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NEGOTIATED AGREEMENT

Between the

NORTHWEST TEACHERS'

ASSOCIATION

and the

NORTHWEST LOCAL

BOARD OF EDUCATION

July 1, 2024

through

June 30, 2027

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PREAMBLE AND DEFINITIONS

A. This Agreement is entered into by and between the Board of Education of the Northwest Local School District (hereinafter referred to as "the Board") and the Northwest Teachers' Association (hereinafter referred to as "the Association").

B. The following definitions apply to this Agreement unless expressly provided otherwise herein:

1. "Association" means the Northwest Teachers' Association, affiliated with the Ohio Education Association ("OEA"), and the National Education Association ("NEA"), and persons acting on behalf of the Association or any affiliated organization.

2. "Board" means the Northwest Local School District Board of Education and its Administrators and others authorized to act on its behalf.

3. "Days" means calendar days.

4. "Employee" means an employee of the Board in the bargaining unit described in this Agreement.

5. "Good faith" is defined as the obligations of the parties to deal openly and fairly with each other in a sincere effort to reach tentative agreement upon the matters being negotiated. Such obligation does not compel either party to agree or make a concession, but both parties are obligated to make a sincere effort to search for counterproposals to negotiable items.

ARTICLE 1 - RECOGNITION

A. The Association is recognized as the sole and exclusive bargaining representative for a bargaining unit consisting of classroom teaching personnel, guidance counselors, nurses, tutors, librarians, instructional coaches, social workers, and psychologists who are under contract with the Board, on a full or part-time basis, and are certified/licensed in accordance with the requirements of the Ohio Revised Code.

B. Excluded from representation shall be the Superintendent, Assistant Superintendent(s), Principals, Assistant Principals, Administrative Assistants, Treasurer, Dean of Students, non-certificated employees, and all other confidential, supervisory and management-level employees as defined in O.R.C. 4117.01.

ARTICLE 2 - NEGOTIATION PROCEDURE

A. Negotiations shall begin no later than March 1st unless otherwise agreed to by the parties. Upon written request of either party for a meeting to open negotiations, a mutually acceptable date shall be set for the first negotiation meeting.

B. The written request for negotiations shall include:

1. Date of writing.

2. Name, address and phone number of the person to contact representing the requesting party.

3. The party receiving the initial request within ten (10) days of the request shall initiate confirmation of an agreeable meeting date.

C. Negotiation Agenda

1. At the first scheduled negotiation meeting, the representatives of the Association and the Board shall submit, in writing, all of their proposals for negotiation. Thereafter, the parties shall not submit additional items for negotiation except with the consent of the other party. Each proposal submitted by either party shall specify in detail that to which agreement is sought in terms acceptable to the proponent so that, without clarification and supplementation, the proposal, if agreed to by the other party, would express the whole agreement between the parties with

respect thereto. Topical listings of items proposed for negotiation shall constitute a clear failure of compliance with this requirement and may be disregarded.

2. Representatives of the Board and the Association will negotiate in good faith on the issues of salaries, fringe benefits and terms and conditions of employment.

D. Meeting Periods

1. All negotiation meetings shall be conducted in executive session on other than school time unless otherwise agreed to by the parties.

2. At the conclusion of each negotiation session, a time and place for the next session shall be mutually set.

3. The negotiating teams shall meet at mutually agreed times.

E. Procedures

The parties, through mutual agreement, may use an alternative method for bargaining.

1. Team Members - Each negotiating team shall have three (3) members.

2. Observers - The Board and the Association may each have one (1) observer present in the negotiating room. The observer(s) shall have the right to speak when it is mutually agreed to by both parties.

3. Information - The parties agree to furnish, upon written request and in a reasonable time, available information concerning the financial status of the District and such other available information as will assist the parties in the development and evaluation of proposals and counterproposals. Access to available information in such form as it may exist constitutes compliance with this provision.

4. Authority - Members of both negotiating teams shall be empowered with the authority to negotiate, that is to make proposals, consider proposals, and make concessions designed to reach tentative agreement during negotiations.

5. Negotiation Period - The negotiation period shall be for forty-five (45) days, commencing with the first scheduled session. This period may be extended by mutual consent of the negotiating teams.

6. Caucuses - During a negotiation session, either team may call caucuses.

7. News Releases - While negotiations are in progress and until an arbitrator has been requested, no news releases shall be made without the prior agreement of both teams. News releases made after an arbitrator has been requested must be in writing and a copy must be provided to the other bargaining team prior to release.

8. Progress Reports - The respective negotiating teams may give progress reports only to their respective members.

F. Agreement

1. As tentative agreement is reached on each item during negotiations, it shall be reduced to writing, initialed by the official spokesperson of each team, and set aside.

2. Tentatively agreed items may be recalled as part of the unfinished agenda when it is agreed to by both parties.

3. When tentative agreement is reached on all items to be negotiated, the proposed agreement shall be reduced to its final language and submitted first to the Association for ratification by a vote of its membership and then to the Board for final approval at the next regularly scheduled Board meeting.

4. When approved by both parties, the agreement shall be binding on both parties.

G. Dispute Resolution Procedure

1. If agreement has not been reached by the end of the forty-five (45) day negotiation period, either party may request the Federal Mediation and Conciliation Service ("FMCS") to appoint a mediator to assist the parties in negotiations. The appointment of the mediator shall be in accordance with the rules of the FMCS. The mediator shall have the right to hold meetings with the parties in seeking to effect a resolution to the

disagreement(s) in accordance with the rules and regulations of the FMCS.

2. If agreement has not been reached sixty (60) days prior to the expiration of the Agreement, either party may request the American Arbitration Association ("AAA") to provide a list of arbitrators in accordance with AAA rules. Within five (5) days of receipt of such a list, the parties shall choose an arbitrator using the alternate strike method, with a coin flip determining which party is to strike first. The parties shall then mutually request AAA to appoint the arbitrator selected, with the last arbitrator being struck serving as the alternate selection.

3. The arbitrator shall have the authority to hold hearings and to confer with any persons deemed advisable in seeking to make recommendations for resolving the disagreement(s). Within fifteen (15) days after receiving the matter(s) under dispute, or by a mutually agreed date, the arbitrator shall first report his/her recommendations for settlement to the negotiating teams. If the parties do not reach agreement within five (5) days of receipt of such report, or by a mutually agreed date, the arbitrator's report will then be submitted to the Board, the Association, and made public. The Association shall vote on whether or not to accept the report within seven (7) days of its submission. If the Association votes to accept the report, the Board shall act upon the report no later than the Board's next regular meeting date. In order to reject the arbitrator's recommendations, either party must vote to reject the recommendation by at least a three-fifths vote of the entire membership. If both parties accept the report, it shall become the contract. If either party rejects the report, it shall not be binding on either party.

4. The Board and the Association shall share the costs of securing and utilizing the services of an arbitrator equally.

ARTICLE 3 - ASSOCIATION RESPONSIBILITIES

A. The Association agrees to support:

1. The proper and ethical operation of the Grievance Procedure.

2. Participation in in-service educational programs.

3. Membership compliance with all terms of this Agreement.

4. Adherence to the philosophy defined in the Negotiations Procedure.

B. The Association agrees to assist in the promotion of teaching as a true profession and to uphold the professional standards of its members.

C. The Association agrees to lend full organizational, and to seek membership support, to the Board and community in promoting financial campaigns and, upon its approval, other programs deemed beneficial to the Northwest Local School District.

ARTICLE 4 - ASSOCIATION RIGHTS

A. Exclusive recognition as provided for herein shall entitle the Northwest Teachers' Association to these exclusive rights:

1. When new educational facilities are being planned, the Association will be invited to be represented to share in the planning.

2. Organizational use of employees' mailboxes and intra-school mail.

3. Organizational use of school buildings for meetings at such times when a custodian is normally on duty, dates to be approved through the building Principal.

4. When the Board is planning split sessions, the Association will be invited to share in the planning.

5. No more than three (3) official delegates and three (3) alternates shall be released to attend the OEA Representative Assembly. The Board will pay the salary for substitutes serving in place of the official delegates. For any alternate, the Association will pay the substitute's salary.

6. Four (4) paid days per year shall be authorized to the Association for attendance by Association Representatives at Association conferences and/or for local Association duties which cannot be conducted outside of the school day, such as, grievance hearings.

7. Organizational use of school bulletin boards where available.

8. Organizational announcements in faculty meetings and/or use of the public address system and faculty bulletins to teachers, as provided in school procedures, should such be requested.

9. The Board shall provide a seniority list to the Association by November 15th of each year. This list shall include names, areas of certification, years of continuous service with the Board, and type of contract held. The Association and/or its members shall have the right until December 15th of each year to submit any challenges or corrections to the list. Challenges made after December 15th shall not be recognized.

10. Officers of the Association shall have the right to use school phones, computers, copiers and printers provided that all costs are borne by the Association. Each Officer shall be issued a Log In Access Card that must be used for all Association printing. Failure to use this card for Association printing will result in discipline up to and including termination. Association business should be conducted before school, after school or on lunch time.

11. Agendas will be provided to the Association President and Negotiations Chief prior to the board meeting. Minutes of every Board meeting shall be provided to the Association President after they have been approved.

12. The Association shall be given at least ten (10) days' notice of New Teacher Academy and shall be provided not less than sixty (60) uninterrupted minutes of time to communicate with bargaining unit members at each new bargaining unit member orientation. All non-bargaining unit members shall excuse themselves during this portion of the orientation.

13. Fair Share Fee

    If, in the future, Fair Share is found to be legally permissible by the highest court with jurisdiction, the language contained in the 2018-2021 contract will be added.

ARTICLE 5 - ASSURANCES

The Board and the Association, for themselves and their respective members, employees or representatives, agree there shall be no reprisals, in any manner, taken against any person because of that person's participation in negotiations, participation in the grievance procedure or any other use of this Agreement.

ARTICLE 6 - BOARD RIGHTS AND RESPONSIBILITIES

A. The Board shall have the right to adopt policy as provided by law and to exercise all prerogatives and functions of the Board provided by law except where these prerogatives or functions are specifically limited or restricted by this Agreement, and then only to the extent that these limitations are consistent with law.

B. The Board or its designee(s) shall provide access to the Board's policy manual to the Association President, and access to a copy to a designated Association Representative in each building. Further, the Board shall provide to each employee access to a copy of his/her respective building handbook. Any proposed changes to Board policy(ies) or to the building handbook(s) shall be provided to the President of the Association at least ten (10) weekdays before implementation or adoption.

ARTICLE 7 - DRUG FREE WORKPLACE

A. The Board may suspend with pay, pending the outcome of any investigation and/or trial, an employee accused of a drug-related offense.

B. The conviction, guilty, or no contest plea of an employee for unlawfully manufacturing, distributing and/or dispensing any controlled substance as defined in federal and state law while engaged in work or in the workplace shall be sufficient grounds for termination of employment.

C. The conviction, guilty or no contest plea of an employee for the possession and/or use of any controlled substance as defined in federal and state law while engaged in work or in the workplace shall be sufficient grounds to require the employee to immediately enter a treatment/rehabilitation program as a condition for continued

employment. A second conviction, guilty or no contest plea shall be sufficient grounds for termination of employment.

ARTICLE 8 - GRIEVANCE PROCEDURE

A. A grievance is a claim by the Association, an employee, or group of employees, alleging a violation, misinterpretation, or misapplication of a specific provision of this Agreement. A grievant is the person(s) or organization filing a particular grievance.

B. Basic Principles

1. Since both the Association and the Board agree it is important that grievances be processed as rapidly as possible, the timetable specified at each level of the grievance procedure should be considered as maximum. The time limits specified may, however, be extended by mutual agreement. For purposes of this Article, all time limits, whether extended or not, shall consist of weekdays, not including holidays. Failure of a grievant to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an Administrator's failure to issue a decision within the time limits shall permit the grievant to proceed to the next step.

2. Any investigation or other handling or processing of any grievance shall be conducted so as to result in no interference with or interruption of the instructional program and supplemental duty assignments of the Northwest Local School District. Hearings and conferences, as called for and established under this procedure, shall be conducted at a time and place which are mutually agreed upon, shall afford a fair and reasonable opportunity for all persons, including witnesses, to attend, and shall be held, insofar as possible, after regular school hours.

3. The Association, the Board and the Administration will cooperate in the investigation of any grievance and each will furnish such information as is available for the processing of any grievance.

4. All documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file, and will not be kept in the personnel file of any of the participants. Such a file will be retained as a record of resolutions for future reference.

5. The Association and/or the grievant will have the right to be represented at all levels of the grievance procedure. The Association will be notified by the Superintendent of all grievance hearings. No disposition of a grievance shall conflict with any of the provisions of this Agreement.

6. If a grievance arises from action or inaction on the part of a member of the administration at a level above the Principal or Immediate Supervisor, step two will be omitted.

7. Nothing contained in the grievance procedure shall be construed to prevent any individual employee from discussing a problem with the administration and having it resolved without intervention or representation by the Association, providing the resolution does not conflict with or alter any term or condition of this Agreement.

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

C. Procedure

1. Step One: Informal Discussion

Before a written grievance can be filed, the grievant must first discuss the complaint informally with the building Principal or Supervisor within thirty (30) working days of the date the employee knew or reasonably should have known of the event giving rise to the grievance. The Administrator must respond to the informal grievance within ten (10) working days of the informal discussion. The written grievance, if any, must be filed with the appropriate Administrator using Grievance Form #1 within twenty (20) working days after the informal response.

2. Step Two: Building Principal or Supervisor

The building Principal or Supervisor will conduct a hearing within five (5) days after receipt of the grievance. The grievant may be accompanied and represented at the hearing by an Association Representative, and the Principal by another Principal or Administrator. The building Principal or Supervisor will answer the grievance in writing using Grievance Form #2, and will provide a copy to the grievant and the Superintendent, within ten (10) days of the hearing.

