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AGREEMENT

Between the

MONROE LOCAL SCHOOL DISTRICT BOARD OF EDUCATION

And the

MONROE EDUCATION ASSOCIATION /OEA/NEA

(July 1, 2025 through June 30, 2028)

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GOVERNING PROVISIONS—ALL EMPLOYEES

ARTICLE 1
RECOGNITION—ALL EMPLOYEES

THIS CONTRACT made and concluded at Monroe, Ohio, this date by and between the Monroe Education Association, hereinafter referred to as the M.E.A. and the Monroe Local School District Board of Education, hereinafter referred to as the Board, and jointly referred to hereinafter as the parties hereto.

The parties hereto believe that the welfare of the children of the Monroe Local School District is paramount in the operation of the schools of the district and to this end both parties will endeavor to promote it.

The parties hereto believe that the interest of the education system is best served when mutual understanding, cooperation, and communication exist among the Board, the Administration, and the M.E.A.

1.1 The Board recognizes the M.E.A., an affiliate of the Ohio Education Association and the National Education Association, as the sole and exclusive bargaining agent for the purpose of bargaining wages, hours, benefits, and other terms and conditions of employment for the certified staff and classified staff in the bargaining unit. The bargaining unit consists of all full and regular part-time certified employees, provided that these individuals work on a substantial and regular basis, more than seventeen and one-half hours per week, every week of the school year or a total of 120 school days during the regular school year for the Board, and all full time and regular part time classified staff. Excluded from the bargaining unit will be all supervisory personnel including but not limited to the Superintendent, Treasurer, all Administrative Assistants, Directors, Principals, Assistant Principals, the District Activities Director, and other Administrative or Supervisory personnel; secretaries and/or clerical employees in the Board of Education office, and substitute employees except those substitute employees assigned to one specific teaching position for sixty (60) consecutive school days in the Monroe Local School District in any combination of assignments during a single school year. Such substitute employees, subject to continued satisfactory performance, shall remain in the bargaining unit until the return to duty of the employee whose position the substitute has been assigned to or the end of the school year, whichever event occurs first.

1.2 Whenever the word “certified” or “classified” or “employee” is used in this Agreement, it shall be deemed to mean the employees in the bargaining unit covered by this Agreement, as defined in Article 1, section 1.1 hereof.

ARTICLE 2
DEFINITIONS—ALL EMPLOYEES

2.1 "Days" as used in this Agreement shall be defined as Monday through Friday exclusive of legal holidays, winter, and spring break.

2.2 "Association" or "M.E.A." means the Monroe Education Association.

2.3 "Board," "Board of Education," or "Employer" means the Board of the Monroe Local School District.

2.4 Unless otherwise provided herein, the "school year" shall be defined as the time period July 1 through June 30.

2.5 For purposes of this Agreement, seniority will be defined as the length of continuous employment with the Board of Education as verified by official Board minutes.

A. When two (2) or more employees have equal seniority, the tie will be broken by the Superintendent or designee based on:
   1) the date the employee signed his/her contract; then by
   2) total years of teaching or working in a public school system; then
   3) a determination of the Superintendent, or his or her designee, after interviewing all the affected individuals and considering their overall performance.

B. Continuous employment as referenced above shall include all time on Board approved leaves of absence, all time on disability retirement to a maximum of five (5) years, and all time that an employee's contract has been suspended, provided there is no break in employment, provided further that an employee shall not accrue seniority while on an unpaid leave of absence.

C. The Board shall prepare and maintain a seniority list. Revisions and updates shall be prepared in January of each year. A copy of the seniority lists and updates shall be given to the Association President. Any corrections shall be provided to the Board within thirty (30) days of receipt. The Board shall then use this list when required to act based upon seniority.

Certified Employees shall be listed on the seniority list by contract status (continuing or limited) and by area of certification/license.

Classified employees shall be listed on the seniority list by classifications. Notation shall be made if an employee has worked in another classification.

D. Seniority shall be lost by an employee upon termination for cause, resignation, retirement, or when an employee accepts gainful employment on approved leave of absence.

ARTICLE 3
MANAGEMENT RIGHTS—ALL EMPLOYEES

3.1 Except as otherwise specifically provided in this Agreement, the Board hereby retains and reserves all powers, rights, authority, duties, and responsibilities conferred upon and vested in the Board or its Superintendent by the laws and the Constitution of the state of Ohio including, but not limited to, their exclusive right and responsibility:

A. to determine matters of inherent managerial policy which include, but are not limited to, areas of discretion or policy such as the functions and programs of the Employer, standards of services, its overall budget, utilization of technology, and organizational structure;

B. to direct, supervise, assign, reassign, schedule, evaluate, hire, discipline, suspend, demote, discharge, reprimand, layoff, transfer, promote, or retain employees;

C. to maintain and improve the efficiency and effectiveness of the Employer's operations;

D. to determine the overall methods, process, means, or personnel, internal and external, by which the Employer's operations are to be conducted, the location, type, and number of physical facilities, equipment, programs, and the work to be performed;

E. to determine the size, composition, and adequacy of the work force, as well as to make, amend, and enforce work rules, regulations, standard operating policies, and procedures;

F. to determine the overall mission of the Employer as a unit of government;

G. to effectively manage the work force;

H. to determine the hours of work and work schedules;

I. to determine the duties to be included in all job classifications;

J. to take actions to carry out the mission of the Employer as a governmental unit.

3.2 It is agreed that the above listing of management rights shall not be deemed to exclude other proper functions not specifically listed herein or traditionally exercised by the Board.

3.3 The management rights set forth above shall not be subject to arbitration or impairment by an arbitration award or otherwise except to the extent that such rights are specifically limited by an express provision of this Agreement. Failure to exercise a right or exercising it in a particular manner shall not be deemed a waiver of any management right or prerogative.

3.4 The Board agrees that conditions of employment relating to wages, hours of work, and other significant and material terms and conditions of employment not expressly covered by this Agreement which are mandatory subjects of bargaining as defined by law may not be changed by the Board unless the Association is first given notice of the proposed change and an opportunity to bargain regarding the proposed decision and/or the effects of such a decision on bargaining unit employees as that bargaining obligation is defined by law.

ARTICLE 4
ASSOCIATION RIGHTS—ALL EMPLOYEES

4.1 The Association shall be granted the following organizational rights:

A. To enter into collective bargaining discussions with the Board in accordance with the provisions of the contract.

B. The Association may use the school mail system (including e-mail before and after school) for distribution of Association materials to employees of the bargaining unit.

C. The Association may use the school buildings in the District for meetings by following district procedures.

D. The Board will provide the Association President with a copy of the Board meeting agenda(s) plus addenda and a copy of all Board minutes.

E. The Association shall be provided the names, addresses, email, and telephone numbers of all bargaining unit employees.

4.2 ASSOCIATION REPRESENTATIVES

A. The President of the M.E.A. or his/her designated representative shall be allowed to visit schools before or after school hours or during the school day with administrative approval, to discuss problems or grievances that individual employees may have.

B. The President of the M.E.A. or his/her designated representative shall have a seat at a table near the one occupied by the Board during official meetings of the Board of Education. The President may be asked to comment on items under consideration, which concern employees.

C. Faculty representatives to the M.E.A. executive committee shall be excused from other meetings to attend scheduled monthly meetings of the executive committee.

4.3 PAYROLL DEDUCTIONS

A. The names, phone numbers, and email addresses of newly employed personnel eligible for membership in the M.E.A. shall be made available to the M.E.A. following Board approval of the contracts. These employees shall be provided by the M.E.A. with a copy of the current Master Contract.

B. An employee, upon his/her written request, shall be given the right of payroll deduction of combined dues for the M.E.A. and its affiliates without cost to the association or the individual involved.

C. The M.E.A. is to assume clerical responsibility for registration for membership.

D. The M.E.A. faculty representatives shall be allowed appropriate time during the new teacher orientation for instruction regarding registration and enrollment.

E. Payroll deductions shall be conducted by the School Treasurer’s office. Association membership is annual with the membership year being September 1 through August 31. Payroll deductions shall begin on the first pay in September and continue for twelve months over 24 pay periods. Once a member enrolls, such membership shall be continuous and remain in effect unless revoked in writing. An employee may cancel their membership by written notice to the Association President between August 1 and August 31 of any year.

F. The M.E.A. agrees that it will indemnify and hold the Board harmless from and recovery of damages and expenses sustained by reason of any action taken under this Article.

G. The Treasurer for the Board will provide the Association two (2) checks each payday: one made out to the Ohio Education Association and the second check made out to the Monroe Education Association.

H. The M.E.A. Treasurer will inform the payroll department of the District the amount of dues to be deducted for the Ohio Education Association and for the Monroe Education Association.

4.4 FAIR SHARE FEE

The Parties agree that if the relevant provisions of Janus v. AFSCME Council 31 are overturned, the Parties will meet to negotiate Fair Share Fee provisions that are consistent with the changes in the law.

4.5 TEACHER PROFESSIONAL ORGANIZATION (TPO)

For purposes of this section the Association shall be considered a Teacher Professional Organization (TPO) under STRS rules and regulations.

By May 1st of each year the Association/TPO treasurer shall provide the district treasurer a list of executive committee members and the amount of pay each individual should receive as compensation for the services he/she provides in his/her role in the Association during the school year.

The Board shall issue payment, in accordance with the STRS rules and regulations, the first payroll in June.

The Association/TPO shall reimburse the Board for the payment which shall include the salary, STRS contributions paid on each member's behalf and any other expenses related to salary.

ARTICLE 5
DECISION MAKING FRAMEWORK—ALL EMPLOYEES

5.1 The Board and the Association have developed a decision making framework in an effort to further a good working relationship between the parties. This structure shall include a Leadership Council, which is a building level committee, and a Labor Management Committee, which is a district-wide committee.

Training for these committees shall be scheduled annually or as deemed necessary by the LMC.

5.2 CERTIFIED LEADERSHIP COUNCIL

A. There shall be a Certified Leadership Council established in each building, which shall be co-chaired by the building Principal and by an M.E.A. Representative, appointed by the President. Additional employees shall be elected by the membership in each building. The MEA president and classified vice-president will also appoint a classified representative to this committee.

B. After election of the employees to the Leadership Council, the co-chairs shall evaluate the structure of the committee and jointly determine whether additional employees need to be added to provide adequate representation to the staff. Membership may be granted to other employees by the committee on a permanent or temporary basis for the school year. They may also from time to time, when necessary, appoint an employee or employees of the building staff who are not members of the committee for particular project studies. All meetings are to be open so that any employee or administrator can attend as an observer.

C. The function of the Leadership Council is to strengthen communications in regard to building concerns and programs. Decisions and/or recommendations shall be made by consensus. The existence of the Leadership Council shall not impede and/or supersede any management rights the Board currently possesses as set forth in Article Three of this Agreement.

D. At the start of the school year, the dates and times of the monthly Leadership Council meetings shall be set, with an option to schedule additional meetings on an as-needed basis. Special meetings may be scheduled when necessary.

E. An agenda of matters to be considered at the regular meetings shall be distributed to the building employees at least twenty-four (24) hours before any regular meeting.

F. Minutes of all meetings shall be distributed to all building employees, the MEA President, and the Superintendent.

5.3 CLASSIFIED LEADERSHIP COUNCIL

A. There shall be a Classified Leadership Council which shall be co-chaired by the MEA Classified Vice President and an administrator appointed by the superintendent. The purpose of the Leadership Council is to strengthen communication in regard to building and classification concerns. The Leadership Council is not intended to impede management

rights or the grievance procedure in this contract. The Leadership Council is also not intended to serve as a representative for individual employee's contract issues or employment problems.

B. There shall be a representative from each classification serving on the Leadership Council. Representatives shall be appointed by the Classified Vice-President. Membership may be granted to other employees by the committee on a permanent or temporary basis for the school year. They may also from time to time, when necessary, appoint an employee or employees of the building staff who are not members of the committee for particular project studies. All meetings are to be open so that any employee or administrator can attend as an observer.

C. The Leadership Council shall schedule quarterly meetings with additional meetings scheduled as necessary.

D. Classified employees of the MEA may submit items for discussion to the Classified Vice President. Management may also submit issues for the agenda.

E. Minutes shall be kept from each meeting and distributed as determined by the Leadership Council.

5.4 LABOR MANAGEMENT COMMITTEE

A. The intent of the LMC is to strengthen communications in regard to district-wide concerns, programs, and address issues not resolved by the Leadership Councils. Decisions and/or recommendations shall be made by consensus.

B. Each topic shall be discussed fully and action reached before proceeding to another topic. Topics requiring further study may be tabled. Where mutually satisfactory decisions are not reached, the topic shall be cancelled, reverting to its proper place in the labor management relationship – for instance, grievance procedure, negotiations, etc.

C. Representation on this committee will be:

1) For the Administration:

Superintendent or designee
Other Administrative Representatives as necessary

2) For the Association:

President

Vice-President for Certified Staff
Vice-President for Classified Staff
Other Association Representatives as necessary

D. The existence of the Labor Management Committee shall not impede and/or supersede any management rights the Board currently possess as set forth in Article Three of this Agreement.

E. The parties reserve the right to invite their Association Representative or Legal Counsel to meetings where Agenda items have bearing upon matters that relate to collective bargaining or potentially grievable items or where otherwise deemed necessary upon written notice to the other party.

F. The Superintendent and President will serve as co-chairpersons of the committee.

G. One member appointed by the co-chairmen will serve as secretary and prepare minutes of the meeting. Before distribution, both parties shall review the minutes. Copies will be provided to all administrators, board members, and employees.

H. LMC meetings shall be scheduled at the request of the MEA President as needed. Such meetings shall be set at a mutually agreed date and time.

I. An agenda shall be submitted at least 48 hours prior to the meeting to both parties. The intent is for each side to come to the meeting as well prepared as possible. Except in emergencies, topics not on the agenda shall not be discussed but placed on the following meeting's agenda. Emergency items may be added to the agenda by mutual consent.

J. The LMC shall be included in the planning of the District Calendar.

5.5 LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

A Local Professional Development Committee ("LPDC") shall be established. The "Standards and Guidelines" as approved by the Board and the Association are attached hereto as Appendix A.

ARTICLE 6
NEGOTIATION PROCEDURES—ALL EMPLOYEES

6.1 COMPOSITION OF NEGOTIATION TEAMS

A. Not more than eight (8) persons shall represent the Association.

B. Not more than eight (8) persons recommended by the Superintendent and approved by the Board shall represent the Board.

C. In addition to the members of the negotiating committee, either party may call upon consultants, limited to three (3) for either party, to actively assist and participate in negotiations.

D. A quorum consisting of four (4) members representing the Association and two (2) members representing the Board shall be present before each negotiating session is begun.

E. Each side shall name a chief spokesperson for their negotiation team. The chief spokesperson shall be the official contact person for the team.

F. Members of the negotiating teams as professional individuals shall be expected to voice their opinions openly and freely in a cooperative attempt to reach equitable decisions. Neither the Association nor the Board shall take any sanctions or reprisals of any kind by reasons against any person because of his/her participation in negotiations.

G. The negotiating teams may jointly appoint ad hoc study committees to research, study, and develop projects, reports, and programs, and to make recommendations on matters under consideration. Such appointments shall include specific instructions as to time and methods for reporting findings. These committees shall report all findings to both negotiating teams in joint session.

6.2 REQUEST FOR NEGOTIATION

A. A written request to commence negotiations shall be made by the Association President to the Superintendent or by the Superintendent to the Association President. Such request for the negotiating sessions shall be made by April 1, unless an alternative date is mutually acceptable by both parties.

B. The Superintendent or his designee and the Association President or his/her designee shall make arrangements for the time and place of the first meeting.

6.3 CONDUCT OF MEETINGS

A. The party initiating negotiations shall present its issue(s) first, providing rationale for its position. The other party shall then present its issues, providing rationale for its position. Continuation of the meetings thereafter shall be set up by mutual agreement of the negotiation teams.

B. Once proposals are exchanged between the parties, which shall be done at the first meeting, no issues shall be added to the agenda for negotiation without the consent of both teams.

C. The Board, through its Superintendent, agrees to furnish the Association's negotiating team, upon request, all available information concerning financial resources of the district and information regarding topics being negotiated.

D. Representatives of the news media shall not be permitted to attend a negotiating meeting except by mutual consent of the negotiating teams.

E. Any press releases must be agreed upon by both of the negotiating teams.

F. Upon request of either party, the negotiation meeting shall be recessed to permit a caucus. The caucus shall be no more than thirty (30) minutes unless mutually agreed upon.

6.4 TENTATIVE AGREEMENT

A. While no final agreement shall be executed without ratification by the Association and adoption by the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make and consider proposals and counterproposals and to make concessions in the course of negotiations so as to reach agreement.

B. Agreement reached by the negotiation teams on particular items or issues shall be reduced to writing and initialed by the spokesperson of both negotiating teams. Final approval and ratification shall be by the membership of the Association and of the Board.

C. When an agreement is reached through negotiations, on the issues, both parties shall review the agreement together for accuracy. If the agreement is then in proper form, it shall be submitted to the Association and the Board for ratification and adoption. When adopted by the Board, the Agreement shall become part of the official Board minutes and binding on both parties. The Board representatives and the Association representatives shall sign said agreement.

D. If either or both the Association and the Board refuses to ratify the agreement, the matter shall then be resubmitted to the negotiating teams with recommendations or questions for clarification. The negotiation teams shall proceed as before.

