, to the Association President and the administrator involved. Individual bargaining unit members may present grievances and have them adjusted without the intervention of the bargaining representative, as long as the adjustment is not inconsistent with the terms of this agreement and as long as the Association has the opportunity to be present at the adjustment. Any individual member who proceeds on his/her own behalf in the resolution of a grievance shall bear all expenses incurred therein.

4.0303 The grievance forms of members shall not be placed in the personnel file.

4.0304 No member shall be discriminated against as a result of filing a grievance.

4.0305 All grievances shall be filed at the lowest possible level. The lowest possible means that level of the grievance procedure at which the administrator deciding the grievance has authority to make a decision.

4.0306 Meetings and hearings held under Steps Three and Four of this procedure shall be structured so that the circumstances pertaining to the grievance and representation is accorded both sides. All facts, positions and contract provisions relevant to the grievance and/or the issue(s) involved in the grievance will be granted to both parties in resolving the grievance. Formal hearings held under this procedure shall be structured so that due process under the circumstances and representation is accorded both sides.

4.0307 Hearings held at Step Four under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend.

4.0308 A grievance may be withdrawn at the first three (3) levels without prejudice or record.

4.04 PROCEDURE

Grievances shall generally originate at Step One. However, if the administrator does not have the authority to grant the requested remedy, then, in such event, a grievance may be initiated at the lowest Step that involves an administrator who has the authority to grant the requested remedy.

4.0401 Step One

Any member having a grievance shall first discuss such grievance with the administrator or supervisor involved in the grievance. A member may be accompanied by an Association Representative at this meeting. The member shall inform the administrator or supervisor that the meeting is to be considered Step One of the Grievance Procedure.

4.0402 Step Two

A. If the discussion does not resolve the grievance to the satisfaction of the member, said member shall have the right to lodge a written grievance with such administrator/supervisor. If such grievance is not lodged within thirty (30) days after the occurrence of the act or condition which is the basis of said grievance, said grievance shall be waived.

B. The written grievance shall be on a standard form supplied by the Board and shall contain a concise statement of the facts upon which the grievance is based and a reference to the specific provision of the contract allegedly violated, misinterpreted, or misapplied.

C. The member shall have the right to request a hearing before the administrator/supervisor involved in the grievance. If such hearing is requested, the aggrieved member shall be advised in writing of the time, place and date of the hearing. Said hearing shall take place within ten (10) days of the receipt of the request for the hearing.

D. The hearing between the member and administrator/supervisor shall involve those two (2) parties only unless the administrator/supervisor wishes to be accompanied by another administrative person of the District, in which case, the member may be accompanied by a representative of his/her employee organization.

E. The administrator/supervisor shall take action on the written grievance within ten (10) days after the receipt of said grievance, or, if a hearing is requested by the member, within ten (10) days after the conclusion of said hearing. In the event the administrator/supervisor fails to handle the appeal within the appropriate time, the grievance will advance to the next step. The action taken and the reasons for the action shall be reduced to writing and copies sent to the member, the Association President and the Superintendent.

4.0403 Step Three

A. If the action taken by the building administrator/supervisor involved does not resolve the grievance to the satisfaction of the member, said member may appeal in writing to the Superintendent or designee. Failure to file such an appeal within ten (10) days from the receipt of the written memorandum of the administrator's/supervisor's action on said grievance shall be deemed a waiver of the right to appeal.

B. Upon request, a hearing shall be conducted by the Superintendent or designee within ten (10) days after the receipt of the request. The aggrieved member shall be advised in writing of the time, place, and date of such hearing, and shall have the right to be represented at such hearing by a representative of his/her employee organization.

C. The Superintendent or designee shall take action on the appeal of the grievance within ten (10) days after receipt of the appeal, or, if a hearing is requested, within ten (10) days after the conclusion of said hearing. The action taken and the reasons for the action shall be reduced to writing and copies sent to the member and the administrator/supervisor involved.

4.0404 Step Four

A. If the grievance has not been resolved to the satisfaction of the member at Step Three, the member may seek resolution as provided hereafter.

B. Within fifteen (15) days after the written decision at Step Three, the member by written notice to the Superintendent shall serve notice of his/her, or the Association's desire to appeal the decision to binding arbitration.

C. The parties shall select the arbitrator through the American Arbitration Association.

D. The arbitrator shall reduce his/her recommendations to writing and deliver his/her report to the Association, grievant and the Board. The arbitrator's decision on the grievance shall be binding. The arbitrator shall not have the authority to add to, subtract from, or modify this Contract.

E. Each party shall share the cost of arbitration: the loser shall pay seventy-five percent (75%) and the winner shall pay twenty-five percent (25%).

4.0405 If a grievance is denied at any level of the grievance procedure for the reason that the matter being grieved is not grievable and/or is not subject to the grievance procedure, and the Superintendent or designee confirms the denial of the grievance for that reason, the grievance shall be immediately moved to Step Four - Arbitration of the grievance procedure.

4.05 GRIEVANCE FORM

(See Appendix A)

ARTICLE 5:
ASSIGNMENTS, INVOLUNTARY TRANSFERS, SENIORITY, VOLUNTARY TRANSFERS AND VACANCIES

5.01 DEFINITIONS

5.0101 Assignments: The teaching and/or subject area and grade taught and the building in which the member is presently assigned.

5.0102 Involuntary Transfer: An involuntary transfer is a change in a member's assignment not requested by the member.

5.0103 Seniority: Continuous employment of the member within the District beginning with the first date the member reported for duty. Continuous employment shall include all time on sick leave and all time during suspension if the member is reinstated.

5.0104 Voluntary Transfer: A change in a teaching position from one building to another building, from one grade level to another grade level, or from one school to another school at the request of the member. Members may ask for a transfer in areas in which they are certified/licensed.

5.0105 Vacancy: A vacancy is an opening in the District for which a certified/licensed teacher is required, including newly created positions.

5.02 TEACHING SCHEDULES

5.0201 Staff members newly employed to the District shall be informed in writing of their grade levels and teaching assignments upon being employed.

5.0202 The Board shall provide each classroom teacher with an anticipated schedule of class assignment no later than the last day of the regular school year preceding the school year.

5.0203 If a change in assignment is made prior to the start of the next school year, the member(s) affected will be given immediate written notice of the change. Any member whose assignment is changed shall have the opportunity to discuss the change in the assignment with the Human Resources Director.

5.03 ASSIGNMENT PREFERENCE

5.0301 Administration shall provide a survey by which staff members can communicate their assignment preference (subject area, grade taught and school building) for the following school year no later than February 15th of each year. Staff members shall have until March 1st to provide their written responses to administration's survey regarding their assignment preference for the following school year. Said responses shall be considered by administration in assignment decisions, but shall not create any rights to a specific assignment by the staff member.

5.04 INVOLUNTARY TRANSFERS

5.0401 Procedure

A. The Superintendent is delegated with the sole discretion to assign and transfer employees of the Board subject to the terms of this provision.

B. If the Superintendent elects to involuntarily transfer a member of the bargaining unit, he shall notify the member of the bargaining unit in writing of the reason for the transfer.

C. Involuntary transfers will generally be implemented utilizing length of service (seniority) in the District as the deciding factor in who is transferred. However, there may be certain circumstances under which seniority cannot be considered. The member transferred shall have the right to meet with the Superintendent or designee and request an explanation regarding the reason(s) for the transfer.

D. If a bargaining member is involuntarily transferred or reassigned within two weeks prior to the start of the student instructional year, the Board will offer the unit member the assistance of a substitute teacher for up to three (3) student instructional days to assist with the transition.

E. In the case of a last-minute emergency transfer (voluntary or involuntary) where a member has less than two (2) weeks to change one assignment to another, or a new teacher is hired within two (2) weeks of the start of school, the affected bargaining unit member will be granted up to ten (10) hours of paid time to prepare for the new assignment. Such time shall be worked during times other than normal contract hours. The unit member shall be paid at an hourly rate based upon his/her then-current per diem rate of pay, and shall submit a timesheet to the building principal evidencing the time actually worked.

5.0402 Involuntary transfers typically occur due to the following reasons:

A. Resignation
B. Retirement
C. Death of a bargaining unit member
D. A leave of absence of a bargaining unit member
E. Certification/license
F. Change in program
G. Individual qualifications
H. Major field
I. Seniority
J. Shift in student population
K. Needs of the District

5.0403 A member's assignment shall not be changed from year to year, nor shall a member be reassigned within the meaning of this Article for the purpose of harassing the member.

5.0404 When involuntary transfers are made due to decreased enrollment, the suspension of schools or territorial changes affecting the District, or financial reasons, to reduce the number of certificated/licensed staff positions within the building, the President of the Association will be provided a seniority list. The seniority list shall be examined by the parties to ensure that an involuntarily transferred member has an option for assignment to maintain continuity of grade level and/or major content area and building assignment (for example a high school teacher shall not be transferred to the middle school if the teacher has greater seniority than another teacher at the high school who is teaching the same subject). If after the parties examine the seniority list, it is evident that a domino effect will occur with more than three (3) teachers being reassigned in order to maintain the placement of the more senior teacher, or if the process results in a teacher being reduced, then the Superintendent may transfer the teacher with the greater seniority. In all incidents, the transferred teacher shall have the proper licensure/certification. The

application of seniority as it relates to involuntary transfers may be excepted as it relates to a reduction in force.

5.0405 The parties agree that the procedural elements of this provision are subject to the grievance procedure.

5.05 POSTING AND FILLING VACANCIES

5.0501 Posting Vacancies

A. The Human Resource office shall prepare a list of all bargaining unit vacancies once the Superintendent has determined a vacancy actually exists. All positions must be posted internally, via District e-mail, five (5) calendar days before they are made public. However, between June 1 and August 31, the board shall publicly post open vacancies at the same time as posting internally. Bargaining unit vacancies shall be emailed to unit members and posted on the District website and shall include the following information:

(1) Position(s) available
(2) Licensure/Certification requirements
(3) Deadline for application
(4) Effective starting date
(5) Any additional pertinent information

B. In addition, as a courtesy to the members of the bargaining unit, the Superintendent shall post administrative vacancies, excluding the positions of Superintendent and Treasurer on the District's website. However, the provisions of this Contract do not apply to the filling of administrative positions.

5.0502 Filling Vacancies

When considering voluntary transfer requests, the Superintendent shall consider such factors as seniority, years of experience in the position, degree and hours of education in that position, responses to interviews, building needs and District needs.

5.0503 A member may withdraw a voluntary transfer request any time prior to the request being granted.

ARTICLE 6:
REDUCTION IN FORCE

6.01 PROCEDURE

6.0101 When the Board determines it is necessary due to decreased enrollment, return to duty of regular members after leave of absence, the suspension of schools or territorial changes affecting the District, or for financial reasons, to reduce the number of certified/licensed staff positions, the procedures in this Article shall be followed:

6.0102 To the extent possible, the number of members affected by a reduction in force will be minimized by not employing replacements for members who retire, resign, or whose limited contracts are not renewed for reasons other than reduction in force.

6.0103 For purposes of this Article, "seniority" will be defined as the length of continuous service in the school District, provided, however, that seniority will not be interrupted by authorized unpaid leaves of absence.

6.0104 All (tenured and non-tenured) staff in the bargaining unit will be placed on seniority lists in each teaching field, including all subject areas that can be taught by mid-grade license holders and teachers holding license or certificates for grades K-8, for which they are certified/licensed. The Association shall be provided with a copy of the District's seniority list (if prepared) on an annual basis, not less than ten (10) days prior to the notification of reduction in force.

6.0105 Pursuant to Ohio law, seniority-based reductions in force will apply to those unit members who have "comparable evaluations" as defined in Article 6.0107. For the 2024-2025 and 2025-2026 contract years, all evaluations shall be deemed comparable.