3. Step Three: Superintendent

If the answer given by the building Principal or Supervisor does not resolve the grievance, the grievant may appeal to the Superintendent in writing, within five (5) days from receipt of the step two answer, using Grievance Form #3. The Superintendent or his/her designee shall conduct a hearing within ten (10) days of receipt of the appeal. The grievant may be accompanied and represented at the hearing by an Association Representative and the Superintendent or his/her designee by a building Principal or another Administrator. The Superintendent or his/her designee shall answer the grievance in writing using Grievance Form #4 and will provide a copy to the grievant within fifteen (15) days of the hearing.

4. Arbitration

a. If the grievant is not satisfied with the disposition of the grievance at step three (3), and the Association is in concurrence, the Association may, within twenty (20) days of receipt of the step three disposition, notify the Superintendent of its desire to submit the grievance to arbitration.

b. The parties agree to permanent arbitrator, Rob Stein. The parties shall not be under the auspices of the American Arbitration Association, but shall abide by their rules. In the event Rob Stein is unable or unwilling to serve, the parties shall agree on a replacement. If unable to agree, the services of the American Arbitration Association shall be utilized. Both parties shall make a review of the arbitrator in June of each year of the negotiated agreement. If either party is dissatisfied, a new arbitrator may be mutually agreed upon, or if unable to agree, the services of American Arbitration Association shall be utilized using rank order.

c. The arbitrator will have the authority to hold hearings and to confer with any parties deemed advisable in seeking to render a decision to the Board and the grievant.

d. Neither party will be permitted to assert in an arbitration proceeding any ground nor to rely on any evidence not previously and fully disclosed to the other party.

e. The arbitrator shall not have the power to add to, subtract from, or modify the terms of this Agreement; and shall only have the authority to interpret the provisions of this Agreement as the same relate to the specific grievance appealed to arbitration. The decision of the arbitrator shall be final and binding.

f. The cost for the services of the arbitrator shall be equally divided between the Association and the Board.

g. The arbitrator will render the written decision and award no later than thirty (30) days following the closing of the record of the case.

ARTICLE 9 - INCENTIVE REIMBURSEMENT FOR COLLEGE CREDIT

A. Employees, upon completion of their master's degree or thirty (30) graduate semester hours / forty-five (45) quarterly graduate hours, will receive three thousand dollars ($3,000) after completing five (5) consecutive years of service within the school district. Employees will be reimbursed for completion of their master's degree or thirty (30) graduate semester hours/forty-five (45) quarterly graduate hours after all necessary paperwork and forms are completed. All proposed graduate work must meet one of the following conditions:

1. It must be a part of an approved, accredited program as verified by a university or college advisor, and must relate to the employee's assigned, or anticipated, teaching and/or related area of responsibility for the Board.

2. It must be necessary for continued teaching certification or job-related certification.

3. The courses must be from an accredited college/university and approved by the Superintendent before registration.

4. The total amount available each year for all reimbursements shall be twenty-one thousand dollars ($21,000) and shall be awarded on a first-come, first-served basis.

B. The request for approval form may be obtained in the Principal's Office or from the Superintendent's Office. The request for approval shall be first submitted to the building Principal who will forward it to

the Superintendent. It shall be submitted at least two (2) weeks prior to the first class meeting.

C. Employees must submit evidence of satisfactory completion of the approved course and credit hours taken in order to receive any reimbursement.

D. A maximum of one (1) course beyond the master's degree during each calendar year may be approved by the Superintendent. Upon prior approval of the Superintendent, the Board will reimburse employees a maximum of one hundred dollars ($100) per quarter hour or a maximum of one hundred fifty dollars ($150) per semester hour toward graduate credit.

E. Employees will be reimbursed for previously approved, summer sessions only, if the Board employs them the following year. This does not include employees on approved leaves of absence.

ARTICLE 10 - INSTRUCTIONAL DAY AND INSTRUCTIONAL LOAD

A. Instructional Day

1. The instructional day for all teachers shall be seven and one-half (7 1/2) hours in length.

2. High school and middle school teachers shall have at least one (1) conference period per day. Elementary school teachers shall have one (1) conference period of not less than forty (40) minutes within the student day, each day. Tutors and all other specialists will receive one (1) conference period of no less than forty (40) minutes or two (2) conference periods of no less than twenty (20) minutes each day. The conference period shall be for the purpose of classroom preparation, conferences, and/or activities of a similar nature. During the conference period, teachers may not be assigned to any other duties. These conference periods shall be in addition to a thirty (30) minute, uninterrupted, duty-free lunch period. Time before or after the instructional day shall not be counted toward the conference period.

   A part-time employee is defined as anyone that is employed less than seven and one half (7 ½) hours per day. Conference time will be determined on a prorata basis (percent of conference time figured by dividing hours employed by full-time seven and

one half (7 1/2) times one hundred (100). Conference time may be accumulated during a week but must be used by the end of the last teacher day in a workweek.

3. Attendance at school events is encouraged but is not mandatory, except for "back-to-school" nights in grades K-8 and one (1) comparable event in grades 9-12.

B. Instructional Load

1. The Board and the Association agree with the philosophy that the smaller the class size the more individualized teaching becomes. Therefore, the Board shall strive toward a ratio of one (1) teacher to twenty-five (25) students throughout the school system.

2. The Board shall make every effort to ensure an equitable distribution of work among employees.

3. The Board shall make every effort to ensure an equitable distribution of special needs students among classrooms.

4. Employees must be consulted at least twenty-four (24) hours prior to parent conferences. The employee may agree to waive this notice in individual cases.

C. Substitution

After all options are exhausted, employees may be requested to substitute during their conference period or be asked to supervise another class, plus their own, for twenty five dollars ($25) per period. These options will only be implemented when sick leave or personal leave has been requested. The employee has the right to refuse.

D. Staff Development

Employees may be required to attend up to fifteen (15) hours, not to exceed three (3) days, of staff development in addition to the current one hundred eighty-four (184) contract days, under the following conditions:

1. The training will be scheduled for the two (2) weekdays immediately prior to teacher orientation day. If the district doesn't utilize both professional development days prior to the

start of the school year the unused days may be scheduled at the conclusion of the school year.

2. The rate of pay shall be the base hourly tutor rate per hour with a minimum of $60 per session.

3. Participants will be notified by the last teacher day of the preceding school year if professional development days will occur prior to the start of school. Participants will be notified by the end of the first semester if unused professional development days will be scheduled at the end of the school year.

4. Employees under extended contracts who are asked to participate in staff development days will adjust their extended time schedules so as not to conflict with these staff development days.

5. Employees who are asked to participate in staff development days, but cannot attend will be required to use a personal leave day(s) by following the procedures set forth in Article 14 – Leaves.

E. Third Grade Guarantee

The employer shall provide training and/or staff development programs for employees whose duties are impacted by the Third Grade Guarantee.

F. Overnight Trips

1. The following shall be implemented when a bargaining unit member chaperones any of the following: Middle School Camps, 8th Grade Trip, Band Camp, Disney Band Trip, Choir Trip.

   Payment of one hundred fifty dollars ($150) per night of the overnight trip.

   Participation in overnight trips shall be voluntary.

G. Special Education/Intervention Specialists/Tutors

All special educators with a case load shall receive two (2) release days to complete IEPs/504s/Progress Reports.

The days shall be taken in coordination with the Administration and the teacher shall remain in the district while working on the plans.

ARTICLE 11 - INSURANCE

In order to be eligible for insurance, an employee must be contracted for at least thirty (30) hours per week. Any employees with less than thirty (30) hours per week who, as of January 1, 2014, were enrolled in the insurance program(s) may continue the participation.

Employees may not be paid cash in lieu of insurance benefits.

Coverage: See Plan Booklet for COG adopted coverage information

Medical

A. The Board will pay eighty-five percent (85%) and the employee will pay fifteen percent (15%) for full-time employees.

B. Stark County Schools Council

The Board of Education may fully meet its obligations to provide health care benefits and services under this collective bargaining agreement by participating in the health benefits program of the Stark County Schools Council (COG). The Board shall provide health, dental and life insurance through the COG. The coverage shall be the standardized COG specifications

C. Preferred Provider - Doctors/Hospitals

1. The parties agree that one or more Preferred Provider Organization (PPO) programs for hospital and physicians' services shall be provided through the Stark County Council of Governments (COG) Health Insurance Program.

2. The selection of the PPO(s), the types of benefits/programs, or any changes therein, shall be mutually determined by the representative of the COG and the Stark County/Canton OEA office representative.

D. Preferred Provider - Prescription Drugs

The Board shall provide, through the Stark County Council of Governments, a preferred provider drug program that, if the employee chooses to utilize, will include the following:

1. The program will be available to employees and their dependents who have "primary" coverage under the District's insurance.

2. The employee will pay the 20% co-payment to the provider and the remaining 80% will be direct billed to the insurance company. If the yearly maximum has been reached, provisions will be made to refund the employee's 20% co-payment.

3. The deductible will be waived.

4. The list of covered expenses shall be agreed upon by the COG and the Stark County/Canton OEA office representative.

5. Mail order prescription: Mail order must be used for maintenance drugs in order for the insurance provisions to apply.

6. Generic: Generic drugs must be substituted where applicable in order for the insurance provisions to apply.

Life Insurance

The Board shall provide term life and accidental death and dismemberment coverage in the amount of seventy thousand dollars ($70,000) for each teacher.

Bargaining unit members may purchase additional term life insurance at the group rate, in five thousand dollar ($5,000) increments, up to a maximum of sixty thousand dollar ($60,000) coverage in addition to Board paid coverage. Modifications to this provision may be necessary to comply with requirements of the insurance carrier. The value of the life insurance reduces by fifty percent (50%) at age sixty five (65). The specific terms of the policy are contained in the life insurance contract.

Dental Insurance

The Board will pay eighty-five percent (85%) and the employee will pay fifteen percent (15%) for full-time employees.

Section 125-Tax Shelter

Tax sheltering of the individual's contribution for health costs, unreimbursed medical expenses and dependent coverage will be provided, under Internal Revenue Code IRS Section 125.

All COG employers must offer the IRS Section 125 tax shelter provided through the COG. The IRC Section 125 Tax Shelter allows for health insurance premiums to be deducted on a pre-tax basis. IRC Section 125 also governs Flexible Spending Accounts (FSAs). All COG employers must offer a health Care Reimbursement Account and a Dependent Care FSA which will allow pre-tax payroll deductions for certain medical and dependent care expenses. There is no separate administrative fee for these services.

Premium Holidays

If the employer receives a premium holiday(s), the employees shall not be required to pay their portion of the premium(s) for the holiday month(s).

Spousal Coverage

Any new Participants to the COG, after June 30, 2015, with working spouse who have the ability to be covered under an insurance plan through his/her place of employment, will be required to take his/her plan as their primary plan. This provision does not apply to a participant who was employed with one COG employer prior to June 30, 2015, and moved thereafter, to another COG employer. If the spouse is required to pay forty (40%) percent or more of the premium with his/her employer, the requirements of this section shall not apply.

ARTICLE 12 - LABOR MANAGEMENT COMMITTEE

A Labor Management Committee will discuss areas of concern that are not addressed by the Collective Bargaining Agreement. The committee shall meet once a month, upon the request of either party, at a date and time, to be mutually agreed upon. The committee may meet more or less often if the committee members agree. The committee members

shall set whatever groundrules for the meetings that they believe are necessary.

ARTICLE 13 - LEAVES

A. In the event of any unscheduled closing of schools, employees will not be charged with any leave days.

B. Sick Leave

1. One and one-fourth days (1 ¼) of sick leave shall be granted to full-time employees for each completed month of employment up to fifteen (15) days per year. A full-time employee may be granted up to five (5) days of sick leave effective at the beginning of the school year. The five (5) days will terminate as this employee accumulates one and one-fourth (1 1/4) days per month of employment. Sick leave shall accumulate to a maximum of three hundred twenty nine (329) days. After the fourth (4th) consecutive day of absence, a doctor's statement shall be required.

2. Previously accumulated sick leave of an employee who has been separated from another Ohio public agency shall be accepted at full value, up to the maximum number of days specified in paragraph 1 above, provided none of such accumulated sick leave has been converted to payment upon retirement.

3. Sick leave may be used for:

   a. Personal illness, injury, exposure to contagious disease which could be communicated to others and/or pregnancy of the employee.

   b. Illness in the employee's immediate family. "Immediate family" means, for the purposes of this section, members of the employee's immediate household, parents (or one who served in lieu of a parent), son or daughter, son-in-law or daughter-in-law and parents-in-law.

   c. Death in the employee's immediate family. "Immediate family" means, for the purpose of this section, parents (or one who served in lieu of a parent), parents-in-law (or one who served in lieu of a parent-in-law), spouse, son or

daughter, son-in-law or daughter-in-law, brother or sister, brother-in-law or sister-in-law, grandparents or grandchild.

d. Death or serious illness of a friend or relative not included in the above, may be considered by the Superintendent and leave chargeable to sick leave authorized for not more than three (3) days.

4. Sick leave notification must be completed for any day or part of a day used. The notification must include a signed statement justifying usage of sick leave for one of the reasons stated above.

5. Procedures for employee's use of sick leave:

   a. When employees are reporting an absence they shall enter that information in SmartFind and shall call their principal (designee) no later than 9:30pm the night before the absence. In cases of an emergency, the principal (or designee) shall be called no later than one (1) hour before the start of school if possible. Absences shall be reported as early as possible.

   b. Employees who are absent should, when possible, notify the principal one (1) hour before the end of the school day if the employee does not anticipate being present the following day.

   c. If a substitute teacher reports for duty and discovers that the regular employee has also reported, the substitute teacher shall report to the building Principal. If the situation has resulted from the negligence of the regular employee, the regular employee shall be sent home.

   d. Falsification of sick leave shall be grounds for termination.

C. Personal Leave

1. Each full-time employee shall be permitted three (3) restricted days annually for personal leave.

2. Personal leave may not be used for absences covered by any other type of leave. Personal leave shall be defined to mean absence from work to take care of business that cannot be conducted except during school hours.

