



11/11/2024
3039-01
24-MED-02-0186
44887

Contractual Agreement between the
Auburn Vocational School District Board of
Education and the
Career and Technical Association
(C.A.T.A)

Effective July 1, 2024 to June 30, 2027

Table of Contents

Article I
Association Recognition 03

Article II
Association Dues 04

Article III
Negotiations Process 05

Article IV
Grievance Procedure 07

Article V
Association Rights 11

Article VI
Work Day 12

Article VII
Personnel Files 16

Article VIII
Working Conditions 17

Article IX
Posting Vacancies 20

Article X
Evaluations 21

Article XI
Contract Types 22

Article XII
Teaching Assistants 23

Article XIII
Nonrenewals 24

Article XIV
Reduction In Force 25

Article XV
Termination of Contract 27

Article XVI
Leaves 28

Article XVII Severance Pay	37
Article XVIII Salary Schedule.....	38
Article XIX Health Benefits and Insurance	40
Article XX Payroll Deductions.....	44
Article XXI Supplemental Duties	45
Article XXII Miscellaneous Provisions.....	47
Appendix Grievance Report	49
Salary Schedules & Health Care Benefits	52

ARTICLE I

ASSOCIATION RECOGNITION

- 1.1 The Auburn Vocational School District Board of Education (BOE) shall recognize the Career and Technical Association (CATA) and affiliated with the Ohio Education Association (OEA) and the National Education Association (NEA) as the exclusive representative for all classified and certified/licensed personnel employed or to be employed by BOE, for the purposes of negotiations, wages, hours, fringe benefits, terms and conditions of employment and matters of professional concern. Members of CATA are sometimes hereinafter referred to as "MOC" or bargaining unit members or employees.
- 1.2 Classified MOC are full-time and part-time regular employees under non-certificated/non-licensed employment contracts, except for administrators, supervisory personnel, confidential employees, the Treasurer and the Assistant Treasurer who are not subject to this Agreement. Notwithstanding the foregoing, teaching assistants and Enrollment Specialists, who may hold licenses are considered Classified MOC. [Note: the current employee occupying the Enrollment Specialist position as of July 1, 2024 will be maintained on the teacher salary schedule until separation from service. Any employee subsequently filling that position will be placed on the salary schedule for the Enrollment Specialist position on the Classified Employee Salary Schedule.]
- 1.3 The following positions are exempt from this Agreement in accordance with ORC 4117.01: confidential employees, supervisors, management level employees, and other personnel described in ORC 4117.01(C). Adult Workforce Education Program (AWE) instructional staff and AWE pupil support staff are also excluded from CATA. However, administrative assistants for the AWE program shall be eligible to be members of CATA.
- 1.4 A teacher employed as a substitute with an assignment to one specific teaching position shall after sixty (60) work days be considered a member of the bargaining unit. However, the BOE need not evaluate the substitute employee and the substitute employee may be released from service when his/her assignment ceases without complying with any terms of the Agreement regarding nonrenewal or termination.

ARTICLE II

ASSOCIATION DUES

- 2.1 Association membership is annual with the membership year being September 1 through August 31. Once a member enrolls, such membership shall be continuous thereafter for each subsequent membership year unless the individual cancels his/her membership pursuant to Section 2.4 below.
- 2.2 The Association shall transmit the dues rates to the District Treasurer by September 15 for deductions to be made that contract year. The Association will also provide by October 15 to the District Treasurer the names of those unit members who are members of the Association.
- 2.3 Upon the District Treasurer receiving a properly signed authorization form, which shall be provided by the Association, the Board will cause a deduction to be made according to established schedules for Association dues, initiation fees and assessments. This deduction shall be without cost to the Association or the member. Deductions shall begin with the second pay period in October.
- 2.4 Any individual who wishes to cancel their membership must notify the Association Treasurer, the Association President, and/or the Association Membership Chair and the District Treasurer in writing between August 1 and August 31. A member may cancel their membership outside of the aforementioned cancellation period but shall be responsible for all remaining dues and assessments of the current membership year.
- 2.5 In the event an employee severs employment with the District, the District Treasurer shall deduct all owed and remaining dues for that school year from the employee's next check immediately following such notification.
- 2.6 The Association agrees that it will indemnify and save the Board harmless from and against any and all bargaining unit members' claims, demands, suits, or forms of liability arising out of or by reason of action taken pursuant to this Article.
- 2.7 The Association shall notify all current and newly hired bargaining unit members that membership in the Association is not required.

ARTICLE III

NEGOTIATION PROCESS

3.1 Purpose

3.1.1 The purpose of this Agreement is (1) to establish an orderly method of representation by both parties; (2) to indicate responsibilities of the parties; and (3) to provide a basis for settling matters of concern within the scope of the Agreement.

3.2 Initiation of Negotiation Process

3.2.1 If either of the parties desires to negotiate changes in the Agreement, they shall notify the other party in writing no later than February 15 in the year of expiration unless mutually agreed to otherwise. The notification shall be from designated agent to designated agent. The party initiating the intent to negotiate shall also notify SERB (State Employment Relations Board, State of Ohio) using the proper forms available from SERB.

3.2.2 Each party shall notify in writing the members of their team, March 15 in the year of expiration, unless mutually agreed to otherwise.

3.2.3 Within thirty (30) days after notification of team members, an initial meeting of the two teams shall be held for the purpose of permitting an exchange of proposals for discussion, unless mutually agreed to otherwise. Additional items for discussion thereafter may be proposed by common consent of both parties.

3.2.4 All proposals submitted by either party shall be in desired final contract language so that without clarification or supplementation, the proposal, if agreed to by the parties, could be incorporated into the contract. If both parties are in agreement, another method of submitting proposals can be used.

3.2.5 Within fifteen (15) days of the initial exchange of proposals, the first negotiation session shall be held, unless such time frame is mutually extended.

3.3 Negotiation Agents

The negotiating agents shall be no more than five (5) members for each team. All negotiations shall be conducted exclusively between said teams. Each party may utilize the service of a consultant who may attend the parties' bargaining sessions.

3.4 Negotiations Meetings

3.4.1 All negotiations meetings shall be between the established negotiation teams so notified. Meetings shall take place at times and place of mutual agreement. Sub-committees may be

established upon mutual agreement of both parties to work on specific topics. All sub-committee work must be brought to the teams for any resolution.

3.4.2 If considered advisable by either group, outside consultants may be utilized for resource purposes.

3.4.3 All negotiations will be confidential and all information will be kept within the teams and the parties to the Agreement.

3.5 Progress Reports

There shall be no reports to the media and/or general public during any negotiating meeting. Members of the media are also not to be present during negotiations. After each session, the teams will mutually determine what, if anything, is to be released to the press. Declaration of impasse by either party negates this section of the Agreement.

3.6 Impasse Procedure

3.6.1 When the two sides are unable to come to an agreement ten (10) days before the end of the Agreement, a mediator may be requested by either party. This procedure automatically extends the Agreement until settlement is concluded. The mediator shall be obtained as soon as possible through the Federal Mediation and Conciliation Service according to their voluntary rules and regulations.

3.6.2 The mediator shall be used as a means of bringing the two parties to agreement and shall have the following authority: He/she shall call meetings, set a time and duration of said meeting, and set whatever ground rules deemed necessary. Location of the meetings shall be Lake County, Ohio.

3.6.3 The cost of mediation shall be shared equally by both parties.

3.7 Agreement

3.7.1 When a tentative agreement has been reached at any level during negotiations, it shall be reduced to writing and signed by both negotiation agents. When a tentative agreement has been reached on the entire Agreement, the total Agreement shall be reduced to writing, signed by both negotiation agents, and submitted to CATA and the BOE for ratification. Ratification shall take place within thirty calendar (30) days of the tentative agreement, but no sooner than seven (7) days.

3.7.2 The BOE shall supply a copy of the signed agreement to SERB within sixty (60) days of ratification.

3.7.3 Copies of the ratified Agreement shall be made available to all MOC and BOE members. In addition, a copy of the ratified Agreement shall be placed on an electronic venue available to same parties.

ARTICLE IV

GRIEVANCE PROCEDURE

4.1 Purpose

The purpose of this procedure is to secure at the lowest possible administrative level an equitable and just solution to any claims of violations of a term or provision of this Agreement.

4.2 Definition

A grievance shall be defined as a written claim filed by a MOC, members of CATA, or the Association as a whole. Such grievance shall allege the violation of this Agreement by Article and Section Title. The parties shall recognize that the grievance procedure is not meant to be a punitive venture, but is a mechanism for ensuring communication between the parties regarding alleged violations of the above-mentioned terms.

4.3 Filing

Grievances filed by various individuals arising out of the same or similar circumstances and filed at or about the same time may be consolidated for hearing purposes, if suitable to both parties.

4.4 Representation

A grievant shall have the right of representation at all steps of the grievance procedure. Representation may include CATA Professional Rights Officer and/or another officer or a legal advocate of the grievant's own choosing.

4.5 It is most desirable that grievances be resolved at Level I.

4.6 It is the intent of both parties that the proceedings within this grievance procedure will be kept as informal, yet confidential, as may be appropriate.

4.7 Any MOC who files a grievance shall not have the grievance referred to in any written recommendation from the personnel office. All documents, communications, and records dealing with the processing of the grievance will be filed separate confidential file and will not be kept in the personnel file of an employee participating in a grievance.

4.8 Level I - Initial Discussion

A grievant who claims a non-compliance with the Agreement, within fifteen (15) days of alleged event, shall first discuss it with his or her immediate supervisor with the objective of resolving the matter.

4.9 Level II - Written Grievance

If the grievant is not satisfied with the result of Level I, he/ she may file a written grievance on the form provided in this Agreement with his or her immediate supervisor within five (5) days following the meeting provided for in Level I. Within five (5) days after receiving the written grievance, the immediate supervisor will meet with the grievant and will render a written decision within five (5) days after such meeting.

4.10 Level III – Superintendent

Within ten (10) days after the Level II meeting, the grievant may file a written appeal with the Superintendent on the form provided in this Agreement. Within twenty (20) days after receiving the grievance appeal, the Superintendent will meet with the grievant and will render a written decision within ten (10) days of such meeting.

4.11 Level IV- Board Of Education

Within ten (10) days after the written decision of Level III meeting has been served, the grievant may file a written appeal with the BOE on the form provided in this Agreement. At the next regular Board Meeting, not earlier than ten (10) days after receipt of the grievant appeal, the Board will meet with the grievant in executive session and will render a written decision within ten (10) days after such meeting. If denied, the written disposition shall contain reasons for denial.

4.12 Level V- Mediation

Within ten (10) days after the Level IV decision, the grievant may elect to file a written appeal on the form provided within this Agreement and submit it to the Federal Mediation and Conciliation Service. The mediator shall be used as a means of bringing the two parties to agreement and shall have the following authority: The mediator may call meetings, set the time and duration of such meetings, and set whatever ground rules are deemed necessary. The location of the meetings shall be in Lake County, Ohio. The cost of mediation, if any, shall be shared by both parties.

4.13 Level VI – Arbitration

4.13.1 The Association may advance the grievance to Level VI – Arbitration within ten (10) days of the conclusion of mediation set forth in Level V. If the grievant does not elect for mediation, any appeal from the grievant of the Level IV decision must be submitted to arbitration within ten (10) days of the date of the Board’s written disposition at Level IV.

4.13.2 The arbitrator shall be selected from a list supplied by the American Arbitration Association (AAA). All procedures relative to arbitration shall be according to the Voluntary Rules and Regulations of the American Arbitration Association.

4.13.3 The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any provisions of this Contract nor add to, subtract from, or modify the language therein in

arriving at a determination of any issue presented. The arbitrator shall expressly confine his/her ruling 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 declarations of opinion which are not directly essential to reaching the determination. The decision of the arbitrator shall be final and binding on the Employer, the grievant and the Association.

4.13.4 The costs for the arbitrator and hearing shall be borne by the non-prevailing party. The arbitrator shall have the authority to determine the non-prevailing party as part of his/her award.

4.13.5 In the event it is claimed by the administration and/or Board that any matter filed as a grievance is not arbitrable as a contract grievance, as is contemplated by the definition of contract grievance contained in this Article, such dispute may be pursued to arbitration with the arbitrator having the authority to rule on the issue of arbitrability prior to conducting a hearing on the merits of the dispute.

4.14 Rights of the Grievant and the Association:

4.14.1 The Association President and grievant will receive copies of all responses from the Board in the processing of grievances.

4.14.2 A grievance may be withdrawn by the Union at any time, in which case it will be deemed settled.

4.15 General Provisions

4.15.1 The word “days” when used in this Article shall mean working days unless otherwise indicated except during the summer when they shall mean weekdays when the Board office is open. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to the parties involved, the time limits, including mediation may be modified by mutual agreement of the parties.

4.15.2 The word “days” when used in this Article shall mean working days unless otherwise indicated except during the summer when they shall mean weekdays when the Board office is open.

4.16 Additional Information

4.16.1 No reprisal of any kind shall be taken by or against a participant in the grievance procedure by reason of such participation.

4.16.2 Any MOC engaged during the school day on behalf of CATA as a grievant in any professional grievance, including arbitration, shall be released from regular duties without loss of salary or leave time.

4.17 Proceedings Expressly Excluded from Arbitration

4.17.1 The following actions shall not be subject to the Grievance Procedure:

- A. Consistent with Article 15, any appeal or challenge of the termination of any classified MOC will be governed by the procedures set forth in Ohio Revised Code Section 3319.081 and shall not be subject to the Grievance Procedure.
- B. Consistent with Article 15, any appeal or challenge of the termination of any certified/licensed MOC will be governed by Ohio Revised Code 3319.16 and shall not be subject to the Grievance Procedure.
- C. Any appeal or challenge of the non-renewal of the employment contract of any MOC, whether classified or certified/licensed, will be governed by the applicable Ohio Revised Code sections and shall not be subject to the Grievance Procedure.

ARTICLE V

ASSOCIATION RIGHTS

5.1 CATA shall be granted space for meetings to be held at the end of or prior to the start of a contract school day. The Superintendent shall be notified one week in advance of any CATA meetings occurring in the building or requiring dismissal of classified MOC members (i.e., once per month for no more than thirty (30) minutes prior to the end of the employee's workday).

5.2 CATA shall be granted time during the opening in-service days outside of classroom preparation time allotted for Association business.

5.3 The BOE shall make available without charge all normal modes of communication for use by bargaining members to transmit Association business. Such venues shall be granted confidentiality and shall include but not be limited to local telephone conversations, email and other electronic communications, and inter-office mail.

