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# MASTER CONTRACT

***between the***

***FORT RECOVERY LOCAL***

***BOARD of EDUCATION***

***and the***

***FORT RECOVERY***

***EDUCATION ASSOCIATION***

August 1, 2024 through July 31, 2027

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## ARTICLE I - TERMS OF AGREEMENT

The Board of Education of Fort Recovery Local Schools and the Fort Recovery Education Association hereby agree that the items in this document be adopted effective **August 1, 2024** and shall continue in effect through **July 31, 2027**.

The Board hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Ohio, and of the United States.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Master Contract and Ohio Statutes; and then only to the extent such specific and express terms hereof are in conformance with the rules and regulations promulgated by the Ohio State Board of Education.

Except as otherwise specifically provided in the written provisions of this Agreement, the Board of Education has the sole and exclusive right to make all decisions relevant to the conduct and management of the schools as prescribed by law. All prior negotiated agreements not contained herein, all prior practices, rules, or regulations not contained herein, shall not be binding upon the parties to this Agreement.

For the duration of this contract, neither the Association, its agents, nor any regular certificated/licensed employees shall engage in any action designed to interfere with the normal operations of the school district.

In witness thereof, we, the undersigned representatives of the Board of Education and the Fort Recovery Education Association, its officers and members, have hereunto set our hands.

Fort Recovery Education Association

BY

Abby Scheidt — 4-16-24

Abby Scheidt — Date

Travis Guggenbiller — 4-16-24

Travis Guggenbiller — Date

R. Bradley Evers — Date

R. Bradley Evers — 4-16-24

Fort Recovery Board of Education

BY

4-16-24

Don Wendel, Board President — Date

Deanna B. Knapke — 4-16-2024

Deanna Knapke, Treasurer — Date

4-16-2024

Tony Stahl, Superintendent — Date

## ARTICLE II – DEFINITIONS

"Association" means the Fort Recovery Education Association and The Ohio Education Association.

"Board" means the Board of Education of the School District of Fort Recovery Local that is a party to this Agreement.

"Days" means teacher workdays except when otherwise indicated in this Agreement.

"District" means the employer known as the School District of Fort Recovery Local Schools.

"Employee" means a person who is a member of the bargaining unit as defined in Article III of this Agreement.

"Employer" means the same as "District".

"Immediate Supervisor" means the supervisor to whom the employee (teacher) directly reports.

"NEA" means the National Education Association.

"OEA" means the Ohio Education Association.

"FREA" means the Fort Recovery Education Association.

"Teacher" means the same as Employee.

"Part-time Teacher" means anything less than 100% FTE (Full Time Equivalency).

"Bargaining Unit" means all regularly certificated/licensed teaching personnel employed or on leave by the Board of Education except:

a) The Superintendent, Principals, Assistant Principal, Administrative Assistant/Teacher; and

b) Employees holding employment for which a teaching certificate/license is not required; and

c) Substitute teachers, except for those who have worked for sixty (60) consecutive school days or more in one specific position. After such sixty (60) consecutive days of service in one specific position, the substitute teacher shall be paid in accordance with the salary schedule(s) set forth and shall have all benefits of this agreement.

## ARTICLE III - DOCUMENT GOVERNING COLLECTIVE BARGAINING

1. Recognition

a) The Fort Recovery Local Board of Education recognizes the Fort Recovery Education Association, an affiliate of the Ohio Education Association and the National Education Association, as the sole and exclusive bargaining agent for all members of the bargaining unit in the Fort Recovery Local School District.

b) The Fort Recovery Education Association recognizes that unless agreed otherwise in this collective bargaining agreement, the Board of Education has the right and responsibility to:

1) Determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions and programs of the public employer, standards of services, its overall budget, utilization of technology, and organizational structure;

2) Direct, supervise, evaluate, or hire employees;

3) Maintain and improve the efficiency and effectiveness of governmental operations;

4) Determine the overall methods, process, means, or personnel by which governmental operations are to be conducted;

5) Suspend, discipline, demote, or discharge for just cause, or lay off, transfer, assign, schedule, promote or retain employees;

6) Determine the adequacy of the work force;

7) Determine the overall mission of the employer as a unit of government;

8) Effectively manage the work force;

9) Take actions to carry out the mission of the public employer as a governmental unit.

The employer is not required to bargain on subjects reserved to the management and direction of the governmental unit except to discuss changes in terms or conditions of employment, and except as may be expressly provided in any reopener clause provided in the contract.

2. Exchange of Information

a) The Board and Superintendent agree to furnish the Association's negotiating committee, upon request and in reasonable time all available information routinely prepared concerning financial resources of the district and such other information as will assist the Association in developing intelligent, accurate, and constructive programs on behalf of teachers, the students and the educational program.

b) The Association agrees to furnish all available information on its proposals to the Board's negotiation team to support the development of sound programs for the school district.

3. Negotiations

All negotiations between the Fort Recovery Local Board of Education and the Fort Recovery Education Association shall be in accordance with Chapter 4117of the Ohio Revised Code.

a) Either the Association or the Board may initiate negotiations by letter of submission, forwarded to the other party no sooner than one hundred twenty (120) calendar days but at least sixty (60) calendar days prior to the expiration of this contract, outlining their intent to bargain.

b) Within fifteen (15) calendar days of transmittal of said submission letter, the parties shall hold their first negotiations session unless mutually agreed in writing by both parties to extend this time period due to unforeseen conflicts. Negotiations shall commence by the parties exchanging all items to be negotiated five (5) calendar days before the initial negotiations meeting. At any negotiations session either party may be represented by no more than three (3) representatives and one (1) observer. The parties may call upon professional and lay consultants to assist in negotiations. If a professional consultant is going to attend, the other parties will be given two (2) days' notice.

4. While Negotiations Are in Progress

a) Any news release given during negotiations will be provided to all parties prior to release, released only upon mutual consent and issued as a joint release.

b) The Chairman of either group may recess his group for independent caucus at any time. Caucuses shall be of reasonable length and in no case longer than thirty (30) minutes.

c) No action to coerce or censor or penalize any negotiation participant shall be made or implied by any other member.

d) As negotiation items receive tentative agreement they shall be reduced to writing and initialed by each party. Such initialing shall not be construed as final agreement.

e) Until all negotiation meetings are completed, each meeting shall include a decision on an agreed time and place for the next subsequent meeting.

f) Any costs incurred shall be borne by the party incurring such unless otherwise agreed.

g) When an agreement is reached through negotiating, the outcome shall be reduced to writing and submitted to the Association and the Board for formal approval. Following ratification by the Association, the Board shall consider and/or adopt the agreement, unless contrary to law. The agreement shall then be signed by the parties and shall become part of the official minutes of the Board. No provisions of the resulting agreement shall discriminate against any staff member regardless of membership or non-membership in the Association.

5. Impasse Provision

The following constitutes a mutually agreed to dispute resolution procedure agreed to by the parties pursuant to ORC 4117.14 (C) (1) (f) and is intended to supersede the procedures contained in ORC 4117.14.

If agreement is not reached on matters being negotiated within sixty (60) days of the first negotiation session or any other period of time established by mutual agreement between the parties, either party may declare impasse and request that an impartial mediator be appointed.

The Federal Mediation and Conciliation Service (FMCS) shall be requested to appoint a mediator, and the selection shall be in accordance with the rules of the FMCS.

Except by mutual consent, the selection and mediation process shall not extend for more than thirty (30) calendar days from the date of declaration of impasse. All extensions shall be for a specified period of time.

6. Severability

In the event there is a conflict between a provision of this Agreement and any applicable state or federal law, or valid rule or regulation adopted by a federal agency or a state agency pursuant thereto, the applicable state or federal law or valid rule or regulation adopted by a federal or a state agency shall prevail as to that provision. All other provisions of this Agreement which are not in conflict with any applicable state or federal law, or valid rule or regulation adopted by a federal agency or a state agency pursuant thereto, shall continue in full force and effect in accordance with their terms.

If, during the term of this Agreement, there is a change in any applicable state or federal law, or valid rule or regulation adopted by a federal agency or a state agency pursuant thereto, which would invalidate any provision of this Agreement, the parties will meet to negotiate any necessary change in the Agreement, relative to the affected provision within sixty (60) calendar days by demand of either party.

7. Collective Bargaining Agreement will supersede the teacher and student handbooks.

## ARTICLE IV
## TEACHER CONTRACTS, EVALUATION, VACANCY POSTING PROCEDURES

These procedures are established to provide treatment of the regularly certificated/licensed teaching employees.

1. Contracts

a. Termination of Contract
The termination of a teaching contract shall be only for those provisions set forth in Section 3319.16 of the Ohio Revised Code.

b. Continuing Contract

The provisions of this Section are intended to, and shall supersede and replace any conflicting provisions of Ohio Revised Code, Sections 3319.07, 3319.08, 3319.11, 3319.111, 3319.22, Chapter 3301-24 of the Ohio Administrative Code and any and all other provisions of the Ohio Revised Code or Ohio Administrative Code governing the issuance and granting of continuing contracts.

I. A certified teacher shall be required to have worked as a certified K-12 teacher for seven (7) years in the Fort Recovery Local School District prior to be considered for a continuing contract if a continuing contract has never been held from a previous district. This provision supersedes O.R.C.

Any teacher employed by the Board who will become eligible for a continuing contract for the succeeding school year, and at the expiration of the current limited contract, shall provide written notice to the Superintendent no later than October 1 of the school year in which their current limited teaching contract with the Board shall expire. Failure to notify the Superintendent by October 1 shall be a waiver of the teacher's eligibility for the continuing contract for the following school year and may result in the staff member being issued a limited teaching contract for the following school year rather than a continuing contract. Notice received after October 1 shall not serve as the notice required by this Section for the following school year.

II. A teacher, who has previously attained continuing contract status in another Ohio public school district, shall be permitted to apply for a continuing contract after two years of "skilled" or higher ratings on OTES evaluations in the Fort Recovery Local School District. Written documentation of continuing contract status in a previous school district, along with college transcripts, and a written notice to the Superintendent must be provided to the Superintendent no later than October 1 of the third year of service within the Fort Recovery Local School District. It is the teacher's responsibility to maintain and track all documents necessary to be approved for continuing contract. The teacher will also be required to complete a full cycle evaluation within the year the teacher applies for the continuing contract.

c. Limited Contracts - Sequence of Contracts

Teachers holding provisional certificates or licenses shall be granted limited contracts as follows:

1. All teachers new to the district shall be granted a limited contract with a duration of one year.

2. When a teacher has successfully completed three (3) limited contracts of one year duration, they shall be issued a limited contract of at least two years duration.

2. Renewal/Non-renewal of Regular Limited Contracts

The criteria of expected job performance shall be based on the adopted evaluation instrument(s). Each regular teacher recommended for renewal/non-renewal must have been evaluated according to the terms of this agreement, and has all the rights afforded by this agreement. Evaluation shall be conducted according to ORC, 3319.112 and 3319.113 except where otherwise indicated in this document.

3. Teacher Evaluation Process:

Each employee who is covered by this agreement and who is subject to R.C. 3319.112 shall be evaluated in accordance with the Ohio Teacher Evaluation System (O.T.E.S. 2.0) standards and the procedures set forth annually by the evaluation committee to be submitted as Appendix A. An evaluation committee shall remain in place with three administrators and three FREA members.

4. Guidance Counselor Evaluation Process:

Each employee who is covered by this agreement and who is subject to RC 3319.113 shall be evaluated in accordance with the Ohio School Counselor Evaluation System (O.S.C.E.S) standards and the procedures set forth annually by the evaluation committee, board policy, and Ohio Revised Code. The evaluation committee is defined in Section 3 of this article.

5. Posting of Teacher Vacancies

1. The Superintendent will notify, in writing, the FREA President and all current certified staff members of any teacher vacancies or new teaching positions which the Board intends to fill.

2. Any currently employed teachers who are interested in the position must notify the Superintendent and Building Principal within 5 working days.

3. Any currently employed teacher who notified the Superintendent in writing shall be granted an interview with the building principal at a mutually agreed upon time before posting and interviewing external applicants.

4. If an opening occurs after the March board meeting, the posting must be released internally first, but it may then be posted externally immediately afterwards. Interviews will still be guaranteed to internal candidates prior to holding interviews with external candidates.

Qualifications of a currently employed teacher shall be considered as they pertain to the available position. For vacancies occurring after the end of the school year, notification shall be made to the president of the FREA prior to district email to all teachers. A teacher may annually submit a request for transfer to any building and/or position for which he/she has the current teaching credentials prior to the announcement of any vacancy. All such requests shall be made in writing to the Superintendent prior to May 1.

