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MASTER CONTRACT

BETWEEN

MANCHESTER OHIO RIVER EDUCATORS

AND

MANCHESTER LOCAL SCHOOL DISTRICT BOARD OF EDUCATION

July 1, 2024 through June 30, 2027

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ARTICLE 1
RECOGNITION

RECOGNITION

: The Manchester Local School District Board of Education hereinafter referred to as "Board" recognizes the Manchester Ohio River Educators, hereinafter referred to as the "Association" as the sole and exclusive bargaining agent representing the bargaining unit.

BARGAINING UNIT DEFINED

: The bargaining unit shall be defined as all full-time and/or regularly employed part-time certificated/licensed employees (minimum .50 FTE) under contract with the Board, excluding the superintendent, treasurer, board office staff, assistant superintendents, executive directors, directors, associate directors, principals, supervisory teachers, administrative interns, substitutes, all non-certificated/non-licensed employees and all others for whom certification/licensure in supervision or administration is required as a condition of employment.

MANAGEMENT RIGHTS

: The Board hereby retains and reserves unto itself, without limitations, all the powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Ohio and of the United States, except as expressly limited by the terms of this Contract. The Association further recognizes that the Board has the exclusive authority in all matters concerning supervision, evaluation, suspension, discipline, layoff, termination, assignment, transfer, and hiring of all members of the bargaining unit except as limited by the specific provisions of this Contract.

ARTICLE 2
ASSOCIATION RIGHTS

BULLETIN BOARDS

: The Building Representative(s) of the Association in each individual school shall have the exclusive use of a bulletin board, designated for Association business. The Association will purchase the bulletin boards.

PAYROLL DEDUCTIONS

: The following payroll deductions will be provided at no cost to the professional staff member:

1. **DUES DEDUCTIONS:** Professional staff members will sign and deliver to the Board an authorization requesting membership dues and assessments of the recognized Association and its affiliates by September 1st. Such

authorization shall continue in effect until such time that said member gives written notice to the Treasurer of the Board and Association Treasurer to discontinue such deductions or employment with the Board terminates. Such deductions shall be made in equal installments beginning in the month of September the authorization form is submitted to the Treasurer of the Board. All money so deducted shall be remitted to the Treasurer of the Association monthly, accompanied by a list of professional staff members from whom the deductions are made and the amount for each said member. The membership year is from September 1 through August 31 and is continuous membership. A membership cancellation period exists from August 1 to August 31 each year, and a member will be required to notify the District Treasurer and Association Treasurer in writing to cancel membership. If an employee leaves employment or initiates an unpaid leave after the beginning of the work year, the Board will deduct the remaining annual dues due the Association in the employee's final pay. In no case will the Board ever be responsible for paying dues for an employee. Upon employment, new employees must authorize membership within five (5) days prior to their second paycheck. The union will hold the Board of Education and treasurer harmless from any errors or disputes concerning the deduction of dues.

2. **INSURANCE PROGRAM DEDUCTIONS:** Insurance programs shall be endorsed by the Board for the purpose of payroll deductions so long as at least five (5) employees are requesting deductions from the same company.

3. **ANNUITIES:** A vendor can enter the District if tax sheltered annuities are available to employees. A vendor, on written application to the Treasurer of the Board, shall be permitted to offer tax sheltered annuities to employees provided: (1) at least five (5) employees are requesting deductions from the same vendor; and (2) the vendor signs a hold harmless agreement with the Board. Deductions are made in equal payments.

   All companies selling tax sheltered annuities shall be approved by the Association Executive Committee prior to approval of payroll deductions for said company.

RIGHT TO FAIR SHARE FEE - PAYROLL DEDUCTION OF FAIR SHARE FEE: If the law changes and Fair Share is ever reinstituted, the language from the negotiated agreement that expired on June 30, 2019 would be re-inserted into the then-current negotiated agreement.

USE OF BUILDING'S PUBLIC ADDRESS SYSTEM

: Representatives of the Association may make announcements over the existing building public address system. Said announcements will be made within the first five minutes and the last five minutes of the school day.

USE OF SCHOOL EQUIPMENT

: The representatives of the Association will have permission to use school equipment, including copiers, personal computers, and audio visual equipment, when such equipment is not otherwise in use. The Association will have the right to use school building(s) without cost at times when the building is already open. The principal of the building will be notified in advance of the time and place of all meetings so that the meetings will not interfere with other school activities. All equipment will be checked as to condition by the building principal or his/her designated representative and the Association building representative prior to its use. In the event of damage or breakage due to usage by the Association, the Association will be responsible to repair or replace, at pro-rated market value. Supplies for equipment used will be furnished and paid for by the Association.

DISSEMINATION OF MATERIALS

: The Association shall have the right to place notices, circulars, and other materials in a professional staff member's mailbox.

NOTIFICATION OF SCHOOL BOARD MEETINGS

: The Association shall receive notice of any regular or special Board Meeting in accordance with the directives of the "Sunshine Law". Such notification shall be made to the President of the Association on the same basis as it is to the news media along with all Board materials and information requested by the Association.

PERSONNEL DIRECTORY

: The President of the Association shall be provided with a directory of all current employees. Names and addresses of newly hired employees shall be provided to the Association following Board approval of their contracts.

ASSOCIATION RELEASED TIME

: Upon notification by the Association President to the Superintendent or his/her designee, released time up to four (4) days, or the equivalent thereof in one-half (1/2) day increments, shall be granted to the President of the Association or his/her designee(s) to conduct business of the Association. Upon mutual agreement between the Association President and Superintendent, additional days may be granted with the Association paying for all costs of the substitute. Additionally, administration shall strive to not assign duties to the Association President.

NEW TEACHER ORIENTATION

: The Association shall have the right to participate in initial planning and orientation meetings for new professional staff members. The Association will have exclusive time to discuss union issues and membership.

NO REPRISAL CLAUSE

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

L. **ACADEMIC DISTRESS COMMISSION:** ORC Section 3302.10 will have no effect on any provision of this contract unless the District would meet requirements of state law for the Superintendent of Public Instruction to establish an academic distress commission for the District and until the Superintendent of Public Instruction notifies the District that the District is subject to the provisions of ORC Section 3302.10. Should the District enter into academic distress, the intent of the parties is to emerge from said distress with the Agreement intact. Both parties reserve the right to challenge any construction or implementation of R.C. 3302.10 or its provisions by any person or entity.

ARTICLE 3
NEGOTIATIONS PROCEDURE

A. DEFINITIONS:

1. **NEGOTIATIONS:** Negotiations means conferring, discussing, and negotiating in good faith in an effort to reach agreement upon those matters which are negotiable in accordance with the reopener provisions of this contract.

INITIATING NEGOTIATIONS

: All requests for negotiation sessions shall be made in writing. Requests initiated by the Association shall be directed to the Superintendent, acting as the representative of the Board. Requests initiated by the Board shall be directed to the President of the Association. The written request for professional negotiations shall include: 1) Date of writing; 2) Statement of purpose for meeting; 3) Name, address, and phone number of the person to contact representing the requesting party to arrange a mutually satisfactory time for the initial negotiations meeting.

WRITTEN REPLY

: A written reply shall be sent by the receiving party within fifteen (15) work days to the official representative of the requesting party. This communiqué shall include: 1) Date of writing; 2) Recognition of request for a professional negotiations meeting; 3) Time, place, and date of a mutually agreeable initial negotiations session.

DATE OF WRITTEN REQUEST

: The request for negotiations shall be made by either party, in accordance with Article 3.B., prior to March 1 of the calendar year in which the negotiations are scheduled to occur.

EXCHANGING WRITTEN PROPOSALS

: At the first negotiation session, the first item of business will be the exchanging of negotiations proposals. Once the parties have exchanged proposals, no new proposals may be introduced for consideration during the course of these negotiations without mutual consent of the parties.

SUBSEQUENT NEGOTIATIONS SESSIONS

: All subsequent negotiation sessions shall be scheduled by the negotiating teams. Either party may request the time and place of the next negotiation session prior to adjourning the session that is in progress.

LATE OR CANCELED SESSIONS

: When unforeseen circumstances make it impossible for the chief spokesperson for either party to be in attendance, or cause him/her to be late, it shall be the duty of that team to notify the other as promptly as possible. Both parties shall agree to a time, date, and place for the next negotiation session.

WRITTEN PROPOSALS AND COUNTERPROPOSALS

: All subsequent proposals and counterproposals shall be in written or typed form.

PRIVATE NEGOTIATIONS SESSIONS

: All negotiations sessions shall be closed to anyone other than negotiating teams.

CAUCUS

: Either team may call for a caucus at any time. A caucus shall be for no more than thirty (30) minutes for each occurrence.

REPRESENTATION

: The Association, through its executive committee, shall appoint up to four (4) representatives including one professional/layman consultant to negotiate with up to four (4) representatives officially appointed by the Board. All negotiations shall be conducted exclusively between said teams.

1. **AUTHORITY TO NEGOTIATE:** The parties mutually pledge that their representatives will be clothed with all necessary power and authority to

make and consider proposals and counterproposals, and to make concessions in the course of negotiations so as to reach agreements.

AGREEMENT

: No final agreement shall be executed without ratification by the Association, and adoption by the Board.

1. **TENTATIVE AGREEMENT:** Tentative agreement on negotiation items shall be reduced to writing and initialed by the representatives of each party, but such initialing shall not be construed as final agreement, and either party may revise an initialed agreement until all items have been agreed to by the respective negotiation teams, and the contract is complete.

2. **RATIFICATION:** When substantive agreement is reached, it shall be reduced to writing and submitted for ratification to both parties. The negotiation teams pledge that they will favorably recommend the tentative agreement to the groups that they represent.

M. DISAGREEMENT:

1. **GOOD FAITH AND IMPASSE:** The parties pledge themselves to negotiate in good faith and in the event of failure to reach agreement within forty-five (45) working days of the first negotiation session, either party may declare impasse on all unresolved issues being negotiated.

2. **MUTUALLY AGREED-TO DISPUTE RESOLUTION PROCEDURE:** This Dispute Resolution Procedure is mutually agreed to by the parties under ORC 4117.14(C)(1)(f) and is intended to supersede the procedures contained in ORC 4117.14.

   a. **CALL FOR MEDIATOR:** Upon declaration of impasse, either party may call for the assistance of a mediator from the Federal Mediation and Conciliation Service and both parties shall participate in mediation.

   b. **PERIOD OF MEDIATION:** The Impasse Procedure of this contract shall be completed if an agreement has not been reached within thirty (30) working days of the first meeting of the parties with the mediator. These timelines may be extended by mutual agreement.

ARTICLE 4
GRIEVANCE PROCEDURE

A. DEFINITIONS

1. **GRIEVANCE DEFINED:** A grievance shall be defined to be a complaint alleging a violation, misinterpretation, or misapplication of this contract.

2. **GRIEVANT DEFINED:** An individual, group (two or more) or the Association.

3. **DAYS DEFINED:** "Days" shall mean calendar days except that in computing any time limitation, if the last day of the period is a Saturday, Sunday, a Board recognized holiday, or a day on which the schools are closed, the period shall not expire until the end of the next business day.

PURPOSE AND OBJECTIVES

: The primary purpose of this procedure shall be to obtain at the lowest administrative level and in the shortest period of time, equitable solutions to grievances, which may arise from time to time.

1. **COMPLAINTS AND INFORMAL DISCUSSIONS:** Nothing contained herein shall be construed as limiting the right of a member to voice a complaint or problem or to discuss a matter informally with any member of the administration or having the problem adjusted without the intervention of the Association.

2. **CONFIDENTIALITY OF PROCEEDINGS:** Both the Board and the Association agree that grievance proceedings shall be handled in a confidential manner and that all hearings shall be private and in executive session unless such hearings directly involve a person who requests to have the hearing held in public.

C. RIGHTS OF THE GRIEVANT AND THE ASSOCIATION

1. **GRIEVANCE FORM:** Every grievance shall be filed on the official grievance form. Every grievance shall contain an explanation of the circumstances that constitute the grievance and cite the specific article or provision of the contract alleged to have been violated, misinterpreted, or misapplied.

2. **RIGHT TO REPRESENTATION:** Any person may appear in his/her own behalf or may be represented at each level of the grievance after the informal discussion level.

3. **NOTIFICATION TO ASSOCIATION:** The President of the Association shall receive prior notice of each meeting held to resolve a grievance.

4. **DECISIONS IN WRITING:** Decisions rendered at each level will be made in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties.

5. **GRIEVANCE RECORDS:** No records, documents, or communication concerning a grievance will be placed in the personnel file of an individual grievant.

6. **GRIEVANCE RESOLUTION AT LOWEST LEVEL:** All grievances shall be filed at the lowest possible level. The lowest possible level means that level of the grievance at which the administrator deciding the grievance has the authority to make a decision.

7. **MEETING TIME AND PLACE:** A hearing held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, to attend.

8. **ASSOCIATION RIGHT TO FILE:** The Association, as such, shall have the right to file a grievance, if the subject matter involved concerns an alleged violation of the negotiated contract as respects rights or privileges granted to the Association, under the Association rights provisions contained in Article Two.

