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Ottawa Hills
Local Schools

Defined by excellence. Supported by tradition.

Negotiated Agreement

between the
Ottawa Hills Education Association
and the
Ottawa Hills Board of Education

January 1, 2025 - June 30, 2027

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NEGOTIATED AGREEMENT
BETWEEN
THE OTTAWA HILLS EDUCATION ASSOCIATION
AND
THE OTTAWA HILLS BOARD OF EDUCATION

JANUARY 1, 2025 – JUNE 30, 2027

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NEGOTIATED AGREEMENT
BETWEEN
THE OTTAWA HILLS EDUCATION ASSOCIATION
AND
THE OTTAWA HILLS BOARD OF EDUCATION

JANUARY 1, 2025 – JUNE 30, 2027

ARTICLE I: RECOGNITION

A. RECOGNITION

The Ottawa Hills Board of Education recognizes the Ottawa Hills Education Association (OHEA), an affiliate of the Ohio Education Association and the National Education Association, as the exclusive bargaining representative of all certificated personnel required to pay into the State Teachers' Retirement System, excluding administrative personnel and substitute teachers, for purposes of collective bargaining within the scope of Chapter 4117, Ohio Revised Code. Negotiated agreement language referring to "teachers" includes all bargaining members, including but not limited to Intervention Specialists, Counselors, School Psychologists, MTSS Coordinator, Reading Specialists, and the Foundry Director.

B. MANAGEMENT RIGHTS

The Association recognizes the Board as the legally elected body which, by law has the final authority and responsibility of establishing the policies for the Ottawa Hills Local School District and as the employer of all personnel of the school system.

The Board hereby retains and reserves unto itself, except as limited by the terms of this Agreement, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Ohio, and of the United States including the rights specified in 4117.08(C) of the Ohio Revised Code. Such rights include, but are not limited to, the right to hire, promote, transfer, assign, retain employees in positions, suspend, demote, discharge, remove or take other disciplinary action against employees for just cause, to relieve employees from duties because of lack of work or funds or other legitimate reasons, to determine the methods, means, employees or persons by which Board operations shall be conducted, to direct the schedule, shift, and location of the work of employees so that the Board may operate in the most efficient manner, except as limited by the terms of this Agreement. All management rights are retained by the Board, including the sole and exclusive right to manage its operation, buildings, and facilities and to direct the work force including the rights specified in 4117.08[C] of the Ohio Revised Code, except as limited by the terms of this Agreement.

C. FAIR SHARE FEE

The Ottawa Hills Board of Education and the Ottawa Hills Education Association agree that the language in the collective bargaining agreement effective January 1, 2021 – December 31, 2023, Article I, Section C, entitled "Fair Share Fee", will be reinstated and considered part of the collective bargaining agreement in the event any Federal or State legislative or judicial body reverses the ruling in Janus v. AFSCME, 26-1466, 585 U.S. 138 S. Ct. 2448 regarding fair share fees.

D. NEGOTIATIONS

1. Negotiations will be governed by provisions of Chapter 4117 of the Ohio Revised Code, except that negotiations taking place during the term of the Master Agreement shall take place pursuant to the provisions of Article I, Section D, Number 2.

2. If at any time during the life of this Agreement, the Board of Education or the Ottawa Hills Education Association wishes to address an issue that affects wages, hours, terms, and other conditions of employment, the Board or Association will first forward the issue in writing to the Professional Review Committee, in which both parties will make a good faith effort to discuss the issue and find a solution. If that effort results in a recommended solution, by a three-fourths majority, the recommendation will be submitted to the Ottawa Hills Education Association for approval and to the School Board for approval. If no recommendation is reached or if either organization fails to approve a recommendation, then both parties may agree to open negotiations, limited to the specific issue. Should the parties agree to open mid-term negotiations but fail to reach agreement within 30 days, the Board may not implement its last proposal to the Association but may require the Association to submit all unresolved issues raised during mid-term negotiations to binding issue arbitration pursuant to Article II, Section C, Step Four of the Grievance Procedure.

E. PROFESSIONAL REVIEW COMMITTEE

The Administration and the Association agree to form a professional review advisory committee to meet at least once each month only during the school year to discuss matters of mutual concern. Each party shall assign four (4) members to this committee and all meeting arrangements will be made by mutual consent. When possible, two (2) of the Association members shall be staff members from the elementary school, and two (2) shall be staff members from the junior/senior high school. The chair of this committee will rotate on a yearly basis between the Administration and the Association. The mutually agreed upon minutes of each PRC meeting will be maintained in an electronically shareable format. As a matter of general principle, contract enforcement, i.e., grievances, and items specifically included in the negotiated agreements fall outside the scope of authority of the PRC except as otherwise specifically provided in Section D 2 above. Other concerns from individual buildings and/or building members will only be considered if they have first been discussed with the building staff and they have been unable to reach a satisfactory resolution.

All other matters of mutual concern may be agenda items for the PRC. In addition, the Committee will provide input to the Board concerning the adoption of new policies or revisions of existing policies that affect teachers in their assigned duties but are not an addition to, deletion from, or modification of the existing contract between the Board and the Association. Policies so pertaining may be brought to the Committee for discussion and study by either the Association or the Administration.

F. BOARD POLICY BOOKS

Every member of the bargaining unit employed by the Ottawa Hills Board of Education will have access to an electronic copy of "Board Policies." Employees will be notified by email of any changes to Board Policies that are adopted during the school year.

ARTICLE II: GRIEVANCE PROCEDURE

A. PURPOSE

The Ottawa Hills Local Board of Education and the Ottawa Hills Education Association recognize that in the interest of effective personnel relations, a procedure is necessary whereby professional staff members can be assured of a prompt hearing and a fair settlement of their grievances.

The primary purpose of this procedure is to secure, at the lowest possible level, equitable solutions to grievances.

B. GENERAL

Grievance A claim by a bargaining unit member, a group of professional staff members whose grievance claim is identical, or the Association involving an alleged misinterpretation, violation, or misapplication of any of the provisions of negotiated agreements, Board of Education policies, or individual teacher contracts.

Grievant The person, persons, or the Association filing the grievance.

Days All weekdays except Saturdays, Sundays, school holidays, summer, winter and spring breaks.

Withdrawal of Grievance A grievance may be withdrawn at any step without prejudice.

Third Party If the grievant desires, he/she may be accompanied by an O.H.E.A. and/or O.E.A. representative at all steps.

Reprisal The procedure shall be available to all professional staff members, and no reprisals of any kind shall be taken against a person initiating or participating in a grievance procedure. The fact that a teacher files a grievance shall not be recorded in his personnel file, or in any file or record utilized for promotion or for employment recommendations.

Alternate Procedure A grievance that falls outside the scope of the authority of the building principals or by a group of teachers from more than one building may be initiated at Step Two of the Grievance Procedure. The written grievance shall be on a standard form containing a statement of the provision(s) allegedly violated, misinterpreted or misapplied, and shall be filed within twenty (20) days after the action giving cause for the grievance. The grievant(s) are encouraged to informally discuss the grievance with the Superintendent before filing the written grievance.

C. PROCEDURE

Informal Step Any professional staff member or group of professional staff members having a grievance must first discuss the grievance with the building principal within fifteen (15) days after the action giving rise to the grievance. The grievant has the right to be accompanied by a Third Party as defined above at any step of the grievance process.

Step One If the discussion does not resolve the grievance to the satisfaction of the grievant, the grievant shall have the right to lodge a written grievance with the building principal within twenty (20) days after the informal step meeting. The written grievance shall be on a standard form and shall contain a statement of facts upon which the grievance is based and a reference to the specific provision of the negotiated agreement, Board of Education policy, or individual teacher contract, allegedly violated or misapplied. The grievant shall have the right to request a hearing before the building principal. The request shall appear on the grievance form, and a hearing shall be conducted within five (5) days after the receipt of the request. The hour and day of the hearing shall be by mutual consent and at a place agreed upon by both parties.

The building principal shall take action on the written grievance within five (5) days from receipt of the grievance or five (5) days after the hearing, if applicable. The action taken and the reasons for the action shall be reduced to writing and copies sent to the grievant, the Ottawa Hills Education Association, and the Superintendent.

Step Two If the action taken by the building principal does not resolve the grievance to the satisfaction of the grievant, or the principal does not have the authority to resolve the grievance, the grievant shall request, in writing, a hearing with the Superintendent within five (5) days of receipt of the principal's disposition of the grievance. A hearing shall be conducted by the Superintendent within five (5) days after receipt of the request. The hour and day of the hearing shall be by mutual consent and at a place agreed upon by both parties.

The Superintendent shall take action on the appeal of the grievant within five (5) days after the hearing is held. The action taken and the reasons for the action shall be reduced to writing and copies sent to the grievant, the Ottawa Hills Education Association, and the building principal.

A grievance arising from a claimed violation, misinterpretation, or misapplication of a provision or provisions of this Agreement that falls outside the scope of the authority of the building principals or by a group of teachers from more than one building may be initiated at Step Three of the Grievance Procedure.

The written grievance shall be on a standard form containing a statement of the provision(s) allegedly violated, misinterpreted or misapplied, and shall be filed within twenty (20) days after the action giving cause for the grievance. The grievants are encouraged to informally discuss the grievance with the Superintendent before filing the written grievance.

Step Three - Mediation If the Association is not satisfied with the Step Two answer, it may, within ten (10) days of the filing of the Step Two answer, advance the grievance to Federal Mediation and Conciliation Service (FMCS) by giving written notice to the Superintendent. The parties will jointly contact the local FMCS office to request the services of a mediator. If the parties do not agree on the mediator, then they will request that the FMCS appoint one. The parties will make every effort to have a mediation session scheduled within ten (10) workdays of the request to the FMCS. If the parties agree to the solution reached with the help of the FMCS mediator, then that solution will be reduced to language and filed with the superintendent and the Association.

Step Four – Arbitration If the grievant(s) and the Association are not satisfied with the Step Three results, the Association may, within twenty (20) days of the conclusion of the mediation, advance the grievance to arbitration by giving simultaneous written notice of such appeal to the Federal Mediation and Conciliation Service (FMCS) and the Superintendent. Upon receipt of the required notice of arbitration, the Superintendent and the Association shall confer. The arbitrator shall be selected according to the alternate strike method and in no case shall he/she be selected more than ten (10) days after receipt by the parties of a list of arbitrators from the FMCS.

Arbitrator's Decision and Compensation The arbitrator will render a decision in writing within thirty [30] days, or such additional time as the parties may in writing agree, after any grievance has been submitted to him/her and his/her decision, when so rendered as required by law, will be final and binding on the parties and may be enforced in any court of competent jurisdiction. The Board and the Association will bear their own grievance process and arbitration expenses individually and share the arbitrator's fee and expenses equally.

Limitation of Arbitrator's Authority The jurisdiction and authority of the arbitrator and his/her opinion and award shall be limited to the interpretation of the written provisions of this Agreement, Board policy, and individual contracts. The arbitrator shall have no authority to add to or to subtract from or in any way modify the terms and conditions of this Agreement, Board Policy, or individual contracts. A court of competent jurisdiction shall be the appropriate forum for the resolution of disputes over whether or not any written provisions of said Agreement, Board policy, or individual contracts affecting bargaining unit members are contrary to law.