6. Certification/License Maintenance

It is the responsibility of each teacher to maintain current certification/license in his/her field of instruction. Failure to maintain that license shall result in termination of the teacher's employment. Refer to ORC 3319.16.

7. Personnel File

A personnel file of all professional staff members shall be maintained in the office of the Board of Education. A similar file shall be maintained in each building Principal's office which shall contain the records of personnel in that building. All personnel files are the property of the Fort Recovery Local Board of Education and shall be maintained by the Local Board of Education or its designee according to state law.

Personnel authorized to use professional staff personnel files shall be limited to the superintendent, building principal and his/her assistant, the treasurer and his/her assistant, the superintendent's secretary, and other personnel as permitted by law.

Staff members shall have access to their personnel files at any time provided that a member of the administration or its designee views the files with him/her. If a staff member disagrees with the contents of an item placed in his/her personnel file he/she is afforded the right of rebuttal and must date and sign such rebuttal.

All information placed in the personnel files must have the approval of the Superintendent or his/her designee. Items placed in the personnel files must be dated and initialed by the person placing such information in the files. Staff will be notified when new information is placed in the file.

The following information may be included in the files:

a. Application and dates of employment
b. Ohio Teaching Certificate(s)/License(s)
c. Transcript of college credits showing the official record of the degree granted, original or certified copy
d. Evaluation conducted by the building principal or his/her designee.
e. Any other documentation which has been properly placed according to the above procedure (for example court records, evaluation in progress).
f. In-service records will be kept in a separate file in the Superintendent's office
g. Health history and medical records shall be filed separate from the personnel file.

All personnel information shall be maintained with such accuracy, relevance, timeliness, and completeness as is necessary to assure fairness in any determination made with respect to the staff member on the basis of the information.

## ARTICLE V - GRIEVANCE PROCEDURE

1. Definitions

a) A "grievance" is a claim by the Association or by one or more teachers that there has been a violation, misinterpretation or misapplication of the provisions of the AGREEMENT.

b) A "Grievant" shall mean a teacher or group of teachers or the Association filing a grievance.

c) A "Party In Interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

d) An "aggrieved person" is the person or persons making the claim.

2. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

3. Procedure

a) Time Limits

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual written agreement.

Failure at any step in this procedure to communicate decisions in writing as called for on a grievance within the specified time limits shall permit the grievance to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step and there shall be no further right of appeal.

In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in harm to an aggrieved person, the time limits set forth herein will be reduced so that the procedure may be exhausted prior to the end of the school year or as soon as is practicable.

b) Informal Procedure

If a teacher feels that he/she has a grievance he/she may first discuss it with his/her principal or immediate supervisor either individually or accompanied by the grievance representative, in an effort to resolve the problems informally. This discussion must be initiated within thirty (30) days after the grievant knew or should have known of the event or condition upon which it is based, or the grievance shall be considered waived, and may not be processed as such. However, if a condition is recurring, the thirty (30) day time limit will be applied to the most recent occurrence.

c) Formal Procedure

Level One - School Principal (or Immediate Supervisor)

1. If an aggrieved person is not satisfied with the outcome of the informal procedure, the grievant may file a written grievance within ten (10) days following the informal decision. Forms for this purpose shall be available in each school office and are included in this agreement (see Appendix B). The written grievance shall be directed toward the principal or immediate supervisor. Information

copies are to be sent by the district to the association and to the Superintendent.

2. The principal or immediate supervisor within five (5) days after receipt of the grievance shall render a written decision to the aggrieved person with a copy to the Association.

Level Two - Superintendent of Schools

1. If an aggrieved person is not satisfied with the decision concerning his/her grievance at Level One, he/she may, within five (5) days after the decision is rendered, refer such grievance in writing to the Superintendent. Forms for this purpose shall be available in each school office and are included in this agreement (see Appendix B).

2. The Superintendent shall schedule a meeting to take place within five (5) days from the receipt of the written grievance with the purpose of resolving the grievance. The parties in interest shall have the right to include in the representation such witnesses and representatives as they deem necessary to develop facts pertinent to the grievance.

3. The Superintendent shall, within five (5) days after this meeting, render his decision in writing.

Level Three - Arbitration

1. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within five (5) days after the decision is rendered, request in writing to the association that his/her grievance be submitted to arbitration. Forms for this purpose shall be available in each school office and are included in this agreement (see Appendix B).

2. Only the association may, within five (5) days after receipt of the request, submit the grievance to arbitration by so notifying the board in writing.

3. The board and the association shall, in compliance with the rules of the American Arbitration Association (AAA), jointly select an arbitrator.

4. The arbitrator shall have the authority to hold hearings and make procedural rules as he/she deems proper so long as time is kept to a minimum.

5. The arbitrator's decision shall be submitted in writing to the board and the association.

6. The arbitrator shall be empowered only to rule upon the specific articles and sections of this agreement, and shall have no power to add to, subtract from or modify this agreement by implication or otherwise. The decision of the arbitrator shall be binding on grievances pertaining to this MASTER CONTRACT.

7. All costs and expenses for the services of the arbitrator shall be shared equally by the board and the association.

4. Rights of Teacher to Representation

A grievant may be represented at any level of this procedure by a representative of his/her choosing including the FREA. When the aggrieved person is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

Reprisals shall not be taken against any teacher or any other participant in the grievance procedure.

The board and the administration will cooperate with the association in its investigation of any grievance, and further, will furnish the association with pertinent information as is requested by the aggrieved person (or his/her representative) for the processing of any grievance within five (5) school days from the request.

5. Group Grievances

The Association may submit any grievance that involves a group or class of teachers. If it is limited in effect to one school, the grievance shall be submitted to the building principal; otherwise, it shall be submitted directly to the Superintendent.

6. General Provisions

a) In matters dealing with violations of Association rights, the grievance shall be initiated at Level Two by the Association.

b) When it is necessary for a representative designated by the Association to investigate a grievance or attend a grievance meeting or hearing during the day, he will, upon notice to his/her Principal or immediate supervisor by the President of the Association, be released without loss of pay in order to permit participation in the foregoing activities. Any teacher who is requested to appear in such investigations, meetings or hearings as a witness will be accorded the same right.

c) 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.

d) Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents are subject to the negotiation process and are included in this agreement. (see Appendix B). These forms shall be given appropriate distribution to the Association and certified/licensed employees so as to facilitate operation of the grievance procedure. The costs of preparing such forms shall be borne by the Board.

e) 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, the aggrieved person shall submit such grievance in writing to the Superintendent and the Association directly and the processing of such grievance will be commenced at Level Two.

f) Decisions rendered at Levels One and Two of the grievance procedures will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest and to the President of the Association. Time limits for appeal provided in each Level shall begin the day following receipt of written decision by the parties in interest.

g) All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this article.

7. All grievance forms are found in Appendix B.

## ARTICLE VI - REDUCTION IN FORCE

A reduction in the number of teachers in the District through the suspension of teaching contracts may occur based upon the following reasons:

A. Decreased enrollment of pupils;
B. Financial reasons as determined by the Board;
C. Return to duty of regular teacher after extended leave of absence;
D. Territorial changes affecting the District; and/or
E. Suspension of schools.

To the extent possible, the number of employees adversely affected by a reduction in force will be minimized by not employing replacements for employees who retire, resign, go on leave of absence, or whose limited contracts are not renewed for reasons other than a reduction in force so long as said departing employees are working in grade/subject areas which are part of the District's reduction plan. The Board will make reasonable reductions as recommended by the Superintendent. Contracts will be suspended as needed, within each teaching field affected. Preference for available positions will be given to teachers on continuing contracts among teachers with comparable evaluations. Teachers whose contracts are suspended or non-renewed as a reduction in staff shall have the right to be restored to service status in the order of seniority in the District with preference given to continuing contract holders, if and when teaching positions become available for which those teachers are or may become qualified. However, no preference for seniority shall be given for layoff or recall except when making a decision between teachers, regardless of contract status, who have comparable evaluations defined in the following manner:

1.
   a. The first to be suspended shall be those teachers with evaluation ratings of "Ineffective."
      For continuing contract teachers, the rating of "Ineffective" shall be based upon three consecutive years of student growth data.
      For limited contract teachers, the rating of "Ineffective" shall be based only on the principal's rating (not including any student growth measures) until three consecutive years of student growth data are available and then the overall (summative) rating including student growth measures will be used.
   b. The next teachers to be suspended shall be those teachers on limited contracts with ratings of "Developing" who have improvement plans.
   c. The next teachers to be suspended shall be those teachers on limited contracts with ratings of "Developing" who have professional growth plans.
   d. Evaluation ratings of Accomplished and/or Skilled shall be considered comparable.

   For b. and c. (above), the rating of "Developing" shall be based only on the principal's rating (not including any student growth measures) until three consecutive years of student growth data are available, and then the overall (summative) rating- including student growth measures- will be used.

2. Seniority shall only be used when deciding between teachers with comparable evaluations. No new personnel will be hired until all reduced staff members qualified to fill vacant positions have declined or are restored for a period up to five years.

SENIORITY

1. Seniority Defined

   Seniority will be defined as the length of continuous service as a regularly certificated/licensed employee under a regular contract in the Fort Recovery Local School District.

   Board approved leaves of absence will not interrupt seniority, but time spent on such leave shall not count toward seniority.

   Seniority shall be determined by the total number of continuous years of service in the Fort

Recovery Local School District.

Full-time employees shall accrue one (1) year of seniority for each year worked as determined by the minimal full-time standard for the position to which the staff member is assigned.

Part-time employees shall accrue seniority pro-rated against the minimal full-time standards as set forth above.

2. Equal Seniority

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

--the date of the board meeting at which the teacher was hired, and then;

--order of recall to be determined by giving preference to teachers with the greatest, if any, prior bargaining unit service in the district, and then;

--any remaining ties will be broken by lot. All affected teachers and an association representative shall be invited to witness tie breaking procedures.

3. Order of Reduction

In making any such reduction, the school board shall proceed to suspend contracts in accordance with the recommendation of the superintendent of schools who shall, within each teaching field affected, give preference to teachers on continuing contracts. When Reduction in force is necessary, the following order for reduction will be followed within each teaching field:

- Teachers with limited contracts
- Teachers with continuing contracts

Note: The board shall not give preference to any teacher based on seniority, except when making a decision between teachers who have comparable evaluations.

## ARTICLE VII - LEAVES OF ABSENCE

1. Sick Leave

Each full-time teacher employed by the Board of Education shall be entitled to sick leave of one and one-fourth (1-1/4) days per month of service, (15 days per year) such sick leave to accumulate to a maximum of two hundred twenty-five (225) days. The sick leave may be used by the teacher for absence due to personal illness, injury, and for illness and death in the teacher's immediate family.

Each part-time teacher employed by the Board of Education shall accumulate sick leave based on 4.6 hours of paid sick leave for each 80 hours of service. (The calculations are set forth in O.R.C. 124.38).

The administrative offices of the Board of Education may require the teacher to furnish a satisfactory medical affidavit to the effect that the absence was caused by illness due to any of the foregoing causes.

For the purpose of this sick leave policy the immediate family shall include – spouse, parents, mother-in-law, father-in-law, stepmother, stepfather and minor children, including children under legal custody and in residence, FRHS foreign exchange student(s), minor stepchildren and children with extenuating needs. Also included will be a hospitalized adult child or stepchild with a debilitating, life threatening, or incapacitating illness, or surgery and any other individual who is a legal dependent of the employee or employee's spouse as defined by IRS regulations.

In case of death and burial of an immediate family member, including brothers and sisters, and adult children a teacher may be absent for five (5) consecutive working days after notification is

given to the Local Superintendent or Building Principal.

In the case of death and burial of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, spouse's grandparent, grandchild or spouse's grandchild, a teacher may be absent for two (2) consecutive working days after notification is given to the Local Superintendent or Building Principal.

In case of death and burial of an aunt, uncle, niece, nephew, first cousin, or spouse's aunt, uncle, niece, nephew, first cousin, a teacher may be absent for one (1) day to attend the funeral after notification is given to the local Superintendent or Building Principal.

For emergencies or extra ordinary circumstances the Local Superintendent shall have discretionary authority to grant sick leave above the inclusions of this policy. In doing so, he/she shall give consideration to the length of service of the teacher in this system (or systems which now make up this school district) and the number of sick leave days usually used per year by the teacher.

If a teacher's sick leave becomes exhausted, upon written request, a teacher shall be placed on a leave without pay in accordance with Section 8 of this Article.