5.4 The BOE shall provide two (2) copies of all Board agendas, board packets, financial statements and the previous board meeting minutes prior to the monthly BOE meeting to the Association President. Hard copies or electronic format shall be delivered to the President of CATA when materials are made available and/or sent to members of the BOE.

5.5 The BOE shall provide a bulletin board or other suitable format in the mail room for exclusive use by CATA to post CATA business. CATA will be responsible to keep the CATA board current.

5.6 Administration will not schedule nonteaching duties (bus duty, lunch duty, parking lot duty) for any employee who is currently serving as CATA President. In the year prior to the expiration of the Agreement, administration will not schedule nonteaching duties for the Vice-Presidents of CATA

5.7 The Superintendent will meet on a monthly basis with CATA officers to discuss the administration and implementation of the Agreement and/or other matters. This monthly meeting will be placed on the school calendar and posted for employee notification. If additional meetings are needed, requests will be submitted from the initiating party at least one week prior to the date of the intended meeting.

5.8 The Board shall post the current collective bargaining agreement to the Board website so that any employee may access the document upon demand.

ARTICLE VI

WORKDAY

6.1 Licensed/Certified Staff

6.1.1 The teacher work day is 7:30 am to 3:00 pm Teachers and teacher assistants will be required to attend two (2) meetings per month that will extend their day to 4:00 p.m. in exchange for the extended day, teachers and teacher assistants may alter their end-of-daytime on Fridays to 2:30 p.m

6.1.2 In the event circumstances require a program or academic teacher to be present in the school or in attendance at required activities or to substitute teach or monitor classes during a planning period, the teacher shall be paid \$35.00 per hour. Intervention Specialists and the Career Guidance Advisor shall receive a \$1,000 annual stipend in exchange for providing substitute coverage during the contract year. The Workforce Readiness Coordinator (.5 FTE) shall receive a \$500 annual stipend inn exchange for providing substitute coverage during the contract year.

Teachers shall be required to attend no more than four (4) evening events and shall not be expected to spend more than twelve (12) hours total per year at these events. In exchange, teachers shall receive two (2) compensatory days, which shall be scheduled for the day before Thanksgiving and the Friday before Presidents' Day.

6.2 Classified Staff

6.2.1 Classified Work Day

The standard work day for a regular full-time classified MOC shall be eight (8) hours, with a one-half (1/2) hour lunch period which is included within the work day. The number of employee work days for each employee and the hourly rate of pay for each employee shall be established by the BOE. Classified may be required to attend no more than four (4) evening events and shall not be expected to spend more than twelve (12) hours total per year at these events. In exchange, classified staff required to attend the evening events shall receive two (2) compensatory days, which shall be scheduled for the day before Thanksgiving and the Friday before Presidents Day.

6.2.2 Shift Assignment

Supervising personnel shall have the authority to make shift assignments for MOC members so long as notice of such change of shift and change of starting and quitting times is given one (1) week or more in advance of such change. In an emergency or time of special need, the Superintendent or his/her designee shall have authority to make a shift assignment change without the one (1) week notice requirement.

6.2.3 Work Week

The standard work week for all regular full-time Classified MOC shall be forty (40) hours.

6.2.4 Overtime

A classified MOC member may be required to work overtime where the need exists due to emergency or special circumstances. The Superintendent/designee must approve all overtime in advance. At the discretion of the Board, hours worked by a classified staff employee over forty hours within any full week (Sunday through Saturday) shall be paid at one and one-half (1-1/2) the hourly rate of pay of the employee.

6.2.5 Alarm Call

When required, an employee, from a designated list given to the security monitoring company by the BOE, will be called to respond to the security alarm. The responding employee will be paid the security check rate (for his/her travel and time) approved by the BOE, and overtime at his/her current rate for actual time spent in checking and securing the facility.

6.2.6 Calendar

The BOE shall determine the work calendar for MOC members. The BOE, at its discretion, may alter the calendar when conditions require a change.

6.2.7 In-Service Attendance

A regular MOC member who works less than twelve months may not be scheduled to work on an In-Service Day. Therefore, on a case-by-case, as-needed basis, the employee's Administrator/Supervisor personnel may authorize said employee(s) to attend all or part of an In-Service Day when the topics to be covered are considered important to the employee's ability to perform his/her job in an acceptable and safe manner. The employee(s) will be paid at his/her regular hourly rate for attendance at an In-Service Day.

6.2.8 Calamity Days

When school is closed due to inclement weather, the administrators/supervisory personnel or the Superintendent will determine when an employee is required to report for work. If an employee is required to report, he/ she will be paid one day of regular pay plus 1-1/2 times hours actually worked on the calamity day. If an employee arrives at work prior to notification of the building closing, he/ she will be paid one- hour travel time (at calamity day rates) if he/she is sent home and the Superintendent/designee approves payment. In the event the high school program is closed due to inclement weather, but there is no closing of the AWE program, or any district building in connection with the operation of the adult education program, no AWE staff who reports to work shall be entitled to the extra pay provided for above.

6.2.9 Paid Holidays

Paid holidays will be established by the BOE on the employee calendar in compliance with ORC 3319.087. A MOC shall be paid only if such MOC accrued earnings on both his/her scheduled work day that first preceded the holiday and his/her scheduled work day that next followed the holiday their next preceding and next following scheduled workdays before and after such holiday or he/she was were properly excused from attendance at work on either or both of those days.

An employee who works a contract year of ten or eleven months shall receive the designated holidays that fall within their respective contract year. For example, if the employee’s contract runs through June 30, the employee shall receive Juneteenth. If the contract ends May 31, the employee would not receive Juneteenth.

Twelve Months - Contracts 260 to 261 Days	13 Holidays
Ten and Eleven Months – 187 to 220 Days	Up to 11 Holidays

6.2.10 Years of service

Years of Service will be based on the employee's first day of employment/position start date with Auburn.

6.2.11 Vacation

6.2.11.1 Vacation will be given to full-time, twelve (12) month MOC members annually on July 1st as follows:

- Two (2) weeks (10 days) of vacation after one (1) year of service;
- Three (3) weeks (15 days) of vacation after eight (8) years of service; and
- Four (4) weeks (20 days) of vacation after fifteen (15) years of service.

6.2.11.2 Part-time MOC working twelve (12) months a year and whose normal work schedule calls for them to work at least thirty (30) hours per week, shall earn vacation days as above, but those days, when taken, will be paid only in the number of hours at which the employee normally works. (For example, an employee who normally works a 30-hour week will be paid for thirty (30) hours when that employee takes one week of vacation.)

6.2.11.3 Requests for all vacation shall be submitted for approval via the electronic leave system at least two (2) weeks in advance.

6.2.11.4 Vacation requests will be approved if the use would not unduly disrupt the operations of the department/ division the classified member is assigned to, or would leave an office/ department insufficiently staffed. In addition, a maximum of five (5) days may be approved for days falling within the secondary school year (185 day calendar).

6.2.11.5 Full-time/ 12-month MOC member will be credited with five-sixth (5/6) of a year

credit towards vacation for prior part-time (9 to 10 month employee working 40 hours a week) service at Auburn, provided that prior service was continuous with the employee assuming a full-time/ twelve month position.

6.2.11.6 For contracts beginning on July 1 vacation must be used by June 30; If an employee's contract begins on August 1 then vacation must be used by July 31. An employee may carry over up to five (5) unused vacation days from the prior year; however, at no point in time may an employee have more than twenty-five (25) days of vacation in his/her vacation bank.

6.2.12 Change of Job Classification

A MOC member desiring to change their classification of employment must wait for a vacancy in a desired area, and may apply for a new position using the established procedures. Competency testing may be a part of the application process for a change in position. Job vacancy listings for openings that occur during the summer break will be emailed to all MOC members. The employee will maintain seniority in the area of original hiring.

6.2.13 Temporary Job Assignment

When needed, MOC members may be temporarily assigned to other areas in the school system. This assignment would be arranged with the employee through his/her immediate supervisor.

6.2.14 Flexible Work Schedule

The BOE recognizes that the predominance of duties in the educational setting may require that occasionally those duties be performed outside of the regular high school work day. The flexible work schedule provision requires prior approval by the Superintendent/designee before the employee performs such duties outside of the regular work day.

ARTICLE VII

PERSONNEL FILE

7.1 Personnel records will be kept in the Board office. There will be one file for each MOC member. Administrators will be permitted to maintain a working file on each MOC under their jurisdiction during the school year. At the end of each school year, the administrator's file contents must be dated and placed into the official file in the office of the Superintendent.

7.2 Only items related to work performance, discipline, and routine financial or personnel data will be entered into a file. Working file disciplinary and performance items not acted upon will not be added to the personnel file. Examples of items found in the file would include the application for employment, letters of reference, the latest copy of the employee contract, copies of the Ohio teaching license(s) or certificate(s), college transcripts, performance evaluations, letters of commendation, and disciplinary letters. A copy of the MOC's current job description will also be held in the personnel file.

7.3 MOC's will have the right to review contents of their personnel file on any day in which the BOE office is open. No disciplinary item may be placed into an MOC's file without the item being initialed by the MOC and the originating administrator. Initialing any item by the MOC does not indicate agreement, only knowledge of its existence. A MOC may respond in writing to any item in the personnel file, and have such responses placed in the file. A MOC examining their personnel files may do so with a CATA representative if they so choose. MOC's may make copies of their personnel files upon request at no cost.

7.4 If an individual other than a district employee requests to access the personnel file of a MOC, the MOC shall be notified of such a request unless otherwise prohibited by law.

7.5 Any MOC who disputes the accuracy, relevancy, timeliness, or completeness of their personnel file may request that the Superintendent investigate the status of the file and determine whether the file is in compliance with ORC 1347.05 and the terms of this agreement. Such an investigation shall be processed through the grievance procedure and filed at Level III.

7.6 No anonymous complaint related to a MOC member will be placed in a MOC's personnel file, unless the Board has investigated and substantiated the complaint.

ARTICLE VIII

WORKING CONDITIONS

8.1 Students with Medical Issues

8.1.1 CATA members shall not be required to assist a student with daily living skills or identified medical issues that involve the potential for bodily fluid contact, or otherwise require medical training to address. This could include but not be limited to feeding, toileting, administration of medication (aside from employees properly trained to administer medication), wound cleaning, etc.

8.1.2 CATA members who are trained to address and assigned to perform such duties via a supplemental contract shall be compensated at a rate of 10% of the base salary (Step 0).

8.2 Staff Input to Curriculum Development and Design

The parties will develop an advisory and/or management team of employees who will inform strategic initiatives and pathways for program and curriculum. The intent of this team will be to ensure that curriculum and program development have authentic input at the level of implementation.

8.3 School Calendar

The BOE shall consult CATA each year for input when developing the school calendar. Notwithstanding the foregoing, decisions regarding the school calendar are expressly reserved as a managerial right of the BOE.

8.4 Technology Support

Technology support will be available at any scheduled evening events reflected on the school calendar.

8.5 Students with Special Needs (IEP Students)

8.5.1 MOCs having contact with students on IEP (Individual Education Plan) directives will be provided with a current copy of the student's IEP within ten (10) work days of the BOE's receipt of the IEP documents from the associate school. Administration will make every effort to ensure that documentation for students with special needs is provided in Infinite Campus.

8.5.2 Updates in laws or regulations pertaining to students with special needs (those on an IEP) shall be discussed at annual in-services for the MOCs having contact with those students with special needs.

8.5.3 MOCs having students with special needs shall be notified in a timely manner of any meetings relating to such students, if they are expected to attend. If requested by the associate district, MOCs shall have the opportunity to attend those meetings, or to provide input pertaining to student goals and objective completions for that student. If Auburn administration is aware of such meetings, administration shall contact MOCs with sufficient advance notice to provide opportunity for the MOC to attend or provide input. MOCs who attend special needs meetings during the school day will be provided with a substitute, if necessary. MOCs who attend special needs meetings outside of the school day will be compensated at a rate of \$35.00 per hour.

8.5.4 As a minimum guideline, any MOC having five or more IEP students enrolled in their class at one time may be provided a certified/licensed Special Needs staff associate or a Teaching Assistant a minimum of 3 days per week of school for a minimum of one class period. Assignment of any support personnel shall be made by the Superintendent or designee in consultation with the CATA President or designee.

8.5.5 MOCs serving as Special Needs Staff will participate in a collaborative process of curriculum development that includes the Program/Academic Instructor, Program/Academic Supervisor and Special Needs Supervisor.

8.5.6 MOCs shall not be held liable for any negligence for failing to follow the directives of an IEP if they have not received a copy of the IEP for a student. The Special Needs Supervisor shall be responsible for ensuring that all staff responsible for providing service to a student with special needs has received a copy of the student's IEP and has had an opportunity to review the contents thereof.

8.6 Students with Section 504 Plans.

MOCs who are responsible for implementing accommodations in connection with a 504 plan shall be provided access to the student's plan within ten (10) work days of the BOE's receipt from the Associate School.

8.7 Online English Instruction

8.7.1 MOCs delivering English curriculum in primarily an online only delivery format shall expect a maximum of 120 students per semester. After the 10-day drop/add window, if enrollment exceeds 120 for the semester, the Online English teacher will be compensated \$50 per additional student.

8.7.2 MOCs delivering online curriculum during the summer months (outside the normal 185 days) shall be compensated \$35.00 per hour.

8.7.3 MOCs developing new online curriculum, outside the normal 185 days of school contact, will be paid \$35.00 per hour for the negotiated time period. Teachers will not be expected to develop a new online course while teaching full time.

8.7.4 MOCs upgrading or updating current online curriculum requested by either online teacher or administrator and approved by the administration during the summer months (outside of the normal 185 days) will be paid \$35.00 per hour.

ARTICLE IX

POSTING VACANCIES

9.1 The Superintendent -will post a list of any vacancies including new positions in the district, including any required certification(s)/licensing requirements. The posting -will be by electronic mail (email) communication to all district employees. Such postings shall include annual supplemental contractual positions that normally are available at the end of each school calendar year, i.e. summer school teaching positions or seasonal work Auburn current contracted employees shall have first right of refusal prior to posting summer school vacancies. This does not restrict the Board's ability to assign summer seasonal work to students.

9.2 If a vacancy arises and the BOE does not intend to fill the position, the President of CATA shall be so notified in a timely manner. If the BOE intends to fill the position, the position shall be posted in a timely manner.

9.3 No vacancy shall be filled until it has been posted a minimum of five (5) working days during the school year, or a minimum of ten (10) working days during the summer months. If a vacancy must be filled immediately due to an emergency situation, the hiring -will be considered temporary until the postings and routine application and interviewing processes have occurred.