Jurisdictional Question In any arbitration proceeding where a question concerning the arbitrator's jurisdiction over the grievance is raised, the arbitrator shall make a separate decision on the question of his/her jurisdiction. In the arbitrator's decision, he/she shall first rule upon the jurisdictional issues and, if the arbitrator determines that he/she has no jurisdiction, the arbitrator shall make no decision or recommendation concerning the merits of the grievance. Nothing contained herein shall prohibit the arbitrator from taking all evidence of the jurisdictional issues and the merits of the grievance in a single hearing.

ARTICLE III: COMPENSATION

A. TEACHERS SALARY SCHEDULE

1. The Ottawa Hills Board of Education expects to continue the concept of a superior education and is committed to the principle of providing a salary schedule which is competitive with the best salary schedules in the Toledo area. At the time an individual is offered a position with the Ottawa Hills Schools, a complete explanation regarding compensation and benefits will be given.

2. Salary Schedule

   Wages will be paid pursuant to the salary schedules and index in Appendix A. Advances to higher salary classes shall be made as set forth in subsection 4, below. Bargaining unit members shall advance one step on the salary schedule for each year of completed service in the District, beginning from the step at which they were placed in January 2017.

3. There shall be a 1% bonus for each individual based on the individual's salary in those years in which the most recently issued ODE "District Report Card" overall letter grade is an "A." The 1% bonus is not compounded annually in those years in which it is earned. The bonus shall be paid in a lump sum in the last pay in January. Appropriate taxes and STRS deductions will be withheld. The 1% bonus will be removed from this negotiated agreement beginning in the 2025-26 contract year.

4. Educational Advancement

   Only semester hours within the College of Education or related to the staff member's area of teacher certification, after attaining the Bachelor's Degree or Master's Degree, will count toward the educational advancement in the Bachelor's or Master's categories.

   If a teacher notifies the Superintendent's office in writing by September 1 that the teacher has enough credit to warrant an educational advancement on the salary schedule, the change will be made for that school year, following verification of the class and the credit hour total.**

   [One (1) quarter hour equals two-thirds (2/3) semester hours.]

   If a teacher notifies the Superintendent's office in writing by February 1 that the teacher has enough credit to warrant an educational advancement on the salary schedule, the change will be made for the second semester, following verification of the class and the credit hour total.**

   ** One (1) quarter hour equals two-thirds (2/3 semester hours).

B. PAY PERIOD

1. The annual salary of all bargaining unit employees shall be paid by direct deposit in 24 semi-monthly payments to be made on the 15th and the last work day of each calendar month.

Employees shall provide the District Treasurer all information necessary for direct deposit. Notices of direct deposit will be provided by email only.

2. Pay deductions and additions

   a. Credit union and annuity payments will be deducted from each deposit equally.

   b. Health insurance premium payments and United Way contributions will be deducted from the first deposit of the month.

   c. Professional dues will be deducted from the second deposit of the month. The Board agrees to deduct from the pay of employees' dues for OHEA when so authorized by the employee and to remit dues to OHEA/OEA monthly. Payroll deductions shall be continuous and shall continue for successive periods of one year, unless written notification of termination is received by the OHEA and Treasurer. Association dues shall be deducted consistent with pay periods, between October and May.

   d. Hourly supplemental pay will be included with the second deposit of the month.

3. Whenever, for any reason, a teacher fails to complete the school term, the sum total of payments made shall not exceed the per diem rate times the number of days worked.

4. Teachers shall be paid for time lost whenever schools are closed because of emergency closings.

C. CALCULATING PART-TIME PAY

The calculation of part-time pay in each building is based upon each building's schedule. Those schedules are different.

1. Elementary Building This pay is calculated using the following formula:

   $$\text{annual salary} \times \frac{\text{\# of hours worked, including conference time}}{\text{6.5 hours/day} \times \text{185 days}}$$

2. Junior/Senior High Building This pay is calculated using the following formula:

   $$\text{annual salary} \times \frac{\text{\# of periods scheduled, including conference time}}{8}$$

3. Traveling Teachers This pay is calculated using the following formula:

   elementary building salary + junior/senior high building salary

4. Planning/Conference Time

   Conference time is determined as follows:

a. Elementary Building – In conference with the building principal based upon the teaching assignment.

b. Junior/Senior High Building – Three, four, or five classes scheduled will result in one planning/conference period also scheduled.

c. Traveling Teachers – Consideration is given to the totality of the traveling teacher's assignments in conference with the building principals.

(See Article IV, Section A1 for eligibility for fringe benefits.)

D. Any junior high or high school teacher who is assigned an additional class or classes beyond the full time course load shall be compensated at a rate proportional to one-eighth (1/8) of his/her per diem rate per such class. Any such class assignment shall take the form of an additional contract.

E. A bargaining unit member who is asked to substitute to provide coverage for a teacher absence during a scheduled conference or planning period shall be compensated at a rate equal to the Curriculum Work (hourly) rate on the supplemental salary schedule per such period assigned. Such potential assignments shall be offered on a voluntary basis to all building teachers with an available conference or planning period.

F. SUPPLEMENTAL SALARY WORK

1. Supplemental Pay Schedule.

   Pay for supplemental contracts shall be in accordance with the index and effective dates set forth in Appendix B, calculated on the base salaries below, but as modified by longevity increases in Article III, Section D, paragraph 2, Longevity.

   Effective 1/1/2025 $42,936

   All salaries except hourly will be rounded off to the nearest dollar.

2. Longevity

   Longevity increments will be paid as follows for extra duty assignments (excluding hourly positions).

   After three (3) years of total experience in an Ottawa Hills position, the holder of that supplemental contract will receive 5% more than the wage in the supplemental salary index.

   After six (6) years of total experience in an Ottawa Hills position, the holder of that supplemental contract will receive 10% more than the wage in the supplemental salary index.

3. All supplemental salary positions for club and class advisors have to meet the current requirements for organized clubs or activities at our high school:

    * Have a list of written objectives
    * Have a set of officers (if applicable)
    * Collect dues
    * Have an assigned faculty advisor
    * Be approved by the school board
    * Have a written job description

4. Compensation for hourly supplemental salary work performed during the school workday (8:00 a.m. – 3:30 p.m., excluding unpaid lunch) represents payment for the extra duties performed during the planning/conference time that teachers relinquish.

5. Curriculum Hourly Work

    Teachers may submit a request to receive supplemental hourly pay, under this Section E (5), for one or more of the following reasons: (a) to provide direct instruction to students outside of the contract day; (b) to monitor, assist, and assess students taking an approved independent study course; (c) to assist in the development of new curricula; or (d) to meet an objective established by a building or district administrator. The request must be submitted to the Director of Curriculum and Instruction and approved in writing by him or her prior to submission of hours for payment. Requests will be approved or denied within thirty (30) calendar days following receipt of the request.

G. SUPPLEMENTAL SALARY COMMITTEE

The Supplemental Salary Committee will consist of three (3) representatives of the O.H.E.A. and three (3) administrative representatives. The Committee will meet to review job descriptions and supplemental salaries during the school year prior to negotiations and report by June 1 to the parties.

The committee will review all job descriptions and supplemental salary indexes. Written recommendations for new supplemental salary positions, elimination of current positions, and index changes will be made to the O.H.E.A. negotiating team and the school board negotiating team prior to June 1 of the year of negotiations for incorporation into the negotiated agreement.

All job descriptions will include the following:

1. Position title
2. Responsibility
3. General duties
4. General time expectations
5. Specific duties

Specific duties for club and class advisors will include submission of an activity plan and an annual budget upon the request of the treasurer prior to the final supplemental salary payment.

H. JOB DESCRIPTIONS

1. All job descriptions for athletic jobs will be developed by coaches and the athletic director. Upon request, an Association representative and/or an Administration representative may be present.

2. All other extra duty, non-athletic job descriptions will be developed by the appropriate administrator and the current holder(s) of that position. Upon request, an Association representative and/or Administrative representative may be present.

I. DEDUCTIONS

1. Retirement Deduction

   Every teacher automatically becomes a member of the Ohio State Teachers Retirement System (STRS). This service provides for retirement or for life pension in case of permanent illness or certain types of disability.

   Regular salary deductions for the Ohio State Teachers Retirement System are based on the current STRS rate.

   The Board shall designate each employee's mandatory contributions to the Ohio State Teachers Retirement System as "picked up" by the Board as specified by Internal Revenue Service Revenue rulings 77-462 and 81-36, although they shall continue to be designated as employee contributions as permitted by the Attorney General Opinion 82-097, in order that the amount of the employee's income reported by the Board as subject to federal and Ohio income tax shall be the employee's total gross income reduced by the then current percentage amount of the employee's mandatory State Teachers Retirement System contribution which has been designated as "picked up" by the Board, and that the amount designated as picked up by the Board shall be included in computing final average salary, provided that no employee's total salary is increased by such "pick up", nor is the Board's total contribution to the State Retirement System of Ohio increased thereby.

2. Professional Education Associations

   Any employee may have a monthly deduction in ten (10) equal installments for their professional education association dues.

3. Annuity Deduction

   The Treasurer is authorized, on the request and authorization of employees, to withhold portions of salaries due such employees and to purchase annuity insurance therewith for such requesting employees.

a. That the Treasurer of this Board of Education, on the written request and authorization of any teaching or non-teaching employee of this Board of Education, be, and the Treasurer is hereby authorized and directed to make such salary reductions from the salaries of the employees so requesting and authorizing the same, and with the salary reductions so made, to enter into contracts providing for the purchase of annuity insurance on behalf of such requesting employees.

b. The Treasurer of this Board is further authorized and directed to adopt such procedure in carrying out the provisions of Section 1 of this resolution as he may from time to time determine, and said Treasurer is further authorized and directed to do and perform any and all incidental acts and things as shall be necessary and proper to carry out the intent of this resolution.

c. The Board reserves the right to limit the number of companies with which the Treasurer may contract on behalf of employees of this Board, should such action at any time in the future be deemed expedient.

4. Section 125 Plan Deduction

The Board shall maintain an Internal Revenue Service Section 125 plan. The Board shall be the Administrator (as defined in ERISA) of the Section 125 plan and accounts.

ARTICLE IV: NEGOTIATED FRINGE BENEFITS

A. INSURANCE

The Ottawa Hills Board of Education reserves the right and responsibility to select the carrier for the following benefits.

It is the intent of the Ottawa Hills School District to comply with the best practice standards required by the Public Health Care Advisory Committee.

1. Levels of Fringe Benefits for Half-Time/Full-Time Teachers

Half-time or equivalent teachers may receive all fringe benefits - Single Benefits Only - but have the option to purchase, if eligible, full family benefits at the Board's actual cost difference between single membership and family membership. Beginning January 1, 2025, only teachers who work 30 hours or more a week on a regular basis or otherwise required by law may receive all fringe benefits. Any current half-time employees as of December 31, 2024 who are currently receiving fringe benefits for the 2025 calendar year will continue to receive fringe benefits for the remainder of the 2025 calendar year. In the 2026 calendar year, the new provision of 30 hours or more a week will take effect for current employees as well. Any current half-time employees employed as of December 31, 2024, who have elected to take the district's health insurance as of January 1, 2025 will receive a lump sum payment of $1,000 on the last payroll of January 2026 and again on January 2027, so long as they remain employed with the district at the time of payment.