2. Sick Leave Bank

Each new certificated/licensed staff member will contribute one day of their accumulated sick leave to the sick leave bank. Each retire/rehired staff member will contribute one day every year they are rehired to the sick leave bank. Additional donations may be made by each certificated/licensed staff member upon the agreement of the sick leave bank committee. Only contributors can draw from the bank and only upon the exhaustion of his/her accumulated but unused sick leave. Usage of the sick leave bank shall be limited to catastrophic illnesses or injuries. For purposes of this agreement, the term "catastrophic illness or injury "shall include only those illnesses or injuries which are calamitous in nature, consisting a great misfortune. The "catastrophic illness or injury" must be unusual, extraordinary, sudden an unexpected manifestation of the forces of nature which cannot be prevented by human care, skill or foresight.

a) **Additional Donation to Sick Leave Bank**

Participating employees, except those whose accumulated sick leave has been depleted, may voluntarily contribute an additional day each time the Bank contains days numbering fewer than forty (40). Sick leave days shall not be returned to the employee except as provided hereinafter for the employee's personal illness, accident or injury.

b) **Sick Leave Bank Representatives**

The sick leave bank committee will be comprised of: three FREA members, one of whom shall be co-chair; the Superintendent, the Treasurer, and one board member, one of whom shall be the co-chair.

c) **Guidelines for Withdrawal**

- A withdrawal may be approved only upon the depletion of the respective employee's accumulated sick leave.
- The maximum withdrawal for any employee shall be forty-five (45) days per occurrence. Unused days shall be returned to the sick leave bank. Additional days may be granted by approval of the Sick Leave Bank Committee.
- An employee may apply to the Committee for a withdrawal in advance of the depletion of such employee's accumulated sick leave, to be granted, if needed, upon such depletion.
- Withdrawals shall be in full day units.
- All applications for withdrawal shall be in writing, shall be verified by the Committee, shall contain a physician's referral, and may be submitted on behalf of an employee by another person when necessary.

8. Child Care Leave

Refer to FMLA.

For the purpose of this section, maternity leave shall also include paternity leave and shall be applied equally and in a non-discriminatory manner on the basis of sex.

A member of the bargaining unit may be granted a leave of absence for the birth of a child or placement of a child with the employee by way of adoption or foster care, and care for the newborn adopted child or foster child within one year of the child's arrival. If sick days are used for these absences, after six weeks, a doctor's release is required. The total leave shall not exceed the twelve weeks in any twelve-month period as required by the Family and Medical Leave Act, unless it meets the conditions of the sick leave policy.

4. Professional Leave

All regularly certificated/licensed personnel, upon approval by the Board or its designee, shall be granted two (2) days of professional leave per school year.

Professional leave granted shall be for the following reasons: school visitations, workshops, and in-service training. A teacher may request additional days of professional leave subject to approval by the Board of Education or its designee.

5. Personal Leave

a) Professional employees covered by this contract shall be entitled to three (3) personal days, annually that may be used without restriction (except as noted below). Up to two (2) unused personal days may be carried over to the next school year. See (e) below for details.

b) The written request must be submitted to the building principal 48 hours prior to the requested day of personal leave. When the request is for the purpose of attending a funeral, the request must be submitted one (1) day prior to the requested day of personal leave. Personal leave shall not be used the day before or the day after a non-student or non-teacher day, without special consideration approval from the superintendent. These days are considered as restricted and, therefore, a leave reason must be provided in the request to be eligible for this special consideration approval.

c) Personal leave may be used in half-day and full-day increments.

d) The superintendent may select field trips where the Board of Education is asked to designate the appointed chaperones. Board of Education appointed chaperones will be granted professional leave for the field trip. Other employees, on the same trip who also serve as chaperones requiring them to be absent from school, may only attend if they are granted a personal day or an unpaid leave. If an employee is called upon to act as a school representative: i.e.) replacing a board appointed chaperone in an emergency situation, they will have their Personal Day(s) or unpaid leave exchanged for a Professional Day(s).

e) Any personal days (or part thereof) remaining to the credit of or unused by a professional employee at the end of the school year shall result in additional compensation at the rate of one hundred twenty-five dollars ($125) per day or part thereof. An employee may request, no later than Teacher Records Day of each year, on the appropriate form to have up two (2) unused days carried over to the next school year in lieu of payment for that day. No employee shall have more than five (5) days of personal leave to his/her credit at the beginning of a school year.

6. Court Duty/Jury Duty

a) The Board shall pay a certificated/licensed employee the difference between his/her regular salary and any remuneration received by the employee for jury duty service. Alternatively, the certificated/licensed employee may endorse his or her check for jury duty service over to the

Treasurer of the Board and simply receive the normal salary amount to which he/she otherwise would be entitled under his or her contract(s).

b) Certificated/licensed employees shall be released from duty, without loss of pay or benefits, for absence due to his/her compliance with a subpoena to appear in a court of law, provided that: (a) neither the employee nor the Association is a party in the litigation adverse to the Board of Education or adverse to any individual Board member or administrator; and, (b), the employee is not a party to the litigation.

c) Such leave shall not be deducted from the certificated/licensed employee's sick leave or personal leave, except that a teacher may use his or her personal leave for an absence required by court subpoena that does not come within these terms. Personal leave in such circumstances may be used before or after a holiday or vacation period.

7. Short Term Unpaid Leave

Members of the bargaining unit may be granted short term unpaid leave (1-15 work days) upon written request, for emergency, unusual, or essential matters as determined by the Superintendent. The written request must be submitted to the Superintendent five (5) working days prior to the requested day of leave. Under emergency circumstances, the five (5) day notice may be waived. No more than three (3) teachers shall be granted unpaid leave on the same day. Funeral requests shall be exempt from the number of leaves granted on the same day and the request shall be submitted one (1) working day prior to the day of leave.

8. Family and Medical Leave Act

Bargaining unit members shall be entitled to a leave of absence under the Family and Medical Leave Act of 1993. The School District shall grant such leave in accordance with the rules promulgated under that act. Any contractual unpaid leave shall be granted upon request at the expiration of those granted under the Family and Medical Leave Act. Return from any unpaid leave shall be under the same terms as those provided for under the Family and Medical Leave Act. Eligibility for FMLA shall be calculated on a rolling calendar year.

9. Long Term Unpaid Leave

A long-term unpaid leave of absence may be granted to a certified employee of the district after three (3) or more years of service to the district. A long-term leave is defined as one of sixty (60) or more workdays in length. All requests for unpaid leave shall be submitted in writing to the superintendent and shall state the reason for the requested leave, the date the leave is to begin, and the date the leave is to end.

All requests for long-term leaves of absence will be submitted by the superintendent, along with his/her recommendations, to the Board of Education for its action.
Long-term unpaid leaves of absence may be granted for:

1. the purpose of helping the employee maintain his/her physical health.
2. to take care of family and other personal emergencies.
3. to discharge important and necessary obligations
4. for educational or professional purposes

Any employee on an unpaid long-term leave of absence that extends beyond April 30 of any year must notify the superintendent of his/her intention either to return or not to return to service at the expiration of the leave by that same date of April 30.

Any employee who has exhausted his/her sick leave and is unable to return to work due to an illness or injury shall be entitled to an unpaid leave of absence for a period of up to one (1) year upon approval of the superintendent. If at the expiration of such leave, the employee continues to be unable to return to work because of the disabling illness or injury, such leave may be extended for one (1) additional year upon written request.

An employee may be required to provide a physician's statement or be examined by a physician

of the district's choice regarding the continued need for any unpaid leave of absence. An employee may return to work prior to the expiration of such leave provided a physician certifies that the employee is able to return to work for the full performance of his/her job duties and at least two (2) week's advance notice is given prior to the return to work.

The granting of a leave of absence shall not extend a limited contract past its term. A member who was on leave granted under any provision of this section and has not been evaluated pursuant to the terms of this agreement because of his/her long-term absence and whose contract is under consideration for renewal/nonrenewal, shall, if renewed be restricted to the receipt of a one (1) year limited contract.

Persons returning from a leave of absence are subject to assignment by the superintendent to a position within their area of certification/licensure.

Employees requesting a Leave of Absence, who desire STRS service credit, must purchase not only their portion of the service credit but also the Board of Education's portion for the duration of the requested Leave of Absence.
When Group Insurance Policy permits, an employee may continue to participate in board approved insurance programs, provided the employee pays the entire premium for these benefits for the duration of the leave.

10. Unpaid Short Term Leave and Unpaid Long Term Leave Salary Calculation

Use of unpaid leave shall result in a loss of both wages and the prorated cost of insurance benefits. Wages and benefits will be calculated on a daily basis.
Deductions will be taken from the teacher's salary and benefits for:

a) days of absence due to long term/short term unpaid leave in excess of the number of days of sick leave accumulated by each teacher.
b) absence for reasons other than those stipulated in this agreement.

These deductions shall be calculated on a nine (9) month salary allotment. The nine (9) month salary allotment covers the salary actually earned in the school year while the twelve (12) month allotment is merely a convenient method of salary distribution. Example: Annual salary divided by 185 days equals salary deduction per day deductible for unexcused absence.

## ARTICLE VIII – TRAINING

1. District Inservice Training

District inservice may accumulate anytime during the calendar year as long as it does not occur during the teacher workday. Any qualifying activity that occurs May 1st or after will count towards inservice credit for the following year. Prior approval from the superintendent is only required for district inservice.

Each teacher shall attend ten (10) hours of district inservice training each school year. This requirement must be satisfied by May 1st of the current school year. Part time teachers shall be required to fulfill district inservice at the prorated FTE (Full Time Equivalency) rounded to the nearest whole hour. Example: 42% teachers are required to perform 4 hours of district inservice.

Teachers will receive compensation for additional district inservice which is above and beyond the required ten (10) hours. A one-half percent (1/2%) bonus on the base salary will be paid for meeting each threshold of fifteen (15) hours, twenty (20) hours, twenty-five (25) hours, and thirty (30) hours. Part time teachers shall receive compensation at their prorated FTE (Full Time Equivalence).

District inservice may be accrued for the following activities outside of the teacher workday:

- Representative activities would include attendance at:
- District leadership team meetings

- Staff leadership team meetings
- Nonpaid summer inservice days (presenters granted one additional hour)
- Mercer County sponsored inservice opportunities (Child Abuse, Summer Workshops, Mentor Workshops, etc.)
- FRLSD sponsored inservice opportunities including but not limited to:
    - Technology Inservice
    - Webinars and Online learning modules
    - BAC Visits
    - Summer Staff Meetings
- Other similar formal presentations, workshops, conferences or meetings
- **Unreimbursed college credit** - one inservice hour per semester hour with a maximum of 5 inservice hours per school year. When coursework is completed attach original transcript to inservice request.
- Building, RTI, and special education meetings
- District Resident Educator Meetings,
- Interview selection committees not to exceed 5 hours per year
- All other SafeSchools courses including CPR, blood borne pathogens, hazardous communications, and First Aid training
- Van driver inservice trainings
- Mercer County curriculum meetings
- Study groups/book clubs where the district bears no expense County/Area/Regional meetings of similar teachers. Examples would be Vo-Ag, music, or art teacher meetings.
- Summer Grade Level/ Content Area Meetings

Meetings held during the 7 hour 30 minute teacher workday may not be counted toward inservice hours. This would include meetings held during planning periods or lunch times. Exceptions to this would only include IAT, IEP, and ETR meetings as long as they meet the requirements for inclusion on the yellow or inservice verification form.

Time will accrue in increments of half hours and will be rounded down. Lunch and break time are not counted toward the total hours.

No inservice credit will be given for attendance at graduate classes where the district has agreed to reimburse the employee under provisions of Article XII, #3 College Tuition Reimbursement. Other examples of activities that will not qualify for inservice credit would include attendance at music performances, athletic events, art shows or visitations to museums.

To qualify for district inservice credit the teacher may not have received any type of remuneration including stipends, mileage reimbursement, and college tuition reimbursement. Unreimbursed college credit can be counted as district inservice hours at one inservice hour per semester hour with a maximum of 5 inservice hours per school year. The teacher may have received materials or supplies to be used in their classroom.

Documentation for all district inservice, except inservice provided by the FRLSD, must be provided to the superintendent by one of the following methods:

1. Certificate of attendance
2. A yellow "Staff/CIP/Special Education Related Meeting/Inservice Verification Form"
3. CEU documentation
4. Completed request forms and accompanying documentation (usually an agenda)

Documentation for inservice must be received in the central office no later than May 1st each year.

Teachers not completing the ten (10) hours of district inservice credit by the end of the school year will be docked wages and benefits equivalent to the hours not completed.

## ARTICLE IX – TEACHER RIGHTS

1. Duty Free Lunch Period

Teachers will be provided with at least thirty (30) minutes for lunch each school day. During this time, the teacher may not be required to perform any school activity.