6.0106 Seniority-based reductions in any area of certification/license will be made from the bottom of the seniority list for that area of certification/license. A member affected may elect to displace the least senior member in another area of certification/license if all of the following apply: (a) the two unit members have "comparable evaluations" as defined in Article 6.0107; (b) the unit member currently holds the required certification/license; and (c) the unit member agrees to enroll, no later than during the first semester of the school year, in a refresher course in the involved subject area.

6.0107 For the purpose of determining which evaluations are "comparable," the ratings from the unit member's Final Holistic Rating ("FHR") shall be the only data points considered. Specifically, each unit member shall be assessed based upon the average of their most recent three (3) FHR ratings, unless 3 FHR ratings are not available, in which case the available FHR rating(s) earned while employed with the Board shall be used. An FHR rating of "accomplished" shall be given a rating of 4; "skilled" shall be given a rating of 3; "developing" shall be given a rating of 2 and "ineffective" shall be given a rating of 1. The applicable FHR ratings shall then be averaged. The average of the FHR ratings shall be rounded up or down to the closest whole number.

All members with an average rating of "accomplished" shall be deemed comparable to one another; all members with an average rating of "skilled" shall be comparable to one another; all members with an average rating of "developing" shall be comparable to one another; and all members with an average rating of "ineffective" shall be deemed comparable to one another.

6.0108 In the event of a reduction in force, the Board shall proceed to suspend contracts of members in accordance with the recommendations of the Superintendent pursuant to ORC 3319.17. In determining the position(s) to be reduced, the following sequence shall be used, subject to the Superintendent's right of assignment per ORC 3319.01:

1. First, all contracts of re-employed retirees in affected areas shall not be filled.
2. Second, positions, vacated as a result of attrition will not be filled.
3. Third, contracts of members shall be reduced in the following order per Article 6.0107:

    a. Limited contract members who have an FHR rating of ineffective;
    b. Continuing contract members who have an FHR rating of ineffective;
    c. Limited contract members who have an FHR rating of developing;
    d. Continuing contract members who have an FHR rating of developing;
    e. Limited contract members who have an FHR rating of skilled;

f. Limited contract members who have an FHR rating of accomplished;
g. Continuing contract members who have an FHR rating of skilled;
h. Continuing contract members who have an FHR rating of accomplished.

6.0109 If a teacher whose contract is suspended due to a reduction in force is certified/licensed for another position(s) in the District, the process set forth in Article 6.0108 (a) through (h) will be repeated. It is possible the process will repeat multiple times until the teachers whose contract is suspended is ultimately determined.

6.02 RECALL LIST

The names of members whose contracts are suspended as a result of a reduction in force will be placed on a recall list for up to thirty-six (36) months. Members on the recall list will have the following rights:

6.0201 No new teachers will be employed by the Board while there are members on the recall list who are certified/licensed and qualified for the vacancy.

6.0202 Staff members on the recall list who are certified/licensed to perform the work in that position will be recalled on the basis of performance. Unit members with an average FHR rating of "ineffective" as set forth in Article 6.01 shall have no right to recall. Seniority will not be the basis for this decision except where teachers have comparable evaluations as defined in Article 6.0107.

6.0203 If there is a vacancy to be filled, then the suspended staff member who holds the proper license/certificate to fill the vacancy will be recalled on the basis of performance. Seniority will not be the basis for recall except where staff members' average FHR ratings are "comparable" as defined in Article 6.01. The Board will send an announcement to the last known address of the staff members to be recalled. It is the staff member's responsibility to keep the Board informed of his/her current address. All staff members are required to respond in writing to the notice of vacancy within ten (10) calendar days or within five (5) days if the notice is received within twenty (20) days prior to the start of the school year or semester. If the response deadline falls on a weekend, the deadline shall be extended to the next business day. Any staff member who fails to respond to the notice of vacancy shall be removed from the recall list.

6.0204 The provisions of Article 6 shall supplement the reduction in force procedures of RC 3319.17. In the case of any conflict between the language of RC 3319.17 and Article 6, the terms of the statute shall control.

6.03 SUBCONTRACTING

Bargaining unit positions that are reduced or not filled due to reductions in any subject area shall not be filled by outside entities such as the joint vocational school district if current bargaining unit members possess the necessary certification to perform the work required. Exceptions to the above include the educational services currently funded through the District's General Fund, the Oaks Joint Vocation School, plus current and future services made available through state and federal funds.

ARTICLE 7:
PARENTAL COMPLAINT POLICY

7.01 A parental complaint against a member which is not brought to the attention of the member by the administration within ten (10) work days after receipt of the complaint shall not be basis for disciplinary action against the member or otherwise used to adversely affect the member's employment status. The aforementioned provisions shall not apply to parent complaints about a member which involve the health or safety of a student.

7.02 In the event a complaint is filed, the administrator shall include the date the complaint was filed. Anonymous written complaints shall not be placed in the member's file. Only complaints, whether signed or anonymous, which are substantiated may be grounds for disciplinary action.

ARTICLE 8:
DISCIPLINE PROCEDURE

8.01 Members shall be disciplined if there is good and just cause to do so. In the event it becomes necessary to reprimand or otherwise discipline a member of the bargaining unit, the principles of progressive discipline will be followed. For the same offense/violation or a similar offense/violation, the disciplinary progression shall be:

a. Oral Warning;
b. Written Warning;
c. Suspension of up to 5 work days by the Superintendent;
d. Termination.

8.02 The aforementioned progression may not be followed for conduct which is deemed to be of such a serious nature as to make the progressive discipline procedure inappropriate.

8.03 A written reprimand shall be removed from a member's personnel file three (3) years after the date it was issued, provided the member has not been subject to further disciplinary action during the three (3) year period.

8.04 The member shall be provided a representative assigned by WCEA/OEA during any meeting to consider possible discipline. The Association President will be notified when the unit member is noticed for the meeting. The hearing shall take place no sooner than twenty-four (24) hours after the member has been notified of the hearing.

8.05 In the event of an oral warning, the member shall be provided with a written or email documentation which states that an oral warning was issued; the reason the oral warning was issued, and the date the oral warning was given to the member. This document shall not be placed in the member's personnel file or copied to other administrators.

ARTICLE 9:
MEMBER APPRAISAL

9.01 CHANGES IN MEMBER EVALUATION PROCEDURE

9.0101 An Evaluation Committee shall be established to recommend revisions, amendments, and changes in the member evaluation procedure. The Committee shall be comprised of an equal number of members and administrators within the District. The members shall be selected by the Association, and the administrators

shall be selected by the Superintendent. These members shall select a chairperson.

9.0102 Any action taken by the Evaluation Committee to revise, amend, or alter the existing evaluation process shall be made in accordance with guidelines established by the Evaluation Committee. The final recommendations of the Evaluation Committee shall be presented to the Superintendent and the Association executive committee.

9.0103 In the event the Association Executive Committee does not support the recommendations of the Evaluation Committee in its entirety, it shall make its objections known in writing to the Superintendent and the Superintendent shall meet with designated representatives of the Association to discuss the Association's concerns prior to the Board changing the evaluation procedure.

9.0104 In the event the Board does not adopt the recommendations of the Evaluation Committee in its entirety, the Board or its representative shall meet with the Association to discuss its concern pertaining to the evaluation procedure prior to changing the current evaluation process.

9.02 USE OF THE OTES MODEL

9.0201 The evaluation procedures in the Board's Teacher Evaluation Policy and this Article shall apply to "Teachers" as that term is defined in the Board's Teacher Evaluation Policy.

9.0202 The Board and the Association are committed to using the Ohio Teacher Evaluation System ("OTES"), as it currently exists and may be amended from time to time, as the model for assessing teacher performance. To this end, the parties agree that the OTES Model will be followed for:

a. Calculating Teacher Performance on Standards
b. Determining High-Quality Student Data
c. Calculating the Final Holistic Rating
d. Professional Growth and Improvement Plans
e. Assessing Teacher Performance
f. The Formal Observation Process (including pre-conference, classroom observation, walk-throughs and post-conference)

9.0203 The Board and the Association agree that the following OTES Resources will be utilized by the District, as necessary and appropriate, in evaluating teacher performance as part of the OTES Model:

a. Self-Assessment Summary Tool
b. Professional Growth Plan
c. Improvement Plan
d. Improvement Plan Evaluation
e. Teacher Performance Evaluation Rubric
f. Informal Observation: General Form
g. Informal Observation: Open-Ended Form
h. Final Holistic Rating of Teacher Effectiveness
i. The current Ohio Evaluation System
j. High Quality Student Data Verification Form
k. Any other OTES Resources that may be subsequently adopted into the OTES Model after review and consensus by the District Evaluation Committee.

9.03 EVALUATION PROCEDURE AND DATES

9.0301 The member appraisal system serves to provide (1) a record of member performance and (2) a foundation for improvement of instruction by indicating a level of performance of the bargaining unit member. Each evaluation will result in an effectiveness rating in accordance with the State Board of Education framework.

9.0302 Teacher training of the process, rubric and the assignment of a primary evaluator shall take place during one of the workdays prior to the start of each school year. In the case of a new teacher, training shall take place within thirty (30) days of the first day worked. A teacher reassigned after the beginning of the work year shall be notified of his/her primary evaluator within two (2) weeks of the first day in the new assignment. During the teacher training, all OTES forms shall be reviewed along with the rubric ratings.

The appraisal process is the responsibility of the Board and the responsibility for the evaluation of members rests with the credentialed evaluators who shall be West Clermont employed building level administrators or credentialed central office personnel, except in emergency circumstances of long-term absence of an administrator, in which case a credentialed administrator may be contracted through a local Educational Service Center. Prior to the employment of a credentialed administrator who is not an employee in the District or a central office employee, the names of candidates shall be provided to the Evaluation Committee for discussion and input.

9.0303 The timelines and procedures for Teacher Training/Primary Evaluator, Professional Growth Plan/ Improvement Plan, Observations Nos. 1, 2 and 3 (if needed), and Walk-Throughs are as follows:

Step	Timeline
Training/Primary Evaluator	During Pre-School Work Days
Professional Growth Plan/ Improvement Plan Meeting	By September 30th
Observation #1	By December 15th
Pre-Conference	No more than 5 workdays before
Observation (min. 30 minutes)	
Post-Conference	Within 5 workdays after observation
Summary Submitted	Within 5 workdays of post-conference
Walk Through	No less than 5 and less than 30 min.
Observation #2	By April 20th
Pre-Conference	No more than 5 workdays prior
Observation (min. 30 minutes)	
Post-Conference	Within 5 workdays after observation
Summary Submitted	Within 5 workdays of post-conference
Walk Through	No less than 5 and less than 30 min.
PGP Progress Conference	During post-conference or by the end of 3rd quarter for member on less frequent evaluation cycle

Observation #3 (if needed)	
Pre-Conference	No more than 5 workdays before
Observation (min. 30 minutes)	
Post-Conference	Within 5 workdays after observation
Summary Submitted	Within 5 workdays of post-conference
Evaluation Completed	By May 1st
Written Report to Unit Member	By May 10th

The primary evaluator shall be responsible for all required observations, walkthroughs, and evaluations. In the event the primary evaluator is not available for an extended period of time because of excused or unexcused absence, then another credentialed evaluator shall conduct the required observations, walkthroughs and evaluation. Further, the Superintendent and unit member may choose to use a credential evaluator other than the primary evaluator should extenuating circumstances necessitate such change.

The timelines set forth above shall be modified if the required observations, evaluations, and walkthroughs cannot be held due to a member or evaluator being unavailable because of excused or unexcused absence. The credentialed evaluator shall conduct the required observations, walkthroughs and evaluation within the same amount of time that the member or evaluator was not available due to absence (i.e., if the absence is for five (5) days the evaluator shall conduct all required observations, walkthroughs and evaluation within five (5) days of the individual's return to work).