The January 2027 payment will be the final payment and no future lump sum payments are expected to be made.

Half-time teacher defined:

> High School - 3, 4, or 5 classes plus one [1] paid planning/conference period.
> Elementary School - 618 hours in a school year exclusive of one (1) 45-minute lunch period per day.

Full-time teacher defined:

> Full-time teacher is defined as one whose assignments and planning/conference time is 100% of the teacher work day.

Full-time or equivalent teachers may receive all fringe benefits for which they are eligible.

2. Medical Insurance.

Effective January 1, 2018, bargaining unit members shall be eligible to select one from among the following plans. The member must make that selection during the open enrollment period.

Option 2 – (See Appendix C)
Bargaining unit members who select this plan shall pay 9% of the monthly premium and the Board shall pay 91% of the monthly premium for the 2025 calendar year. Beginning in the 2026 calendar year and to take in effect for future years, bargaining unit members who select this plan shall pay 10% of the monthly premium and the Board shall pay 90% of the monthly premium.

Option 3 – HSA Plan (See Appendix C)
Bargaining unit members who select this plan shall pay 5% of the monthly premium and the Board shall pay 95% of the monthly premium for the 2025 calendar year. Beginning in the 2026 calendar year and to take in effect for future years, bargaining unit members who select this plan shall pay 6% of the monthly premium and the Board shall pay 94% of the monthly premium.

In addition, the Board shall partially fund the bargaining unit member's HSA account in the amount of $500 per year for a bargaining unit member who selects individual coverage under this plan or $1,500 per year for a bargaining unit member who selects family coverage under this plan. The Board shall deposit the stated amount into the bargaining unit member's HSA account on or about January 15. Any bargaining unit member who separates from employment in a given year shall have the annual contribution prorated to a monthly basis and apportioned to the length of time served during the year of separation. The Board shall then deduct from the bargaining unit member's separation payments or final wage payment any excess monies that were initially credited based upon a full year's service that was not rendered. (*e.g.* a bargaining unit member who retires or leaves employment in June of a given year shall have 50% of the Board's annual HSA contribution withheld from the member's severance payment or final paycheck.)

3. Dental Insurance

The Board shall provide a group dental insurance plan for full-time members of the bargaining unit and their eligible dependents.

Premiums:

Single Benefits - Board pays 100%

Family Benefits - Board pays 100%

4. Vision Care

The Board shall provide a group vision plan for full-time members of the bargaining unit and their eligible dependents.

Premiums:

Single Benefits - Board pays 100%

Family Benefits - Board pays 100%

5. Life Insurance

The Board shall provide for a term life insurance policy in the amount of $75,000 for the employee only. The Board shall pay 100% of the premium for this benefit.

6. Health Insurance Committee

The Association and the Board will continue to meet in committee together with representatives of other bargaining units, to discuss health insurance matters affecting employees, to provide input into cost containment options and possible plan modifications, and, on matters on which there is consensus among committee members, to make recommendations regarding health insurance coverage and design options by October 1 of the final year of a negotiated agreement. The Association will choose the Association representatives who will serve on the committee and will provide the names of the committee members to the Superintendent during the month of May for the following school year.

7. Opt-out for Medical Insurance

a. The opt-out provision will be available as an annual benefit.

b. Annual applications shall be made in writing during the open enrollment period with copies provided to the individual and the O.H.E.A. president.

c. For eligible employees who elect not to participate in Board-provided health insurance, the Board will pay $800 annually at the end of the benefit year to any employee eligible for single benefits, and $1,600 annually at the end of the benefit year to any employee eligible for family benefits provided employees give informed consent and provide liability waivers.

d. The Board will pay $1,200 annually at the end of the benefit year to any employee who is eligible for family benefits but chooses to accept single benefits annually.

B. REIMBURSEMENT FOR COLLEGE COURSEWORK

1. The Board of Education will reimburse a staff member who earns graduate or undergraduate college credit within the College of Education or related to the staff member's certification area. In order to be eligible for reimbursement, the staff member must receive LPDC approval of the course prior to enrolling.

   Requests for payment or reimbursement must be made in writing to the Superintendent's Office within one hundred twenty (120) days after successful completion of the course. Requests received after the one hundred twenty (120) day deadline will not be honored for reimbursement. The amount of reimbursement will be $275 per quarter hour and $400 per semester hour. Reimbursement is for tuition, not fees or materials.

2. Total district reimbursement will be capped at $35,000 for each of the three (3) calendar years of the contract, with any unspent monies to be rolled over to the following calendar year and added to the $35,000 cap.

3. Payment for additional college hours will not be paid for attending an institute or workshop to which the school district contributes to the stipend or tuition payments, thereby providing a stipend and/or tuition-free institute or workshop for the employee.

4. Reimbursement will not exceed the amount of money paid by the employee for the course, and reimbursement will be granted for the repeat of a course only if it is part of a graduate degree program.

ARTICLE V: WORKING CONDITIONS

A. WORK DAYS IN TEACHERS CONTRACT

1. The number of work days for teachers adopted in the school calendar by the Board of Education shall not exceed 185 days and shall be written into each teacher's contract.

   a. The Calendar Committee will meet annually in October to establish the calendar for two (2) consecutive school years. That calendar will include 180 instructional days, one (1) protected teacher work day prior to the first day with students, the equivalent of one (1) teacher work day, the equivalent of two (2) professional development days and the equivalent of one (1) day that will be determined as either a teacher work day or a professional development day in committee. The Calendar Committee will be composed of equal numbers of representatives from the Board/Administration and OHEA.

2. The teacher's regular, in-school work day begins at 8:00 a.m. and ends at 3:30 p.m. Teachers shall be in their rooms at 8:00 a.m. Assignments of an early bird class may modify an individual teacher's regular, in-school work day.

3. Each elementary school teacher will be provided a weekly average of fifty (50) minutes of planning/conference time per day within the student day. Intervention and Reading Specialists planning should be determined collaboratively with the Director of Student Services. Every effort should be made to provide planning in consecutive minutes. In cases where split planning is necessary, a split conference/planning time shall be no less than 25 minutes.

4. Each junior/senior high school teacher teaching six (6) classes or the equivalent thereof will be provided two (2) planning/conference periods as long as the rotating schedule remains in effect.

5. Building principals or other administrators may not require educators to give up regularly scheduled planning time for the purpose of building meetings, IEP/504 meetings, grade-level meetings, subject meetings, or any other type of organized meetings on an agreed upon day of the week. The agreed upon day of the week shall be determined by May 1st of the preceding year.

6. Teachers may leave the building during planning/conference periods or before the end of the regular, in-school work day with the permission of the principal.

7. No change will be made in the school day or current school calendar without first discussing the change with the Ottawa Hills Education Association President to determine if the wages, hours, and terms and conditions of employment will be altered in this Agreement. If the Superintendent and the OHEA President agree there would be such an alteration, a majority vote of the Ottawa Hills Education Association and the Ottawa Hills Board of Education will be required for the change to occur.

   A committee of administrators and elementary teachers will meet to create a "specials" schedule proposal with the goal of offering each grade common planning time and maintaining at least 250 minutes per week per teacher. This proposal will be developed no later than May 1, 2021 and submitted for approval by both the elementary OHEA membership and Ottawa Hills administration by May 30, 2021.

8. Junior/senior teachers' early bird labs and lunch labs which are part of their regular teaching schedules shall be counted for scheduling purposes as:

Early bird labs scheduled each day regardless of rotation	1 period
Early bird labs schedules one day per rotation	¼ period
Lunch labs scheduled one day per rotation	¼ period
Math labs scheduled three days per rotation (before school and lunch labs)	1 period

No teacher will be reduced from a full-time status as a result of the early bird and lunch labs on a teacher's schedule. Should these labs result in less than a full-time schedule for a teacher, additional duties will be assigned to bring the teacher's schedule to full-time status.

9. Three (3) IEP days per school calendar year with approval from the Director of Student Services shall be provided for Intervention Specialists with no restriction on dates and the opportunity to make a request for additional days to the Director of Student Services.

10. Intervention Specialists at maximum caseload per guidance aligned with the operating standards required to complete paperwork such as IEPs and ETRs for students that are above their respective caseloads, shall receive additional compensation for this work equal to the Curriculum Work (hourly) rate on the supplemental salary schedule.

11. A bargaining unit member who is asked to serve as a member of a crisis response team outside of the contracted work day shall be compensated at a rate equal to the Curriculum Work (hourly) rate on the supplemental salary schedule.

12. In the event that a Teacher agrees to participate in professional development paid for by the District, but then changes his or her mind after the fact, then the Teacher will reimburse the prorated costs of his or her participation unless the absence is due to circumstances beyond his or her control.

B. ASSIGNMENT AND TRANSFER

1. Definitions

Assignment Denotes current certified/licensed teaching area or certified/licensed subject and grade level.

Reassignment An instructional change in assignment from grade level to grade level, department to department or from a teaching assignment by building principal.

Transfer A school building change.

Voluntary A teacher requested reassignment or transfer.

Involuntary A reassignment or transfer of a teacher, initiated by the school administration because of redistricting, declining enrollment, changes in curriculum, return of a teacher from leave, changes in program or classes, building closure, or because of the professional opinion of the principal which has been determined by the use of the evaluation procedures so outlined by this Contract and/or Board policy.

Vacancy A newly created staff position or an existing position that is open.

Seniority The number of continuous years of service in the system, including approved leaves of absence.

Qualifications Training, specialized experience and certification/licensure.

2. Assignment

The duties of all teachers shall be assigned by the superintendent or the superintendent's designee.

3. Reassignment or Transfer

a. Involuntary Reassignment or Involuntary Transfer

Involuntary reassignments or transfers may be required in order to maintain the academic excellence and fiscal integrity of the school district. Factors that are considered before making such changes include, but are not limited to: certification/licensure, the educational needs of the students, years of experience, content knowledge, teaching style, and the number of previous reassignments or transfers.

Should the superintendent or principal initiate a reassignment or transfer of a teacher, a conference will be held with the teacher prior to the implementation of the reassignment or transfer. At this conference, the teacher will be given reason(s) for the reassignment or transfer. Upon request by the teacher, these reasons will be placed in writing and given to the teacher within five (5) days of the request.

The teacher may have an O.H.E.A. representative of his/her choice present at said conference. Reassignments or transfers by the principal and/or superintendent will be made in writing no later than June 1, except in extraordinary circumstances.

b. Voluntary Reassignment or Voluntary Transfer

The procedure for a teacher to initiate a voluntary reassignment or transfer will be a written request to the superintendent or principal, applying for a specific vacancy or asking to be notified of, and considered for, any vacancy for which the applicant is certified. All reassignment and transfer requests will be void at the beginning of the school year. A voluntary reassignment and/or voluntary transfer cannot cause a layoff.