9.4 If a position becomes available for which a MOC who has been RIF'd is eligible to fill, there shall be no posting until said employee has been notified and provided the opportunity to accept the position. The employee shall make a decision to accept or reject the position no later than five (5) working days after notification.

9.5 An employee desiring a transfer to fill a vacancy that has been posted, shall submit a request via the online, internal application process within ten (10) working days from the time of the posting. No transfer shall be approved until the vacancy has been posted for a minimum of five (5) working days during the school year, or a minimum of ten (10) working days during the summer months. Vacancies will be filled with applicants meeting posted qualifications as determined by the Superintendent, in the Superintendent's sole discretion.

9.6 The hiring of several part-time employees to fill the equivalent of one full-time employee shall not be permitted. However, if the Board has posted a full-time position vacancy and is unable to fill the vacancy with a qualified individual, the Board first shall meet with the CATA President and Vice-President, and then may seek part-time candidates to address its operational/program needs for the balance of the upcoming/current school year.

9.7 MOCs who are in related employment areas will have the opportunity to participate in the initial interview process for potential employees.

ARTICLE X

EVALUATIONS

Evaluations of all MOCs shall be conducted in accordance with applicable laws and BOE policies.

ARTICLE XI

CONTRACT TYPES

11.1 Contract types currently in use at Auburn include:

Certificated/Licensed Employees: Limited (Three (3) consecutive one-year contracts and then at least two (2) two-year contracts) and Continuing.

Classified Employees: Limited (Up to one-year contract then at least three (3) two-year contracts) then Continuing.

11.2 Application for Certified/Licensed Continuing Contract

To be eligible for a continuing contract, a teacher must meet the requirements for a continuing contract under the Ohio Revised Code and submit to the Superintendent written notice of such eligibility by October 1st. Failure to provide the required written notice by October 1st shall mean that the teacher waives his/her eligibility for continuing contract consideration for one (1) school year.

ARTICLE XII
TEACHING ASSISTANT ASSIGNMENTS

Administrators will assign teaching assignments based on priority needs, customer service positions and teacher requests.

ARTICLE XIII

NON-RENEWALS

13.1 The non-renewal of limited contracts for teaching and supplemental positions shall be subject to the following procedures:

13.1.1 A teacher whose limited contract is to be non-renewed shall be notified by the Board in writing no later than June 1 of its intent not to re-employ.

13.1.2 Prior to receiving such notice, the teacher shall have been evaluated in accordance with applicable laws and BOE policies, if applicable.

13.1.3 Supplemental contracts will be deemed to be automatically non-renewed at the conclusion of the school year for which the supplemental contract was issued. The BOE will not be required to act to non-renew such contracts and/or notify the holder of the contract of such non-renewal.

13.2 The non-renewal of nonteaching limited contracts shall be subject to the following procedures:

13.2.1 A non-teaching employee whose limited contract is to be non-renewed shall be notified by the BOE in writing no later than June 1 of its intent not to re-employ. If notice is not provided by June 1, the employee shall be deemed re-employed for the following contract year. Notice of non-renewal shall be deemed effective if U.S. Mail is postmarked by June 1 or written notice is provided by hand-delivery or e-mail prior to June 1.

ARTICLE XIV

REDUCTION IN FORCE (RIF)

14.1 Certified/Licensed Staff

The BOE may implement a reduction in the work force for the reasons stated in Section 3319.17 of the Ohio Revised Code. The BOE shall proceed to suspend contracts in accordance with the recommendation of the Superintendent who shall, within each teaching field affected, give preference to teachers on continuing contracts.

The BOE shall not give preference to any teacher based on seniority, except when making a decision between teachers who have comparable evaluations. Teachers will be deemed to possess “comparable evaluations” if their final summative rating is the same with another teacher, i.e., Accomplished teachers will be deemed comparable with other Accomplished teachers only, Skilled teachers will be deemed comparable with their Skilled teachers only, Developing teachers will be deemed comparable with Developing teachers only and Ineffective teachers will be deemed comparable with Ineffective teachers only.

14.1.1 A seniority list will be established for use in determining seniority of teachers. This seniority list shall be used for RIF decisions. This list will be published April 1 of each school year. The seniority listing shall include the name of each teacher, contract type, effective date of employment via board minutes and areas of certification/license.

14.1.2 Teachers that have their contracts suspended under the provisions of reduction in force will be placed on the recall list as listed below.

<u>CONTRACT</u>	<u>YEARS IN DISTRICT</u>	<u>RIGID OF RECALL</u>
LIMITED	1 TO 2	NONE
LIMITED	3 TO 4	1 YEAR
LIMITED	5 OR MORE	2 YEARS
CONTINUING	N/A	4 YEARS

When a vacancy occurs, the most senior teacher on continuing contract, with the appropriate certification/license, will be offered the position. If there are no continuing contract teachers on the recall list in that area of certification/license, the most senior limited contract teacher on the list will be offered the position if appropriately certified/licensed. The BOE may determine not to recall a teacher if the board clearly demonstrates that the qualifications of the teacher involved will have a significant impact on the delivery of educational services to students. The BOE will not make such determination in an arbitrary or capncious manner.

14.1.3 It is the teacher's responsibility to keep the BOE informed of his/her current address. All teachers are required to respond in writing to the district office within seven calendar days of receipt of notification. Any teacher who fails to respond within seven (7) calendar days, or who declines to accept the position, will forfeit all recall rights, unless reason can be shown why the teacher was unable to respond within the time limits. Such reasons must be presented within

thirty (30) calendar days of the above stated deadline.

14.1.4 A teacher, upon acceptance of the notification to resume active employment status, will return to active employment status with the same seniority, accumulation of sick leave (current status), and salary schedule placement as he/ she enjoyed at the time of reduction in force.

14.2 Classified Staff

14.2.1 The BOE and administration may reduce the number of positions in a job classification. The method of reduction in forces shall be consistent with ORC 3319.172. Within a classification, a MOC with limited contracts shall be released before one with a continuing contract. The BOE may determine to retain a less senior classified member holding either a limited or continuing contract if it can demonstrate the difference in individual qualifications of the staff members involved will have a significant impact on the services to the district.

14.2.2 Laid off employees shall be recalled by seniority to the classification, assuming the employee remains qualified and able to perform the duties of the position. Specifically, the most senior laid off employee shall be the first to be recalled.

14.2.3 If qualified and able to perform the duties of the position, an employee may opt to accept a position within the same classification at less hours and/or pay.

14.2.4 Upon recall, an employee shall be given notice at his/her last known address by U.S. Mail and email, if available. It shall be the employee's responsibility to keep the Board advised of his/her address and e-mail address. The employee shall be given seven (7) calendar days to accept such an offer and shall be granted a minimum of fourteen (14) calendar days from the date of receipt of the recall notice to report to work.

14.2.5 An employee's recall rights expire upon any of the following occurrences: (1) retirement under any Ohio State Retirement System, (2) resignation, (3) refusal of a comparable position offered to the individual more than once or (4) the applicable recall period (one year for limited contract; two years for continuing contract) has expired.

14.3 Notice of Contract Suspension (Certified/Licensed and Classified Staff)

Any bargaining unit member whose contract will be suspended for the purposes of reduction in force will be notified in writing via hand delivery no earlier than thirty (30) minutes prior to the end of a workday. If the notice of suspension occurs outside of the employee's work year, the notice will be provided via certified mail.

ARTICLE XV

DISCIPLINE AND TERMINATION OF CONTRACT

15.1 Discipline

Any discipline issued to an employee will be reasonable and appropriate for the alleged infraction. The disciplinary procedure generally will be progressive in structure, and typically should include at least one verbal and at least one written warning prior to initiating more serious disciplinary action, such as suspension without pay or termination. However, the Board of Education, through its administration, may skip steps in the progressive discipline framework should it determine the magnitude of the offense warrants a more serious corrective action.

If the Superintendent determines a suspension is warranted given the magnitude of the offense, and/or prior steps in the progressive discipline process, the Superintendent may suspend a teacher without pay for up to ten (10) days.

An employee shall have the right to attach a rebuttal to any disciplinary action.

15.2 Termination of Certified/Licensed Staff

If the Board determines termination is warranted given the magnitude of the offense and/or prior steps in the progressive discipline process, the termination of the teacher's contract shall be governed by Ohio Revised Code 3319.16.

15.3 Termination of Classified Staff

If the Board determines termination is warranted given the magnitude of the offense and/or prior steps in the progressive discipline process, the termination of the employee's contract shall be governed by ORC 3319.081.

ARTICLE XVI

LEAVES

16.1 Sick Leave

16.1.1 Certified/licensed MOC shall qualify for sick leave absences with full pay during any school year for any of the following reasons:

- (1) Personal illness
- (2) Pregnancy"
- (3) Injury
- (4) Exposure to contagious disease which could be communicated to others
- (5) Absence due to illness, injury or death in the employee's immediate family

"Pregnancy does not refer to the state of being pregnant but refers only to pregnancy-related disability including pre and post delivery periods of inability to adequately perform job. Sick leave will be paid only during the time period in which a physician certified the employee to be physically disabled, and only to the extent of the number of days accumulated. It is not the intent of the law to sanction the use of sick leave for child care (as opposed to the child's illness).

16.1.2 "Immediate family" shall be interpreted to include father, mother, step-parents, brother, sister, husband, wife, child (includes step-children and foster children), domestic partner, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, uncle, aunt, and grandchild.

16.1.3 Such absences shall be approved by the Superintendent or his/her designated representative. Reasonable advance notice shall be given to the staff member's immediate supervisor or his/her designee indicating the date and reason for absences.

16.1.4 Upon return from sick leave, such employee of the Board of Education shall submit a signed sick leave form indicating that the employee was absent for just cause and shall give the name and address of an attending physician if medical attention was required.

16.1.5 A regular certified/licensed employee who is absent because of illness and whose position has not been terminated, as provided by law, is still in service of this district, and accumulates sick leave credit while absent on approved sick leave.

16.1.6 Fraudulent use of sick leave and/or falsification of the grounds for the use of sick leave shall be grounds for disciplinary action up to and including termination.

16.1.7 Sick leave will be used in ¼ day increments.

16.2 Sick Call-Off Procedure

16.2.1 All MOCs are required to notify their immediate supervisor/ designee when they will not be reporting to work due to illness or other use(s) of sick leave.

16.2.2 When circumstances permit, notification should be given at least two (2) hours in advance of reporting time so that a substitute may be provided if needed.

16.2.3 For absences due to illness or injury in excess of five (5) consecutive days, the employee shall submit verification of the illness or injury from a physician to the Superintendent or his/her designee. For absence due to illness or injury in the immediate family in excess of five (5) consecutive days, the employee shall provide the Superintendent or his/her designee with verification issued by a physician as to the condition of the relative.

16.3 Accumulation of sick days

16.3.1 For each completed month of service, each certified/licensed employee of the Board of Education shall be entitled to sick leave of one and one-fourth work days with pay, which totals fifteen (15) days per year.

16.3.2 The unused portion of sick leave may be accumulated up to three hundred (300) days.

16.3.3 A Certified/licensed MOC without accumulated sick leave shall be advanced five (5) days and may be advanced an additional ten (10) days of the maximum accumulation possible for the remainder of the current contract year with the provision that such advanced sick leave may be recovered from final settlement with any employee who departs or terminates prior to the completion of the current contract year.

16.3.4 The previously accumulated sick leave of an employee who has been separated from the public service may be recredited to his balance upon re-employment in the public service. An employee who transfers from one public agency to another shall be credited with the unused balance of his/her sick leave to a maximum of three hundred (300) days. It is the responsibility of the employee to secure a written statement from former employers as to the accumulated sick leave credit to be transferred.

16.4 Sick day redemption

MOC are eligible for the sick day redemption program when they have accumulated over three hundred (300) days. The sick days not used between August 1st and July 31st (12 months) will be redeemed at a rate of seventy-five dollars (\$75.00) per day for the number of days over the three hundred (300) as of July 31st of each year. Reimbursement will be the number of sick days not used between three hundred (300) and three hundred eighteen (318) days. (Exception: The employee's remaining personal days, a maximum of three days will be converted to sick leave days on July 31st of each year. Thus, the maximum number of sick days that can be accumulated during the course of the contract year is 318 days. The maximum number of sick leave days that can be redeemed is eighteen (18) days.) Payment for the previous year's unused sick leave days will be made during the month of September. All days redeemed shall not count for any other purpose in the future.

16.5 Extended Leave For Personal Health and Family Hardship

16.5.1 Upon the recommendation of the Superintendent and consistent with state law as required by ORC 3319.13, the Board of Education may permit MOC to take unpaid leaves not in excess of two (2) years (certificated) or not in excess of one (1) year (classified) in length for rest, restoration of health, or the alleviation of hardship involving themselves or their immediate families. (The Extended Leave of Absence Request Form will be used for this leave.) The Superintendent may request verification of the health or hardship situation upon submission of the Extended Leave Request.

16.5.2 Reinstatement (Certificated)

16.5.2.1 Upon approval of an application for return from approved Extended Leave, the employee will be assigned to the same position if available, or to a substantially equivalent position to the one he or she held prior to the leave unless no such position is available, in which case he or she will be assigned to a position within his or her area(s) of certification/license. However, a salary increment advancement will not occur without 120 days of teaching in the school year in which the leave commenced and each succeeding year.

16.5.2.2 A professional employee who desires to return to work prior to the beginning of the next school year shall inform the Superintendent in writing of such interest. If, however, the employee on leave was disabled under the Americans with Disabilities Act, and the leave was granted as a reasonable accommodation under the Act, the employee would have the right to come back immediately. The Superintendent will consider the placement of a professional employee for any position which becomes vacant and for which the professional employee has the proper and necessary qualifications. The professional employee has, however, no assurance of any position prior to the regularly established reinstatement time as defined herein, but will be given consideration in the filling of any position within his or her area(s) of certification/license.

16.5.3 Reinstatement (Classified)

The Board of Education will not be obligated to return the employee to active status with pay and benefits prior to the expiration date of the leave. Upon expiration and return to work the employee shall resume the contract status and salary schedule placement held when the leave commenced.

16.5.4 Continuation of Health Benefits on Extended Leave

The employee will be carried on the payroll records for the duration of such approved leave but any and all fringe benefits such as medical/hospitalization and term life insurance shall be maintained only at the expense of the employee on unpaid leave. The employee shall forward a check or checks to cover the full cost of said insurance program. Failure to forward premiums at stipulated times will terminate this benefit.