Examples of unsatisfactory reasons for use of personal leave include:

a. Gainful employment or seeking of such employment elsewhere
b. Purchase of an automobile
c. Making application for employment elsewhere
d. Accompanying a spouse on a business trip
e. Attending a fraternal function
f. Vacation or recreation

3. The Association will continue to discourage employees from using personal leave for reasons other than legitimate personal business that cannot be conducted except during school hours.

4. The number of certified staff members on personal leave on any given day shall be limited to eight (8) except during the months of February, March and April, the number shall be limited to five (5).

5. No personal days will be granted after April 15th.

6. The day before and/or after a regularly scheduled school vacation, employees cannot request a personal day. Regularly scheduled school vacations include summer, Labor Day, Thanksgiving, winter recess (Christmas), Martin Luther King Day, President's Day, spring break and Memorial Day.

7. The employee has the responsibility to notify the building Principal at least forty-eight (48) hours before personal leave is taken.

8. The superintendent may waive item(s) 2, 4, 5, 6 and/or 7 for extenuating circumstances.

9. Falsification of personal leave is grounds for termination. If an employee does not use any personal leave during a school year (July 1 - June 30), the employee shall receive a lump sum payment of $75.00.

D. Jury Duty and/or Required Court Appearance

The employee shall notify the building Principal as soon as possible of the fact that he/she has been summoned to court for jury duty, by subpoena, or other form of court process requiring attendance, and

the date or dates such duty may include. After absence for such duty, either reporting or serving, the employee shall forward the payment received for such services to the Treasurer and, at the next regular pay period, shall receive full payment of his/her regular salary from the Board for the day or days of excused absence for this purpose.

E. Assault Leave

If an employee receives physical injury as a result of being personally assaulted while performing assignments or duties which are required as part of their employment by the Board, the Board shall grant a leave of absence for a period of recovery. The leave shall be granted with full pay and benefits accruing and usable, and shall not be charged to sick leave or any other leave. The period of recovery shall be as reasonably determined by the employee's physician. The Board reserves the right to seek another medical opinion at the Board's expense. Assault leave benefits shall not extend beyond the time the employee becomes eligible for workers' compensation benefits or disability retirement.

F. Unpaid Professional Leave

1. Upon the written request of an employee, the Board may grant, if so recommended/approved by the Superintendent, a leave of absence for a period of not more than one (1) school year for study in the educational profession. The request shall include a description of the desired course of study, the duration, and the educational institution/organization offering the course of study. Upon the employee's return to service at the expiration of the leave of absence, he/she shall resume contract status and a certificated position similar to that which was held prior to such leave unless the job has been or needs to be combined or eliminated. The leave shall neither begin nor end during a school year.

2. In order to be eligible for a leave as described in paragraph 1 above, the employee must have been employed by the Board for at least five (5) years. A second or subsequent leave as described in paragraph 1 shall not be available to the employee until he/she has been employed an additional five (5) years since the conclusion of his/her last leave. The Board shall limit the number of employees on leave to no more than five percent (5%) of the total number of employees under contract.

3. The written requests for leave must be made to the Superintendent prior to June 1st preceding the school year for which the request is being made. The request for reassignment, at the expiration of the leave, must be made on or before April 1st prior to the school year in which he/she desires to return to employment in the district. Should an employee reconsider and wish not to take a granted leave, his/her early return for reassignment will be at the discretion of the Board.

G. Unpaid Medical Leave

1. Upon the written request of an employee, the Board shall grant a medical leave of absence for not more than one (1) school year for illness or other disability which is not eligible for retirement disability. Upon subsequent request, such leave may be renewed at the discretion of the Board.

2. Upon the employee's return to service at the expiration of the leave, he/she shall resume contract status and a certificated position similar to that which was held prior to taking such leave. The request for such reassignment must be made on or before April 1 prior to the school year in which he/she wishes to return to employment in the district. Should an employee reconsider and wish not to take a granted leave, his/her early return for reassignment will be at the discretion of the Board.

3. The length of the medical leave, up to one (1) school year, shall be as reasonably determined by the employee's physician. The Board reserves the right to seek another medical opinion at the Board's expense.

H. Unpaid Political Leave

An employee has the right to serve in a public office or office in a state or national professional organization unless there is a specific legal prohibition. Leave for this purpose shall be granted for one term, not to exceed a maximum of two (2) years, by the Board upon request by the employee. The leave can expire only at the end of a semester. Upon the return to service of the employee at the expiration of such leave, he/she shall resume contract status and a certificated position similar to that which was held prior to taking such leave.

I. Child Care Leave

A teacher may request and shall be granted a child care leave of absence, without pay and benefits as provided in Section L below, on the conditions set forth below:

1. The child care leave of absences shall be for the balance of the school year (July 1 – June 30) in which the birth of a child is expected. Requests for child care leave must be made in writing at least thirty (30) days prior to its commencement when requested during the school year. When requested during the summer the request must be made before July 10.

2. The leave shall be extended for one (1) additional school year upon request of the employee to the Board made not later than April 1 preceding the year for which such leave is requested.

3. When the teacher desires to terminate such leave, application for reinstatement may be made by the teacher at any time during the school year prior to April 1 and the employee shall be reinstated at the beginning of the next school year. If, in the sole judgment of the Super-intendent, it is educationally sound, the Board may allow a teacher to return prior to the beginning of the next school year.

4. Upon returning from child care leave, the teacher shall be entitled to reinstatement to a position for which he/she is certified with the same contractual status which was held prior to the leave.

5. A teacher who is adopting a child shall be entitled to an unpaid leave under this section and subject to these same conditions.

6. Failure for the bargaining unit member to abide by the timelines as stated herein shall constitute grounds for the termination of his/her contract.

J. Professional Day Leave

The Board encourages employees to attend professional meetings that contribute to the educational program. Employees may be authorized to attend meetings to improve their professional growth, following the procedure outlined below:

1. Application forms may be obtained at school building offices.

2. Applications must be submitted ten (10) working days prior to the leave. In the event of an emergency, the Superintendent may waive the ten (10) day application timeline. The employee shall be notified that the leave was approved five (5) working days after the submission of the application except in the absence of the Superintendent from the District. The building principal and Superintendent must approve the application prior to attendance at the meeting requested.

3. A copy of the approved application form and the reimbursement request forms are to be returned to the Treasurer's Office for reimbursement. Reimbursement for professional academic leave for appropriate expenses will be made for each approved application not to exceed two hundred fifty dollars ($250.00) per school year. Reimbursement for all other professional leave will not exceed two hundred fifty dollars ($250.00) per year and will include the cost of a substitute, if necessary. The maximum amount charged against the two hundred fifty dollars ($250.00) for the substitute shall be forty dollars ($40.00) per day.

4. Employees will be reimbursed for previously approved summer staff development attendance, only if the employee returns to employment in the district for the subsequent school year.

K. Family Medical Leave

1. If an employee takes a leave granted under this Article for a reason covered by the Family and Medical Leave Act, the leave shall be administered under the provisions of the FMLA.

2. Upon approval of the Superintendent and Association President, this section may be modified as necessary to comply with federal law and rules and regulations.

3. The Board shall provide a copy of the policy on FMLA in the library of each building.

L. Rights While on Unpaid Leave

An employee on any Board-approved, unpaid leave shall be entitled to request and receive, to the extent permitted by law and/or the applicable contracts, the right to be covered by insurance for hospitalization, surgical benefits, and major medical so long as the

employee reimburses the Board monthly, in advance, the total cost of said insurance at the rate paid for such insurance by the Board.

M. Limits to Unpaid Leaves of Absence

The maximum number of days an employee may be absent from duty with a salary deduction is five (5) working days unless otherwise covered by this Agreement. The Board may grant an extension if warranted by unusual circumstances.

ARTICLE 14 - LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

Northwest Local Schools' Local Professional Development Committee is hereby established as the name of the entity required by Senate Bill 230. This committee shall be district-wide in scope and shall be the only committee of its type authorized to operate within the district.

ARTICLE 15 – RESIDENT EDUCATOR PROGRAM

A. Program

The purpose of the Resident Educator Program is to provide a program of positive formal support including mentoring to foster professional growth and assess the performance of resident educator teachers.

B. Definitions:

For purposes of this agreement, the pertinent terms shall be defined as follows:

1. "Mentor" – A member of the bargaining unit providing professional support to a resident educator.

2. Resident Educator (RE) – An educator in the first two (2) years of employment under a teaching, educational personnel or career technical certificate/license (resident educator), who will be provided formative assistance by a Mentor.

3. "Lead Mentor" – A member of the bargaining unit who has successfully completed required State of Ohio sponsored RE and Instructional Mentoring (IM) training will coordinate and

oversee the mentor program including attending county meetings. This individual may assume both the role of Lead Mentor and Mentor.

C. Selection Process and Criteria for Mentors:

An application form will be provided for self-nomination as well as, nomination by others.

To be considered, applicants must meet the qualifications for mentoring.

D. Qualifications of Mentor:

Mentors shall meet the following qualifications:

1. Must have five (5) years teaching experience, preferably three (3) years in the district and have participated in professional development to remain current and maintain a high level of expertise.

2. Have demonstrated above average teaching performance, classroom management and knowledge of a specific field of study.

3. Must hold a valid teaching certificate/license.

4. If possible, be a practitioner in the same certification and/or specialty areas and/or grade level as the RE with whom he/she is paired, and be located in the same building. If such a Mentor is not available or acceptable, these criteria will be waived.

5. Have demonstrated ability to work cooperatively and effectively with professional staff members.

6. Will sign a confidentiality agreement.

7. Provide at least one (1) reference from a building administrator and two (2) references from teachers addressing numbers 2 and 5.

Selection Criteria for Mentors:

1. Mentor positions shall be voluntary.

2. Lead Mentor and Mentor position openings shall be posted and applicants must express an interest in writing to the Superintendent.

3. The Lead Mentor shall be notified, in writing, of the names of the RE's as soon as their employment process is finalized.

4. Mentor/RE assignments shall be made on or before the thirtieth day of the RE's school calendar.

5. After reviewing the criteria, the Superintendent or designee will select the Mentor(s).

E. Responsibilities of Mentors:

The Mentor together with the REs shall develop a plan of professional support for the RE according to the entry-year program. This plan shall focus on skill enhancement.

Mentors shall be given opportunities to consult with and otherwise assist the assigned resident educator teacher on a regular basis. All verbal communication between a mentor and an RE is considered confidential.

F. Resources for Resident Educators

Each RE shall be given an initial orientation of the following matters by the mentor and building principal:

1. The pupils and community to be served;

2. School policies, procedures and routines;

3. Courses of study, competency-based education programs, and responsibilities for lesson plans;

4. The layout and facilities of the assigned school building or buildings;

5. The nature of the Resident Educator program which will be provided; and

6. The use of "RE and IM" training and/or other research-based mentoring/coaching programs to support the RE in the process of licensure.

G. Mentor Training:

Mentors shall be provided with the following:

1. An orientation to mentor responsibilities as provided by the State of Ohio by the Lead Mentor;

2. Training in knowledge and skills necessary to perform Mentor responsibilities, i.e., RE, IM and Facilitator Training or "other research-based" mentor training programs.

3. Opportunities to consult with and otherwise assist the assigned RE.

4. With Superintendent or designee approval, substitute teachers may be provided on an as-needed basis for Mentors to perform duties such as classroom observations of RE teachers.

H. Restrictions:

1. A program of professional support mutually developed by the Mentor and RE shall not be developed or utilized as part of the new employee's evaluation.

2. No Mentor shall participate in any informal or formal evaluation of an RE or be requested or directed to make any recommendation regarding the continued employment of an RE or in anyway provide evidence against any bargaining unit member. The exception to this would be if the Mentor possesses information regarding the RE engaging in activities defined in ORC 3319.16.

3. All interaction, except that which is illegal, immoral, or unethical behavior which impacts the school district, written or oral, between the Mentor and the RE shall be considered confidential. Any violation of this tenet by the Mentor shall constitute grounds for immediate removal from the role as a Mentor.

4. No Mentor shall be assigned to more than one RE at a time during a school year, unless no other Mentor is available.

5. The appropriate administrator, as per the negotiated agreement, shall make all evaluations of the RE and Mentor.

6. An RE is not required to show formal evaluations to the Mentor or the administrator and may not be directed to do so.

I. Protections:

1. Other than a notation to the effect that an employee has served as a Mentor, the activities of the Mentor shall not be part of that teacher's evaluation or any other employment decision unless the employee has behaved in an illegal, immoral, or unethical manner while fulfilling the Mentor role.

2. An RE shall not be required to remain in a Resident Educator Program for a period longer than is necessary to complete State required assessments.

3. No later than six (6) weeks after the initiation of the Resident Educator Program, the RE may request to have a new Mentor be assigned.

4. No later than six (6) weeks after the initiation of the Resident Educator Program, the Mentor may request a change in assignment with a new RE.

5. The appropriate administrator shall make all evaluations of the RE.

J. Compensation:

The Lead Mentor and Mentors shall be compensated based on the Supplemental Duty Salary Index.

K. Miscellaneous:

The Board may fulfill its legal requirement for a mentor outside this agreement provided no members of the bargaining unit are used or qualify as Mentors.

ARTICLE 16 - MILEAGE

A. Any employee who travels on official business, approved by the Superintendent, will be reimbursed mileage at the Internal Revenue Service ("IRS") rate.

B. The formula used to compute mileage outside the district shall be the distance from the employee's assigned building to the location of the approved trip to the employee's home then subtracting the distance from the employee's assigned building to the employee's home and multiplying the result by the mileage rate.

ARTICLE 17 - OBSERVATION, EVALUATION & ALTERNATIVE PROJECT

The formal evaluation process consists of the following components: observations, conferences, walkthroughs and the end of the year evaluation. In the event that an employee performs work under the supervision of more than one supervisor, one supervisor shall be designated as the evaluating supervisor. Teachers and Counselors shall have comparable evaluation systems under OTES and OSCES.

Purpose:

The purpose of teacher evaluations are:

1. To serve as a tool to advance the professional development of teachers.

2. To assist teachers, counselors and administrators in providing the greatest opportunity for student learning and achievement.