If a teacher's request for reassignment or transfer has been denied, he/she will, upon request, receive written reasons for the denial.

c. Posting Position Openings

When teacher, administrative, or supplemental positions are vacated and/or created, the superintendent or the appropriate district administrator will direct that a notice of the vacancy will be emailed to the entire district staff and posted on the district's website. Qualifications for each position will be included in the email. Staff members will have one week after the date of notice to apply for a vacancy. Applications for the vacancy are to be made in writing and/or through the District's online application system to the superintendent or the appropriate district administrator.

During the summer months when regular school is not in session, vacancy notifications will be emailed to staff members and posted on the district's website by the superintendent's office or the appropriate district administrator.

d. Filling Vacancies

Should a vacancy occur, the building administrator and/or the superintendent will make an effort to involve the remaining team member(s) or representatives from the department in the selection of a replacement. No vacancy will be filled until reassignment requests have been considered.

e. First priority for filling a department head or team leader position will be given to a full-time Ottawa Hills teacher.

C. REDUCTION IN FORCE (LAYOFF) AND RECALL

1. Governing Procedures

a. The Board will inform the Association concerning any potential reduction in force (layoff) situations.

b. Teachers whose contracts are being suspended for reasons of reduction in force (layoff) will:

(1) Be placed on the recall list.

(2) Be given reasons for contract suspension in writing.

c. Seniority will be defined as in Article V, B. This is the priority for establishing seniority:

(1) Date of Board approval of hire, then

(2) Date of first interview, then

(3) Date of most recent employment application.

d. An updated seniority list will be provided to the O.H.E.A. president by December 31 of each school year.

2. Reasons For Reductions in Force (Layoff)

   a. The reasons for reductions in force (layoff) shall be the following:

      (1) Return to duty of regular teachers after leaves of absence

      (2) Suspension of schools

      (3) Territorial changes affecting the District

      (4) Financial reasons

      (5) Decreased enrollment

3. Order of Reductions in Force (Layoff)

   a. The order of reduction shall be the following:

      (1) Teachers under contract for less than one year by certification/licensure.

      (2) Teachers under contract for one year by certification/licensure.

      (3) Teachers under continuing contracts (tenure) by certification/licensure. In the case of a reduction in force (layoff), teachers who have completed the requirements for a continuing contract (tenure) before the reduction in force (layoff) will be treated as having continuing contract (tenure) status for purposes of this provision.

   b. If there are more than one teacher in the categories identified in subsection 3-a, above, the order of reduction within that category shall be determined by the Superintendent using only formal evaluations, licensure, and years of experience. Preference will not be given based on seniority except between teachers who have comparable evaluations. For the duration of this contract all teacher evaluations shall be deemed comparable.

   c. The Board will use this order of reduction when suspending a contract in part so that a teacher may work a percentage of his/her contract and receive a commensurate percentage of the full compensation the teacher otherwise would have received. A teacher who refuses a position that is a reduction in percentage of his or her contract will be placed on the recall list.

   d. After notice to the Association by the Board that a RIF may occur, no reassignment, transfer, or reclassification shall occur before the effective date of the RIF that will cause a more senior employee to be laid off before a less senior employee if the two employees have comparable evaluations.

   e. An employee to be laid off due to a RIF shall be given twenty (20) calendar days advance written notification prior to the effective date of the RIF. The notice shall state the reason for the RIF and the effective date of contract suspension.

4. Order of Recall
   a. The recall of teachers shall be the following:
      (1) Teachers with continuing contracts (tenure) and certification/licensure
      (2) Teachers with limited contracts by certification/licensure
      (3) Teachers under contract for less than one year and certification/licensure
   b. If there are more than one teacher in the categories identified in subsection 4-a, above, the order of recall within that category shall be in reverse order of reduction. Preference will not be given based on seniority except between teachers who have comparable evaluations.
5. Rights of Teachers on Recall
   a. Teachers will remain on the recall list for two school years following the effective date of contract suspension, except that any teacher will be removed from the recall list if the teacher:
      (1) Is reinstated.
      (2) Refuses recall, unless recall is to a position of a lesser percentage of the employment contract previously held.
      (3) Submits a request for removal from the recall list.
   b. Teachers on recall can continue to participate in the district's medical insurance program, as federal law under COBRA requires. Teacher pays 100% of the current COBRA administrative fee plus the medical premium. Dental and/or vision insurance coverage may be elected at a cost of 100% of premium.
   c. If a vacancy exists, teachers on recall will have the right to reimbursement for retraining as provided in Article IV, B if done within the summer following layoff.
   d. Teachers on recall will have the choice of filling a vacancy for which they are certified before any new teachers are hired.
   e. Persons on the recall list will be given first priority for substituting in daily or long-term substitute positions if they so desire according to their seniority and certification/licensure.

D. LIMITED AND CONTINUING CONTRACTS (TENURE) AND SUPPLEMENTAL CONTRACTS

1. Limited Contracts
   a. Teachers not employed under continuing contracts shall be employed under limited contracts.
   b. Re-hired retirees shall only be given limited contracts of not longer than one year.

2. Continuing Contracts

a. Continuing contracts are contracts that remain in effect until the teacher resigns or retires, or until the contract is terminated or suspended.

b. A continuing contract shall only be granted to a teacher who:

(1) Meets the licensure and education requirements and other conditions set forth in Section 3319.08(D) of the Ohio Revised Code,

AND

(2) (a) Has completed three (3) full evaluation cycles within the last five (5) years in the Ottawa Hills School District if the teacher had not previously attained a continuing contract (tenure) in another Ohio school system prior to employment in the Ottawa Hills School District.

OR

(b) Has completed two (2) full evaluation cycles within the last three (3) years in the Ottawa Hills School District if the teacher has previously attained a continuing contract (tenure) in another Ohio school system prior to employment in the Ottawa Hills School District,

AND

(3) Has notified the Board, in writing, of his/her intent to request a continuing contract no later than February 1. A formal written request must be submitted by June 1 of the year in which the Board will consider granting a continuing contract.

If a teacher who has not provided such a notice is re-employed, re-employment shall be under a limited contract.

This subsection V-D-2-b supersedes the provisions of Ohio Revised Code Section 3319.11 to the extent it is inconsistent with that statute.

c. The Board shall determine by not later than September 1 whether to grant the continuing contract applied for. If granted, that continuing contract shall be effective on the first day of the approaching school year, and shall replace the teacher's contract.

This subsection V-D-2-c supersedes the provisions of Ohio Revised Code Section 3319.11 to the extent it is inconsistent with that statute.

3. Employment Under Supplemental Contracts

In filling all supplemental salary positions, the Board renews its preference that such positions be staffed by faculty members except that qualified incumbents, whether or not a bargaining unit member, will be given preference for such positions.

All supplemental positions will be one year contracts that will expire at the end of the school year. In January, the fall athletic positions will be posted. In the spring, all remaining supplemental positions, along with any fall athletic positions not filled, will be posted. Before they are filled, supplemental positions that are added after the initial posting of supplemental openings will be posted when the need to add them is determined.

Supplemental contracts shall be signed and returned to the Treasurer within thirty (30) days after their receipt.

For the purposes of safety and supervision it may be necessary from time to time to add additional personnel to existing positions. Requests for such additions should be made through the athletic director or the building principal. If additional personnel is deemed necessary, the new position will be posted as described above in the first paragraph of this section.

E. SOLICITATIONS

Solicitations from the staff by any outside organization during school time or on school property shall be prohibited.

At no time will any name list of staff members be given to any outside organization except to the extent required by Ohio public records law.

F. PERSONNEL FILES

The Board shall create and maintain a personal information file for each bargaining unit member. This file shall be known as the Personnel File, and the superintendent's office shall be the custodian of these files.

Any bargaining unit member for whom a personnel file is maintained shall, upon request, be permitted to examine his/her personnel file with the exception of those documents or other communications regarding the initial employment of the bargaining unit member of the Ottawa Hills Local Schools.

The bargaining unit member shall be made aware of the deposit of any reprimand or disciplinary action item in his/her personnel file by the person making such deposit.

Any time a personnel file is reviewed by anyone other than a district administrator (or a district clerical designee), the bargaining unit member will be notified.

The personnel file of each bargaining unit member will include, but is not limited to, the following items:

1. The application for employment
2. The originals of all certificates/licenses held
3. Official transcripts of undergraduate and graduate work completed
4. Copies of current contracts
5. The original copy of all evaluations and rebuttals thereto
6. Copies of letters of reprimand, letters of commendation, or letters of appreciation

In the event that a bargaining unit member does not wish an item to be deposited in his/her personnel file, an appeal in writing shall be made to the superintendent. The superintendent shall have the final authority in the decision.

Individual documents may be removed, subject to approval of the superintendent. The bargaining unit member shall have the right to rebut any item deposited in the personnel file.

If any bargaining unit member disputes the accuracy, relevancy, timeliness, or completeness of information deposited in his/her personnel file, that person may request that the school district investigate the current status of the information. Within ninety (90) days, the district must make a reasonable investigation and notify the individual of the results.

G. TEACHER/PARENT COMMUNICATION

Teachers are expected to communicate student progress periodically with families through the use of email, phone, conference, and/or writing. Teachers are also expected to be readily available to conference with families to discuss student progress or other factors that impact the student at school. Teachers will respond to parent inquiries in a timely manner. Teachers will update the web-based parent-accessible electronic grade book in a timely manner for grade levels utilizing this feature.

H. EVALUATIONS

1. Teachers will receive a single notification of the Board's intent to non-renew from the Ottawa Hills Superintendent by June 1.

2. Evaluation of teachers will be conducted pursuant to the Ohio Teacher Evaluation Ottawa Hills Local Schools Guidelines developed and adopted in consultation with the Ottawa Hills Education Association.

3. Evaluations may be completed by the building principal or other full-time, OTES/OSCES-certified district administrators.

4. Peer, student, and parent surveys or evaluations will not be used to gain evidence in the evaluation process.

I. MENTORS FOR TEACHERS NEW TO THE DISTRICT

1. Mentors for Ohio Resident Educators

   The Ohio Resident Educator program provides beginning teachers with ongoing support throughout their 4-year residency, including guidance from ODE-certified and trained mentors and facilitators assigned by their employers.

The District participates in the Resident Educator Consortium under the leadership of the Educational Service Center of Lake Erie West to provide the required training, guidance, and collaboration for resident educators and mentors pursuant to ODE guidelines. Mentors and facilitators for resident educators will be compensated in accordance with Appendix B.

2. Mentors for Experienced Teachers

   For experienced teachers who are not resident educators and are new to the district, the District will provide a mentor during their first year of employment with the District to provide support as a model, advisor, consultant, and sponsor. Mentors for experienced teachers will be compensated in accordance with Appendix B.

J. COMPLAINT PROCEDURE

Complaints about teachers and advisors will be processed by the parties pursuant to provisions of Board policy 9130 as amended.