16.5.5 Family Medical Leave Act {FMLA}

The Board shall provide Family and Medical Leave in accordance with federal law. An employee must substitute any of his/her accrued paid leave for Family and Medical Leave when such may be elected by the Board under the federal law. For purposes of this section, "Twelve (12) month period" is defined as the twelve (12) month period measured forward from the date a Members' first Family and Medical Leave begins (i.e, the leave year is specific to each employee). An employee would be entitled to twelve (12) weeks of leave during the twelve (12) month period beginning on the first date Family and Medical leave is taken. The next twelve (12) month period would commence the first time Family and Medical leave is taken after completion of any previous twelve (12) month period. For additional information the following web site may be referenced by MOC ([www.dol.gov/ esa/whd/fmla/](http://www.dol.gov/esa/whd/fmla/))

16.5.6 Maternity-paternity Leave of Absence

16.5.6.1 MOC who become pregnant, who are adopting or rearing a child less than one year of age, and who desire to return to work at a specified future date may be granted a Maternity/Paternity Leave. A Maternity/Paternity Leave shall be a leave without pay and shall be in accordance with provisions of this policy. Maternity/Paternity Leave may commence at any time during the period between the commencement of pregnancy and the end of the pregnancy disability associated with the birth of the child or at the time of the adoption of the child.

16.5.6.2 Leave shall not be granted beyond the length of the existing contract between the individual staff member requesting leave and the Board of Education.

16.5.6.3 Application for Maternity/Paternity Leave shall be in writing, directed to the Superintendent, and shall contain the date on which the requested leave of absence is to commence and end. Application for Maternity/Paternity Leave shall be made at the earliest possible time but shall not be later than the sixtieth (60th) day before the beginning of the Maternity/Paternity Leave, except in an emergency.

16.5.6.4 MCX:S on approved Maternity/Paternity Leave may participate in the hospitalization/health care insurance and group term life insurance programs by forwarding a check or checks to cover the full cost of said insurance programs. Failure to forward premiums at stipulated times will terminate this benefit.

16.5.6.5 An employee on a Maternity/Paternity Leave, until the end of the contract year, who desires to return to work shall file a letter for reinstatement by April 1 preceding the leave expiration date. The application must be accompanied by a physician's statement indicating the employee's medical condition is such that he/ she is capable of returning to work. Failure to make timely application shall be a basis for a denial for reinstatement.

16.5.6.6 An employee who desires to return to work prior to the beginning of the next school year shall inform the Superintendent in writing of his/her interest. The employee will have no assurance of return prior to the return date established when his leave was originally approved. Also, a salary increment advancement will not occur without 120 days of teaching in the school year in which the leave commenced and each succeeding year.

16.6 Personal Leave

16.6.1 A MOC requesting personal leave shall state the purpose (legal, financial, etc.) in requesting approval on the proper form.

16.6.2 Personal leave must be approved in advance and shall be used only for such purposes or in connection with activities which cannot be accomplished during non-working hours.

16.6.3 Personal leave may not be used to extend any MOC regular vacation and/ or holiday period.

16.6.4 Personal leave may not be used for recreational or vocational (other income) pursuits.

16.6.5 Personal leave shall continue to be non-accumulative and granted up to three days per contract year.

16.6.6 Days absent from assigned duties by personal choice, for personal business not covered by Personal Leave, or for private gain, are deductible from the regular salary on the basis of actual earnings per day in accordance with the Auburn Vocational District office school calendar each year.

16.6.7 Unused personal leave days at the end of a contract year will be converted to sick days.

16.6.8 The employee shall not be required to explain in detail the purpose of a request involving matters of a very personal or embarrassing nature. Any employee, if such a situation occurs, may report to their immediate supervisor that the absence is for "very personal" reasons which meet the provisions of the personal leave policy. The Superintendent/designee shall approve or deny such occasional requests on the same basis as would be applied when specific reasons are given. Regular or habitual use of the "very personal" purpose by any employee or the use of a "very personal" day for purposes not allowable under personal leave regulations will result in the denial of the request for such leave.

16.7 Physical Assault Leave

16.7.1 Pursuant to and in accordance with Section 3319.143 of the Ohio Revised Code, assault leave shall be granted to an MOC who is absent from his/her assigned duties because of injury resulting from an assault. Said leave shall not be charged against sick leave earned or earnable under Section 3319.141, Ohio Revised Code, or leave granted under other rules adopted by the Auburn Vocational Board of Education pursuant to Section 3319.08, Ohio Revised Code. Said member shall be granted the aforementioned assault leave and shall be maintained on full pay status, including fringe benefits, during such absence.

16.7.2 A MOC shall be granted assault leave according to the following rules:

16.7.2.1 The absence resulted from a school related incident which must have occurred during the course of employment with Auburn Career Center during the contractual year or when

on assignment for the Board.

16.7.2.2 Upon notice to Superintendent/designee that an assault upon a member has been committed, any employee having information relating to such assault shall, within a reasonable time period, prepare written statement embracing all facts with the employee's knowledge regarding said assault, sign said statement, and present it to the Superintendent/designee.

16.7.2.3 If the MOC received medical attention and/or is absent from his/her assigned duties more than five (5) working days, a certificate from a licensed physician stating the nature of the disability and its duration will be required before assault leave payment is made. A certificate from a licensed physician may be required every thirty (30) days. Thereafter, the Board has the option of requesting a physician review by a physician of the Board's choice after sixty (60) days. The employee must use his or her sick days during the first five (5) days of an assault leave, but these sick days will be reinstated after assault leave is verified by a physician and other statements presented to the Superintendent.

16.7.2.4 A MOC may be required to submit an Assault Leave Form to qualify for payment.

16.7.2.5 Payment for assault leave shall be at the assaulted MOC's rate of pay in effect at the time of the assault, or at the rate for which the MOC becomes eligible in accordance with the Ohio Revised Code. Increases in pay, which may occur during the period of an assault leave, will be included according to the Agreement. Assault leave pay will include any supplemental contract payments which would have been contracted during the MOC normal time of employment.

16.7.2.6 Payment shall be discontinued when the MOC elects to retire or after ninety (90) working days, whichever occurs first.

16.8 Jury Duty Leave

Any MOC required to serve on a jury shall be released with no loss of benefits for such duty. No deductions shall be made from accumulated sick leave or personal leave.

16.9 Professional Study Leave

16.9.1 A leave of absence may be requested by a MOC for professional study and improvement. Professional Study Leave shall be a leave without pay and shall be in accordance with provisions of this Agreement. The MOC must hold a Professional certificate/license or be engaged in obtaining additional credentials to support their job responsibilities. The MOC must have served the Auburn Vocational School District five (5) years and possess continuing contract status. Final approval of Professional Study Leave shall be submitted to the BOE. MOC's returning from Professional Study leave shall be counted as though school service had been performed during such time. However, the employee shall remain on the same salary step initially, but will receive the difference of the next step at the end of one complete school year of service.

16.9.2 Members of the certified/licensed staff returning from Professional Study shall be assured an assignment commensurate with their prior certification/license. An effort will be made to return them to their previous position. The staff member will return at the same experience level on the salary schedule unless 120 days of teaching within a school year --was completed prior to the granting of the leave. No credit will be given for the period in which he or she does not perform services for the school district.

16.10 Military Leave

16.10.1 In accordance with ORC 3319.085 and ORC 3319.14 any MOC who, subsequent to September 1, 1962, has left, or leaves, the employ of a board of education for the purpose of entering on extended active duty in the armed services of the United States or the auxiliaries thereof, and within eight (8) weeks enters such service and who has returned, or returns, from such service with an honorable discharge or certificate of service shall be re-employed by the board of education of the district in which he held such school position, under the same type of contract as that which he last held in such district, if such MOC school employee applies, within ninety (90) days after such discharge, to such board of education for re-employment. Upon such application, such MOC shall be re-employed at the first of the next school semester, if such application is made not less than thirty (30) days prior to the first of such next school semester, in which case such MOC shall be re-employed the first of the following school semester, unless the board of education waives the requirement for such thirty (30) day period.

16.10.2 For the purposes of seniority and placement on the salary schedule, years of absence on extended active duty in the armed services of the United States or the auxiliaries thereof shall not exceed four (4), and shall be counted as though school service had been performed during such time.

16.10.3 The Board of Education of the district in which such MOC was employed and is re-employed under this section may suspend the contract of the MOC whose services become unnecessary by reason of the return of an MOC from service in the armed services or auxiliaries thereof.

16.11 Association Leave

The Association shall be granted up to five (5) days of leave in aggregate per school year for Association business. Association leave is to be used by officers, delegates or appointees of the President. For any use of such leave, the Association must notify the individual's immediate supervisor at least five (5) workdays in advance of such leave, unless agreed to otherwise by the Superintendent. This leave may be taken in half-day increments.

ARTICLE XVII

SEVERANCE PAY

17.1 A MOC who qualifies and accepts retirement benefits under STRS/SERS shall qualify for a one-time severance payment. This payment shall be equal to the daily rate of pay, at the time of retirement, times 25% of the accumulated unused sick leave up to three hundred (300) days. The maximum severance payment shall be 25% of three hundred (300) days or seventy-five (75) days times the calculated daily rate.

17.2 For purposes of calculating the daily rate of pay, twenty (20) working days per month shall be used to determine the divisor. For example, a MOC on a nine (9) month contract shall have the daily rate calculated with a divisor of 180 days.

17.3 The parties have agreed to pursue the implementation of a 403(6) tax sheltering mechanism for severance payments. Upon notification from the Treasurer that the establishment of an appropriate tax sheltering mechanism for severance payments has been finalized, a MOC shall have the option of sheltering all or a portion of his/her severance payment in a 403(6) annuity in conformance with the rules and regulations relating to same. Reasonable administrative costs incurred by the BOE in providing this tax sheltering mechanism will be assumed by the MOC participating. The BOE's 403(b) plan administrator may establish an annual minimum deferral amount no higher than \$1000 and may change such minimum to a lower amount from time to time. If the employee's severance does not satisfy the minimum threshold, the BOE will pay the employee's severance via payroll check.

17.4 Retirement Notice Incentive. If a MOC delivers a retirement letter by November 15 for retirement effective at the end of the same school year, the employee shall receive an additional five hundred dollars (\$500) (in addition to any severance as provided by the agreement) and will not be evaluated for that school year. Alternatively, if a MOC delivers a retirement letter by January 31 for retirement effective at the end of the same school year, the employee shall receive two hundred fifty dollars (\$250) (in addition to any severance as provided by the agreement).

ARTICLE XVIII

SALARY SCHEDULE

18.1 Licensed/ Certificated Employees

18.1.1 Salary Rate

Effective with the 2024-2025 school year, the base salary shall increase by 4.0% and shall be \$41,655.

Effective with the 2025-2026 school year, the base salary shall increase by 4.0% and be \$43,321.

Effective with the 2026-2027 school year, the base salary shall increase by 4.0% and shall be \$45,054.

(A current salary schedule can be found in the appendix of this Agreement)

18.1.2 Operation Of Salary Schedules

18.1.2.1. There shall be seven (7) levels of training: Temp., BA, BA+15, BA+30, MA, MA+15, and MA+30. The amount of trade experience and/or degree received from accredited institutions shall determine the placement on a level for salary purposes.

18.1.2.2 Teachers who have completed additional training from an accredited college or university and who qualify for a higher salary column must file with the Superintendent either before September 30th or February 28th and show satisfactory evidence of the completion of such additional training. Salary increases approved because of the additional training before September 30th will be retroactive to the start of the new school year or the first day in January for verification received after September 30th, but before February 28th of the school calendar.

18.1.2.3 Semester hours are used to calculate additional training for salary schedule advancement. These hours will be counted only for professional MOC who have bachelor's degrees and/or a provisional certificate or license or higher. Hours accumulated by a MOC with a temporary certificate/license and working toward a provisional certificate or license will not be considered as hours for movement to a column other than from temporary to four-year certificate or license.

18.1.2.4 To maintain continuity for all instructors who do not possess a degree or 5-year license, an instructor will remain on the salary schedule temporary column for no more than four (4) years. On the fifth year, the instructor will be placed on the Bachelor and will maintain the status until the instructor has earned a bachelor's degree and/or five (5) year license plus fifteen (15) semester hours of college credit.

18.1.3 Longevity Steps

There are seven (7) longevity steps – 15L, 18L, 20L, 23L, 25L, 27L and 30L.

18.1.4 Compensation For Certifications

Any certified/licensed staff providing evidence of completion of a national accreditation and/ or certification in a technical or academic career area shall be compensated at a rate of one thousand dollars (\$1,000) per school year, provided the certification is state funded. Such certifications shall include but not be limited to National Board for Professional Teaching Standards accreditation and other certifications as developed by the terms of this Agreement.

18.1.5 Method of Payment

Teachers' salaries shall be paid in twenty-four (24) equal installments.

18.2 Classified Employees

18.2.1 Initial Placement on Schedule

18.2.1.1 Upon initial employment, the Superintendent and/or his/her designee shall grant one (1) year of employment credit for each year of employment in the same capacity in another educational institution. Related business and industrial experience may be credited at the rate of one (1) year of district credit for each two (2) years of related experience. Credit, via either means above, shall not exceed ten (10) years in total. Once the Superintendent and/or his/her designee determines initial placement on the proper step of the schedule of hourly rate of pay, no further adjustment shall be made.

ARTICLE XIX

HEALTH BENEFITS AND INSURANCES

19.1 Certified Eligibility

For all regular certified/licensed personnel working less than full-time, the percentage of fringe benefits paid by the Board is equal to the percentage of their salary on the salary schedule. The above percentage of benefits paid by the Board of Education is allotted in each appropriation. If total benefit costs are increased beyond the Board's ability to afford the above cost, changes will be required for employee participation.

19.2 Classified Eligibility

For all regular 12 month classified personnel working less than forty (40) hours a week but a minimum of thirty (30) hours a week, the Board portion of the benefits paid by the Board will be 50%.

The following insurance changes shall not be effective until January 1, 2025. Until January 1, 2025, the parties agree to continue the plans and contributions set forth under the pre-existing collective bargaining agreement.

Effective January 1, 2025, all eligible employees may choose from among the following plans:

1. LCSC Plan 1 with HRA
 2. LCSC HMO - Med Flex
 3. LCSC CDHP (Consumer Driven Health Plan) – HSA Eligible
- A. Eligible employees will pay, via payroll deduction per the Section 125 Plan, different employee contributions depending upon the plan selected by the employee.
- B. Open enrollment will be held in November annually for new plan selection to begin January 1. Once an employee elects to enroll in the HMO-MedFlex or CDHP option, the employee may not revert back to Plan 1 for that plan year. Open enrollment will occur in November 2024 for the new plan options and changes effective January 1, 2025.
- C. The employee plan options and contribution levels shall be as follows:
1. LCC Plan 1:

For any employee selecting either single or family coverage under Plan 1, the BOE will require a monthly contribution of \$40 for a single plan and \$80 for a family plan premium being paid by the employee.