6.5 IMPASSE

A. If the parties are unable to reach agreement on all issues within forty-five (45) calendar days from the date of the first negotiating session, unless both negotiation teams extend the time, either party may refer the remaining issues to the Federal Mediation and Conciliation Service. The mediation period shall be forty-five (45) calendar days from the first meeting with the mediator. After the first forty-five (45) calendar day period has expired and after at least three (3) sessions with a federal mediator, if an agreement has not been reached, then the impasse procedures of this contract shall be deemed to have been completed and ultimate impasse shall exist.

B. In the event the parties are unable to reach an agreement prior to the expiration of the current or extended Agreement and the impasse procedures have been exhausted, the Board is free to implement its last offer or the Association is free to strike, provided that ten (10) days written notice of such action has been given to the other party prior to an implementation of its last offer by the Board or a strike by the Association.

6.6 CONTRARY TO LAW

A. If any provision of this Contract shall be found to be contrary to law by a Court of competent jurisdiction, then that provision shall be deemed invalid except to the extent permitted by law, but all other provisions hereof shall continue in full force and effect for the term of the Contract.

B. Any section of this Contract found to be invalid, pursuant to Section 6.6(A) above, shall be renegotiated. Negotiations on such Section only shall commence within fifteen (15) days of the determination that the provision is invalid. Negotiations shall be in conformance to the procedures set forth above.

6.7 The parties acknowledge that during the negotiations that resulted in this agreement, each party had the unlimited right and opportunity to make demands and proposals, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement, and this agreement embodies all applicable provisions relating to employees covered. Therefore, the Board and the Association, for the term of this agreement, each agree that the other shall not be obligated to negotiate with respect to any item covered by this agreement. The Board and the Association may, however, mutually agree to alter, amend, supplement, enlarge, or modify the provisions of this agreement only by a written agreement or letter of understanding.

6.8 The parties agree that this agreement will be the sole and exclusive recourse available to employees and the parties hereto and, where provisions of this agreement conflict with otherwise applicable provisions of Ohio law, this agreement shall prevail pursuant to Ohio Revised Code, Chapter 4117.

ARTICLE 7
GRIEVANCE PROCEDURE—ALL EMPLOYEES

7.1 DEFINITIONS

A. A "grievance" shall be described as a dispute or complaint arising between the parties hereto under or out of this Agreement or the interpretation, application, performance, termination, or any alleged breach thereof. A grievance shall be submitted through the prescribed form found in Appendix B.

B. The grievant is an employee or the Association.

C. The term days, when used in this Article, shall mean contract workdays unless otherwise indicated.

7.2 STATEMENT OF BASIC PRINCIPLES

A. Every employee who so requests shall be represented by the MEA in the grievance procedure. The employee shall be present at any grievance discussion. When a party requests the presence of an employee at a grievance hearing, illness or other incapacity of the employee shall be grounds for any necessary extension of grievance procedure time limits. The failure of the grievant to act on any grievance within the prescribed time limits will act as a bar to any further appeal and any administrator's failure to give a decision within the time limits shall cause the grievance to be advanced to the next step of the grievance process**.** The time limits, however, may be extended by mutual agreement.

B. An employee who participates in these grievance procedures shall not be subject to discipline or reprisal because of such participation. A copy of the grievance shall not be filed in the employee's personnel folder.

C. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present to attend and will be held, insofar as possible, after regular school hours, or during non-teaching time of personnel involved. When such hearings and conferences are held at the option of the administration during school hours, all employees whose presence is required shall be excused, with pay, for that

purpose. Arbitration hearings, however, shall be held during regular working hours unless scheduled otherwise by the arbitrator.

D. All notices of hearings and dispositions of grievances shall be either mailed, emailed, or hand delivered with the date of mailing or postmark and date of receipt recorded thereon. Written grievances and appeals shall be deemed to have been received one (1) day after postmarked or sent date on email: if hand delivered, the date received and initials of the recipient shall be recorded thereon.

E. It is important that a grievance be processed as rapidly as possible. The number of days indicated at each level shall be considered as a maximum, and every effort shall be made to expedite the process. The time limit specified may be extended by mutual agreement.

F. All grievances may be withdrawn at any level without prejudice. In the case of grievances filed by individuals, the employee involved has the right to withdraw the grievance at any time. If the employee or Association unilaterally chooses to withdraw the grievance after the grievance has been submitted to arbitration, the Association shall be responsible for all costs and fees associated with the arbitrator. If the Board and Association mutually agree to withdraw the grievance, the parties shall share all costs and fees associated with the arbitrator.

7.3 PROCEDURE

A. Level One – A grievance lodged with the principal or the appropriate administrator must be within thirty (30) days after the grievant could reasonably be assumed to have known of the event or action giving rise to the alleged grievance. The grievance conference shall occur within ten (10) days after the grievance is filed. The grievant shall be accompanied by the local MEA building representative or any other MEA personnel of the grievant's choosing. The principal or appropriate administrator shall file his/her decision within ten (10) days after the Level One conference.

B. Level Two – In the event a grievance has not been satisfactorily resolved at Level One, the MEA may file, within ten (10) days of the principal's or the appropriate administrator's written decision at Level One, a copy of the grievance with the Superintendent. Within ten (10) days after such written grievance is filed, the grievant, the MEA and the Superintendent or his designee shall meet to attempt to resolve the grievance. The Superintendent or his designee shall file his decision within in ten (10) days of the Level Two hearing and communicate it to the grievant and the MEA.

C. Level Three – If the grievance has not been satisfactorily resolved at Level Two, the MEA may within ten (10) days of the Level Two decision, submit the issue to grievance mediation through the Federal Mediation and Conciliation service (FMCS). A joint request shall be made of the FMCS to obtain the services of the federal mediator unless it is agreed that mediation is not applicable. Grievance mediation shall occur no later than thirty (30) days after the request for mediation has been made. If it is the decision of the parties that mediation is not applicable the Association may submit the grievance to binding arbitration at Level Four.

D. Level Four – If mediation has not resolved the grievance to the satisfaction of the Association or if there is a mutual decision to not use mediation, the Association may notify the Superintendent of its intent to submit the matter for arbitration. Included in such notification, the Association shall indicate the reason the grievance has not been satisfactorily resolved. Failure to file such appeal within ten (10) days from the close of mediation shall be deemed a waiver of the right to appeal. In cases where mediation is not utilized, the appeal must be submitted within ten (10) days after the parties decide not to use mediation.

E. The Board and the MEA shall share the cost for the services of the arbitrator, including per diem expenses, if any, and the actual and necessary travel and subsistence expenses equally.

F. When issued in accordance with these procedures, the opinion and award of the arbitrator shall be final and binding to all parties. The arbitrator shall not have the power to add to, or subtract from, or modify this contract.

WORKING CONDITIONS – ALL EMPLOYEES

ARTICLE 8
REDUCTION IN FORCE—ALL EMPLOYEES

8.1 REASON

A. If, in the sole judgment of the Board, it is determined to make a reduction in force for any reason including, but not limited to the reasons set forth in Section 3319.17 of the Ohio Revised Code, then the following procedures shall be utilized when making the reduction. The parties agree and understand that the provisions set forth in this article shall supersede and replace those provisions of O.R.C. 3319.081, 3319.17 and 3319.172.

B. When staff reduction is necessary, the Superintendent shall meet with the Association President at least thirty (30) days prior to any action taken by the Board to discuss the reasons for the reduction in force and the impact upon the bargaining unit.

The Superintendent or designee shall give written notice of the intent to recommend the suspension of contracts to the employees so affected ten (10) days prior to Board action, and a list of all those affected shall be given to the Association. Implementation of a Reduction-in-Force (RIF) shall occur no sooner than fifteen (15) days after a Board action.

8.2 SENIORITY

Seniority shall be defined as the length of continuous employment with the Board with the date of employment as verified by official Board minutes and in keeping with section 2.5 of this contract.

8.3 REDUCTION OF CERTIFIED EMPLOYEES

A. Reductions shall be made through attrition to the extent possible.

B. If additional reductions are needed, limited contract employees shall have their contracts suspended in accordance with seniority within the teaching certification(s)/license to be affected by the layoff.

C. If further reductions are necessary, continuing contract employees shall have their contracts suspended in accordance with seniority within the teaching certification/license area affected by the layoff.

D. Displacement/bumping rights for those employees within the teaching certification/license affected by the layoff who received notice of Reduction in Force shall be exercised with no employee holding a limited

contract exercising displacement over an employee with a continuing contract.

The Association and Superintendent shall establish a framework to determine the timelines for displacement rights.

The initiation of displacement rights shall begin with the most senior employee notified of a contract suspension and shall continue by seniority. Said employee shall have the right to displace the least senior employee within his/her areas of certification/license.

E. Once displacement/bumping rights have been completed, a final list of employees whose contracts will be suspended will be developed. The Board shall take official action to suspend said contracts and affected employees shall be notified in writing following Board action.

8.4 REDUCTION OF CLASSIFIED EMPLOYEES

A. The number of employees affected by the reduction in force will be kept to a minimum by not employing replacements insofar as practical, of employees who resign, retire, or otherwise vacate a position.

B. The Board shall determine in which classification or classifications the layoff should occur and the number of employees to be laid off.

C. If employees within a classification are reduced in hours, the reduction will occur by seniority (*i.e.* if it is determined that three (3) employees should be reduced by one (1) hour each, the three (3) least senior employees will receive the reduction).

D. In the classification of layoff, the employees on probation shall be laid off before any employee in that classification employed under a continuing or permanent status is laid off. Any employee affected by reduction in force shall have the right to displace/bump the least senior employee within the particular job classification in which he/she works. However, if no position is available within this job classification, then said affected employee who has worked in another classification may bump the least senior employee in that classification provided he/she has greater seniority.

1) Any employee displaced by bumping shall have bumping rights throughout the classification series on the basis of seniority.

2) Non-bargaining unit employees may bump back into the unit in the event of a layoff, job abolishment, or non-renewal; however, the

bumping employee may only bump the least senior employee in the classification in which he/she had previously worked.

E. Classification series for layoff and recall shall be as follows:

1) Food Service
   Cafeteria Cook
   Cafeteria Workers
2) Secretarial
3) Paraprofessionals, Clinic Aides, Media Aides
4) Student Lunch Monitors

8.5 RECALL PROCEDURES

A. CERTIFIED

Certified employees whose contracts have been suspended shall be recalled within his/her certification/license, on the following basis:
1) Employees having a continuing contract, by seniority;
2) Employees having a limited contract, by seniority.
A certified employee whose contract is suspended shall be placed on a recall list for two (2) years and maintain rights as defined below.

B. CLASSIFIED

In each classified employees' work classification a recall list shall be prepared with employees listed by seniority. The most senior employee shall be called back first, then next most senior second, and so forth.

The Association shall receive a copy of these lists.

A classified employee whose contract is suspended shall be placed on a recall list for two (2) years and maintain rights as defined below.

C. The recall lists shall be maintained for a period of two (2) school/work years. Thereafter, an employee on layoff shall lose his/her right to recall.

D. No new employees shall be hired while there are layoff employees available who are certificated/licensed to fill certified vacancies or qualified to fill classified vacancies.

E. Vacancies shall be offered in writing to the employee standing highest on the recall list before the next employee on the list may be considered. Any certified employee who declines a position for which he/she is certified/licensed and any classified employee who declines a position for which he/she is qualified shall be removed from the recall list.

F. The Board has fulfilled its responsibility herein by sending a written offer for a job vacancy to an employee on the recall list by certified mail at the last address left by the employee and by emailing and calling the employee. Unclaimed, refused, or non-deliverable notices as well as failure to respond within ten (10) calendar days from date of mailing shall constitute refusal of the vacancy. Additionally, an employee will be removed from the recall list if he/she accepts full-time teaching employment.

G. Employees on layoff shall be permitted to carry group life insurance, dental, vision, and group medical and hospitalization insurance for the period the employee is eligible to be recalled from layoff, provided they pay 100% of the cost of the premiums for such insurance or the amount of the premium prescribed by federal law. It shall be the individual's responsibility to see that the monies are paid to the Board Treasurer by the first day of each month. It is understood that the Board will assume no responsibility for any cancellations of insurance coverage. It is also understood that this arrangement is only valid while the laid-off employee remains unemployed.

ARTICLE 9
NON-RENEWAL, TERMINATION, AND DISCIPLINE—ALL EMPLOYEES

9.1 STATEMENT OF PURPOSE

A. The Board and the Association recognize that in the interest of maintaining good morale and in the interest of effective personnel management, fair dismissal rights should be accorded all staff and should be embodied in every type of contractual agreement subject to this Article.

B. Except as otherwise provided in this contract, the employment status of any employee shall not be altered to his/her detriment (suspension, non-renewal of contract, or termination) except for just cause and then not without adequate fair procedures that guarantee to protect both the Board and the employee.

9.2 CLARIFICATION OF TERMS AND CONDITIONS

A. Termination of a contract shall be defined as the ending of a continuing contract or a limited contract before the expiration time period specified in said contract.

B. Non-renewal of a contract shall be defined as a failure by the Board to issue a new contract to an employee when the time specified in the employee's contract expires.

C. Suspension shall be defined as the removal of an employee from his or her assigned duties.

D. Except as provided in section 9.3 regarding contract terminations, it is the intention of the parties that the provisions of this Article shall govern all aspects of non-renewals, notice of suspension and discipline of employees. All statutory provisions in Chapter 3319 regarding these subjects are hereby waived and superseded as provided by O.R.C. Section 4117.10(A).

9.3 TERMINATION OF A CERTIFIED EMPLOYEE'S CONTRACT

A. Basis for Termination

The contract of an employee may be terminated by the Board for gross inefficiency or immorality; for willful and persistent violations of reasonable regulations of the Board; or for other good and just causes (Section 3319.16, Ohio Revised Code).

B. Procedure

1) The legal procedures the Board must follow in terminating a contract are outlined in the Ohio Revised Code, Section 3319.16.

2) Any employee who has been notified of intent to dismiss has the right to undertake with his/her representative a complete review of his/her personnel file.

3) Upon receipt of a written notice containing full specifications of the grounds for termination, the employee may proceed according to the procedure outlined in the Ohio Revised Code Section 3319.16.

9.4 NON-RENEWAL OF CERTIFIED EMPLOYEE'S LIMITED TEACHING CONTRACT

A. Basis for Non-Renewal

Non-Renewal of an employee's contract by the Board may be for gross immorality, for willful and persistent violation of rules and regulations of the Board, for inefficiency based on professional evaluations, or for other good and just cause.

B. Procedure

1) An employee whose contract is not being considered for renewal shall be notified in writing on or prior to June 1. Such notice may be personally served or served on the employee by registered or certified mail, return receipt requested, at the last address given by the Employee to the Board. The notification shall include the following information:

a) full specification of the grounds for such non-renewal;
b) the right to undertake with his/her representative a complete review of his/her personnel files, which shall be in the office of the Superintendent or designee.

2) Upon receipt of the notice, the employee may begin action through the Grievance Procedure, which is the sole recourse available to an employee.

3) In cases of non-renewal the affected employee will be afforded a hearing with the Superintendent or his designee prior to Board Action on the issue of non-renewal of the limited contract at which time he or she shall have the right to have an Association representative present.

4) The above contract provisions for non-renewals of limited contracts regarding the subjects of notice, specifications, personnel file review, meetings or hearings and related provisions are exclusive and shall control, replacing and superseding the provisions of O.R.C. Sections 3319.11 and 3319.111.

9.5 NON-RENEWAL/TERMINATION OF CLASSIFIED EMPLOYEES

A. Non-renewal/termination of classified employees shall be in accordance with O.R.C. 3319.08.1.

B. In cases of non-renewal of classified employees, the affected employee will be afforded a hearing with the Superintendent at least fifteen (15) days prior to board action. At this time the employee shall have the right to association representation. It is understood that this does not apply to the employee's initial probationary period.

9.6 DISCIPLINE

An initial step in the discipline process may be an investigation which may include an interview with the employee. Should such investigation result in a finding that discipline may be warranted, the following disciplinary procedure

shall be followed. However, there may be circumstances that do not require an investigation. In such cases the following disciplinary procedure shall also be followed.

A. The employee shall be notified of the date and time that a pre-disciplinary hearing shall be held. Such notice shall be at least one school day in advance of the hearing date. Additionally, the employee will be informed of the accusations made against him/her.

B. During the hearing, the employee will receive an explanation of the accusations and findings, including evidence of misconduct or performance. The employee shall have the opportunity to respond. The employee is entitled to Association representation at the hearing.

C. If the pre-disciplinary hearing results in discipline, the reasons for the discipline shall be reduced in writing and given to the employee following the hearing. Preference will be to present such document directly to the employee.

D. The Board may discipline an employee by issuing a written reprimand, or a suspension with or without pay which shall be reduced to writing and placed in the employee's personnel file. However, should there be a decision not to discipline an employee, no record of investigation or hearings shall be placed or noted in the employee's file.

E. The employee shall have the right to write a rebuttal which shall be placed in his/her personnel file.

F. The pre-disciplinary hearing shall precede the discipline as stated above except in extreme circumstances where removal from duties may need to precede such hearing.

G. If the pre-disciplinary hearing results in administrative recommendation of termination of employment, the affected employee shall have the rights afforded him/her under Section 9.3 or 9.5.

H. As a form of disciplinary action, the Superintendent may issue a suspension without pay for up to ten (10) days.

I. An employee may file a grievance for discipline involving a suspension.

J. Nothing in this Article shall prevent the administrator/supervisor from issuing a verbal reprimand provided he/she gives the employee the opportunity to explain.

9.7 COMPLAINTS AGAINST STAFF

A. Upon receiving a complaint from a complainant against an employee, the principal or supervisor shall give a copy to the employee involved if written, or discuss it within five (5) days following the receipt of said complaint.