K. PLACEMENT OF STUDENTS WITH DISABILITIES

1. At each elementary grade level, the receiving grade level teachers, the building principal, and the director of student services will work collaboratively regarding the assignment of students with moderate or intensive needs.

2. A teacher may request an observation team, consisting of the Director of Student Services, the counselor or principal, and another teacher chosen by the classroom teacher who will conduct an observation of a student with moderate or intensive needs and a follow-up meeting within a month of the date of the request. As a result of each follow-up meeting, a plan of action will be recommended.

3. When students with moderate or intensive needs are included in a general education classroom in any building, the Board will provide, as documented on the IEP, appropriately trained paraprofessional and/or health care professionals to assist the classroom teacher. Teachers will not be held responsible for training or evaluating the paraprofessionals.

4. Any student with moderate or intensive needs assigned to a classroom will count as two (2) students for the purpose of class assignment unless paraprofessional support is assigned to the student in that classroom.

5. IEP conferences will be scheduled at times that are convenient to the classroom teachers (current and receiving), parents, and administrators.

L. SPECIAL EDUCATION AND INTERVENTION SERVICES

1. The Ottawa Hills Local School District recognizes that there are financial, instructional, and logistical challenges to providing quality special education and intervention services. It is committed to working collaboratively with district employees and other stakeholders to establish and meet the goals of the Long-Range Strategic Plan designed to address those challenges.

2. At the end of every school year, each teacher will receive the current distribution of students on IEPs and 504 plans in grades K through 12. This distribution will be taken into consideration during the scheduling process.

3. Thirty days prior to the beginning of the school year, each teacher will receive a digital copy of the current IEPs and 504 plans of the students expected to be in his/her classroom. This is in addition to the hard copies located in the cumulative files.

4. If the number of students on IEPs and 504 plans within a general education teacher's total class roster is equal to or greater than 20 percent of the total number of such students within the district in grades K through 12, then the teacher may request a meeting with the building principal and director of special education to discuss his/her specific needs. A response team may be deployed to provide support to that teacher. The response team may include, but is not limited to, a guidance counselor, a building administrator, the Director of Student Services, a special education teacher, and/or the school psychologist. The response team will be in place for as long as the percentage criterion exists.

M. EXTRA-CURRICULAR PASSES

Teachers will be given admission plus one guest for all extra-curricular activities at no cost by presenting their employee badge.

Any certified employee who retires after January 1, 2012, will receive one (1) lifetime pass to all Ottawa Hills extra-curricular activities.

Passes are not transferable.

N. HEALTH AND SAFETY

The Board agrees to provide a healthy and safe work environment for staff members. Staff members cannot be required to work in unhealthy or unsafe conditions.

The Board agrees to show no tolerance for the harassment or assault of any teacher by any student, parent, or community member.

O. STUDY HALL AND ONLINE COURSE SUPERVISION

1. Study Hall Supervision

   a. Study hall supervision duties may be assigned to a teacher to create a complete schedule (defined in Article V, Section A, paragraph 4 as six classes or the equivalent thereof) for that teacher.

   b. When there are scheduled study halls the supervision of which cannot be assigned to bargaining unit members in accordance with subsection a, above, the Board may assign one or more individuals who are not OHEA bargaining unit members to supervise such study halls. Any individual hired to supervise study hall must have the qualifications to apply for and receive a substitute teacher certificate.

2. Online Course Supervision

   a. The Board will not reduce or replace any bargaining unit member as a result of providing online courses.

   b. Supervision of scheduled classes taught through online courses may be assigned to a teacher to create a complete schedule (defined in Article V, Section A, subsection 4 as six classes or the equivalent thereof) for that teacher.

   c. When there are scheduled class(es) taught through online courses, the supervision of which cannot be assigned to bargaining unit members in accordance with subsection b, above, the Board will offer to bargaining unit members the opportunity to supervise such class(es), and will pay the supervising teacher at the contracted curriculum hourly rate.

      If no bargaining unit members agree to that supervisory assignment, the Board may assign one or more individuals who are not OHEA bargaining unit members to supervise such classes. Any individual hired to supervise an online course must have the qualifications to apply for and receive a substitute teacher certificate.

P. PROGRESSIVE DISCIPLINE

The purpose of a Progressive Discipline plan is to facilitate the discipline practices of the District. To this end, the procedure outlined will secure at the lowest possible level, solutions to problems which may arise during the school year affecting an employee's classroom performance or compliance with District rules, regulations, policies, or directives in an effective and confidential manner, to correct and document employee performance problems, and to administer employee discipline in an appropriate manner thereby contributing to employee morale by treating all certificated staff fairly. No employee shall be disciplined, reduced in rank or compensation, demoted, non-renewed, or otherwise deprived of any professional advantage without "just cause" and compliance with applicable provisions of this Contract.

Discipline will normally be progressive but may be decided on an individual basis based upon the severity of the violation. Therefore, discipline may begin at any step of the disciplinary procedure which is appropriate to the severity of the infraction.

Disciplinary actions shall include but are not limited to documented warning(s), written reprimand(s), suspension without pay by the Superintendent or Superintendent's designee, and termination. An employee who is given notice of the intent to terminate the employee's employment may pursue either the grievance/arbitration procedure provided in this Agreement or the rights provided under R.C. 3319.16, but not both. This provision is intended to supersede the rights otherwise available under R.C. 3319.16.

ARTICLE VI: RIGHTS OF INDIVIDUALS AND PROFESSIONAL CONDUCT

RIGHTS AS INDIVIDUALS

The provisions of this agreement and the wages, hours, terms, and conditions of employment shall be applied by the Board and the Association in a manner which is not arbitrary, capricious, or discriminatory and without regard to race, creed, religion, color, national origin, age, sex, sexual orientation, marital status, gender identity, gender expression, disability, veteran status, or political or union affiliation, and shall show due regard for employees' privacy and constitutional rights as citizens.

ARTICLE VII: LEAVES

A. SICK LEAVE

Sick leave shall be earned by teachers at the rate of one and one-fourth (1-1/4) days of sick leave per month of service. Each teacher accumulates this amount for each month of the year in which the teacher is under contract with a limit of three hundred twenty (320) on the total number of sick leave days that may be accumulated for purposes of sick leave only. Sick leave may be used for the purposes specified in the Ohio Revised Code 3319.141.

Immediate family will be defined as spouse, parent, child, sibling, mother-in-law, father-in-law, grandchild, step-parent, step-child, daughter-in-law, son-in-law, or person residing in the same household or for whom the employee is legal guardian.

The Board shall notify each teacher each month of the number of accrued sick leave days previously earned.

B. BEREAVEMENT LEAVE

Employees may use their sick leave for death in the family. The family is defined as spouse, parent, child, sibling, mother-in-law, father-in-law, grandchild, step-parent, step-child, daughter-in-law, son-in-law, grandparent, spouse's grandparent, aunt, uncle, foster parent, foster child, brother-in-law, sister-in-law, or person residing in the same household of the employee or for whom the employee is legal guardian. The superintendent may approve bereavement leave for other unique circumstances on an individual basis.

C. PERSONAL LEAVES AND ABSENCES

At times it is necessary for a teacher to be absent from work other than when there is an illness or death, or for religious purposes. In order to allow for professional judgment in handling these requests for absence and realizing that no two requests are exactly the same, it is the policy of the Ottawa Hills Board of Education to permit such absences using a written request form submitted to the building principal and approved by the Superintendent.

1. Guidelines for the use of personal leave:

   A bargaining unit member may take up to five (5) days of paid personal leave during a school year. Personal days may be used in full-day or half-day increments. A bargaining unit member who, as of June 30, has remaining (unused) personal days during the school year shall receive reimbursement at the rate of $100 for remaining full days and $50 for remaining half days.

   The Board will include the sum with the bargaining unit member's June 30th paycheck.

D. JURY DUTY AND COURT SUBPOENA LEAVE

If an employee is required to serve on a jury or appear in court, a copy of the notice for jury duty or the court subpoena must be submitted to the building principal.

It is understood that the employee may retain monies received from the Clerk of Courts for jury duty.

E. MATERNITY/PATERNITY/ADOPTION LEAVE

As with any other use of accumulated sick leave, upon notification accumulated sick leave can be used by a pregnant teacher before and/or after delivery, the amount of which shall be determined by the teacher and her physician [at the inception of the leave, a notice will be given to the superintendent as to the expected date of return].

For non-birthing parents, up to four (4) weeks of accumulated sick leave may be used by the parents of newborns in the first six (6) months of the child's life, or

For non-birthing parents, up to four (4) weeks of accumulated sick leave may be used by the parents of adopted children within the first six (6) months from the date of custody.

Should a member of the teaching staff so desire, he or she will be granted a leave of absence without pay for childbirth or adoption pursuant to and in accordance with the provisions of the Family and Medical Leave Act.

F. ASSAULT LEAVE

Notwithstanding the provision of Section 3319.141 of the Ohio Revised Code, the employer will grant assault leave to cover employee absence due to disability resulting from assault under the following conditions. Any certified teacher who must be absent from his or her duties due to disability resulting from an assault which occurs in the course of an employee's Board employment, on or off school premises before, during or after school hours will be paid his or her full scheduled compensation for a maximum period of thirty (30) days. If permanently disabled, the teacher must apply for disability retirement and no assault leave shall be granted after such retirement has been approved. The period of such absence, as defined in this provision, shall be termed "assault leave."

Before assault leave can be approved, the teacher shall furnish to the superintendent a written, signed statement describing the circumstances and events surrounding the assault, and the cause thereof, including the location and time of the assault, name and address of victims and witnesses and a description of the injuries sustained by each victim of the assault, unless physically impossible to do so. If medical attention is required or sought, the teacher shall also furnish to the Superintendent a statement of the nature of the disability and its duration, which has been signed by a physician licensed in the State of Ohio. Falsification of either the written, signed statement of the events or circumstances surrounding the assault, or the physician's statement shall be grounds for suspension or termination of employment under 3319.16 O.R.C.

Assault leave, which is approved by the Superintendent, shall not be charged against sick leave earned or earnable by the teacher on leave granted under regulations adopted by the Board, pursuant to 3319.08 O.R.C. or any other leave to which the teacher is entitled. Assault leave benefits shall not be paid if Workers' Compensation benefits are paid to the teacher.

G. UNPAID LEAVE

A teacher who has completed a minimum of two (2) school years of full-time employment in the Ottawa Hills Local Schools and who has the permission of the Board is entitled to take a leave of absence without pay for up to twenty-four (24) months, subject to procedures determined by the superintendent of schools.

H. FAMILY AND MEDICAL LEAVE ACT (FMLA)

A member of the bargaining unit who has been employed in the Ottawa Hills Local School District for twelve (12) months, and has worked at least one thousand two hundred fifty (1,250) hours during that period is eligible for leave as provided under the Family and Medical Leave Act of 1993 (FMLA).

Leave under the FMLA guarantees paid medical insurance during the period of the leave. A member of the bargaining unit who applies and is qualified may take up to twelve (12) weeks of FMLA leave in any twelve (12) month period. That twelve (12) month period begins the first day of their leave approved under the FMLA.