Healthcare Reimbursement Fund (HRA) - (Plan 1):

For those eligible employees who enroll in Plan 1 with HRA, for as long as Plan 1 is offered by the LCSC, if an employee maintains a health reimbursement account (HRA) in connection with LCSC Plan 1, through the HRA the BOE will cap the employee's in network health co-insurance contribution limit to \$1,000 single or in-network health co-insurance contribution limit to \$2,000 family, in a single plan year (January 1-December 31); and the employee's in-network deductible to \$250 single and in-network deductible to \$500 family, in a single plan year (January 1-December 31). The employee will pick up the first \$250/\$500 of the deductible and 20% of the co-insurance up to \$1,000/\$2,000 and then the District HRA will pick up the remaining \$250/\$500 and \$1,000/\$2,000.

2. LCSC HMO - Medflex

For any employee selecting either single or family coverage under the Med Flex Plan, the BOE will require 0% premium being paid by the employee and provide for \$2,400 Family Eligible and \$1,200 Single Eligible one-time stipend paid in January 2026 to employees who switch to this plan. Employees must switch to Medflex beginning January 1, 2025, to receive the one-time stipend in January 2026.

3. LCSC CDHP (Consumer Driven Health Plan)

For any employee selecting either single or family coverage under Health Savings Plan, the BOE will require 0% premium being paid by the employee. In addition, the BOE will provide for \$4,800 Family Eligible and \$2,400 Single Eligible one-time contribution to the employees' Health Savings account in January of the year the employee moves to this plan. In addition, the healthcare Consortium shall make a one-time \$250 single eligible and \$500 Family Eligible contribution to the Health Saving Account for the employee. Employees must switch to CDHP beginning January 1, 2025, to receive the one-time BOE HSA contribution.

Health Savings Accounts shall be made available tax free to the employee and shall continue for the employees use beyond each calendar year. Employees who terminate employment in any way shall be able to take their Health Savings Balance with them for future use as provided for under IRS rules.

- D. DENTAL INSURANCE – The BOE will contract for and make available dental coverage to eligible bargaining unit members at a cost of 0% employee contribution.
- E. VISION INSURANCE – The BOE will contract for and make available vision coverage to eligible bargaining unit members at a cost of 0% employee contribution.
- F. LIFE INSURANCE – The BOE will sustain the cost of a \$50,000 term life insurance policy for each full-time employee. Employees acknowledge that the benefits of the policies are subject to the specific terms of such policies and may be reduced based on age thresholds as set forth in the respective policies(s).

19.3 Duplication of Health Care Benefits

When two (2) MOC (spouses) from the same immediate family are employed by the Board of Education the need to duplicate in part or in whole health care coverage will not be honored. One family plan of health care will be purchased for that family.

19.4 Health Insurance Waiver

19.4.1 Those Auburn Vocational District MOC who are eligible for health insurance coverage and whose spouse also has health insurance coverage available may waive the District's health insurance coverage. Those staff members who waive family coverage will be compensated with a payment of \$5000; those staff members who convert family coverage to single coverage will be compensated with a payment of \$2000. These waivers will be done with the understanding that this additional compensation is subject to Federal, State, and other deductions that may apply. The waiver must be in writing.

19.4.2 Two payments will be made within the same school calendar year.

19.4.3 MOC may either waive insurance coverage or revoke a previous waiver and thereby seek reinstatement on an annual basis in accordance with the enrollment periods of the insurance providers.

19.5 Health Care Consortium (Base Health Care Coverage)

It is understood by both parties that provisions in the base health care policy may be altered to conform to a uniform policy that the Health Care Consortium, to which the BOE is a member, may negotiate with health care insurers. Notification of any changes in coverage will be communicated to staff.

19.6 Insurances

19.6.1 SERS and STRS Deferral Retirement

MOC entire SERS and STRS contributions shall be tax deferred and be deducted from all classified employee's salaries. The Board of Education, Treasurer's Office, shall forward tax-deferred contributions to SERS and STRS. These contributions will be designated as employee contributions for SERS and STRS purposes. It is understood that they are being forwarded by the Board in lieu of contributions otherwise taxable by the employee. It is understood that in the event such Board paid tax deferred contributions are determined to be taxable to the employee by IRS or another taxing authority, or ruled illegal by an Ohio court, the Board will begin forwarding such contributions as taxable and no longer as "tax deferred". In the event of determination of taxability the Board shall not be held liable for any previous "tax deferred" treatment of SERS and STRS contributions by the employee.

19.6.2 Liability Insurance or Indemnification

19.6.2.1 Under the provisions of Ohio Revised Code Section 2744, the Board shall

indemnify and hold harmless a classified employee in the amount of any judgment, other than a judgment for punitive or exemplary damages, that is obtained against the employee in a state or federal court and that is for damages for injury, death, or loss to persons or property caused by an act or omission in connection with a governmental or proprietary function, if at the time of the act or omission the employee was acting in good faith and within the scope of his/her employment or official capacity. Under the foregoing conditions, the Board shall also provide for the defense of the classified staff employee unless the civil action is commenced by or on behalf of a political subdivision. The Board may provide for such indemnification and defense by securing liability insurance.

19.6.2.2 The above provisions are subject to and apply only to the extent authorized by the laws of Ohio and their interpretation by the courts.

ARTICLE XX

PAYROLL DEDUCTIONS

20.1 General Deductions

Deductions shall be made from the wages of MOC for local, municipal, and state income tax, retirement contribution, federal income tax, and for any other deduction required by federal, state, and local laws.

20.2 Additional Payroll Deductions

The Board shall also, at the discretion of the MOC, make deductions for chartered credit union members, for those participating in tax-sheltered annuities, and such other deductions as the Board approves. CATA/OEA/NEA membership fees shall also be deducted as set forth in Article II.

ARTICLE XXI

SUPPLEMENTAL DUTIES

21.1 Supplemental Contracts

21.1.1 Supplemental contracts assign specific duties, compensation, and duration. Supplemental contracts are not contracts of full-time primary employment, and therefore, the automatic renewal provisions of ORC 3319.11 do not apply.

21.1.2 In the case of those duties that extend throughout the school year, two payments shall be made, one the first pay in December, and the other upon completion of duties.

Compensation for the following supplemental duties shall be calculated at the rate of five percent (5%) of the base salary (BA Base Step 0):

SkillsUSA	FFA
FCCLA	DECA
Esports	Educators Rising
Drug Free Clubs of America	LPDC Chairperson

Compensation for the following supplemental duties shall be calculated at the rate of three percent (3%) of the base salary (BA Base Step 0):

Student Leadership	SADD
STARS/Student Ambassadors	Educator Mentors
AWT Robotics	LPDC Committee Member(s)
NTHS	

21.1.3 Additional supplemental contracts may be made available at the discretion of the Board of Education. Such positions shall be posted in accordance with the policies for posting positions.

21.2 Supplemental Stipends

21.2.1 MOC approved to attend student competition days, field trips, and youth club functions shall receive a stipend of one-half percent (0.5%) of the base (BA Base 0) for such days that are not part of the regular teacher work year. The stipend also will be paid in the event the MOC travels to such an event and is required to supervise students attending such function, or is attending professional development activities as directed by the Superintendent or the Superintendent and/or his/her designee, for a period of at least five (5) hours after the end of a regular teacher work day.

21.2.2 Teachers must be pre-approved in writing before the event by the Superintendent and/or his/her designee in order to receive the stipend.

21.3 Extended Day Contracts

Extended day contracts assigned by the Superintendent are calculated at the employee's current daily rate.

21.4 Supplemental Instructional Stipend

Teachers who are assigned classroom instruction duties (not substitution coverage) in lieu of a planning period shall be compensated at a rate of 10% of the BA Base (Step 0) annual salary. The Superintendent may assign such duties in increments less than a full year, in which case the teacher will receive pro-rata compensation based on the duration of the assignment.

ARTICLE XXII

FORM, EFFECT AND DURATION

22.1 This Agreement, including all appendices, shall be titled, “Contractual Agreement Between the Auburn Vocational School District Board of Education and the Career and Technical Association (CATA): and shall be posted to the staff intranet.

22.2 Any language of employment contained herein that is found to be contrary to law, either now or in the future, shall be considered null and void, but all other language shall continue in full force and effect until the end of this contract, unless mutually agreed upon in writing by the parties.

22.3 An employee handbook will be created and posted online.

22.4 MOC may utilize the school facilities of the District in accordance with Board policy and such rules or regulations adopted thereafter.

22.5 This Agreement is a successor agreement to the Parties’ previous collective bargaining agreement and supersedes all previous agreements, verbal or written, or based on alleged past practices, between the Board and CATA and constitutes the entire agreement between the Parties, unless mutually agreed upon in writing by the Parties. This Agreement represents a completion of negotiations on all bargainable issues for the duration of the Agreement.

Nothing in this Agreement shall be construed to waive, cancel, and/or otherwise affect any claims and/or defenses that either Party might have under the terms of the Parties’ previous collective bargaining agreement. CATA expressly reserves, in their entirety, any and all claims that CATA might have related to the Eighth Period Stipend and/or Section 21.4 under the terms of the previous collective bargaining agreement, including, but not limited to, any and all claims for damages from the 2021-22 and 2022-23 school years. The Board expressly reserves, in their entirety, any and all defenses that it might have to claims that may be asserted by CATA under the terms of the previous collective bargaining agreement, including, but not limited to, any and all defenses to claims for damages from the 2021-22 and 2022-23 school years.

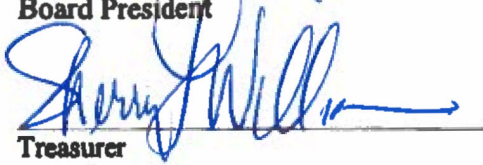
22.6 A copy of the Board Policy Manual shall be available to all MOCs via the BOE’s website. Proposed updates to the Board Policy Manual will be provided to the CATA President pursuant to Section 5.4 of this Agreement.

22.7 The terms of this Agreement will commence on July 1, 2024 and shall end as of 12:01 a.m. on July 1, 2027.

**FOR THE AUBURN CAREER CENTER
BOARD OF EDUCATION**



Board President



Treasurer

**FOR THE CAREER AND TECHNICAL
ASSOCIATION**



Association President




Labor Relations Consultant

**CERTIFICATE
(R.C. 5705.412)**

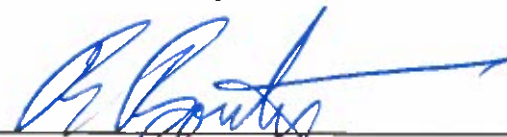
IT IS HEREBY CERTIFIED that the AUBURN VOCATIONAL School District Board of Education has sufficient funds to meet the contract, obligation, payment, or expenditure for the above, and has in effect for the remainder of the fiscal year and the succeeding fiscal year the authorization to levy taxes which,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

Dated: October 1, 2024


Auburn Vocational School District Board of Education
Concord Township, Ohio

By: 

Treasurer, Sherry L. Williamson

By: 

Superintendent of Schools, Brian Bontempo

By: 

Roger Miller
President, Board of Education

APPENDIX

**GRIEVANCE REPORT SALARY SCHEDULES
LAKE COUNTY CONSORTIUM
HEALTH CARE STANDARD PLANS**

GRIEVANCE REPORT

Distribution of Forms:

Superintendent Building Principal Association President Grievant

Association Grievance Chair

Name of Grievant(s) _____
(If grievance is an Association filing, write "Association")

Date Grievance filed _____

Grievance Step Number _____

Alleged violation (be specific):

Date(s) of alleged violation _____

Relief or remedy requested:

Signature of Grievant(s) _____
(Grievance Chair signs in event of Association Grievance)

Disposition rendered

Signature of person rendering decision _____

Date of rendering _____

Date decision received by grievant(s) _____

Grievant(s) initials _____

Grievant accepts / declines the disposition. (Circle appropriate response).

Grievant(s) signature _____

Date _____

Note: If grievant(s) accept(s) the disposition, the grievance process is ended. If the grievant(s) does not accept the disposition, the grievance process moves to the next step.

FY-25

CERTIFIED

BASE AT 0: \$ 41,655

	<u>TEMP</u>	<u>BA</u>	<u>B+15</u>	<u>B+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
<u>EXP</u>							
0	\$ 40,447	\$ 41,655	\$ 43,008	\$ 44,363	\$ 45,216	\$ 46,924	\$ 48,632
1	\$ 42,409	\$ 43,789	\$ 45,250	\$ 46,696	\$ 47,570	\$ 49,278	\$ 50,986
2	\$ 44,367	\$ 45,920	\$ 47,495	\$ 49,031	\$ 49,919	\$ 51,628	\$ 53,338
3	\$ 46,324	\$ 48,052	\$ 49,737	\$ 51,364	\$ 52,273	\$ 53,980	\$ 55,692
4	\$ 48,282	\$ 50,181	\$ 51,982	\$ 53,701	\$ 54,623	\$ 56,329	\$ 58,046
5	\$ 50,245	\$ 52,315	\$ 54,222	\$ 56,034	\$ 56,977	\$ 58,683	\$ 60,399
6	\$ 52,202	\$ 54,447	\$ 56,468	\$ 58,370	\$ 59,325	\$ 61,033	\$ 62,753
7	\$ 54,160	\$ 56,580	\$ 58,708	\$ 60,708	\$ 61,679	\$ 63,386	\$ 65,107
8	\$ 56,121	\$ 58,713	\$ 60,953	\$ 63,041	\$ 64,028	\$ 65,736	\$ 67,459
9	\$ 58,080	\$ 60,846	\$ 63,194	\$ 65,378	\$ 66,382	\$ 68,088	\$ 69,813
10	\$ 60,038	\$ 62,978	\$ 65,440	\$ 67,710	\$ 68,731	\$ 70,440	\$ 72,167
11	\$ 61,995	\$ 65,107	\$ 67,682	\$ 70,046	\$ 71,084	\$ 72,792	\$ 74,520
12	\$ 63,957	\$ 67,239	\$ 69,926	\$ 72,379	\$ 73,433	\$ 75,142	\$ 76,874
13	\$ 65,915	\$ 69,373	\$ 72,167	\$ 74,715	\$ 75,787	\$ 77,491	\$ 79,228
14	\$ 65,915	\$ 70,084	\$ 74,414	\$ 77,053	\$ 78,136	\$ 79,845	\$ 81,580
15	\$ 65,915	\$ 70,794	\$ 75,533	\$ 78,220	\$ 80,490	\$ 82,194	\$ 83,934
16	\$ 65,915	\$ 70,794	\$ 75,533	\$ 78,220	\$ 80,490	\$ 82,194	\$ 83,934
17	\$ 65,915	\$ 70,794	\$ 75,533	\$ 78,220	\$ 80,490	\$ 82,194	\$ 83,934
18	\$ 65,915	\$ 71,504	\$ 76,653	\$ 79,386	\$ 82,840	\$ 84,547	\$ 86,288
19	\$ 65,915	\$ 71,504	\$ 76,653	\$ 79,386	\$ 82,840	\$ 84,547	\$ 86,288
20	\$ 65,915	\$ 72,355	\$ 77,550	\$ 80,319	\$ 84,173	\$ 85,489	\$ 87,229
21	\$ 65,915	\$ 72,355	\$ 77,550	\$ 80,319	\$ 84,173	\$ 85,489	\$ 87,229
22	\$ 65,915	\$ 72,355	\$ 77,550	\$ 80,319	\$ 84,173	\$ 85,489	\$ 87,229
23	\$ 65,915	\$ 73,209	\$ 78,445	\$ 81,256	\$ 85,506	\$ 86,431	\$ 88,171
24	\$ 65,915	\$ 73,209	\$ 78,445	\$ 81,256	\$ 85,506	\$ 86,431	\$ 88,171
25	\$ 65,915	\$ 74,060	\$ 79,346	\$ 82,190	\$ 86,839	\$ 87,371	\$ 89,114
26	\$ 65,915	\$ 74,060	\$ 79,346	\$ 82,190	\$ 86,839	\$ 87,371	\$ 89,114
27	\$ 65,915	\$ 74,893	\$ 80,179	\$ 83,023	\$ 87,672	\$ 88,204	\$ 89,947
28	\$ 65,915	\$ 74,893	\$ 80,179	\$ 83,023	\$ 87,672	\$ 88,204	\$ 89,947
29	\$ 65,915	\$ 74,893	\$ 80,179	\$ 83,023	\$ 87,672	\$ 88,204	\$ 89,947
30	\$ 65,915	\$ 75,726	\$ 81,012	\$ 83,856	\$ 88,505	\$ 89,037	\$ 90,780