9. **ASSOCIATION RIGHT TO PURSUE:** Nothing in this contract shall prohibit the Association from exercising discretion in resolving to pursue or not to pursue a grievance. A grievance may be withdrawn at any level of the grievance procedure without prejudice.

10. **PRESENTATION OF EVIDENCE:** A grievant shall have the right to present his/her grievance at all levels of the procedure. He/she shall be provided the opportunity to submit any evidence to support his/her position.

TIME LIMITS

: The number of days indicated at each step shall be considered a maximum. The time limits may be extended by mutual consent.

1. **TIME LIMITS FOR INITIATING GRIEVANCE:** A grievance must be filed in writing within twenty (20) days after the grievant knew or reasonably should have known of the condition upon which the grievance is based. Failure to file a grievance within the twenty (20) day time limit constitutes a waiver of the right to file a grievance. If a condition is recurring, the twenty (20) day time limit will be applied to the most recent occurrence.

2. **TIME LIMITS FOR APPEALING TO NEXT LEVEL:** Unless otherwise stated herein, grievances must be appealed to the next step of the grievance procedure within ten (10) days of the receipt of the decision of the administrator at the last hearing level. Failure to do so shall constitute an acceptance of the decision of the administrator at the last level of the grievance procedure.

3. **ADMINISTRATION FAILURE TO RESPOND:** Failure of the administration to respond to a grievance within the time provided at each level of the grievance procedure shall constitute an automatic appeal to the next step of the grievance procedure.

E. GRIEVANCE PROCEDURE

1. **LEVEL I – INFORMAL WITH APPROPRIATE SUPERVISOR OR PRINCIPAL:** The grievant shall first discuss his/her grievance with the appropriate supervisor or principal with the objective of resolving the grievance informally. The grievant shall state to the administrator at the end of the conference that this is Level One of the Grievance Procedure.

2. **LEVEL II – WRITTEN FORMAL WITH APPROPRIATE SUPERVISOR OR PRINCIPAL:** In the event the grievant is not satisfied with the discussion at Level One, the grievant may file a grievance in writing with the Association and the administrator involved in the Level One discussion. The grievance must be filed within the time limits set forth in this Article.

   a. **LEVEL II MEETING:** Within five (5) working days of receipt of the written grievance, the administrator shall schedule a meeting and notify the grievant and the President of the Association of the time and place for the meeting.

   b. **LEVEL II DECISION:** Within five (5) working days following the Level Two meeting, the administrator shall render a written decision which will include the specific reasons for his/her decision.

3. **LEVEL III – SUPERINTENDENT:** In the event that the grievant is not satisfied with the disposition of the grievance at Level II and an appeal is timely filed within five (5) working days to the Superintendent or his/her designee at Level III, the Superintendent or his/her designee shall schedule a hearing within five (5) working days of receipt of the notice of appeal.

   a. **LEVEL III MEETING AND DECISION:** A meeting shall be scheduled between the Superintendent or his/her designee, the grievant, and the grievant's representative if requested within five (5) days of the receipt of the notice of appeal by the Superintendent or his/her designee and a written decision shall be rendered within ten (10) working days of said meeting.

4. **LEVEL IV – ARBITRATION:** If the Association is not satisfied with the disposition at Level III, and an appeal is timely filed within five (5) working days of the decision of the Superintendent to the Treasurer of the Board, the grievance shall be referred to arbitration.

a. **SELECTION OF ARBITRATOR:** The arbitrator shall be chosen from a list provided by the American Arbitration Association. Selection of the arbitrator and conduct of the hearing shall be in accordance with the voluntary rules and regulations of the American Arbitration Association. The arbitrator shall hold a hearing and issue his/her decision within the time provided by the rules and regulations of the American Arbitration Association.

b. **DECISION OF ARBITRATOR:** The decision shall be in writing and a copy sent to all parties present at the hearing. The decision of the arbitrator shall be binding.

c. **LIMITATION OF THE ARBITRATOR:** The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issue(s) not so submitted or to submit observations or opinions which are not essential in reaching his/her determination. The arbitrator shall have no authority to interfere with management prerogatives of the Board nor limit or interfere in any way with the powers, duties, rules and regulations having the force and effect of law.

d. **COST OF ARBITRATION:** The cost for arbitration shall be borne by the party found not in favor by the arbitrator.

e. **PRESENTATION OF EVIDENCE AT ARBITRATION:** At an arbitration hearing, both sides shall have the right to present their case, cross-examine witnesses and make final summaries, with either party having the right to waive any or all of the foregoing.

f. **PARTIES TO/WITNESSES FOR ARBITRATION:** All bargaining unit members who are parties to an arbitration, as well as up to two (2) bargaining unit members subpoenaed as witnesses to testify at such arbitration, shall be released from teaching duties with pay. In the case of an Association grievance, the Association President shall be the grievant.

g. **RESOLUTION PRIOR TO ARBITRATION HEARING:** In the event the Board grants the grievance prior to the arbitration hearing and the cancellation of the hearing results in a fee due to the arbitrator, the Board shall be solely responsible for the cancellation fee unless the parties mutually agree otherwise. In the event the Association withdraws the grievance prior to the arbitration hearing and the cancellation of the hearing results in a fee due to the arbitrator, the Association shall be solely responsible for the cancellation fee unless the parties mutually agree otherwise. If the parties settle a grievance prior to the arbitration hearing and the cancellation of the

hearing results in a fee due to the arbitrator, the parties shall split the cancellation fee equally unless the parties mutually agree otherwise.

ARTICLE 5
EMPLOYMENT PRACTICES

EMPLOYMENT

: Professional staff members employed by the Board shall have proper certification and a Bachelor's degree or higher from a college or university accredited by the Ohio Department of Education, or as permitted by law. Teachers will be required to meet the requirements set forth in R.C. 3319.074.

VACANCIES

: A vacancy shall be defined as an open position or a newly created position that the Board determines to fill and that remains open after the Superintendent has made assignments.

C. VOLUNTARY TRANSFER

1. The Superintendent shall cause a list of known vacancies to be posted for five (5) calendar days to employees' e-mail accounts. Vacancies occurring between August 1 and four (4) days before the first day of instruction will be posted for three (3) days. Vacancies occurring three (3) days or less before the first day of instruction will be treated as a vacancy during the school year and section (E) below will be followed. Bargaining unit members may request a copy of a job description for any posting.

2. Teachers who desire a change in grade and/or subject assignment; may file a written statement of such desire with the Superintendent no later than five (5) calendar days after the posting. In cases of urgent necessity, the Superintendent may fill a vacancy within the five (5) day period upon consultation with the Association President.

3. In acting on requests for voluntary transfer, the following criteria shall apply: all other qualifications for positions being equal as determined by the Board, seniority shall be the final determining factor in filling a vacancy and/or transfer.

D. INVOLUNTARY TRANSFER

Every effort shall be made to fill vacancies utilizing voluntary transfers. A certificated employee of the District shall be notified in writing, on or before May 30 of any intent to transfer said employee to another assignment. The teacher may request a meeting with the Superintendent to discuss the transfer. If the

transfer must be made after May 30, the Superintendent or his designated representative shall make every reasonable attempt to establish a meeting with the teacher and shall provide reasons in writing for such transfer. If said meeting cannot take place, notice shall be sent by certified mail to the teacher's last known address. No employee shall be involuntarily transferred in an arbitrary or capricious manner or for disciplinary reason(s).

E. VACANCIES DURING SCHOOL YEAR

When a teacher resigns, becomes deceased, retires, has a doctor's release for the remainder of the school year or is granted an unpaid leave of absence, if the Board determines to fill the vacancy, the position will be posted for three (3) days and the replacement teacher will be given a limited contract for the remainder of the school year. The replacement teacher will automatically be nonrenewed effective at the end of the school year. Except when the position is within sixty (60) days prior to the end of the school year, then the teacher will be hired on a substitute basis.

F. REDUCTION IN FORCE (RIF)/RECALL

1. **REASONS FOR REDUCTION IN FORCE:** The Board may deem it necessary to reduce staff as the result of a decline in student enrollment, financial reasons, return to duty of professional staff members after leaves of absence, suspension of schools, or territorial changes affecting the district, elimination of programs due to termination of state or federal funds, or as the result of changes in course offerings and curriculum.

2. **REDUCTION IN FORCE PROCEDURE:** If staff reduction is deemed necessary under Article 5(F)(1), the reduction shall be made as follows:

   a. **SUSPENSION OF CONTRACTS, TEACHERS WITHOUT AN EVALUATION IN THE DISTRICT:** Suspension of contract shall occur first to those teachers who do not have a completed evaluation in the District and shall be based on the recommendation of the Superintendent who shall recommend the suspension of contracts by area of certification/licensure.

   b. **SUSPENSION OF CONTRACTS, NON-TENURED TEACHERS:** Suspension of contract shall occur to non-tenured teachers first and shall be based upon the recommendation of the Superintendent who shall recommend the suspension of contracts by area of certification/licensure beginning with the teacher who has the lowest rating on his/her evaluation. If two (2) or more teachers have comparable evaluations, layoff will occur in reverse order of seniority.

   c. **SUSPENSION OF CONTRACTS, TENURED TEACHERS:** If the suspension of contract is necessary for any tenured teacher, this

shall be based upon the recommendation of the Superintendent who shall recommend the suspension of contracts by area of certification/licensure beginning with the teacher who has the lowest rating on his/her evaluation. If two (2) or more teachers have comparable evaluations, layoff will occur in reverse order of seniority.

d. Teachers' rating on the summative holistic evaluation will be used for layoff decisions. Evaluation ratings within the same category shall be considered comparable. Additionally, evaluation ratings within the categories of Accomplished and Skilled shall be considered comparable with each other. If two (2) or more teachers have comparable evaluations, the teacher with the least seniority shall have his/her contract suspended first.

e. **EMPLOYMENT/SENIORITY DEFINED:** For purposes of this section, employment/seniority will be defined as the length of continuous service as a certificated/licensed employee in this district.

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

a. The date of the Board meeting at which the member was hired;
b. The date the member signed his/her initial limited contract in the District;
c. Overall years of teaching service in the District; and
d. The member affected will be determined by the Superintendent.

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

g. **DISPLACEMENT RIGHTS:** Displacement rights may be exercised by all teachers but no non-tenured teacher may displace a tenured teacher. Displacement shall be limited to areas of the teacher's certification/license. A member affected may choose to displace the least senior member with a comparable or lower evaluation rating in another area of certification if he/she currently holds the required certification.

3. **TEACHERS HOLDING TEMPORARY LICENSURE:** If a professional staff member has been required to obtain temporary licensure to meet the requirements of the current teaching assignment and also holds licensure

in other teaching fields, that teacher shall be placed with the appropriate contract or higher certification/licensure areas for purposes of order of suspension of contracts.

4. **RECALL RIGHTS:** Members whose contracts have been suspended shall have rights to recall as follows:

   a. **ORDER OF RECALL:** First recall shall be of tenured professional staff members in reverse order of layoff within the professional staff member's preferred area of certification, then by other areas of certification. The professional staff member's preferred area(s) of certification in any area(s) in which the member holds a professional license/certificate. If vacancies cannot be filled by tenured teachers, then non-tenured teachers, in reverse order of layoff, shall be eligible first in preferred area of certification/licensure, then by other areas of certification/licensure.

   b. **TIME ON RECALL:** The recall list shall be maintained for a period of one (1) year after the effective date of the layoff. Thereafter, an employee on layoff shall lose his/her right to recall.

   c. **NOTICE OF RECALL:** Notice of recall shall be sent via registered mail to the employee on the recall list who is eligible to be recalled to the vacancy. If the employee does not accept the position offered and/or does not respond within ten (10) days of receipt of the notice of recall to the employee, the employee shall be deemed to have rejected the offered position and shall be removed from the recall list.

5. **NOTIFICATION OF RIF TO ASSOCIATION:** When staff reduction is necessary as specified in Article 5(F)(1), the Superintendent shall give notice of the intent to recommend the suspension of contracts to the Association sixty (60) calendar days prior to Board action to reduce staff and to all professional staff members so affected sixty (60) calendar days prior to Board action to reduce staff.

6. **NOTIFICATION OF RIF DUE TO LOSS OF STATE OR FEDERAL FUNDS:** In the specified case of programs being terminated by loss of state or federal funds, and if time allows no notice, the Superintendent shall give no less than five (5) days written notice of the reduction to the specific staff member(s) whose contract is/are being suspended. A copy of said notice shall be sent at the same time to the Association.

7. **SENIORITY LISTING:** A list shall be prepared and kept updated ranking all tenured teachers in the District by seniority, giving areas of certification and present teaching and building assignment; then all non-tenured teachers in the District by seniority, giving areas of certification and

present teaching and building assignment. The Association shall receive copies of this list and written reasons for the reduction in staff.