3. To make decisions regarding employment, re-employment, discipline, termination, non-renewal and layoff.

4. Advance the professional learning and practice of teachers individually and collectively in the school district.

5. Inform instruction.

6. Assist teachers and administrators in identifying, implementing and supporting best educational practices that will provide the greatest opportunity for student learning and growth.

A. Evaluation Committee

1. The Association and the Board agree to maintain an Evaluation Committee for the purpose of regularly reviewing the effectiveness of policy, procedure and process for the evaluation of the teachers, and counselors in the District. The Committee may recommend measures for High Quality Student Data (HQSD). The Committee shall be comprised of four (4) – (one [1] per building) Association members to be appointed by the Association and four (4) members appointed by the Superintendent/designee. The committee will meet quarterly.

2. Committee Operation

   a. The committee shall be chaired jointly by a committee member from the Association and a committee member from the Board.

   b. The committee will establish by mutual agreement a meeting calendar (quarterly), tasks for the committee to complete and timelines for completion of specific tasks.

   c. All decisions of the committee will be achieved by consensus.

   d. Recommendations by the committee will be submitted to the Superintendent and the Association President. The recommendation of the committee shall be advisory only.

3. Committee Compensation

   Any committee work required by the Superintendent performed outside of the contractual work day will be paid at the hourly tutor rate.

4. Committee Authority

   a. The committee is responsible for jointly reviewing and recommending to the Superintendent and the Association President the policy, procedure, and process including the evaluation instrument for the teacher evaluation procedure.

   b. The committee shall not have the authority to negotiate wages, hours or terms and conditions of employment.

c. In the event legislative action by the Ohio General Assembly has impact in any way on this topic, the parties to this agreement shall discuss the topic to determine whether adjustments are appropriate during the term of this agreement. The implications of changes made to the Ohio Revised Code regarding evaluation may be bargained without opening the entire negotiated agreement. However, if agreement is not reached the parties will not be required to use the dispute resolution in Article 2, Letter G.

B. Observations

1. All monitoring or observation of the work performance of a teacher shall follow the evaluation protocols and will be transparent in that teachers will understand the goals and expectations. The evaluation cycle observations and walkthroughs must be completed by an appropriately licensed and credentialed building administrator or central office staff who is employed by the District. For certified teachers working within specific specialized program areas such as special education or gifted education; the evaluation cycle, observations and walkthroughs may be completed by either a building administrator or the administrator directly responsible for supervising the program. The evaluator shall not be a bargaining member. The evaluator shall utilize the following procedures:

   a. Annual evaluations include two (2) formal observations at least thirty (30) minutes each and two (2) classroom walkthroughs. Evaluators will conduct pre and post conferences for each formal observation. Walkthroughs will be twenty-five (25) minutes or less in duration. All walkthroughs will be conducted using the same tools.

   b. Teachers rated Accomplished, shall be fully evaluated every three (3) years. Teachers with ratings of Accomplished may request their credentialed evaluator for the evaluation cycle.

   c. Teachers rated Skilled, shall be fully evaluated every two (2) years.

   d. In any year in which a teacher is not fully evaluated, a credentialed evaluator shall conduct one (1) walkthrough of the teacher and hold one PGP conference with the teacher.

e. Teachers on leave for fifty percent (50%) or more of the school year will not be evaluated.

f. Teachers with student academic growth measures of below average for the most recent year for which data is available will be evaluated annually.

g. Additional evaluations may be conducted at the request of the Superintendent or may be requested by the teacher.

h. All evaluations and walkthroughs shall be conducted no later than May 1st.

i. Teachers Excluded from Evaluation are subject to all components of OTES or OSCES until such time as the educator announces his or her intent to retire, which shall include a specific retirement effective date that is during or at the close of the current school year, and the notice is accepted by the Board on or before December 1st.

j. Each evaluation shall contain at least two (2) measures of high-quality student data (HQSD). When applicable to the grade level or subject area taught by the teacher being evaluated, HQSD shall include the value-added data of a least one (1) source of HQSD.

2. The building Principal, Assistant Principal, or designee will observe certified staff members whose schedules do not meet the guidelines for OTES/OSCES according to the following:

   a. Beginning employees and employees new to the district – a minimum of two (2) formal observations prior to May 1st.

   b. Employees eligible for continuing contract or for contract renewal – a minimum of two (2) observations prior to May 1st.

   c. Employees on continuing contract or in the middle of a multiple-year contract will be observed at least once every five (5) years from the date of contract approval and every five (5) years thereafter - a minimum of one (1) observation prior to May 1st.

   d. Employees designated by the administration. Observations on an as-needed basis.

3. The building Principal or Assistant Principal or designee will make tutor observations for those who are being evaluated during the school year according to the following:

   a. Beginning tutors and tutors new to the district – a minimum of two (2) formal observations prior to May 1st.

   b. Tutors eligible for contract renewal - a minimum of two (2) observations prior to May 1st.

   c. After the first four (4) years of employment, a tutor will be observed at least once every three (3) years thereafter - a minimum of one (1) observation prior to May 1st.

   d. During years not being observed tutors are required to participate in the alternative project.

4. Copies of the observation reports shall be presented and discussed with the employee within a maximum of two (2) weeks after the observation unless either party is not available. The employee may add his/her own written comments to the observation reports.

C. End-of-Year Evaluation

1. Each employee being formally evaluated will receive a copy of the formal written summative evaluation before May 10th. The building administrator/principal/designee will request a conference with the employee to review the summative evaluation.

2. The summative evaluation report should be signed by the teacher to verify notification of the teacher that the summative evaluation will be placed on file, but the teacher's signature should not be construed as evidence that the teacher agrees with the contents of the summative evaluation report.

3. At the end of the evaluation conference, one (1) copy of the completed evaluation, will be given to the employee, one (1) copy will be forwarded to the Superintendent to be placed in the employee's personnel file, and one (1) copy will remain with the building Administrator.

D. Improvement Plans and Professional Growth Plans (PGP)

1. Professional Growth and Improvement Plans shall be developed as follows:

   a. Teachers whose evaluation rating is Accomplished shall develop a self-directed plan for continuing professional growth and may choose the credentialed evaluator for their next evaluation cycle as set forth in this agreement.

   b. Teachers whose evaluation rating is Skilled shall develop a Professional Growth Plan collaboratively with his/her credentialed evaluator pursuant to the terms of this agreement.

   c. Teachers whose evaluation rating is Developing shall develop a Professional Growth Plan with their assigned evaluator, pursuant to the terms of this agreement.

   d. Teachers whose evaluation rating is Ineffective shall develop a professional improvement plan with their assigned evaluator, pursuant to the terms of this agreement.

2. The Board shall provide professional development, mentoring/ coaching to accelerate teacher growth and improvement, and support to poorly performing teachers.

3. A teacher in their first year of employment with the District shall not be placed on an improvement plan.

4. The improvement plan shall include:

   a. Specific, measurable instructional practices to be observed;

   b. Specific, evidence-based resources, and assistance to be provided; and

   c. Clearly articulated timelines for the completion of the plan;

5. Professional growth and improvement plans shall be aligned to the teacher's evaluation and, if applicable, include one (1) component of the District's or Building level improvement plan required under the "Elementary and Secondary Education Act of 1965", as amended.

6. No Improvement Plan or Professional Growth Plan will have more than two (2) achievable goals per Evaluation Cycle.

E. Observation Conference

A post-observation conference shall be held after each formal observation. Post-observation conferences will also allow teachers an opportunity to provide evidence for the evaluation criteria. The post-observation conference should take place within ten (10) working days upon receiving post-observation documentation from the employee being observed.

F. Documentation of all Conferences

1. All evaluative or instructional conferences held between an employee and an Administrator shall be documented in writing.

   a. The written record must contain the date, time and reason for the conference.

   b. The term "evaluative conference" is to be interpreted to mean items of a positive or complimentary nature as well as negative items.

   c. The employee is to receive one (1) copy of the documentation, one (1) copy of the documentation is to be forwarded to the Superintendent for placement in the employee's personnel file, and one (1) copy is to be retained by the building Administrator.

G. Use of Evaluations and Conference Documentation

The Board shall have the right to review and consider all information contained in the evaluations and the personnel file of the employee.

H. Disagreements

Disagreements with the material contained in the evaluations shall, upon written request of the employee, be discussed with the Administrator involved and the Superintendent. The employee involved may be accompanied and represented by a Representative from the Association. Employees cannot grieve the substance of the evaluation. The educator shall have the right to make a written response to the evaluation and to have it attached to the evaluation report to be placed in the teacher's personnel file.

I. Alternative Projects

1. Employees who are not participating in the formal OTES evaluation process or the intervention process who are on continuing contract, or in the middle of a multiple year contract, shall be involved in an alternative project.

2. The employee shall present the alternative project to their immediate supervisor by November 1st. The project is to be employee driven. The focus is to enhance instruction and professional growth. The documentation for the project will be recorded on Appendix Form B-11.

3. Employees may request an observation and evaluation in lieu of the alternative project. The Administrator/Principal has the sole right to honor or refuse the request.

ARTICLE 18 - PAYROLL PROCEDURE

A. Payroll periods of employees are set up on a basis of no more than one hundred eighty-four (184) days (with the exception of extended service). A day's pay is equal to the annual salary divided by the actual number of contract days and is used in making deductions for absences and in calculating compensation for severance pay. Deductions for unauthorized (unpaid) absences will be made from the first payroll following the unauthorized absence. Payroll dates and related payroll information will be made available to all employees in September of each year with the commencement of school.

Payroll deductions are made for the following:

1. Unauthorized absences.

2. Federal, state, and local withholding tax according to information contained on the exemption certificate filed by the employees with the Treasurer.

3. Stark County Credit Union. Employees may designate for payroll deductions, an equal amount to be deducted from each pay for the Stark County Credit Union.

4. Educator's Political Action Committee.

5. Health insurance.

6. Association dues or fair share fees.

7. Tax annuity deductions for payment to Board approved companies and for other purposes as set forth by law.*

   *Employees may designate a monthly deduction for tax annuities, which will be deducted in two (2) equal payments per month.

B. All employees will participate in direct deposit. Deposits will be limited to a maximum of four (4) financial institutions.

C. Payroll Deduction (Check-off) for Association Dues

1. The Board, through the Treasurer, shall provide for payroll deductions of Association dues. Association dues shall be deducted in twenty (20) equal payments commencing with the first payroll in October. This deduction shall be without cost to the Association or the member.

2. By October 1st of each year, payroll deduction authorization forms will be completed by those who choose to authorize such deductions and submitted to the Treasurer.

3. For new employees hired after October 1st, payroll deductions, for those authorizing deductions, will start the month following submittal of the authorization form and the Association dues or fair share fees shall be divided equally over the number of payroll deductions remaining from those specified in paragraph 1 of this section.

4. Those persons on payroll deductions for Association dues may request continuous payroll deductions from year to year without submittal of a new authorization form. Persons wishing to withdraw from payroll deductions for the succeeding year must, between July 1st and October 1st, notify the Treasurer and the Association in writing of their intent to withdraw from payroll deduction for the succeeding year; otherwise, payroll deduction shall continue automatically for the succeeding year. The Association has the responsibility to notify employees of this option each year.

5. Employees may not withdraw from payroll deduction during a school year.

6. The Treasurer shall submit, after each payroll, to the Association treasurer a list of employees on payroll deductions, the amount deducted and a check for the total amount deducted from that pay. All monies deducted for such purposes shall be transmitted to the Union not more than ten (10) days following the collection via check or electronic transfer to an account designated by the Association.

D. All employees shall be paid on a twenty-six (26) pay period plan, unless they select the summer balance of their contracted salary in a lump sum payment.

If employees choose to take the summer balance of their contracted salary in a lump sum payment, they will receive that payment in the second payroll check in June. This request must be made in writing to the Treasurer prior to January 1st of each year. The Board will have the sole discretion to honor, or refuse annually, the implementation of this program and must inform the employees by April 1st regarding that decision.

Beginning 2025-2026 pay will be issued in twenty four (24) payments on the 10th and 25th of each month. If the payday falls on a Saturday, then the payment will be made on the Friday before. If the payday falls on a Sunday, then the payment will be made on the Monday after. If the payday falls on a bank holiday, then the payment will be made on the weekday before, except for when a bank holiday falls on a Monday, in which the payment will be made on the first weekday after the bank holiday.

E. Each paycheck stub shall include the following information, in addition to that concerning deductions for Association dues or fair share fees: accumulated salary, accumulated tax deductions, accumulated sick leave days, and unused personal days.

ARTICLE 19 - PERSONNEL FILE AND PARENT COMPLAINTS

A. Each employee has the right to review, with the Superintendent or his designee, the contents of that employee's personnel file during a previously scheduled appointment in the Superintendent's Office to do so. All documents placed in the employee's file will be identifiable as to source. The employee excludes confidential reference letters

from this requirement of identifiability and review. If any new documents are added to the file, which are not signed by the employee, the employee shall be notified in writing by the Superintendent of the document within ten (10) days. Anonymous letters and notes will be discarded and no reference made to them in the file. If an unfavorable statement or notation is in the file, the employee shall have the right to attach a rebuttal or explanation to the document. Only the contents of the official file in the Superintendent's Office shall be used in matters dealing with employee evaluation or job security.

B. There shall not be any material in the file that is obsolete, inaccurate, irrelevant, or incomplete for retention. If an employee believes that such material exists in his/her personnel file, he/she has the right to petition the Superintendent for its removal.

C. If someone outside the Administration wishes to view an employee's personnel file, the Administration will attempt to inform the employee within twenty-four (24) hours of the request. If the employee cannot be contacted within twenty-four (24) hours, the Administration will contact that employee's Association Representative.

D. Parent Complaints - Any complaint deemed by an Administrator to justify investigation and/or subsequent action of any nature shall be brought to the attention of the employee involved. Complaints of this nature may be made a matter of record.

ARTICLE 20 - PROCEDURE FOR NON-RENEWAL

A. At the expiration of any limited teaching or tutoring contract during the first four (4) years with the district, an employee may be non-renewed simply by giving the notification referred to in Section C of this Article.