Leave under the FMLA can be used for birth of a child, adoption/foster care, serious medical condition of the employee or employee's spouse, child or parent. In addition, FMLA applies to any qualifying circumstances arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces (including the National Guard and Reserve). Military Caregiver Leave shall be granted upon request for the care of a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member for up to twenty-six (26) weeks of unpaid leave per contract year (i.e., September 1 to August 31).

Application for leave under FMLA must be made thirty (30) days in advance, except in cases of emergency utilizing appropriate Department of Labor forms available through the administration office.

Qualified FMLA leave will run concurrently with applicable paid sick leave.

Rules governing the eligibility and application of this Section will be those in the FMLA of the 1993, and subsequent amendments thereto, and the implementing policies adopted by the Board of Education.

ARTICLE VIII: SEVERANCE PAY

A. SEVERANCE PAY

Any member of STRS who, before one hundred fifty (150) days after his/her last day of employment with the Ottawa Hills School District, applies for and is granted retirement status shall receive severance pay under the following formula:

1.	Fewer than 21 years of employment in Ottawa Hills Schools	30% of accumulated, unused sick leave up to a maximum of 73 days (30% of 244 days)
2.	At least 21 years of employment in Ottawa Hills Schools	36% of accumulated, unused sick leave up to a maximum of 97 days (36% of 270 days)

If the employee dies before retirement, the Board will pay severance pay in accordance with the formula above to the individual designated by the employee as the beneficiary of this payment on forms provided by and on file with the treasurer, or if there is no such designated beneficiary, to the employee's surviving spouse, or, if there is no surviving spouse, to the employee's estate.

The teacher will have the option of receiving severance pay as follows:

1. Entire amount immediately after the official date of retirement; or

2. Set up a payment disposal with the treasurer for equal yearly payments of up to three years. This option is subject to Internal Revenue Service approval and/or future IRS rulings.

B. RETIREMENT NOTICE BONUS

The Board shall pay a bonus of $1,000 to any teacher who provides written notice to the Superintendent by not later than 4:00 p.m. on January 1 of the teacher's retirement at the end of that school year. If school is not in session on January 1, this deadline shall be extended to 4:00 p.m. on the next day when school is in session. This bonus shall be paid when severance is paid.

ARTICLE IX: NO STRIKE

During the term of this Agreement, any extensions thereof, or the pendency of any settlement procedures as required by Chapter 4117 of the Revised Code, there shall be no lockout, no strike, no sympathy strike, no concerted action in failing to report to duty, no failure to report to duty, no willful absence from one's position, no stoppage of work, or no slow down. In the event of a strike in violation of the law, the Board shall have full recourse as provided by law.

ARTICLE X: RIGHTS OF OHEA

1. The Board shall permit the OHEA to make use of school buildings for meetings in accordance with the terms of the policy on Use of Board Facilities. OHEA business will not be conducted at a time when such business would interrupt the education process.

2. The OHEA shall have the privilege of using the school mail service, teacher mailboxes, and the District's email service for OHEA communication with members subject to compliance with the District's authorized use policy and provided that use by OHEA does not interfere with other District operations. The Board shall not authorize another teacher labor organization to use these services.

3. The Board shall provide bulletin board space in school buildings for posting notices and other material relating to OHEA activities. Such bulletin boards may not exceed four (4) feet by four (4) feet in size and placement must be approved by the principal and head of maintenance before installation and shall be in an area frequented by teachers.

4. The OHEA will be assigned, on a space available basis, room for the purpose of storing records and equipment used for OHEA business.

5. The OHEA may use school owned equipment (excluding consumable supplies) provided that:

   a. Proper advance request is made and approved;

   b. Use of equipment does not interfere with school usage requirements, and the use is conducted by teaching personnel at such time other than contracted service periods; and

   c. The purpose is solely the legitimate and internal business of OHEA (e.g., records, notices, correspondence) and not for public distribution.

6. Teachers may leave their buildings after regular student dismissal to attend OHEA general meetings a maximum of four (4) times each school year. Meeting dates will be cleared with the Superintendent, and notification of the dates and the hour teachers may leave the buildings will be sent to all building principals by the Superintendent.

ARTICLE XI: SEVERABILITY

Should any article, section, or clause of this Agreement become unlawful, said article, section, or clause shall be deemed invalid except to the extent permitted by law, but all other provisions shall continue in full force and effect for the duration of the Agreement. The Board agree to meet with the Association within 30 days after the final determination of such unlawfulness in order to bargain over the impact of such unlawfulness and to bring the Agreement into compliance. If the parties fall to reach agreement over the impact, the statutory dispute settlement procedure shall be utilized to resolve the dispute.

ARTICLE XII: DURATION

The duration of this contract shall be from January 1, 2025 through June 30, 2027.

FOR THE BOARD		FOR THE ASSOCIATION	
Superintendent	Date	President	Date
President of the Board	Date	Secretary	Date
Treasurer	Date	Treasurer	Date
		Labor Relations Consultant OEA/NEA	Date

APPENDIX A

OTTAWA HILLS SALARY SCHEDULE
1/1/2025 – 06/30/2025
1.5% Base Increase

	BA	BA+15	BA+30	BA+45 or MA	MA+15	MA+30
STEP 0	45,543	47,365	49,186	50,097	51,919	53,741
STEP 1	48,276	50,097	51,919	52,830	54,652	56,473
STEP 2	51,008	52,830	54,652	55,563	57,384	59,206
STEP 3	53,741	55,563	57,384	58,295	60,117	61,939
STEP 4	56,473	58,295	60,117	61,028	62,849	64,671
STEP 5	59,206	61,028	62,849	63,760	65,582	67,404
STEP 6	61,939	63,760	65,582	66,493	68,315	70,136
STEP 7	64,671	66,493	68,315	69,225	71,047	72,869
STEP 8	67,404	69,225	71,047	71,958	73,780	75,601
STEP 9	70,136	71,958	73,780	74,691	76,512	78,334
STEP 10	72,869	74,691	76,512	77,423	79,245	81,067
STEP 11		77,423	79,245	80,156	81,977	83,799
STEP 12				82,888	84,710	86,532
STEP 13				85,621	87,443	89,264
STEP 14				88,354	90,175	91,997
STEP 15				91,086	92,908	94,730
STEP 16	76,512	78,789	81,067	93,819	95,640	97,462
STEP 17				96,551	98,373	100,195
STEP 18				99,284	101,106	102,927
STEP 23				102,016	103,838	105,660
STEP 27				104,749	106,571	108,392

APPENDIX A

OTTAWA HILLS SALARY SCHEDULE
7/1/2025 – 06/30/2026
2% Base Increase

	BA	BA+15	BA+30	BA+45 or MA	MA+15	MA+30
STEP 0	46,454	48,312	50,170	51,099	52,957	54,816
STEP 1	49,241	51,099	52,957	53,887	55,745	57,603
STEP 2	52,028	53,887	55,745	56,674	58,532	60,390
STEP 3	54,816	56,674	58,532	59,461	61,319	63,177
STEP 4	57,603	59,461	61,319	62,248	64,106	65,965
STEP 5	60,390	62,248	64,106	65,035	66,894	68,752
STEP 6	63,177	65,035	66,894	67,823	69,681	71,539
STEP 7	65,965	67,823	69,681	70,610	72,468	74,326
STEP 8	68,752	70,610	72,468	73,397	75,255	77,113
STEP 9	71,539	73,397	75,255	76,184	78,043	79,901
STEP 10	74,326	76,184	78,043	78,972	80,830	82,688
STEP 11		78,972	80,830	81,759	83,617	85,475
STEP 12				84,546	86,404	88,262
STEP 13				87,333	89,192	91,050
STEP 14				90,121	91,979	93,837
STEP 15				92,908	94,766	96,624
STEP 16	78,043	80,365	82,688	95,695	97,553	99,411
STEP 17				98,482	100,340	102,199
STEP 18				101,270	103,128	104,986
STEP 23				104,057	105,915	107,773
STEP 27				106,844	108,702	110,560

APPENDIX A

OTTAWA HILLS SALARY SCHEDULE
7/1/2026 – 06/30/2027
2% Base Increase

	BA	BA+15	BA+30	BA+45 or MA	MA+15	MA+30
STEP 0	47,383	49,278	51,174	52,121	54,017	55,912
STEP 1	50,226	52,121	54,017	54,964	56,860	58,755
STEP 2	53,069	54,964	56,860	57,807	59,703	61,598
STEP 3	55,912	57,807	59,703	60,650	62,546	64,441
STEP 4	58,755	60,650	62,546	63,493	65,389	67,284
STEP 5	61,598	63,493	65,389	66,336	68,232	70,127
STEP 6	64,441	66,336	68,232	69,179	71,075	72,970
STEP 7	67,284	69,179	71,075	72,022	73,918	75,813
STEP 8	70,127	72,022	73,918	74,865	76,761	78,656
STEP 9	72,970	74,865	76,761	77,708	79,604	81,499
STEP 10	75,813	77,708	79,604	80,551	82,447	84,342
STEP 11		80,551	82,447	83,394	85,290	87,185
STEP 12				86,237	88,133	90,028
STEP 13				89,080	90,976	92,871
STEP 14				91,923	93,818	95,714
STEP 15				94,766	96,661	98,557
STEP 16	79,604	81,973	84,342	97,609	99,504	101,400
STEP 17				100,452	102,347	104,243
STEP 18				103,295	105,190	107,086
STEP 23				106,138	108,033	109,929
STEP 27				108,981	110,876	112,772

APPENDIX A

OTTAWA HILLS SALARY INDEX SCHEDULE
01/1/2025 – 06/30/2027

	BA	BA+15	BA+30	BA+45 or MA	MA+15	MA+30
STEP 0	1.0000	1.0400	1.0800	1.1000	1.1400	1.1800
STEP 1	1.0600	1.1000	1.1400	1.1600	1.2000	1.2400
STEP 2	1.1200	1.1600	1.2000	1.2200	1.2600	1.3000
STEP 3	1.1800	1.2200	1.2600	1.2800	1.3200	1.3600
STEP 4	1.2400	1.2800	1.3200	1.3400	1.3800	1.4200
STEP 5	1.3000	1.3400	1.3800	1.4000	1.4400	1.4800
STEP 6	1.3600	1.4000	1.4400	1.4600	1.5000	1.5400
STEP 7	1.4200	1.4600	1.5000	1.5200	1.5600	1.6000
STEP 8	1.4800	1.5200	1.5600	1.5800	1.6200	1.6600
STEP 9	1.5400	1.5800	1.6200	1.6400	1.6800	1.7200
STEP 10	1.6000	1.6400	1.6800	1.7000	1.7400	1.7800
STEP 11		1.7000	1.7400	1.7600	1.8000	1.8400
STEP 12				1.8200	1.8600	1.9000
STEP 13				1.8800	1.9200	1.9600
STEP 14				1.9400	1.9800	2.0200
STEP 15				2.0000	2.0400	2.0800
STEP 16	1.6800	1.7300	1.7800	2.0600	2.1000	2.1400
STEP 17				2.1200	2.1600	2.2000
STEP 18				2.1800	2.2200	2.2600
STEP 23				2.2400	2.2800	2.3200
STEP 27				2.3000	2.3400	2.3800