2. Prep Time

Teachers will be scheduled no less than 200 minutes of preparation time (excluding travel time) per full school week. Only periods of thirty (30) consecutive minutes or more will be counted towards this total.

3. Work Day

a. The workday for all members of the bargaining unit shall consist of seven hours, thirty minutes (7:30) maximum.

b. The beginning and ending times of the work day shall be established by the negotiated agreement in accordance with individual staffing and student supervision needs of the particular building. The beginning time will not be before 8:00 a.m. and the ending time will not be later than 3:30 p.m., adhering to the 7 hours 30 minute maximum work day.

c. Calamity Days: Any make-up days scheduled by the Board after schools have been closed due to weather or other calamity beyond five (5) days shall be worked by teachers without additional compensation. Up to three (3) emergency response learning days may be used after the first five (5) calamity days have been used.

d. In lieu of Sick Leave or Personal Leave, the building principal, based upon his/her building authority and responsibility, may grant release time to certified personnel if the granted release time diminishes the amount of loss of contact time between a teacher and the students under the teacher's normal care. Release time would exempt a teacher from working the full normal hours established for a Work Day. Release time would include, but is not limited to, late arrivals and early departures. Teachers will be required to find their own coverage for release time.

e. Teachers will be expected to observe adjusted Work Day hours on days when school is delayed. Teachers' reporting time, or scheduled time teachers shall report to work, will be delayed by the amount of time announced for the delay.

f. On days when an emergency response learning day is enacted, teachers do not need to report to work on site, but they are expected to have initiated online lessons and be available for interaction with students and their parents electronically during contracted hours.

4. Annual Calendar

a. The superintendent of Fort Recovery Local Schools along with the District Leadership Team will meet to develop a school calendar consisting of 185 school days (including makeup days) for presentation to the Board of Education for consideration.

b. Professional Days during which the staff attends professional development, are counted within the 185 day school calendar.

c. Within the 185 days, up to 14 hours may be used for Parent-Teacher Conferences, Open Houses and Meet the Teacher Events. When Parent-Teacher Conferences extend beyond the regular teacher work day, compensatory released time shall be granted during a regularly scheduled school day. 1 compensatory release day is provided for each 7 hours of

Parent-Teacher Conferences extended beyond the regular teacher work day. (7.5 hours minus 30 minutes)

5. Open Enrollment

Natural children or adopted children of full-time employees shall open enroll to attend Fort Recovery Local Schools effective the 2012-2013 school year. If a full-time employee, as of June 27, 2017, who as of this date has students enrolled in Fort Recovery Local Schools and is unable to enroll natural or adopted children through the open enrollment policy due to residency in another state, the full-time employee's children shall be allowed to continue to attend the Fort Recovery Local Schools on a tuition free basis, in accordance with Ohio Revised Code 3313.64. These enrollments shall be subject to the following conditions:

a) No child shall be permitted to enter Fort Recovery Local Schools pursuant to this provision if they have been, or currently are, expelled from a public or private school in any State.

b) If a child enrolling pursuant to this provision requires special services, the parents of the child shall pay the full cost of the special services needed to educate the child to the extent the cost of said services exceeds the statutory tuition rate of the Board.

6. Attendance at School Sponsored Activities/Events

Any certified staff member will be admitted free to any school sponsored activity/event by presenting their staff photo ID. This will be for the staff member only, non-transferable.

## ARTICLE X - ASSOCIATION RIGHTS

1. The Association shall have the right to post notices of activities and matters of Association concern on bulletin boards, at least one of which shall be provided by the Board in each school building in areas frequented by teachers. The Association may use the teacher mailboxes for communications to teachers. Teachers may use voice mail, internet access and electronic mail for Association business as long as such use is not during assigned instructional or supervisory time.

2. Authorized representatives of the Association shall be permitted to transact official association business on school property and utilize District facilities at all reasonable times provided that such activities or use do not interfere with classroom instruction and have the approval of the building principal.

3. The Association shall have the right to represent teachers as listed in the Weingarten Rights:

- Any type of disciplinary action
- Investigation meeting
- Reprimand
- Infraction of a work rule or board policy
- Questions concerning request or use of any leave
- Allegations of abuse
- Parental, student or community complaint

4. Names, assignments, work locations, and non-confidential home addresses and telephone numbers of all members of the bargaining unit shall be provided without cost to the Association within two weeks of the request.

5. The District shall provide online access of the complete Board of Education meeting agenda to the Association President.

6. The Association's designated representative shall be given sufficient time at the end of the agenda at faculty meetings and workshops to present reports and announcements for the

Association.

7. The Association shall be given sufficient time on the agenda of the orientation program for all teachers to explain Association activities.

8. The District agrees to furnish to the Association information related to the financial and educational operation of the District.

9. The Association President or his/her designee shall be granted two (2) days of leave during each school year to conduct association business. If the second day is requested, the cost of the substitute teacher will be reimbursed for the second day by the Association to the Fort Recovery Local Schools.

## ARTICLE XI - BUILDING BUDGET

A supply and equipment budget will be established for each school building through cooperative actions of the administration and staff to develop a plan for spending the allotted amount. The plan will be shared in writing with all members of that building twice annually, utilizing the concept of needs based budgeting.

All purchases shall be made by requisition and purchase order.

The allotment for each building budget has been calculated based on the average student enrollments for each school building.

Fort Recovery Elementary School Annual Building Budget = $4,580
Fort Recovery Middle School Annual Building Budget = $1,952
Fort Recovery High School Annual Building Budget = $3,068

Any monies not accounted for at the end of the school year shall remain in the buildings budget fund.

## ARTICLE XII – COMPENSATION

**1. Fort Recovery Local School District Salary Schedule**
**Effective August 1, 2024 through July 31, 2025**

Reflects a 4% Increase

| Years | Bachelors | Five-Year | Masters | Masters +15 | Masters +30 |
|---|---|---|---|---|---|
| 0 | $42,166 | $43,895 | $46,382 | $47,647 | $48,280 |
| | 1.0000 | 1.0410 | 1.1000 | 1.1300 | 1.1450 |
| 1 | $43,895 | $45,792 | $48,491 | $49,798 | $50,430 |
| | 1.0410 | 1.0860 | 1.1500 | 1.1810 | 1.1960 |
| 2 | $45,623 | $47,689 | $50,599 | $51,948 | $52,581 |
| | 1.0820 | 1.1310 | 1.2000 | 1.2320 | 1.2470 |
| 3 | $47,352 | $49,587 | $52,707 | $54,099 | $54,731 |
| | 1.1230 | 1.1760 | 1.2500 | 1.2830 | 1.2980 |
| 4 | $49,081 | $51,484 | $54,815 | $56,249 | $56,882 |
| | 1.1640 | 1.2210 | 1.3000 | 1.3340 | 1.3490 |
| 5 | $50,810 | $53,382 | $56,924 | $58,400 | $59,032 |
| | 1.2050 | 1.2660 | 1.3500 | 1.3850 | 1.4000 |
| 6 | $52,539 | $55,279 | $59,032 | $60,550 | $61,183 |
| | 1.2460 | 1.3110 | 1.4000 | 1.4360 | 1.4510 |
| 7 | $54,267 | $57,177 | $61,140 | $62,700 | $63,333 |
| | 1.2870 | 1.3560 | 1.4500 | 1.4870 | 1.5020 |
| 8 | $55,996 | $59,074 | $63,249 | $64,851 | $65,483 |
| | 1.3280 | 1.4010 | 1.5000 | 1.5380 | 1.5530 |
| 9 | $57,725 | $60,972 | $65,357 | $67,001 | $67,634 |
| | 1.3690 | 1.4460 | 1.5500 | 1.5890 | 1.6040 |
| 10 | $59,454 | $62,869 | $67,465 | $69,152 | $69,784 |
| | 1.4100 | 1.4910 | 1.6000 | 1.6400 | 1.6550 |
| 11 | $61,183 | $64,767 | $69,574 | $71,302 | $71,935 |
| | 1.4510 | 1.5360 | 1.6500 | 1.6910 | 1.7060 |
| 12 | $62,911 | $66,664 | $71,682 | $73,453 | $74,085 |
| | 1.4920 | 1.5810 | 1.7000 | 1.7420 | 1.7570 |
| 14 | $64,640 | $68,562 | $73,790 | $75,603 | $76,236 |
| | 1.5330 | 1.6260 | 1.7500 | 1.7930 | 1.8080 |
| 20 | | | $75,898 | $77,754 | $78,386 |
| | | | 1.8000 | 1.8440 | 1.8590 |
| 25 | | | $78,007 | $79,904 | $80,537 |
| | | | 1.8500 | 1.8950 | 1.9100 |
| 30 | | | $80,115 | $82,055 | $82,687 |
| | | | 1.9000 | 1.9460 | 1.9610 |

The Board has adopted the following longevity payments after the following years of service in the Fort Recovery Local School system: 5 years @ $550; 10 years @ $700; 15 years @ $850; 20 years @ $1000 25 years @ $1150; 30 years @ $1300; 35 years @ $1500

The amount of $1,500.00 will be added to each full time teacher's pay annually.

## ARTICLE XII – COMPENSATION

**Fort Recovery Local School District Salary Schedule**
**Effective August 1, 2025 through July 31, 2026**

Reflects a 3.5% Increase

| Years | Bachelors | Five-Year | Masters | Masters +15 | Masters +30 |
|---|---|---|---|---|---|
| 0 | $43,642 | $45,431 | $48,006 | $49,315 | $49,970 |
| | 1.0000 | 1.0410 | 1.1000 | 1.1300 | 1.1450 |
| 1 | $45,431 | $47,395 | $50,188 | $51,541 | $52,196 |
| | 1.0410 | 1.0860 | 1.1500 | 1.1810 | 1.1960 |
| 2 | $47,220 | $49,359 | $52,370 | $53,767 | $54,421 |
| | 1.0820 | 1.1310 | 1.2000 | 1.2320 | 1.2470 |
| 3 | $49,010 | $51,323 | $54,552 | $55,992 | $56,647 |
| | 1.1230 | 1.1760 | 1.2500 | 1.2830 | 1.2980 |
| 4 | $50,799 | $53,287 | $56,734 | $58,218 | $58,873 |
| | 1.1640 | 1.2210 | 1.3000 | 1.3340 | 1.3490 |
| 5 | $52,588 | $55,251 | $58,916 | $60,444 | $61,099 |
| | 1.2050 | 1.2660 | 1.3500 | 1.3850 | 1.4000 |
| 6 | $54,378 | $57,214 | $61,099 | $62,670 | $63,324 |
| | 1.2460 | 1.3110 | 1.4000 | 1.4360 | 1.4510 |
| 7 | $56,167 | $59,178 | $63,281 | $64,895 | $65,550 |
| | 1.2870 | 1.3560 | 1.4500 | 1.4870 | 1.5020 |
| 8 | $57,956 | $61,142 | $65,463 | $67,121 | $67,776 |
| | 1.3280 | 1.4010 | 1.5000 | 1.5380 | 1.5530 |
| 9 | $59,746 | $63,106 | $67,645 | $69,347 | $70,001 |
| | 1.3690 | 1.4460 | 1.5500 | 1.5890 | 1.6040 |
| 10 | $61,535 | $65,070 | $69,827 | $71,573 | $72,227 |
| | 1.4100 | 1.4910 | 1.6000 | 1.6400 | 1.6550 |
| 11 | $63,324 | $67,034 | $72,009 | $73,798 | $74,453 |
| | 1.4510 | 1.5360 | 1.6500 | 1.6910 | 1.7060 |
| 12 | $65,114 | $68,998 | $74,191 | $76,024 | $76,679 |
| | 1.4920 | 1.5810 | 1.7000 | 1.7420 | 1.7570 |
| 14 | $66,903 | $70,962 | $76,373 | $78,250 | $78,904 |
| | 1.5330 | 1.6260 | 1.7500 | 1.7930 | 1.8080 |
| 20 | | | $78,555 | $80,475 | $81,130 |
| | | | 1.8000 | 1.8440 | 1.8590 |
| 25 | | | $80,737 | $82,701 | $83,356 |
| | | | 1.8500 | 1.8950 | 1.9100 |
| 30 | | | $82,919 | $84,927 | $85,582 |
| | | | 1.9000 | 1.9460 | 1.9610 |

The Board has adopted the following longevity payments after the following years of service in the Fort Recovery Local School system: 5 years @ $550; 10 years @ $700; 15 years @ $850; 20 years @ $1000 25 years @ $1150; 30 years @ $1300; 35 years @ $1500

The amount of $1,500.00 will be added to each full time teacher's pay annually.