B. The principal shall forward a letter to the complainants indicating the disposition of said matter. A copy of it shall also be given or sent to the employee involved.

C. When a board member receives a complaint about a bargaining unit employee that he/she believes should be addressed, that board member shall direct the complaint to the Superintendent. The Superintendent or his/her designee will address the complaint in accordance with this article.

D. Complaints that cannot be substantiated will not be placed or noted in the employee's personnel file.

E. An employee will have the opportunity to attach a written rebuttal which shall be placed in his/her personnel file.

ARTICLE 10
PERSONNEL RECORD FILE—ALL EMPLOYEES

10.1 There shall be one official personnel file for each employee maintained in the Superintendent's office.

10.2 An employee shall receive any material which may be considered critical of his/her conduct, service, character, or personality before it is placed in his/her personnel file. An employee shall acknowledge that he/she has read the material by dating and affixing his/her signature to the copy to be filed. His/her signature shall not indicate agreement with the content of the material, but indicates only that the employee has inspected the material. He/she shall also have the opportunity to reply to such critical material in a written statement to be attached to the filed copy.

10.3 Employees shall be informed of any complaint by a parent and/or student, which are directed toward them, which will become a matter of record in the employee's file or included in the employee's evaluation.

10.4 Anonymous letters or materials shall not be placed in an employee's file nor shall they be made a matter of record in the employee's file or included in the employee's evaluation.

10.5 All material being placed in a personnel file shall be dated.

10.6 All materials contained in personnel files shall be privileged information and these files shall be closed except as otherwise provided by law. An employee will be notified as soon as possible of a public records request to see or copy his or her personnel file.

10.7 An employee shall have the right, upon request, to review the contents of his/her own personnel file in the presence of an employee of the personnel staff. A representative of the MEA may, at the employee's request, accompany said employee in such a review.

10.8 Following a review, an employee shall be entitled to a copy, at his/her cost, of any material in his/her file except material originally supplied to the Board as confidential prior to employment.

ARTICLE 11
ASSAULT—ALL EMPLOYEES

11.1 ASSAULT

A. All cases of physical threat or violence to employees shall be reported to the principal immediately after occurrence. If, in the judgment of the employee and/or the principal, the assault is sufficiently severe, the police shall be notified. However, an employee on his or her own initiative may, and shall, if requested by the Board, file criminal charges against the person(s) assaulting him/her. A written report of all assaults on employees will be made to the Superintendent for further investigation and possible expulsion of the student. Any employee who is assaulted may be excused by the principal to seek a physician's evaluation of his/her injuries.

B. An employee who has been assaulted shall make an immediate oral report to the principal or his/her designee. The employee shall also make a written report to the principal before leaving school that day or as soon as physically possible. The report shall contain all relevant facts and include the names of employees, students, and/or other persons who were witness to the assault.

C. At the employee's request, the accused student or students will be immediately withdrawn from the affected employee's class(es), pending investigation, with full consideration given to the possibility of suspension, expulsion, and/or other remedies.

D. If criminal or juvenile court action results, the employee shall be granted leave of duties without loss of pay or consultation as may be requested by the prosecuting attorney, the court, or law enforcement officers.

E. Whenever an employee is absent from school as a result of a physical assault arising out of his/her assigned duties, he/she will be paid his/her full salary for the period of his/her absence due to the injury(ies) up to one week (seven calendar days). Such leave may be extended by the Superintendent or the Superintendent's designee based on a verified medical condition. Such leave shall not be charged against an employee's earned or earnable sick leave.

ARTICLE 12
CALAMITY DAYS—ALL EMPLOYEES

12.1 On the first five (5) days in a school year in which school for students is cancelled due to a calamity, the employees shall receive pay for time lost and the student school day shall not be made up unless required by Ohio law.

After five (5) calamity days, starting on the sixth (6^{th}) calamity day, all staff may be required to report to work. In the event that employees are required to report on a day that school is cancelled for students, full-time staff shall report to work at 10:00 a.m. and shall complete the work day at 3:00 p.m. Part-time staff shall report to work at 10:00 am. and remain at work for their normally scheduled hours on a work day. Employees shall receive his/her normal per diem pay as if the employee worked his/her normal work schedule.

Employees are not required to report to work if there is a Level 3 or equivalent snow emergency where the employee resides. In the event there is a Level 3 or equivalent snow emergency where the employee resides, the employee shall be required to make arrangements with their direct supervisor to make up the hours.

Bargaining unit members who are not required to report to work as a result of a calamity when school is cancelled or there is a delay in the school day shall not suffer a loss of pay. On days when a delay is called due to inclement weather, employees are required to report to work at least thirty (30) minutes before student arrival. On days, due to inclement weather, students are dismissed early, employees may leave after students are dismissed. In the event a calamity day occurs beyond five (5) days and staff is not required to report, staff shall not suffer a loss of pay.

WORKING CONDITIONS - CERTIFIED

ARTICLE 13
EVALUATION PROCEDURE--CERTIFIED

This article serves as a placeholder for the evaluation process. Due to the ongoing transitions and changes from the state level/legislation with OTES and OSCES, the parties have elected to contain the evaluation process as a Memorandum attached as Appendix J in this Master Contract.

Once the parties feel confident that the evaluation process as required by the state is secure, the process shall be contained within this Article 13.

ARTICLE 14
TEACHING CONTRACTS--CERTIFIED

14.1 TEACHING CONTRACTS

Except in regard to employees who have attained continuing contract status elsewhere, the initial limited contract offered to employees new to the Monroe Local School District, except employees hired to fill vacancies occurring during the school year, or as substitute employees, shall be for a term of one (1) school year. Employees hired during the school year to fill vacancies may be offered contracts for the remaining of the school year.

14.2 PROBATIONARY EMPLOYEE

Notwithstanding any other provision in this Agreement or state law, any newly hired employee shall be considered a probationary employee during his/her first year of teaching with the Board and may be discharged by the Superintendent or the Board and such discharge shall not be subject to the grievance and arbitration procedures of this Agreement or any other appeal or hearing procedures provided by state law. The Superintendent shall give an employee written notice of his/her intent to discharge the employee's probationary employment prior to May 15 of the employee's first year of employment with the District. Prior to discharge, the employee shall be provided a written job performance evaluation. A newly hired employee who receives notice of discharge may submit a written request for a meeting with the Superintendent to discuss the discharge. An employee may request the presence of an MEA representative at this meeting. For purposes of this section, a newly hired employee includes individuals who have previously served the Board as part-time tutors or substitute employees.

This provision shall supersede and replace all provisions set forth at Section 3319, *et. seq.* of the Ohio Revised Code to include, but not be limited to, ORC §§3319.08, 3319.11 and 3319.111.

14.3 LIMITED CONTRACTS

A. Limited contracts shall be issued as follows:

First year: one year limited contract
Second year: one year limited contract
Third year: one year limited contract
Subsequent contracts: two year limited contract until such time that the employee is eligible for a continuing contract.

B. However, based upon evaluations, an employee otherwise eligible for a two (2) year contract may be awarded a one (1) year contract on a one time basis during the employee's employment with the Board.

C. The provisions of this section shall supersede and replace where applicable Ohio law including but not limited to O.R.C. 3319.08, 3319.11, and 3319.111.

14.4 CONTINUING CONTRACTS

A. A teacher shall be eligible for continuing contract status in accordance with the provisions of Ohio Revised Code 3319.08 and 3319.11, provided however that no certified employee shall be eligible to be considered for a continuing contract nor deemed employed on a continuing contract by operation of law unless the certified employee, prior to October 1 of the school year in which the certified employee's contract is to expire, files with the Superintendent, or his designee, a letter of intent (See Appendix P) that the certified employee will satisfy all qualifications of the continuing contract prior to receipt of the new contract for the following year.

B. Failure to provide the notification, as required in the paragraph above, may constitute a waiver of any claims, statutory rights, or a continued contract by operation of law and shall result in the issuance of a one-year limited teaching contract for the next school year if the certified employee is renewed. Such one year limited teaching contract shall not be considered an extended limited contract in accordance with the provisions of the Ohio Revised Code. The Board retains the right to provide an extended limited contract at the conclusion of the limited contract provided herein. These provisions supersede and replace, where applicable, those requirements of the Ohio Revised Code 3319.08 and 3319.11

ARTICLE 15
SUPPLEMENTAL CONTRACTS--CERTIFIED

15.1 The supplemental contract for extra duty assignment and additional compensation shall be separate from and in addition to the regular teaching contract and shall include the following:

A. Specific supplemental assignment.

B. Salary and date(s) of payment.

C. Signatures of both parties to the contract and the date of the signing of the contract.

D. A job description will be attached. (Copies of which will be provided to the MEA).

15.2 INDEXED PAY SCHEDULE

A. Each salary on the attached Indexed Pay Schedule (Appendix D) shall reflect a percentage rate of the base pay (BA, 1 Step) for the school year in effect. These percentages shall become the Indexed Pay Schedule.

B. An employee shall advance one step on the Indexed scale with each year of experience except in years when the board, due to a financial crisis, is required to make application to the State Loan Fund.

C. The Indexed pay shall be computed by multiplying the index percentage corresponding to the employee's position experience by the base salary.

D. The Superintendent or his or her designee may place a person at an appropriate step on the pay schedule instead of Step 1 if the person employed has had significant experience in the activity such as coaching without pay, college experience in that sport, director, or summer theater, etc.

15.3 FILLING SUPPLEMENTAL POSITIONS

A. The supplemental contract shall be for one year, which will automatically come to an end at the close of the school year for which it was issued without Board action for evaluation, nonrenewal, or notice.

B. If an incumbent to a supplemental contract is not chosen for the position for the following year, the employee will be informed of the reason or reasons, in writing, by June 3. Such reasons shall not be arbitrary or capricious.

C. Vacant supplemental positions shall be posted in each building for a period of five (5) working days. A position shall not be considered vacant if the Board intends to hire the same person for the following year/season. However, employees who are interested in a position held by non-certified staff are encouraged to indicate their interest in that position by emailing their building administrator prior to April 1 of each year. Notices of vacancies occurring during the summer vacation period will be emailed to all district employees. Any qualified employee may apply, in writing, to the office of the Superintendent or designee prior to the expiration of the posting period.

D. All current employees who meet the minimum qualifications will be considered and granted an interview for the position prior to the position being filled by a non-bargaining unit person.

E. Acceptance or rejection of a supplemental shall be entirely voluntary. The failure to apply for or accept a supplemental contract or the failure of the Board to rehire an employee for a supplemental contract shall have no adverse effect on the employee's evaluation or his/her regular contract.

F. Contracts will be issued ten (10) days prior to the official start of the activity/season as defined by the Ohio High School Athletic Association.

G. Exceptions to the above provisions shall be when a coach fails to obtain all required certification defined by the Ohio High School Athletic Association at least one month before the first day the athletic team begins practice. In such cases, the supplemental contract shall immediately terminate and become void. The Administration has discretion to waive the requirements in this Article.

H. Supplemental Contract Pay Schedule
Supplemental contract pay shall be paid and issued on a date set by the treasurer with the following guidelines:

Fall contracts	-	November
Winter contracts	-	February
Spring contracts	-	June
Year Round contracts	-	½ payment in February; ½ payment in June

ARTICLE 16
EMPLOYMENT OF RETIRED EMPLOYEES--CERTIFIED

16.1 If the Board elects to employ individuals who have retired and are receiving benefits through the State Teachers Retirement System, the following conditions shall apply to the employment of these individuals:

A. Placement on the salary schedule shall be determined solely through the negotiations between the Board and the individual and shall not be subject to Chapter 3317 or any other section of the Ohio Revised Code. However, at a minimum, the employee shall be placed no lower than step five (5) on the certified salary schedule.

B. Certified employees employed pursuant to this provision shall receive one year limited contracts and shall not be eligible to receive continuing contracts regardless of their years of service or license held.

C. Each one year contract shall automatically expire upon the completion of the year and it is not necessary for the Board to conduct evaluations in accordance with 3319.111 nor to take formal action to reemploy the employee pursuant to 3319.11 in order to terminate the employment relationship. The employment relationship shall end upon the expiration of the contract in the same manner as a supplemental contract.

D. In the event of a reduction in force, a certified employee employed pursuant to this provision will not have any rights under Article 8 Reduction in Force.

E. Hiring a retiree will not jeopardize the continuation of existing academic programs nor result in the reduction in force of faculty employed at the commencement of each such reemployment contract.

F. A certified employee pursuant to this provision is eligible for sick leave accumulation starting with a zero balance each school year.

G. A certified employee employed pursuant to this provision is not eligible to participate in any retirement incentive program nor are they eligible for severance pay.

H. For supplemental contract purposes only, longevity steps will be continued for supplemental contracts held in the District immediately prior to retirement.

I. Unless specifically limited by this provision, all other terms and conditions of this contract shall be in full force and effect for the certified employee.

16.2 This article and resulting contractual matters shall not be grievable under the grievance procedures, nor any claim or action filed before the State Employment Relations Board (SERB) or in any court of law.

16.3 A copy of this article shall be distributed to any retiree electing to return under the provisions of this program. The retiree shall sign and date the article and copies of the signed article shall be distributed to the retiree, the Board, and Association.

16.4 Pursuant to the authority provided by O.R.C. 4417.10, and to the extent that this provision is contrary to or in conflict with any Ohio law including, but not limited to, 3319.11 O.R.C., 331.9111 O.R.C., 3319.141 O.R.C. Chapter 3317 O.R.C., this provision shall supersede and replace the statutory law of Ohio.

ARTICLE 17
ASSIGNMENT AND TRANSFER--CERTIFIED

17.1 ASSIGNMENT

A. The Association and Board recognize the statutory power of the Board to employ and of the Superintendent to assign employees.

B. Notwithstanding any other provision of this Article, the initial assignment of new employees shall be at the sole discretion of the Superintendent after the completion of involuntary transfers. Other assignments, reassignments, or transfers of a certified employee shall be in accordance with the remaining terms of this Article as set forth below.

17.2 REASSIGNMENT WITHIN BUILDINGS

A. At grade levels 7-12, to accommodate scheduling, building principals may reassign employees in their building to teach any subject for which the employee is certificated/licensed.

B. At grade levels PreK-6, building principals may reassign employees in their building to another grade, provided the reassignment does not exceed three grade levels above or below the grade level currently being taught by the reassigned employee. Provided further that in grade levels PreK-6 for in-building vacancies, employees presently assigned to that building who have not been reassigned by the Principal will have the first right to the vacant position on the basis of qualifications, experience, and performance. If more than one employee in the same building files a written request for the vacant position, where these factors are substantially equal, seniority shall control the choice.

17.3 POSTING OF VACANCIES

A. The Superintendent or designee will post available vacancies on the district's website and email postings to all employees. Vacancies shall be posted within two (2) work days of the occurrence of the vacancy and shall remain posted for a period of two (2) days prior to being filled.

Vacancies, which occur after July 10, will be filled by the Superintendent, or his/her designee, at his or her discretion. Teachers who sign up for "Text Remind" shall be provided notification for all postings.

B. Notices of vacancies occurring after the last day of school and prior to July 11 will be posted on the district website for two (2) days and emailed to all district employees.

C. A specific vacancy shall mean a position that was previously held by an employee, which is to be staffed, or any new position created by the Board after involuntary transfers have been made.

D. Whenever a vacancy occurs during the school year, the position shall be filled on a temporary basis until the end of the school year. The vacancy shall be filled pursuant to the provisions of this Article.

E. Administrative positions are not subject to this Agreement. However, the Board agrees to post administrative vacancies, as determined by the Superintendent, so that qualified bargaining unit employees may apply.

17.4 VOLUNTARY TRANSFER

A. In order to assess transfer needs, by February 15th of each year employees will indicate their intent for the coming school year on a form provided by the Superintendent's office. No employee will be held to the intent form.

B. Employees who desire to fill a specific vacancy as defined above, shall, within two (2) school days of the posting of the vacancy, file a written request to fill the vacancy with the Superintendent's Office with the following exception:

1) Employees shall not have the right to apply for a voluntary transfer during the first three-(3) years of employment with the Board. This limitation may be waived by the Superintendent or designee.

C. Where more than one individual requests a transfer to a particular vacant position for which he or she is certificated/licensed, the Superintendent or designee shall award the transfer on the basis of qualifications, experience, and performance. If these factors are substantially equal, the position shall be awarded to any of the three most senior equally qualified employees.

D. In the event of a successful grievance under this Article, the remedy shall be to place the grievant in the vacancy requested at the beginning of the next school year. The person who has been displaced as a result of a successful grievance shall be given preference in assignment to a similar vacancy elsewhere when available.

E. Any employee, who applies for a transfer, is offered the position and declines the transfer, shall be barred from further application for a transfer for the coming school year. This limitation may be waived by the Superintendent or designee.

17.5 INVOLUNTARY TRANSFER

A. An involuntary transfer in this section refers to reassignment or change in teaching position that has not been initiated by the certified employee affected.

B. Employees shall not be involuntarily transferred two years in a row.

C. In the event it is necessary to reassign an employee who has not requested a reassignment or transfer, the employee will have the opportunity to discuss the reassignment, and reasons therefore, with the district prior to any transfer.

D. Placement of all newly hired personnel and placement of employees desiring voluntary transfer shall be held in abeyance until all involuntary transfer have been completed.

17.6 INVOLUNTARY TRANSFERS DUE TO CHANGES IN ENROLLMENT CONDITIONS

A. The Board may involuntarily transfer certified employees as dictated by pupil enrollment conditions in individual buildings or departmental areas. In order for a certified employee to be involuntarily transferred under this section, the certified employee will be given at least three (3) work days notice before the transfer is to become effective.