FY-26

CERTIFIED

BASE AT 0:

\$ 43,321

EXP	TEMP	BA	B+15	B+30	MA	MA+15	MA+30
0	\$42,064	\$43,321	\$44,728	\$46,137	\$47,025	\$48,801	\$50,577
1	\$44,105	\$45,540	\$47,060	\$48,564	\$49,473	\$51,249	\$53,025
2	\$46,141	\$47,757	\$49,395	\$50,993	\$51,916	\$53,693	\$55,472
3	\$48,176	\$49,975	\$51,726	\$53,419	\$54,364	\$56,140	\$57,920
4	\$50,213	\$52,188	\$54,061	\$55,849	\$56,808	\$58,582	\$60,368
5	\$52,255	\$54,407	\$56,391	\$58,276	\$59,256	\$61,030	\$62,815
6	\$54,290	\$56,625	\$58,727	\$60,705	\$61,698	\$63,474	\$65,263
7	\$56,326	\$58,843	\$61,056	\$63,136	\$64,146	\$65,921	\$67,711
8	\$58,365	\$61,062	\$63,391	\$65,563	\$66,589	\$68,365	\$70,158
9	\$60,403	\$63,280	\$65,722	\$67,993	\$69,037	\$70,812	\$72,606
10	\$62,439	\$65,497	\$68,057	\$70,418	\$71,480	\$73,257	\$75,054
11	\$64,474	\$67,711	\$70,389	\$72,848	\$73,928	\$75,704	\$77,500
12	\$66,515	\$69,929	\$72,723	\$75,275	\$76,370	\$78,148	\$79,949
13	\$68,551	\$72,148	\$75,054	\$77,704	\$78,819	\$80,591	\$82,397
14	\$68,551	\$72,888	\$77,390	\$80,135	\$81,261	\$83,039	\$84,843
15	\$68,551	\$73,625	\$78,554	\$81,348	\$83,709	\$85,481	\$87,291
16	\$68,551	\$73,625	\$78,554	\$81,348	\$83,709	\$85,481	\$87,291
17	\$68,551	\$73,625	\$78,554	\$81,348	\$83,709	\$85,481	\$87,291
18	\$68,551	\$74,364	\$79,720	\$82,562	\$86,153	\$87,929	\$89,740
19	\$68,551	\$74,364	\$79,720	\$82,562	\$86,153	\$87,929	\$89,740
20	\$68,551	\$75,249	\$80,652	\$83,532	\$87,540	\$88,908	\$90,718
21	\$68,551	\$75,249	\$80,652	\$83,532	\$87,540	\$88,908	\$90,718
22	\$68,551	\$75,249	\$80,652	\$83,532	\$87,540	\$88,908	\$90,718
23	\$68,551	\$76,137	\$81,583	\$84,507	\$88,926	\$89,888	\$91,698
24	\$68,551	\$76,137	\$81,583	\$84,507	\$88,926	\$89,888	\$91,698
25	\$68,551	\$77,022	\$82,519	\$85,477	\$90,312	\$90,865	\$92,678
26	\$68,551	\$77,022	\$82,519	\$85,477	\$90,312	\$90,865	\$92,678
27	\$68,551	\$77,888	\$83,386	\$86,344	\$91,178	\$91,732	\$93,545
28	\$68,551	\$77,888	\$83,386	\$86,344	\$91,178	\$91,732	\$93,545
29	\$68,551	\$77,888	\$83,386	\$86,344	\$91,178	\$91,732	\$93,545
30	\$68,551	\$78,755	\$84,252	\$87,210	\$92,045	\$92,598	\$94,411

FY-27

CERTIFIED

BASE AT 0:

\$45,054

EXP	TEMP	BA	B+15	B+30	MA	MA+15	MA+30
0	\$ 43,747	\$ 45,054	\$ 46,517	\$ 47,983	\$ 48,906	\$ 50,753	\$ 52,600
1	\$ 45,869	\$ 47,362	\$ 48,943	\$ 50,506	\$ 51,452	\$ 53,299	\$ 55,146
2	\$ 47,987	\$ 49,667	\$ 51,371	\$ 53,032	\$ 53,992	\$ 55,841	\$ 57,691
3	\$ 50,103	\$ 51,973	\$ 53,795	\$ 55,556	\$ 56,538	\$ 58,385	\$ 60,237
4	\$ 52,221	\$ 54,276	\$ 56,223	\$ 58,083	\$ 59,080	\$ 60,926	\$ 62,783
5	\$ 54,345	\$ 56,584	\$ 58,646	\$ 60,607	\$ 61,626	\$ 63,472	\$ 65,327
6	\$ 56,461	\$ 58,890	\$ 61,076	\$ 63,133	\$ 64,166	\$ 66,013	\$ 67,873
7	\$ 58,579	\$ 61,196	\$ 63,499	\$ 65,662	\$ 66,712	\$ 68,558	\$ 70,419
8	\$ 60,700	\$ 63,504	\$ 65,927	\$ 68,185	\$ 69,253	\$ 71,100	\$ 72,964
9	\$ 62,819	\$ 65,811	\$ 68,351	\$ 70,713	\$ 71,799	\$ 73,644	\$ 75,510
10	\$ 64,937	\$ 68,117	\$ 70,779	\$ 73,235	\$ 74,339	\$ 76,188	\$ 78,056
11	\$ 67,054	\$ 70,419	\$ 73,205	\$ 75,762	\$ 76,885	\$ 78,732	\$ 80,601
12	\$ 69,176	\$ 72,726	\$ 75,632	\$ 78,286	\$ 79,425	\$ 81,274	\$ 83,147
13	\$ 71,294	\$ 75,034	\$ 78,056	\$ 80,812	\$ 81,971	\$ 83,814	\$ 85,693
14	\$ 71,294	\$ 75,803	\$ 80,486	\$ 83,341	\$ 84,512	\$ 86,360	\$ 88,237
15	\$ 71,294	\$ 76,570	\$ 81,696	\$ 84,602	\$ 87,058	\$ 88,901	\$ 90,783
16	\$ 71,294	\$ 76,570	\$ 81,696	\$ 84,602	\$ 87,058	\$ 88,901	\$ 90,783
17	\$ 71,294	\$ 76,570	\$ 81,696	\$ 84,602	\$ 87,058	\$ 88,901	\$ 90,783
18	\$ 71,294	\$ 77,339	\$ 82,908	\$ 85,864	\$ 89,599	\$ 91,447	\$ 93,329
19	\$ 71,294	\$ 77,339	\$ 82,908	\$ 85,864	\$ 89,599	\$ 91,447	\$ 93,329
20	\$ 71,294	\$ 78,259	\$ 83,878	\$ 86,873	\$ 91,041	\$ 92,464	\$ 94,347
21	\$ 71,294	\$ 78,259	\$ 83,878	\$ 86,873	\$ 91,041	\$ 92,464	\$ 94,347
22	\$ 71,294	\$ 78,259	\$ 83,878	\$ 86,873	\$ 91,041	\$ 92,464	\$ 94,347
23	\$ 71,294	\$ 79,183	\$ 84,846	\$ 87,887	\$ 92,483	\$ 93,484	\$ 95,366
24	\$ 71,294	\$ 79,183	\$ 84,846	\$ 87,887	\$ 92,483	\$ 93,484	\$ 95,366
25	\$ 71,294	\$ 80,103	\$ 85,820	\$ 88,896	\$ 93,925	\$ 94,500	\$ 96,385
26	\$ 71,294	\$ 80,103	\$ 85,820	\$ 88,896	\$ 93,925	\$ 94,500	\$ 96,385
27	\$ 71,294	\$ 81,004	\$ 86,721	\$ 89,797	\$ 94,826	\$ 95,401	\$ 97,287
28	\$ 71,294	\$ 81,004	\$ 86,721	\$ 89,797	\$ 94,826	\$ 95,401	\$ 97,287
29	\$ 71,294	\$ 81,004	\$ 86,721	\$ 89,797	\$ 94,826	\$ 95,401	\$ 97,287
30	\$ 71,294	\$ 81,905	\$ 87,622	\$ 90,698	\$ 95,727	\$ 96,302	\$ 98,188

NON-TEACHING

FY-25

STEP	Maintenance	9 mo.	Teacher	Kitchen	12 Mo. Admin.	Receptionist	Enrollment
	260 Days	Admin. Asst.** 220 Days	Assistant** Hourly	Assistant** Hourly	Assistant 260 Days	260 Days	Specialist 240 Days
0	\$ 36,531.15	\$ 32,198.92	\$ 13.73	\$ 13.72	\$ 38,053.28	\$ 26,499.20	\$40,447.00
1	\$ 37,348.43	\$ 32,905.71	\$ 14.06	\$ 13.86	\$ 38,888.57	\$ 26,896.69	\$41,351.88
2	\$ 38,168.07	\$ 33,682.59	\$ 14.39	\$ 14.00	\$ 39,806.71	\$ 27,300.14	\$42,259.38
3	\$ 38,988.90	\$ 34,324.06	\$ 14.73	\$ 14.11	\$ 40,564.79	\$ 27,709.64	\$43,168.20
4	\$ 39,804.98	\$ 35,030.85	\$ 15.07	\$ 14.26	\$ 41,400.10	\$ 28,125.28	\$44,071.75
5	\$ 40,625.81	\$ 35,738.83	\$ 15.41	\$ 14.39	\$ 42,236.80	\$ 28,547.17	\$44,980.57
6	\$ 41,443.07	\$ 36,449.19	\$ 15.80	\$ 14.51	\$ 43,076.32	\$ 28,975.37	\$45,885.44
7	\$ 42,265.10	\$ 37,155.99	\$ 16.13	\$ 14.65	\$ 43,911.62	\$ 29,410.00	\$46,795.58
8	\$ 43,082.36	\$ 37,863.97	\$ 16.49	\$ 14.79	\$ 44,748.33	\$ 29,851.15	\$47,700.45
9	\$ 43,903.19	\$ 38,573.14	\$ 16.88	\$ 14.90	\$ 45,586.43	\$ 30,298.92	\$48,609.26
10	\$ 44,719.27	\$ 39,278.74	\$ 17.27	\$ 15.04	\$ 46,420.34	\$ 30,753.40	\$49,512.82
11	\$ 45,541.30	\$ 39,989.10	\$ 17.67	\$ 15.16	\$ 47,259.85	\$ 31,214.71	\$50,422.96
12	\$ 46,402.51	\$ 40,699.46	\$ 18.08	\$ 15.28	\$ 48,099.37	\$ 31,682.92	\$51,376.49
13	\$ 47,269.67	\$ 40,752.24	\$ 18.49	\$ 15.41	\$ 48,936.07	\$ 32,158.17	\$52,336.60
14	\$ 48,151.08	\$ 42,115.42	\$ 18.91	\$ 15.55	\$ 49,547.56	\$ 32,640.55	\$53,312.49
15-L	\$ 49,047.95	\$ 42,824.59	\$ 19.34	\$ 15.66	\$ 50,610.88	\$ 33,130.15	\$54,305.49
16	\$ 49,047.95	\$ 42,824.59	\$ 19.34	\$ 15.66	\$ 50,610.88	\$ 33,627.10	\$54,305.49
17	\$ 49,047.95	\$ 42,824.59	\$ 19.34	\$ 15.66	\$ 50,610.88	\$ 34,131.51	\$54,305.49
18-L	\$ 49,930.55	\$ 43,531.38	\$ 19.78	\$ 15.79	\$ 51,446.19	\$ 34,643.48	\$55,282.70
19	\$ 49,930.55	\$ 43,531.38	\$ 19.78	\$ 15.79	\$ 51,446.19	\$ 35,163.13	\$55,282.70
20-L	\$ 50,828.60	\$ 44,250.07	\$ 20.24	\$ 15.92	\$ 52,295.53	\$ 35,690.58	\$56,277.01
21	\$ 50,828.60	\$ 44,250.07	\$ 20.24	\$ 15.92	\$ 52,295.53	\$ 36,225.94	\$56,277.01
22	\$ 50,828.60	\$ 44,250.07	\$ 20.24	\$ 15.92	\$ 52,295.53	\$ 36,769.32	\$56,277.01
23-L	\$ 51,744.45	\$ 44,979.43	\$ 20.71	\$ 16.05	\$ 53,157.50	\$ 37,320.87	\$57,291.04
24	\$ 51,744.45	\$ 44,979.43	\$ 20.71	\$ 16.05	\$ 53,157.50	\$ 37,880.68	\$57,291.04
25-L	\$ 52,675.76	\$ 45,721.85	\$ 21.17	\$ 16.18	\$ 54,034.92	\$ 38,448.89	\$58,322.18
26	\$ 52,675.76	\$ 45,721.85	\$ 21.17	\$ 16.18	\$ 54,034.92	\$ 39,025.63	\$58,322.18
27-L	\$ 53,623.69	\$ 46,476.16	\$ 21.65	\$ 16.31	\$ 54,926.37	\$ 39,611.01	\$59,371.72
28	\$ 53,623.69	\$ 46,476.16	\$ 21.65	\$ 16.31	\$ 54,926.37	\$ 40,205.17	\$59,371.72
29	\$ 53,623.69	\$ 46,476.14	\$ 21.65	\$ 16.31	\$ 54,926.37	\$ 40,808.25	\$59,371.72
30-L	\$ 54,588.26	\$ 47,243.54	\$ 22.14	\$ 16.44	\$ 55,833.27	\$ 41,420.37	\$60,439.68