9.0304 No teacher shall receive more than one full evaluation each school year. Effective at the beginning of the 2024-2025 school year, all teachers employed under a limited contract will receive a full evaluation in their first three (3) years of full-time employment in the District. Upon earning a final rating of "Accomplished" or "Skilled" for three consecutive years, limited contract teachers are eligible for a less frequent evaluation cycle beginning in the fourth year in accordance with sections 9.0305, 9.0306 and 9.0307.

9.0305 "Accomplished" teachers may be evaluated every three years so long as the teacher submits a self-directed professional growth plan to their primary evaluator that focuses on specific areas identified in the observations and evaluation, and is aligned with District/ building goals and the evaluator determines the teacher is making progress on that plan. Such teachers who are placed on this rotation or the primary evaluator may, nonetheless, request a full evaluation be conducted each year.

9.0306 "Skilled" teachers may be evaluated every two years so long as the teacher and the primary evaluator jointly develop a professional growth plan for the teacher that focuses on specific areas identified in the observations and evaluation, and is aligned with District/ building goals and the evaluator determines the teacher is making progress on that plan. Such teachers who are placed on this rotation or the primary evaluator may, nonetheless, request a full evaluation be conducted each year.

9.0307 In any year in which a teacher who is being evaluated on a less frequent evaluation cycle as a result of having previously received a rating of Accomplished or Skilled, the primary evaluator shall conduct one observation, which may be one walkthrough, and hold one conference with discussion of progress on the teacher's Professional Growth Plan (PGP).

9.0308 The Board may elect not to conduct an evaluation of a teacher who was on leave for 50% or more of the school year, or who has submitted a notice of retirement on or before December 1st of the school year.

9.0309 A teacher shall be entitled to Association representation at any conference held in which a teacher is told of an impending adverse personnel action. Any violation of procedural due process may be challenged by the teacher through the grievance procedure.

9.0310 When completing a full evaluation, the following additional procedure and dates shall be followed:

A. Any teacher identified as ineffective or developing in their Final Holistic rating shall be noted on the appropriate forms and the administrator shall make written recommendations to the evaluatee for correcting areas that have been identified as needing refinement. If outstanding teaching strengths are observed, they shall be noted in the comments section.

B. A member may request one additional observation, over and above the observations required by law, by submitting a written request by April 25th. The member requesting the additional observation shall select the credentialed evaluator to conduct the additional observation. Copies of the additional observation shall be provided to the member and the evaluating principal.

C. When complete, the evaluation will be placed in the Ohio Evaluation System. A member may choose to write a rebuttal to all or any portion of the evaluation and it will be included in the teacher comment section of the electronic file.

D Although the evaluation shall be done by a building level principal, observations in addition to the two required pursuant to this Article may be conducted by a person who is under contract with the Board pursuant to Section 3319.01 or 3319.02 of the Ohio Revised Code and holds a license designated for being a superintendent, assistant superintendent, principal or supervisor in any educational area issued under Section 3319.22 of the Ohio Revised Code. The party requesting the additional observation shall select the administrator meeting the requirements of this section to do the additional observation. Copies of the additional observation shall be provided to the member and the evaluating principal.

E. To the extent permitted by law, the evaluation timelines and procedures contained in this Article shall replace 3319.111 of the Ohio Revised Code.

ARTICLE 10:
NON-RENEWAL OF LIMITED CONTRACTS / SUPPLEMENTAL CONTRACTS

10.01 NON-RENEWAL OF LIMITED CONTRACTS

10.0101 Prior to a supervisor making a recommendation to the Superintendent not to renew a member's limited contract, the supervisor shall provide the member with the reasons in writing for such recommendation on or before May 15 of the school year involved.

10.0102 If the Superintendent intends to recommend the non-renewal of a member's limited contract notwithstanding a recommendation received by him from the member's supervisor that the member be reemployed, the Superintendent shall notify the member in writing of such intentions and afford the member involved the opportunity for a conference with him on or before May 15 of the school year involved to discuss the reasons for non-renewal. The member may elect to bring an observer to this conference.

10.0103 Before the Board takes final action not to renew a member's limited contract, the Board shall direct the Treasurer of the Board to give the member written notification of such intentions on or before June 1 of the school year involved. If the Board's reasons for non-renewal are different from those submitted by the recommending administrator, said reasons shall be stated in the notification.

10.0104 The member upon receipt of notice of intention not to renew, shall have ten (10) days to submit a written request to the Treasurer of the Board for an executive session with the Board. If such an appearance is requested, the Board shall notify the member of the time and place of his/her meeting with the Board.

10.0105 At the meeting, the member shall have the opportunity to present reasons as to why his/her contract should be renewed. The Board shall then exercise its best judgment and good faith according to the law in considering its decision. The member may elect to be represented at the hearing provided for herein by one representative of his/her choice.

10.0106 Non-tenured members whose contracts are not renewed for reasons of reduction in staff or return of members from leave of absence of any kind, are not included in this procedure, but shall be notified in advance and in writing.

10.0107 To the extent permitted by law, this Article of the Contract shall supersede and replace 3319.11 of the Ohio Revised Code.

10.02 SUPPLEMENTAL CONTRACTS

10.0201 Supplemental contracts are one (1) year limited contracts as identified on the supplemental salary schedule or in the Board agenda/minutes per employment action by the Board.

10.0202 The salaries of new positions created by the Board are subject to negotiation when other supplemental positions are to be negotiated.

10.0203 A member will be notified in writing by the principal or Superintendent's office if he/she is not to be retained in the position for the following school year no later than sixty (60) days after his/her last scheduled athletic contest/extracurricular event under the supplemental contract; otherwise, the member would be considered under contract for the following school year in the same supplemental position.

10.0204 The only exception to Section 10.0203 is that the Superintendent may recommend reductions in supplemental contracts to the Board because expenditures in the District must be reduced due to budgetary reasons. Should this be necessary, the Superintendent shall send a written notice to affected members within thirty (30) days after Board action that their supplemental position has been eliminated. All obligations of the Board and the members related to the supplemental contracts shall be null and void.

10.0205 A member who wishes to resign a supplemental position shall submit the resignation no later than thirty (30) days after the last day worked under the

supplemental contract. Any resignation submitted after that time period must be approved by the Board.

10.03 TERMINATIONS

The Board will follow Sections 3319.16 and 3319.161 of the Ohio Revised Code when dismissing a tenured member or a limited contract member during the term of his/her contract.

ARTICLE 11:
CONTINUING CONTRACT ELIGIBILITY

11.01 Any bargaining member employed by the Board who will become eligible for a continuing contract for the succeeding school year shall provide written notice to the Superintendent that he/she is eligible for a continuing contract no later than November 1 of the school year in which his/her current limited contract with the Board shall expire. All transcripts shall be provided to Human Resources by May 1.

11.02 Failure to notify the Superintendent by the applicable deadline shall be a temporary waiver of the member's eligibility for a continuing contract for the following school year. If the teacher fails to notify the Board and the member is re-employed, he/she may be given a one (1) year limited contract for the following school year rather than a continuing contract.

11.03 To the extent they conflict, the provisions of Articles 11.01 and 11.02 shall prevail over the continuing contract provisions set forth in the ORC 3319.08 and 3319.11.

A copy of Ohio Revised Code 3319.08 as it exists on the effective date of this Agreement, is appended hereto as Appendix B. The statute is attached only as an informational resource to unit members (specifically R.C. 3319.08 (D) states the certification/licensure and education requirements needed to become eligible for a continuing contract). Notwithstanding Articles 11.02 and 11.03, a unit member's eligibility for a continuing contract shall be governed by the Ohio Revised Code, as it may be amended from time to time.

ARTICLE 12:
WORKING CONDITIONS & EMPLOYMENT PRACTICES

12.01 SCHOOL YEAR

12.0101 The school year for regularly contracted members shall be one hundred eighty-five (185) days.

The school year will include three (3) front loaded professional development days: 1 District day, 1 building day, and 1 self-directed teacher work day. The self-directed teacher work day will be scheduled prior to open house. All members in each building shall have input into the staff development of that building.

Teachers will be given three (3) unencumbered non-student records days scheduled at the end of the first three (3) quarters. The last day of the contract year will be an unencumbered non-student teacher work day/records day. No staff or department meetings will be scheduled on record days.

Annually, WCEA and Administration will meet to develop a professional development plan for the distribution of time based on the calendar and needs of both the Board and teaching staff. The District Leadership Team, Building

Leadership Teams, and Instructional Coaches will collaboratively develop plans for the content of professional development. Adjustments will be made, as needed, based on emerging needs.

12.0102 Unit members will attend a maximum of four 3.5 hr. evening events including school-wide parent-teacher conferences and/or "Open House" events. Time spent at such activities shall be applied towards the unit member satisfying (2) contractual work days.

12.0103 Unit members will be paid for all time lost, up to a maximum of five (5) work days each contract year (or the hourly equivalent of five (5) work days), in the event the schools in which they are employed are closed due to disease epidemic, hazardous weather conditions, law enforcement emergency, inoperability of school buses or other equipment necessary to the school's operation, damage to a school building, temporary circumstances due to utility failure rendering the school building unfit for school use, or other public calamity.

12.0104 To the fullest extent permitted by law, the Board shall be permitted to use on-line lessons to make up missed days due to disease epidemic, hazardous weather conditions, law enforcement emergency, inoperability of school buses or other equipment necessary to the school's operation, damage to a school building, temporary circumstances due to utility failure rendering the school building unfit for school use, or other public calamity.

Up to three "make-up" days, may be credited to the District without the scheduling of additional days or hours by posting student lessons on the student learning management system. Classroom teachers shall be required to post online lessons to cover these make-up days. As necessary, printed copies of the lessons shall be distributed to students in conjunction with the online postings.

The Board reserves the right to make up instructional days that exceed five (5) calamity days and three (3) "make-up" days (if utilized) in a given school year, and unit members shall not be paid additionally if required to work on such days. The Superintendent will confer with the Association regarding scheduling any instruction days required to be made up.

12.02 SCHOOL DAY

All staff members are expected to be ready to deliver instruction at the start of the student day, and provide supervision throughout the end of the work day. The maximum workday for bargaining unit members shall be seven and one half (7.5) hours in length which shall include at least thirty (30) consecutive uninterrupted duty-free minutes for lunch. The thirty (30) minutes shall start when the elementary teacher drops off students for lunch and end when the teacher resumes supervision of students. For secondary teachers, the thirty (30) minutes shall start when the scheduled class dismisses for lunch and end when class is scheduled to resume. The providing of a lunch period shall not lengthen the contractual work day.

12.03 PLANNING TIME AND PREPARATIONS

12.0301 All staff members shall have planning time/periods during the school week/day in accordance with the standards promulgated by the Ohio Department of Education. In addition, all bargaining unit members who are assigned to the elementary buildings shall be granted plan time in blocks of not less than twenty (20) continuous minutes. Elementary school principals will create building schedules with a goal of providing teachers with planning time in excess of 220 minutes per week.

12.0302 Members teaching in more than one building shall be so scheduled as to allow for travel time in addition to time for preparation.

12.0303 Reasonable efforts will be made by middle school and high school administrators to schedule each academic area member with no more than three (3) independent preparations per semester where scheduling and staffing consideration will permit.

12.0304 If a member's assignment includes four (4) or more preparations and the member perceives that scheduling and staffing considerations should be reviewed, he/she may discuss the schedule with the Superintendent to review the schedule.

12.0305 Annually, WCEA and Administration will meet to discuss building schedules in order to develop guidelines for the use of time to mitigate the loss of plan and preparation time for teachers.

12.0306 Intervention specialists responsible for IEPs shall be provided up to two (2) days of release time, to be used incrementally throughout the school year, for purposes of preparing IEPs. The teacher and his/her principal shall confer to determine specific release dates and times.