## ARTICLE XII – COMPENSATION

**Fort Recovery Local School District Salary Schedule**
**Effective August 1, 2026 through July 31, 2027**

Reflects 3% Increase

| Years | Bachelors | Five-Year | Masters | Masters +15 | Masters +30 |
|---|---|---|---|---|---|
| 0 | $44,951 | $46,794 | $49,446 | $50,795 | $51,469 |
| | 1.0000 | 1.0410 | 1.1000 | 1.1300 | 1.1450 |
| 1 | $46,794 | $48,817 | $51,694 | $53,087 | $53,762 |
| | 1.0410 | 1.0860 | 1.1500 | 1.1810 | 1.1960 |
| 2 | $48,637 | $50,840 | $53,942 | $55,380 | $56,054 |
| | 1.0820 | 1.1310 | 1.2000 | 1.2320 | 1.2470 |
| 3 | $50,480 | $52,863 | $56,189 | $57,672 | $58,347 |
| | 1.1230 | 1.1760 | 1.2500 | 1.2830 | 1.2980 |
| 4 | $52,323 | $54,885 | $58,437 | $59,965 | $60,639 |
| | 1.1640 | 1.2210 | 1.3000 | 1.3340 | 1.3490 |
| 5 | $54,166 | $56,908 | $60,684 | $62,257 | $62,932 |
| | 1.2050 | 1.2660 | 1.3500 | 1.3850 | 1.4000 |
| 6 | $56,009 | $58,931 | $62,932 | $64,550 | $65,224 |
| | 1.2460 | 1.3110 | 1.4000 | 1.4360 | 1.4510 |
| 7 | $57,852 | $60,954 | $65,179 | $66,843 | $67,517 |
| | 1.2870 | 1.3560 | 1.4500 | 1.4870 | 1.5020 |
| 8 | $59,695 | $62,977 | $67,427 | $69,135 | $69,809 |
| | 1.3280 | 1.4010 | 1.5000 | 1.5380 | 1.5530 |
| 9 | $61,538 | $65,000 | $69,674 | $71,428 | $72,102 |
| | 1.3690 | 1.4460 | 1.5500 | 1.5890 | 1.6040 |
| 10 | $63,381 | $67,022 | $71,922 | $73,720 | $74,394 |
| | 1.4100 | 1.4910 | 1.6000 | 1.6400 | 1.6550 |
| 11 | $65,224 | $69,045 | $74,170 | $76,013 | $76,687 |
| | 1.4510 | 1.5360 | 1.6500 | 1.6910 | 1.7060 |
| 12 | $67,067 | $71,068 | $76,417 | $78,305 | $78,979 |
| | 1.4920 | 1.5810 | 1.7000 | 1.7420 | 1.7570 |
| 14 | $68,910 | $73,091 | $78,665 | $80,598 | $81,272 |
| | 1.5330 | 1.6260 | 1.7500 | 1.7930 | 1.8080 |
| 20 | | | $80,912 | $82,890 | $83,564 |
| | | | 1.8000 | 1.8440 | 1.8590 |
| 25 | | | $83,160 | $85,183 | $85,857 |
| | | | 1.8500 | 1.8950 | 1.9100 |
| 30 | | | $85,407 | $87,475 | $88,149 |
| | | | 1.9000 | 1.9460 | 1.9610 |

The Board has adopted the following longevity payments after the following years of service in the Fort Recovery Local School system: 5 years @ $550; 10 years @ $700; 15 years @ $850; 20 years @ $1000 25 years @ $1150; 30 years @ $1300; 35 years @ $1500

The amount of $1,500.00 will be added to each full time teacher's pay annually.

## 2. Fort Recovery Local Schools - Supplemental Salary Schedule

| | Years of Experience | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 0 | 2 | 4 | 6 | 8 | 10 | 15 | 20 |
| Position | % of Base | | | | | | | |
| HS Basketball Head Coach - B & G | .145 | .150 | .155 | .160 | .165 | .170 | .175 | .180 |
| HS Football Head Coach | .145 | .150 | .155 | .160 | .165 | .170 | .175 | .180 |
| HS Instrumental Music Programs | .145 | .150 | .155 | .160 | .165 | .170 | .175 | .180 |
| HS Volleyball Head Coach | .095 | .100 | .105 | .110 | .115 | .120 | .125 | .130 |
| HS Baseball Head Coach | .095 | .100 | .105 | .110 | .115 | .120 | .125 | .130 |
| HS Softball Head Coach | .095 | .100 | .105 | .110 | .115 | .120 | .125 | .130 |
| HS Swim Coach | .095 | .100 | .105 | .110 | .115 | .120 | .125 | .130 |
| Newspaper Advisor | .095 | .100 | .105 | .110 | .115 | .120 | .125 | .130 |
| HS Reserve Basketball Coach - B & G | .080 | .084 | .088 | .092 | .096 | .100 | .104 | .108 |
| HS Track Head Coach – B & G (two individuals) | .080 | .084 | .088 | .092 | .096 | .100 | .104 | .108 |
| HS Assistant Football Coach | .080 | .084 | .088 | .092 | .096 | .100 | .104 | .108 |
| HS Cross Country Head Coach | .080 | .084 | .088 | .092 | .096 | .100 | .104 | .108 |
| HS Show Choir Director | .080 | .084 | .088 | .092 | .096 | .100 | .104 | .108 |
| Freshman Basketball Coach - B & G | .065 | .069 | .073 | .077 | .081 | .085 | .089 | .093 |
| HS Reserve Volleyball Coach | .065 | .069 | .073 | .077 | .081 | .085 | .089 | .093 |
| ***HS Assistant Track Coach | .065 | .069 | .073 | .077 | .081 | .085 | .089 | .093 |
| HS Reserve Baseball Coach | .065 | .069 | .073 | .077 | .081 | .085 | .089 | .093 |
| HS Reserve Softball Coach | .065 | .069 | .073 | .077 | .081 | .085 | .089 | .093 |
| JH Basketball Head Coach - B & G | .065 | .069 | .073 | .077 | .081 | .085 | .089 | .093 |
| JH Football Head Coach | .065 | .069 | .073 | .077 | .081 | .085 | .089 | .093 |
| HS Basketball Assistant Coach - B&G | .065 | .069 | .073 | .077 | .081 | .085 | .089 | .093 |
| JH Assistant Basketball Coach - B & G | .060 | .063 | .066 | .069 | .072 | .075 | .078 | .081 |
| JH Assistant FB Coach (3 asst. coaches if 2 JH teams) | .060 | .063 | .066 | .069 | .072 | .075 | .078 | .081 |
| MS Show Choir Director | .060 | .063 | .066 | .069 | .072 | .075 | .078 | .081 |
| Varsity Assistant Softball | .060 | .063 | .066 | .069 | .072 | .075 | .078 | .081 |
| Varsity Assistant Baseball | .060 | .063 | .066 | .069 | .072 | .075 | .078 | .081 |
| Varsity Assistant Volleyball | .060 | .063 | .066 | .069 | .072 | .075 | .078 | .081 |
| Golf Coach - B & G | .055 | .058 | .061 | .064 | .067 | .070 | .073 | .076 |
| JH Head Track Coach | .055 | .058 | .061 | .064 | .067 | .070 | .073 | .076 |
| JH Head Cross Country Coach | .055 | .058 | .061 | .064 | .067 | .070 | .073 | .076 |
| Freshman Volleyball Coach | .055 | .058 | .061 | .064 | .067 | .070 | .073 | .076 |
| JH Head Volleyball Coach | .055 | .058 | .061 | .064 | .067 | .070 | .073 | .076 |
| Freshman Baseball Coach | .055 | .058 | .061 | .064 | .067 | .070 | .073 | .076 |
| HS Cross Country Assistant Coach | .055 | .058 | .061 | .064 | .067 | .070 | .073 | .076 |
| JH Assistant Track Coach | .050 | .053 | .056 | .059 | .062 | .065 | .068 | .071 |
| JH Asst. Cross Country Coach | .050 | .053 | .056 | .059 | .062 | .065 | .068 | .071 |
| JH Assistant Volleyball Coach | .050 | .053 | .056 | .059 | .062 | .065 | .068 | .071 |
| Weight Room Supervisor | .050 | .053 | .056 | .059 | .062 | .065 | .068 | .071 |
| HS Student Council Advisor | .050 | .053 | .056 | .059 | .062 | .065 | .068 | .071 |
| HS Basketball Cheerleader Advisor | .050 | .053 | .056 | .059 | .062 | .065 | .068 | .071 |
| Yearbook Advisor | .040 | .042 | .044 | .046 | .048 | .050 | .052 | .054 |
| FBLA Advisor | .040 | .042 | .044 | .046 | .048 | .050 | .052 | .054 |
| RTI Core Team | .040 | .042 | .044 | .046 | .048 | .050 | .052 | .054 |
| Junior Class Advisor | .040 | .042 | .044 | .046 | .048 | .050 | .052 | .054 |
| High School Football Cheerleader Advisor | .040 | .042 | .044 | .046 | .048 | .050 | .052 | .054 |
| Color Guard Instructor | 035 | .037 | .039 | .041 | .043 | .045 | .047 | .049 |
| Junior High Basketball Cheerleader Advisor | .035 | .037 | .039 | .041 | .043 | .045 | .047 | .049 |
| HS Scholastic Bowl Advisor | .030 | .032 | .034 | .036 | .038 | .040 | .042 | .044 |
| Junior High Football Cheerleader Advisor | .030 | .032 | .034 | .036 | .038 | .040 | .042 | .044 |

*** One additional assistant track coach if male or female participants exceed nineteen in numbers. Up to four (4) total paid coaches.

** If one person fills both Jr. High & HS Basketball Cheerleading Advisor positions base rate moves to .060;

** If one person fills both Jr. High & HS Football Cheerleading Advisor positions base rate moves to .055.

**For the purposes of calculating the supplemental salary, only the base rate in the 0 years/Bachelors column will be utilized.**

**Longevity payments and the $1,500 payments detailed on the bottom of the salary schedules will not be utilized for the calculation of the supplemental salaries.**

## Fort Recovery Local Schools - Supplemental Salary Schedule

| | Years of Experience | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 0 | 2 | 4 | 6 | 8 | 10 | 15 | 20 |
| Position | % of Base | | | | | | | |
| Sophomore Class Advisor | .025 | .027 | .029 | .031 | .033 | .035 | .037 | .039 |
| MS Student Council Advisor | .025 | .027 | .029 | .031 | .033 | .035 | .037 | .039 |
| Elementary Student Council Advisor | .025 | .027 | .029 | .031 | .033 | .035 | .037 | .039 |
| Eighth Grade Class Advisor | .025 | .027 | .029 | .031 | .033 | .035 | .037 | .039 |
| MS Yearbook Advisor | .025 | .027 | .029 | .031 | .033 | .035 | .037 | .039 |
| MS Drama Advisor | .025 | .027 | .029 | .031 | .033 | .035 | .037 | .039 |
| High School Drama Advisor | .025 | .027 | .029 | .031 | .033 | .035 | .037 | .039 |
| SADD Advisor | .020 | .021 | .022 | .023 | .024 | .025 | .026 | .027 |
| SMART Advisor | .020 | .021 | .022 | .023 | .024 | .025 | .026 | .027 |
| Spanish Club Advisor | .020 | .021 | .022 | .023 | .024 | .025 | .026 | .027 |
| LPDC Committee | .020 | .021 | .022 | .023 | .024 | .025 | .026 | .027 |
| Senior Class Advisor | .010 | .011 | .012 | .013 | .014 | .015 | .016 | .017 |
| Freshman Class Advisor | .010 | .011 | .012 | .013 | .014 | .015 | .016 | .017 |
| National Honor Society Advisor | .010 | .011 | .012 | .013 | .014 | .015 | .016 | .017 |
| FTA Advisor | .010 | .011 | .012 | .013 | .014 | .015 | .016 | .017 |
| Art Club Advisor | .010 | .011 | .012 | .013 | .014 | .015 | .016 | .017 |
| Math-Science Club Advisor | .010 | .011 | .012 | .013 | .014 | .015 | .016 | .017 |
| MS Science Fair Advisor | .010 | .011 | .012 | .013 | .014 | .015 | .016 | .017 |
| MS Book Club Advisor | .010 | .011 | .012 | .013 | .014 | .015 | .016 | .017 |
| Spelling Bee Advisor | .010 | .011 | .012 | .013 | .014 | .015 | .016 | .017 |
| Sports Medicine Club Advisor | .010 | .011 | .012 | .013 | .014 | .015 | .016 | .017 |
| MS Scholastic Bowl | .010 | .011 | .012 | .013 | .014 | .015 | .016 | .017 |
| K-5 Grade Level Chair | .009 | .010 | .011 | .012 | .013 | .014 | .015 | .016 |
| Elementary Book Club Advisor (3 pos. Gr 3,4,5) | .004 | .005 | .006 | .007 | .008 | .009 | .010 | .011 |

Elementary Vocal Music Programs - $250.00 per evening performance

Extended Service
- Agri Business-FFA – 40 days
- Vocational Ag-FFA – 35 days
- Summer Band – 27 days
- HS Guidance Scheduling & Registration – 20 days
- MS Guidance Scheduling & Registration - 9 days

Teachers' extended service will be paid on a supplemental contract. Teachers will be placed on the teacher's basic schedule, plus daily rate per days worked depending upon the term of employment.