NON-TEACHING

FY-26

STEP	Maintenance 260 Days	9 mo. Admin. Asst.** 220 Days	Teacher Assistant** Hourly	Kitchen Assistant** Hourly	12 Mo. Admin. Assistant 260 Days	Receptionist 260 Days	Enrollment Specialist 240 Days
0	\$ 37,992.40	\$ 33,486.88	\$ 14.28	\$ 14.27	\$ 39,575.41	\$ 27,559.17	\$42,064.00
1	\$ 38,842.37	\$ 34,221.94	\$ 14.62	\$ 14.42	\$ 40,444.12	\$ 27,972.56	\$43,005.05
2	\$ 39,694.80	\$ 35,029.90	\$ 14.97	\$ 14.56	\$ 41,398.98	\$ 28,392.14	\$43,948.84
3	\$ 40,548.46	\$ 35,697.02	\$ 15.32	\$ 14.68	\$ 42,187.39	\$ 28,818.02	\$44,893.99
4	\$ 41,397.18	\$ 36,432.08	\$ 15.67	\$ 14.83	\$ 43,056.11	\$ 29,250.29	\$45,833.67
5	\$ 42,250.84	\$ 37,168.38	\$ 16.03	\$ 14.97	\$ 43,926.27	\$ 29,689.05	\$46,778.82
6	\$ 43,100.80	\$ 37,907.16	\$ 16.43	\$ 15.09	\$ 44,799.37	\$ 30,134.38	\$47,719.86
7	\$ 43,955.70	\$ 38,642.23	\$ 16.78	\$ 15.24	\$ 45,668.08	\$ 30,586.40	\$48,666.38
8	\$ 44,805.66	\$ 39,378.53	\$ 17.15	\$ 15.38	\$ 46,538.26	\$ 31,045.20	\$49,607.43
9	\$ 45,659.32	\$ 40,116.07	\$ 17.55	\$ 15.50	\$ 47,409.89	\$ 31,510.88	\$50,552.58
10	\$ 46,508.04	\$ 40,849.89	\$ 17.97	\$ 15.64	\$ 48,277.15	\$ 31,983.54	\$51,492.25
11	\$ 47,362.95	\$ 41,588.67	\$ 18.38	\$ 15.77	\$ 49,150.24	\$ 32,463.29	\$52,438.78
12	\$ 48,258.61	\$ 42,327.44	\$ 18.80	\$ 15.89	\$ 50,023.34	\$ 32,950.24	\$53,430.43
13	\$ 49,160.46	\$ 42,382.33	\$ 19.23	\$ 16.03	\$ 50,893.51	\$ 33,444.50	\$54,428.93
14	\$ 50,077.13	\$ 43,800.04	\$ 19.66	\$ 16.17	\$ 51,529.46	\$ 33,946.17	\$55,443.83
15-L	\$ 51,009.87	\$ 44,537.57	\$ 20.12	\$ 16.29	\$ 52,635.32	\$ 34,455.35	\$56,476.53
16	\$ 51,009.87	\$ 44,537.57	\$ 20.12	\$ 16.29	\$ 52,635.32	\$ 34,972.18	\$56,476.53
17	\$ 51,009.87	\$ 44,537.57	\$ 20.12	\$ 16.29	\$ 52,635.32	\$ 35,496.77	\$56,476.53
18-L	\$ 51,927.77	\$ 45,272.64	\$ 20.57	\$ 16.42	\$ 53,504.04	\$ 36,029.22	\$57,492.80
19	\$ 51,927.77	\$ 45,272.64	\$ 20.57	\$ 16.42	\$ 53,504.04	\$ 36,569.65	\$57,492.80
20-L	\$ 52,861.74	\$ 46,020.07	\$ 21.05	\$ 16.56	\$ 54,387.35	\$ 37,118.21	\$58,526.87
21	\$ 52,861.74	\$ 46,020.07	\$ 21.05	\$ 16.56	\$ 54,387.35	\$ 37,674.97	\$58,526.87
22	\$ 52,861.74	\$ 46,020.07	\$ 21.05	\$ 16.56	\$ 54,387.35	\$ 38,240.10	\$58,526.87
23-L	\$ 53,814.23	\$ 46,778.61	\$ 21.53	\$ 16.69	\$ 55,283.80	\$ 38,813.70	\$59,581.43
24	\$ 53,814.23	\$ 46,778.61	\$ 21.53	\$ 16.69	\$ 55,283.80	\$ 39,395.91	\$59,581.43
25-L	\$ 54,782.79	\$ 47,550.73	\$ 22.02	\$ 16.83	\$ 56,196.31	\$ 39,986.85	\$60,653.80
26	\$ 54,782.79	\$ 47,550.73	\$ 22.02	\$ 16.83	\$ 56,196.31	\$ 40,586.65	\$60,653.80
27-L	\$ 55,768.64	\$ 48,335.21	\$ 22.52	\$ 16.96	\$ 57,123.43	\$ 41,195.45	\$61,745.29
28	\$ 55,768.64	\$ 48,335.21	\$ 22.52	\$ 16.96	\$ 57,123.43	\$ 41,813.38	\$61,745.29
29	\$ 55,768.64	\$ 48,335.19	\$ 22.52	\$ 16.96	\$ 57,123.43	\$ 42,440.58	\$61,745.29
30-L	\$ 56,771.79	\$ 49,133.28	\$ 23.03	\$ 17.10	\$ 58,066.60	\$ 43,077.19	\$62,855.95

NON-TEACHING
FY-27

STEP	Maintenance 260 Days	9 mo. Admin. Asst.** 220 Days	Teacher Assistant** Hourly	Kitchen Assistant** Hourly	12 Mo. Admin. Assistant 260 Days	Receptionist 260 Days	Enrollment Specialist 240 Days
0	\$ 39,512.10	\$ 34,826.35	\$ 14.85	\$ 14.84	\$ 41,158.43	\$ 28,661.53	\$43,747.00
1	\$ 40,396.06	\$ 35,590.82	\$ 15.21	\$ 14.99	\$ 42,061.88	\$ 29,091.46	\$44,725.71
2	\$ 41,282.59	\$ 36,431.09	\$ 15.57	\$ 15.14	\$ 43,054.93	\$ 29,527.83	\$45,707.25
3	\$ 42,170.40	\$ 37,124.90	\$ 15.93	\$ 15.26	\$ 43,874.88	\$ 29,970.74	\$46,690.22
4	\$ 43,053.07	\$ 37,889.37	\$ 16.30	\$ 15.42	\$ 44,778.35	\$ 30,420.30	\$47,667.49
5	\$ 43,940.88	\$ 38,655.12	\$ 16.67	\$ 15.57	\$ 45,683.33	\$ 30,876.62	\$48,650.46
6	\$ 44,824.83	\$ 39,423.45	\$ 17.09	\$ 15.69	\$ 46,591.35	\$ 31,339.76	\$49,629.15
7	\$ 45,713.93	\$ 40,187.91	\$ 17.45	\$ 15.85	\$ 47,494.81	\$ 31,809.86	\$50,613.55
8	\$ 46,597.88	\$ 40,953.67	\$ 17.84	\$ 16.00	\$ 48,399.79	\$ 32,287.01	\$51,592.24
9	\$ 47,485.70	\$ 41,720.71	\$ 18.26	\$ 16.12	\$ 49,306.29	\$ 32,771.32	\$52,575.21
10	\$ 48,368.36	\$ 42,483.89	\$ 18.68	\$ 16.27	\$ 50,208.24	\$ 33,262.88	\$53,552.48
11	\$ 49,257.47	\$ 43,252.21	\$ 19.11	\$ 16.40	\$ 51,116.25	\$ 33,761.83	\$54,536.88
12	\$ 50,188.96	\$ 44,020.54	\$ 19.55	\$ 16.52	\$ 52,024.27	\$ 34,268.25	\$55,568.21
13	\$ 51,126.88	\$ 44,077.63	\$ 20.00	\$ 16.67	\$ 52,929.25	\$ 34,782.28	\$56,606.65
14	\$ 52,080.21	\$ 45,552.04	\$ 20.45	\$ 16.82	\$ 53,590.64	\$ 35,304.01	\$57,662.17
15-L	\$ 53,050.26	\$ 46,319.08	\$ 20.92	\$ 16.94	\$ 54,740.73	\$ 35,833.57	\$58,736.19
16	\$ 53,050.26	\$ 46,319.08	\$ 20.92	\$ 16.94	\$ 54,740.73	\$ 36,371.07	\$58,736.19
17	\$ 53,050.26	\$ 46,319.08	\$ 20.92	\$ 16.94	\$ 54,740.73	\$ 36,916.64	\$58,736.19
18-L	\$ 54,004.88	\$ 47,083.54	\$ 21.39	\$ 17.08	\$ 55,644.20	\$ 37,470.39	\$59,793.12
19	\$ 54,004.88	\$ 47,083.54	\$ 21.39	\$ 17.08	\$ 55,644.20	\$ 38,032.44	\$59,793.12
20-L	\$ 54,976.21	\$ 47,860.87	\$ 21.89	\$ 17.22	\$ 56,562.84	\$ 38,602.94	\$60,868.56
21	\$ 54,976.21	\$ 47,860.87	\$ 21.89	\$ 17.22	\$ 56,562.84	\$ 39,181.97	\$60,868.56
22	\$ 54,976.21	\$ 47,860.87	\$ 21.89	\$ 17.22	\$ 56,562.84	\$ 39,769.70	\$60,868.56
23-L	\$ 55,966.80	\$ 48,649.75	\$ 22.40	\$ 17.36	\$ 57,495.15	\$ 40,366.25	\$61,965.32
24	\$ 55,966.80	\$ 48,649.75	\$ 22.40	\$ 17.36	\$ 57,495.15	\$ 40,971.74	\$61,965.32
25-L	\$ 56,974.10	\$ 49,452.76	\$ 22.90	\$ 17.50	\$ 58,444.17	\$ 41,586.32	\$63,080.58
26	\$ 56,974.10	\$ 49,452.76	\$ 22.90	\$ 17.50	\$ 58,444.17	\$ 42,210.12	\$63,080.58
27-L	\$ 57,999.38	\$ 50,268.62	\$ 23.42	\$ 17.64	\$ 59,408.36	\$ 42,843.27	\$64,215.75
28	\$ 57,999.38	\$ 50,268.62	\$ 23.42	\$ 17.64	\$ 59,408.36	\$ 43,485.91	\$64,215.75
29	\$ 57,999.38	\$ 50,268.60	\$ 23.42	\$ 17.64	\$ 59,408.36	\$ 44,138.20	\$64,215.75
30-L	\$ 59,042.66	\$ 51,098.61	\$ 23.95	\$ 17.78	\$ 60,389.27	\$ 44,800.27	\$65,370.85

SUPPLEMENTALS

2025 2026 2027

BA-0 \$ 41,655 \$ 43,321 \$ 45,054

AWT Robotics	\$ 1,250	\$ 1,300	\$ 1,352
DECA	\$ 2,083	\$ 2,166	\$ 2,253
Drug Free Clubs of America	\$ 2,083	\$ 2,166	\$ 2,253
Educator Rising	\$ 2,083	\$ 2,166	\$ 2,253
Esports	\$ 2,083	\$ 2,166	\$ 2,253
FCCLA	\$ 2,083	\$ 2,166	\$ 2,253
NTHS	\$ 1,250	\$ 1,300	\$ 1,352
SADD	\$ 1,250	\$ 1,300	\$ 1,352
Stars/Student Ambassadors	\$ 1,250	\$ 1,300	\$ 1,352
Student Leadership	\$ 1,250	\$ 1,300	\$ 1,352
Skills	\$ 2,083	\$ 2,166	\$ 2,253
FFA	\$ 2,083	\$ 2,166	\$ 2,253
LPDC Chair Person	\$ 2,083	\$ 2,166	\$ 2,253
LPDC Committee	\$ 1,250	\$ 1,300	\$ 1,352
Educator Mentor	\$ 1,250	\$ 1,300	\$ 1,352
District EMS Responder	\$ 4,166	\$ 4,332	\$ 4,505

Lake County Schools Council Health Care Benefits Program

Adopted Standard Plan Designs: Non-Grandfathered

PLAN OPTIONS EFFECTIVE 1/1/2025

Auburn Career Center	CDHP		MedFlex	Standard Plan 1 with Auburn HRA	
	Consumer Driven Health Plan (HSA Compatible)*		HMO - Narrow Network	PPO - Preferred Provider Organization	
Covered Services:	Network	Non-Network	Network	Network	Non-Network
Benefit Period	January 1st - December 31st				
Dependent Age Limit	Age 26 - Removal End of Month				
Lifetime Maximum	Unlimited		Unlimited	Unlimited	
LCSC Contribution to INITIAL HSA Enrollment	\$250 Single / \$500 Family		N/A	N/A	
District Contribution to HSA in January	\$2,400 Single / \$4,800 Family				
Plan Deductible - Single / Family ¹	\$3,300/\$6,000	\$6,000/\$12,000	\$500/\$1,000	\$500/\$1,000	\$1,000/\$2,000
-Your Deductible with HRA	n/a	n/a	n/a	\$250/\$500	\$1,000/\$2,000
Coinsurance	10%	50%	20%	20%	40%
Plan Coinsurance Limit (Single/Family)	\$700/\$2,000	\$2,000/\$4,000	\$2,000/\$4,000	\$2,000/\$4,000	\$4,000/\$8,000
Your Deductible+Coinsurance Limit Total with HRA(Single/Family)	\$4,000/\$8,000	\$8,000/\$16,000	\$2,500/\$5,000	\$2,250/\$4,500	\$5,000/\$10,000
Maximum Out of Pocket (Deductible + Coinsurance + Copays) ²	\$4,000/\$8,000	N/A	\$6,600/\$13,200	\$6,600/\$13,200	N/A
Preventive / Routine Services					
Preventive Services in accordance with state and federal law	0%	50% after deductible	0%	0%	50% after deductible
Routine Physical Exam (Ages 21 and over, one per benefit period)	0%	50% after deductible	0% (No Limit)	0%	50% after deductible
Well Child Care Services including Exam, Routine Vision, Routine Hearing Exams, Well Child Care Immunizations and Laboratory Tests (To Age 21)	0%	50% after deductible	0%	0%	50% after deductible
Routine Mammogram(One/benefit period)	0%	50% after deductible	0%	0%	50% after deductible
Routine Pap Test (One per benefit period)	0%	50% after deductible	0%	0%	50% after deductible