12.04 DISTRICT TRAVEL

12.0401 Members required to travel on school business as part of their duties shall be reimbursed for mileage. The rate of reimbursement shall be the IRS reimbursement rate as of April 1 which shall be the rate paid for the succeeding twelve (12) months. In addition, members required to attend meetings outside the district shall be paid from their assigned school to the meeting site at the established mileage rate.

12.0402 Members assigned to more than one building during the course of one school day shall be reimbursed at the IRS rate for mileage between buildings.

12.05 SELECTION TO BOARD-APPOINTED COMMITTEES

12.0501 Any member asked to serve on a Board-appointed committee shall be offered a supplemental contract for that additional duty at a rate established by the Board. A brief description of the additional duty and the compensation will be posted in each building affected.

a. The Board shall approve stipends for staff members engaged in District Office curriculum-related meetings outside the normal work day. WCEA members shall be approved by the Board to serve on the Curriculum Committee.

b. The Board shall pay a stipend in the amount of $27.50 per hour to each bargaining unit member who participates in District Office curriculum-related meetings outside of the normal work day. This payment shall not increase the bargaining unit member's hourly rate of pay, annualized base contract amount or placement on the Master Agreement's salary schedule. This payment shall be treated as compensation, with the Board applying all applicable deductions and withholdings.

12.0502 If the member does not wish to accept the supplemental contract offered, he/she may refuse same without any adverse effect on his/her job.

12.06 BUILDING EFFECTIVE SOLUTIONS TOGETHER (BEST) COMMITTEE

12.0601 The (BEST) Committee is committed to jointly and collaboratively solving significant interests, problems and challenges faced by the parties. We are committed to the belief that solutions which satisfy mutual interests are more durable, and that the parties should help each other achieve positive results. Our committee will weigh options based on objective criteria, rather than utilizing power, leverage and trade-offs. In reaching solutions, the committee members will share relevant information and will focus on mutual interests - with each side helping the other to satisfy the other party's interests as well as their own. Our work will focus on the present and the future, and not the past. Collaborative ongoing training and development will occur at least annually.

12.0602 The BEST Committee will be formed at the building level and consist of three (3) members elected by the members in each building to meet with building administrator(s). The BEST Committee shall meet once a month, if needed, and a collaborated summary of outcomes shall be disseminated to all building staff.

12.0603 The BEST Committee will be formed at the District level and consist of WCEA Board members and members of the District Cabinet. The BEST Committee shall meet once a month, if needed, and a collaborated summary of the outcomes shall be disseminated to all staff.

12.07 INTERNAL SUBSTITUTION

Administration shall first seek volunteers to cover an internal substitution/class splitting assignment. If no volunteer accepts, then administration shall assign a member to internally substitute or be assigned students from a split class. A member with a previously-scheduled, school-related meeting may refuse an internal substitution assignment. Any member who either volunteers to accept an internal substitution/class-splitting assignment, or is assigned by administration to do so, shall be paid at the rate stated in Article 15.0203. When a class is split among teachers, the hourly internal substitution pay rate shall be divided pro rata among the teachers who receive the additional students. A unit member shall not receive internal substitution pay when the member covers a class in place of a duty.

12.08 PERSONNEL FILES

12.0801 Official personnel files of all bargaining unit members shall be maintained under the following circumstances:

A. No material which is derogatory to the member's contract, service, character or personality shall be placed in the files unless the member has had an opportunity to read the material. The member shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed, with the understanding that such signature merely signifies that he/she has read that material to be filed. Such signature does not indicate agreement with its content.

B. The member shall have the right to answer any material filed, and his/her answer shall be reviewed by the Human Resources Officer and the originator of the filed material and shall be attached to the file copy.

12.0802 The member shall be given access to his/her file under the supervision of the Human Resources Officer. The following conditions will apply to access:

A. The member shall give the Human Resources Department no less than one (1) full school day's notice of intent to review their file.

B. A mutually agreeable time will be established for the appointment. If the Human Resources Officer is on leave, the date and time will be the next available day the Human Resources Officer returns.

C. A maximum of two (2) members will be permitted to review files in one day, first come-first served.

D. The maximum time allowed for review of files will be one-half (1/2) hour after the close of the main office.

E. If the member wishes copies of materials, he/she will be charged at the Board's duplicating rate.

12.0803 Untimely, irrelevant, incorrect, or incomplete information contained in the personnel file may be challenged by the member in accordance with the procedures set forth in Ohio Revised Code Chapter 1347.

12.0804 The member shall have the right to file a grievance at Level Three of the Grievance Procedure regarding any material which the member feels is detrimental to his/her professional employment with the exception of evaluations.

12.09 CLASS SIZE

The Board and the Association agree that small class size is in the best educational interest of children. When developing class schedules and/or student composition of a class, the Board will make every effort to address differentiating levels of student's abilities/needs and attempt to balance students with specialized instructional needs among available teachers/courses. If the teacher perceives his/her assigned class size to be excessive relative to his/her grade level, he/she must first request a review with his/her principal. If dissatisfied with disposition of the principal, teacher may request a review with the Superintendent as defined in Article 1.0303.

12.10 RE-EMPLOYMENT OF RETIRED TEACHERS

12.1001 Any individual who is retired and receiving retirement benefits through STRS, SERS or PERS and who is employed by the Board in a bargaining unit position shall receive a limited contract and at no time be eligible for nor be granted a continuing contract. In the event of a reduction in force, these individuals shall be considered to be the least senior employees and shall be laid off first.

12.1002 Teachers who have retired and who are or will be receiving benefits through STRS may be employed by the West Clermont Local School District. There shall be no expectation that any teacher will be offered employment. The District reserves the right to offer or not to offer such employment selectively based on the needs of the District and no reasons will be given for declining to offer such employment to anyone.

12.1003 The salary to be paid to the returning teacher shall be based on the appropriate placement on the current teacher salary schedule training column with a maximum of ten (10) years of experience and a minimum of three (3) years of experience and shall not be subject to Chapter 3317 or any other section of the Ohio Revised Code.

12.1004 Individuals employed pursuant to this provision shall be eligible for the health and dental insurance plans offered by the District pursuant to the provisions of this Agreement governing insurance.

12.1005 Teachers employed pursuant to this provision shall receive one (1) year limited contracts and shall not be eligible for continuing contracts, regardless of their years of service or license held. However, if rehired for the following year, the teacher shall move to the next longevity step on the salary schedule column.

12.1006 Each one (1) year contract shall automatically expire upon completion of the year and it shall not be necessary for the District to take formal action pursuant to Section 3319.11 of the Ohio Revised Code in order to terminate the employment relationship. The employment relationship shall end upon the expiration of the contract in the same manner as a supplemental contract.

12.1007 Returning retirees are not entitled to any severance benefits or retirement incentive benefits.

12.1008 In the event of a reduction in force, the re-employed teacher will not be considered to have any seniority over any other teacher, although the re-employed teacher will be a member of the bargaining unit.

12.1009 Persons employed pursuant to this provision are eligible for sick leave accumulation, starting with a zero balance.

12.1010 This provision shall supersede and replace Sections 3319.11, 3319.111 and Chapter 3317 of the Ohio Revised Code.

12.11 DISTRICT FINGERPRINTING

The Board will pay for the costs incurred by members to undergo fingerprinting background checks as required by law and the Board as a condition of their employment.

12.12 ADMINISTRATION DIRECTED MEETINGS

Seven (7) administration-directed staff meetings may be conducted with members from each school building each school year. Staff attendance at these meetings shall be mandatory. Said meetings shall be held either before or after the contractual work day and shall last no longer than sixty (60) minutes. A schedule of these meetings shall be disseminated to members on or before August 31st of each year. Administration may deviate from this schedule if/when an emergency situation arises. Hours in attendance at administration-directed meetings shall satisfy one (1) contractual administration designated in-service exchange day.

In the event a staff member misses a required administration-directed meeting due to an excused absence, the staff member and principal shall coordinate a means by which the staff member shall review the materials disseminated at the meeting within a reasonable time. Administration shall not exchange time at meetings for other building or district events.

ARTICLE 13:
PAID LEAVES OF ABSENCE

13.01 SICK LEAVE

13.0101 Sick leave shall be granted and administered in accordance with Ohio Revised Code 3319.141. Members of the bargaining unit shall earn sick leave at the rate of one and one-fourth (1-1/4) days per month for twelve (12) months, a maximum of fifteen (15) days per year, to a cumulative total of three hundred sixty-four (364) days.

13.0102 The unit member's pay stub shall reflect his/her then-current sick leave balance.

13.0103 Accumulated sick leave days may be used because of illness in the immediate family or for leave necessary for the adoption of a child up to a maximum of six (6) weeks and charged against accumulated sick leave. The "immediate family" shall include spouses, domestic partners, children, parents, spouses' parents, grandparents, brothers, sisters, grandchildren, aunts, uncles and/or other exceptions as approved by the Superintendent.

13.0104 Bargaining unit members shall have the right to use sick leave for death in the immediate family as defined in 13.0103 above. A maximum of five (5) days of sick leave may be granted to a member when such absence is necessitated by the death of a member in his/her immediate family. The Superintendent, in his/her discretion, may approve up to five (5) additional days to attend the funeral.

13.0105 In the event the member is absent five (5) consecutive working days, the member shall be required to submit a doctor's statement, if requested by the Director of Human Resources.

13.0106 Five (5) days of paid sick leave may be advanced each school year to those members who have exhausted their accumulated sick leave or who are newly hired and have not accumulated paid sick leave. However, the number of paid sick leave days advanced cannot be greater than the number of sick leave days the employee will accumulate for the remainder of the school year.

13.0107 If the designated Human Resources officer has reasonable concern about a member's use of sick leave, a meeting may be arranged with the member, administration, and a representative of the Association. The purpose of the meeting shall be to discuss administration's concerns about the member's use of sick leave and to provide the member an opportunity to address administration's concerns. Following such a meeting, administration may require the member to call his/her principal prior to being absent from work for the remainder of that school year.

13.0108 New teacher orientation will include education about the proper use of sick leave and the availability of the employee assistance programs to members in need.

13.0109 <u>SICK LEAVE BANK</u>

A. A sick leave bank shall be created to provide for additional days of sick leave for members of the bargaining unit represented by WCEA. Between September 1 and October 1 of each contract year, each member in the bargaining unit shall be given the opportunity to donate at least one day of his/her personal sick leave accumulation to the sick leave bank. All donations shall be made by completing the Sick Leave Bank Donation Form. Deductions from an employee's accumulated sick leave shall occur and appear on the pay stub by the second pay in October. Initial membership shall consist of one (1) donated day. Only members donating shall be eligible for use of the sick leave bank.

B. A Sick Leave Bank Oversight Committee shall be responsible for handling all transactions related to the operation of said sick leave bank. The Committee shall consist of three (3) representatives appointed by the Association President. This Committee shall be empowered to adopt rules and regulations and to make decisions required to administer the sick leave bank, so long as those rules, regulations and decisions do not modify this Master Agreement. The duties of the Oversight Committee shall include the following:

1. Distribution and collection of the Sick Leave Bank Donation Forms each contract year during the month of September;

2. Recording of all donations and submission of a list of all donations and a list of members of the sick leave bank to the Board Treasurer's office;

3. Processing of all requests for use of days in the sick leave bank (receipt of requests, notification of Board Treasurer's office, etc.);

4. Monitoring of all usage of days from the sick leave bank;

5. Solicitation of additional donations when the sick leave bank is nearing depletion;

6. Developing all forms needed to operate the sick leave bank;

7. On a quarterly basis, the Committee publish and file with the Treasurer's office an annual report that includes an itemized listing of members who donated sick leave days, the number of sick leave days donated by each unit member, the number of sick leave days used, and the number of days remaining in the sick leave bank.