G. TERMINATION AND NON-RENEWAL

1. **CONTINUING CONTRACT OR MULTI-YEAR CONTRACT TEACHERS:** Teachers shall be terminated for the reasons contained in and in the manner set forth in 3319.16 and 3319.161 of the Ohio Revised Code.

2. **LIMITED CONTRACT TEACHERS:** Teachers on limited contracts who are in the final year of their limited contract and are up for renewal may be non-renewed by the Board in the manner set forth in 3319.11 of the Ohio Revised Code. However, if for reasons as stated in Article 5(F)(1), Reasons For Reduction In Force, the Board deems it necessary to reduce staff, the Board shall follow the provisions of Article 5(F) in lieu of non-renewing a teachers' contract. Exceptions will be upon the return to duty, of professional staff members, after leaves of absence. In this circumstance, the Board may choose to non-renew, RIF, or rehire the substitute replacement teacher employee for another available position.

3. **EXTENDED LIMITED CONTRACT:** When a teacher becomes eligible for a continuing contract, the Superintendent may recommend an extended limited contract for the duration of one or two years for professional development purposes.

CHANGES IN JOB DESCRIPTIONS

: Changes in job descriptions shall be in accordance with provisions of Ohio Revised Code 4117.

NOTIFICATION OF CONTINUING CONTRACT STATUS

: All limited and continuing contracts shall be issued in accordance with the law and shall not be contrary to the provisions of the contract between the Association and the Board.

CONTRACT SEQUENCE

: The initial employment contract of a bargaining unit member shall be for a term not to exceed one (1) year. Thereafter, if the bargaining unit member is not eligible for continuing contract status and is re-employed at the expiration of an expiring limited contract, the successor contract shall be for a term as follows:

First Contract	-	One Year Contract
First Renewal	-	One Year Contract
Second Renewal	-	Two Year Contract
Subsequent Renewals	-	Three Year Contract

EMPLOYMENT OF RETIRED TEACHERS

: Teachers who have retired and who are or will be receiving benefits through STRS may be employed by the Manchester Local School District Board of Education. There shall be no expectation that any such teacher, whether formerly an employee of the Manchester Local School District or not, will be offered employment. The District reserves the right to offer or not offer such employment selectively, based on the needs of the District, and no reason will be given for declining to offer such employment to anyone pursuant to this provision.

1. **SALARY:** The salary to be paid to the retired teacher shall be based on the appropriate placement on the existing teacher salary schedule training column with zero (0) years of experience being granted to a teacher hired pursuant to this provision. To the extent this provision shall be in conflict with Chapter 3317 of the Ohio Revised Code or any other section of the Ohio Revised Code, this subparagraph shall supersede and replace those sections of law with which it is in conflict.

2. **INSURANCE:** Individuals employed pursuant to this provision shall secure their health, dental, and/or vision insurance coverage as provided by the collective bargaining agreement. Returning retirees are not entitled to any life insurance, severance benefits or retirement incentive benefits.

3. **CONTRACT:** Teachers employed pursuant to this provision shall receive one (1) year limited contracts only and shall not be eligible for continuing contracts, regardless of their years of service or license held. Each one (1) year contract shall automatically expire upon the completion of the year and it shall not be necessary for the District to take formal action to not re-employ the employee pursuant to 3319.11, 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.

4. **RIGHTS:** Teachers employed pursuant to this provision may not post for vacancies, do not maintain bumping rights, and have no seniority rights over any other teacher.

5. **LEAVES:** Teachers employed pursuant to this provision accumulate 1.25 days of sick leave each month for a maximum of thirty (30) days. They shall receive three (3) personal days but will not be eligible for a non-use stipend payment.

6. **TERMS:** All of the terms and conditions of employment, set forth in the preceding subsections, shall supersede and replace any sections of the Ohio Revised Code with which they are in conflict, to the extent permitted by law, including but not limited to, sections 3319.11, 3319.111, 3319.12,

3319.17, Chapter 3307, 3313.202, 3319.08, 3319.141, 3317.13 and 3317.14.

ARTICLE 6
WORKING CONDITIONS

PROFESSIONAL STAFF EVALUATION

: Procedures for professional staff evaluations, inclusive of evaluation timeline, are attached in Appendix G.

B. PERSONNEL FILES

1. **MAINTENANCE OF ONE FILE:** Only one personnel file shall be maintained for each employee at the Central Office and only one file at the assigned school. All file entries shall be signed and dated by the Supervisor submitting the entry. The bargaining unit member shall receive a copy when the entry is made. The file shall contain a record of those who reviewed the file, if known, and the date of the review.

2. **FILE CONTENTS:** The file shall be limited to work performance, discipline and routine personnel data. No misleading, inaccurate, invalid information or anonymous documents shall be included in the file.

3. **REVIEW OF FILE:** The employee shall be permitted to review the contents of the employee's file at all reasonable times and may be accompanied by an Association representative. In addition, the employee may permit, by written notice, an Association representative to review the employee's file. Access to the file by any person shall be in accordance with the provisions of the Ohio Public Records Act.

4. **EMPLOYEE'S RIGHT TO RESPOND:** The employee shall have the right to rebut or add written comments to any information in the file.

PROGRAM-PLANNING

: When the Board elects to study, promote, or finance building program(s), other than day-to-day, and/or maintenance and repair work, it shall allow the Association president or designee to hear the plans, and participate in discussions relative to the plans. After this, the Board shall have the sole authority and responsibility in taking whatever action it feels necessary.

ACADEMIC FREEDOM

: Academic freedom will be granted to professional staff members in order to create in the classroom an atmosphere of freedom which permits students to raise questions dealing with critical issues of the time and which maintains an

environment conducive to the study, investigation, presentation, and interpretation of facts which stress the interplay of ideas.

1. **CITIZEN COMPLAINT:** Reference Board Policy 9130. Association President will be notified of any written complaints.

SCHOOL YEAR DEFINED

: The school year for regularly contracted professional staff members shall be defined as one hundred eighty-two (182) days. This is made up of one hundred eighty days of instruction and two days of in-service. The actual dates of service shall be set by the Board.

SCHOOL CALENDAR

: No Later than November 1 of each school year, the Superintendent and two (2) representatives of the Association shall meet to discuss and mutually agree to no more than two (2) proposed school calendars. The Association will then submit the two (2) proposed calendars to its membership for a vote. The Association shall notify the Superintendent within ten (10) days of receipt of the proposed calendars as to the results of the vote. The votes will be added to the OAPSE vote and the calendar with the most votes will be presented to the Board for adoption. If there is a proposed change to the calendar after its adoption, the Superintendent and two (2) representatives of the Association shall meet to discuss and provide input regarding the proposed changes. The Association may present the proposed changes to its membership for a vote. The results of any membership vote shall be presented to the Board for consideration. The Board must approve any changes to the calendar.

SCHOOL DAY

: The school day shall not exceed seven hours and thirty minutes except in cases of faculty meetings.

1. **FACULTY OR OTHER PROFESSIONAL MEETINGS:** Professional staff members may be required to remain after the end of their student day without additional compensation for up to 3 hours every two (2) months.

PLANNING TIME

: Professional staff members shall be given planning time each work day. This planning time shall consist of a minimum of 200 minutes per week. Administration shall strive to provide forty (40) consecutive minutes planning time per workday. If forty (40) consecutive minutes on any given work day is not possible, then the affected staff member shall have no less than thirty (30) consecutive minutes plus an additional twenty (20) consecutive minutes for each affected day. This additional ten (10) minutes per day shall increase the total two hundred minutes per week, respectively.

PERSONAL TELEPHONE USE

: All professional staff members of the bargaining unit shall have free access to a telephone in order to make emergency or private telephone calls. Private telephone calls will not interfere with regular class assignments during the school day.

FACULTY LOUNGE

: Professional staff members shall have at least one enclosed room designated as a Faculty Lounge in each school. Professional staff members shall be permitted to have coffee making devices in the lounges. Use of refrigeration will be available for professional staff members.

TEACHER WORK AREA

: A working area shall be provided for members who do not have use of their own classroom during their planning time.

INSTRUCTIONAL SUPPLIES, EQUIPMENT, FACILITIES NEEDS

: Prior to March 10 of each year, professional staff members may submit to their Administrator a list of the instructional supplies, equipment, facilities needed to perform the assigned teaching job for the following year. Said list shall be considered by the Board in developing budgeting plans for the coming school year, but shall not be binding on the Board.

1. **MASTER BUILDING INVENTORY:** Bargaining unit members may be requested by the building administrator to complete an inventory.

MAINTENANCE REQUESTS

: Each teacher will be responsible for reporting items needing attention.

SCHOOL CLOSINGS

: Should it be determined by the Superintendent that schools cannot be opened for students, the professional staff members will not be required to report to school for up to five (5) calamity days. In lieu of closing school the District shall implement remote learning days. If the District should close for more than five (5) days, any days that are not remote learning days will be made up and shall be built into the school calendar. Should the opening of schools be delayed by the Superintendent, members may report on an equally delayed schedule if their personal safety is in jeopardy. Furthermore, if students are released early due to weather related hazardous road conditions, professional staff members shall be released within thirty (30) minutes after the students are dismissed.

TEACHING ENVIRONMENT/HEALTH AND SAFETY

: Professional staff members will work under safe and healthful conditions meeting the minimum provisions of ORC 4167.

NOTIFICATION OF COMPLAINT

: In an effort to resolve all complaints internally, the administration will be notified of the situation and shall strive to resolve the situation expeditiously.

CLASS SIZE

: The Board shall strive to maintain a minimum class size suitable to the subject area, with special consideration for children, teachers, class space and funding available. In addition, the Board will comply with state minimums and Federal law pertaining to class size.

INCLUSION

: Teachers shall receive in-service training, as needed, regarding Inclusion/IEPs at the beginning of each school year and/or throughout the school year. Any teacher assigned a special education/handicapped student shall have the right to participate in the IEP Conference and shall have the right to request to reopen any IEP established for a student assigned to his/her classroom. No bargaining unit member shall be required to administer medications, medical procedures, or other health or sanitary procedures except as required by job description and/or when standing in loco parentis.

SUPPLIES, EQUIPMENT, TEXTS, AND INSTRUCTIONAL MATERIALS

: Professional staff members will be provided with texts, supplies, and other materials necessary to teach assigned courses. Each teacher shall receive a minimum of $150.00 per year to purchase classroom supplies that are not available through regular channels. Receipts for the $150.00 stipend must be submitted by April 1 of each year.

PROFESSIONAL STANDARDS

: The Board will expect professional staff members to dress appropriately and conduct themselves in a professional manner.

DISTRICT CURRICULUM COUNCIL

: The Superintendent or his designee will work with the Association to establish a District curriculum council for the purpose of articulation of curricular issues, professional development, and programming.

PARENT-TEACHER CONFERENCE

: Upon a parent's request, the teacher will have a conference with said parent at a mutually acceptable time. At times teachers recognize the need to meet with parents to discuss matters pertaining to the student. The teacher shall attempt to initiate a Parent-Teacher conference under such circumstances.

DRUG TESTING

: If the Superintendent or designee has reason to believe that a member of the bargaining unit is under the influence of drugs and/or alcohol while performing contractual duties, the Superintendent or designee may require the employee to take a drug and/or alcohol test at Board expense. Failure to take the test when directed to do so shall be grounds for dismissal.

PROGRESSIVE DISCIPLINE

: An employee shall only be disciplined for just cause and discipline shall not be used as harassment. Equal treatment shall be afforded all bargaining unit members.

1. **RIGHT TO HEARING:** No employee shall be disciplined without first having had a hearing with an Association representative of his/her choice present if the employee so requests.

2. **RIGHT TO WRITTEN STATEMENT:** The employee shall be given a written statement containing the charges and a copy shall be given to the Association President. The time and place of the hearing shall be mutually determined. The written statement shall notify the employee of his/her rights to Association representation.

3. **PURPOSE OF PROGRESSIVE DISCIPLINE:** Disciplinary action shall consist of a course designed to improve the quality of the employee.

4. **PROGRESSIVE DISCIPLINE PROCEDURE:** Except in cases where the presence of the employee on the job or at their work location shall pose a threat to the health and safety of the employee or others or the employee commits an act which is serious enough to warrant suspension or dismissal as determined by the Superintendent, the measures of discipline shall follow in the order listed below:

    a. **LEVEL I:** The first offense shall result in an informal discussion of the offense and a record of the discussion may be added to the employee's personnel file.

    b. **LEVEL II:** The second offense shall result in a formal written warning being added to the employee's personnel file.

    c. **LEVEL III:** The third offense may result in possible suspension without pay or termination.

5. **NOTIFICATION OF DISCIPLINE HEARING:** An employee and the respective Association building representative(s) shall receive notice of a discipline hearing no later than the end of the day prior to the day of the discipline hearing.

6. **DISCIPLINARY ACTION INVALIDATION:** All records of a disciplinary action shall be deemed invalid after two (2) years if there has been no same or similar action of the same offense. However, if disciplinary action is severe enough to result in a suspension, all records of these types of disciplinary actions shall be deemed invalid after five (5) years, if there has been no same or similar action of the same offense.