B. After the first four (4) years of employment with the district, with a minimum of 120 days on duty per year, an employee may only be non-renewed for just cause.

C. Any employee employed under a limited teaching or tutoring contract by the Board is automatically re-employed unless he/she is notified that he/she is not to be re-employed. Such notification must be made in writing, and either hand-delivered or sent to the employee's home address by certified mail, on or before June 1st.

D. During an employee's first four (4) years with the district, the observation requirement and non-renewal option will be extended to the subsequent year for any year in which the employee misses thirty (30) days or more prior to March 1st.

E. An employee eligible for continuing contract or contract renewal who misses thirty (30) days or more prior to March 1st will receive a one (1) year limited contract.

F. Tutors shall not attain continuing contract in the district unless such status occurred on or before June 30, 1992.

G. Any employee confronted with a recommendation for termination of his/her employment contract by the Superintendent shall have the option to challenge said action by utilizing the provisions of ORC 3319.16 and 3319.161 or by the grievance procedures of the master agreement. The employee must declare his/her intention in this regard within seven (7) calendar days of learning his/her employment is being recommended for termination.

H. The Board and Association agree that the provisions of this Collective Bargaining Agreement and, in particular, Article 21, Procedure for Non-Renewal are intended to supersede and take the place of all non-renewal procedures contained in the Ohio Revised Code, and any subsequent non-renewal procedures added to the ORC 3319.11, Section G (1-7) and H (1).

The sole and exclusive right to appeal or challenge the applications of the provisions of Article 21 - Procedure for Non-Renewal is through the grievance procedure of this Agreement.

ARTICLE 21 - PROCESS FOR A CONTRACT WAIVER FOR A BUILDING

A. Procedure

A member of the bargaining unit or an administrator who wants to initiate a practice that would not be permitted under the current contract language could obtain a waiver by following the sequence below:

1. The plan must be put in writing and contain:

   a. the intended practice
   b. ramifications and implication for the buildings as a whole
   c. duration
   d. financial implications

2. The plan will first be submitted to the building principal, NTA and Superintendent. They may jointly revise, approve, or disapprove the plan before it reaches Step #3.

3. An opportunity for open discussion on the proposal must be provided, preferably at a staff meeting.

4. The plan will then be voted on by the NTA members in the building. Eighty percent (80%) of the staff must approve for the plan to remain viable.

5. The plan shall become an Appendix to this contract upon approval of the NTA and the Superintendent.

ARTICLE 22 - REDUCTION IN FORCE (RIF)

When the Board determines it is necessary to reduce the number of positions held by members of the Association under ORC 3319.17, or for financial reasons, the following procedures shall apply:

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

   1. All employees, except tutors and those hired under Article 35, will be placed on a seniority list in each teaching field for which they are properly certificated/licensed. Employees serving under continuing contracts will be placed at the top of the list in descending order of seniority. Employees serving under limited contracts will be placed on the list, in each teaching field for which they are properly certificated/licensed, under continuing contract teachers, also in descending order of seniority. A part-time teacher may not displace a full-time teacher. When a part-time teacher moves into a full-time position, the teacher carries forward his/her seniority on a prorated basis. A part-time teacher's prorated seniority will be determined by adding the

number of periods a part-time teacher taught while employed in the district and dividing the total by six (6).

2. ORC 3319.17 shall not apply to individuals hired under Article 35.

3. A tutor employed in a non-tutoring bargaining unit position shall not receive credit on the salary schedule and shall not receive any seniority credit.

4. Seniority for the purposes of this Article is defined as the length of continuous service as an employee under regular contract with the Board. During the term of this contract, classroom teachers with summative evaluation ratings of Accomplished or Skilled shall be considered to have "comparable" evaluation results. Classroom teachers with summative ratings of Developing shall be considered to have "comparable" evaluation ratings. A classroom teacher with a summative evaluation rating of Ineffective shall be considered to have "comparable" evaluation results. Seniority can never be used for teachers with summative ratings of ineffective. Service provided on behalf of the Board as a tutor prior to 1978 shall be included as part of that employee's "continuous service". Service provided on behalf of the Board as an employee (under contract in 1988-89) who resigned due to pregnancy prior to 1978 shall be included as part of that employee's "continuous service".

   a. Time spent on Board approved leaves of absence will not interrupt seniority, but shall not count toward the determination of continuous service.

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

      1) the date of the Board meeting at which each employee was hired,

      2) the date the employee signed his/her initial employment contract with the Board, and then by

      3) administrative decision.

   c. When RIF becomes necessary, displacement ("bumping") shall occur as follows:

1) Non-tenured individuals holding temporary certification will be the first ones suspended.

2) Fully certified limited contract individuals shall be the next ones suspended.

3) Continuing contract individuals shall be the last persons suspended.

4) Within each item (1) through (3) reductions shall be made so the individuals in those areas having the least seniority will be the first to be suspended.

5. If any individual assigned to a Northwest Local School is transferred to a non-public school, the individual, in the event of a reduction in force in a non-public school, retains the right to displace the least senior individual in his/her area(s) of certification/licensure as per this Article, whether the displace individual is assigned to a Northwest Local School or a non-public school. Seniority, as per Section A.3. of this Article, shall apply to individuals under this paragraph. Regardless of the use of "seniority" in this article, seniority should not be used unless evaluations are comparable.

B. The names of employees whose contracts are suspended in a reduction in force will be placed on a recall list. Employees on the recall list will have the following rights:

1. The Board will employ no new employees while there are employees on the recall list who are certificated/licensed for the vacancy or who have become certificated/licensed for the vacancy.

2. Employees on the recall list will be recalled in the order of seniority for vacancies in areas for which they are certificated/licensed or for which they have become certificated/licensed. It is the responsibility of the employee, while on recall, to notify the Board regarding areas for which they have become certified/licensed. Employees will only be notified of vacancies in their areas of certification/licensed.

3. If a vacancy is to be filled, the Board will send a notice, by certified mail, of the vacancy to the last known address of all employees on the recall list who have notified the Board that they have the appropriate certificate/license. It is the employee's responsibility to keep the Board informed of his/her current

address and certification/licensure status. The employee is required to respond, in writing, to the Superintendent within three (3) working days after receipt of such notice stating whether or not they are interested in the position. Any employee who fails to respond within three (3) working days need not be considered for the position.

4. An employee on the recall list will, upon acceptance of the notification to resume active employment status, return to active status with the same seniority, accumulation of sick leave, and salary schedule placement as he/she enjoyed at the time of layoff.

5. An employee shall remain on the recall list for five (5) years from the last date of regular employment in the district unless he/she waives his/her recall rights in writing, resigns, retires, fails to accept recall to a position in his/her certificate/license, or fails to notify the Superintendent within three (3) working days after a written notice of recall was sent by certified mail to the employee's last address.

C. The parties agree that these procedures apply only to the suspension of contracts under ORC 3319.17 or for financial reasons. This Article does not require the Board to fill any vacancy nor shall it be construed so as to interfere with any other lawful personnel procedures.

D. Employees whose contracts are suspended due to a reduction in force shall be given preferential consideration as substitute employees.

E. If the board is notified by a non-public school(s) of its intent to reduce the numbers of individual(s) or to reduce the number of hours assigned, for any reason, the individual(s) affected may displace the least senior individual who is a member of the bargaining unit in his/her area of certification/licensure in the currently assigned non-public school. If subsequently hired by Northwest, seniority begins on the first day of assignment to a Northwest Local School.

The individual, without a position after all displacement has occurred, shall be placed on a recall list for positions in the currently assigned non-public school.

Only the following sections of this Article shall apply to those individuals currently assigned to non-public schools: Sections B, C and D.

F. If any individual assigned to a Northwest Local School is transferred to a non-public school, the individual, in the event of a reduction in force in a non-public school, retains the right to displace the least senior individual in his/her area(s) of certification/licensure as per this Article, whether the displaced individual is assigned to a Northwest Local School or a non-public school. Seniority, as per Section A.3. of this Article, shall apply to individuals under this paragraph.

ARTICLE 23 - RETIREMENT INCENTIVE

In addition to the severance the employee is entitled to, the retirement incentive bonus will equal twice the amount of severance not to exceed $15,000.

Limitations

1. Only employees that have not less than ten (10) years of service as an employee of the Board are eligible for the bonus.

   Employees retiring the first time they are eligible to retire based on STRS eligibility will receive the bonus.

   However, if employees choose not to retire when first time eligible, in order to qualify for the bonus they must declare to the Superintendent in writing by April 1st of that year, that their retirement will occur when they have reached full retirement under STRS rules.

2. Employees must notify the Superintendent in writing no later than April 1st of the intention to retire in June of that same year.

3. The retirement incentive bonus shall be paid the first pay period of January the year following retirement.

4. Employees must provide proof of service credit from STRS no later than April 1st of the year of retirement.

ARTICLE 24 - SALARY

A. Base Salary for Teachers

The B.A. base salary shall be $38,366 effective at the beginning of the 2024-25 school year. The B.A. base salary shall be $40,284 effective at the beginning of the 2025-26 school year. The B.A. base salary shall be $42,298 effective at the beginning of the 2026-27 school year. Each teacher's regular salary for each school year shall be determined by multiplying the base figure above, for the appropriate school year, by the index number from paragraph B. below, commensurate with the teacher's training and experience.

During the 2024-25, 2025-26 and 2026-27 school year staff members will receive a one-time payment of $500 on the anniversary of years seventeen (17), twenty-two (22), twenty-seven (27), and thirty-two (32) years.

B. Salary Index

Step	BA	150 Hrs.	MA	MA+15 Hrs.
1	1.000	1.042	1.092	1.152
2	1.042	1.092	1.152	1.217
3	1.084	1.142	1.212	1.282
4	1.126	1.192	1.272	1.347
5	1.168	1.242	1.332	1.412
6	1.210	1.292	1.392	1.477
7	1.252	1.342	1.452	1.542
8	1.294	1.392	1.512	1.607
9	1.336	1.442	1.572	1.672
10	1.378	1.492	1.632	1.737
11	1.420	1.542	1.692	1.802
12	1.462	1.592	1.752	1.867
13	1.504	1.642	1.812	1.932
14	1.546	1.692	1.872	1.997
15	1.588	1.742	1.932	2.062
16	1.630	1.792	1.992	2.127
20	1.660	1.822	2.022	2.157
25	1.690	1.852	2.052	2.187
30	1.720	1.882	2.082	2.217

C. Qualifications For Movement

1. Teachers will be qualified to move from one column to the next on the salary index by submitting information required for each column as specified below to the Superintendent's Office:

   a. 150 Hours - column requires a Bachelor's Degree and such additional study, if any, which result in a minimum of 150 accrued semester hours of accredited study.

   b. Master's Degree Plus 15 Hours - column requires accrual of 15 semester hours of accredited, graduate-level study after completing requirements for, and receiving, the Master's Degree.

2. To be approved by the Board for payment in a new column, the individual must submit a transcript, certified letter, or other documentation acceptable to the State Auditor substantiating the basis for the change to the Superintendent's Office no later than the first pay of the school year. If documentation is not available from the college by the first pay of the school year, the increased amount due to movement on the salary index will be paid retroactively if it is submitted by October 1st of the school year, otherwise the increased amount will not be payable until the next school year.

3. A part-time teacher, in order to advance one (1) step on the salary index, must have been employed in the district at the preceding step on the index for at least six (6) months (twenty-four weeks or one-hundred twenty days) within the preceding school year.

D. Supplemental Duty Positions

1. Individuals employed under supplemental duty contracts will be paid according to placement on the supplemental duty salary index based upon the following factors:

   a. "Years of experience" means years of experience in the Northwest Local Schools at a particular supplemental duty position.

   b. Years of experience do not accumulate except within a particular supplemental duty position. Years of experience

at a particular supplemental duty position will accumulate from the 1985-86 base year.

c. Movement from a position of lesser to greater responsibility (e.g., assistant coach to head coach) will place that individual at Step One (1) of the salary index for the new position except that:
Such movement will not result in a salary reduction. Placement in instances where a salary reduction would otherwise be the result will be at a step equal to or greater than the individual's previous supplemental duty salary.

d. If an individual moves from a position of greater to lesser responsibility within the same sport (i.e., assistant varsity football coach to 8th grade football coach) the years of experience shall be carried over.

e. Individuals new to the school system may be placed on the salary index for supplemental duty positions at the step deemed appropriate by the administration.

2. Compensation will be the B.A. base salary in effect at the beginning of the supplemental duty contract year multiplied by the index for the position. Compensation will not be increased during the supplemental duty contract year.

Employees will receive one (1) payment after they have completed their supplemental duty contract obligations.

3. Job descriptions for each supplemental duty position will be developed by the administration. Job descriptions will be given to each person for the position they fill.

4. Performance evaluations of individuals with supplemental duty contracts will be made by the appropriate Administrator and will be based on the job description for the position.

5. Supplemental duty positions will be filled at the discretion of the Board. No member of the Association shall perform any supplemental duty, or be requested to perform it, without pay; and no supplemental duty shall be conducted by a member of the Association without pay. The Board will select the applicant it deems most qualified based upon the applicant's compliance with the application requirements and on the basis of the applicant's skill, qualifications, and experience. The Board has

the right to hire someone from the outside if it determines that no current employees have the desired qualifications, skill, or experience.