The Oversight Committee shall perform its duties in a manner which respects the confidentiality of donors to and recipients from the sick leave bank.

C. The sick leave bank shall be administered by the Sick Leave Bank Oversight Committee in accordance with the following provisions:

1. All days once donated to the bank become the property of the bank and will not be returned in the event a member withdraws his/her participation in the bank.

2. The maximum dollar expenditure during each school year is $10,000 based on the per diem of the person using the sick leave bank.

3. Any member submitting a request to use the bank must have made his/her proper contribution and met all eligibility requirements. If a member is physically unable to submit the form, the forms may be submitted by a proxy.

4. A member can apply prior to using all his/her days but will not be able to use days from the bank until his/her own accumulated and advanced sick leave is depleted.

5. Days granted from the bank may not be granted for the period of disability when monies are paid to the member under the workers' compensation laws.

6. Days granted will be compensated at the recipients per diem.

7. A member may take more than one application to the sick leave bank but their total number of days requested shall not exceed thirty (30) days per contract year.

8. The Oversight Committee will review and present to the Treasurer's office approval or denial of all requests to draw on the bank within ten (10) working days after such request and supporting documentation

are received by the Committee. The Committee will also make its decisions known to the applicant within this ten (10) day period.

D. A member must meet all of the following requirements:

1. The member's personal sick leave accumulations must be exhausted;

2. The need for additional sick leave must be based upon catastrophic illness or injury of the member or their spouse but shall not include use for normal pregnancy, for purposes of adoption, or for illness or injury in the member's immediate family;

3. A physician must verify in writing the member's need to be off work. A member must include a HIPAA waiver with the application.

4. Must agree in writing at the time of application for use of sick leave bank days as follows:

"I acknowledge and agree the granting of days from the sick leave bank shall be at the sole discretion of the Sick Leave Bank Oversight Committee and that all decisions of the Committee will be final, binding and not subject to the grievance-arbitration procedure of the WCEA Master Agreement. I further agree to abide by such decision and to indemnify and hold harmless the West Clermont Local School District Board of Education, its Board members and employees, the West Clermont Education Association, and the Sick Leave Bank Oversight Committee for any loss that I and/or members of my immediate family may sustain as a result of any claim or legal proceeding that I and/or members of my immediate family may bring against any of the aforementioned parties with respect to a decision made by any of them concerning this application, including attorney fees incurred by the Sick Leave Bank Oversight Committee, its members, WCEA. and the Board of Education."

E. Members who wish to request days from the sick leave bank shall submit a written application to the Oversight Committee. In order to withdraw days from the sick leave bank the member must donate a minimum of one (1) day per year. Every application shall indicate the date on which the member's personal sick leave accumulation will be exhausted, the reason why the member must be off work, the number of days up to thirty (30) requested from the sick leave bank, and the above-referenced acknowledgement, indemnity and hold harmless agreement. Every application must be accompanied by the required written physician's statement and a HIPAA waiver. A member may make further requests for withdrawals from the sick leave bank in increments of up to thirty (30) days. The discretion to approve additional withdrawals from the sick leave bank rests with the Oversight Committee. Sick leave days will not be granted for days beyond a member's contracted employment period. A member, however, may make application for withdrawals from the sick leave bank to commence at the beginning of their next contracted employment period.

A member who has applied for and been recommended by a STRS physician(s) for disability retirement may not apply for days from the sick leave bank so that he/she may extend the date on which he/she will begin his/her STRS disability retirement. However, if a member's disability is denied by the STRS Board, a member may apply for withdrawals from the sick leave bank.

F. Whenever the number of days available in the sick leave bank totals thirty (30) days or less, the Oversight Committee shall solicit donations of additional days

from all bargaining unit members. These donations shall be limited to one (1) day per person.

G. All days accumulated in the sick leave bank and not used during a given school year shall remain in the bank and be carried over to the next contract year.

13.02 PERSONAL LEAVE

13.0201 Personal leave may be used for purposes necessary to the welfare of members of the bargaining unit, but cannot be used to extend professional leave or vacation.

13.0202 Three (3) days of personal leave shall be granted per school year. Personal leave requests are to be submitted no less than three (3) school days prior to the time personal leave is needed, except in an emergency situation.

13.0203 Unless approved in advance by the Superintendent/designee, personal leave shall not be taken the day before the beginning of a vacation period, holiday or professional leave or the day after a vacation period, holiday or professional leave. Personal leave shall also not be granted for days scheduled as in-service, conference or member workdays or days the member is required to give a state test and/or semester or final exams, or the first or last ten (10) days of the school year except for the following:

A. Accident or catastrophe involving family property.
B. Court appearance as litigant or witness.
C. Observance of religious holidays where total abstinence from work is required.
D. Attendance at graduation exercises or other ceremony honoring the member, the member's spouse or the member's child.
E. The wedding of the member or his/her attendance at the wedding of an immediate family member.
F. A wedding trip of the member.
G. Attendance at funerals of persons not within the immediate family.
H. Arranging for the purchase or sale of the member's real estate.
I. Appointment with an attorney.
J. Urgent personal problems of members of the employee's immediate family.
K. Extension of sick leave after exhaustion of accumulated sick leave.
L. Appointment with STRS or other State retirement system personnel.
M. Attendance at a professional association meeting as an official representative.
N. Other personal business not covered by the above as approved by the Superintendent as defined in Section 1.0303 of the Contract.

13.0204 Only ten percent (10%) of an administrator's certified/licensed staff requiring substitutes will be given personal leave on the same day.

13.0205 Unused personal leave days shall be rolled over into the member's sick leave accumulation to the maximum sick leave accumulation allowed by the Contract.

Alternatively, upon request of the member, up to 2 unused personal leave days may roll-over into the next contract year. In no event shall a member have more than 5 personal leave days accrued in a contract year. A member shall notify the Treasurer, in writing, no later than the last day of their contractual work year if they wish to exercise this option. Failure to notify the Treasurer prior to the last day of their contractual work year will result in any unused personal days being rolled into the member's sick leave accumulation, as noted above.

13.03 ASSAULT LEAVE

13.0301 A member who is physically injured as a result of a physical assault on him/her, occurring while the member is performing duties required by his/her contract, and occurring on school premises or during a school-sponsored function and not caused by another employee of the District, shall be entitled to assault leave.

13.0302 When such assault results in absence from duty for medical reasons, such absence shall be at no loss in pay and shall not be chargeable to sick leave to a maximum of twenty-five (25) days per member each school year. The Superintendent may grant additional days of assault leave.

13.0303 Medical verification shall be furnished to the Superintendent for all such absences requiring more than three (3) days leave. The Board shall have the right to require a medical examination by a physician of its choice after the member has been absent for three (3) school days per occurrence. In such event, the Board shall pay the full cost of the examination.

13.04 PROFESSIONAL DEVELOPMENT LEAVE

13.0401 The Superintendent may grant leave without loss of pay to certified/licensed members to attend meetings, seminars, classes and workshops that will further the professional development of the member.

13.0402 Expenses approved for said leave by the Board shall be fully reimbursed by the Board.

13.0403 Attendance at such events shall be directly related to the member's regular teaching duty or supplemental contract.

13.0404 Written rationale shall be provided a member denied use of professional leave.

13.0405 Professional development leave shall include time for collaboration among grade levels, departments, and/or buildings. Professional development will be developed with goals to fulfill District, state and federal needs as well as consideration to recommendations from the LPDC or OTES committees.

13.05 FAMILY MEDICAL LEAVE ACT

The Board will provide leave to eligible employees consistent with the Family Medical Leave Act (FMLA). Eligible employees are entitled to up to twelve (12) work weeks of unpaid family and medical leave in any twelve (12) month period. However, the Board may require eligible employees to use paid sick leave, personal leave or other paid leave for any or all of the twelve-week period established under the FMLA. The Board will continue to pay the Board's share of the employee's health benefits during the leave, and the employee shall pay the employee's share of health benefits. In addition, the Board will restore the employee to the same or equivalent position after the termination of the leave in accordance with the Board policy. In complying with the FMLA, the Board will adhere to the requirements of applicable federal and state laws.

13.06 ATTENDANCE INCENTIVE

For purposes of this Article, the term "casual absence" shall mean use of sick leave, personal leave or unpaid leave for reasons other than approved FMLA leave, maternity/paternity leave, or leave certified by a physician for medical conditions recognized under the Americans with Disabilities Act ("ADA"). During the 2022-2023 contract year, members accumulated 5,524

casual absence days. These 5,524 casual absence days shall be the baseline for the following attendance incentive.

Should the bargaining unit members reduce the casual absence rate to 2,762 days or less (i.e. a 50% reduction from the baseline) for a full contract year, then, in such event, the substitute employee cost savings realized by the Board for such an employee absence reduction shall be equally distributed to those bargaining unit members who: (a) worked a minimum of 120 paid work days in the contract year; and (b) used 5 days or less of their combined paid sick leave and personal leave during that contract year. Realized attendance incentive payments shall be made during the second pay in June of the contract year in which the aforementioned attendance goal is met.

This attendance incentive shall only be for the 2024-25 and 2025-26 contract years. The parties will assess the effectiveness and value of the attendance incentive and determine whether to continue and/or adjust the incentive for a successor Agreement.

13.07 JURY DUTY AND COURT LEAVE

When an employee is called for jury duty, or is subpoenaed to court on a matter that is not adverse to the Board, the employee shall give his/her Principal proper notice and the Board will reimburse the employee at his/her per diem rate of pay for each day missed from work due to jury duty or court leave. The per diem paid by the Board shall be prorated should the employee only miss a portion of a work day due to jury duty or court leave. The employee shall surrender to the Board Treasurer his/her per diem received from the court, excluding transportation, meals, and room, for court services with documentation from the court for such out of pocket expenses. It is the responsibility of the employee to collect these monies from the court for his/her services and remit the amount to the Board Treasurer no later than the next pay period after the last day of jury service or court leave.

ARTICLE 14:
UNPAID LEAVES OF ABSENCE

14.01 PERSONAL ILLNESS OR DISABILITY

14.0101 Any bargaining unit member shall be granted an unpaid leave of absence for up to two (2) years because of personal illness or disability.

14.0102 A member who is unable to teach because of personal illness or disability shall be granted up to two (2) years of unpaid leave, with the option to use sick leave.

14.02 GRADUATE STUDIES

14.0201 Upon written request, the Board may grant a full-time member a leave of absence without pay for a maximum of one (1) school year (two consecutive semesters) for the purpose of meeting the university residence requirements of graduate studies, subject to the following restrictions:

14.0202 That the member, at the time of the request, submits written evidence from the dean of the university graduate school verifying the residency requirements.

14.0203 That the leave time of one year is used to complete the requirements for the receipt of the degree.

14.0204 That the program be restricted to the area of expertise of the member in the field of education, within the needs of the District.

14.0205 That the member has taught successfully for five (5) years in the West Clermont Local School District and is on continuing contractual status.

14.0206 That satisfactory replacement for the member requesting the leave is available.

14.0207 That the member agrees to return after the leave to teach one (1) year in the West Clermont Local School District.

14.0208 That the member has not been granted any other leave within the preceding five (5) years.

14.0209 That the sum of leaves for graduate study presently granted does not constitute a total of more than one percent (1%) of the professional staff at any one time.

14.0210 That the leave be requested prior to April 1.

14.03 CHILD CARE LEAVE

14.0301 Upon the expiration of sick leave for pregnancy, health leave without pay for the purpose of having a baby, the birth of a baby if no sick or health leave is requested, or the adoption of a pre-school aged child five (5) years or younger, a member requesting a leave to remain home with the new child shall be granted a leave without pay by the Board. Except in emergency situations, the member eligible for and desiring the child care leave shall make application for same with the Board at least thirty (30) days prior to the anticipated starting date of the leave. Failure to initiate child care leave at the expiration of sick leave for pregnancy and/or health leave without pay for the birth of a baby, or immediately after the birth of a baby, shall waive the Board's obligation to grant child care leave to the member.