Lake County Schools Council Health Care Benefits Program

Adopted Standard Plan Designs: Non-Grandfathered

PLAN OPTIONS EFFECTIVE 1/1/2025

Auburn Career Center	CDHP		MedFlex	Standard Plan 1 with Auburn HRA	
	Consumer Driven Health Plan (HSA Compatible)*		HMO - Narrow Network	PPO - Preferred Provider Organization	
Covered Services:	Network	Non-Network	Network	Network	Non-Network
Routine Exam associated with Pap Test (one per benefit period)	0%	50% after deductible	0% (No Limit)	0%	50% after deductible
Routine Prostate Specific Antigen (PSA)	0%	50% after deductible	0%	0%	50% after deductible
Routine Endoscopies	0%	50% after deductible	0%	0%	50% after deductible
Routine Labs, X-Rays and Medical Tests	0%	50% after deductible	0%	0%	50% after deductible
Physician/Office Services					
Medically Necessary Office Visit (Illness / Injury) Includes Teledoc	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Urgent Care Facility	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Immunizations (tetanus, rabies, meningococcal polysaccharide, HPV, influenza, VSV, Hepatitis B, MMR and pneumococcal polysaccharide are covered services)	10% after deductible for non-ACA preventive services	50% after deductible	0% (All immunizations covered)	0%	40% after deductible
Outpatient Services					
Surgical Services	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Diagnostic Services	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Mental Health and Substance Abuse Services	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Physical / Occupational Therapies (40 visits per benefit period then Med Review)	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Chiropractic Therapy - Professional Only (12 visits/Benefit Period then Med Review)	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Speech Therapy - Facility&Professional (20 visits per Benefit Period then Med Review)	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible

Lake County Schools Council Health Care Benefits Program

Adopted Standard Plan Designs: Non-Grandfathered

PLAN OPTIONS EFFECTIVE 1/1/2025

Auburn Career Center	CDHP		MedFlex	Standard Plan 1 with Auburn HRA	
	Consumer Driven Health Plan (HSA Compatible)*		HMO - Narrow Network	PPO - Preferred Provider Organization	
Covered Services:	Network	Non-Network	Network	Network	Non-Network
Cardiac Rehabilitation	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Emergency Room ³	10% after deductible		\$200 Copay	\$75 Copay	
Non-Emergency use of EmergencyRoom ⁴	10% after deductible	50% after deductible	Not Covered	\$75 Copay, then 20%	40% after deductible
Inpatient Services					
Semi-Private Room and Board	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Maternity	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Mental Health / Substance Abuse Services	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Skilled Nursing (100 days/benefit period)	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Organ Transplants	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Other Services					
Allergy Testing and Treatments	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Ambulance	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Durable Medical Equipment	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Home Healthcare	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Hospice	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Private Duty Nursing	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
PRESCRIPTION DRUGS - COVERED THROUGH EXPRESS SCRIPTS/MEDICAL MUTUAL					
30-Day Supply Network Retail Pharmacy					
ACA Preventive Services	\$0.00		\$0.00	\$0.00	
Generic	10% after deductible		\$10.00	\$10.00	
Preferred Brand	10% after deductible		\$30.00	\$30.00	
Non-Preferred Brand	10% after deductible		\$50.00	\$50.00	
90-Day Supply via Network Retail Pharmacy or Home Delivery					
Generic	10% after deductible		\$10.00	\$20.00	
Preferred Brand	10% after deductible		\$30.00	\$60.00	

Lake County Schools Council Health Care Benefits Program

Adopted Standard Plan Designs: Non-Grandfathered

PLAN OPTIONS EFFECTIVE 1/1/2025

Auburn Career Center	CDHP		MedFlex	Standard Plan 1 with Auburn HRA	
	Consumer Driven Health Plan (HSA Compatible)*		HMO - Narrow Network	PPO - Preferred Provider Organization	
Covered Services:	Network	Non-Network	Network	Network	Non-Network
Non-Preferred Brand	10% after deductible		\$50.00	\$100.00	
Programs drugs may be subject to:	Prior Approval, Quantity Limits, Step Therapy and Specialty Drug Approval		Prior Approval, Qty Limits, Step Therapy & Sp. Rx	Prior Approval, Quantity Limits, Step Therapy and Specialty Drug Approval	

¹Maximum family deductible. Member deductible is the same as single deductible.

²The Maximum Out of Pocket amount will be subject to change based on compliance with the Affordable Care Act

³Copay waived if admitted. The copay applies to room charges only. All other covered charges are not subject to deductible.

⁴Copay waived if admitted. The copay applies to room charges only. All other covered charges are subject to deductible and coinsurance.

*Maximums for Health Savings Accounts (HSAs) and High Deductible Health Plans (HDHPs) are determined under § 223 of the Internal Revenue Code. As the IRS releases inflation adjusted limitations and maximums, your CDHP will be subject to change. These inflation adjustments are reviewed annually, and deductible and out-of-pocket maximums are subject to change accordingly.

This benefit summary provides a brief outline of the services covered by Medical Mutual. Refer to your certificate for information regarding the administration of the plan.



Lake County Schools Council Auburn Career Center Dental

General Information		
Dependent Age		26
Dependent Removal		End of Month
Overall Benefit Period Maximum		\$1,500
Claims Filing Limit		12 months
3 Month Deductible Carryover Credit		Yes
Orthodontic Lifetime Maximum		\$1,000 per eligible member
Orthodontic Eligibility		Available for all members
How Claims are Paid		
Benefit Period		January 1st through December 31st
Benefit Period Deductible - Single		\$50
Benefit Period Deductible - Family		\$150
Preventive Services		
BiteWing X-rays	(2 sets per benefit period)	100%
Emergency Palliative Treatment Services	(includes emergency exams, pain treatment, incision and drainage of abscess, excision of pericoronal gingiva, home and hospital visits)	100%
Fluoride Treatments	(2 per benefit period) (limited to dependents up to age 18)	100%
Exams/Evaluations	(2 per benefit period)	100%
Prophylaxis(cleaning)	(2 per benefit period)	100%
Sealants	(limited to dependents up to age 16) (1 per tooth per rolling 36 months)	100%
Space Maintainers	(limited to dependents up to age 16)	100%
Essential Services		
Consultations and Non-Preventive Exams/Evaluations		80% after deductible
Professional Visits		80% after deductible
Diagnostic X-rays - Full Mouth Series/Panorex X-rays	(Full Mouth /Panorex are limited to 1 every rolling 36 months)	100%
Tests and Exams - Pulp Vitality Test		80% after deductible
Minor Restorations		80% after deductible
Endodontics		80% after deductible
Periodontal Services		80% after deductible
Relines/Rebase of Dentures - Complete Dentures	(1 every rolling 12 months)	80% after deductible
Relines/Rebase of Dentures - Partial Dentures	(1 every rolling 36 months; not within 6 months of placement of a denture)	80% after deductible
Tissue Conditioning		80% after deductible
Repairs - Crowns		80% after deductible
Repairs - Dentures		80% after deductible
Extractions		80% after deductible
Impactions		80% after deductible
Oral Surgery		80% after deductible
Anesthesia		80% after deductible
Miscellaneous Services-Occlusal Guard		80% after deductible

Complex Services		
Gold Foil Restorations	(1 per tooth every 5 years)	80% after deductible
Inlay/Onlays	(1 per tooth every 5 years)	80% after deductible
Crowns	(1 per tooth every 5 years)	80% after deductible
Major Restorative		80% after deductible
Major Restorative Other	(1 per tooth every 5 years)	80% after deductible
Fixed Partial Dentures	(1 per tooth per rolling 36 months)	80% after deductible
Dentures	(1 every rolling 36 months)	80% after deductible
Dentures - Overdenture	(1 every 5 years)	80% after deductible
Precision Attachment	(1 every 5 years)	80% after deductible
Other Removable Prosthetic Services - Modification of Removable Prosthesis following Implant Surgery		80% after deductible
Additional Dental Services		
Biopsy of Oral Tissue		80% after deductible
Diagnostic Casts (study models)		80% after deductible
Therapeutic Drug Administration (Therapeutic Drug Injections)		80% after deductible
Orthodontic Services		
Orthodontic Services (Limited, Interceptive, Comprehensive)	(available for all members)	50%
Minor Treatment to Control Harmful Habits	(limited to dependents up to age 16)	100%

Notes: Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

A Look at Your VSP Vision Coverage

With VSP and Medical Mutual of Ohio - Lake County Schools Council, your health comes first.



Enroll in VSP® Vision Care to get access to savings and personalized vision care from a VSP network doctor for you and your family.

Value and savings you love.

Save on eyewear and eye care when you see a VSP network doctor. Plus, take advantage of Exclusive Member Extras which provide offers from VSP and leading industry brands totaling over \$3,000 in savings.

Provider choices you want.

With private practice doctors and Visionworks retail locations to choose from nationwide, getting the most out of your benefits is easy at a VSP Premier Edge™ location.



Quality vision care you need.

You'll get great care from a VSP network doctor, including a WellVision Exam®. An annual eye exam not only helps you see well, but helps a doctor detect signs of eye conditions and health conditions, like diabetes and high blood pressure.

Using your benefit is easy!

Create an account on vsp.com to view your in-network coverage, find the VSP network doctor who's right for you, and discover savings with Exclusive Member Extras. At your appointment, just tell them you have VSP.

vsp.
vision care

More Ways
to Save

Extra
\$20

to spend on
Featured Frame Brands†

bebe Calvin Klein
COLE HAAN @DRAGON
FLEXON LONGCHAMP
and more

See all brands and offers
at vsp.com/offers.

+

Up to
40%

Savings on
lens enhancements‡

Enroll through your employer today.
Contact us: **800.877.7195** or vsp.com

Your VSP Vision Benefits Summary
 Medical Mutual of Ohio - Lake County Schools Council
 and VSP provide you with an affordable vision plan.

PROVIDER NETWORK:
 VSP Choice



BENEFIT	DESCRIPTION	COPAY	FREQUENCY
Your Coverage with a VSP Provider			
WELLVISION EXAM	<ul style="list-style-type: none"> Focuses on your eyes and overall wellness Routine retinal screening 	\$10 Up to \$39	Every calendar year
PRESCRIPTION GLASSES		\$15	See frame and lenses
FRAME*	<ul style="list-style-type: none"> \$170 Featured Frame Brands allowance \$150 frame allowance 20% savings on the amount over your allowance \$80 Walmart/Sam's Club/Costco frame allowance 	Included in Prescription Glasses	Every calendar year
LENSES	<ul style="list-style-type: none"> Single vision, lined bifocal, and lined trifocal lenses Impact-resistant lenses for dependent children 	Included in Prescription Glasses	Every calendar year
LENS ENHANCEMENTS	<ul style="list-style-type: none"> Standard progressive lenses Premium progressive lenses Custom progressive lenses Average savings of 30% on other lens enhancements 	\$0 \$95 - \$105 \$150 - \$175	Every calendar year
CONTACTS (INSTEAD OF GLASSES)	<ul style="list-style-type: none"> \$150 allowance for contacts; copay does not apply Contact lens exam (fitting and evaluation) 	Up to \$60	Every calendar year
DIABETIC EYECARE PLUS PROGRAM™	<ul style="list-style-type: none"> Retinal screening for members with diabetes Additional exams and services for members with diabetic eye disease, glaucoma, or age-related macular degeneration. Limitations and coordination with your medical coverage may apply. Ask your VSP doctor for details. 	\$0 \$20 per exam	Available as needed
ADDITIONAL SAVINGS	Glasses and Sunglasses <ul style="list-style-type: none"> Discover all current eyewear offers and savings at vsp.com/offers. 20% savings on unlimited additional pairs of prescription or non-prescription glasses/sunglasses, including lens enhancements, from a VSP provider within 12 months of your last WellVision Exam. 		
	Laser Vision Correction <ul style="list-style-type: none"> Average of 15% off the regular price; discounts available at contracted facilities. 		
	Exclusive Member Extras for VSP Members <ul style="list-style-type: none"> Contact lens rebates, lens satisfaction guarantees, and more offers at vsp.com/offers. Save up to 60% on digital hearing aids with TruHearing®. Visit vsp.com/offers/special-offers/hearing-aids for details. Enjoy everyday savings on health, wellness, and more with VSP Simple Values. 		

YOUR COVERAGE GOES FURTHER IN-NETWORK
 With so many in-network choices, VSP makes it easy to get the most out of your benefits. You'll have access to preferred private practice, retail, and online in-network choices. Log in to vsp.com to find an in-network provider.

*Only available to VSP members with applicable plan benefits. Frame brands and promotions are subject to change.
 †Savings based on doctor's retail price and vary by plan and purchase selection; average savings determined after benefits are applied. Ask your VSP network doctor for more details.
 ‡Coverage with a retail chain may be different or not apply.
 VSP guarantees member satisfaction from VSP providers only. Coverage information is subject to change. In the event of a conflict between this information and your organization's contract with VSP, the terms of the contract will prevail. Based on applicable laws, benefits may vary by location. In the state of Washington, VSP Vision Care, Inc. is the legal name of the corporation through which VSP does business. Training is not available directly from VSP in the states of California and Washington. Premier Edge is not available for some members in the state of Texas.
 To learn about your privacy rights and how your protected health information may be used, see the VSP Notice of Privacy Practices on vsp.com.
 ©2023 Vision Service Plan. All rights reserved.
 VSP, Eyeconic, and WellVision Exam are registered trademarks, and VSP LightCare and VSP Premier Edge are trademarks of Vision Service Plan. Flexion and Dragon are registered trademarks of Marchon Eyewear, Inc. All other brands or marks are the property of their respective owners. 102898 VCC08
 Classification: Restricted