6. Supplemental Duty Salary Index

	Years of Experience			
Supplemental Duty Positions	0-2	3-5	6-8	9-+
Football-Head Coach	.17	.18	.19	.205
Football-Asst. Varsity (5)	.12	.13	.14	.155
Football-Head Coach 9th Gr.	.095	.105	.115	.13
Football-9th Grade (2)	.085	.095	.105	.12
Football-Head 7th & 8th Grade	.085	.095	.105	.12
Football-7th & 8th Grade (4)	.075	.085	.095	.11
Basketball-Boys Head Coach	.17	.18	.19	.205
Basketball-Boys Asst. Var. (1)	.12	.13	.14	.155
Basketball-Boys Jr. Varsity	.12	.13	.14	.155
Basketball-Boys 9th Grade	.095	.105	.115	.13
Basketball-Boys 8th Grade	.08	.09	.10	.115
Basketball-Boys 7th Grade	.08	.09	.10	.115
Basketball-Girls Head Coach	.17	.18	.19	.205
Basketball-Girls Asst. Var. (1)	.12	.13	.14	.155
Basketball-Girls Jr. Var.	.12	.13	.14	.155
Basketball-Girls 9th Grade	.095	.105	.115	.13
Basketball-Girls 8th Grade	.08	.09	.10	.115
Basketball-Girls 7th Grade	.08	.09	.10	.115
Wrestling- Head Coach	.17	.18	.19	.205
Wrestling- Asst. Varsity	.12	.13	.14	.155
Wrestling- Jr. Varsity	.12	.13	.14	.155
Wrestling-7th & 8th Grade (2)	.08	.09	.10	.115
Girls Wrestling- Head Coach	.17	.18	.19	.205
Girls Wrestling—Asst. Varsity	.12	.13	.14	.155
Volleyball-Head Coach	.12	.13	.14	.155
Volleyball – Asst. Varsity	.085	.095	.105	.12
Volleyball-Junior Varsity	.085	.095	.105	.12
Volleyball-9th Grade	.07	.08	.09	.105
Volleyball-7th & 8th Grade (2)	.06	.07	.08	.095
Boys Track-Head Coach	.12	.13	.14	.155
Girls Track-Head Coach	.12	.13	.14	.155
Track-Asst. Varsity (3)	.085	.095	.105	.12
Boys Track Head – 7th & 8th Grade	.065	.075	.085	.10
Girls Track Head-7th & 8th Grade	.065	.075	.085	.10
Track-7th & 8th Grade (2)	.06	.07	.08	.095

Supplemental Duty Positions	Years of Experience 0-2	3-5	6-8	9-+
Baseball-Head Coach	.12	.13	.14	.155
Baseball – Asst. Varsity	.085	.095	.105	.12
Baseball-Junior Varsity	.085	.095	.105	.12
Baseball – 9th Grade	.07	.08	.09	.105
Softball-Head Coach	.12	.13	.14	.155
Softball – Asst. Varsity	.085	.095	.105	.12
Softball-Junior Varsity	.085	.095	.105	.12
Soccer-Girls Head Coach	.12	.13	.14	.155
Soccer – Girls Asst. Varsity	.085	.095	.105	.12
Soccer-Girls JV	.085	.095	.105	.12
Soccer-Boys Head Coach	.12	.13	.14	.155
Soccer – Boys Asst. Varsity	.085	.095	.105	.12
Soccer-Boys JV	.085	.095	.105	.12
Weight Lifting	.095	.105	.115	.13
Assistant Weight Lifting (4)	.03	.04	.05	.06
Boys Cross Country-Head Coach	.12	.13	.14	.155
Girls Cross Country-Head Coach	.12	.13	.14	.155
Middle School Cross Country Head Coach (1)	.065	.075	.085	.10
Summer Physical Fitness	.09	.10	.11	.125
Boys Golf-Head Coach	.07	.08	.09	.105
Girls Golf-Head Coach	.07	.08	.09	.105
Gymnastics-Head Coach	.12	.13	.14	.155
Cheerleaders-10/12 Football/ Basketball	.12	.13	.14	.155
Cheerleaders-9th Football/ Basketball	.07	.08	.09	.105
Cheerleaders-7/8 Football/ Basketball	.08	.09	.10	.115
Intramurals	.15	.16	.17	.185
Concert Band Director	.11	.12	.13	.145
Asst. Concert Band Dir. (2)	.035	.045	.055	.07
Marching Band Director	.09	.10	.11	.125
Asst. Marching Band Dir.	.05	.06	.07	.085
Asst. Marching Band II	.03	.04	.05	.06
Jazz Band Director	.02	.03	.04	.055
Pep Band	.02	.03	.04	.055
Majorette Advisor	.04	.05	.06	.075

Supplemental Duty Positions	Years of Experience 0-2	3-5	6-8	9-+
Vocal Music Director (High School)	.06	.07	.08	.095
Vocal Music Director (Middle School)	.06	.07	.08	.095
Vocal Music Coach	.01	.0175	.02	.0250
May Fiesta	.01	.0175	.02	.0250
Head Speech and Debate	.12	.13	.14	.155
Interscholastic Speech (Asst.)	.085	.095	.105	.12
Interscholastic Debate (Asst.)	.085	.095	.105	.12
Play Director High School	.06	.07	.08	.095
Play Director Middle School	.05	.06	.07	.085
Assistant Play Director (1)	.05	.06	.07	.085
Newspaper	.02	.03	.04	.05
Yearbook Advisor (HS)	.08	.09	.10	.115
Yearbook Advisor MS, ST, PR	.02			
Power of the Pen 7th and 8th	.02	.03	.04	.05
Stark Math Tournament (Stinson and MS) (3)	.02			
College Credit Plus	.05	.06	.07	.085
Academic Challenge	.05	.06	.07	.085
Academic Challenge 7th & 8th Grade	.02	.03	.04	.05
Head Teacher	.03			
*Technology	.08			
Lead Mentor	.025			
LPDC Committee	.02			
Mentor	.02			
Response Placement	.03			
Student Council Advisor	.02.	.03	.04	.05
Teen Institute Advisor	.02			
National Honor Society Advisor	.02			
Department Chairs/ Lead Teachers	.02			

*Upon mutual agreement between the building administrator and the staff member there is an option to elect to be paid the stipend or schedule a period during the instructional day to perform assigned technology duties.

E. Grant money that the district receives along with the employee's compensation is independent of this negotiated agreement.

F. Salary Schedule for Tutors

1. The hourly rate for tutors will increase the same percentage as the teachers.

2. Tutors' Pay Rate Index

a. "Years of experience" means years of experience in the Northwest Local Schools as a tutor.

b. Index

Years of Experience					
0-2	3-5	6-8	9-16	17-24	25+
1.000	1.042	1.084	1.126	1.156	1.186

c. Pay Rate

Step	Index	24-25	25-26	26-27
0	1.000	24.76	26.00	27.30
3	1.042	25.80	27.09	28.45
6	1.084	26.84	28.18	29.59
9	1.126	27.88	29.28	30.74
17	1.156	28.62	30.06	31.56
25	1.186	29.37	30.84	32.38

ARTICLE 25 - SCHOOL YEAR

A. The school year of the Northwest Local School District shall be no more than one hundred eight-four (184) days with the exception of those employees who receive extended duty contracts. Conference days are included in the one hundred eighty-four (184) days. Conference day schedules shall be consistent across the district.

B. No days when schools are closed for weather, calamity, or energy shall be made up unless the number of days the schools are closed for these reasons goes beyond five (5) calamity days.

C. The Association may submit a calendar proposal for consideration to the Superintendent by December 1st of each year. However, it is recognized that the Board has the sole authority to determine and set the calendar.

D. After the fifth calamity day in a school year, the superintendent will determine whether staff must report to work utilizing a two-hour delay schedule.

For any day after the fifth calamity day that the superintendent does not require the staff to report, the days may be used for staff development without any additional pay. Each excess calamity day is equivalent to 5 ½ hours.

For any additional days past the five (5) calamity days, the district will utilize the following order for staff development days in collaboration with the labor-management committee:

1. Utilize the 5 ½ hour work day by instituting a two (2) hour delay on the calamity day.

2. Keep staff after regular school day not to exceed two (2) hours provided staff have been given ten (10) days' notice.

3. Days still needing to be made up will not exceed three (3) days after the conclusion of the school year.

The agreed upon days will occur Monday through Friday during the school year in which the days were missed. The professional development may include building level trainings, building level meetings, grade level/department meetings, vertical alignment meetings, and other areas/topics determined necessary by the building administrator, the Superintendent, and the Labor Management Committee. The staff shall be given at least ten (10) days' notice prior to being called in to make-up staff development time.

ARTICLE 26 - SEVERANCE PAY

A. Severance pay shall be a one-time, lump-sum payment to eligible employees. An employee's amount of severance pay shall be determined as of the final date of employment. In order to be eligible for severance pay, an employee shall:

1. Notify the Superintendent in writing of his or her intention to retire so that the Superintendent receives the notification no later than April 1st preceding retirement. The notification requirement may be waived by the Board upon recommendation of the Superintendent when circumstances of the retirement are such that enforcement of the requirement would be inequitable. Action to waive the notification requirement must be initiated by the retiree.

2. Not have collected severance pay by reason of a previous retirement from an Ohio public agency.

3. Actually retire from employment and be eligible for immediate payments from the State Teachers' Retirement System or other State retirement fund/system.

4. Have not less than ten (10) years of service as an employee of the Board.

B. The amount of severance pay due an employee shall be calculated by:

1. Multiplying the accumulated sick leave, up to a maximum of one hundred twenty (120) days, properly credited to the employee as of the effective retirement date by one-third (1/3).

2. Multiplying the accumulated sick leave in excess of one hundred twenty (120) days by one-tenth (1/10).

3. Adding the products of steps one and two above, to a maximum of sixty (60) days.

4. Multiplying the sum from step 3 above by the per diem rate at the time of retirement.

5. The per diem rate will be calculated by including salary from the salary schedule and any salary from supplemental contracts earned during the year prior to retirement.

C. Receipt of payment for accrued but unused sick leave shall eliminate all sick leave credit accrued by the employee.

D. The employee shall receive the severance pay in the first pay period following retirement unless he/she elects the options outlined in Section F below. The Board is not liable, nor will be held responsible, for any legal, IRS, STRS, or any other agency's "penalties or decisions" concerning payment of severance pay, now or in the future.

E. Application for severance pay shall be made using the appropriate form.

F. The retiree may have his/her severance pay rolled into his/her 403(b) annuity if they receive their severance the first pay period following retirement by making a written request to the Treasurer prior to the Board of Education accepting the employee's retirement prior to the retiree receiving any severance pay and prior to the employee's last

day of employment. The election to defer severance pay is irrevocable after the Board accepts the resignation. It is the sole responsibility of the employee to be sure that he/she has not exceeded any of the deferment limits on income as stated in the IRS Code.

ARTICLE 27 - STRS SHELTER

A. Total annual salary and salary per pay period for each employee shall be the salary otherwise payable under this Agreement, as amended. The total annual salary and salary per pay period of each employee shall be payable by the Board in two parts: (1) deferred salary and (2) cash salary. An employee's deferred salary shall be equal to that percentage of said employee's total annual salary or salary per pay period which is required, from time to time by the State Teachers' Retirement System ("STRS"), to be paid as an employee contribution by said employee and shall be paid by the Board to STRS on behalf of said employee as a "pick-up" of the STRS employee contribution otherwise payable by said employee. An employee's cash salary shall be equal to said employee's total annual salary or salary per pay period less the amount of the pick-up for said employee and shall be payable, subject to applicable payroll deductions, to said employee. The Board's total combined expenditures for employees' total annual salaries otherwise payable under this Agreement, as amended, (including pick-up amounts) and its employer contributions to STRS shall not be greater than the amounts it would have paid for those items had this provision not been in effect.

B. The Board shall compute and remit its employer contributions to STRS based upon total annual salary, including the pick-up. The Board shall report for federal and Ohio income tax purposes as a member's gross income said member's total annual salary less the amount of pick-up. The Board shall compute income tax withholding based upon gross income as reported to the respective taxing authorities.

C. The pick-up shall be included in the employee's total annual salary for the purpose of computing daily rate of pay, for determining paid salary adjustments to be made due to absence, or for any other similar purpose, including extended time.

D. The pick-up shall apply uniformly to all payroll payments and shall not be at the individual employee's option.

ARTICLE 28 - STUDENT MEDICAL NEEDS

Employees will not be required to attend to student medical problems or dispense student medication, unless the circumstances indicate an emergency and/or life-threatening situation. All student medication will be stored in and dispensed from the building office, unless the employee dispensing the medication desires to keep it elsewhere. Every effort will be made to provide staff development/training to the affected employees regarding the special medical needs of students.

ARTICLE 29 - TEACHER BENEFITS

Employees' children may attend Northwest Local Schools tuition free according to the district's open enrollment guidelines, which were in effect during the 1997-98 school year.

All employees shall receive a pass to all school activities during the school year.

ARTICLE 30 - TEACHER CONTRACTS

A. Service Credit

1. All non-tutors shall receive credit on the salary schedule as outlined in the Revised Code.

    a. A year of teaching experience must consist of one hundred twenty (120) days.

    b. A year of teaching experience in a chartered, non-public school located in Ohio must consist of one hundred twenty (120) days.

    c. Up to five (5) years of credit for military service will be granted. (Note: eight (8) months continuous military service constitutes a year).

    d. A maximum of fifteen (15) years' credit may be granted to a teacher new to the system.

2. Tutor hired for a non-tutor bargaining unit position:

   A tutor employed in a non-tutoring bargaining unit position shall not receive credit on the salary schedule and shall not receive any seniority credit.

   At the expiration of any limited teaching contract during the first four (4) years in the non-tutoring bargaining unit position, an employee may be non-renewed by simply giving the notification referred to in Article 21, Section C.

3. Six hundred (600) hours of tutoring, on behalf of the Board, shall constitute a year of credit on the tutor salary schedule.

B. All such contracts shall be in writing, except those with substitutes, and shall be signed by Officers of the Board in accordance with Ohio law.

ARTICLE 31 - TEACHER FACILITIES

A. The Board shall ensure that all teaching facilities are in a clean and safety conscious environment, and shall provide the basic items required for each employee; including a desk, a chair, and a filing cabinet and/or a storage area.

B. Each building shall have a faculty workroom.

C. Employees shall have access to and the use of typewriters, computers, and copy equipment in each building.

ARTICLE 32 - TUTORS

A. All articles apply to tutors unless they specifically refer to teachers or exclude tutors.

B. A separate salary schedule for tutors shall apply as included in Article 25 - F.

C. Tutors shall be considered as a separate group for the purpose of implementing the RIF policy. All provisions of the RIF policy shall apply to them but shall be applicable only within the group of tutors.