14.0302 At a maximum, child care leave shall be for no more than the remainder of the school year in which it becomes effective, unless the effective date of the leave begins between March 1 and the start of the next school year, in which case it shall be for the remainder of the year in which the leave commences, if any, and the following year.

14.0303 A child care leave request shall not extend a limited contract past its term.

14.0304 A member returning from child care leave shall be assigned to a position within his/her area of certification/license. Reasonable effort shall be made to assign the member to the original or comparable position.

14.04 ADOPTION LEAVE

14.0401 Any member shall, upon request, receive an unpaid leave of absence for the adoption of a child. If the child's age is less than the amount required for enrollment in kindergarten, the leave shall be up to one (1) school year. If the child is enrolled in kindergarten, the leave shall not exceed one (1) school semester. In any event, said leave shall not extend beyond the member's current contract.

14.0402 A member granted an adoption leave shall be returned to the member's original position if the leave is for one (1) school semester or less, provided that the member is still under contract with the school District. A member granted an adoption leave for one (1) school year shall be returned to the member's original position or a similar position, if available, provided that the member is still under contract with the school District.

14.0403 Adoption leave shall not extend the term of a member's contract.

ARTICLE 15:
COMPENSATION & INSURANCE BENEFITS

15.01 PAY PERIODS

15.0101 Members shall receive their pay in twenty-four (24) equal installments on the 15th and 30th of each month. In months without 30 days, the deposit will happen on the last day of the month. Should those days fall on a holiday or weekend the deposit will be made on the previous day.

Pay shall be direct deposit to the financial institution(s) of the member's choice.

15.0102 Retirement deductions will be made equally over the number of pay periods requested.

15.02 SALARIES

15.0201 Professional Salary Schedule

Employees shall receive any applicable step increase or increase resulting from column movement. Salary schedules in effect shall be designated as Appendix C attached hereto and made a part hereof, calculated as follows:

2024-2025: 3.0% increase on base wages
2025-2026: 3.0% increase on base wages

a. All new employees hired on the Bachelors column shall be moved to the Bachelors +150 column. Current employees in the Bachelors column shall be moved into the Bachelors +150 column at the same step.

b. "Bargaining unit members employed on or before March 1, 2018, shall be entitled to an additional 1% (one percent) increase to their base salary (Exhibit D presented 2/26/18 WCHS JEDD) when assigned to work at West Clermont High School. This increase will be in full effect at the beginning date of the current JEDD income tax, and will expire upon its conclusion.

Bargaining unit members employed after March 1, 2018, shall not be entitled to the differential."

15.0202 Supplemental Salary Schedule

The supplemental salary schedules for the 2024-2026 contract years are attached as Appendix D-1.

15.0203 Internal Substitution Pay

A member assigned to internal substitution shall be paid at the rate of thirty dollars ($30.00) per hour.

15.03 SEVERANCE PAY

15.0301 A member who is employed in the District, and upon leaving the employ of the District, retires and participates in the State Teachers Retirement System, State of Ohio, shall receive severance pay as follows:

A. For an accumulated but unused sick leave day balance of between 1 day and 264 days: Members shall be able to cash-in twenty five percent (25%) of their accumulated but unused sick leave balance.

B. Any sick leave days that are accumulated above the 264-day threshold in A. and up to the maximum accumulation of 364 sick leave days shall be cashed-in at a rate of ten percent (10%) of such accumulated but unused days within this category.

C. Members who submit their intent to retire prior to February 1st and who work through the last day of May, or last contractual work day, whichever comes first, shall receive two additional days of severance on top of the severance pay detailed in A. and B., above.

15.0302 If eligible, payments shall be made within thirty (30) days of the teacher's last workday.

15.0303 Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the member at that time.

15.0304 Retirement is defined as disability or service retirement under any state or municipal retirement system in the State of Ohio.

15.04 INSURANCES

The Board shall provide the following benefits through July 31, 2026:

15.0401 Health Insurance

A. The current health insurance plan or equivalent with the Board paying eighty-four percent (84%) of the single or family premium of the plan selected by the employee. The plan options shall be as follows:

1. Anthem Blue 5.0 PPO Plan
2. High Deductible plan with an embedded Health Savings Account

B. If both spouses are employed by the Board, the Board shall be obligated to provide only one (1) family health insurance plan or two (2) single plans at one hundred percent (100%).

15.0402 Health Insurance Committee

A. A West Clermont Insurance Committee shall be established comprised of nine (9) members – three (3) members from WCEA; three (3) members from HOPE; and three (3) members representing the Board. The Committee shall meet annually with insurance consultants engaged by the Board of Education to review all aspects of the health insurance plan provided or to be provided by the Board, including but not limited to insurance carriers, plan options, co-pays and cost of plans.

B. The Insurance Committee shall review health insurance plan options in conjunction with the applicable provisions of the Master Contract regarding health insurance to determine the health insurance plan to be implemented by the Board.

C. If the Insurance Committee cannot agree upon a modification to the health insurance plan, then the current health insurance plan or available

equivalency shall be implemented by the Board. If health care costs exceed ten percent (10%), the Board and the employee shall share the excess costs 50/50. If the total premium to purchase an employee health insurance plan increases by more than 10.0% from the current plan year to the upcoming plan year, then, in such event, the Board and the employee shall equally share in any insurance premiums that exceed the 10.0% cap for the duration of the upcoming plan year only. Such excess costs shall not advance or roll over into future plan years.

15.0403 Prescription Drug

The health plan provided by the Board shall include prescription drug coverage.

15.0404 Dental Insurance

The Board shall provide the current dental insurance for each member of the bargaining unit and pay eighty-four percent (84%) of the cost of said premium.

15.0405 Life Insurance

The Board shall provide the current life insurance plan or its equivalent and the principal amount will be fifty thousand dollars ($50,000) for each member of the bargaining unit and the Board shall pay one hundred percent (100%) of the premium.

15.05 PART-TIME MEMBERS

Contracted part-time members of the bargaining unit paid on the teachers' salary schedule shall be covered for salary, sick and personal leave, hospitalization, major medical, drug, dental and life insurance (unless restricted by the insurance carrier) in proportion to the percentage of a standard contract day or contract year they worked (i.e., a person working one-half [1/2] day for the entire contract year shall have the Board contribute an amount equal to fifty percent [50%] of what it contributes for a full-time person for the same benefit).

15.06 HIRING AND RETENTION INCENTIVES

The following provisions shall apply to pre-school and school-age special education program teachers. By way of illustration, the current school-age special education programs are: RISE, STRIDE, SAIL, LINK and Tri-B. The Board reserves the right to amend the types of pre-school and school-age special education programs for which this provision may apply.

15.0601 Incentives for New Hires

The Board shall have discretion to place newly-hired pre-school and school-age special education program teachers up to 5 steps higher than their experience dictates, with the understanding that such hires will be frozen at that step until their actual years of teaching experience (in Ohio or elsewhere) matches the step upon which they were placed. If an employee moves out of a pre-school or school-age special education program position, they will be returned to the step commensurate with their actual experience, even if doing so would result in a reduction in pay. This provision shall supersede and control over Ohio Revised Code 3319.12.

15.0602 Existing Pre-school and School-age Special Education Program Teachers

Teachers currently assigned to a pre-school or school-age special education program shall be placed two steps higher than their current step placement with the understanding that they will be frozen for a period of two years. If an employee

moves out of a pre-school or school-age special education program position during this time, they will be returned to their previous step placement, even if doing so would result in a reduction in pay. This provision shall supersede and control over Ohio Revised Code 3319.12.

15.0603 Existing Teachers Working Outside of a Pre-school or School-age Special Education Program

Teachers who hold licensure in more than one area and are assigned or transferred into a pre-school or school-age special education program position shall be placed two steps higher than their current step placement with the understanding that they will be frozen for a period of two years. If an employee moves out of a pre-school or school-age special education program position during this time, they will be returned to their previous step placement, even if doing so would result in a reduction in pay. This provision shall supersede and control over Ohio Revised Code 3319.12.

15.0604 Education Column

Regardless of step placement, noted above, employees shall be placed in the Column of the Salary Schedule that aligns with their education.[1]

15.07 SCHOOL PSYCHOLOGIST

Each school psychologist shall receive a positional supplemental contract of ten thousand dollars ($10,000) per contract year while working in a school psychologist position.

ARTICLE 16:
OPEN ENROLLMENT

16.01 OPEN ENROLLMENT

Children of members of the bargaining unit shall have first priority in the acceptance of open enrollment students, subject to capacity limits, program size, racial balance considerations and other mandates imposed by law and/or Board policy.

ARTICLE 17:
SEVERABILITY AND CONCLUSION

17.01 SEVERABILITY

The current Collective Bargaining Agreement supersedes and prevails over all statues of the State of Ohio, except as specifically set forth in Section ORC 4117.10 (A), all Civil Service Rules and Regulations, Administrative Rules of the Director of State Personnel and all policies, rules, and regulations of the Employer.

Should the State Employment Relations Board or any Court of competent jurisdiction, determine, after all appeals or times for appeal have been exhausted, that any provision herein is unlawful, such provision or portion thereof, shall be automatically terminated but all other provisions of the Contract shall remain in full force and effect.

[1] Notwithstanding the provisions in Article 15.0201 that new hires will, at minimum, be placed at the BA+150 education column on the Salary Schedule.

At the request of the Association, the parties will meet no later than thirty (30) calendar days after the final determination of unlawfulness, to begin bargaining over its impact and to bring the Contract into compliance. If the parties fail to reach agreement over the affected provision thirty (30) days after the initial bargaining session, the statutory dispute settlement procedure shall be utilized to resolve the dispute.

17.2 **DURATION AND TERM OF CONTRACT**

This Agreement is effective August 1, 2024 and shall end on July 31, 2026.

IN WITNESS THEREOF THE FOLLOWING REPRESENTATIVES DO AFFIX THEIR SIGNATURES.

WEST CLERMONT LOCAL SCHOOL DISTRICT BOARD OF EDUCATION:

By _____ 8/12/2024
President Date

By _____ 8/12/2024
Treasurer Date

WEST CLERMONT EDUCATION ASSOCIATION:

By _____ 8/9/24
President Date

By _____
Treasurer Date

SECTION 5705.412
CERTIFICATE OF ADEQUATE REVENUES
OAC Section 3301-92-05
Wage or Salary Schedule

WCEA Collective Bargaining Agreement

The undersigned, Treasurer, Superintendent, and President of the Board of Education of the West Clermont Local School District, hereby certify based on current estimates of School District revenue and expense made in conformity with regulations of the Auditor of State and the Ohio Department of Education, that with respect to the attached Wage or Salary Schedules:

The School District has in effect for the term of the Master Contract the authorization to levy taxes including the renewal or replacement of existing levies which, when combined with the estimated revenue from all other sources available to the District, are sufficient to provide the operating revenues necessary to enable the District to maintain all personnel and programs for all the days set forth in its adopted school calendar for the current fiscal year and an equivalent number of days for each succeeding fiscal year in which the wage or salary schedule will be in effect.

IN WITNESS WHEREOF, we have hereunto set out hands on December 11, 2024

WEST CLERMONT LOCAL SCHOOL DISTRICT
CLERMONT COUNTY, OHIO

By: _____
President, Board of Education

By: Natasha L Adams
Superintendent

By: _____
Treasurer

APPENDIX A

WEST CLERMONT LOCAL SCHOOL DISTRICT

GRIEVANCE FORM

Definition: A grievance is a complaint involving the violation, misinterpretation, or misapplication of the contract entered into between the West Clermont Local School District Board of Education and the West Clermont Education Association.