7. **DISCIPLINE COMMENSURATE WITH OFFENSE:** Any discipline determined to be warranted shall be commensurate with the offense.

8. **RIGHT TO GRIEVE:** An employee may appeal any disciplinary action directly to Level III of the Grievance Procedure. If the matter is not satisfactorily resolved at this level, the employee may proceed to arbitration. Any discipline that results in termination would be dealt with exclusively pursuant to 3319.16 of the Ohio Revised Code.

ALLEGATION OF UNPROFESSIONAL CONDUCT

: When the Board and/or its designee reports a bargaining unit member to the Ohio Department of Education (ODE) for an allegation of unprofessional conduct, the Board shall immediately inform the reported member of the action and provide a copy of the report submitted to ODE.

MILEAGE RATE

: Those professional staff members in the bargaining unit receiving a mileage allowance shall be paid the rate which is recognized allowable by IRS for business deductions.

EMPLOYEE/STUDENT ATTENDANCE AT MANCHESTER LOCAL SCHOOLS

: The children of employees will be permitted to attend Manchester Local Schools according to Board Policy.

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE STRUCTURE

: In accordance with ORC 3319.22, Local Professional Development Committees (LPDCs) shall review and verify standards and requirements for obtaining, upgrading and renewing temporary, associate, provisional and professional educator licenses.

DISTRICT LPDC

: The District LPDC shall decide equivalent activities toward Continuing Education Units (CEUs); develop a format for Individual Professional Development Plan proposals for District-wide use; other appropriate District-wide program decisions; establish appropriate training for all members of the District LPDC; review breaches of confidentiality and establish and implement an Appeals Procedure.

1. **DISTRICT LPDC MEMBERSHIP:** The District LPDC shall be comprised of five (5) members, the majority of which shall be classroom teachers. A supplemental contract shall be issued for District LPDC members and the District LPDC Chair. The District LPDC shall be in place prior to the end of each school year.

    a. **LPDC ADMINISTRATOR MEMBERS:** Administrative members shall include two (2) administrators as designated by the Superintendent.

    b. **LPDC TEACHER MEMBERS:** Three (3) teacher members, one (1) from the Elementary and one (1) from the High School, and one (1) at large member shall be elected by simple majority by all teachers by May 1.

    c. **ELECTION AND TERMS OF LPDC TEACHER MEMBERS:** A LPDC election chair shall be appointed by the Association President. The election chair shall select two (2) additional association members to serve on the election committee. The election shall be conducted by secret ballot with nominations held five (5) workdays prior to the election. LPDC members shall be elected to two (2) year terms in a staggered rotation. Every odd year, one (1) High School and one (1) Elementary teacher members' terms will expire and every even year, the at large teacher member's term will expire. Committee members may succeed themselves.

    d. **FILLING VACANCIES OF TEACHER MEMBERS:** Should a vacancy occur among the teacher members of the LPDC, the next-highest vote-getter for that position shall fill the unexpired term. If there is no such person, a special election shall be held.

2. **DISTRICT LPDC OPERATING PROCEDURES:** Members of the District LPDC shall elect a chairperson at the first meeting of each year. Additionally, the LPDC shall determine its operating procedures and meetings schedule by consensus. Meetings shall be held, when possible, to keep District costs at a minimum. Where consensus is not possible, a vote of 70% of the full membership of the committee shall be required for action.

3. **LPDC PLAN REVIEW AND APPROVAL:** The LPDC shall review and approve individual professional development plan proposals by teachers and administrators based on the format and program established by the District LPDC and the rules and regulations of the Ohio Department of Education.

4. **TEACHER INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN:** In accordance with ORC 3319.22 and Department of Education Rule 3301-24-08, each educator wishing to fulfill the license renewal or upgrade requirements is responsible for the design of an Individual Professional Development Plan as established by the District LPDC. The plan shall be based on the needs of the educator, the students, the school, and the School District.

5. **APPEALS PROCESS:** An educator may request a written explanation of the decision of the LPDC and may appeal the decision to the District LPDC. Upon receipt of an appeal, the District LPDC shall meet within ten (10) days with the educator and representative(s) of the building level LPDC. The appeal shall be filed with the Chairperson of the District LPDC. The decision of the District LPDC shall be final and binding, however, an educator shall retain the right to file a grievance or other appropriate legal action relating to allegations of unlawful discrimination.

6. **CONFIDENTIALITY:** All members of the District LPDC shall keep confidential all discussions, actions, materials and other information. Breaches shall be reported to the District LPDC for appropriate action.

RESIDENT EDUCATOR MENTORS

:

Resident Educator Mentors shall be chosen on a voluntary basis from among those members that are eligible. Mentors must complete all state mandated requirements to be eligible to serve as a mentor. Mentors will be assigned by the Administration.

EE. TOBACCO FREE:

Tobacco use, including alternative nicotine products and vapor products, is prohibited at all times inside Board-owned buildings or vehicles, on Board-owned property, and during school-related student trips.

ARTICLE 7
LEAVES OF ABSENCE

A. PERSONAL LEAVE:

1. **PERSONAL LEAVE ACCUMULATION:** Up to three (3) days of unrestricted personal leave shall be granted per school year.

2. **NOTIFICATION OF USE OF PERSONAL LEAVE:** Teachers shall make a good faith effort to give notice to the principal at least seventy-two (72) hours in advance in writing of the use of a personal day. In an emergency situation which makes it impossible to give the seventy-two (72) hour notice, notice is given promptly by the member upon his/her discovering the need to use personal leave. Leave must be entered into Kiosk within five (5) workdays upon return to work.

3. **RESTRICTIONS ON USE OF PERSONAL LEAVE:** Personal leave shall not be contiguous to a school vacation or holiday unless approved by the Superintendent. Personal leave shall be taken in units no smaller than one-half day. No more than 10% of the building membership may use personal leave on any given day unless approved by the Superintendent. Personal days may not be used during the last ten (10) days of the school year unless approved by the Superintendent.

B. SICK LEAVE:

1. **ANNUAL ALLOWANCE:** Sick leave will accrue at the rate of 1.25 days for each completed month of service to the maximum of fifteen (15) days for each completed year of service to be used for absences caused by illness or physical disability of the member or immediate family.

2. **IMMEDIATE FAMILY DEFINED:** For the purpose of injury or illness or death in one's immediate family, immediate family will be interpreted as spouse, child, father, mother, sister, brother, grandparent, grandchild, father-in-law, mother-in-law, stepchild.

3. **OTHER FAMILY:** With the approval of the Superintendent or designee, up to two (2) days of sick leave may be used due to sickness or injury or death to anyone not listed above residing in the same household.

4. **RE-EMPLOYMENT; CREDIT FOR PREVIOUS PUBLIC EMPLOYMENT:** Pursuant to state law (Section 3319.141), a member re-employed by the Board will receive full credit for sick leave accumulated both in the prior employ of the Board and in the employment of other agencies of the State of Ohio shown in the records of the last employing organization to 200 days accumulation within ten (10) years of leaving the previous employment.

5. **NOTIFICATION OF SICK LEAVE:** When an employee is sick and unable to report for work, he/she shall notify his/her building principal or designee no later than sixty (60) minutes before the start of his/her work day. Failure to do so will result in the day being unpaid, unless there is good cause for the failure of notification.

6. **ACCUMULATION OF SICK LEAVE:** The maximum number of sick leave days accumulated shall be 215 days.

7. **APPROVED USE OF SICK LEAVE DAYS:** Sick leave may be used by all professional staff members for those reasons and situations enumerated in the state statute (ORC 3319.141) personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, or for absence due to illness, injury or death in the employee's immediate family. Leave must be entered into Kiosk within five (5) workdays upon return to work.

8. **SICK LEAVE USE/ACCUMULATION ON LEAVE OF ABSENCE:** No employee shall lose his/her accumulated allowance of unused days of sick leave by reason of having been on leave of absence nor shall he/she accumulate any additional days of allowance during his/her leave of absence.

9. **EXCESSIVE USE OF SICK LEAVE:** A teacher may be required to provide a medical explanation after ten (10) days absence during a school year. If the immediate supervisor suspects he/she is abusing sick leave, he/she may be required to obtain a physician's statement.

10. **EXHAUSTION OF SICK LEAVE:** In the event that a teacher has exhausted all sick leave, including any advancement or sick leave bank donated days, and is in need of further leave of absence the teacher may request an unpaid leave of absence. Teachers who experience a COBRA qualifying event shall be offered COBRA coverage.

11. **FALSIFICATION OF SICK LEAVE USE:** If an employee falsifies a request for sick leave, he/she shall be subject to discipline under Article 6(X). The falsification of sick leave statement is grounds for suspension or termination of employment.

12. **SICK LEAVE ADVANCEMENT:** Each new employee or member who has exhausted all of their accumulated sick leave, shall be advanced a maximum of five (5) days sick leave, which shall be paid back to the Board upon future accrual by the employee. This advancement is only available once per school year. These five days shall be part of the total number of accumulative days to which the employee is entitled for the year of employment.

SICK LEAVE BANK

: The purpose of the Sick Leave Bank is to provide paid days for serious personal illness or family illness or death to contributors to the bank who have exhausted their accumulated sick days. Allotments will be limited to participating employees for use only in cases of illness, injury, non-elective surgery occurring under

unusual, severe or emergency conditions or death as determined by the Sick Leave Bank Committee (SLBC).

1. **ENROLLMENT:** Employees may enroll in the Sick Leave Bank during the month of September of each school year.

2. **CONTRIBUTION REQUIREMENT:** Upon enrollment, a member shall contribute one (1) of his/her accumulated sick days to the Sick Leave Bank by September 30th. Days contributed to the Sick Leave Bank are non-returnable. The sick leave bank balance may not exceed 135 days at any time. Any member may contribute up to three (3) additional days each year.

3. **ASSESSMENTS:** Whenever the total number of available days in the Sick Leave Bank falls below thirty (30), the SLBC may require the Sick Leave Bank enrollees to donate up to one (1) additional day of their accumulated sick days to the Sick Leave Bank.

4. **SICK LEAVE BANK COMMITTEE:** The Sick Leave Bank Committee shall be composed of the Association President and two (2) participating members appointed by the Association President for one (1) year terms.

5. **SLBC RESPONSIBILITIES:** The SLBC shall review and approve or deny all applications to the Sick Leave Bank. The SLBC shall also determine the necessity for additional contributions to the bank and shall notify bank members of the need for said contributions. The SLBC shall be responsible for reporting data concerning the Sick Leave Bank to the Treasurer. Decisions of the SLBC are final.

UNPAID LEAVE FOR PERSONAL ILLNESS OR DISABILITY

: A member who is unable to teach because of personal illness or disability may be granted an unpaid leave, up to two (2) years pursuant to ORC 3319.13.

ASSAULT LEAVE

: Any individual assaulted as a result of his/her employment or assignment of duties, the Board will grant a leave of absence for a maximum of thirty (30) days per member each school year. The leave may be extended by the Board of Education. The leave will be granted with full pay and benefits status. Assault leave will not be charged to sick leave or any other leave.

1. **NOTIFICATION OF ASSAULT:** The teacher will report the incident to a building administrator immediately.

2. **NOTIFICATION OF USE OF ASSAULT LEAVE:** Members may request assault leave upon notification to their Building Principal.

3. **CONFERENCE REGARDING ASSAULT:** Within the suspension period, a conference shall be held with the student, parents, teacher, and administrator and/or a representative of the parties involved. A mutual, acceptable agreement should be reached. A reasonable effort will be made to reassign the student at teacher's request.

4. The bargaining unit member shall agree to cooperate fully in pursuing any legal or police action by the Board or the State on behalf of the bargaining unit member and/or the Board of Education.

5. Falsification of either the signed statement of the events or circumstances surrounding the assault or the physician statement shall be grounds for disciplinary action.

CHILD CARE LEAVE

: Upon 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 three (3) years or younger, a professional staff member requesting a leave to remain home with the new child shall be granted a leave without pay by the Board.

1. **APPLICATION FOR USE OF CHILD CARE LEAVE:** Except in emergency situations, the member eligible for and desiring the child care leave shall make application for child care leave with the Board at least thirty (30) days prior to the anticipated starting date of the leave.

2. **LENGTH OF CHILD CARE LEAVE:** 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 February 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, if so requested by the professional staff member. The return of the member on leave shall be at the start of the school year.

3. **REINSTATEMENT RIGHTS FROM CHILD CARE LEAVE:** A member granted a child care leave shall be returned to a position in the member's area of certification/licensure.

4. **CONTINUATION OF HEALTH BENEFITS:** Professional staff members on approved unpaid leaves of absence shall have the right to continue coverage of all health benefits at the member's expense as per COBRA regulations.

5. **PURCHASE OF LEAVE TIME FOR RETIREMENT PURPOSES:** In the event the member on child care leave wishes to purchase the time on leave for retirement purposes, the member shall pay the Board's share, as

well as their own, for the cost of purchasing the time on leave for retirement purposes.