Salary Adjustment Scale: .001 - .020 = .001 increment .041 - .060 = .003 increment .081 - .204 = .005 increment
.021 - .040 = .002 increment .061 - .080 = .004 increment .205 - = .007 increment

**Extended Season Pay -** Always begins at second level of competition. The exception is football since they qualify for the playoffs.
**Level I** - $150.00 per week
Head Coaches of Football, Volleyball, Basketball, Baseball, Softball

**Level II** - $100.00 per week
Head Coaches of Swimming, Track, Golf, Cross Country
Assistant Coaches of Football, Volleyball, Basketball, Baseball, Softball

**Level III** - $50.00 per week
Head Coaches of Football Cheer, Basketball Cheer
Assistant Coaches of Swimming, Cross Country, Golf, Track and Field

*Coaches receiving Supplemental Incentive Contracts must be in paid position at the high school level. In addition, coaches in Volleyball, Girls Basketball and Boys Basketball must attend all away and home regular season games as well and sit on the bench.
**Coaches must serve on the staff, full-time, during the tournament activities (practices, meetings, games, film)
***Individual qualifiers/non-team qualifiers will result in Level III pay

Junior High Coaches

Junior High coaches will retain years of experience when moving from one position to another position in the same sport in the Junior High program.

For the purposes of placement on the supplemental salary schedule for a high school coaching position Junior High experience will be credited at a rate of one (1) year for every two (2) years of coaching the same sport within the Fort Recovery Local School District.

For the purposes of placement on the supplemental salary schedule for a high school coaching position Junior High experience will be credited at a rate of one (1) year for every three (3) years of coaching the same sport outside of the Fort Recovery Local School District, provided that the experience is verified in writing from the previous employer.

When completing the calculation, years of experience will always be rounded down.

5th & 6th Grade Coaches

For the purposes of placement on the supplemental salary schedule for a high school / junior high coaching position, 5th & 6th grade experience will be credited at a rate of one (1) year for every two (2) years of coaching the same sport within the Fort Recovery Local School District. No experience will be credited for coaching outside of the Fort Recovery School District.

Vo-Ag

It is agreed that 10 additional extended days per eligible teacher will be paid for implementation of the Agricultural Education 5th Quarter Grant (hereafter the "Grant") under provisions detailed in the Grant application. An eligible teacher is defined as a full time FRLSD teacher qualified to teach vocational agriculture programs. All compensation expenses including taxes, retirement, and fringe benefits will be paid for with the Grant dollars. These extended days will only be available during years when the Grant has been approved for the FRLSD and if the Grant monies are sufficient to cover all costs associated with the extended days. Nothing herein shall guarantee any particular teacher the additional days and depending upon the amount of Grant money, the number of teachers eligible for the days may vary. Payment will be made in the form of a single check when all requirements of the Grant have been satisfied and all duties required to be performed by the Board in connection with the Grant have been completed.

The Local Professional Development Committee (LPDC) supplemental for a school year will be paid as follows: $500.00 for a member of the Core Committee, $500.00 for a member of the Sub Committee. A partial year will be prorated. Committee members will be required to submit meeting records to the Superintendent.

3. College Tuition Reimbursement

A teacher will be reimbursed up to $200.00 per semester hour up to twelve (12) semester hours per year beginning August 1 and ending July 31. Course work will be paid after receipt of an official transcript showing successful completion be related to education and must have prior approval of the Superintendent. Reimbursement of course(s). The maximum amount that can be expended by the Board of Education per year is $16,000.00.

Reimbursement will be based on a teacher's full time equivalency (FTE) status and must be requested within six months of the completion of coursework or it will be forfeited.

In order to qualify for this reimbursement it is expected that the regularly certificated/licensed teaching individual receiving tuition reimbursement will not request to be released from employment for a period of two (2) years. If such a release is requested and granted, the amount of tuition reimbursement received during that time period for the course(s) shall be reimbursed to the Board of Education by such employer

4. College Credit Plus (CC+)

1. Any teacher may agree to teach COLLEGE CREDIT PLUS course if selected by the Board. It is not a requirement for the teacher to agree to do so in order to maintain his or her job.

2. The superintendent may select teachers to take additional college coursework in order to teach CC+. In such cases, teachers shall have such coursework and textbooks paid by the Board. Reimbursement will be paid after the receipt of an official transcript showing successful completion of courses. If the teacher voluntarily leaves the employment of the Board or is terminated for cause within the first five (5) years of receiving this benefit, the teacher will allow the cost of the coursework benefit to be deducted from his/her pay according to the following schedule:
   - during/after years 1/2 = 100% pay back
   - during/after year 3 = 75% pay back
   - during/after year 4 = 50% pay back
   - during/after year 5 = 25% pay back

3. Teachers who teach CC+ courses and have completed the required coursework or are deemed "credentialed" to teach the courses shall receive additional compensation according to the following schedule:
   - One FRHS course for CC+ = $500
   - Each additional FRHS course/section for CC+ = $250
   - CC+ Coordinator (HS Guidance Counselor) = $500 annually

4. Teachers may choose to use FRHS CC+ courses and create Standard Learning Objectives (SLO) for the Student Growth portion of the teacher evaluation process, but it will not be mandatory for teachers to do so for these classes.

5. Professional Leave due to CC+ meetings will not be counted into the professional leave limitations of Article VII, #4.

6. Although FRHS College Credit Plus teachers serve as adjunct instructors, they are still considered employees of their local school district and, as such, are granted appropriate leaves of absence and/or sick or personal days as outlined in the negotiated contract.

5. Twenty-four Pay Periods

The Board of Education will agree to pay employees of the Fort Recovery Local School District in twenty-four (24) substantially equal payments. Payroll pay dates will be on the fifth (5th) and twentieth (20th) of each month. In the event the scheduled pay day falls on a weekend, the pay will be the Friday preceding the weekend. In the event the scheduled pay day falls on a holiday, the pay date will be on the day prior to the holiday.

6. Direct Deposit

All staff will receive payroll through direct deposit. The authorization for direct deposit will be limited to two financial institutions and two accounts per institution as indicated in Appendix D. The direct deposit notification slips will be emailed to all employees.

7. Payroll Deductions

a) The Board will continue payroll deductions of education association dues for the amount set by the Association in two installments per month from September to May (eighteen installments).

b) The Board will continue payroll deductions of tax-sheltered annuity payments for certified/licensed employees as directed by the employee in accordance with federal and state law. Whenever payroll deductions are requested for companies not being represented by any employees, they would need to have a minimum of four clients on our staff.

c) The Board will continue payroll deduction of Cancer/Intensive Care Insurance payments

of certified/licensed employees requesting this coverage.

d) Payroll deductions must be finalized during the open enrollment period for insurance as determined by the plan administrator.

8. Supplementals

a) All supplemental contracts shall be considered non-renewed at the end of the current school year.

b) The Board of Education retains the right to add positions or to subtract positions from the supplemental list. Supplemental contract changes should be directed to the supplemental contract supervisor in writing.

c) The Board of Education retains the right to establish the initial salary and index for new positions based upon the supplemental salary index formula as they are created on the supplemental list.

d) All supplemental positions will be paid with one (1) separate check at the end of the activity. All extended time compensation will remain on the present pay schedule (twenty-four pays).

9. Part-time Teacher Calculation

Part-time teacher calculation will be figured by dividing the total assigned contact time of a part-time teacher by the total assigned contact time of the average of full-time teachers in the district. The percentage generated will determine the annual salary. This method of calculation ensures that the part-time teacher is compensated for unassigned time (conferences, recess, etc.) in the same ratio as a full-time teacher.

The assigned contact time of the average full-time staff member will be calculated according to Appendix E. The weekly schedules can be updated annually as individual building times change. The president of the FREA and the Superintendent will make the changes as needed.

For the purpose of calculation each part-time teacher's weekly schedule will be entered on Appendix F. If a part-time teacher travels between buildings during the school day 5 minutes additional time per day will be considered assigned.

The daily arrangement of the part-time schedule will be mutually agreed upon by the part-time teacher and the scheduler as it meets the teaching demands of the district.

## ARTICLE XIII - INSURANCE BENEFITS

1. Life Insurance

The District will offer Term Life Insurance to all certificated/licensed employees in the amount of $40,000 each and will pay the full cost of such insurance.

2. Health and Prescription Insurance

a) The Board of Education will offer a flexible health insurance program. A Section 125 (Medical spending accounts and dependent care options) will be offered for premium payments at no cost. The Plan Election Form for the 125 (flex spending) is due at the end of each open enrollment period as established by the program provider.

b) Plan Options

Effective January 1, 2025, the Board will pay 87% of the High Deductible Health Plan premium and employees will pay 13% of the High Deductible Health Plan. The Board of Education will contribute to each employee's Health Savings Account $2,500 for family or $1,250 for single in calendar years 2025, 2026 and 2027. The contributions will be made in two installments on the second pay of January and the second pay of June.

The other plans offered by the Mercer/Auglaize Benefit Trust will be available to

employees. The Board will contribute the same amount as detailed above; employees will pay the difference between that amount and the cost of each plan.

c) Fringe Benefit Bonus Program

Any current employee, or employee hired in the future, who is enrolled or who enrolls in less insurance coverage than for which he/she is eligible, shall receive an annual payment based on the table below. The annual amount will be paid in the first pay in December, prorated on each calendar year.

| | MEDICAL/RX | DENTAL | VISION |
|---|---|---|---|
| Family but declining coverage | $3,800.00 | $200.00 | $25.00 |
| Family but choose Single / Single | $1,900.00 | $100.00 | $18.00 |

If both members of a husband and wife couple are employees of the Fort Recovery Local Schools, only one of them shall be considered eligible for Board paid family insurance plans. If both members of a husband and wife couple are receiving insurance benefits through Mercer Auglaize Benefit Trust, the fringe benefit bonus program will not be offered to them.

If an employee voluntarily leaves employment with Fort Recovery Local Schools during the plan year for which he or she is eligible to receive the annual fringe benefit payment, he or she will forfeit the fringe benefit payment for that year.

The Health Insurance Committee will review the bonus rates prior to implementation of any changes in the bonus rates.

A fringe benefit form is found in Appendix C of this agreement and is due no later than September 30th.

Any payments made pursuant to this section will be described in the Section 125 Plan document as it relates to (2) (a) of Article XIII.

3. Dental Insurance

The Board of Education shall provide and pay for a single or family dental insurance program that is the best plan offered by the consortium for all its certified/licensed employees. The Board will pay 85% of the premium, employees pay 15% of the premium for each year of the current contract.

4. Optical Insurance

The Board of Education will pay up to a $120.00 premium for Optical Insurance per contract year.

5. Part time Teachers

Part time Teachers shall be entitled to the pro-rated FTE of health prescription dental prescription and optical benefits.

6. Health Insurance Committee

A five (5) member Health Insurance Committee shall be established and maintained with two (2) representatives appointed by the Association, two (2) representatives appointed by the Board and the voting member of the Mercer / Auglaize Benefit Trust.

The purpose of the Health Insurance Committee shall be to improve the quality of health care and lower the cost of health insurance for all enrollees of any District health insurance plan(s).

The duties of the Health Insurance Committee shall be to review and analyze all pertinent health care and health insurance information germane to the stated purpose of the Committee and recommend policy regarding health insurance and health care systems for the District.

The Committee shall meet based on the MABT meeting schedule and determine the duration and frequency of all regular meetings.

## ARTICLE XIV - SEVERANCE PAY

Severance pay is defined as payment for unused sick leave upon retirement.

Upon the effective date of retirement from active service of any certificated/licensed employee of the Fort Recovery Local School District who meets the state requirement, and has a minimum of ten (10) years of active service with the district, such employee shall be paid in accordance to the guidelines of the Fort Recovery School's Accumulated Leave Plan with ING.

The payment shall be based on the employee's daily rate of pay at the time of retirement. The maximum payment shall be for one-fourth (1/4) of one hundred and fifty (150) accumulated sick days plus an additional two and one-half (2 ½) days for each year over twenty (20) years of service with the Fort Recovery Local School system (if such days are accrued) up to a maximum of sixty five (65) days.