Name of Member(s)_____ Date_____

Building_____

STEP ONE: ADMINISTRATOR

Date Grievance Occurred_____ Date of Informal Discussion_____
Article(s)/Provision(s) Violated_____

STEP TWO: ADMINISTRATOR

Statement of Grievance:

Relief Sought:

Signature of Member(s)_____
Date_____ Date Received by Administrator_____
Date of Hearing_____ Date Member(s) Notified of Hearing_____
Disposition of Administrator:

Signature of Administrator_____ Date_____

LEVEL THREE: SUPERINTENDENT

Position of Member(s):

Signature of Member(s)_____ Date_____
Date Received by Superintendent_____
Date of Hearing_____ Date Member(s) Notified of Hearing_____
Disposition of Superintendent:

Signature of Superintendent_____ Date_____

STEP FOUR: ARBITRATION

Position of Member(s):

Relief Sought:

Signature of Member(s)_____ Date_____
Date Received by Superintendent_____
Disposition of Arbitration:

Signatures of:

Board Panelist_____ Date_____
Association Panelist_____
Date_____
Arbitrator_____ Date_____

APPENDIX B

CONTINUING CONTRACT ELIGIBILITY

ORC 3319.08 Contracts for employment or reemployment of teachers.

(A) The board of education of each city, exempted village, local, and joint vocational school district and the governing board of each educational service center shall enter into written contracts for the employment and reemployment of all teachers. Contracts for the employment of teachers shall be of two types, limited contracts and continuing contracts. The board of each school district or service center that authorizes compensation in addition to the salary paid under section 3317.14 or 3317.141 of the Revised Code for the performance of duties by a teacher that are in addition to the teacher's regular teaching duties, shall enter into a supplemental written contract with each teacher who is to perform additional duties. Such supplemental written contracts shall be limited contracts. Such written contracts and supplemental written contracts shall set forth the teacher's duties and shall specify the salaries and compensation to be paid for regular teaching duties and additional teaching duties, respectively, either or both of which may be increased but not diminished during the term for which the contract is made, except as provided in section 3319.12 of the Revised Code.

If a board adopts a motion or resolution to employ a teacher under a limited or continuing contract and the teacher accepts such employment, the failure of such parties to execute a written contract shall not void such employment contract.

(B) Teachers must be paid for all time lost when the schools in which they are employed are closed due to an epidemic or other public calamity, and for time lost due to illness or otherwise for not less than five days annually as authorized by regulations which each board shall adopt.

(C) A limited contract is:

(1) For a superintendent, a contract for such term as authorized by section 3319.01 of the Revised Code;

(2) For an assistant superintendent, principal, assistant principal, or other administrator, a contract for such term as authorized by section 3319.02 of the Revised Code;

(3) For all other teachers, a contract for a term not to exceed five years.

(D) A continuing contract is a contract that remains in effect until the teacher resigns, elects to retire, or is retired pursuant to former section 3307.37 of the Revised Code, or until it is terminated or suspended and shall be granted only to the following:

(1) Any teacher holding a professional, permanent, or life teacher's certificate;

(2) Any teacher who meets the following conditions:

(a) The teacher was initially issued a teacher's certificate or educator license prior to January 1, 2011.

(b) The teacher holds a professional educator license issued under section 3319.22 or 3319.222 or former section 3319.22 of the Revised Code or a senior professional educator license or lead professional educator license issued under section 3319.22 of the Revised Code.

(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 a teacher's certificate under former law or an educator license, thirty semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules which the state board of education shall adopt;

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

(3) Any teacher who meets the following conditions:

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

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

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

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

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

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

(E) Division (D) of this section applies only to continuing contracts entered into on or after October 16, 2009. Nothing in that division shall be construed to void or otherwise affect a continuing contract entered into prior to that date.

Notwithstanding any provision to the contrary in Chapter 4117. of the Revised Code, the requirements of division (D)(3) of this section prevail over any conflicting provisions of a collective bargaining agreement entered into on or after October 16, 2009.

(F) Wherever the term "educator license" is used in this section without reference to a specific type of educator license, the term does not include an educator license for substitute teaching issued under section 3319.226 of the Revised Code.

Amended by 129th General AssemblyFile No.28,HB 153, §101.01, eff. 9/29/2011.

Amended by 128th General AssemblyFile No.9,HB 1, §101.01, eff. 10/16/2009.

Effective Date: 07-13-2000

The amendment to this section by 129th General AssemblyFile No.10,SB 5, §1 was rejected by voters in the November, 2011 election.

Appendix C

West Clermont Local School District
Salary Index

Step Exp.	*BA*	*150 HRS*	*MA*	*MA+15*	*MA+30*
0	1.0000	1.0250	1.0750	1.1250	1.1750
1	1.0217	1.0528	1.0987	1.1548	1.2108
2	1.0435	1.1055	1.1575	1.2195	1.2815
3	1.0802	1.1483	1.2162	1.2843	1.3422
4	1.1270	1.2010	1.2550	1.3290	1.4030
5	1.1738	1.2537	1.3137	1.3937	1.4738
6	1.2205	1.3065	1.3625	1.4485	1.5345
7	1.2573	1.3492	1.4312	1.5233	1.6053
8	1.3040	1.3920	1.4800	1.5780	1.6760
9	1.3408	1.4447	1.5387	1.6428	1.7468
10	1.3575	1.4875	1.5875	1.6875	1.7975
11			1.6463	1.7523	1.8583
12			1.6950	1.8170	1.9290
13			1.7537	1.8718	1.9897
14			1.8125	1.9365	2.0605
20			1.8613	1.9913	2.1313
25			1.9200	2.0560	2.1923
27+			1.9475	2.0860	2.2248

West Clermont Local School District

Effective 2024-2025

% Increase	3.00%	$ 42,448			
Step					
Exp.	*BA*	*150 HRS*	*MA*	*MA+15*	*MA+30*
0	42,448	43,509	45,632	47,754	49,876
1	43,369	44,689	46,638	49,019	51,396
2	44,294	46,926	49,134	51,765	54,397
3	45,852	48,743	51,625	54,516	56,974
4	47,839	50,980	53,272	56,413	59,555
5	49,825	53,217	55,764	59,160	62,560
6	51,808	55,458	57,835	61,486	65,136
7	53,370	57,271	60,752	64,661	68,142
8	55,352	59,088	62,823	66,983	71,143
9	56,914	61,325	65,315	69,734	74,148
10	57,623	63,141	67,386	71,631	76,300
11			69,882	74,382	78,881
12			71,949	77,128	81,882
13			74,441	79,454	84,459
14			76,937	82,201	87,464
20			79,008	84,527	90,469
25			81,500	87,273	93,059
27+			82,667	88,547	94,438

West Clermont Local School District - WCHS JEDD

Effective 2024-2025

% Increase	3.00%	$ 42,873			
Step					
Exp.	*BA*	*150 HRS*	*MA*	*MA+15*	*MA+30*
0	42,873	43,945	46,088	48,232	50,376
1	43,803	45,137	47,105	49,510	51,911
2	44,738	47,396	49,625	52,284	54,942
3	46,311	49,231	52,142	55,062	57,544
4	48,318	51,490	53,806	56,978	60,151
5	50,324	53,750	56,322	59,752	63,186
6	52,326	56,014	58,414	62,102	65,789
7	53,904	57,844	61,360	65,308	68,824
8	55,906	59,679	63,452	67,654	71,855
9	57,484	61,939	65,969	70,432	74,891
10	58,200	63,774	68,061	72,348	77,064
11			70,582	75,126	79,671
12			72,670	77,900	82,702
13			75,186	80,250	85,304
14			77,707	83,024	88,340
20			79,800	85,373	91,375
25			82,316	88,147	93,990
27+			83,495	89,433	95,384

West Clermont Local School District

Effective 2025-2026

% Increase **3.00%** **$ 43,721**

Step Exp.	*BA*	*150 HRS*	*MA*	*MA+15*	*MA+30*
0	43,721	44,814	47,000	49,186	51,372
1	44,670	46,029	48,036	50,489	52,937
2	45,623	48,334	50,607	53,318	56,028
3	47,227	50,205	53,173	56,151	58,682
4	49,274	52,509	54,870	58,105	61,341
5	51,320	54,813	57,436	60,934	64,436
6	53,361	57,121	59,570	63,330	67,090
7	54,970	58,988	62,573	66,600	70,185
8	57,012	60,860	64,707	68,992	73,276
9	58,621	63,164	67,274	71,825	76,372
10	59,351	65,035	69,407	73,779	78,588
11			71,978	76,612	81,247
12			74,107	79,441	84,338
13			76,674	81,837	86,992
14			79,244	84,666	90,087
20			81,378	87,062	93,183
25			83,944	89,890	95,850
27+			85,147	91,202	97,270

West Clermont Local School District - WCHS JEDD

Effective 2025-2026

% Increase	3.00%	$ 44,159			
Step					
Exp.	*BA*	*150 HRS*	*MA*	*MA+15*	*MA+30*
0	44,159	45,263	47,471	49,679	51,887
1	45,117	46,491	48,517	50,995	53,468
2	46,080	48,818	51,114	53,852	56,590
3	47,701	50,708	53,706	56,713	59,270
4	49,767	53,035	55,420	58,687	61,955
5	51,834	55,362	58,012	61,544	65,082
6	53,896	57,694	60,167	63,964	67,762
7	55,521	59,579	63,200	67,267	70,888
8	57,583	61,469	65,355	69,683	74,010
9	59,208	63,797	67,947	72,544	77,137
10	59,946	65,687	70,102	74,518	79,376
11			72,699	77,380	82,061
12			74,850	80,237	85,183
13			77,442	82,657	87,863
14			80,038	85,514	90,990
20			82,193	87,934	94,116
25			84,785	90,791	96,810
27+			86,000	92,116	98,245

Appendix D-1

Supplemental Salary Schedules
2024 – 2025

2024-2025 West Clermont Supplemental Schedule

*Employees eligible for the JEDD rate will be contracted for a higher amount than is listed to include the full JEDD payment for that supplemental position. (See Section 15.0201(b))
For example, Head Coach for Group A in 6+ column would be contracted for 9011 to include the JEDD obligation.