B. Every attempt will be made to encourage and honor voluntary transfers. If transfers cannot be accomplished in this manner, the following procedure shall be followed:

1) When there is a reduction in the number of employees at a grade level or in a department, the employee to be transferred is the employee with the least district seniority.

2) The employee at the grade level or department to be transferred may opt for any vacant position in the building for which he or she is certificated/licensed and qualified.

3) If the employee at the grade level or department to be transferred does not want any vacant position in the building or there are no

vacant positions for which they are qualified available, that employee shall accept a transfer position offered to him/her based on the vacancies available at that time in the district.

C. When personnel must be transferred as a result of a reduction in enrollment at the particular grade level or class, the Superintendent or designee shall publish a list of the necessary reductions by position, grade level, and building. This list of reductions shall be emailed to all affected employees.

17.7 CONFERENCES AND REPRESENTATIONS RIGHTS

A. Except in unusual and/or emergency circumstances, employee(s) to be transferred shall be informed in a conference with the principal on or before May 15th, or as soon thereafter as possible, of each year.

B. The employee(s) to be transferred may schedule a conference concerning the transfer with the Superintendent or designee at any time and shall have the right of representation.

17.8 HALF-TIME EMPLOYEES

A. Half-time employees may return to full-time status within their area of certification/licensure at the beginning of any school year. They shall retain full seniority rights.

B. In the instance of a half-time employee desiring to return to full-time status where the half-time position is not being reduced, that person shall have full rights under Section 17.4 Voluntary Transfer of this provision.

17.9 TRANSFERRED EMPLOYEES

A. PreK-6 employees will not be required to move more than three grade levels.

B. Employees who have been involuntarily transferred two years in a row will be by-passed the third year.

ARTICLE 18
PLANNING, PREPARATION AND DUTIES--CERTIFIED

18.1 PreK-6 PLANNING AND DUTIES

A. Employees in Grades PreK through 1 shall have 250 minutes of planning time each week within the student day, in addition to their 30 minute duty-free lunch period, in blocks of 30 minutes daily.

A. Employees in Grades 2 through 6 shall have 250 minutes of planning time each week within the student day, in addition to their 30 minute duty-free lunch period, in blocks of 50 minutes daily.

C. Substitutes shall be provided in the absence of art, music, or physical education employees and library aides in grades K through 6.

D. Scheduled non-classroom* duties in the elementary schools shall be equitably assigned among regular and special employees**.** These duties shall not exceed ninety (90) minutes per week.

* Non-classroom duties as defined as those assigned out-of-classroom duties – before school convenes, during lunch period, or after school dismisses.

E. Special area employees (art, music, PE), who may have open blocks of time within their schedules, may be used by the building administrator to relieve a classroom employee for conferences such as IEPs or parental conferences; for intervention with students; provide additional classes for development purposes; or for enrichment working with the classroom employee**.**

18.2 JUNIOR HIGH – HIGH SCHOOL PREPARATIONS & DUTIES

A. Except as provided below, such employees shall have a maximum of three (3) preparations within a curriculum area per day except in self-contained classrooms. Employees assigned to teach in two or more curriculum areas will be assigned a maximum of three (3) preparations. Employee preparations will be assigned in the best interests of the students and employee.

1) Foreign language and special employees (such as art, music, industrial arts, business education, and physical education) may be assigned up to four (4) preparations per day.

2) Employees who teach a fourth or fifth preparation with the prior written agreement of the Superintendent will be entitled to a $1,500.00 per year stipend or a $750 per semester stipend payable at the end of the school year and/or semester.

3) Special circumstances regarding preparations that are not directly addressed or resolved by reference to this section shall be finally determined, on a case by case basis, by the Superintendent.

B. A teaching preparation is defined as a grade level or a different subject within a curriculum area. Advance classes within the core subject areas, including foreign language, honor classes, AP classes and Dual Credit classes are considered different subjects within a curriculum area. To the extent possible, teaching preparations will be cooperatively planned by the principal and certified employees in each department and, to the extent possible, the number of preparations will be equalized among the employees of the department. However, the building principal will make the final decision on assignment of preparations. Additionally, volunteering to pilot the evaluation of a textbook shall not be considered a separate and distinct teaching preparation.

C. Every employee is to teach six (6) periods on a seven (7) period day with a regular schedule. No employee will have more than six (6) classes per day or an equivalent load, if teaching on a modified schedule. Every employee shall be guaranteed the equivalent of one planning period per day.

D. The assignment of homerooms and other non-classroom duty, such as cafeteria duty, shall be done in an equitable manner within each building.

18.3 At the beginning of each year, the LC shall prepare a mutually acceptable plan which will ensure that every certified employee shall have their scheduled planning time in the event of a shortage of substitute certified employees and when the schedule is altered due to required testing and assembly programs.

18.4 No grade given to a student by a certified employee will be changed without first consulting with the employee concerning the circumstances necessitating the change.

18.5 The Board will provide up to twenty-four (24) hours of additional pay at the employees per diem rate to Intervention Specialists each school year for IEP/ETR Data Collection Compliance efforts. The 24 hours of additional pay shall be provided to those IS teachers with at least 50% of their maximum caseloads. Teachers with less than 50% of their maximum caseloads shall only be eligible for up to 12 hours of additional pay.

ARTICLE 19
INTERNAL SUBSTITUTION--CERTIFIED

19.1 Any employee assigned by the building principal to cover the classes of another employee shall receive additional pay equal to the hourly rate of the present base salary.

$$\frac{\text{BASE}}{185} \text{ divided by } 7.5 = \text{hr. rate}$$

19.2 When an employee is assigned to cover the class of another employee he/she will be paid one half of the hourly rate if the coverage time is less than 30 minutes and one full hour if it is for more than 30 minutes.

19.3 Prior to any employee being assigned to cover the classes of another member, the building principal shall ask for volunteers as determined by a process developed by the Leadership Council. If no one volunteers, the building principal shall then assign employees to cover the class. The assignments shall be done on a rotational basis of affected employees.

19.4 If an employee voluntarily agrees to teach an extra period per day, he/she shall be paid the equivalent of one seventh (1/7) of his or her base salary at the high school and junior high levels for those days, weeks, and months for which the extra period is taught. Prior to such an assignment, the employee will sign a waiver, which states that acceptance of the assignment is voluntary and which also states the rate at which the employee will be paid for the extra period.

ARTICLE 20
FACULTY MEETINGS--CERTIFIED

20.1 The LC may schedule up to 150 minutes of time in faculty/academic meetings per month. Meetings may be called either before or after school. Such meetings shall be held to a reasonable length of time. A schedule with meeting purpose, dates, and times will be established collaboratively by the LC and principal.

ARTICLE 21
WORK DAY--CERTIFIED

21.1 All employees are expected to be in their respective rooms or assigned places at least fifteen (15) minutes before the time for the tardy signal, for serving the needs of the students. On days when a delay is called due to inclement weather, employees are required to report to work at least thirty (30) minutes before student arrival. On days, due to inclement weather, students are dismissed early, employees may leave after students are dismissed.

21.2 Employees are expected to be present and performing their duties during the time that pupils are required to be there, and according to the hours established by the Board.

21.3 Employees shall be available for a period of at least fifteen (15) minutes after regular pupil dismissal, for serving the needs of the students.

21.4 The length of the school day for all certified employees shall be 7 ½ hours.

ARTICLE 22
SCHOOL YEAR--CERTIFIED

22.1 The school year shall consist of 185 contract days. Additional new hire days may be scheduled and paid at the tutor rate of pay for hourly certified work. Prior to the adoption of the school calendar, the MEA shall discuss and provide input as to the scheduling of the non-student contact days. During six (6) of the non-student contact days, employees will have no less than fifty percent (50%) of each day or the equivalent of each day, which shall be set aside for dedicated time to work independently.

22.2 The school nurse(s) will work before the start of the school year to complete the necessary responsibilities to ensure the health and safety of students for a total of twelve (12) hours. This time will be considered the conference exchange days that are provided to other employees who extend their normal work day to attend parent-teacher conferences. The school nurse(s) will not be required to attend parent-teacher conferences.

22.3 Parent Teacher Conferences are compensated with equal time off.

ARTICLE 23
FACILITIES FOR EMPLOYEES--CERTIFIED

23.1 Employees shall have an area of appropriate size designated as an eating-dining area in each building that is separate from the student cafeteria.

23.2 All employees shall have a quiet place to work during planning periods with access to a workspace.

23.3 Each principal will provide each employee to the building with a handbook, written rules, regulations, and/or procedures at the beginning of each year.

23.4 Employees, other than nurses, shall not be required to administer medication to any student nor shall they be required to perform medical procedures such as catheterization.

23.5 For the protection of both pupils and employees there will be an administrator present during the normal school day when the building is open for instructional purposes. In the absence of an administrator, the principal shall designate a certified employee to act as the principal's representative.

ARTICLE 24
CLASS SIZE--CERTIFIED

24.1 The following pupil-certified employee ratios are recommended as guidelines, which local school administrators shall strive to meet in assigning students to

classrooms in the District. Optimum levels shall be the goals, and every reasonable effort shall be made not to exceed the maximums including overloads, as set forth below.

		Optimum	Maximum
A.	Grades K – 2	22	25
B.	Grades 3 – 6	22	27
C.	Grades 7 – 12	Daily Averages	
1.	English, Social Studies, Science, Mathematics, Foreign Language, Business, Health, Art, Speech Drama	25	26.7
2.	Technology Education, Debate	18	25
3.	Physical Education	25	35
4.	General Music	25	32
5.	Remedial classes in academic areas	18	22

24.2 SPECIAL EDUCATION

Pupil-employee ratios in all special education classes shall meet the current standards required for approval by the State Department of Education.

Notwithstanding the statement above:

Students assigned to a specific functional unit shall not exceed ten (10).

The case load of IEP students for a certified employee shall not exceed sixteen (16) students in Grades K through 8. The case load of IEP students for a certified employee shall not exceed twenty-four (24) in Grades 9 through 12. Case load is defined as the students for whom the intervention specialist is responsible for completing IEP, progress reports, and other required district and state forms.

If the caps above are exceeded, an appropriately licensed administrative employee may be assigned to perform these duties so that the case load of the intervention specialist can be reduced down to the caps, until such time

that the number of students/IEPs warrants the employment of another intervention specialist.

24.3 OVERLOAD PAYMENTS FOR GRADES K-6

A. Beginning on the eleventh (11th) student day after the first day of school, if the maximum number of students per class is exceeded, the classroom employee will receive $8.00 per the number of students over the maximum limit. This overload payment shall be retroactive to the first day of school or to the first day that the overload occurs. The maximum overload for grades K-6 shall be three (3) students. Overload payments will be based upon the actual number of students over the maximum for each occurrence.

B. Student enrollment will be verified by the official student roster kept by the employee and the principal's office. Payment for student overloads shall be issued following each semester.

24.4 OVERLOAD PAYMENTS FOR GRADES 7-12

A. Beginning on the eleventh (11th) student day after the first day of school, if the maximum number of students per day assigned to an academic employee exceeds 160 students per day, the employee will be entitled to receive overload payments at a rate of $1.50 per student over the maximum limit. This overload payment shall be retroactive to the first day of school or to the first day that the overload occurred. However, the maximum number of students per day shall not exceed 175 students for academic employees. Overload payments will be based upon the actual number of students over the maximum for each occurrence. Each student in a balanced literacy program (a reading and writing workshop block) counts as one student.

B. Student enrollment will be verified by the official student roster kept by the employee and the principal's office. Payment for student overloads shall be issued following each semester.

ARTICLE 25
EMPLOYMENT FOR SUMMER WORK--CERTIFIED

25.1 In order for certified employees to plan their summer economic affairs in a more realistic fashion, it is agreed that the following method for selecting personnel for summer employment be used:

A list of anticipated openings for summer teaching positions shall be made available prior to May 7 to all certified employees. Application for summer

school teaching positions may be made to the Superintendent or designee by May 15. Applicants shall receive notification by May 22 that:

A. They have been hired; or

B. There is a possibility of appointment; or

C. There is no possibility of appointment.

25.2 Summer school teaching positions shall be filled by certified employees regularly employed by the Board unless a qualified applicant is not available and the rate of pay for such positions shall be as defined in Section 51.3 hereof.

ARTICLE 26
RESIDENT EDUCATOR PROGRAM--CERTIFIED

This article serves as a placeholder for the resident educator program. Due to the ongoing transitions and changes from the state level/legislation with the resident educator program, the parties have elected to contain this language as a Memorandum attached as Appendix M in this Master Contract.

Once the parties feel confident that the resident educator program as required by the state is secure, the process shall be contained within this Article.

WORKING CONDITIONS - CLASSIFIED

ARTICLE 27
EVALUATION PROCEDURE--CLASSIFIED

27.1 PURPOSE OF EVALUATION

A. To assess an employee's work performance.

B. To help the employee achieve greater effectiveness in performance of the work assignment and thereby improve the District's program.

C. To assist in personnel decisions, including promotion, reassignments, and transfers.

27.2 PROCEDURES FOR EVALUATION

A. The evaluations of school year employees covered by this agreement shall be completed no later than May 30 of each school year for all employees. The evaluation shall be reviewed with the employee, with a copy given to the employee at the conclusion of the review. An employee may present written comments, which shall be attached to the written evaluation document. The evaluator and employee shall sign the evaluation document. The employee's signature does not constitute approval or disapproval, but only that the evaluation has been reviewed with the employee.

B. All meetings and conferences relating to an employee's evaluation shall be conducted by the employee's supervisor as determined by the Board, who shall not be a employee of the bargaining unit.

C. The parties recognize that that the evaluation of an employee is an on-going process, and deficiencies in an employee's performance must be brought to the attention of the employee, together with suggestions for improvement with follow-up by the evaluator. If the deficiencies persist, follow-up written correspondence will be received by the employee to alert him/her of the continued deficiencies, which could result in an unsatisfactory overall evaluation. At any stage of this process, the employee may seek Association representation.

D. While the substance of an evaluation is not grievable, the employee shall have the right to make written response to the evaluation and to have it attached to the evaluation report to be placed in the employee's personnel file.

27.3 The form used for evaluations is found in appendix E.

ARTICLE 28
HOURS OF WORK--CLASSIFIED

28.1 STANDARD WORK WEEK

A. Except as otherwise provided in this Agreement, forty (40) hours, Monday through Friday, shall be the standard workweek for all classified employees. As used here, the term classified employee does not include any person employed in an administrative or supervisory capacity.

B. When an employee is required by an authorized administrative authority to work more than forty (40) hours in any one calendar week, as defined by the Fair Labor Standards Act, as amended, he or she will be compensated at one and one-half (1-1/2) times his or her regular rate of pay. Such compensation for overtime work shall be paid no later than at the conclusion of the next succeeding pay period.

C. If the employee requests, and the immediate supervisor agrees, said employee may take compensatory time off in lieu of overtime pay for any overtime worked. Such compensatory time shall be granted on the basis of one and one-half (1-1/2) hours off for each hour of overtime worked. Time off to use earned compensatory time will be granted within the current fiscal year. No employee shall be permitted to accrue more than forty (40) hours of unused compensatory time. Any employee who has accrued unused compensatory time shall be paid at the employee's regular rate for unused compensatory time by June 30 of each fiscal year. If an employee is paid in cash for accrued compensatory time he/she shall be paid at the employee's regular rate at the time of payment.

D. No overtime can be worked or paid unless it has been authorized by the Superintendent or designee. Hours for which an employee is compensated, but during which he or she does not actually work because of sick leave, shall not be computed as work hours for the purpose of calculating eligibility of an employee for overtime pay.

E. For purposes of this section, holidays, as set forth in Article 29, shall count as hours worked during the applicable work period in computing overtime pay. Any work performed on an authorized holiday for the school district shall be compensated on the basis of one hour of paid time for every hour worked. When compensatory time is used, it shall not count as hours worked during the applicable work period for purposes of determining overtime.

28.2 NON STANDARD WORK WEEK

There are certain classes of employees who may work less than forty (40) hours per calendar week, Monday through Friday, such as cafeteria workers. These employees will be compensated at an hourly rate for the number of hours actually worked.

28.3 OVERTIME

Overtime shall be offered to employees within the job classification and within the building in which the overtime is to be worked on a rotating basis starting in order of seniority. Employees who decline overtime when offered shall be considered having worked the hours offered for the purposes of rotating overtime. In the event all employees decline overtime, the next employee in rotation by reverse seniority, on a rotational basis, within the classification, in the building, may be required to work the overtime.

28.4 SATURDAY AND SUNDAY WORK

A. Employees not regularly scheduled to work on Saturdays but who are called to work shall be guaranteed a minimum of two (2) hours work and shall be compensated at the rate of time and one-half their regular rate of pay provided they have completed forty (40) hours of work during the work week in which the Saturday occurs.

B. Employees not regularly scheduled to work on Sunday who are called in to work shall be guaranteed a minimum of two (2) hours work and shall be compensated at the rate of two times their regular rate of pay provided they have completed forty (40) hours of work during the work week in which Sunday occurs.

C. Employees shall be required to accurately report all hours worked.

28.5 CALL-IN PAY

If an employee is directed by their immediate supervisor to report to a work assignment other than during their normal working schedule, they shall be compensated for a minimum of two (2) hours at their regular rate of pay, provided they reported to the work assignment.

28.6 BREAKS

A. Full-time employees working eight (8) hours per day shall be entitled to a 15-minute break before and after lunch at times to be assigned by the Superintendent or administrative designee. These break periods are in

addition to the employee's one-half hour unpaid lunch period. Lunch shall be scheduled during a mid-work day period.