FAMILY AND MEDICAL LEAVE

: An employee shall be granted an unpaid leave of absence of up to twelve (12) work weeks pursuant to the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA) and the regulations of the Department of Labor under the FMLA (FMLA regulations).

1. **FMLA YEAR DEFINED:** For purposes of leave under the FMLA, a year shall be defined as a contract year, July 1 through June 30.

PROFESSIONAL LEAVE

: Each professional staff member is entitled to professional leave each year upon approval of the Superintendent. The Superintendent shall not arbitrarily deny professional leave requests.

I. **DOCK DAYS:** An employee who is granted a dock day(s) shall be responsible for paying for the full cost of insurances for each dock day.

J. **JURY DUTY/COURT LEAVE:** The Board of Education will release bargaining unit members with pay if the member has been summoned to jury duty or is subpoenaed as a witness in a matter related to the member's employment. The member will provide his/her supervisor with the proof of service form from the Court. Each bargaining unit member shall communicate with his/her supervisor concerning the likely continuation or termination of the duty. Each bargaining unit member shall turn in their jury duty pay to the Treasurer, unless the jury duty was performed on an unpaid day.

ARTICLE 8
FRINGE BENEFITS

A. SEVERANCE PAY (REGULAR):

1. **ELIGIBILITY FOR SEVERANCE PAY:** Any professional staff member who resigns his/her employment with the Board for the purpose of retirement and meets all of the following requirements as of his/her last day shall be eligible for severance pay:

   a. Retirement (disability or service) from active service with the public schools of Ohio.

   b. The member must be eligible to participate in and receive benefits from the State Teachers Retirement System beginning the first day after his/her last day of employment with the Board.

c. The professional staff member must have been employed with the District for at least a minimum of ten (10) consecutive years.

2. **AMOUNT OF SEVERANCE PAY (REGULAR):** Retirement severance pay will be one-fourth of a member's unlimited accumulation of unused sick leave. For severance purposes only, sick leave accumulation will be calculated over the amount specified in Article 7. Teachers will receive a monthly report showing the accumulation and balance of the severance pay account. Supplemental contract salaries are not included in the calculation for this provision.

SUPERSEVERANCE

: Any member who becomes eligible for retirement through STRS will receive severance pay from the Board in an amount equal to 50% (maximum of 100 days) of his/her unused accumulated sick leave, as provided in Article 7 of this contract, provided the employee retires at the end of the school year in which the member first becomes eligible to retire. Eligibility categories are as defined by STRS as the first eligibility to retire at unreduced benefits.

1. **CALCULATION OF SUPERSEVERANCE PAYMENT:** Supplemental contract salaries are not included in the calculation for this provision.

2. **DISABILITY EXCLUSION:** In addition, employees applying for and/or receiving disability retirement are not eligible to participate in this plan.

3. **SUPERSEVERANCE RETIREMENT PROCEDURE:** In order to implement this provision, an eligible member must resign for retirement purposes effective the last day of the school year, with said resignation being received by the personnel officer no later than April 1 of the year the employee first meets any one of the above retirement criteria.

4. **SUPERSEVERANCE LIMITATION:** A member must take advantage of this plan when he/she first meets any of the criteria for unreduced retirement eligibility set forth in Article 8(B) or he/she will forfeit the right to this retirement program forever.

5. **PAYMENT OF SUPERSEVERANCE:** Payment under this plan will be made in a lump sum at the time of retirement. At least thirty (30) days prior to payment of superseverance, the District shall provide the employee with a list of Board approved 403 (B) and 457 providers and the opportunity to roll their superseverance payment into one of the accounts.

HOSPITALIZATION AND MAJOR MEDICAL/DENTAL/AND OPTICAL INSURANCE

: The Board shall maintain a policy with an insurance provider similar to or better than the current insurance plan through June 30, 2024. The Employee contribution

for a single and family plan shall be 10% per month of the monthly premium of the health, dental and vision insurances beginning on September 1, 2021. The Board shall pay the remaining portion of the premiums for single and family coverage for all bargaining unit members employed by the Board. If the premium increases by more than 8% in any year, the insurance committee shall meet to mutually agree to changes to the plan to reduce the premium increase to 8% or less. If the committee cannot mutually agree to changes to reduce the premium then the parties agree to reopen the contract to negotiate insurance contribution.

1. **PART-TIME EMPLOYEES:** Part-time employees shall receive a pro-rated amount of the Board contribution toward hospitalization and major medical, dental and optical insurances (e.g., The Board shall pay 50% of the premium it pays for a full-time employee for a 50% part-time employee).

2. **CHANGE OF CARRIER:** The Board and the Association agree to reopen negotiations should either party propose a change of carrier. Immediate notice shall be given to the other party regarding the proposed change. Provisions of Article 3, Negotiations, shall govern these in-term negotiations.

3. **JOINT INSURANCE REVIEW COMMITTEE:** When requested by either party, the Board and the Association shall jointly establish a committee composed of three (3) Association representatives, appointed by the Association president, and three (3) representatives of the Board to review the current and other insurance programs, including funding options. This committee shall be advisory in nature and shall have no authority to bargain or modify the existing collective bargaining agreement as it pertains to all current and other insurance programs. Any proposed changes to these programs shall be referred to the parties for review and possible action.

4. **INSURANCE OPT-OUT:** A bargaining unit member employed by the Board on a full-time basis may, upon proof of other insurance coverage, annually elect to withdraw from the family plan medical/hospitalization benefits as provided in Article 8(C) and shall receive a rebate of five thousand dollars ($5,000). If the employee wants dental/vision insurance, the opt-out rebate decreases to three thousand dollars ($3,000). A bargaining unit member who is currently enrolled in family coverage who elects single coverage will be eligible for a rebate of two thousand dollars ($2,000). The rebate shall be paid with the first payroll check in June of the insurance year in which the employee has "opted out" for nine (9) months of the opt-out and in the first payroll in September for the remaining three (3) months of the opt-out. A bargaining unit member who has "opted out" shall notify the District Treasurer by August 30th to be eligible for the full opt-out rebate. A bargaining unit member who opts out after August 30th, will receive a prorated amount of the rebate based on

the number of months for which the employee is opted out of the insurance coverage. The bargaining unit member will be removed from insurance coverage on the first of the month following notification to the District Treasurer. A bargaining unit member who has opted not to participate in the insurance program shall have the right to reenter the program should a qualifying event as defined by the applicable insurance policy occur. Any bargaining unit member reentering the insurance program during the year will receive a pro-rated amount of the rebate based on the number of months during which the member had opted out of coverage.

5. **HUSBAND/WIFE EMPLOYED BY THE DISTRICT:** If a husband and wife are both employed by the District, the District shall pay one hundred percent (100%) of the family plan or one hundred percent (100%) of the cost of two single plans for said employees. Husbands and wives employed by the District shall not be eligible for this insurance opt-out provision. If a couple has no dependents, they will carry single plans.

IRS SECTION 125 PLAN

: A 125 Plan, Parts A & B, will be implemented with a mutually agreed upon provider.

LIFE INSURANCE

: The Board shall provide $50,000, 100% Board paid, term life, double indemnity, insurance to each member of this bargaining unit. Upon agreement with the insurance carrier, additional policies may be purchased by the employee for other immediate members of the family.

ARTICLE 9
COMPENSATION

PAYROLL PRACTICES

:

1. **PAY CHECKS:** All employees shall have their pay electronically deposited into the bank of their choice. Pay shall be electronically deposited on or before the 15th and the 30th of the month.

INDEXED SALARY SCHEDULE

: Bargaining unit members shall be paid according to the salary schedule contained in the appendices to this contract.

1. **PLACEMENT ON INDEXED SALARY SCHEDULE:** Each teacher's training level shall be reflected by proper placement on the appropriate column of the salary Schedule.

   a. **ACCREDITED DEGREES AND HOURS:** All degrees and hours earned must be from colleges and universities recognized and accredited by the Ohio State Department of Education for certification/licensure purposes. All transcripts must be filed in the Treasurer's office by September 15th each year.

   b. **MA + 15 COLUMN:** In addition, all hours for placement on the MA + 15 column must be graduate hours earned after receipt of a Master's Degree and in subjects approved in advance by the LPDC committee. These hours must be earned from colleges and universities recognized and accredited by the Ohio State Department of Education for certification/licensure purposes.

   c. **ADVANCED COLUMN:** To qualify for placement on the "Advanced" column the teacher must earn 15 pre-approved Master level or above semester hours beyond the 15 hours earned for placement on the MA +15 column. Effective June 30, 2021, this column will be closed and no new bargaining unit members will be placed into this column. Those bargaining unit members who are already placed in this column as of June 30, 2021 will remain in this column until such time as the member ceases employment with the Board as a bargaining unit member.

      1. Approval Committee – The committee will be composed of the Superintendent, elementary principal and assistant principal, high school principal and assistant principal. Any coursework completed prior to September 12, 2013 will be evaluated by the committee to meet the qualifications of the "Advanced" column.

      2. Qualifying Coursework – The following coursework would be considered for the "Advanced" column:

         a. Coursework toward degrees qualifying the teacher to Instruct dual credit classes.

         b. Coursework within teaching assignment or content (fine arts).

         c. Coursework in curriculum, advanced teaching methods, educational leadership, law, administration and special education.

d. Coursework in special teaching endorsements, i.e. reading, etc.

e. Workshops will NOT qualify.

3. Appeals Process – Decisions of the Approval Committee may be appealed to the MLSD Board of Education. The decision of the Board of Education is final.

HOURLY TEACHER PAY

: The rate for all hourly certified teachers and other employees who are members of this bargaining unit shall be set at $28.75 per hour. This payment shall apply to Summer School, Home Instruction, Tutoring, and After School programs, but does not apply to adult classes that shall be posted at a pay rate equal to that of surrounding/competing programs. Grant-funded programs shall be paid at the rate specified in the grant.

INTERNAL SUBSTITUTE

: When all efforts have been exhausted to secure substitute teachers, certified employees will be solicited, with the option to decline, to cover periods for absent teachers, and be paid at $15.00 per period, and $28.25 per plan period. Furthermore, if substitutes are not available and classes are split among teachers at the elementary level, each teacher shall be paid at $15.00 per period, and $28.25 per plan period. For Elementary teachers, a period shall be defined as 45 minutes..

SUPPLEMENTAL CONTRACTS

1. :

1. **SUPPLEMENTAL VACANCY NOTICE:** All supplemental positions in the District will be posted for five (5) calendar days in each school office within ten (10) days of the creation of the vacancy.

a. **NEW SUPPLEMENTAL POSITIONS:** All newly created bargaining unit supplemental positions shall be posted prior to implementation of a new position.

b. **NON-BARGAINING UNIT PERSONNEL:** Vacancies may be advertised in the local newspapers after all qualified bargaining unit members have been considered for a position and have been responded to in writing for the reasons they have not been recommended for the position.

c. **POSTING OF POSITIONS:** Any person currently holding a supplemental position who wishes to retain that position the

following year, shall inform the Board of their intent by April 1 of each year. If the Board chooses to award that position again to that person, it shall inform them by April 30 and will not post those supplemental positions.

2. **FILLING OF SUPPLEMENTAL VACANCIES:** All bargaining unit supplemental positions must be offered to bargaining unit members providing they meet all qualifications for a position. Job descriptions and qualifications will be listed in the Administrative Building and supplied to all interested applicants.

   a. **SUPERINTENDENT DETERMINATIONS:** Superintendent has sole discretion in determining whether an applicant meets qualifications for a position. If the Superintendent determines that no bargaining unit member is qualified for a supplemental position, the position may be offered to a non-bargaining unit member.

3. **SUPPLEMENTAL GRIEVANCES:** Supplemental contracts are not subject to the grievance procedure pertaining to employment, providing all guidelines have been followed.

4. **SUPPLEMENTAL PAYMENT PROCEDURES:** All athletic supplemental contracts will be paid in half, mid-way through the season and the balance at the end of the season following submission of inventory and paperwork. Supplemental contract holders who do not complete their contract will have their pay prorated. Year long non-athletic supplemental contracts will be paid half on December 15 and the balance on May 30 each year. If co-advisors are hired for a supplemental position, the money will be divided and separate payments issued as agreed upon by the advisors and their supervisor in a written contract. If an administrator is given a bargaining unit member's supplemental position, they shall be paid on the same index as the bargaining unit member.

EXTENDED SERVICE PER DIEM

: The per diem rate for persons on extended service shall be figured with one hundred eighty-two (182) used as the denominator. As a matter of procedure, the Board will issue each member a supplemental contract for extended service.

STIPEND FOR IN-SERVICE ACTIVITIES OR CURRICULUM DEVELOPMENT

: A stipend offered for in-service activities or curriculum development shall be paid according to the following schedule:

Category 1: Stipends from other local grants will be paid according to any limitations set forth in those grants.

Category 2: Stipends for in-service or curriculum development activities that are paid through the School District's general fund will be paid thirty-two dollars ($32.00) per hour.