ARTICLE 33 - VACANCIES AND TRANSFERS

A. Vacancies

1. During the school year, vacancies for teaching and/or supplemental positions shall be posted for one (1) week on an electronic bulletin board designated by the Association in each building. Employees who are interested in the opening must submit to the Superintendent a written letter of application so that it is received within the one (1) week posting period. The President of the Association will be notified by mail of vacancies that are being posted.

2. During the summer months, when school is not in session, employees who have on file in the Superintendent's Office a current written request to the Superintendent, for transfer or for a supplemental position, will be notified by telephone and/or mail when a vacancy is being posted. Employees will be notified of all teaching and supplemental position vacancies with their convocation day notice. Employees so notified who wish to apply for a specific vacancy must do so by written application to the Superintendent's Office so that it is received within one (1) week following the date of posting.

3. There will be no vacancy posting after the regular July Board of Education meeting until September 15th of each year.

4. Employees may pre-notify the Board of their interest in transferring by completing the Vacancy Pre-Notification Form (Appendix B10). This form may be submitted to the Board at any time and acts as the employee's official notification of interest in a vacancy.

5. An employee can call the Board office at any time to request a posting(s). During the summer months, when school is not in session, an employee can call voice mail and receive information on vacancies.

6. A vacancy exists when the Superintendent decides that a position needs to be created or filled.

B. Voluntary Transfers

1. Any employee may request a transfer of assignment by writing a letter to the Superintendent. A response to a request for

transfer, which is denied, will be made in writing and will include an invitation for the employee to discuss the denial of such a transfer with the Superintendent.

2. In acting on requests for voluntary reassignment and/or transfer, criteria such as the following will be considered:

   a. individual qualifications,

   b. instructional requirements,

   c. staff availability and experience mix, and

   d. years of service in the Northwest Local School System.

C. Involuntary Transfers

1. In the event that an involuntary transfer or change of assignment becomes necessary, the employee subject to transfer or reassignment will be given the opportunity to consult with the Superintendent regarding the reasons for the transfer. Notification of such transfer or reassignment will be made in writing as soon as practicable and, under normal circumstances, not later than the end of the school year. Included with the notification will be an invitation to the employee to discuss the transfer or reassignment with the Superintendent.

2. The Northwest Local School District is committed to providing resources to all teachers. Involuntarily transferred teachers shall meet with the appropriate administrator and develop a list of necessary materials and supplies.

3. When transfers other than by request are necessary or appear to be necessary, a personal conference prior to written notification of transfer shall be held with the teacher by the Superintendent, if requested by the teacher. At this meeting, the reason for the transfer will be discussed. In all cases, the Superintendent will make final determination of transfer and reassignment of personnel.

4. A teacher who is involuntarily transferred out of his/her building and other than for a RIF and receives notice during the school year, shall be given the option of receiving a one-time, two (2) release days to prepare for the new assignment or a one-time stipend of five hundred dollars

($500) each time an involuntary transfer occurs. If the teacher is involuntarily transferred out of his/her building other than for a RIF and it occurs outside of the school year, the teacher shall be provided a one-time stipend of five hundred dollars ($500) for the time necessary to prepare for the new assignment each time an involuntary transfer occurs.

5. A staff member may only be involuntarily transferred once in a three-year period.

D. The Superintendent, after complying with the above provisions, has the final authority to make decisions regarding transfers and reassignments.

ARTICLE 34 – HIRING / REHIRING RETIREES

The Board may, in its sole discretion, choose to hire/rehire individuals who have retired with any public retirement system. If such individual is hired/rehired, the following terms and conditions shall govern:

A. The individual shall be issued a one-year limited contract, which shall automatically expire and as a condition of employment, the employee waives his/her right to a continuing contract under Ohio law.

B. Employees who are hired/rehired, as retirees, shall be placed at the bottom of the seniority list and are not eligible to displace employees should a reduction-in-force occur.

C. The employee must waive any rights he/she may have or accrue under 3319.11, 3319.111 ORC, 3319.17 ORC.

D. The employee agrees to be placed on the salary schedule at a step and column with a minimum of five (5) years experience and a maximum of fifteen (15) years experience, at the discretion of the Superintendent, in accordance with policies and Ohio law regarding new hires.

E. Individuals who retire from Northwest Local schools and are rehired waive their right to collect the retirement incentive in Article 24 of the collective bargaining agreement.

F. The following articles of the collective bargaining agreement shall not be applicable to individuals hired/rehired under this Article 35:

Article 9 – Incentive Reimbursement for College Credit
Article 17 – Observation, Evaluation and Alternative Project
Article 23 – Retirement Incentive
Article 26 – Severance Pay
Article 33 – Vacancies and Transfers

ARTICLE 35 - EFFECTS OF THE CONTRACT

A. This Agreement is effective from July 1, 2024 at 12:00am through June 30, 2027 at 11:59pm.

B. Negotiations for a subsequent agreement shall be initiated as specified in the Negotiation Procedure of this Agreement.

C. If any provision of this Agreement shall be found to be in violation of federal or state law, in a manner not permitted by Chapter 4117, only that provision shall be invalidated and the remainder of this Agreement shall remain in full force and effect. The parties shall meet within ten (10) days of a request of either party to determine the extent, if any, to which changes must be made in the provision found to be contrary to law.

D. Both parties agree to comply with the provisions of this Negotiated Agreement. Whenever a conflict exists between the provisions of this Agreement and the provisions of any policy previously or hereafter adopted by the Board, the provisions of this Agreement shall control. In the event of any such conflict between an adopted policy and this Agreement, that portion of the policy in conflict with this Agreement shall be deemed automatically rescinded and of no force or effect.

E. This Agreement supersedes and cancels all previous agreements, verbal or written or based on alleged past practices between the Board and the Association, and constitutes the entire Agreement between the parties. Any amendment hereto shall not be binding upon either party unless executed in writing by the parties to this Agreement.

F. Except for conditions described in paragraph C above, negotiations may be reopened only by mutual agreement of both parties.

G. The Northwest Teachers Association will be consulted prior to the Board making any decision to consolidate the Northwest School District with other district(s).

H. If during the term of this Agreement, the Board is required by law to negotiate mid-term, then the parties will meet to negotiate within thirty (30) days.

In the event agreement is not reached, the Board is not required to participate in the dispute resolution process prior to Board action on any changes in terms and conditions of employment not contained in the Agreement.

FOR THE BOARD:

BOARD PRESIDENT

SUPERINTENDENT

6/26/2024

DATE

FOR THE ASSOCIATION:

Barbara Newton

ASSOCIATION PRESIDENT

Regina McCullagh

ASSOCIATION NEGOTIATOR

6/26/2024

DATE

NORTHWEST TEACHERS' ASSOCIATION SALARY SCHEDULE

Effective September 2024

FY25

Step	B.A.	150 Hrs.	M.A.	M.A. +15
1	38,366	39,977	41,896	44,198
2	39,977	41,896	44,198	46,691
3	41,589	43,814	46,500	49,185
4	43,200	45,732	48,802	51,679
5	44,811	47,651	51,104	54,173
6	46,423	49,569	53,405	56,667
7	48,034	51,487	55,707	59,160
8	49,646	53,405	58,009	61,654
9	51,257	55,324	60,311	64,148
10	52,868	57,242	62,613	66,642
11	54,480	59,160	64,915	69,136
12	56,091	61,079	67,217	71,629
13	57,702	62,997	69,519	74,123
14	59,314	64,915	71,821	76,617
15	60,925	66,834	74,123	79,111
16	62,537	68,752	76,425	81,604
20	63,688	69,903	77,576	82,755
25	64,839	71,054	78,727	83,906
30	65,990	72,205	79,878	85,057

NORTHWEST TEACHERS' ASSOCIATION SALARY SCHEDULE

Effective September 2025

FY26

Step	B.A.	150 Hrs.	M.A.	M.A. +15
1	40,284	41,976	43,990	46,407
2	41,976	43,990	46,407	49,026
3	43,668	46,004	48,824	51,644
4	45,360	48,019	51,241	54,263
5	47,052	50,033	53,658	56,881
6	48,744	52,047	56,075	59,499
7	50,436	54,061	58,492	62,118
8	52,127	56,075	60,909	64,736
9	53,819	58,090	63,326	67,355
10	55,511	60,104	65,743	69,973
11	57,203	62,118	68,161	72,592
12	58,895	64,132	70,578	75,210
13	60,587	66,146	72,995	77,829
14	62,279	68,161	75,412	80,447
15	63,971	70,175	77,829	83,066
16	65,663	72,189	80,246	85,684
20	66,871	73,397	81,454	86,893
25	68,080	74,606	82,663	88,101
30	69,288	75,814	83,871	89,310

NORTHWEST TEACHERS' ASSOCIATION SALARY SCHEDULE

Effective September 2026

FY27

Step	B.A.	150 Hrs.	M.A.	M.A. +15
1	42,298	44,075	46,189	48,727
2	44,075	46,189	48,727	51,477
3	45,851	48,304	51,265	54,226
4	47,628	50,419	53,803	56,975
5	49,404	52,534	56,341	59,725
6	51,181	54,649	58,879	62,474
7	52,957	56,764	61,417	65,224
8	54,734	58,879	63,955	67,973
9	56,510	60,994	66,492	70,722
10	58,287	63,109	69,030	73,472
11	60,063	65,224	71,568	76,221
12	61,840	67,338	74,106	78,970
13	63,616	69,453	76,644	81,720
14	65,393	71,568	79,182	84,469
15	67,169	73,683	81,720	87,218
16	68,946	75,798	84,258	89,968
20	70,215	77,067	85,527	91,237
25	71,484	78,336	86,795	92,506
30	72,753	79,605	88,064	93,775

APPENDIX B - FORMS

B-1	Grievance Report Form #1
B-2	Grievance Report Form #2
B-3	Grievance Report Form #3
B-4	Grievance Report Form #4
B-5	Grievance Report Form #5
B-6	Jury Duty and/or Required Court Appearance Leave Form
B-7	Professional Leave Form
B-8	Reimbursement Request Form
B-9	Severance Pay Request Form
B-10	Vacancy Pre-Notification Form
B-11	Alternative Project Form
B-12	Inservice
B-13	Incentive Reimbursement for College Credit – Post Master's Degree
B-14	College Credit Approval Request Form
B-15	Request for Incentive Reimbursement for College Credit
B-16	Assault Leave Form
B-17	Pay Plan for Supplemental will be paid at the conclusion of the season Duty Contract Form
B-18	Lump Sum Summer Payment Form
B-19	Personal Leave Form

NORTHWEST LOCAL SCHOOL DISTRICT
GRIEVANCE REPORT FORM #1

1. Grievant : _____
2. Date of incident giving rise to grievance: _____
3. Date of this filing: _____
4. Was problem discussed with appropriate Administrator?

   Yes _____ No _____
5. Facts upon which the complaint is based:

   _____
6. Specific provisions of the Agreement alleged to be violated:

   _____
7. Remedy requested:

   _____

If more space is needed for 5, 6, or 7, continue on attached, dated and signed sheets.

_____ _____
Signature of Grievant Date

NORTHWEST LOCAL SCHOOL DISTRICT
GRIEVANCE REPORT FORM #2

(To be used by Principal according to the Grievance Procedure).

1. Answer to grievance filed by_____

   _____

   Received (Date) _____

   Topic _____

2. Hearing held? Yes _____ No _____

   Hearing Date _____

3. Principal's decision concerning grievance (Attach copy of original grievance):

   _____

   _____

   _____

   _____

_____ _____
Principal's Signature Date

NORTHWEST LOCAL SCHOOL DISTRICT
GRIEVANCE REPORT FORM #3

(To be used by grievant according to the Grievance Procedure to appeal to the Superintendent the Principal's answer to a grievance).

This is to notify the Superintendent that the undersigned grievant is appealing a decision by the Principal on a grievance originally filed on _____. (Attach copy of original grievance)

Reasons for the grievant's dissatisfaction with the step 2 answer:

_____

_____

_____

_____ _____
Signature of Grievant Date

NORTHWEST LOCAL SCHOOL DISTRICT
GRIEVANCE REPORT FORM #4

(To be used by the Superintendent according to the Grievance Procedure).

1. Answer to appeal on grievance filed by

   _____

   Received (Date) _____

2. Hearing held? Yes _____ No _____

   Hearing Date _____

3. Superintendent's decision concerning appeal on grievance (Attach copy of original grievance and Principal's answer):

   _____

   _____

   _____

   _____ _____
   Superintendent's Signature Date

NORTHWEST LOCAL SCHOOL DISTRICT
GRIEVANCE REPORT FORM #5

(To be used by the grievant when appealing a decision by the Superintendent to binding arbitration).

1. Date the decision of the Superintendent was received by the grievant:_____

2. Date of this filing: _____

_____ _____
Grievant's Signature Date

NORTHWEST LOCAL SCHOOL DISTRICT
JURY DUTY AND/OR REQUIRED COURT APPEARANCE LEAVE FORM

_____ _____
Date of Request Employee's Name

_____
Assigned Building

1. I request _____ days of leave on _____as I have been summoned to court for jury duty, by subpoena, or other form of court process requiring attendance on these dates.

2. It is understood that, in order to be paid for this leave, I must return any payment received for such service or provide a statement that no remuneration was paid.

_____
Employee's Signature

_____
Principal/Supervisor

_____ Approved
_____ Disapproved

_____
Superintendent

_____ Approved
_____ Disapproved

Reasons for disapproval:

NORTHWEST LOCAL SCHOOL DISTRICT
PROFESSIONAL LEAVE FORM

_____ _____
Date of Request Employee's Name

_____
Assigned Building

This form should be submitted in triplicate to the Principal/ Supervisor and then to the Superintendent. If approved, two (2) copies will be returned to the employee. One (1) copy should be resubmitted to the Treasurer with a reimbursement request form and receipts.

1. I request approval for the following professional leave:

   a. Meeting Title/Name: _____

   b. Meeting Dates: _____

   c. Meeting Location: _____

   d. Sponsoring Organization: _____

   e. Number of days in attendance: _____

   f. Number of night's lodging: _____

   g. Mode of travel: Auto _____ Air _____ Other _____

2. Please write a brief statement below describing your purpose in attending this meeting and the way(s) your attendance will benefit the educational program of the Northwest Local School District.