B. Employees working less than an eight (8) hour workday but who work four hours or more shall be entitled to one fifteen (15) minute break.

28.7 The clinic aides will work before the start of the school year to complete the necessary responsibilities to ensure the health and safety of students for a total of twelve (12) hours. This time will be considered the conference exchange days that are provided to other employees who extend their normal work day to attend parent-teacher conferences. The clinic aides will not be required to attend parent-teacher conferences. The hours for clinic aides shall be at least 7.0 hours per day.

28.8 An employee will be paid his/her hourly rate of pay for any inservice and training that extends beyond his/her regular hours and/or scheduled workdays, according to the Fair Labor Standards Act, as amended.

ARTICLE 29
HOLIDAYS--CLASSIFIED

29.1 The holidays granted without loss of pay to all qualified employees shall be as follows:

New Year's Day
Martin Luther King Day
President's Day (unless adopted as a school day by the Board)
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Friday After Thanksgiving
Christmas Eve Day
Christmas Day

In the event that any of the above holidays are scheduled as a work day (student attendance), the Board and the Association shall mutually agree on whether or not the employees will receive an alternative day or be paid in accordance with 28.1(D) for the work day.

29.2 An employee, in order to receive holiday pay (at their regular rate of pay), must have worked the regular work day before and after the holiday unless absence from work is due to illness or injury (which is covered by accumulated sick leave), in which event a satisfactory doctor's certificate may be required unless the absence was due to a death in the immediate family as defined in Article 37.

The employee will be given advance notice, in writing, if a doctor's certificate will be required in these circumstances. Employees employed for 9 months or more per year may be paid for the Labor Day holiday in accordance with Ohio Revised Code Section 3319.087; i.e., the employee must have worked on the last scheduled workday prior to Labor Day.

29.3 When any of these holidays falls on Saturday, the Friday preceding shall be observed as the holiday. When any of these holidays fall on Sunday, the Monday following shall be observed as the holiday.

29.4 When a holiday occurs during the vacation of any employee, when the schools and the school offices are closed, the said holiday shall not be counted as part of the vacation allowance of said employee.

29.5 Employees working during the regular school year only, who are not on the active working payroll during the summer break, shall not receive holiday pay for holidays occurring during such summer break; provided, however, that any such ten (10) month employee who works the recognized July 4th holiday will receive holiday pay, plus their regular rate of pay if they are working in their regular job classification on the holiday (i.e., the classification in which they regularly work during the school year). Casual or summer employees who are working outside their normal classification will not receive holiday pay on the recognized holiday for July 4th.

29.6 Any work performed on a holiday as authorized by the Superintendent or administrative designee shall be compensated on the basis of one hour of paid time for every hour worked, in addition to the regular holiday pay.

ARTICLE 30
VACATIONS--CLASSIFIED

30.1 The effective date for vacations earned shall be the employee's anniversary date and shall accrue according to the following schedule:

PERIOD OF CONTINUOUS SERVICE WITH BOARD	NUMBER OF DAYS ALLOWED FOR VACATION ANNUALLY
One Through Five Years	10 Days
Six Through Fifteen Years	15 Days
Sixteen or more	20 Days

30.2 Employees working ten months or less per year are not entitled to vacation. When an employee is transferred or promoted from a ten-month employment to an eleven or twelve month employment, years of service for the purpose of calculating vacation time will be based upon the employee's number of years of employment, times the number of days per year of such employment, times the

number of hours worked each day of the year divided by 2080 hours (number of years employed x number of days per year x number of hours worked each day ÷ 2080 hours).

30.3 Payment for unused vacation leave will be made in the case of death of the employee. Otherwise an employee, in order to receive vacation pay, must be in the actual employ of the Board at the time he takes his vacation, except that an employee, who has resigned with two weeks' notice and who has not received his vacation pay to which he is entitled, shall receive his vacation pay at the next regular pay period.

30.4 Employees working twelve (12) calendar months shall normally be required to take their vacation during the summer when regular school is not in session, or during the winter (Christmas) or spring (Easter) periods when school is not in regular session; provided however, if the work schedule of a department will not be seriously handicapped by limiting the vacations to such periods for all employees, the department head may permit vacation to be taken at other times. The Board reserves the right to limit the number of employees who will be permitted to take vacation days off at any given time in order to insure efficient operation. In cases where a conflict occurs between two (2) or more employees and not all can be accommodated, the employee with the greatest length of service in the school district shall have the preference. Employees authorized to take vacations at a time other than summer, winter (Christmas), spring (Easter) periods when schools are not in session, shall to the fullest extent possible, take such vacations in maximums of one week at a time.

30.5 No vacation allowance may be earned during the period of a leave of absence or suspension.

30.6 Vacation days may not be accumulated from one year to succeeding years without the written consent of the Superintendent or designee. Unless requested in writing by the Board, failure to utilize accrued vacation within the 12-month period following the employee's anniversary date will result in a loss of the accrued vacation. In the event of a layoff, if vacation cannot be scheduled prior to the layoff, vacation will be paid at the next regular payroll after the layoff.

30.7 Employees must indicate their vacation preference on or before June 1st of each year.

ARTICLE 31
ABSENCE FROM DUTY--CLASSIFIED

31.1 An employee who plans to be absent from duty must report the reason to his or her building principal prior to the date of absence whenever possible, and, in no case, later than one hour prior to the time set for reporting for duty on the first day of absence. All unauthorized and unreported absences shall be considered absence

without leave and deduction of pay from the employee shall be made for the period of absence. Such absence may be made the grounds for disciplinary action. The employee on authorized leave of absence must report to the proper authority his or her return to duty at least twelve (12) hours prior to the time set for reporting to duty.

31.2 The Board, in its sole discretion, may authorize a leave of absence without pay for any period or periods not to exceed three (3) calendar months in any one year for the following purposes:

A. Attendance at college, university, business, or trade school.

B. For the purpose of training in subjects relating to work of the employee and which will benefit the employee and the Board.

C. Urgent personal business.

D. For purposes other than those named that are deemed beneficial to the Board.

31.3 The Board, in its sole discretion, may grant a leave of absence without pay in excess of the limitations listed in the preceding section for the purpose of attending extended courses of training at a recognized college or university and for other purposes deemed beneficial to the Board.

ARTICLE 32
ATTENDANCE POLICY--CLASSIFIED

32.1 To identify the proper procedure for reporting absences and ensure consistent treatment of absences. Late arrivals, and early departures and to correct serious absentee problems that have existed in the past.

32.2 To convey to employees that the Board's sick pay plan is intended as a salary continuation plan for employees disabled by sickness or injury rather than as a grant of discretionary paid time off.

32.3 To convey to employees that occurrences of absenteeism are disruptive to the operations of the Board and to set forth reasonable procedures for reducing occurrences of absenteeism while preserving the salary continuation benefits of the sick pay policy for employees who suffer from illnesses or injuries resulting in multiple day periods of absenteeism.

32.4 REGULATIONS:

A. All employees are to report to work as scheduled and to work their scheduled hours and required overtime. Employees will be charged with

an absence occurrence when they fail to report for their scheduled work hours or route. Employees will be considered tardy and charged with a partial absence occurrence when they report to work more than six minutes past their scheduled starting time. Similarly, employees who leave early or extend authorized breaks past their official limits may be charged with a partial absence occurrence. Two such partial absence occurrences will equal one occurrence.

B. Absences for which employees will be charged with an occurrence include failure to report for such reasons as personal business, illness, or non-work related injury, or an emergency other than those, such as weather-related closings, officially recognized by the Board.

C. An occurrence will not be charged for use of contractually permitted personal days. Absences of several consecutive days' duration will be treated as one occurrence. Absences that will not result in an occurrence charge include those involving jury or military duty, recuperation from work-related injuries, and the use of authorized bereavement leave. The Board has the right to require employees to submit a doctor's note or undergo a physical examination to verify a claim of illness or injury.

D. Employees must notify their supervisor in advance when possible, and in no case later than 60 minutes prior to their starting time, of their inability to report to work as scheduled. If a supervisor cannot be reached, workers should inform the Superintendent's Office as soon as possible that they will not be able to show up for work. In providing this notification, employees should give a reason for their absence and an estimate of when they will return to work. Upon return to work, employees must complete a tardiness/absentee report which will be placed in the personnel file. Supervisors will also maintain written records of employees' absences and tardiness which will include the reasons given by employees for missing work.

E. Without justifiable explanation, employees who are absent without notifying the Board are subject to termination.

F. Once employees have accumulated a total of five occurrences in a 12 month period (from July 1 to June 30), their supervisor will discuss with them the reasons for their absences and the Board's need for regular attendance by all employees. The accumulation of one more occurrence within the 12-month period will result in a written warning. The seventh occurrence will result in a one day suspension from work with pay, during which time the employee will be interviewed and counseled by the Superintendent, during which interviews the employee will be advised that one more occurrence may be subject to discipline up to and including termination from employment. Employees who are charged with 9

occurrences within the 12 month period may be discharged. Supervisors will provide counseling at each step of this progressive procedure, and, upon request, will endeavor to refer employees to outside sources of counseling assistance for help in dealing with medical, physical, or personal difficulties related to their attendance problems.

G. No employee shall be eligible for a step increase unless such employee has 120 days of active pay status.

H. In dealing with attendance problems – especially those involving an illness or physical or mental incapacity to report to work – the Board will consider all the facts and circumstances of a particular case, including the employee's overall attendance and performance records, reasons for missing work, and prospects for future improvement and maintenance of an acceptable attendance record. The Board reserves the right to make exceptions to the disciplinary procedures above in the interest of fairness and to comply with the law.

ARTICLE 33
APPOINTMENTS, PROMOTIONS, TRANSFERS--CLASSIFIED

33.1 PROBATIONARY EMPLOYEES

A. Newly Hired Employees

Newly hired employees, shall serve a one hundred eighty (180) day probationary period during which time the newly hired employee may be disciplined or removed without recourse to the grievance or arbitration provisions of this agreement. This probationary period shall not supersede the statutory 1- and 2-year initial contracts of employment as set forth in Ohio Revised Code §3319.081.

B. Transferred or Promoted Employees

Employees who are transferred or promoted into new or vacant positions must demonstrate proficiency in such position during a ninety-(90) day probationary period before entitlement to the new position. A failure of probation will result in a return of the employee to the previous bargaining unit classification, including individuals hired into non-bargaining unit positions.

C. A newly hired employee, or an employee who is transferred or promoted to a new classification series, who is serving a probationary period is not eligible to transfer to a new position during the term of the probationary period.

33.2 VACANCIES IN CLASSIFIED POSITIONS

A. When the Board determines that a vacancy in a classified position exists, the position will be emailed to all employees and posted on the district website for a period of five (5) days for consideration by all employees and applicants. Copies of posted vacancies will be forwarded to the Association President. The vacancy notice shall include a copy of the job description, the rate of pay, and classification.

B. With regard to filling all vacant positions, whether by promotion or transfer, it is understood that the Board has wide discretion and authority to hire the most qualified candidate taking into consideration, but not necessarily limited to qualifications, training, performance, and seniority. Therefore, in a grievance proceeding challenging a selection of a candidate to fill a bargaining unit vacancy, the burden shall be on the Association to prove that the determination or selection was an abuse of discretion, arbitrary, or capricious. Any current employee, meeting minimum qualifications, who bids for a posted bargaining unit vacancy, shall be given consideration and shall be entitled to interview as a candidate for the vacancy.

C. In the event of a successful grievance contesting a determination on qualification or a selection based upon qualifications, training, and performance, the remedy shall be to place the grievant in the vacancy within thirty (30) days from arbitrator's ruling with an award of back pay. The person displaced by the successful grievant shall be entitled to a similar vacancy elsewhere, when available.

D. Building Closures – Notwithstanding the above, if a building closes, an employee thereby may fill any vacant position in their classification series on the basis of seniority, consistent with Section A, above, and, if no such vacancy exists, said employee may bump the least senior employee in their classification series, on the basis of seniority.

E. Non-bargaining unit employees may apply for open or vacant bargaining unit positions for which they are qualified.

33.3 TRANSFERS

A. Transfer Within Same Classification

Any employee may at any time request in writing a transfer within their respective job classification. If a vacancy exists in the same job classification and two or more applicants in the same classification request the position, the vacancy shall be awarded to the most senior person. Such request should be made to the Superintendent or designee stating their

reasons for such request and their qualifications. No probationary period will be required for a lateral transfer within the same classification.

1) Lesser Classification

Any employee may request in writing a transfer to a lesser job classification, which carries a lesser salary or wage range. If the employee is accepted in the lesser job classification, then his or her salary is adjusted downward to the lesser grade at the step he or she is currently on.

2) Involuntary Transfer

Necessary transfers from one building to another or from one position to another within the system shall be made for any purpose which, in the judgment of the Superintendent or designee, is for the welfare of the Board or the employee. Any employee who is to be transferred shall be granted the courtesy of a conference before the transfer is made. A transfer can be made at any time during the year.

33.4 PROMOTION – WAGE ADJUSTMENT

When an employee moves to a new classification which carries a higher wage schedule, his or her salary or wage (including any differentials attached to that position) shall be increased to that of the lowest step in the pay range for the new classification which shall increase the salary.

33.5 TEMPORARY REASSIGNMENTS

A. An employee who is temporarily assigned to perform the duties of a classification with a pay range higher than his or her own shall, be eligible for a temporary pay adjustment to the lowest step in the pay range for the new grade or classification which shall increase the employee's salary.

B. An employee will be considered to perform the duties of a higher classification when he or she performs substantially all of the duties of the classification for the entire shift.

C. In no event shall an employee's pay be reduced in the event of a temporary reassignment. This section does not apply to a demotion, reduction, suspension, or layoff.

D. Reassignment shall be made on the basis of seniority.

ARTICLE 34
JOB DESCRIPTIONS--CLASSIFIED

34.1 The Association shall be furnished with a copy of the job descriptions of each classification covered under the terms of this agreement.

ARTICLE 35
MISCELLANEOUS ISSUES--CLASSIFIED

35.1 FOOD SERVICE

SPECIAL EVENTS

A. A sign-up sheet will be posted in the kitchen for those interested in working for special events. Based on seniority, cafeteria workers will be called first followed by cafeteria cooks.

B. If an employee has not signed up for work at special events she will not be called. If an employee has signed up to work and is called for 3 consecutive events and refuses to work, her name will be dropped from the list.

COVERAGE

Coverage for hours of a food service employee who is off short term, long term, or permanently will be offered based on seniority for the duration of the absence being filled. If the senior person is unable to accept or perform the duties, it will be offered to the next in seniority.

A. Current job position during lunch serving time may be maintained and the vacancy left unfilled will be posted if not accepted by current staff with respect to seniority.

B. Time will be offered with respect to seniority to those with less time than the vacated hours.

C. Any need for new additional duties/hours that can be done outside normal food operations will be offered to current staff based on seniority.

35.2 CLINICAL AIDE

All medical procedures such as dispensing medications, catheterization, tube feeding, trachea suctioning, aid for seizure – prone student, and other medical procedures are to be demonstrated/explained to the clinical aide first by a nurse. Any handouts on the procedures are to be given to the clinical aide for future

reference. The Clinical Aide shall be paid a $1.00/hr. pay differential. The school nurse (RN) shall be paid on the certified salary schedule.

35.3 UNIFORMS

A. Uniforms to a maximum of $150.00 annually for cafeteria staff shall be provided by the Board. This uniform shirt and trouser shall be of a style, cost, and quality as determined by the Board. Uniforms supplied must be worn during working hours.

35.4 SECRETARY ASSIGNMENT

With the exception of the High School Principal Secretary, there will be only one grade of secretaries with all secretaries scheduled to work 220 days. The days beyond the regular school year shall be scheduled between the secretary and her immediate supervisor. The parties will try to complete the schedule July 1 of each year. The High School Principal Secretary will be scheduled to work 240 days.

35.5 SUBCONTRACTING

There shall be no subcontracting to a private company or any other agency of any bargaining unit position and/or job responsibility currently performed by an employee of the bargaining unit for the duration of this agreement.

ARTICLE 36
SUMMER WORK--CLASSIFIED

36.1 Available summer work for paraprofessionals will be posted on the district website and emailed to employees. Interested qualified employees may make application, in writing, to the Superintendent.

36.2 Employees who have previously performed work in a summer positions will have preference for that same position in subsequent years.

36.3 It is understood that the Board has wide discretion in making selection for summer positions from employees and applicants but will consider experience and seniority when more than one applicant or employee is available.

36.4 This section shall not apply to short term, casual, or other openings of three weeks or less.

LEAVES OF ABSENCE—ALL EMPLOYEES

ARTICLE 37
SICK LEAVE—ALL EMPLOYEES

37.1 Days of absence authorized under this provision shall be deducted from the sick leave accumulation. One and one-fourth days of sick leave shall be given employees for each completed month of employment up to 15 days per year. Unused sick leave shall continue to accumulate. Part-time employees shall accrue and utilize sick leave consistent with the proportionate rate at which the sick leave was accrued based on the employee's scheduled hours worked each day.

37.2 All accumulations of unused sick leave credit heretofore accrued under prior laws and policies shall remain to the credit of the sick leave account of each employee on the effective date of this regulation. Accrued credits shall be allowed to employees transferring their employment from other boards of education or other political sub-divisions in Ohio, provided such credits have been computed under the minimum requirements of the laws of the State of Ohio. Sick leave up to a total of 15 days shall be allowed for employees who come from other states, where such sick leave has accumulated under the laws of that state and is certified by the proper school official. In no event shall sick leave accumulate at a faster rate than allowed by Ohio law.