Group A	***Football, Basketball, Wrestling***			
Level	**Position**	**0-2**	**3-5**	**6+**
I	HS Head Coach (1)	7775	8339	8921
II	HS Assistant Coach - Football (9), Basketball (2), Wrestling (4)	5090	5318	5411
III	MS Head Coach - 1 per team	3712	3922	4427
IV	MS Assistant Coach - Football (4 per team); Basketball, Wrestling (1 per team)	2795	2933	3053
V	9th Grade Coach (if needed) - Football (2); Basketball, Wrestling (1)	3712	3922	4427
Group B	***Baseball, Softball, Soccer, Track, Cross Country, Volleyball, Swimming, Diving, Lacrosse***			
Level	**Position**	**0-2**	**3-5**	**6+**
I	HS Head Coach (1)	5448	5974	6638
II	HS Assistant Coach - Soccer, Softball, Baseball (3); Volleyball, Track (2); CC, Swimming, Diving, Lacrosse (1)	3672	3968	4261
III	MS Head Coach - 1 per team	2862	3001	3159
IV	MS Assistant Coach - 1 per team	2289	2470	2508
V	9th Grade Coach (if needed) - Volleyball, Baseball (1)	2862	3001	3159
Group C	***Golf, Tennis, Academic Team, Bowling, Gymnastics, Cheerleading, Competition Cheer***			
Level	**Position**	**0-2**	**3-5**	**6+**
I	HS Head Coach (1)	3528	3754	3955
II	HS Assistant Coach (1)	2225	2699	2895
III	MS Head Coach - 1 per team	1955	2261	2745
IV	MS Assistant Coach - 1 per team	1233	2228	2504
V	9th Grade Coach (if needed) - Cheerleading (1)	1955	2261	2745
Group D	***Performing Arts***			
Level	**Position**	**0-2**	**3-5**	**6+**
I	Marching Band Director	7775	8339	8921
II	Assistant Marching Band Directors (Woodwinds, Percussion, Visual, & Brass), Color Guard Director, WCHS Alpha	3392	3761	4044

III	WCHS Concert Band Director (2), WCHS Choir Director, WCHS Assistant Alpha, Winter Percussion, Winter Guard (1 HS & 1 MS), Color Guard Assistant Director	2824	3063	3287
IV	WCMS Concert Band Director (2), WCMS Choir Director (2), Dance Ensemble	2496	2671	2855
V	Jazz Band, Pep Band, Elementary Performance (7), Elementary Drama Club, Assistant Dance Ensemble	1717	1815	2004

Group E	***Extracurricular/Co-Curricular/Clubs***	**Rate**
	HS Facilities Coordinator (2.5)	$6,641.00
	MS Facilities Coordinator (1.5)	$6,641.00
	HS Fall Strength and Conditioning Coach	$5,152.00
	HS Winter Strength and Conditioning Coach	$5,152.00
	HS Spring Strength and Conditioning Coach	$5,152.00
	HS Summer Strength and Conditioning Coach	$5,152.00
	PAC Coordinator – HS	$4,259.00
	PAC Coordinator – MS	$3,745.00
	PAC Technical Supervisor (HS)	$3,864.00
	PAC Technical Supervisor (MS)	$1,909.00
	WCHS Theater Director (1 per show)	$3,396.00
	WCHS Assistant Theater Director (2 per show)	$1,430.00
	WCMS Theater Director (1 per show)	$1,092.00
	Technical Assistant (Marching Band, Chorus, Winter Guard, Theater, Dance - as needed)	$27.50/hour
	National Honor Society Advisor	$2,823.00
	WCHS Student Council Advisor	$2,823.00
	High School Yearbook Advisor	$2,823.00
	Middle School Yearbook Advisor	$2,559.00
	National Honor Society Assistant Advisor	$1,424.00
	WCHS Student Council Assistant Advisor	$1,424.00
	High School Yearbook Assistant Advisor	$1,424.00
	Elementary Yearbook Advisor (1 per building)	$1,424.00
	High School Prom Advisor (2)	$1,422.00
	High School Class Advisors (4)	$1,422.00
	WCMS Student Council Advisor	$1,153.00
	Mock Trial (2)	$1,153.00

Educators' Rising (Teacher Academy)	$1,153.00
Key Club	$1,153.00
Wellness Champion (minimum 1 per building; 15 total)	$1,135.00
Web Leader (WCMS - 2)	$711.00
Link Crew (WCHS - 2)	$711.00
Sources of Strength (WCMS-2, WCHS - 2)	$711.00
National Art Honor Society	$711.00
Tech Olympics (Interalliance Team)	$711.00
Club Advisor, as approved by Building Leadership Team	$711.00
Insurance Committee (7)	$628.00
Evaluation Review Team (7)	$628.00
Master Teacher Team (3)	$628.00
Building Leadership Team Member (10) - per school	$1,896.00
Curriculum Leaders	$1,000.00
Lighthouse Team (Leader in Me) - 5 per building	$1,000.00
Building Leadership Team Subcommittee Member (As Needed)	$872.00
CCP Instructor (per course)	$721.00
LPDC (2)	$1,938.00
LPDC Chair (1)	$2,342.00
Lead Mentor - Elementary(1) and Secondary(1)	$2,149.00
RE Mentor Yr 1	$1,107.00
Mentor (not RE)	$885.00
RE Mentor/Facilitator Yr 2	$664.00
Outdoor Education Coordinator (1 per ES and submitted by timecard)	$269.00
Outdoor Education Support Staff (submitted by timecard)	$144.00

Appendix D-1
Supplemental Salary Schedules
2025 – 2026

2025-2026 West Clermont Supplemental Schedule

*Employees eligible for the JEDD rate will be contracted for a higher amount than is listed to include the full JEDD payment for that supplemental position. (See Section 15.0201(b))
For example, Head Coach for Group A in 6+ column would be contracted for 9282 to include the JEDD obligation.

Group A ***Football, Basketball, Wrestling***

Level	Position	0-2	3-5	6+
I	HS Head Coach (1)	8008	8589	9189
II	HS Assistant Coach - Football (9), Basketball (2), Wrestling (4)	5243	5478	5573
III	MS Head Coach - 1 per team	3823	4040	4560
IV	MS Assistant Coach - Football (4 per team); Basketball, Wrestling (1 per team)	2879	3021	3145
V	9th Grade Coach (if needed) - Football (2); Basketball, Wrestling (1)	3823	4040	4560

Group B ***Baseball, Softball, Soccer, Track, Cross Country, Volleyball, Swimming, Diving, Lacrosse***

Level	Position	0-2	3-5	6+
I	HS Head Coach (1)	5611	6153	6837
II	HS Assistant Coach - Soccer, Softball, Baseball (3); Volleyball, Track (2); CC, Swimming, Diving, Lacrosse (1)	3782	4087	4389
III	MS Head Coach - 1 per team	2948	3091	3254
IV	MS Assistant Coach - 1 per team	2358	2544	2583
V	9th Grade Coach (if needed) - Volleyball, Baseball (1)	2948	3091	3254

Group C ***Golf, Tennis, Academic Team, Bowling, Gymnastics, Cheerleading, Competition Cheer***

Level	Position	0-2	3-5	6+
I	HS Head Coach	3634	3867	4074
II	HS Assistant Coach	2292	2780	2982
III	MS Head Coach - 1 per team	2014	2329	2827
IV	MS Assistant Coach - 1 per team	1270	2295	2579
V	9th Grade Coach (if needed) - Cheerleading (1)	2014	2329	2827

Group D ***Performing Arts***

Level	Position	0-2	3-5	6+
I	Marching Band Director	8008	8589	9189
II	Assistant Marching Band Directors (Woodwinds, Percussion, Visual, & Brass), Color Guard Director, WCHS Alpha	3494	3874	4165

III	WCHS Concert Band Director (2), WCHS Choir Director, WCHS Assistant Alpha, Winter Percussion, Winter Guard (1 HS & 1 MS), Color Guard Assistant Director	2909	3155	3386
IV	WCMS Concert Band Director (2), WCMS Choir Director (2), Dance Ensemble	2571	2751	2941
V	Jazz Band, Pep Band, Elementary Performance (7), Elementary Drama Club, Assistant Dance Ensemble	1769	1869	2064

Group E	***Extracurricular/Co-Curricular/Clubs***	**Rate**
	HS Facilities Coordinator (2.5)	$6,838.00
	MS Facilities Coordinator (1.5)	$6,838.00
	HS Fall Strength and Conditioning Coach	$5,305.00
	HS Winter Strength and Conditioning Coach	$5,305.00
	HS Spring Strength and Conditioning Coach	$5,305.00
	HS Summer Strength and Conditioning Coach	$5,305.00
	PAC Coordinator – HS	$4,884.00
	PAC Coordinator – MS	$3,855.00
	PAC Technical Supervisor (HS)	$3,980.00
	PAC Technical Supervisor (MS)	$1,966.00
	WCHS Theater Director (1 per show)	$3,570.00
	WCHS Assistant Theater Director (2 per show)	$1,785.00
	WCMS Theater Director (1 per show)	$1,125.00
	Technical Assistant (Marching Band, Chorus, Winter Guard, Theater, Dance - as needed)	$27.50/hour
	National Honor Society Advisor	$2,933.00
	WCHS Student Council Advisor	$2,933.00
	High School Yearbook Advisor	$2,933.00
	Middle School Yearbook Advisor	$2,634.00
	High School Prom Advisor (2)	$1,769.00
	High School Class Advisors (4)	$1,769.00
	WCMS Student Council Advisor	$1,769.00
	Mock Trial (2)	$1,769.00
	Educators' Rising (Teacher Academy)	$1,769.00
	Key Club	$1,769.00
	Wellness Champion - at least 1 per building	$1,769.00
	National Honor Society Assistant Advisor	$1,467.00

WCHS Student Council Assistant Advisor	$1,467.00
High School Yearbook Assistant Advisor	$1,467.00
Elementary Yearbook Advisor	$1,467.00
Web Leader (WCMS - 2)	$885.00
Link Crew (WCHS - 2)	$885.00
Sources of Strength (WCMS-2, WCHS - 2)	$885.00
National Art Honor Society	$885.00
Tech Olympics (Interalliance Team)	$885.00
Club Advisor, as approved by Building Leadership Team	$885.00
Insurance Committee (7)	$718.00
Evaluation Review Team (7)	$718.00
Master Teacher Team (3)	$718.00
Building Leadership Team Member - 10 per school	$2,164.00
Curriculum Leaders	$1,082.00
Lighthouse Team (Leader in Me) - 5 per building	$1,082.00
Building Leadership Team Subcommittee Member (As Needed)	$898.00
CCP Instructor (per course)	$743.00
LPDC (2)	$1,996.00
LPDC Chair (1)	$2,803.00
Lead Mentor - Elementary(1) and Secondary(1)	$2,213.00
RE Mentor Yr 1	$1,139.00
Mentor (not RE)	$911.00
RE Mentor/Facilitator Yr 2	$683.00
Outdoor Education Coordinator (1 per ES)	$288.00
Outdoor Education Support Staff	$149.00

APPENDIX D-2

WEST CLERMONT LOCAL SCHOOL DISTRICT
SUPPLEMENTAL PAY SCHEDULE

24 Pays
Facilities Coordinator - MS & HS

Summer Supplemental Pay
2nd Pay in August

Strength & Conditioning Coach

FALL Supplemental Pay
2nd Pay in November

Cheerleading
Color Guard
Color Guard Assistant - HS
Cross Country
Football
Golf
Pep Band
Soccer
Strength & Conditioning Coach
Tennis - Girls
Theater Director - Fall Show
Theater Assistant Director - HS - Fall Show
Volleyball – Girls

WINTER Supplemental Pay
2nd Pay in March

Academic Quiz Team
Basketball
Bowling
CCP Instructor - First Semester
Cheerleading
Competitive Cheer
Diving
Gymnastics
Jazz Band
Mock Trial - First Semester
Swimming
Strength & Conditioning Coach
Theater Director - Winter Show
Theater Assistant Director - HS - Winter Show
Wellness Champion: August - December
Winter Guard
Winter Percussion
Wrestling

SPRING Supplemental Pay
2nd Pay in May

Advisors - Class Advisors
- Educators' Rising (Teacher Academy)
- Mock Trial - Second Semester
- National Honor Society - HS
- National Honor Society Assistant - HS
- Prom - HS
- Student Council - MS & HS
- Student Council Assistant - HS
- Yearbook
- Yearbook Assistant - HS

Baseball
Building Leadership Team (BLT)
Building Leadership Team Subcommittee Member (BLT)
CCP Instructor - Second Semester
Club Advisors
Curriculum Leaders
Elementary Drama Club
Elementary Performance
Evaluation Review Team
Insurance Committee
Key Club
Lacrosse
Lighthouse Team (Leader in Me)
LPDC and LPDC Chair
Master Teacher Team
Mentors
Softball
Strength & Conditioning Coach
Tennis - Boys
Theater Director - Spring Show
Theater Assistant Director - HS - Spring Show
Track
Volleyball - Boys
Wellness Champion: January – May

⅓ pay: 2nd pay November, 2nd pay March and 2nd pay May

Color Guard Director & Assistant Director
Dance Ensemble Director & Assistant Director
Marching Band Director
Marching Band Assistant Directors - (Woodwinds, Percussion, Visual, & Brass)
Concert Band Director
Choir Director
Performing Arts Center Coordinator (PACC)
Performing Arts Center Technical Supervisor (PACTS)
Alpha & Alpha Assistant
School Psychologist - *Article 15.07*