Stipends will not be paid for in-service opportunities that are not required. All stipends that are paid must go through payroll for tax purposes.

PERFECT ATTENDANCE BONUS

: All bargaining unit members who have perfect attendance (miss zero (0) days including: personal leave, sick leave or unpaid leave) during the school year shall receive a perfect attendance bonus equal to five (5) days at their per diem rate. For those employees who do not have perfect attendance, they will receive a stipend of one hundred twenty five dollars ($125) for each unused personal leave day(s). These stipends are to be payable in July.

TUITION REIMBURSEMENT

I. : The Board shall allocate a sum of fifteen thousand dollars ($15,000) per year (September - August) for tuition reimbursement. From this fund, the Board shall reimburse one hundred percent (100%) of tuition costs of a successfully completed graduate course which qualifies for certification/license renewal, re-certification of the employee, or course work that is related to the current assignment or area of certification of the employee.

Tuition costs shall be limited to six (6) semester hours or equivalent quarter hours per teacher applicant each year. However, in the event that the total request for tuition reimbursement exceeds fifteen thousand dollars ($15,000) per year, then teachers requesting payment shall be paid on a pro-rata basis from this fund.

All documentation must be on file by June 15th and reimbursement shall be paid by June 30th. To receive the reimbursement, the employee must currently be an employee of the Manchester Local School District and the classes must be taken following the employee's first day of work.

Any teacher who receives tuition reimbursement for courses taken to become credentialed to teach College Credit Plus (CCP) classes must agree to teach in the District for three (3) years after receiving the CCP credential. Should the teacher fail to complete three (3) years in the District after receiving the CCP credential, he/she shall reimburse the District for the amount of tuition reimbursed under this Article. This will not apply if the teacher is laid off, non-renewed, or terminated.

ARTICLE 10
EFFECTS OF AGREEMENT

DURATION

: This agreement will begin on July 1, 2024 and end June 30, 2027.

ENTIRE AGREEMENT

: This contract constitutes the entire and complete agreement between the two parties. All prior contracts and agreements are hereby declared null and void.

AMENDMENTS AND MODIFICATIONS

: The provisions of this contract cannot be changed, altered, modified or deleted by either party unless with mutual agreement.

PROVISIONS CONTRARY TO LAW

: If any provisions of this document or any agreement reached through this document, or any application shall be found contrary to law, then such provision or application shall be deemed invalid, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. In such case, the parties shall meet no later than ten (10) days after any such ruling for the purpose of renegotiating the provisions affected.

EXECUTION OF CONTRACT

: This contract is executed by the duly authorized representatives of the Manchester Ohio River Educators and the Manchester Local School District Board of Education on the 8th day of May, 2024.

IN WITNESS THEREOF THE FOLLOWING REPRESENTATIVES DO AFFIX THEIR SIGNATURES:

FOR THE ASSOCIATION

Jennifer Dobson
President

Kimly D. Skaggs
Negotiations Team Member

Negotiations Team Member

FOR THE BOARD

President

Superintendent

Melinda Horsley
Treasurer

APPENDIX A

GRIEVANCE PROCEDURE FORM

Grievance # _____

Grievant's Name_____

Grievant(s) School or Assignment_____

_____

_____

Name Principal, Administrator, or Board_____

_____

Date Grievance Occurred_____ Date of Formal Filing_____

Person(s) to Whom Grievance is Directed_____

Initiated on Level_____

Specific Articles of Contract Alleged to have been violated_____

_____

_____

Statement of Grievance:_____

_____

_____

_____

Action Requested:_____

_____

_____

_____

Have you discussed this with your immediate Supervisor? _____Yes _____No

Grievant's Signature

NOTE: Please attach the written decision from previous level(s).

APPENDIX B

SICK LEAVE BANK ENROLLMENT FORM

Name _____

Building Assignment _____

Date _____

I am a member of the bargaining unit. I am donating one (1) sick leave day to the Sick Leave Bank for the purpose of enrolling in the Sick Leave Bank. I understand that donated sick leave days are non-returnable and that I may be asked to donate additional sick leave days to the bank should that need by determined by the Sick Leave Bank Committee.

Member Signature _____

FOR TREASURER'S USE ONLY

I certify that the above named person has donated one (1) sick leave day to the Sick Leave Bank and is therefore entitled to participate in the Sick Leave Bank. The one (1) donated sick leave day will be subtracted from the member's current total accumulated sick leave days and will be reflected on the member's pay receipt.

As of the date of this application, the member has _____ total accumulated sick leave days.

Current accumulated sick leave days _____

_____ -1

Balance of accumulated sick leave days _____

Treasurer's Signature _____ Date _____

NOTE: After processing the SLB application, forward a copy to the Association President.

APPENDIX C

SICK LEAVE BANK ALLOTMENT APPLICATION

Applicant must be a bargaining unit member and a member of the Sick Leave Bank to request an allotment of sick leave days.

PART A (To be completed by the applicant)

Name _____

Building Assignment Date _____

Number of sick leave days requested _____

Reason(s) for request: (Attach documentation, i.e. doctor's statement[s] or death notice.)

_____

_____

_____

_____

PART B (To be completed by the Treasurer)

I certify that the above named applicant has zero (0) accumulated or Board-advanced sick leave days as of the date of this application.

Treasurer's Signature _____ Date _____

PART C (To be completed by Sick Leave Bank Committee)

Allotment request _____ Approved _____ Disapproved

Number of sick leave days approved for the above allotment request _____

SLBC Chairperson's Signature _____ Date _____

APPENDIX D

Manchester Local School District

2024-25 Teacher Salary Schedule

Base $41,661
3 % Increase

Step	Index	Bachelor	5th Year	Master	Master+15	Advanced
0	Salary	**$41,661**	**$43,244**	**$45,619**	**$47,577**	**$49,535**
	Index	1.0000	1.0380	1.0950	1.1420	1.1890
1	Salary	**$43,244**	**$45,036**	**$47,619**	**$49,785**	**$51,743**
	Index	1.0380	1.0810	1.1430	1.1950	1.2420
2	Salary	**$44,827**	**$46,827**	**$49,618**	**$51,993**	**$53,951**
	Index	1.0760	1.1240	1.1910	1.2480	1.2950
3	Salary	**$46,410**	**$48,618**	**$51,618**	**$54,201**	**$56,159**
	Index	1.1140	1.1670	1.2390	1.3010	1.3480
4	Salary	**$47,993**	**$50,410**	**$53,618**	**$56,409**	**$58,367**
	Index	1.1520	1.2100	1.2870	1.3540	1.4010
5	Salary	**$49,577**	**$52,201**	**$55,617**	**$58,617**	**$60,575**
	Index	1.1900	1.2530	1.3350	1.4070	1.4540
6	Salary	**$51,160**	**$53,993**	**$57,617**	**$60,825**	**$62,783**
	Index	1.2280	1.2960	1.3830	1.4600	1.5070
7	Salary	**$52,743**	**$55,784**	**$59,617**	**$63,033**	**$64,991**
	Index	1.2660	1.3390	1.4310	1.5130	1.5600
8	Salary	**$54,326**	**$57,576**	**$61,617**	**$65,241**	**$67,199**
	Index	1.3040	1.3820	1.4790	1.5660	1.6130
9	Salary	**$55,909**	**$59,367**	**$63,616**	**$67,449**	**$69,407**
	Index	1.3420	1.4250	1.5270	1.6190	1.6660
10	Salary	**$57,492**	**$61,158**	**$65,616**	**$69,657**	**$71,615**
	Index	1.3800	1.4680	1.5750	1.6720	1.7190
11	Salary	**$59,075**	**$62,950**	**$67,616**	**$71,865**	**$73,823**
	Index	1.4180	1.5110	1.6230	1.7250	1.7720
12	Salary	**$60,658**	**$64,741**	**$69,616**	**$74,073**	**$76,031**
	Index	1.4560	1.5540	1.6710	1.7780	1.8250
13	Salary	**$62,242**	**$66,533**	**$71,615**	**$76,281**	**$78,239**
	Index	1.4940	1.5970	1.7190	1.8310	1.8780
14	Salary	**$63,825**	**$68,324**	**$73,615**	**$78,489**	**$80,447**
	Index	1.5320	1.6400	1.7670	1.8840	1.9310
17	Salary	**$64,616**	**$69,241**	**$74,615**	**$79,593**	**$81,551**
	Index	1.5510	1.6620	1.7910	1.9105	1.9575
19	Salary	**$65,408**	**$70,115**	**$75,615**	**$80,697**	**$82,655**
	Index	1.5700	1.6830	1.8150	1.9370	1.9840
21	Salary	**$66,991**	**$71,907**	**$77,614**	**$82,905**	**$84,863**
	Index	1.6080	1.7260	1.8630	1.9900	2.0370
25	Salary	**$68,574**	**$73,698**	**$79,614**	**$85,113**	**$87,071**
	Index	1.6460	1.7690	1.9110	2.0430	2.0900
29	Salary	**$70,740**	**$75,490**	**$81,614**	**$87,321**	**$89,280**
	Index	1.6980	1.8120	1.9590	2.0960	2.1430
33	Salary	**$72,907**	**$77,281**	**$83,614**	**$89,529**	**$91,488**
	Index	1.7500	1.8550	2.0070	2.1490	2.1960
34	Salary	**$74,740**	**$79,198**	**$85,697**	**$91,779**	**$93,779**

	Index	1.7940	1.9010	2.0570	2.2030	2.2510

Manchester Local School District

2025-26 Teacher Salary Schedule

Base $42,911
3 % Increase

Step	Index	Bachelor	5th Year	Master	Master+15	Advanced
0	Salary	**$42,911**	**$44,542**	**$46,988**	**$49,004**	**$51,021**
	Index	1.0000	1.0380	1.0950	1.1420	1.1890
1	Salary	**$44,542**	**$46,387**	**$49,047**	**$51,279**	**$53,295**
	Index	1.0380	1.0810	1.1430	1.1950	1.2420
2	Salary	**$46,172**	**$48,232**	**$51,107**	**$53,553**	**$55,570**
	Index	1.0760	1.1240	1.1910	1.2480	1.2950
3	Salary	**$47,803**	**$50,077**	**$53,167**	**$55,827**	**$57,844**
	Index	1.1140	1.1670	1.2390	1.3010	1.3480
4	Salary	**$49,433**	**$51,922**	**$55,226**	**$58,101**	**$60,118**
	Index	1.1520	1.2100	1.2870	1.3540	1.4010
5	Salary	**$51,064**	$53,767	$57,286	$60,376	**$62,393**
	Index	1.1900	1.2530	1.3350	1.4070	1.4540
6	Salary	$52,695	**$55,613**	**$59,346**	**$62,650**	**$64,667**
	Index	1.2280	1.2960	1.3830	1.4600	1.5070
7	Salary	**$54,325**	**$57,458**	**$61,406**	**$64,924**	**$66,941**
	Index	1.2660	1.3390	1.4310	1.5130	1.5600
8	Salary	**$55,956**	**$59,303**	**$63,465**	**$67,199**	**$69,215**
	Index	1.3040	1.3820	1.4790	1.5660	1.6130
9	Salary	**$57,587**	**$61,148**	**$65,525**	**$69,473**	**$71,490**
	Index	1.3420	1.4250	1.5270	1.6190	1.6660
10	Salary	**$59,217**	**$62,993**	**$67,585**	**$71,747**	**$73,764**
	Index	1.3800	1.4680	1.5750	1.6720	1.7190
11	Salary	**$60,848**	**$64,839**	**$69,645**	**$74,021**	**$76,038**
	Index	1.4180	1.5110	1.6230	1.7250	1.7720
12	Salary	**$62,478**	**$66,684**	**$71,704**	**$76,296**	**$78,313**
	Index	1.4560	1.5540	1.6710	1.7780	1.8250
13	Salary	**$64,109**	**$68,529**	**$73,764**	**$78,570**	**$80,587**
	Index	1.4940	1.5970	1.7190	1.8310	1.8780
14	Salary	**$65,740**	**$70,374**	**$75,824**	**$80,844**	**$82,861**
	Index	1.5320	1.6400	1.7670	1.8840	1.9310
17	Salary	**$66,555**	**$71,318**	**$76,854**	**$81,981**	**$83,998**
	Index	1.5510	1.6620	1.7910	1.9105	1.9575
19	Salary	**$67,370**	**$72,219**	**$77,883**	**$83,119**	**$85,135**
	Index	1.5700	1.6830	1.8150	1.9370	1.9840
21	Salary	**$69,001**	$74,064	**$79,943**	$85,393	**$87,410**
	Index	1.6080	1.7260	1.8630	1.9900	2.0370
25	Salary	**$70,632**	**$75,910**	**$82,003**	**$87,667**	**$89,684**
	Index	1.6460	1.7690	1.9110	2.0430	2.0900
29	Salary	**$72,863**	**$77,755**	**$84,063**	**$89,941**	**$91,958**
	Index	1.6980	1.8120	1.9590	2.0960	2.1430
33	Salary	**$75,094**	**$79,600**	**$86,122**	**$92,216**	**$94,233**
	Index	1.7500	1.8550	2.0070	2.1490	2.1960
34	Salary	**$76,982**	**$81,574**	**$88,268**	**$94,533**	**$96,593**