Appendix B Supplemental Salary Index 2025 - 2027

	Index	1-Aug-25 $42,936 0% Increase	1-Aug-26 $42,936 0% Increase
High School Department Chairperson			
Mathematics	0.048	2,061	2,061
English	0.048	2,061	2,061
Science	0.048	2,061	2,061
Social Science	0.048	2,061	2,061
Foreign Language	0.048	2,061	2,061
Physical Education & Music	0.048	2,061	2,061
Career Department (Business & Consumer Science) & STEAM Department (Technology & Art)	0.048	2,061	2,061
Student Services	0.048	2,061	2,061
Elementary Unit Leaders			
Kindergarten	0.048	2,061	2,061
First Grade	0.048	2,061	2,061
Second Grade	0.048	2,061	2,061
Third Grade	0.048	2,061	2,061
Fourth Grade	0.048	2,061	2,061
Fifth Grade	0.048	2,061	2,061
Sixth Grade	0.053	2,276	2,276
Special Areas	0.048	2,061	2,061
Student Services	0.048	2,061	2,061
Athletic Positions			
Faculty Manager (hourly)	0.00065	27.91	27.91
Head Football Coach	0.233	10,004	10,004
Assistant Football Coach (maximum of two)	0.162	6,956	6,956
JV/Assistant Football Coach	0.13	5,582	5,582
Junior High Head Football Coach	0.07	3,006	3,006
Assistant Junior High Football Coach	0.057	2,447	2,447
Head Girls' Tennis Coach	0.11	4,723	4,723
Assistant Girls' Tennis Coach	0.057	2,447	2,447
Head Field Hockey Coach	0.147	6,312	6,312
Asst. Field Hockey Coach	0.105	4,508	4,508
Junior High Field Hockey Coach	0.07	3,006	3,006
Head Golf Coach	0.108	4,637	4,637
JV/Assistant Golf Coach	0.056	2,404	2,404
Head Girls' Volleyball Coach	0.147	6,312	6,312
Assistant Girls' Volleyball Coach	0.087	3,735	3,735
Junior High Girls' Volleyball Coach (maximum of 2)	0.07	3,006	3,006
Head Boys' Soccer Coach	0.147	6,312	6,312
Assistant Boys' Soccer Coach	0.087	3,735	3,735
Head Girls' Soccer Coach	0.147	6,312	6,312
Assistant Girls' Soccer Coach	0.087	3,735	3,735
Head Girls' Basketball Coach	0.224	9,618	9,618
JV/Assistant Girls' Basketball Coach	0.182	7,814	7,814
Freshman Girls' Basketball Coach	0.087	3,735	3,735
Junior High Girls' Basketball Coach (maximum of 2)	0.07	3,006	3,006
Head Boys' Basketball Coach	0.224	9,618	9,618
JV/Assistant Boys' Basketball Coach	0.182	7,814	7,814
Freshman Boys' Basketball Coach	0.087	3,735	3,735
Junior High Boys' Basketball Coach (maximum of 2)	0.07	3,006	3,006
Head Swimming Team Coach (Boys and Girls)	0.162	6,956	6,956
Assistant Swimming Coach (Boys and Girls)	0.119	5,109	5,109
Diving Coach (Boys and Girls)	0.048	2,061	2,061
Head Baseball Coach	0.147	6,312	6,312

Appendix B Supplemental Salary Index 2025 - 2027

	Index	1-Aug-25 $42,936	1-Aug-26 $42,936
JV/Assistant Baseball Coach	0.121	5,195	5,195
Head Track Coach (Boys and Girls)	0.162	6,956	6,956
Assistant Track Coach (Boys and Girls)	0.119	5,109	5,109
Junior High/Assistant Track Coach	0.072	3,091	3,091
Cross Country (Boys and Girls)	0.108	4,637	4,637
Assistant Cross Country (Boys and Girls)	0.056	2,404	2,404
Junior High/Assistant Cross Country (Boys and Girls)	0.056	2,404	2,404
Head Boys' Tennis Coach	0.11	4,723	4,723
Assistant Boys' Tennis Coach-Boys	0.057	2,447	2,447
Head Softball Coach	0.147	6,312	6,312
Assistant Softball Coach	0.121	5,195	5,195
Head Girls' Lacrosse Coach	0.126	5,410	5,410
Assistant Girls' Lacrosse Coach	0.087	3,735	3,735
Head Boys' Lacrosse Coach	0.126	5,410	5,410
Assistant Boys' Lacrosse Coach	0.087	3,735	3,735
Head Dance Team Coach	0.108	4,637	4,637
Head Cheerleader Coach	0.108	4,637	4,637
Junior High Cheerleader Coach	0.05	2,147	2,147
Extra-curricular Positions			
High School			
Freshman Class Advisor	0.021	902	902
Sophomore Class Advisor	0.026	1,116	1,116
Junior Class Advisor	0.026	1,116	1,116
Senior Class Advisor	0.031	1,331	1,331
French Club Advisor	0.021	902	902
Spanish Club Advisor	0.021	902	902
Amaranth Advisor	0.033	1,417	1,417
Newspaper (Arrowhead) Advisor	0.048	2,061	2,061
Yearbook (Mesasa) Advisor	0.048	2,061	2,061
Broadcast Journalism Advisor	0.084	3,607	3,607
Student Council Faculty Advisor	0.075	3,220	3,220
National Honor Society Advisor	0.026	1,116	1,116
Quiz Bowl Advisor	0.087	3,735	3,735
Chess Club Advisor	0.046	1,975	1,975
American Field Service Advisor	0.021	902	902
ECLIPSE Advisor	0.021	902	902
Detention Supervisor (hourly)	0.00055	23.61	23.61
Sat. Morn. Study Supervisor (hourly)	0.00085	36.5	36.5
Noon Duty Supervisor (daily)	0.00065	27.91	27.91
Volunteer Focus Advisor	0.031	1,331	1,331
Dramatics Director (Fall Play)	0.087	3,735	3,735
Dramatics Director (Spring Play)	0.033	1,417	1,417
Auditor. Light. & Audio Director (hourly)	0.00065	27.91	27.91
Musical Director	0.167	7,170	7,170
Musical Drama Coach/Associate Director	0.07	3,006	3,006
Instrumental Music Director	0.107	4,594	4,594
Instrumental Jazz Band Director	0.02	859	859
Pre-season Marching Band Director (hourly, NTE 60 hours)	0.00065	27.91	27.91
Vocal Music Director	0.195	8,373	8,373
Model UN Advisor	0.087	3,735	3,735

Appendix B Supplemental Salary Index 2025 - 2027

	Index	1-Aug-25 $42,936	1-Aug-26 $42,936
Science Olympiad	0.087	3,735	3,735
Robotics Competition Club	0.087	3,735	3,735
Assistant Robotics Coach	0.07	3,006	3,006
Science Fair	0.026	1,116	1,116
Youth-to-Youth	0.031	1,331	1,331
OHBreathe Advisor	0.057	2,447	2,447
GSA Advisor	0.021	902	902
Esports Coach	0.065	2,791	2,791
Speech Debate	0.057	2,447	2,447
Junior High School			
MAKWA	0.04	1,717	1,717
Seventh Grade Class Advisor	0.016	687	687
Eighth Grade Class Advisor	0.021	902	902
Student Council Advisor	0.05	2,147	2,147
Bear Pause Advisor	0.025	1,073	1,073
Math Counts Advisor	0.04	1,717	1,717
National Junior Honor Society Advisor	0.026	1,116	1,116
8th Grade Trip (If 3 days)	0.0092152	396	396
8th Grade Trip (If 4 days)	0.013	558	558
Program Leader 8th Grade D. C. Trip	0.046	1,975	1,975
8th Grade Graduation Advisor	0.0122	524	524
Power of the Pen Advisor	0.04	1,717	1,717
Junior High Science Olympiad	0.07	3,006	3,006
Junior High Agora Coordinator	0.026	1,116	1,116
Junior High Art Club	0.021	902	902
Elementary School			
Student Council Advisor	0.07	3,006	3,006
Safety Patrol Advisor	0.05	2,147	2,147
Detention Supervisor (hourly)	0.00055	23.61	23.61
Curriculum Professional	0.013	558	558
School Bus Supervisor (hourly)	0.00055	23.61	23.61
Noon Duty Supervisor (daily)	0.00065	27.91	27.91
Chorus Director	0.077	3,306	3,306
Elementary Science Club Advisor	0.051	2,190	2,190
6th Grade Camp	0.0092152	396	396
6th Grade Camp Coordinator	0.021	902	902
6th Grade Math Counts Advisor	0.04	1,717	1,717
Environmental Club Advisor	0.021	902	902
Elementary Makerspace	0.021	902	902
Miscellaneous			
Mentor/Facilitator (Resident Educator)	0.058	2,490	2,490
Mentor (Experienced Teacher)	0.029	1,245	1,245
Agora Coordinator	0.2	8,587	8,587
Agora Faculty Manager (Hourly)	0.00065	27.91	27.91
Intervention Tutor (Hourly)	0.0009215	39.57	39.57
Curriculum Work (Hourly)	0.0008131	34.91	34.91
Building Testing Coordinator	0.048	2061	2,061
ESL Tutor (Hourly)	0.0009215	39.57	39.57
Home Instruction Tutor (Hourly)	0.0009215	39.57	39.57
LPDC (Hourly)	0.0009215	39.57	39.57
District Technology Facilitator	0.115	4,938	4,938
After School Study Room Monitor (Hourly)	0.00055	23.61	23.61
District Librarian	0.048	2,061	2,061

Paramount Insurance Co. : Ottawa Hills Board of Education - PLAN 2

Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services

Coverage for: Single/Family | **Plan Type:** HMO

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered heath care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, contact Paramount at 1-800-462-3589 or www.paramounthealthcare.com/member-handbooks. For general definitions of common terms such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at www.paramountinsurancecompany.com or call 1-800-462-3589 to request a copy.

Important Questions	Answers	Why this Matters:
What is the overall deductible?	**$300** Single (Paramount Ohio HMO Network.) **$600** Family (Paramount Ohio HMO Network.) Does not apply to preventive care or covered services requiring a copayment.	Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the plan, each family member must meet their own individual deductible until the total amount of deductible expenses paid by all family members meets the overall family deductible.
Are there services covered before you meet your deductible?	Yes, preventive care	This plan covers some items and services even if you haven't yet met the deductible amount. But a copayment or coinsurance may apply. For example, this plan covers certain preventive services without cost-sharing and before you meet your deductible. See a list of covered preventive services at https://www.healthcare.gov/coverage/preventive-care-benefits/.
Are there other deductibles for specific services?	No (Paramount Ohio HMO Network.)	You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan?	**$2000** Single (Paramount Ohio HMO Network.) **$4000** Family (Paramount Ohio HMO Network.)	The out-of-pocket limit is the most you could pay in a year for covered services. If you have other family members in this plan, they have to meet their own out-of-pocket limits until the overall family out-of-pocket limit has been met.
What is not included in the out-of-pocket limit?	Premiums and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the out–of–pocket limit.
Will you pay less if you use a network provider?	Yes. See www.paramounthealthcare.com/FindAProvider or call 1-800-462-3589 for a list of Paramount Ohio HMO Network Providers.	This plan uses a provider network. You will pay less if you use a provider in the plan's network. You will pay the most if you use an out-of-network provider, and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (a balance bill). Be aware your network provider might use an out-of-network provider for some services (such as lab work). Check with your provider before you get services.
Do you need a referral to see a specialist?	No	You can see the specialist you choose without a referral.