37.3 On reporting to duty, each newly hired employee shall be credited with five (5) days of sick leave.

37.4 Employees who have been employed for a period of five (5) years or more and who have consumed all presently accumulated sick leave, upon written application and on the recommendation of the Superintendent and approval of the Board, may be granted an advancement of sick leave to be earned thereafter. Such application shall be accompanied by the statement of a physician that he/she will be physically able to return to his/her assignment upon recovery. However, should an employee not return to work, he/she shall be required to reimburse the Board for the advanced days. Such payment shall be deducted by payroll deduction or by direct payment to the Treasurer**.**

37.5 The same accrual of 1-1/4 days per month shall continue during the use of sick leave, provided the employee has not been officially separated from the present payroll.

37.6 Sick leave may be used for periods not to exceed an employee's accumulated sick leave account for the following causes:

A. Personal illness or injury;
B. Illness due to pregnancy, recovery from childbirth;

C. Exposure to contagious disease which could be communicated to other employees or to the students;
D. illness, injury, or death in the employee's immediate family;
E. Paternity leave for new fathers limited to four (4) weeks from the date of birth or adoption;
F. Adopted parent limited to eight (8) weeks from the date of birth or adoption; and
G. Maternity leave limited to eight (8) weeks from date of birth or adoption.

The immediate family shall be defined as the employee's father, mother, spouse, child (including step, adopted, or foster child), those persons living in the employee's household, grandparents, and grandchildren.

Additionally, up to three (3) days of sick leave may be utilized for illness, injury, or death of in-laws, brother, sister, aunt, uncle, and for the death of a close friend, distant relative, or neighbor. Additional days may be granted at the discretion of the Superintendent.

37.7 The employee may appeal in writing to the Superintendent for special consideration for additional sick leave because of extreme hardship.

37.8 Upon exhaustion of accumulated sick leave, an employee may make application for borrowed sick leave for catastrophic illness in accordance with the E.L.F. Plan set forth in Appendix F of this contract.

37.9 Any employee who uses five (5) or more consecutive days of sick leave may be required to submit a physician's verification to the Superintendent or designee.

ARTICLE 38
PERSONAL LEAVE—ALL EMPLOYEES

38.1 An employee may use three (3) days of unrestricted personal leave.

38.2 An employee employed between January 1 and June 1 is entitled to one (1) day of personal leave.

38.3 Personal leave will not be granted for less than one-fourth (1/4) day.

38.4 Except in cases of emergency, personal leave will be granted only if the employee gives notification in advance and submits the request form at least three (3) days prior to the date(s) of the leave.

38.5 If the leave is an emergency, the advance notice is waived; however, the request will be completed within three (3) days after the employee's return to work and submitted through the regular channels in order for the employee to receive reimbursement for the time off duty.

38.6 With the exception of emergencies, no more than ten percent (10%) of the certified employees or three (3) classified employees per classification may be granted leave on any given day.

38.7 Request and approval of personal leave will be approved on a first-come basis. Approval of the request cannot be withdrawn once granted.

38.8 Personal leave shall not be taken on the following days, except as provided in C and D below:

A. Days on which a regularly scheduled district meeting or in-service, parent employee conferences have been called.

B. The day immediately following or preceding a holiday or vacation, or on the last day of the school year.

C. On the Mondays and Fridays of the last five (5) weeks of the school year shall be limited to a maximum of three (3) employees at each building without principal approval.

D. Exceptions to the above shall include: emergencies, graduations, weddings of family members, religious observance, military ceremonies, college move in/move out, or reasons approved by the Superintendent or designee.

38.9 In particular or personal hardship situations, the Superintendent may, at his/her discretion, extend the number of days of absence without loss of pay beyond the three (3) days of personal leave.

38.10 An employee who has used ten (10) sick days or less and has not used his/her personal leave day(s) during the school year will be paid, up to three (3) personal days, at his/her daily rate of pay, for the unused day(s). Such payment will occur on the second pay of June. Days for employees who receive a positive COVID test will not count towards the 10-day limit above.

38.11 Employees have the option to carry over up to two (2) days of unused personal days to the next year for a maximum of five (5) days in any contract year. This shall be done by May 15 of each school year. If not eligible for payment pursuant to article 38.10, any days not rolled over shall be converted to sick leave days.

ARTICLE 39
PROFESSIONAL LEAVE—ALL EMPLOYEES

39.1 Requests for professional leave shall be submitted to the principal or supervisor at least two (2) weeks prior to the date of the meeting. A written approval or rejection will be returned to the applicant from the Superintendent/designee.

ARTICLE 40
ASSOCIATION LEAVE—ALL EMPLOYEES

40.1 The local Association President and officially elected delegates or alternates may attend the NEA/OEA Representative Assembly.

A. The Board is not obligated for any expenses related to the assembly except to provide released time for said president, delegates, or alternates.

B. The Board shall be responsible for providing substitute employees in the absence of said president, delegates, or alternates.

40.2 The Association President or President's designees shall also be allowed five (5) days released time in order to do Association-related business such as grievance hearings, community organization, building staff meetings by paying one-half (1/2) of the substitute cost.

40.3 The Association President or his/her designees may purchase additional release time for Association business through the payment of his/her/their substitute's salary.

ARTICLE 41
MISCELLANEOUS PAID LEAVE—ALL EMPLOYEES

41.1 Days of absence authorized under the following leaves shall be fully paid days unless otherwise stipulated in each individual emergency leave, and shall not be deducted from sick leave accumulation.

A. Jury Duty and/or Court Appearances – Absence for jury duty is permissible. In addition, employees who are subpoenaed to testify in any student/school related incident shall be allowed leave. Employees will be permitted to keep expense reimbursements issued by the court, if any, received in connection with jury duty or as a witness.

B. Military Duty – All employees who are members of the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, or members of other reserve components of the armed forces of the United States shall be granted leave of absence from their respective duties without loss of pay for such time as they are in the military service or field training or active duty for periods not to exceed 31 days in only one (1) calendar year, provided that such compensation shall be the difference between such employee's regular compensation received by him/her for such military service.

C. Witness Leave – In all school related cases where employees are witnesses or representatives of or on behalf of the Board, employees will be permitted to keep their witness fee and their normal salary for the period of absence.

D. Emergency Leave – The Superintendent or his/her designated representative, in his/her discretion, may authorize absences for other justifiable emergency reasons. The reason for such requests shall be stated in writing.

41.2 Emergency leave requests shall be submitted as soon as possible after the employee becomes aware that emergency leave is necessary.

ARTICLE 42
INJURY LEAVE—ALL EMPLOYEES

42.1 In the event of a service connected occupational illness or injury occurring in the scope of an employee's employment and arising out of such employment by the Board, as determined by the Industrial Commission of Ohio, the employee may elect to be paid the difference in pay between Worker's Compensation benefits and his/her regular compensation with such difference being charged to the employee's sick leave on a percentage or fractional basis. This will be accomplished by presenting evidence of the amount received from the Bureau of Worker's Compensation to the Treasurer, and thereafter the Treasurer will issue a check for such difference. Employees shall be expected to return to duty when able to resume duties and will be entitled to reinstatement under the same provisions as though returning from sick leave. The employee and his/her physician shall determine when the employee returns to duty. The Superintendent/Designee may require a certification from the employee's physician that the employee is able to resume duties before being allowed to return to duty.

ARTICLE 43
SABBATICAL LEAVE—ALL EMPLOYEES

43.1 A certified employee who has completed five (5) years of service in the Monroe Local School System may, with permission of the Board, be entitled to take a leave-of-absence with part pay, equal to the difference between the substitute's pay and the employee's expected salary, for one or two semesters subject to the following restrictions:

A. Application submitted by March 1, of the school year prior to beginning of leave and including:

1) A plan of study in education approved by the Superintendent.

2) Provide evidence at the conclusion of the leave that the plan was followed and credit received.

3) Agree to work for Monroe Local School District for one year following completion.

B. No more than 3% of the certified employees may be on leave at one time.

C. This section is subject to all other provisions of Section 3319.131 of the Ohio Revised Code.

ARTICLE 44
MEDICAL LEAVE—ALL EMPLOYEES

44.1 Prior to the expiration of sick leave, the employee who is ill may request an unpaid leave-of-absence for personal illness. A doctor's statement requesting the granting of said leave must accompany each application.

44.2 Nothing in this section will be construed to preclude an employee from returning to active employment from leave status at or after the termination date of their leave, with a doctor's statement of approval.

ARTICLE 45
CHILD CARE LEAVE—ALL EMPLOYEES

45.1 Leave Rights – employees may use sick leave or advancements thereof for illness, incapacity, or medical procedures due to pregnancy and recovery there from (hereafter collectively referred to as pregnancy).

45.2 An employee who is pregnant or adopting a child may request and shall be entitled to a leave of absence without pay for maternity or child care reasons to begin any time during pregnancy, or in the case of adoption, the receipt of custody. Such leave shall be the remainder of the current semester and one additional school year, if desired.

45.3 Unpaid child care leave for a child or newly adopted child may be requested by either the father or mother and will be for the rest of the semester and one additional school year, if requested.

45.4 Application for leave – Application for maternity leave shall contain a statement on the expected date of birth, or in the case of adoption, the date of obtaining custody, the date on which the leave of absence is to commence, and the term of the leave.

45.5 Rights While on Leave – Rights under the Family Medical Leave Act (FMLA) will be considered to be concurrent with child care leave. Employees on maternity

leave or child care leave shall be entitled to request and receive the right to continue to be covered by any/or all district group insurance, providing the insurance company or hospital service association involved permits such continuance of coverage of the person on leave of absence and the employee pays to the Treasurer in advance each month the full amount of the monthly group plan premium of such coverages. Any overpayment of premium shall be refunded to the employee upon termination of leave. No other compensation or fringe benefits shall be provided.

45.6 Reinstatement Rights – Upon returning to service at the expiration of a leave of absence, the employee resumes the position which he/she held prior to the leave. When an individual who is on an authorized leave of absence with a time-certain, determines that he/she wishes to return to active employee status prior to the expiration of the full term of said leave of absence, the Board, through its authorized representative, shall make every effort to return the individual to the same position that the individual had prior to leaving, subject however, to the current needs of the school district.

ARTICLE 46
MISCELLANEOUS UNPAID LEAVE—ALL EMPLOYEES

46.1 LEAVE FOR PROFESSIONAL STUDY

Unpaid Professional leave may be granted on the basis of one (1) full semester or one (1) full year. Such leave is only for full-time graduate study or completion of undergraduate degree. Earned credits must be filed with the Superintendent prior to a return from the leave. Upon request, an extension of one (1) full year of leave may be granted.

46.2 POLITICAL LEAVE

An employee has the right to become a candidate for public office and to serve in such elective office unless there is a specific legal prohibition. Upon request, an unpaid leave for this purpose may be granted for a period not to exceed two years by the Board.

46.3 LEAVE FOR TEACHING OVERSEAS

Written request for an unpaid leave of absence may be granted for exchange teaching in a foreign nation under the federal government's exchange member program or for overseas teaching of dependents of military personnel. Leave will be for two (2) school years and may be extended for a third year.

46.4 OFFICE IN STATE OR NATIONAL PROFESSIONAL ORGANIZATIONS

Upon request of the MEA, an employee elected to a state or national office of a bona fide professional organization at either state or national level will be granted an unpaid leave of absence not to exceed two (2) years. A bona fide professional organization shall be determined by MEA President or Superintendent.

46.5 Other leave – Other leaves may be granted by the Board based upon their individual merit.

COMPENSATION—ALL EMPLOYEES

ARTICLE 47
SEVERANCE PAY—ALL EMPLOYEES

47.1 Upon retirement from the Monroe Local School District as defined under Ohio Revised Code 124.39, an employee shall be compensated for unused sick leave to the extent of one (1) day for each four (4) days of such unused sick leave to a maximum of seventy-five (75) days.

47.2 The rate of compensation for a certified employee shall be the employee's daily rate as determined by dividing the annual salary by the number of duty days (185).

47.3 The daily rate of compensation for a classified employee will be determined by multiplying the number of hours per day that the employee works times the number of days accrued times the employee's hourly rate.

47.4 An employee with ten (10) years or more of service in the District who dies in active service is deemed, for purposes of this Article, to have retired the day prior to his/her death.

47.5 Employees who maintain perfect attendance (no sick leave days, no personal leave days, and no salary deduct days) during a school year (July 1 to June 30) shall receive one (1) additional day of severance allowance in addition to 47.1. A column shall be added to the employee seniority list to track the additional severance days.

47.6 Any employee who submits his/her letter of resignation for retirement purposes in accordance with the requirements provided herein shall be eligible to receive a compensation bonus of One Thousand and 00/100 ($1,000.00) Dollars. Said compensation shall be paid no later than fifteen (15) days after separation of employment.

A. An employee retiring at the completion of the first semester must submit his/her written letter of resignation to the Superintendent no later than June 15th prior to the school year the employee retires.

B. An employee retiring at the completion of the second semester must submit his/her written letter of resignation to the Superintendent no later than January 15th of the school year the employee retires.

47.7 Notwithstanding the provisions listed above, an employee may be eligible for additional severance pay provided he/she meets the following conditions:

Classified employees must retire at the end of the school year in which he/she initially becomes eligible to retire for unreduced benefits based upon the requirements of the School Employees Retirement System. (Appendix O)

An employee retiring when first eligible shall be entitled to superseverance of $7,500.00 for classified employees. Such payment shall be issued in the final payment following the employee's retirement.

ARTICLE 48
INSURANCE—ALL EMPLOYEES

48.1 The Board and Association agree to accept and join the Butler County Health Plan (BCHP) for medical and dental insurance coverage for the term of this Agreement. The Board shall offer all plan options available through BCHP.

48.2 The Board will pay 85% of the annual cost of a single or family plan for each full-time employee requesting coverage (equal to the present coverage). This includes all employees who work 32.5 hours per week or more.

48.3 Employees who work less than thirty-two and one-half (32.5) hours per week shall have their qualification percentage as set forth below:

A. 30 to 32 hours per week – 75%
20 to 29 hours per week – 50%
19 hours or less per week – no payment by the Board

B. Any remaining premium will be paid by the employee via automatic payroll deduction.

48.4 The Board will pay 85% of the annual cost of a single or family dental insurance plan.

48.5 The Board will pay the cost of a $50,000.00 term life insurance policy with double indemnity clause for accidental death or dismemberment for all employees who work more than twenty (20) hours per week.

48.6 Subject to the requirements of the insurer, the Board will provide single vision insurance not to exceed a maximum contribution by the Board of $4.42 per month, per employee. The remainder of the cost for vision coverage will be provided by the employee through payroll deduction.

ARTICLE 49
STRS PICK-UP AND IRS 125 PLAN—ALL EMPLOYEES

49.1 The Board hereby agrees with the Association to the tax sheltering method of the pick-up of employee contributions to the State Teachers Retirement System of Ohio (STRS) and the State Employees Retirement System (SERS). The pick-up will include retirement benefits paid on all salaries and wages, including supplemental, overtime, and extended time.

49.2 The Board will provide an IRS 125 Plan, Parts A, B, C for all employees.

49.3 The Board shall pick up an additional 1% of the STRS and SERS contribution for each employee so that the total amount of the Board's contribution shall be 15%. The employee shall continue to pay at the current level of 13% Any additional employee contributions for subsequent years shall be paid by the employee.

ARTICLE 50
ANNUITIES—ALL EMPLOYEES

50.1 The Board shall maintain a policy and practice to provide a variety of annuity providers from which an employee may elect to participate. Copies of the policy and the list of providers shall be made available to the employees.

50.2 An employee who elects to change from one annuity provider or carrier to another and/or wants to change the amount of salary reductions/deductions to be withheld will notify the Treasurer. Changes shall be applied to the next succeeding payroll.

ARTICLE 51
ADMINISTRATION OF THE SALARY SCHEDULE—ALL EMPLOYEES

51.1 CERTIFIED STAFF

A. Employees may advance across the salary schedule twice during a school year upon successful completion of schedule requirements. Transcripts from the training institution must be presented to the Superintendent's Office to verify the completion of the course work before October 15, for a full year adjustment and March 15, for the second semester of the school year. Employees may only use graduate level hours/coursework to advance from the MA column to the MA+20 and MA+30 columns. For movement across any column on the salary schedule, all hour/coursework earned must be earned after a bachelor's degree is conferred and after the employee received a license to teach.

B. The salary schedules in Appendix G will be implemented each year with the following base salary, which shall include a 3.5% increase for each of the 2025-2026, 2026-2027, 2027-2028 school years:

2025-26 school year: $50,847
2026-27 school year: $52,627
2027-28 school year: $54,469

An employee shall be credited with one step on the salary schedule for each one hundred twenty (120) paid days in a school year at the start of each subsequent school year.

51.2 HOURLY RATE FOR CERTIFIED PERSONNEL

Annual base salary at BS, 1 step, divided by 185 divided by 7.5 hours per day as follows:

$$\frac{\text{BASE}}{185} \text{ divided by } 7.5 = \$$$

The home instruction rate will be $50/hr. for posted opportunities outside of the school day.

51.3 COUNSELORS

Counselors in grades K through 6 will be paid on in accordance to the salary schedule plus an additional sum in the form of a 10 day extended contract to compensate for additional duties, including a 7.5 hour day to be served both before and/or after the 185-day contract year.

Counselors in grades 7 through 12 will be paid in accordance to the salary schedule plus an additional sum in the form of a 20 day extended contract to compensate for additional duties, including a 7.5 hour day to be served both before and/or after the 185-day contract year.