Index	1.7940	1.9010	2.0570	2.2030	2.2510	

Manchester Local School District

2026-27 Teacher Salary Schedule

Base $44,198
3 % Increase

Step	Index	Bachelor	5th Year	Master	Master+15	Advanced
0	Salary	**$44,198**	**$45,878**	**$48,397**	**$50,474**	**$52,551**
	Index	1.0000	1.0380	1.0950	1.1420	1.1890
1	Salary	**$45,878**	**$47,778**	**$50,518**	**$52,817**	**$54,894**
	Index	1.0380	1.0810	1.1430	1.1950	1.2420
2	Salary	**$47,557**	**$49,679**	**$52,640**	**$55,159**	**$57,236**
	Index	1.0760	1.1240	1.1910	1.2480	1.2950
3	Salary	**$49,237**	**$51,579**	**$54,761**	**$57,502**	**$59,579**
	Index	1.1140	1.1670	1.2390	1.3010	1.3480
4	Salary	**$50,916**	**$53,480**	**$56,883**	**$59,844**	**$61,921**
	Index	1.1520	1.2100	1.2870	1.3540	1.4010
5	Salary	**$52,596**	**$55,380**	$59,004	**$62,187**	**$64,264**
	Index	1.1900	1.2530	1.3350	1.4070	1.4540
6	Salary	**$54,275**	**$57,281**	**$61,126**	**$64,529**	**$66,606**
	Index	1.2280	1.2960	1.3830	1.4600	1.5070
7	Salary	**$55,955**	**$59,181**	**$63,247**	**$66,872**	**$68,949**
	Index	1.2660	1.3390	1.4310	1.5130	1.5600
8	Salary	**$57,634**	**$61,082**	**$65,369**	**$69,214**	**$71,291**
	Index	1.3040	1.3820	1.4790	1.5660	1.6130
9	Salary	**$59,314**	**$62,982**	**$67,490**	**$71,557**	**$73,634**
	Index	1.3420	1.4250	1.5270	1.6190	1.6660
10	Salary	**$60,993**	**$64,883**	**$69,612**	**$73,899**	**$75,976**
	Index	1.3800	1.4680	1.5750	1.6720	1.7190
11	Salary	**$62,673**	**$66,783**	**$71,733**	**$76,242**	**$78,319**
	Index	1.4180	1.5110	1.6230	1.7250	1.7720
12	Salary	**$64,352**	**$68,684**	**$73,855**	**$78,584**	**$80,661**
	Index	1.4560	1.5540	1.6710	1.7780	1.8250
13	Salary	**$66,032**	**$70,584**	**$75,976**	**$80,927**	**$83,004**
	Index	1.4940	1.5970	1.7190	1.8310	1.8780
14	Salary	**$67,711**	**$72,485**	**$78,098**	**$83,269**	**$85,346**
	Index	1.5320	1.6400	1.7670	1.8840	1.9310
17	Salary	**$68,551**	**$73,457**	**$79,159**	**$84,440**	**$86,518**
	Index	1.5510	1.6620	1.7910	1.9105	1.9575
19	Salary	**$69,391**	**$74,385**	**$80,219**	**$85,612**	**$87,689**
	Index	1.5700	1.6830	1.8150	1.9370	1.9840
21	Salary	**$71,070**	**$76,286**	**$82,341**	**$87,954**	**$90,031**
	Index	1.6080	1.7260	1.8630	1.9900	2.0370
25	Salary	**$72,750**	**$78,186**	**$84,462**	**$90,297**	**$92,374**
	Index	1.6460	1.7690	1.9110	2.0430	2.0900
29	Salary	**$75,048**	**$80,087**	**$86,584**	**$92,639**	**$94,716**
	Index	1.6980	1.8120	1.9590	2.0960	2.1430
33	Salary	**$77,347**	**$81,987**	**$88,705**	**$94,982**	**$97,059**
	Index	1.7500	1.8550	2.0070	2.1490	2.1960
34	Salary	**$79,291**	**$84,020**	**$90,915**	**$97,368**	**$99,490**

Index	1.7940	1.9010	2.0570	2.2030	2.2510

APPENDIX E

Manchester Local Schools

2024-2025 Supplemental Salary Index

Base
$41,661

	0-3 Years	4-7 Years	8-11 Years	12 + Years
Category I	**0.143**	**0.148**	**0.153**	**0.158**
	$5,958	$6,166	$6,374	$6,582
Head Varsity Boys Basketball Coach				
Head Varsity Girls Basketball Coach				
Head Varsity Football Coach				
FFA Advisor				
Marching/Pep Band				
Varsity Cheerleading Advisor				
Category II	**0.091**	**0.096**	**0.101**	**0.106**
	$3,791	$3,999	$4,208	$4,416
Varsity Volleyball Coach				
Varsity Baseball Coach				
Varsity Softball Coach				
Junior Varsity Boys Basketball Coach				
Junior Varsity Girls Basketball Coach				
Varsity Boys/Girls Track Coach				
Varsity Boys/Girls Cross Country Coach				
Assistant Varsity Football Coach				
Category III	**0.065**	**0.0675**	**0.070**	**0.0725**
	$2,708	$2,812	$2,916	$3,020
Varsity Golf Coach				
Junior Varsity Baseball Coach				
Junior Varsity Softball Coach				
Junior Varsity Volleyball Coach				
Jr High Football Coach				
Freshman Boys Basketball Coach				
Jr. High Boys 7th Basketball Coach				
Jr. High Boys 8th Basketball Coach				
Jr. High Girls 7th Basketball Coach				
Jr. High Girls 8th Basketball Coach				
Jr. High Cheerleading Advisor				
Jr. High 7th Grade Girls Volleyball Coach				
Jr. High 8th Grade Girls Volleyball Coach				
Jr. High Boys/Girls Track Coach				

Jr. High Boys/Girls Cross Country Coach
Archery Coach
Wrestling Coach

Category IV	**0.040**	**0.0425**	**0.045**	**0.0475**
	$1,666	$1,771	$1,875	$1,979
Assistant High School Softball Coach				
Assistant High School Baseball Coach				
Assistant High School Track Coach				
Assistant Junior High Track Coach				
High School Yearbook Advisor				
High School Newspaper Advisor				
High School Prom Coordinator				
Production Director				
Resident Educator Mentor*				
District LPDC Member				

Category V	**0.026**	**0.0275**	**0.029**	**0.0305**
	$1,083	$1,146	$1,208	$1,271
High School Academic Team Advisor				
Junior High Academic Team Advisor				
High School National Honor Society Advisor				
High School Beta Club Advisor				
Junior High Beta Club Advisor				
District LPDC Chair				
High School Color Guard Advisor				
Percussion Advisor				
Elementary Yearbook Advisor				
Science Fair Directors				
Art Club Advisor/National Art Honor Society				
Fall Carnival Director				
Spanish Club/Spanish National Honor Society				

*Supplemental - minus ESC payment

Union requests pre-notification with an opportunity to discuss changes.

APPENDIX E

Manchester Local Schools

2025-2026 Supplemental Salary Index

Base
$42,911

	0-3 Years	4-7 Years	8-11 Years	12 + Years
Category I	**0.143**	**0.148**	**0.153**	**0.158**
	$6,136	$6,351	$6,565	$6,780
Head Varsity Boys Basketball Coach				
Head Varsity Girls Basketball Coach				
Head Varsity Football Coach				
FFA Advisor				
Marching/Pep Band				
Varsity Cheerleading Advisor				
Category II	**0.091**	**0.096**	**0.101**	**0.106**
	$3,905	$4,119	$4,334	$4,549
Varsity Volleyball Coach				
Varsity Baseball Coach				
Varsity Softball Coach				
Junior Varsity Boys Basketball Coach				
Junior Varsity Girls Basketball Coach				
Varsity Boys/Girls Track Coach				
Varsity Boys/Girls Cross Country Coach				
Assistant Varsity Football Coach				
Category III	**0.065**	**0.0675**	**0.070**	**0.0725**
	$2,789	$2,896	$3,004	$3,111
Varsity Golf Coach				
Junior Varsity Baseball Coach				
Junior Varsity Softball Coach				
Junior Varsity Volleyball Coach				
Jr High Football Coach				
Freshman Boys Basketball Coach				
Jr. High Boys 7th Basketball Coach				
Jr. High Boys 8th Basketball Coach				
Jr. High Girls 7th Basketball Coach				
Jr. High Girls 8th Basketball Coach				
Jr. High Cheerleading Advisor				
Jr. High 7th Grade Girls Volleyball Coach				
Jr. High 8th Grade Girls Volleyball Coach				
Jr. High Boys/Girls Track Coach				
Jr. High Boys/Girls Cross Country Coach				
Archery Coach				
Wrestling Coach				

Category IV	**0.040**	**0.0425**	**0.045**	**0.0475**
	$1,716	$1,824	$1,931	$2,038
Assistant High School Softball Coach				
Assistant High School Baseball Coach				
Assistant High School Track Coach				
Assistant Junior High Track Coach				
High School Yearbook Advisor				
High School Newspaper Advisor				
High School Prom Coordinator				
Production Director				
Resident Educator Mentor*				
District LPDC Member				

Category V	**0.026**	**0.0275**	**0.029**	**0.0305**
	$1,116	$1,180	$1,244	$1,309
High School Academic Team Advisor				
Junior High Academic Team Advisor				
High School National Honor Society Advisor				
High School Beta Club Advisor				
Junior High Beta Club Advisor				
District LPDC Chair				
High School Color Guard Advisor				
Percussion Advisor				
Elementary Yearbook Advisor				
Science Fair Directors				
Art Club Advisor/National Art Honor Society				
Fall Carnival Director				
Spanish Club/Spanish National Honor Society				

*Supplemental - minus ESC payment

Union requests pre-notification with an opportunity to discuss changes.

APPENDIX E

Manchester Local Schools

2026-2027 Supplemental Salary Index

Base
$44,198

	0-3 Years	4-7 Years	8-11 Years	12 + Years
Category I	**0.143**	**0.148**	**0.153**	**0.158**
	$6,320	$6,541	$6,762	$6,983
Head Varsity Boys Basketball Coach				
Head Varsity Girls Basketball Coach				
Head Varsity Football Coach				
FFA Advisor				
Marching/Pep Band				
Varsity Cheerleading Advisor				
Category II	**0.091**	**0.096**	**0.101**	**0.106**
	$4,022	$4,243	$4,464	$4,685
Varsity Volleyball Coach				
Varsity Baseball Coach				
Varsity Softball Coach				
Junior Varsity Boys Basketball Coach				
Junior Varsity Girls Basketball Coach				
Varsity Boys/Girls Track Coach				
Varsity Boys/Girls Cross Country Coach				
Assistant Varsity Football Coach				
Category III	**0.065**	**0.0675**	**0.070**	**0.0725**
	$2,873	$2,983	$3,094	$3,204
Varsity Golf Coach				
Junior Varsity Baseball Coach				
Junior Varsity Softball Coach				
Junior Varsity Volleyball Coach				
Jr High Football Coach				
Freshman Boys Basketball Coach				
Jr. High Boys 7th Basketball Coach				
Jr. High Boys 8th Basketball Coach				
Jr. High Girls 7th Basketball Coach				
Jr. High Girls 8th Basketball Coach				
Jr. High Cheerleading Advisor				
Jr. High 7th Grade Girls Volleyball Coach				
Jr. High 8th Grade Girls Volleyball Coach				
Jr. High Boys/Girls Track Coach				
Jr. High Boys/Girls Cross Country Coach				
Archery Coach				

Wrestling Coach

Category IV	**0.040**	**0.0425**	**0.045**	**0.0475**
	$1,768	$1,878	$1,989	$2,099
Assistant High School Softball Coach				
Assistant High School Baseball Coach				
Assistant High School Track Coach				
Assistant Junior High Track Coach				
High School Yearbook Advisor				
High School Newspaper Advisor				
High School Prom Coordinator				
Production Director				
Resident Educator Mentor*				
District LPDC Member				

Category V	**0.026**	**0.0275**	**0.029**	**0.0305**
	$1,149	$1,215	$1,282	$1,348
High School Academic Team Advisor				
Junior High Academic Team Advisor				
High School National Honor Society Advisor				
High School Beta Club Advisor				
Junior High Beta Club Advisor				
District LPDC Chair				
High School Color Guard Advisor				
Percussion Advisor				
Elementary Yearbook Advisor				
Science Fair Directors				
Art Club Advisor/National Art Honor Society				
Fall Carnival Director				
Spanish Club/Spanish National Honor Society				

*Supplemental - minus ESC payment

Union requests pre-notification with an opportunity to discuss changes.

APPENDIX F

INSURANCE COVERAGE

The summaries of benefits contained in Appendix F are intended to be a brief outline of coverages. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate, and Schedule of Benefits. In the event of a conflict between the Group Contract and these descriptions, the terms of the Group Contract will prevail.

Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services — Coverage Period: 07/01/2021 – 06/30/2022

UMR: MANCHESTER LOCAL SCHOOL DISTRICT: 7670-00-414505 001 — Coverage for: Individual + Family | Plan Type: PPO

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, visit www.umr.com or by calling 1-800-826-9781. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at www.umr.com or call 1-800-826-9781 to request a copy.

Important Questions	Answers	Why this Matters:
What is the overall deductible?	**$500** person / **$1,000** family In-network **$1,000** person / **$2,000** family Out-of-network	Generally, you must pay all the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the plan, each family member must meet their own individual deductible until the total amount of deductible expenses paid by all family members meets the overall family deductible.
Are there services covered before you meet your deductible?	Yes. Preventive care services are covered before you meet your deductible.	This plan covers some items and services even if you haven't yet met the deductible amount. But a copayment or coinsurance may apply. For example, this plan covers certain preventive services without cost-sharing and before you meet your deductible. See a list of covered preventive services at https://www.healthcare.gov/coverage/preventive-care-benefits/
Are there other deductibles for specific services?	No.	You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan?	**$1,500** person / **$3,000** family In-network **$3,000** person / **$6,000** family Out-of-network	The out-of-pocket limit is the most you could pay in a year for covered services. If you have other family members in this plan, they have to meet their own out-of-pocket limits until the overall family out-of-pocket limit has been met.
What is not included in the out-of-pocket limit?	Penalties, premiums, balance billing charges, and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the out-of-pocket limit.
Will you pay less if you use a network provider?	Yes. See www.umr.com or call 1-800-826-9781 for a list of network providers.	This plan uses a provider network. You will pay less if you use a provider in the plan's network. You will pay the most if you use an out-of-network provider, and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (balance billing). Be aware, your network provider might use an out-of-network provider for some services (such as lab work). Check with your provider before you get services.
Do you need a referral to see a specialist?	No.	You can see the specialist you choose without a referral.

 All copayment and coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-network (You will pay the least)	Out-of-network (You will pay the most)	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	$15 Copay per visit; Deductible Waived	40% Coinsurance	None
	Specialist visit	$25 Copay per visit; Deductible Waived	40% Coinsurance	None
	Preventive care/screening/ immunization	No charge; Deductible Waived	40% Coinsurance	You may have to pay for services that aren't preventive. Ask your provider if the services you need are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	20% Coinsurance office setting & outpatient setting; No charge; Deductible Waived Freestanding labs	40% Coinsurance	None
	Imaging (CT/PET scans, MRIs)	20% Coinsurance	40% Coinsurance	None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-network (You will pay the least)	Out-of-network (You will pay the most)	
If you need drugs to treat your illness or condition. More information about prescription drug coverage is available at www.express-scripts.com	Drug Out of Pocket Limit-Single	$7,050	Does Not Apply	None
	Drug Out of Pocket Limit-Family	$14,100	Does Not Apply	None
	Generic copay-retail (Tier 1)	$15	Does Not Apply	Covers up to a 34-day supply; $30 Smart 90 Retail Copay (35 to a 90-day supply)
	Generic copay-home delivery (Tier 1)	$30	Does Not Apply	Covers up to a 90-day supply.
	Preferred brand copay-retail (Tier 2)	$30	Does Not Apply	Covers up to a 34-day supply; $60 Smart 90 Retail Copay (35 to a 90-day supply)
	Preferred brand copay-home delivery (Tier 2)	$60	Does Not Apply	Covers up to a 90-day supply.
	Non-preferred brand copay-retail (Tier 3)	$45	Does Not Apply	Covers up to a 34-day supply; $90 Smart 90 Retail Copay (35 to a 90-day supply)
	Non-preferred brand copay-home delivery (Tier 3)	$90	Does Not Apply	Covers up to a 90-day supply.
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	20% Coinsurance	40% Coinsurance	None
	Physician/surgeon fees	20% Coinsurance	40% Coinsurance	None
If you need immediate medical	Emergency room care	$100 Copay per visit; Deductible Waived True ER; Not covered Non-true ER	$100 Copay per visit; Deductible Waived True ER; Not covered Non-true ER	Copay may be waived if admitted True ER

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-network (You will pay the least)	Out-of-network (You will pay the most)	
attention	Emergency medical transportation	20% Coinsurance	20% Coinsurance	In-network deductible applies to Out-of-network benefits
	Urgent care	$35 Copay per visit; Deductible Waived	40% Coinsurance	None
If you have a hospital stay	Facility fee (e.g., hospital room)	20% Coinsurance	40% Coinsurance	Preauthorization is required.
	Physician/surgeon fee	20% Coinsurance	40% Coinsurance	
If you have mental health, behavioral health, or substance abuse needs	Outpatient services	$15 Copay per visit; Deductible Waived office visits; 20% Coinsurance other outpatient services	40% Coinsurance	Preauthorization is required for Partial hospitalization.
	Inpatient services	20% Coinsurance	40% Coinsurance	Preauthorization is required.
If you are pregnant	Office visits	No charge; Deductible Waived	40% Coinsurance	Cost sharing does not apply to certain preventive services. Depending on the type of services, deductible, copayment or coinsurance may apply.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-network (You will pay the least)	Out-of-network (You will pay the most)	
	Childbirth/delivery professional services	20% Coinsurance	40% Coinsurance	Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound).
	Childbirth/delivery facility services	20% Coinsurance	40% Coinsurance	
If you need help recovering or have other special health needs	Home health care	20% Coinsurance	40% Coinsurance	100 Maximum visits per calendar year; Preauthorization is required.
	Rehabilitation services	$25 Copay per visit; Deductible Waived office therapy; 20% Coinsurance hospital therapy	40% Coinsurance	None
	Habilitation services	$25 Copay per visit; Deductible Waived office therapy; 20% Coinsurance hospital therapy	40% Coinsurance	If your plan excludes Learning Disabilities, habilitation services for learning disabilities are not covered, please refer to your plan document.
	Skilled nursing care	20% Coinsurance	40% Coinsurance	100 Maximum days per calendar year; Preauthorization is required.
	Durable medical equipment	20% Coinsurance	40% Coinsurance	Preauthorization is required for DME in excess of $500 for rentals or $1,500 for purchases.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-network (You will pay the least)	Out-of-network (You will pay the most)	
	Hospice service	20% Coinsurance	40% Coinsurance	None
If your child needs dental or eye care	Children's eye exam	Not covered	Not covered	None
	Children's glasses	Not covered	Not covered	None
	Children's dental check-up	Not covered	Not covered	None

Excluded Services & Other Covered Services:

Services Your Plan Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)

- Acupuncture
- Bariatric surgery
- Cosmetic surgery
- Dental care (Adult)
- Hearing aids
- Infertility treatment
- Long-term care
- Routine eye care (Adult)
- Routine foot care
- Weight loss programs

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)

- Chiropractic care
- Non-emergency care when traveling outside the U.S.
- Private-duty nursing (Outpatient care)

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is U.S. Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 1-877-267-2323 x61565 or www.cciio.cms.gov. Other coverage options may be available to you too, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit www.HealthCare.gov or call 1-800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information on how to submit a claim, appeal, or a grievance for any reason to your plan. Additionally, a consumer assistance program may help you file your appeal. A list of states with Consumer Assistance Programs is available at www.HealthCare.gov and http://cciio.cms.gov/programs/consumer/capgrants/index.html.

Does this plan Provide Minimum Essential Coverage? Yes
Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

Does this plan Meet the Minimum Value Standard? Yes
If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

To see examples of how this plan might cover costs for a sample medical situation, see the next section.

About these Coverage Examples:



This is not a cost estimator. Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

Peg is Having a Baby (9 months of in-network pre-natal care and a hospital delivery)	
The plan's overall deductible	**$500**
Specialist copayment	$25
Hospital (facility) coinsurance	**20%**
Other coinsurance	**20%**
This EXAMPLE event includes services like:	
Specialist office visits *(pre-natal care)*	
Childbirth/Delivery Professional Services	
Childbirth/Delivery Facility Services	
Diagnostic tests *(ultrasounds and blood work)*	
Specialist visit *(anesthesia)*	
Total Example Cost	**$12,700**
In this example, Peg would pay:	
Cost Sharing	
Deductibles	$500
Copayments	$0
Coinsurance	$1,000
What isn't covered	
Limits or exclusions	$70
The total Peg would pay is	**$1,570**

Managing Joe's type 2 Diabetes (a year of routine in-network care of a well-controlled condition)	
The plan's overall deductible	**$500**
Specialist copayment	$25
Hospital (facility) coinsurance	**20%**
Other coinsurance	**20%**
This EXAMPLE event includes services like:	
Primary care physician office visits *(including disease education)*	
Diagnostic tests *(blood work)*	
Prescription drugs	
Durable medical equipment *(glucose meter)*	
Total Example Cost	**$5,600**
In this example, Joe would pay:	
Cost Sharing	
Deductibles*	$400
Copayments	$100
Coinsurance	$0
What isn't covered	
Limits or exclusions	$4,300
The total Joe would pay is	**$4,800**

Mia's Simple Fracture (in-network emergency room visit and follow up care)	
The plan's overall deductible	**$500**
Specialist copayment	$25
Hospital (facility) coinsurance	**20%**
Other coinsurance	**20%**
This EXAMPLE event includes services like:	
Emergency room care *(including medical supplies)*	
Diagnostic tests *(x-ray)*	
Durable medical equipment *(crutches)*	
Rehabilitation services *(physical therapy)*	
Total Example Cost	**$2,800**
In this example, Mia would pay:	
Cost Sharing	
Deductibles*	$500
Copayments	$200
Coinsurance	$200
What isn't covered	
Limits or exclusions	$10
The total Mia would pay is	**$910**

Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to reduce your costs. For more information about the wellness program, please contact: www.umr.com or call 1-800-826-9781.
*Note: This plan has other deductibles for specific services included in this coverage example. See "Are there other deductibles for specific services?" row above.

The plan would be responsible for the other costs of those EXAMPLE covered services.

APPENDIX G

1. The OTES model shall be the instrument approved and provided by the Ohio Department of Education. The Board of Education shall utilize OhioES for all evaluations for teachers engaged in instruction for at least fifty percent (50%) of the time providing student instruction.

2. School counselors will be evaluated using the instrument approved and provided by the Ohio Department of Education.

3. For other bargaining unit members not meeting the above definitions, the Board of Education shall utilize the model that was in use prior to OTES for the evaluation of those members.

4. The timelines and procedures for evaluations for OTES evaluated teachers shall be as set forth in Ohio Revised Code sections 3319.111 and 3319.112. The timelines and procedures for evaluations of school counselors shall be as set forth in Ohio Revised Code 3319.113.

5. All evaluators of OTES teachers shall be licensed administrators employed by the Board of Education, on a district administrator contract, who have been credentialed through the Ohio Department of Education. If a teacher believes he/she has received unsatisfactory results by evidence placed in the OTES rubric at the end of each observation cycle and is being evaluated by district administration other than their principal or assistant principal, the teacher may request a meeting with the building principal within 5 days of the post observation conference to request that an evaluator in their building be assigned to complete any remaining observation cycles for the current school year.

6. Walk throughs shall be utilized for OTES teachers. The walk throughs shall be documented through the ODE walk through tool. Walk throughs may also be used for non-OTES evaluated members.

7. The number of observations for each evaluation for OTES teachers shall be as set forth in the Ohio Revised Code sections 3319.111 and 3319.112, except, where a third observation can be waived by the superintendent/designee. A pre-observation conference shall be held before each formal observation. The 1st Observation shall occur by December 15 and the Post-Observation Conference will occur by January 25. All other observations will occur by May 1 and the Post-Observation Conferences will occur by May 10.

8. The Board may evaluate each teacher who received a rating of Accomplished on the teacher's most recent evaluation once every three (3) school years, so long as the teacher submits a self-directed professional growth plan to his/her evaluator that focuses on specific areas identified in the observations and evaluation and the evaluator determines that the teacher is making progress on that plan.

9. The Board may evaluate each teacher who received a rating of Skilled on the teacher's most recent evaluation once every two years, so long as the teacher and evaluator jointly develop a professional growth plan for the teacher that focuses on specific areas identified

in the observations and evaluation and the evaluator determines that the teacher is making progress on that plan.

10. Notwithstanding paragraphs 8 and 9 every teacher will be evaluated in any year that his/her contract is being considered for renewal.

11. The Board may elect not to conduct an evaluation of a teacher who was on leave from the District for fifty per cent (50%) or more of the school year, as calculated by the Board.

12. The Board may elect not to conduct an evaluation of a teacher who has submitted notice of retirement and that notice has been accepted by the Board not later than the first day of December of the school year in which the evaluation is otherwise scheduled to be conducted.

Each evaluation shall contain at least two (2) measures of high-quality student data. High-quality student data measures shall be determined in consultation with the District Evaluation Team and comply with the criteria established by the Ohio Department of Education. The team will be comprised of representatives of District administration and members of the bargaining unit.