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

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions & Other Important Information
		Your Cost If You Use A(n) Paramount Ohio HMO Network. Provider	Your Cost If You Use A(n) Out-of-Network Provider	
If you visit a health care provider's office or clinic	Primary Care visit to treat an injury or illness	$25.00 Co-pay/visit.	Not covered.	none
	Specialist visit	$35.00 Co-pay/visit.	Not covered.	none
	Preventive care/screening /immunization	No charge.	Not covered.	You may have to pay for services that aren't preventive. Ask your provider if the services needed are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	15% Co-Insurance.	Not covered.	none
	Imaging (CT/PET scans, MRIs)	15% Co-Insurance.	Not covered.	none
If you need drugs to treat your illness or condition More information about prescription drug coverage is available at www.paramounthealthcare.com/Employers-PharmacyResources-CommercialDrugBenefits	Prescription Drug Coverage	Not Covered By Paramount.	Not Covered By Paramount.	Not Covered By Paramount.
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	15% Co-Insurance.	Not covered.	none
	Physician/surgeon fees	15% Co-Insurance.	Not covered.	none
If you need immediate medical attention	Emergency room care	$100.00 Co-pay/visit.	Payable under HMO network of benefits.	none
	Emergency medical transportation	15% Co-Insurance.	Payable under HMO network of benefits.	none
	Urgent care	$15.00 Co-pay/visit.	Payable under HMO network of benefits.	none
If you have a hospital stay	Facility fee (e.g., hospital room)	15% Co-Insurance.	Not covered.	none
	Physician/surgeon fees	15% Co-Insurance.	Not covered.	none
If you need mental health, behavioral health, or substance abuse services	Outpatient services	$25.00 Co-pay/visit.	Not covered.	none
	Inpatient services	15% Co-Insurance.	Not covered.	none
If you are pregnant	Office visits	$35.00 Co-pay/visit.	Not covered.	Deductible does not apply. Cost sharing does not apply for preventive services.

*For more information about limitations and exceptions, see the plan or policy document at www.paramountinsurancecompany.com.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions & Other Important Information
		Your Cost If You Use A(n) Paramount Ohio HMO Network. Provider	Your Cost If You Use A(n) Out-of-Network Provider	
If you are pregnant	Childbirth/delivery professional services	15% Co-Insurance.	Not covered.	none
	Childbirth/delivery facility services	15% Co-Insurance.	Not covered.	none
If you need help recovering or have other special health needs	Home health care	15% Co-Insurance.	Not covered.	none
	Rehabilitation services	15% Co-Insurance.	Not covered.	Inpatient Rehabilitation is limited to 60 days per calendar year. Outpatient physical, occupational and speech therapy limited to 30 visits combined.
	Habilitation services	15% Co-Insurance.	Not covered.	Inpatient Habilitation is limited to 60 days per calendar year. Outpatient physical, occupational and speech therapy limited to 30 visits combined.
	Skilled nursing care	15% Co-Insurance.	Not covered.	Unliimited days.
	Durable medical equipment	No charge.	Not covered.	Subject to Medicare part B Guidelines.
	Hospice services	15% Co-Insurance.	Not covered.	none
If your child needs dental or eye care	Children's eye exam	No charge.	Not covered.	Limited to one (1) routine vision exam every twelve (12) months.
	Children's glasses	Not covered.	Not covered.	none
	Children's dental check-up	Not covered.	Not covered.	none

*For more information about limitations and exceptions, see the plan or policy document at www.paramountinsurancecompany.com.

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT cover (Check your policy or plan document for more information and a list of any other excluded services.)		
• Acupuncture • Dental care (Adult) • Private-duty nursing	• Bariatric Surgery • Long-term care • Routine foot care	• Cosmetic surgery • Non-emergency care when traveling outside the U.S. • Weight loss programs

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please check your plan document.		
• **Chiropractic care** • **Routine eye care (Adult)**	• **Hearing Aids** ($700 toward the purchase of hearing aid(s) every 36 months)	• **Infertility treatment** (Excludes infertility drugs)

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: Department of Labor's Employee Benefits Security Administration, 1-866-444-EBSA (3272), www.dol.gov/ebsa/healthreform

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact: Paramount Insurance Co., Member Service Department at: (419) 887-2525, Toll Free: 1-800-462-3589, or the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or www.dol.gov/ebsa/healthreform

Does this plan provide Minimum Essential Coverage? Yes

If you don't have Minimum Essential Coverage for a month, you'll have to make a payment when you file your tax return unless you qualify for an exemption from the requirement that you have health coverage for that month.

Does this plan meet the Minimum Value Standard? Yes

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

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

*For more information about limitations and exceptions, see the plan or policy document at www.paramountinsurancecompany.com.

Paramount Insurance Co. : Ottawa Hills Board of Education HSA

Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services

Coverage for: Single/Family | **Plan Type:** HMO

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered heath care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, contact Paramount at 1-800-462-3589 or www.paramounthealthcare.com/member-handbooks. For general definitions of common terms such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at www.paramountinsurancecompany.com or call 1-800-462-3589 to request a copy.

Important Questions	Answers	Why this Matters:
What is the overall deductible?	**$3000** Single (Paramount Ohio HMO Network.) **$6000** Family (Paramount Ohio HMO Network.) Does not apply to preventive care or covered services requiring a copayment.	Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the plan, each family member must meet their own individual deductible until the total amount of deductible expenses paid by all family members meets the overall family deductible.
Are there services covered before you meet your deductible?	Yes, preventive care	This plan covers some items and services even if you haven't yet met the deductible amount. But a copayment or coinsurance may apply. For example, this plan covers certain preventive services without cost-sharing and before you meet your deductible. See a list of covered preventive services at https://www.healthcare.gov/coverage/preventive-care-benefits/.
Are there other deductibles for specific services?	No (Paramount Ohio HMO Network.)	You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan?	**$3000** Single (Paramount Ohio HMO Network.) **$6000** Family (Paramount Ohio HMO Network.)	The out-of-pocket limit is the most you could pay in a year for covered services. If you have other family members in this plan, they have to meet their own out-of-pocket limits until the overall family out-of-pocket limit has been met.
What is not included in the out-of-pocket limit?	Premiums and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the out–of–pocket limit.
Will you pay less if you use a network provider?	Yes. See www.paramounthealthcare.com/FindAProvider or call 1-800-462-3589 for a list of Paramount Ohio HMO Network Providers.	This plan uses a provider network. You will pay less if you use a provider in the plan's network. You will pay the most if you use an out-of-network provider, and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (a balance bill). Be aware your network provider might use an out-of-network provider for some services (such as lab work). Check with your provider before you get services.
Do you need a referral to see a specialist?	No	You can see the specialist you choose without a referral.

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

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions & Other Important Information
		Your Cost If You Use A(n) Paramount Ohio HMO Network. Provider	Your Cost If You Use A(n) Out-of-Network Provider	
If you visit a health care provider's office or clinic	Primary Care visit to treat an injury or illness	No charge.	Not covered.	none
	Specialist visit	No charge.	Not covered.	none
	Preventive care/screening /immunization	No charge.	Not covered.	You may have to pay for services that aren't preventive. Ask your provider if the services needed are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	No charge.	Not covered.	none
	Imaging (CT/PET scans, MRIs)	No charge.	Not covered.	none
If you need drugs to treat your illness or condition More information about prescription drug coverage is available at www.paramounthealthcare.com/Employers-PharmacyResources-CommercialDrugBenefits	Prescription Drug Coverage	Not Covered By Paramount.	Not Covered By Paramount.	Not Covered By Paramount.
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	No charge.	Not covered.	none
	Physician/surgeon fees	No charge.	Not covered.	none
If you need immediate medical attention	Emergency room care	No charge.	Payable under HMO network of benefits.	none
	Emergency medical transportation	No charge.	Payable under HMO network of benefits.	none
	Urgent care	No charge.	Payable under HMO network of benefits.	none
If you have a hospital stay	Facility fee (e.g., hospital room)	No charge.	Not covered.	none
	Physician/surgeon fees	No charge.	Not covered.	none
If you need mental health, behavioral health, or substance abuse services	Outpatient services	No charge.	Not covered.	none
	Inpatient services	No charge.	Not covered.	none
If you are pregnant	Office visits	No charge.	Not covered.	Cost sharing does not apply for preventive services.

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Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions & Other Important Information
		Your Cost If You Use A(n) Paramount Ohio HMO Network. Provider	Your Cost If You Use A(n) Out-of-Network Provider	
If you are pregnant	Childbirth/delivery professional services	No charge.	Not covered.	——————none——————
	Childbirth/delivery facility services	No charge.	Not covered.	——————none——————
If you need help recovering or have other special health needs	Home health care	No charge.	Not covered.	In Lieu of Hospitalization
	Rehabilitation services	No charge.	Not covered.	Outpatient physical, occupational and speech therapy limited to 30 visits combined.
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	Skilled nursing care	No charge.	Not covered.	Unliimited days.
	Durable medical equipment	No charge.	Not covered.	Subject to Medicare part B Guidelines.
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	Children's glasses	Not covered.	Not covered.	——————none——————
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Notice of Nondiscrimination and Accessibility: Discrimination is Against the Law

Paramount Insurance Company complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Paramount Insurance Company does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Paramount Insurance Company provides:

- Free aids and services to people with disabilities to communicate effectively with us, such as:
  - o Qualified sign language interpreters
  - o Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Free language services to people whose primary language is not English, such as:
  - o Qualified interpreters
  - o Information written in other languages

If you need these services, contact Member Services at 1-800-462-3589.
If you believe that Paramount Insurance Company has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance. You can file a grievance in person or by mail, fax, or email.

Member Services
1901 Indian Wood Circle, Maumee OH 43537
Phone: 419-887-2525
Toll Free: 1-800-462-3589
TTY: 1-888-740-5670
Fax: 419-887-2047
Email: Paramount.MemberServices@ProMedica.org

If you need help filing a grievance, Member Services is available to help you.
You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at https://ocrportal.hhs.gov/ocr/portal/lobby.jsf, or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D.C. 20201
1-800-368-1019, 800-537-7697 (TDD)
Complaint forms are available at http://www.hhs.gov/ocr/office/file/index.html.

*For more information about limitations and exceptions, see the plan or policy document at www.paramountinsurancecompany.com.

NEGOTIATED AGREEMENT
BETWEEN
THE OTTAWA HILLS EDUCATION ASSOCIATION
AND
THE OTTAWA HILLS BOARD OF EDUCATION

JANUARY 1, 2021 – DECEMBER 31, 2023

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