51.4 WAGES FOR CLASSIFIED EMPLOYEES

Wages for classified employees shall be paid in accordance with the salary schedules attached hereto as Appendix H, which shall include a 3.5% increase for each of the 2025-2026, 2026-2027, 2027-2028 school years:

51.5 No employee shall be eligible for a step increase unless such employee has 120 days of active pay status by June 30.

51.6 The Board may, at its option, pay any new hire up to $400.00 for relocation expenses on or before the first pay date of a new school year.

51.7 A. Classified employees who currently have or who earn over 60 hours towards a Bachelor's or Associates Degree shall receive a $.75/hour pay differential. Course work should be education and/or assignment related, child development, social work, nursing, medical or as approved by the Superintendent. Transcripts from the training institution must be presented to the Superintendent's Office to verify the completion of the course work before October 15, for a full year adjustment and March 15, for the second semester of the school year.

B. Classified employees who currently have or who earn a Bachelor's Degree shall receive a $1.50/hour pay differential. Course work should be education and/or assignment related, child development, social work,

nursing, medical or as approved by the Superintendent. Transcripts from the training institution must be presented to the Superintendent's Office to verify the completion of the course work before October 15, for a full year adjustment and March 15, for the second semester of the school year.

ARTICLE 52
PAYCHECK DISTRIBUTION—ALL EMPLOYEES

52.1 All employees shall be paid in twenty-four (24) equal installments. Payments shall be paid on the 5th and 20th of each month.

52.2 All employees shall be issued paychecks by direct deposit.

ARTICLE 53
PAYROLL DEDUCTIONS—ALL EMPLOYEES

53.1 The following payroll deductions will be provided by the Board.

A. Taxes

Federal Tax
State Tax
City Tax
Medicare

B. Other Deductions

Vision Service Plan (VSP)
Any Credit Union or bank
Butler County Health Plan (BCHP)(Health and Dental Care)
MEA/OEA/NEA/SWOEA Membership Dues
OEA Fund
Child Support Payment (Court Ordered)
Wage Garnishments (Court Ordered)
Other Court Orders
Board approved Annuities

It is understood by the parties that the names of the particular insurer or charity, etc., may change at the discretion of the Board, or in accordance with any other existing agreement.

ARTICLE 54
TRAVEL RATE—ALL EMPLOYEES

54.1 Any employee who is required to use his/her personal automobile for school business shall be compensated such mileage allowance as established by the IRS. Procedures for requesting reimbursement shall be established by the Board. Mileage between individual residences and work assignments is not considered reimbursable mileage.

ARTICLE 55
TUITION REIMBURSEMENT—ALL EMPLOYEES

55.1 CERTIFIED EMPLOYEES

Believing that our staff of employees as a group will make a greater contribution to the children they serve if additional training is obtained in fields related to their work, the Board will reimburse an employee toward the tuition costs in college courses he/she has completed within the present contract year, July 1 – June 30, in which a grade of "B" or better is earned, or for certain approved CEU courses while under contract with the Board. The courses must be in the employee's area of certification/license or as otherwise approved by the superintendent. The employee must submit the required form (Appendix K) for approval prior to the start of the class. The total reimbursement for these college courses shall not exceed $2,000.00 in any one contract year

55.2 All courses must be from an accredited, four-year institution recognized for certification purposes by the State Board of Education.

A. Courses approved for CEUs will be courses, which directly apply to the employee's present teaching position and certification/license.

B. A pass/fail grade will only be honored when it is the only grade given for a particular course.

C. An employee must be employed by the Board for two (2) consecutive semesters to be eligible to participate in the above program.

55.3 Payment for tuition reimbursement shall be made three (3) times during the contract year – the second pay period of October, January, and June. All paperwork necessary for the payment of the tuition reimbursement must be in the Superintendent's Office no later than the first pay date of October, January, and June. If said paperwork is not in the Superintendent's Office by that time, payment will be made at the next payment period or the beginning of the following contract year, whichever comes first.

55.4 Reimbursement shall not be paid for any course where the employee has previously received financial aid for the course or courses in the form of a scholarship, fellowship, or grant-in-aid. Exception shall be for an employee who has received a tuition certificate in recognition of his/her services as a cooperating employee for supervising a student teacher. The Board shall pay such employee, provided he/she enrolls in a college course, in an amount equal to the equivalent tuition costs of the course at the university where the certificate was issued.

55.5 TUITION CREDIT FOR CLASSIFIED STAFF

For work-related classes or seminars, employees may apply for reimbursement for such training after approval by the Superintendent. The cost for such training shall not exceed $600.00 per employee, nor total more than $7,000.00 district-wide for any contract year. Such approval by the Superintendent shall be on a first come, first served basis. The Superintendent's decision on pre-approving a course shall be final and not subject to the arbitration procedure of this Contract.

55.6 If the Board asks an employee to take a particular course, and the employee agrees, the employer will pay all of the cost associated with the taking of said course.

ARTICLE 56
REIMBURSEMENT OF FUNDS

56.1 All Employees: The District will pay for fingerprints for employees after the initial fingerprint is taken for employment.

56.2 Classified Employees: The District will reimburse employees for the cost to renew ODE license or certifications necessary for the employee to perform their job. Further, the District will reimburse paraprofessionals who successfully pass the paraprofessional test.

A. Reimbursement will only be offered during the calendar year in which the above license/certification expires.
B. Reimbursement will be made within thirty (30) days of receipt of the cost of the license/certification renewal and/or proof of successful completion of the paraprofessional test and receipt of the cost of the test.

ARTICLE 57
DURATION

This Agreement shall become effective July 1, 2025 and shall continue until its expiration on June 30, 2028.

FOR THE ASSOCIATION

Michael Stanger, President
Monroe Education Association

Ashley Boggs

Chad Allen

Jennifer Kenneally

~~Heather deBord~~ N/A

Scott Decker

Melissa Hale

Kelly Kaiser

FOR THE BOARD

Tom Leeds
Monroe Local Board of Education

Debbie Hagedorn
Monroe Local Board of Education

Robert Buskirk, Superintendent

Amy Moore, Treasurer

~~Jesse Catanzaro, Director of Personnel and Business Operations~~

Tom Prohaska

Joe Ward

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S. MOU – New Hire Service Credit

T. MOU – Psychologist

U. MOU – Attendance Officer & Residency Specialist

Appendix A

Local Professional Development Committee Guidelines

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)

The Local Professional Development Committee is authorized by Senate Bill 230. Proposals to the LPDC and approvals/denials by the LPDC will not override the negotiated agreement and/or district policy.

PURPOSE: The purpose of the LPDC is to oversee, review, and evaluate professional development plans for certification/ licensure and verify documentation that the plan was followed.

DEFINITION OF PROFESSIONAL DEVELOPMENT: The committee defines professional development as the process of experiences, activities, or course work which contributes to or enhances professional growth. It is the lifelong process of gaining knowledge, insights, and skills for the purpose of improving practice. The professional plan will be based on district, building, or individual needs and should be results oriented, individualized, job embedded, collaborative, and data driven.

Each LPDC committee member may be provided the equivalent of one (1) day of release time during the school year to complete their responsibilities. Additionally, each committee member will receive a stipend of five hundred ($500) dollars for all work completed outside normal work hours. The LPDC co-chairs shall both receive a stipend of seven hundred fifty ($750) dollars for all work completed outside the normal work hours.

Article I. Representation

Section 1. The LPDC shall consist of

A. Four certified members of the MEA, one from each building, determined by the MEA.

B Two administrators appointed by the superintendent.

Section 2. Vacancies

A. Vacancies occurring in teacher members will be appointed by the MEA.

B. Vacancies occurring in the administrative members will be appointed by the superintendent.

Section 3. Qualifications

A. 3 of the certified members must be classroom teachers as stated by Senate Bill 230.

B. Teachers must hold a 5-year Professional License and have been in the classroom for at least 3 years.

C. Administrators must have 3 years of administrative experience.

Article 2. Organizational Factors

Section 1. Meetings

A. Meetings will be held once a month from January through May, or as needed, with a minimum of 5 meetings per year. Substitutes for teachers and principals will be board paid if meetings occur during the school day.

B. Elections of Co-Chairs will be held at the final meeting in May each year to serve the next year.

C. A quorum will be four members, three of which need to be certified members of the MEA.

D. Teacher compensation will be a negotiated item.

Section 2. Role Responsibility

A. The Co-chairs will be elected by a majority vote, conducted via written ballot of the committee members.

B. The Co-chairs will be a one-year term. There are no term limits.

C. The Co-chairs will:

1. Preside at all Monroe LPDC meetings.
2. Call all meetings and set agendas in collaboration with the members.
3. Ensure adherence to the IPDP review process and procedures.
4. Serve as a reviewer of district educator professional development plans for licensure renewal.
5. Provide the authorized signature on all documents.
6. Serve as a liaison to the superintendent’s office.
7. Keep accurate minutes of all Monroe LPDC meetings.

8. Send minutes and agendas to LPDC members at least one day in advance of meetings.
9. Serve as a staff communication liaison.
10. Be responsible for all necessary correspondence.
11. Keep membership records up to date.
12. Maintain easily accessible electronic records of all committee activities.

Article III. Committee Procedures

A. The LPDC will operate under an Open Meetings Act (Sunshine Law); following local BOE policies and procedures.
B. The LPDC will keep confidential all reviews, evaluations, and discussions of IPDPs, documentation verification, and course activity proposals. No documents submitted shall be used as examples without written permission of the parties involved.
C. Minutes/records/actions taken will be maintained by the LPDC electronically.
D. Evaluations of IPDPs or activity documentation will be evaluated by consensus.
E. A simple majority vote can approve an IPDP.
F. Reviewed IPDPs and/or documentation will be returned via our online system on the day they are reviewed.
G. A committee member will excuse himself/herself from reviewing/voting on his/her own professional development plan or in any other occasion of conflict of interest.
H. Whenever an administrator's coursework or plan is being reviewed, the LPDC shall, at the request of the administrative members, cause a majority of the committee to consist of administrative members by having the teacher members reach a consensus vote.

Article IV. Individual Professional Development Plans

A. All IPDPs should be submitted upon application for a new license and no later than September 15 of the new license period.
B. Notification of committee action on IPDPs will occur by October 15.
C. Any decision to approve or deny an IPDP must receive a majority vote of the committee.
D. Educators with licenses to be renewed will be provided necessary criteria prior to development and submission of their IPDP for review.
E. If the submitted IPDP is denied, the individual will be notified by the online system with the reasons for denial identified.
F. Educators whose plans have been denied may submit a revised plan within ten working days of the initial denial notification.

Article V. Licensure

Section 1. Submission and Decision Making

A. All applications for licensure renewal will be submitted by April 15 of the expiration year.

B. Notification of committee action on licensure renewal will occur by May 30.

C. Any decision to approve or deny licensure renewal must receive majority vote of the committee.

D. If the submitted application is denied, the individual will be notified by email with the reasons for denial identified.

E. Educators have 10 days from the receipt of the denial notification to contact the LPDC by email to schedule a date to review the documentation. If the license application is not approved, the educator will receive an appeals form.

F. Any educator who falsifies statements on any documentation submitted to the LPDC will be referred to the Ohio Board of Education, which may result in the loss of license in the State of Ohio.

Section 2. Appeals

A. The reasons why a license renewal is denied will be shared with the educator. The educator should resubmit with new evidence and information.

B. If the educator disagrees with the LPDC's decision regarding the successful attainment of the professional goals described in an approved IPDP, the educator must present a request to appeal the decision within 10 working days, and schedule a time to meet with the LPDC to discuss the presented evidence and why the educator believes it should be approved. The presentation should be limited to 15 minutes. The LPDC shall provide its response within 10 working days.

C. Third Party Review in the instance of item "Appeal Process, V.2.B" above

1. If, after the reconsideration process has taken place, the LPDC and the educator are still unable to come to an agreement, a three person panel will be selected to review the decision.

2. The panel will be formed consisting of one licensed educator selected by the LPDC, one licensed educator selected by the educator appealing the decision, and one licensed educator agreed upon by both parties. These three individuals will function as a panel to review the LPDC's decision and either uphold or overturn it. Their decision will be final and be forwarded to the educator and the LPDC co-chairs for appropriate action no later than 10 working days following the presentation.

D. If the Third Party Review returns a denial, the educator may appeal at the state level.

Article VI. Reciprocity

A. The Monroe Local School District's LPDC will accept outside district approved IPDPs for any educator hired by the Monroe Local School District from another district as fulfilling all necessary requirements of the Monroe Local School District's renewal process. If a plan from a previous district was not approved, then a new plan must be submitted.

B. Hours already accumulated in the district of previous employment will be honored as long as the hours meet the plan submitted to the previous district.

C. Remaining hours will be accrued by meeting the requirements of the Monroe Local School District.

Article VII. Amending By-Laws

A. The Monroe Local School District's LPDC will annually review the by-laws.

B. Amendments will be voted on via a roll call vote. A simple majority will prevail. Copies shall be presented to the MEA President and Superintendent.

Appendix B

Grievance Form

MONROE LOCAL SCHOOL DISTRICT

_____	_____	_____
Name of Grievant	Position	Date Submitted

School _____ Name of Principal _____

Grievant accompanied by _____

Section for Grievant: Briefly state the problem, indicating the alleged violation, misinterpretation, or misapplication of this Agreement.

(if additional space is needed, use other side.)

Did grievant have oral discussion with principal? Yes No

What remedy is sought?

Date _____ Grievant's Signature _____

Section for Board:

_____ Date Received _____

A. In answer to grievance, include parts of the Agreement which are basis for decision.

B. Prepare four (4) copies of this form. Distribute as follows:

1. Original to school principal's file
2. Copy to Superintendent or designee
3. Copy to Grievant
4. Copy to M.E.A.

Date _____ Principal's Signature _____

Appeal Section: I desire to appeal the above decision.

Date _____ Signature of Appellant _____

Date _____ _____
Signature of Chairperson, MEA Grievance Committee

Appendix C

Evaluation Forms

OTES FORMS—USED DURING EVALUATION PROCESS

Optional Self-Assessment	Self-Assessment Summary Tool
Step 1: Professional Growth and Improvement Plans	Professional Growth Plan Improvement Plan Improvement Plan: Evaluation of Plan
Step 2: Formative Assessment/ Examination of Artifacts	Pre-Conference Informal Observation -Formal Observation/Performance Rubric Post-Conference Planning Project/Performance Rubric
Step 3: Student Growth Measures	SGM Ratings Worksheet
Step 4: Final Summative	Final Summative Rating

SCHOOL COUNSELOR EVALUATION

Forms used during Evaluation Process following the Ohio School Counselor Evaluation System.

1. Self-Assessment Summary Tool
2. Pre-Observation Conference
3. Informal Observations
   Formal Observations
4. Formal Post Observation Conference
5. Final Summative Rating of Effectiveness
6. Professional Growth Plan
7. Improvement Plan

NURSE EVALUATION

The Board and Association have mutually agreed to the forms to be used during the evaluation process for school nurses. These forms shall be on file at the Board Office. Any changes to the nurse evaluation forms shall be mutually agreed to by the parties.

Off-Cycle Observation Report

Teacher: **Evaluator:**
Observation Date: Post Conference Date (if applicable):

This form shall be used for those teachers who have received an OTES rating of accomplished or skilled and are off-cycle for the purposes of formal evaluation. This form shall be completed after the evaluator has conducted a thirty-minute observation and shall be provided to the teacher.

Professional Growth Plan: See paperwork in the OTES 2.0 system

Focused Area:

INSTRUCTIONAL PLANNING: **Focus for Learning** ❑ Use of High-Quality Student Data ❑ Connections to prior and future learning ❑ Connections to state standards and district priorities **Knowledge of Students** ❑ Planning instruction for the whole child	**INSTRUCTION AND ASSESSMENT:** **Lesson Delivery** ❑ Communication with students ❑ Monitoring student understanding ❑ Student-centered learning **Classroom Environment** ❑ Classroom routines and procedures ❑ Classroom climate and cultural competency **Assessment of Student Learning** ❑ Use of assessments ❑ Evidence of student learning
PROFESSIONALISM: **Professional Responsibilities** ❑ Communication and collaboration with families ❑ Communication and collaboration with colleagues ❑ District policies and professional responsibilities ❑ Professional learning	

Observations:

Evaluator Summary Comments:

Teacher Comments:

Evaluator Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Off-Cycle Observation Report

Counselor: **Evaluator:**
Observation Date: **Post Conference Date:**

This form shall be used for those **counselors** who have received an **OSCES** rating of accomplished or skilled and are off-cycle for the purposes of formal evaluation. This form shall be completed after the evaluator has conducted a thirty-minute observation and shall be provided to the **counselor** at the post-evaluation conference.

Professional Growth Plan:

Goal #1:

_____
_____
_____-
_____

Goal #2:

_____
_____
_____
_____

Observation:

It will be a collaborative decision by the counselor and evaluator to choose two standards to observe and rate.

Standards: (Select two)

- ❑ **Standard 1** - Comprehensive School Counseling Program Plan
- ❑ **Standard 2** - Direct Services for Academic Career & Social / Emotional Development
- ❑ **Standard 3** - Indirect Services: Partnerships & Referrals
- ❑ **Standard 4** - Evaluation and Data
- ❑ **Standard 5** - Leadership and Advocacy
- ❑ **Standard 6** - Professional Responsibility, Knowledge and Growth.