For the purposes of calculating the daily rate, the employee's regular salary plus the full time bonus and longevity payments detailed on the bottom of the salary schedules will be utilized. Supplemental contract salaries will not be utilized for the calculation of daily rate.

*ex. a teacher who has accumulated 210 sick days and has a per diem pay rate of $346.60 (including full time bonus plus longevity) and has worked 33 years is calculated below.*

| | |
|---|---|
| *150(max) days x 25%* | *= 37.50 days* |
| *2.5 x (33-20)* | *= 32.50 days* |
| *37.5 + 32.5* | *= 65 days (max)* |
| *65 days x $346.60* | *= $22,529* |

*Therefore, this certified employee would receive a severance package of $22,529. Employees cannot be paid for more days than they have accumulated in sick leave.*

Employees shall meet with all the guidelines of the Fort Recovery School's accumulated Leave Plan with ING. Payment for sick leave on this basis will eliminate all sick leave accumulated in the State of Ohio by the employee and shall be paid only once to any employee.

## ARTICLE XV

## SUPPLEMENTAL SEVERANCE PAYMENT FOR RETIREMENT AT INITIAL ELIGIBILITY

1. The purpose of the Retirement at Initial Eligibility program is to provide a financial incentive to teachers to consider beginning their service retirement during their first year of retirement eligibility under State Teachers Retirement System (STRS) standards.

2. Full time teachers who notify the Board of Education by April 1 that they intend to begin their STRS service retirement no later than the start of the succeeding school year, and who begin their STRS service retirement eligibility, shall be eligible to receive an additional sixty (60) days of severance pay. This payment shall supplement any other severance pay to which the teacher would otherwise be entitled due to sick leave accumulation. The supplemental payment shall be paid in accordance to the guidelines of the Fort Recovery School's Accumulated Leave Plan with ING.

   For the purposes of calculating the daily rate, the employee's regular salary plus the $1,500.00

payments detailed on the bottom of the salary schedules, and longevity payments will be utilized. Supplemental contract salaries will not be utilized for the calculation of daily rate.

3. To be eligible for this supplemental severance payment, the retiring teacher must have completed at least ten years or its equivalent of regular, full time employment in the Fort Recovery Local Schools, and must complete all obligations under his/her contract for the current school year through the end of May. In other words, a teacher who begins his/her service retirement during the school year and prior to June 1 is ineligible for a supplemental payment under this program.

4. The determination of the first year of STRS retirement eligibility shall include any retirement credit which the employee is eligible to purchase, but has not yet purchased.

5. For all teacher retirements under this program after 9/01/92, it shall be the employees' responsibility to provide acceptable written verification that his/her retirement date will indeed be the first time he/she will be eligible for STRS service retirement.

6. This supplemental severance payment for full time teachers shall be prorated for part-time teachers in proportion to their current percentage of a full time contract.

7. This program may be reviewed annually by the Board and/or FREA. Each party will have the option of discontinuing this program for the succeeding calendar year, upon written notification to the other party. In addition, the Board may annually unilaterally adjust the actual number of days of supplemental severance pay without incurring a duty to further bargain this policy with the association.

8. For the purpose of this provision, eligible to retire through the State Teachers Retirement System shall be the first time an employee is eligible of:

    1. Reaching eligibility for full actuarial benefit; or
    2. Reaching eligibility for reduced actuarial benefit.

## ARTICLE XVI - MISCELLANEOUS ITEMS

1. Elementary Class Load

The District will attempt by administrative action to avoid exceptional class loads in elementary areas.

2. Extra Duty Program

The extra duty program will consist of a list of mutually agreed upon positions. It will be the responsibility of the FREA to administer this program of duties. No teacher will be asked to perform more than one duty.

The completed list of duties will be presented to the Superintendent. In lieu of compensation, $750.00 will be paid by the Board of Education to the FREA, for use in funding the employee banquet and to assist with the FREA scholarship.

## ARTICLE XVII - COMPLAINTS AGAINST TEACHERS

1. Outline of Procedure

| | |
|---|---|
| Step 1 | Building Principal |
| Step 2 | Superintendent |
| Step 3 | Board of Education |

2. Procedure

A complaint shall be defined as a written complaint or a verbal complaint given to a building principal or superintendent.

Regardless of what level a complaint is made against a teacher, said complaint shall first be referred to the teacher's building principal. This shall include any complaints made at public Board meetings.

Step 1 Building Principal

Complaints lodged against teachers by students, parents, or members of the community shall be referred to and should be resolved informally by the building principal. If the principal is not able to resolve the complaint informally, he/she will inform the teacher(s) who are the subject of the complaint, oral or written, lodged in accordance with this paragraph as soon as possible after the informal resolution attempt is completed. Prior to informing and/or involving the teacher in the complaint process defined in this Section, all complaints shall be reduced to writing. A copy of same shall be given to the teacher upon involvement in this complaint process. If/when the teacher is provided the copy of the written complaint, the principal shall arrange a meeting between the teacher and the source of the complaint.

Step 2 Superintendent

If efforts to resolve the complaint do not lead to understanding or resolution of the problem at the building level, the complainant shall have the complaint reduced to writing for submission to the Superintendent.

Step 3 Board of Education

If efforts to resolve the complaint do not lead to understanding or resolution of the problem at the Superintendent's level, the complainant may submit a written complaint to the Board of Education. Such meeting shall be held in Executive Session of the Board. Complaints lodged with the Board first shall immediately be referred to the first step of this procedure. If/when the complaint is submitted to the Board of Education and if/when a meeting of the Board is scheduled to be held in Executive Session regarding the complaint, the Teacher(s) shall be provided notice of the meeting and shall be provided the right to attend and participate in the complaint resolution process. The teacher(s) shall not forfeit the right to representation in such matters.

3. General Provisions

At every step of this procedure, the teacher(s) shall be invited to any meeting where the complainant has secured professional representation of his/her interests. The teacher(s) shall not forfeit the right to obtain representation prior to the formal complaint being heard.

The teacher(s) and his/her representative shall be informed and invited to any meeting held at the Superintendent or Board level contained in Steps 2 or 3 above to discuss the complaint if the complainant and/or his/her representative(s) are present. The complainant and/or the teacher may be accompanied by representative(s) of their choosing. Conferences regarding such complaints shall be private.

Any material placed in the teacher's folder must meet the conditions of Article IV, 6, of Personnel Files.

## ARTICLE XVIII – COMMITTEES

1. Committees of the Board, Administration, and the Association shall be in effect.

Joint Committee

a. The Fort Recovery Local School District shall establish a special committee to deal with inclusion, class size, special education, site-based management and budgeting, curriculum, and staffing concerns.

This committee shall meet regularly at least once each semester and at other times as requested by either party to discuss the issues or situations that arise regarding the items addressed above.

b. The committee shall be composed of three (3) representatives selected by the district, with at least one being a Board of Education member and three (3) representatives appointed by the Association. The committee is advisory in nature and shall submit reports to the Fort Recovery Local District Superintendent and the Association President.

c. In addition, a teacher who has already sought assistance of his/her building principal in resolving problems that are related to including students with disabilities in the regular classroom may also request a special meeting with the committee.

d. The committee will make an effort to provide appropriate assistance to the bargaining unit member(s) for the benefit of the students.

Health Insurance Committee (Article XIII, Section 6)

Evaluation Committee (Article IV, Section 3i)

Sick Leave Bank Committee (Article VII, Section 2)

2. District & Building Committees

a. District Leadership Team (DLT)

The District Leadership Team (DLT) shall be composed of up to two (2) classified and five (5) administrative representatives selected by the district and five (5) representatives appointed by the Association President. If any member cannot attend, they may send a replacement.

b. Staff Leadership Team (SLT) – each building shall meet at least once per quarter, unless mutually agreed otherwise.

## ARTICLE XIX – EMPLOYMENT OF RETIRED TEACHERS

Any retired teacher employed by the Fort Recovery Board of Education will be paid at the six (6) years experience step for their current educational degree level. If the retired teacher is re-employed in subsequent years, he/she will remain at the six (6) year step, but will receive the benefit of any negotiated base salary increase.

The retired teacher's contract will be a one-year limited contract automatically expiring at the end of the school year.

The retired teacher will be eligible for the same Board paid fringe benefits as the regular staff. Retired teachers are not eligible to participate in the Fringe Benefit Bonus Program for insurance.

Retirement constitutes a break in service to the Fort Recovery Local School District for the purpose of severance, service credit, seniority, reduction in force, sick leave, Medicare, etc. However, the retired teacher may again accrue sick leave (starting from zero (0) days) at the same rate as other teachers. The Board of Education will make STRS employer contributions for the retired teacher in accordance with STRS rules and state law.

A teacher shall be deemed "retired" under this agreement when he/she has been approved for service retirement by any State Teachers Retirement System. A teacher may only retire once, and is therefore not eligible for further severance pay.

An active teacher who is not yet retired will not be expected to give up any of his/her severance pay, including any Retirement at Initial Eligibility supplemental severance for which he/she would otherwise be eligible, in order to be eligible for reemployment as a retired teacher.

The parties intend for this provision to supersede any conflicting provisions of ORC 3139.08, 3319.111, and 3319.11.

Indemnification

The Fort Recovery Local Board of Education shall indemnify and save the Fort Recovery Education Association (FREA) and its affiliate organizations, FREA officers and individual FREA members harmless against any and all claims, demands, suits, or other forms of liability arising out of any action taken or not taken by the Board or its officers or employees for the purpose of complying with any of the provisions of this Article. The Board and the FREA shall negotiate to amend this Article if any provision becomes invalid, unlawful or unenforceable. The Board shall administer the Employment of Retired Teachers provision in a valid, lawful and enforceable manner.

**Appendix A**

**WHEREAS**, the Board and Association are parties to a current Collective Bargaining Agreement (CBA); and

**WHEREAS**, Article IV Section 3 and Appendices A and J outline the evaluation procedures for a given school year to comply not only with the statutory requirements but also the Ohio Teacher Evaluation System (OTES); and

**WHEREAS**, based in statute, the Ohio Department of Education provided revised forms, processes, and procedures for OTES 2.0, the latest iteration of Ohio's teacher evaluation model (i.e., OTES 2.0); and

**WHEREAS**, the Board and Association seek to transition to and comply with the latest teacher evaluation procedures prior to formal contract negotiations in Spring 2021,

**NOW, THEREFORE, BE IT AGREED** upon by the Board and the Association as follows:

1. Forms found within the Ohio Teacher Evaluation 2.0 Framework document will be utilized throughout the 2021-22 school year in the evaluation of teaching staff members. Evaluation forms for the School Counselor remain unchanged.

2. The Ohio Teacher Evaluation 2.0 Framework will replace Appendices A and J of the current CBA with current revisions and anticipate the possibility of further considerations following the 2021-22 school year for the initial implementation.

3. The words Holistic Observation and Focused Observation shall be defined as follows:

Holistic Observation = The evaluator will collect evidence on *any* of the indicators that will be scored in the Teacher Performance Evaluation Rubric during the final Holistic Rating.
Focused Observation = The evaluator will collect evidence on *only* the indicators that are stated in the teacher's Professional Growth Plan, indicators that will be scored in the Teacher Performance Evaluation Rubric during the final Holistic Rating.

**Evaluation Procedures:**

1. Every teacher will complete the following each school year:

a. Professional Growth Plan (or Improvement Plan)

i. Teacher will use the Professional Growth Plan template (or Improvement Plan template) as provided by ODE.

ii. No more than 2 (two) goals must be written on a PGP. Goals should align to the Teacher Performance Evaluation Rubric or district/building goals.

iii. Self-Assessment Summary Tool is optional and can be used to guide a teacher in creating a Professional Growth Plan. It should NOT be turned in to the evaluator.

iv. Professional Growth Plan must be submitted no later than the 1st Friday in September each school year.

b. High-Quality Student Data Verification Sheet

i. Teacher will use the HQSD Verification Form provided by ODE.

ii. A comprehensive list of Sources of High-Quality Student Data will be submitted by the teaching staff and reviewed by the Evaluation Committee. An individual teacher may also submit a proposal of HQSD to the Evaluation Committee for review.

iii. HQSD Verification Sheet must be submitted no later than the 1st Friday in September each school year.

c. Optional Evidence Collection Binder

- A teacher may collect evidence of his/her performance as it relates to the Teacher Performance Evaluation Rubric. This is not required, but it may be submitted to the evaluator to provide a comprehensive look at the teacher's performance in addition to observations and walkthroughs.
- If a teacher chooses to submit the evidence binder, it is due no later than the 1st Friday of April each school year.