_____
Employee's Signature

_____
Principal/Supervisor

_____ Approved

_____ Disapproved

_____

Superintendent's Signature

_____ Approved

_____ Disapproved

Reason for disapproval:

NORTHWEST LOCAL SCHOOL DISTRICT
REIMBURSEMENT REQUEST FORM

_____ _____
Date of Request Employee's Name

_____
Assigned Building

This form should be submitted to the Treasurer, with appropriate receipts, when reimbursement for expenses incurred on behalf of the Northwest Local School District is being requested. If the expenses are related to an approved professional leave, a copy of the approved professional leave form must also be submitted with this form. Employees are permitted to receive reimbursement for appropriate expenses not to exceed $250.00 per year, less the daily cost of the substitute ($40 per day), if applicable. Mileage is reimbursed at the Internal Revenue Service (IRS) rate as of the beginning of each school year.

1. I hereby request reimbursement for the following expenses:

Registration fee: $ _____
(Receipt Attached)

Lodging: $ _____
(Receipt Attached)

Meals & Parking: $ _____
(Receipts/Statement attached)

Travel: $ _____
(Auto)

$ _____
(Air - receipt attached)

Total Expenses: $ _____

2. The above expenses were incurred as the result of the following activity:

_____ Approved professional leave (professional leave form attached)

_____ Other - Description

_____
Employee's Signature

_____
Superintendent

_____ Approved

_____ Disapproved

_____
Treasurer

_____ Approved

_____ Disapproved

Reason for disapproval:

NORTHWEST LOCAL SCHOOL DISTRICT
SEVERANCE PAY REQUEST FORM

_____ _____
Date of Request Employee's Name

_____
Assigned Building

This form should be submitted to the Superintendent no later than April 1 preceding the employee's intended date of retirement. The Board upon recommendation of the Superintendent may waive submittal of this form before April 1, but action to waive this requirement must be initiated by the employee.

1. I hereby notify the Northwest Local School District of my intent to resign for the purposes of retirement effective _____.

2. In providing this notification, I certify that:

   a. I have not collected severance pay by reason of a previous retirement from an Ohio public agency.

   b. I am eligible for immediate payments from the appropriate State retirement fund/system.

   c. I have not less than ten years of service as an employee of the Board.

3. I understand that my right to severance pay pursuant to this request is conditioned upon my actual retirement from employment.

4. I request that my severance be paid:

   a. ____ directly to me at the first pay period following retirement, or

   b. ____ rolled over to a 403(b) provided for under Article 27 – F, or

   c. ____ amount or percentage to be rolled over to a 403(b)

_____

Employee's Signature

_____

Superintendent's Signature

Date Received _____

_____

Treasurer's Signature

Date Received_____

NORTHWEST LOCAL SCHOOL DISTRICT
VACANCY PRE-NOTIFICATION FORM

(Please submit a separate form for each area of interest.)

_____ _____
Date of Request Employee's Name

_____
Assigned Building

I wish to be considered for the following teaching position(s), should it become available in the Northwest Local School District.

_____
Grade Level or Subject Area Desired

_____
Current Certification

_____
Length of Time Request Should Remain
in Effect (i.e., current school year, indefinitely)

_____ _____
Employee's Signature Superintendent's Signature

NORTHWEST LOCAL SCHOOL DISTRICT
ALTERNATIVE PROJECT

Alternative Projects are to be presented to their immediate supervisor by November 1st. Examples of projects might include: introduction of a new unit, implementation of a new instructional strategy, a self-appraisal process using audio, video, staff or student feedback, etc.

Staff Member _____ Date _____

Building Assignment_____

Project Name_____

Project Timeline_____

Below, provide a brief description of your project:

_____

_____

What is your expected goal or outcome in this project?

_____

_____

How did this project provide help or growth to you or the students you taught?

_____

_____

_____

*Additional Notes:_____

_____

_____

Staff Member Signature _____ Date _____

STAFF MEMBER'S SIGNATURE SIMPLY MEANS PROJECT WAS COMPLETED AND FILED WITH THE IMMEDIATE SUPERVISOR. ALL APPROPRIATE DOCUMENTATION IS INCLUDED/ATTACHED TO THIS COVER PAGE.

Three (3) copies - one to employee, one to supervisor and one for personnel file.

NORTHWEST LOCAL SCHOOL DISTRICT
IN-SERVICE DAY FORM

_____	_____	_____
Date of Request	Employee Name	Assigned Building

This form should be submitted in triplicate to the Principal of your assigned building. If approved, one copy will be returned to the employee, one to be kept in the principal's file, and one to the Treasurer to insure payment for the required 5-1/2 (five and a half) hours of In-Service.

1. I request approval for the following:

   a. Meeting Title/Name:_____

   b. Meeting Date: _____

   c. Meeting Location: _____

   d. Sponsoring Organization: _____

   e. Number of hours in attendance: _____

2. Please write a brief statement below describing your purpose in attending this meeting and the way(s) your attendance will benefit your performance in the educational program of the Northwest Local School District.

_____	_____
Employee Signature	Principal Signature
_____	_____
Approved	Disapproved

.....

After approval and attendance at in-service program, show verification below:

Verification:

_____	_____	_____
Employee Initial	Principal Initial	Hours of In-Service

IN-SERVICE
ON YOUR OWN

In an effort to make in-service more relevant and commensurate with teachers' needs, we have developed these guidelines for teachers to have the opportunity to customize their own in-service experience.

There are four (4) teacher in-service days. Two (2) of these days are allotted for the opening and closing of school. Traditionally, the other two (2) have been scheduled during the school year and consisted of planned programs. Beginning with the 1992-93 school year, there will be one (1) day, in the second semester, of planned programs. The requirement for the other day will be met by each staff member planning their own in-service program outside of the normal seven and one-half (7½) hour workday. This in-service experience must be relevant and related to your area(s) of certification.

Teachers will complete their one hundred eight-four (184) day contractual agreement by spending five and one-half (5½) hours in a in-service program selected by them and approved by their building principal. They can attend a single program of at least five and one-half (5½) hours in length or different in-service activities totaling five and one-half (5½) hours. The in-service requirement must be met on an annual basis from June 1 to May 31.

Teachers will submit to their building principal a request form with a description of the in-service activity they plan to attend. After it has been approved and they have attended the in-service program, they submit verification of attendance showing that they have met the in-service requirement.

During vacation, if you find a program that qualifies for in-service on your own, it is incumbent upon you to obtain prior approval from your building administrator. If the building administrator is not available, it is your responsibility to contact the superintendent by telephone or fax for prior approval.

Teachers that do not complete all or part of the five and one-half (5½) hour required in-service time will have that amount deducted from their pay in June. Each building principal will submit a list of partial or non-completes to the treasurer on or about June 1 each year.

Individual school buildings may develop and offer in-service opportunities within their building or in conjunction with other buildings. The district may offer in-service opportunities during the school year.

Staff members may also attend workshops or seminars offered for college credit or C.E.U.'s and have them apply to in-service hours provided they are not receiving reimbursement from Northwest Local School District and it is not used to secure a future pay scale increase.

The treasurer will forward a copy of the list of reimbursement for college credit to the appropriate administrator. The administrator will then cross-reference the reimbursement list, with the list of in-service credit.

The following may not be used to fulfill the in-service requirement:

. . . Paid school days
. . . Professional leave
. . . Vacations

We hope this program provides each teacher with the opportunity to attend helpful, fulfilling and educational in-service that meet their individual needs and interests.

Revised Date: 1994

NORTHWEST LOCAL SCHOOL DISTRICT
REQUEST FOR CERTIFIED/LICENSED EMPLOYEE'S INCENTIVE REIMBURSEMENT FOR COLLEGE CREDIT POST-MASTER'S DEGREE APPROVAL FORM
(Submit in Duplicate)

_____ _____
Name of Employee **Date of Request**

The Northwest Local Board of Education has agreed to reimburse certified/licensed employees one hundred ($100.00) per quarter hour or one hundred fifty dollars ($150.00) per semester hour toward graduate credit if all proposed course work meets the following requirements:

A. Prior approval of the Superintendent must be requested and received.
B. Evidence that this course is part of an approved program as verified by a university advisor and this course relates to the teacher's assigned or anticipated areas of responsibility at Northwest Schools; OR
C. Evidence that this course is necessary for continued teaching or job related certification.
D. Evidence of satisfactory completion of course, fees paid, and credit hours taken.

Request for approval form may be obtained in your Principal's office or Superintendent's office. Maximum of one (1) course beyond the Master's degree during each calendar year may be approved by the Superintendent. Teachers will be reimbursed for summer sessions only if they are employed at Northwest the following year. This does not include employees on leave.

Master's Degree Completed?
University _____ Yes ___ No ___
Course Title _____
Quarter _____ Semester _____

Date Course will take place _____

Brief Description of course (If additional space is required, use back side.)

Educational Field in which the individual is taking credit hours _____

CREDIT HOURS #_____

COST PER CR. HR. $_____

TOTAL PD. BY BD. OF ED. $_____

* *

I hereby approve the course to be taken:

Principal: Yes _____ No _____ (Principal initial)

Superintendent: Approved _____ Refused _____

* *

I certify that the above named teacher has met all the requirements for tuition reimbursement and do hereby authorize the Treasurer to make payment.

_____
Superintendent

Revised July, 2024

NORTHWEST LOCAL SCHOOL DISTRICT
REQUEST FOR CERTIFIED/LICENSED EMPLOYEE'S
COLLEGE CREDIT APPROVAL FORM
(Submit in Duplicate)

_____ _____
Name of Employee **Date of Request**

The Northwest Local Board of Education has agreed to reimburse certified/licensed employees three thousand dollars ($3,000.00) upon completion of their Master's Degree or thirty (30) graduate semester hours forty-five (45) quarter hours if all proposed course work meets the following requirements:

A. Prior approval of the Superintendent must be requested and received.
B. Evidence that this course is part of an approved program as verified by a university advisor and this course relates to the teacher's assigned or anticipated areas of responsibility at Northwest Schools; OR
C. Evidence that this course is necessary for continued teaching or job related certification.
D. Evidence of satisfactory completion of course and credit hours taken.
E. Must have completed five (5) consecutive years of service within the school district and must be presently employed by the school district.

Reimbursement will be paid after all necessary paperwork and forms are completed. Request for approval form may be obtained in your Principal's office or Superintendent's office.

University _____ Master's Degree Completed?
Yes _____No _____

Course Title _____
Quarter _____Semester _____

Date Course will take place _____

Brief Description of course (If additional space is required, use back side.)

Educational Field in which the individual is taking credit hours _____

CREDIT HOURS #_____

. . . . . .

I hereby approve the course to be taken:

Principal: Yes _____ No _____ (Principal initial)

Superintendent: Approved _____Refused _____

NORTHWEST LOCAL SCHOOL DISTRICT
REQUEST FOR CERTIFIED/LICENSED EMPLOYEE'S
INCENTIVE REIMBURSEMENT FOR
COLLEGE CREDIT APPROVAL FORM
(Submit in Duplicate)

_____ _____
Name of Employee Date of Request

The Northwest Local Board of Education has agreed to reimburse certified/licensed employees three thousand dollars ($3,000.00) upon completion of their Master's Degree or 30 (thirty) graduate semester hours (45 quarter hours) if all proposed course work meets the following requirements:

A. Prior approval of the Superintendent must be requested and received.
B. Evidence that this course is part of an approved program as verified by a university advisor and this course relates to the teacher's assigned or anticipated areas of responsibility at Northwest Schools; OR
C. Evidence that this course is necessary for continued teaching or job related certification.
D. Evidence of satisfactory completion of course and credit hours taken.
E. Must have completed five (5) consecutive years of service within the school district and must be presently employed by the school district.

Reimbursement will be paid after all necessary paperwork and forms are completed. Request for approval form may be obtained in your Principal's office or Superintendent's office.

University _____ Master's Degree Completed?
Yes _____ No _____

Educational Field in which the individual is taking credit hours _____

CREDIT HOURS #_____

TRANSCRIPT RECEIVED: Yes _____No_____
I certify that the above named teacher has met all the requirements for tuition reimbursement and do hereby authorize the Treasurer to make payment.

_____
Superintendent

NORTHWEST LOCAL SCHOOL DISTRICT

ASSAULT LEAVE REPORT FORM

_____ _____

(Date of Assault) (Employee's Name)

_____

(Assigned Building)

_____ Police Report Filed

_____ Medical Attention Sought

Provide a Brief Description of the Assault

_____

_____

_____

_____

_____

(Employee's Signature)

_____

(Principal's Signature)

_____

(Superintendent's Signature)

NORTHWEST LOCAL SCHOOL DISTRICT

REQUEST FOR LUMP SUM
SUMMER PAYMENT

_____	_____	_____
Date of Request	Employee's Name	Assigned Bldg.

I request and authorize the Northwest Local School District to pay me the summer balance of my contracted salary in a lump sum payment. This payment will be made in the second payroll check in June.

I understand this request must be received before April 1st of each year. The Northwest Local Board of Education has the sole discretion to honor or refuse this request and shall inform employees of that decision by April 15th of each year.

_____	_____
Employee's Signature	Superintendent

_____ Approved

_____ Disapproved

Reason for disapproval:

IMPROVEMENT PLAN

Procedures:

An employee who is identified by his/her immediate supervisor as in need of an improvement plan (See Article 18-D) shall be involved in the following:

1. Meet with immediate supervisor to discuss process options.

    a. who will participate (i.e., administration, Association, resource individuals, etc.)
    b. specific issues to be addressed
    c. procedure to be used
    d. timelines
    e. roles of participants

2. Follow-up meeting(s) shall consist of:

    a. discuss status
    b. review/prescribe strategies
    c. confirm next meeting date

Note: Documentation of the meeting(s) will reflect discussion of a. through e. of the initial meeting and a. through c. of follow-up meetings.