2. Every teacher will be observed annually based on the following criteria:

a. For teachers who are not up for Contract and who received a Skilled or Accomplished rating on their last evaluation cycle:

i. 2 (Two) Walkthroughs

- Informal
- Less than 30 minutes
- May be announced or unannounced
- Feedback will be provided by the evaluator using the Walkthrough Template.

ii. 1 (One) Holistic Observation

- Formal, Announced
- 30 minutes or longer
- Teacher will fill out the Lesson Plan template prior to the observation and submit it to the evaluator. (No Pre-Conference)
- Post-Conference - teacher and evaluator will fill out the Observation Template

b. For teachers who hold a continuing contract and are at the end of 'term' for Skilled or Accomplished rating:

i. 2 (Two) Walkthroughs

- Informal
- Less than 30 minutes
- May be announced or unannounced
- Feedback will be provided by the evaluator using the Walkthrough Template.

ii. 1 (One) Holistic Observation

- Formal, Announced
- 30 minutes or longer
- Teacher will fill out Lesson Plan template prior to the observation and submit it to the evaluator. (No Pre-Conference)
- Post-Conference - teacher and evaluator will fill out the Observation Template

iii. 1 (One) Focused Observation

- Formal, announced
- 30 minutes or longer
- Specific to PGP Goals
- Teacher will fill out Lesson Plan template prior to the observation and submit it to the evaluator. (No Pre-Conference)
- Post-Conference - teacher and evaluator will fill out the Observation Template

iv. Final Holistic Rating

- Hard copy provided to teacher by May 10th.

c. For teachers up for Consideration of Renewal/Non-Renewal or Continuing contract:

OR

For teachers on a limited contract but at the end of 'term' based on previous OTES rating:

OR

For teachers on an improvement plan regardless of contract status:

i. 2 (Two) Walkthroughs

- Informal
- Less than 30 minutes
- May be announced or unannounced
- Feedback will be provided by the evaluator using the Walkthrough Template.

ii. 1 (One) Holistic Observation

- Formal, Announced
- 30 minutes or longer
- Teacher will fill out the Lesson Plan template prior to the observation and submit it to the evaluator. (No Pre-Conference)
- Post-Conference - teacher and evaluator will fill out the Observation Template

iii. 1 (One) Focused Observation

- Formal, announced
- 30 minutes or longer
- Specific to PGP Goals
- Teacher will fill out the Lesson Plan template prior to the observation and submit it to the evaluator. (No Pre-Conference)
- Post-Conference - teacher and evaluator will fill out the Observation Template

iv. 3rd Observation

- Formal, Announced
- 30 minutes or longer
- If teacher is on a limited contract and is not up for Renewal/Non-Renewal or on an Improvement Plan, this will be a Holistic Observation.
- If teacher is up for Renewal/Non-Renewal or on an Improvement Plan, this will be a Focused Observation based on PGP Goals.
- Teacher will fill out the Lesson Plan template prior to the observation and submit it to the evaluator. (No Pre-Conference)
- Post-Conference - teacher and evaluator will fill out the Observation Template

v. Final Holistic Rating

- Hard copy provided to teacher by May 10th.

3. In terms of OTES 2.0 performance components,

i. The self-assessment will be required for teaching staff members on improvement plans and with ineffective ratings.

ii. The self-assessment should be completed at the discretion of the evaluator for teachers with developing ratings.

iii. Otherwise, for those teachers with skilled and accomplished ratings, the self assessment is strongly encouraged but not required.

4. Student Growth Measures will not be required components in 2020-2021 educator evaluations in accordance with House Bill 197 and House Bill 164 of the 133rd General Assembly. A school district board of education may not use value-added, high-quality student data or any other student academic growth data to measure student learning attributable to a teacher or principal while conducting evaluations. To ensure student academic growth data is not used to measure student learning attributable to a teacher or principal, evaluators should not include the "evidence of student learning" component on the teacher performance evaluation rubric for OTES 2.0.

**Appendix B**

Date _____

Signed _____
Grievant

LEVEL ONE - GRIEVANCE FORM

This form should be prepared in quadruplicate. A copy will be returned to grievant indicating any action taken by the Principal or Immediate Supervisor.

Date_____

Grievant's Name_____

Building_____ Subject or Grade_____

Nature of Grievance (Give dates, names, and other pertinent information).
Use back of the form if needed.

I hereby request the Fort Recovery Education Association to assist me in processing this grievance.

Signed _____

Reply: _____

_____

_____

Date: _____

Signed _____
Principal or Immediate Supervisor

Original - Grievant
Copy 1 - Grievance Committee Chairman
Copy 2 - Building Principal
Copy 3 - Superintendent
Copy 4 - Board President

Date _____

Signed _____

LEVEL TWO - GRIEVANCE FORM

This form should be prepared in quadruplicate. A copy will be returned to the grievant Indicating any action taken by the Superintendent.

I (we) am (are) not satisfied with the disposition of my (our) grievance at the previous

Step and hereby appeal to the _____.

Reasons and/or Comments:

Signed _____

Reply:

Date:_____ Signed_____
Superintendent

Original - Grievant
Copy 1 - Grievance Committee Chairman
Copy 2 - Board of Education, President
Copy 3 - Superintendent

**Appendix C**

## Fort Recovery Local Schools
## Fringe Benefit Bonus Program

Name _____ Marital Status _____

Benefit Eligibility

I believe I am currently eligible for the following Fort Recovery Schools fringe benefits:

| | Family | Single | Not Eligible |
|---|---|---|---|
| Hospitalization/Major Medical | _____ | _____ | _____ |
| Dental Insurance | _____ | _____ | _____ |
| Optical Insurance | _____ | _____ | _____ |

Current Benefits (COMPLETE ONLY IF DIFFERENT FROM ABOVE)

| | Family | Single | No Coverage |
|---|---|---|---|
| Hospitalization/Major Medical | _____ | _____ | _____ |
| Dental Insurance | _____ | _____ | _____ |
| Optical Insurance | _____ | _____ | _____ |

*** Forms are to be turned into the Treasurer's office no later than September 30th.**

---

| | Medical/RX | Dental | Vision |
|---|---|---|---|
| **Family but declined coverage** | $3,800.00 | $200.00 | $25.00 |
| **Family but choose Single coverage** | $1,900.00 | $100.00 | $18.00 |

**APPLICANT'S STATEMENT**

In voluntarily submitting this application, I understand:

-Description of annual bonus payment can be found in Section 125 Plan document.

-The annual bonus payment will be paid on the first pay date in December each year.

- If an employee voluntarily leaves employment with Fort Recovery Local Schools during the plan year for which he or she is eligible to receive the annual fringe benefit payment, he or she will forfeit benefit payment for that year.

- I understand I may re-enroll for discontinued coverage during any open enrollment with effective date of January 01 for any reason; or at any time should I become ineligible for other coverage.

- By this waive of coverage, I understand it is my sole responsibility to be certain I am adequately covered by my spouse's insurance plan and/or through self-insurance.

_____ _____

Employee's Signature Date

_____ _____

Treasurer Date

_____ _____

Superintendent Date

**Appendix D**

**FORT RECOVERY LOCAL SCHOOLS**
400 East Butler Street
P.O. Box 604
Fort Recovery, OH 45846
(419) 375-4139

**Authorization Agreement for Direct Deposit**

**Section I:**

I hereby authorize FORT RECOVERY LOCAL SCHOOLS, 34-6400516, (hereinafter called SCHOOL DISTRICT) to initiate credit entries to my account or accounts as listed below, and the FINANCIAL INSTITUTION named below to credit the same to such account.

1) Financial Institution Name: _____

Street/City/State/Zip: _____

Transit Routing #: _____ (obtain from financial institution)

Checking Account #: _____ Amount (if Fixed): _____

Savings Account #: _____ Amount (if Fixed): _____

2) Financial Institution Name: _____

Street/City/State/Zip: _____

Transit Routing #: _____ (obtain from financial institution)

Checking Account #: _____ Amount (if Fixed): _____

Savings Account #: _____ Amount (if Fixed): _____

This authority is to remain in full force until SCHOOL DISTRICT has received written notification from me of its termination in such timely manner as to afford SCHOOL DISTRICT and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

Print Name: _____ Social Security #: _____

Signature: _____ Date: _____

(Reverse side must be completed by Financial Institution)

Note: To insure accuracy, please provide a deposit slip with the name of the institution and the account number to the SCHOOL DISTRICT (this is required).

**Appendix E**

**Full Time Teacher Calculation**

Based on average of teaching/assigned contact time per week for regular full time teacher:

**HS** – 8:15-3:17
422 minutes per day -30 minutes lunch -42 minutes conference
= **350** minutes per day

**MS** – 8:18-3:21
423 minutes per day -31 minutes lunch -45 minutes conference
= **347** minutes per day

**Elem** – 8:15-3:26
431 minutes per day -30 min. lunch, -24 min. recess* -40 minutes conference (5 days/week)**
= 337 minutes per day

OR

431 minutes per day -30 min. lunch, -24 min. recess* -50 minutes conference (4 days/week)**
= 327 minutes per day

Average = 343 minutes per day times 5 days = **1715 minutes per week**

*Recess 36 minutes per day minus average duty of 12 minutes per day

**200 minutes of specials per week

**Appendix F**

## Part-time Teacher Calculation

School Year _____

Name _____

Position _____

| | Time Taught in Minutes (Assigned) |
|---|---|
| Monday | |
| Tuesday | |
| Wednesday | |
| Thursday | |
| Friday | |
| ***Total Minutes*** | ÷ *1715 = % |

* From Appendix F

_____ _____

Superintendent Signature Date

**Appendix G**

**Fort Recovery Local Schools**
**Certified Request for personal day payment/carry over**

**Request to carry days over must be turned into the Treasurer's office no later than teacher records day of the current year.**

Date: _____

Employee Name:_____

I have _____ unused personal days available.

I am requesting to have _____ personal days paid to me at the rate of $125.00 per day or part thereof.

I am requesting to have _____ personal days carried over to the next school year in lieu of payment for that day. (Employees may carry over up to two unused personal days. The total of personal days may not exceed *five* days.)

It will be assumed that an employee is not requesting to carry over any unused personal days if this form is not received in the Treasurer's office no later than teacher records day. A payment will then be processed for any unused personal days.

_____

Employee Signature Date

**Appendix H**

**COLLEGE COURSE WORK APPROVAL**

**Fort Recovery Local School District**
**Fort Recovery, OH 45846**

PAYABLE TO _____ TODAY'S DATE _____

COLLEGE ATTENDING

_____

COURSE _____ COST OF COURSE FOR EMPLOYEE _____

CREDIT HOURS:_____ Quarter Hours _____ Semester Hours

COURSE STARTS _____ COURSE ENDS _____
COURSE WORK LEADING TO

_____

_____

__
Signature – Requestor

_____

Signature-Superintendent_____
Payment for this course will count toward your 8 hours maximum beginning August 1, _____
(year-based on the date the class starts)

---

College Tuition Reimbursement:

A teacher will be reimbursed up to $200.00 per semester hour up to twelve (12) **semester hours** per year beginning August 1 and ending July 31. Course work must be related to education and must have prior approval of the Superintendent. Reimbursement will be paid after receipt of an official transcript showing successful completion of course(s). The maximum amount that can be expended per year is $16,000.00.

Reimbursement will be based on a teacher's full time equivalency (FTE) status and must be requested within six months of the completion of coursework or it will be forfeited.

In order to qualify for this reimbursement it is expected that the regularly certificated/licensed teaching individual receiving tuition reimbursement will not request to be released from employment for a period of two (2) years. If such a release is requested and granted, the amount of tuition reimbursement received during that time period for the course(s) shall be reimbursed to the Board of Education by such employee.

OFFICE USE ONLY:

Purchase Order No.: _____

Account No.: _____

**Appendix I**

APPLICATION TO BORROW DAYS FROM SICK LEAVE BANK
(File in duplicate)

I apply to borrow _____ day(s) from the district sick leave bank, to be used as stipulated in Article VII, number 2.

Estimated duration of illness_____

_____

_____

_____

ATTACHED IS MY PHYSICIAN'S STATEMENT REGARDING SAID ILLNESS.

Signed_____ Social Security #_____
(applicant)

Date_____

---

TO: TREASURER/PAYROLL DEPARTMENT

The above sick leave bank member has been approved by the Sick Leave Bank Committee to borrow _____ day(s) from the Sick Leave Bank.

Signed_____ _____
(Committee Co-chairperson, Sick Leave Bank Committee) (Committee Co-chairperson, Sick Leave Bank Committee)

Date_____ Date_____

COPY: Treasurer
Borrower

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