(Standard chosen, observation notes, and rating on the following page)

Standard _____:

Provide the rating and evidence towards this standard: (This rating does not affect eTPES rating during the off-cycle period)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Standard _____:

Provide the rating and evidence towards this standard: (This rating does not affect eTPES rating during the off-cycle period)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Counselor Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Appendix D Salary Schedule- Supplementals

Monroe Local School District

Supplementals - Effective July 1, 2025 through June 30, 2026

Base **50,847** (from Certified Schedule)

STEP	*Index*	Category I	*Index*	Category II	*Index*	Category III	*Index*	Category IV	*Index*	Category V	*Index*	Category VI
1	*0.1600*	8,136	*0.0900*	4,576	*0.0700*	3,559	*0.0500*	2,542	*0.0400*	2,034	*0.0300*	1,525
2	*0.1700*	8,644	*0.1000*	5,085	*0.0800*	4,068	*0.0600*	3,051	*0.0500*	2,542	*0.0400*	2,034
3	*0.1800*	9,152	*0.1100*	5,593	*0.0900*	4,576	*0.0700*	3,559	*0.0600*	3,051	*0.0500*	2,542
4	*0.1900*	9,661	*0.1200*	6,102	*0.1000*	5,085	*0.0800*	4,068	*0.0700*	3,559	*0.0600*	3,051
5	*0.2000*	10,169	*0.1300*	6,610	*0.1100*	5,593	*0.0900*	4,576	*0.0800*	4,068	*0.0700*	3,559
6	*0.2100*	10,678	*0.1400*	7,119	*0.1200*	6,102	*0.1000*	5,085	*0.0900*	4,576	*0.0800*	4,068

Supplementals - Effective July 1, 2026 through June 30, 2027

Base **52,627** (from Certified Schedule)

STEP	*Index*	Category I	*Index*	Category II	*Index*	Category III	*Index*	Category IV	*Index*	Category V	*Index*	Category VI
1	*0.1600*	8,420	*0.0900*	4,736	*0.0700*	3,684	*0.0500*	2,631	*0.0400*	2,105	*0.0300*	1,579
2	*0.1700*	8,947	*0.1000*	5,263	*0.0800*	4,210	*0.0600*	3,158	*0.0500*	2,631	*0.0400*	2,105
3	*0.1800*	9,473	*0.1100*	5,789	*0.0900*	4,736	*0.0700*	3,684	*0.0600*	3,158	*0.0500*	2,631
4	*0.1900*	9,999	*0.1200*	6,315	*0.1000*	5,263	*0.0800*	4,210	*0.0700*	3,684	*0.0600*	3,158
5	*0.2000*	10,525	*0.1300*	6,842	*0.1100*	5,789	*0.0900*	4,736	*0.0800*	4,210	*0.0700*	3,684
6	*0.2100*	11,052	*0.1400*	7,368	*0.1200*	6,315	*0.1000*	5,263	*0.0900*	4,736	*0.0800*	4,210

Supplementals - Effective July 1, 2027 through June 30, 2028

Base **54,469** (from Certified Schedule)

STEP	*Index*	Category I	*Index*	Category II	*Index*	Category III	*Index*	Category IV	*Index*	Category V	*Index*	Category VI
1	*0.1600*	8,715	*0.0900*	4,902	*0.0700*	3,813	*0.0500*	2,723	*0.0400*	2,179	*0.0300*	1,634
2	*0.1700*	9,260	*0.1000*	5,447	*0.0800*	4,358	*0.0600*	3,268	*0.0500*	2,723	*0.0400*	2,179
3	*0.1800*	9,804	*0.1100*	5,992	*0.0900*	4,902	*0.0700*	3,813	*0.0600*	3,268	*0.0500*	2,723
4	*0.1900*	10,349	*0.1200*	6,536	*0.1000*	5,447	*0.0800*	4,358	*0.0700*	3,813	*0.0600*	3,268
5	*0.2000*	10,894	*0.1300*	7,081	*0.1100*	5,992	*0.0900*	4,902	*0.0800*	4,358	*0.0700*	3,813
6	*0.2100*	11,438	*0.1400*	7,626	*0.1200*	6,536	*0.1000*	5,447	*0.0900*	4,902	*0.0800*	4,358

Monroe Local School District
Supplemental Positions and Categories

The following supplemental positions will be paid according to the appropriate Category column on the Supplemental Schedule. The supplemental schedule is indexed to the annual base salary reflected in the certified schedules.

CATEGORY I
Head Football
Head Basketball Boys/Girls

CATEGORY II
Assistant Football
Assistant Basketball Boys/Girls
Head Wrestling
Head Track
Head Soccer Boys/Girls
Head Baseball/Softball
Head Volleyball

CATEGORY III
Head Swimming
Assistant Baseball/Softball
Head Football 7 & 8
Head Basketball 7 & 8 Boys/Girls
Assistant Track
Assistant Soccer Boys/Girls
Head Cheerleading-Fall
Head Cheerleading-Winter
Head Golf
Head Tennis Boys/Girls
Head Cross Country

CATEGORY IV
Assistant Wrestling
Head Wrestling Jr. High
Head Bowling
Assistant Cheerleading JV-Fall
Assistant Cheerleading JV-Winter
Assistant Cheerleading Competition
Head Track Jr. High
Head Volleyball 7/8
Head Cross Country Jr. High

CATEGORY V
Assistant Cross Country
Assistant Football 7 & 8
Assistant Basketball 7 & 8 Boys/Girls
Assistant Golf
Assistant Tennis Boy/Girls
Assistant Volleyball
Head Cheerleading 7/8-Fall
Head Cheerleading 7/8-Winter
Assistant Cheerleading Freshman-Winter
Assistant Cheerleading Freshman-Fall
Assistant Swim

CATEGORY VI
Assistant Jr. High Track
Assistant Volleyball 7/8
Assistant Wrestling Jr. High
Assistant Cross Country Jr. High

Monroe Local School District
Effective July 1, 2025 through June 30, 2028

Single Step Schedule

	Category I	Category I (A)	Category II	Category III	Category IV	Category V	Category VI	Category VII
25-26	8,136	6,220	4,576	3,559	2,542	2,034	1,525	1,017
26-27	8,420	6,438	4,736	3,684	2,631	2,105	1,579	1,053
27-28	8,715	6,663	4,902	3,813	2,723	2,179	1,634	1,089

Monroe Local School District
Single Step Positions and Categories

The following positions shall be considered "single step positions" and will be paid according to the appropriate Category column on the Single Step Schedule.
Note: Individuals currently holding one of these positions consecutively since the 2014-2015 school year, shall be grandfathered at the step on the Supplemental Schedule he/she was placed during the 2014-15 school year, with no further movement of steps. Once the individual vacates the position, the new hire will be paid per the Single Step Schedule.

CATEGORY I
Marching Band

CATEGORY I (A)
Stage Manager
Marching Band Assistant

CATEGORY II
Department Heads—HS (6)
- · Science (1)
- · Social Studies (1)
- · Language Arts/Foreign Language (1)
- · Math (1)
- · Special Education (1)
- · United Arts-Physical Education, Technology, Music, Band, Art (1)

Grade Level Leaders (13)
- · K-8 (9)
- · Unified Arts (1)
- · Special Education (3)

English Learner Coordinator
Color Guard Director
Teacher on Assignment

CATEGORY III
Equipment Manager
HS Yearbook

CATEGORY IV
Weight Room Assistant
Show Choir
Pep Band
HS Vocal
Jr. High Vocal
HS Concert Band
Jr. High Concert Band
Resident Educator Program Coordinator
HS Musical Director-Spring
HS Play Director-Fall

CATEGORY V
HS Global Media
HS Student Council
Athletic Site Manager HS/Jr. High
- · Fall
- · Winter
- · Spring (2 positions)

CATEGORY VI

Class Advisors (4)
HS National Honor Society
Elementary Vocal (2)
HS Musical Pit Director-Spring
HS Play Tech Director-Fall
HS Musical Tech Director-Spring
Thespians
HS Musical Vocal Director-Spring
Jr. High Yearbook

CATEGORY VII

Academic Quiz Team
Art Club
HS Musical Choreographer-Spring
HS Play Set Design-Fall
HS Musical Set Design-Spring
Jr. High Student Council
Future Teachers Club
Jr. High National Honor Society
Elementary Yearbook
Primary Yearbook
Jazz Band
Primary Vocal
DC Coordinator (2)
After School Clubs

- · Chess Club
- · Environmental Club
- · German Club
- · Girls on the Run
- · HS Power of the Pen Ohio
- · Jr. High Power of the Pen Ohio
- · Rotary/Interact
- · Spanish Club
- · Other Clubs as approved by the District

Special Supplemental Positions

	25-26	26-27	27-28
Assistant Activities Director	6,623	6,855	7,095
Elementary Camp Trip ($ per trip)	332	344	356
Weight Room Supervisor	15,875	16,431	17,006

Advanced Placement/College Credit Plus

A teacher who teaches an advanced placement or college credit plus course shall receive a $1,000.00 stipend annually. This is a total stipend regardless of the number of courses or sections taught.

Hourly Rate Positions

The following positions are paid the hourly rate as specified in Article 51.2

Jr. High Study Table

Appendix E Evaluation Form – Classified Employees

Classified Employee Evaluation Form

Employee: _____ Evaluator: _____

Position: _____ Building: _____ School Year: _____

Performance Factors	E	S	N	I	Comments
Quality of Work - Work completed with accuracy in a timely manner.					
Quantity of Work –Work completed in accordance with job description and district, department and building needs.					
Job Knowledge – Demonstrates knowledge of job duties and their purpose.					
Relationships and Professionalism – Develops effective working relationships with appropriate communication.					
Dependability – Demonstrates the ability to finish work tasks and meet commitments.					
Work Habits – Maintains equipment and promotes a safe and orderly work environment.					
Attitude – Exhibits a positive and supportive attitude toward students and staff.					
Professional Appearance/Fitness - Attire and appearance are job appropriate. Able to perform required job duties.					
Initiative – Tasks are organized and completed efficiently.					
Attendance/Punctuality – Reports to work and leaves at appropriate times. Complies with district leave procedures.					
Judgement – Uses good judgement and makes appropriate decisions.					

Evaluation Rating Definitions

E – Exemplary:	Employee exceeds performance standard. Evidence of exceeding expectation.
S - Satisfactory:	Employee performs duties adequately and effectively. Evidence of meeting expectation.
N - Needs Improvement:	Some evidence of employee performing duties at an acceptable level. Some performance is deficient and corrective measures may be necessary.
I – Ineffective:	Minimal or no evidence of employee performing duties at an acceptable level. Performance deficiencies require corrective measures.

Evaluator Comments:

_____
_____

_____
_____

Evaluator Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Appendix F

Emergency Leave Fund and Forms

I. PURPOSE

To provide additional days of sick leave for an employee of the Monroe Local School District who experiences catastrophic accidental injury, surgery, or other serious illness to him/herself or to any member of his/her immediate family as defined in 38.6. This fund is to be regulated by a board consisting of two members appointed by the president of Monroe Education Association and two members appointed by the superintendent of schools. Terms of office will be two for three years and two for two years, thereafter all terms will be two years. (One alternate from each side will be appointed.)

II. PROVISIONS OF ELIGIBILITY

A. All employees shall be eligible to be members of the E.L.F.

1. Initial membership will consist of one day sick leave to be designated by the employee to the E.L.F. between August 1, and October 1. Enrollment and withdrawal must be done in writing. Employees enrolling or withdrawing will receive notification of intent. Exception for new hires who may enroll after October 1.

2. Membership shall be continuous unless cancelled during the period of September 1 through October 1. All employees will receive an intent form from the Superintendent Office for the purpose of enrolling in the E.L.F. At such time that the Superintendent's Office has received the employee's intent, it will be recorded and submitted to the Treasurer's Office. Each employee will receive a notice of receipt indicating their participation in the program. Employees not wishing to participate in the E.L.F. will also receive a notice of receipt indicating that they do not wish to participate.

3. New members may join by October 1 of each year.

B. Days of E.L.F. eligibility will be governed by years of service in the Monroe School District as follows:

1.

0-1	years of service	15 days
2-5	years of service	30 days
6-10	years of service	60 days
11-15	years of service	90 days
16 plus years of service		100 days

Maximum of 100 days (July 1 – June 30) to be used during a school year.

2. Application for extended sick leave can only be made under the following conditions.

a. All accumulated sick leave must be used first.
b. Extended leave (may/shall) be granted for personal, accidental injury, surgery, or serious illness. Routine pregnancy is not included.
c. Verification by a physician shall be mandatory.

III. POLICY PROCEDURES

A. In consideration of the benefits of participating in the E.L.F. each applicant for membership in the Fund and for benefits from the Fund shall, as a condition to such application, agree in writing as follows:

"I specifically acknowledge and agree that granting of days from the E.L.F. shall be at the sole discretion of the E.L.F. Board. All decisions of the E.L.F. Board will be final and binding and not subject to grievance. I further agree to abide by such decision and indemnify and hold harmless the Monroe Local School District, Monroe Education Association, and the E.L.F. Board, and all of their agents for any loss they may sustain as a result of any claim or legal proceedings I may bring against any of them with respect to a decision made by any of them concerning this application."

B. Application for the E.L.F. days must be made to the Superintendent or designee.

C. E.L.F. Board shall meet and render a decision within 10 days of receipt of request.

D. Unused requested days shall be returned to the E.L.F.

E. The E.L.F. will begin with one day from each contributing staff member. When the fund is depleted below 50 days, each member will be assessed one additional day.

F. The E.L.F. board shall be responsible for notifying all personnel of each enrollment period.

G. Extension of additional days may be applied for in the same manner as original application.

H. When an employee donates days to the Fund, he agrees to the above stated rules for administration of the Fund and agrees to abide by the stated rules.

I. Recipients are paid at his/her per diem rate.

IV. All decisions of the E.L.F. Board shall be final and not subject to grievance procedures.

EMPLOYEE APPLICATION FOR EMERGENCY LEAVE FUND

Date: _____

Name: _____

Address: _____

_____

Telephone: _____

Number of sick days used this school year: _____

Employee's reason for request (be specific): _____

_____

_____

_____

_____

_____

Estimate of additional days needed: _____

Name of attending physician: _____

Address of attending physician: _____

_____

Telephone of attending physician: _____

Please submit this request to Superintendent or designee, Monroe Local School District

PHYSICIAN'S VERIFICATION

_____ is unable to perform job duties and requires

extended sick leave because (please be specific with diagnosis and description of complications):

_____

_____

_____

_____

_____

This patient has been under my care for the present illness for (length of time):_____

_____

Physician's estimate of number of days needed for recovery: _____

_____
Physician's Signature

I give my physician permission to release the above requested medical information.

_____
Employee's Signature

Please submit this request to Superintendent or designee, Monroe Local School District

Appendix G Salary Schedules-Certified Employees
Monroe Local School District
Certified 2025-2026
Base Salary 50,847

STEP	*Index*	BA	*Index*	BA+20	*Index*	MA / BA+30	*Index*	MA+20	*Index*	MA+30	*Index*	Psych 190 day
1	*1.0000*	50,847	*1.0500*	53,389	*1.1500*	58,474	*1.2000*	61,016	*1.2500*	63,559	*1.3694*	69,630
2	*1.0275*	52,245	*1.0775*	54,788	*1.1800*	59,999	*1.2300*	62,542	*1.2825*	65,211	*1.4019*	71,282
3	*1.0550*	53,644	*1.1050*	56,186	*1.2100*	61,525	*1.2600*	64,067	*1.3150*	66,864	*1.4344*	72,935
4	*1.0825*	55,042	*1.1325*	57,584	*1.2400*	63,050	*1.2900*	65,593	*1.3475*	68,516	*1.4669*	74,587
5	*1.1100*	56,440	*1.1600*	58,983	*1.2700*	64,576	*1.3200*	67,118	*1.3800*	70,169	*1.4994*	76,240
6	*1.1375*	57,838	*1.1875*	60,381	*1.3000*	66,101	*1.3500*	68,643	*1.4125*	71,821	*1.5319*	77,893
7	*1.1650*	59,237	*1.2150*	61,779	*1.3300*	67,627	*1.3800*	70,169	*1.4450*	73,474	*1.5644*	79,545
8	*1.1925*	60,635	*1.2425*	63,177	*1.3600*	69,152	*1.4100*	71,694	*1.4775*	75,126	*1.5969*	81,198
9	*1.2200*	62,033	*1.2700*	64,576	*1.3900*	70,677	*1.4400*	73,220	*1.5100*	76,779	*1.6294*	82,850
10	*1.2475*	63,432	*1.2975*	65,974	*1.4200*	72,203	*1.4700*	74,745	*1.5425*	78,431	*1.6619*	84,503
11	*1.2750*	64,830	*1.3250*	67,372	*1.4500*	73,728	*1.5000*	76,271	*1.5750*	80,084	*1.6944*	86,155
12	*1.3025*	66,228	*1.3525*	68,771	*1.4800*	75,254	*1.5300*	77,796	*1.6075*	81,737	*1.7269*	87,808
13	*1.3300*	67,627	*1.3800*	70,169	*1.5100*	76,779	*1.5600*	79,321	*1.6400*	83,389	*1.7594*	89,460
14	*1.3575*	69,025	*1.4075*	71,567	*1.5400*	78,304	*1.5900*	80,847	*1.6725*	85,042	*1.7919*	91,113
15	*1.3850*	70,423	*1.4350*	72,965	*1.5700*	79,830	*1.6200*	82,372	*1.7025*	86,567	*1.8219*	92,638
16	*1.3850*	70,423	*1.4350*	72,965	*1.5700*	79,830	*1.6200*	82,372	*1.7025*	86,567	*1.8219*	92,638
17	*1.4125*	71,821	*1.4625*	74,364	*1.6000*	81,355	*1.6500*	83,898	*1.7325*	88,092	*1.8519*	94,164
18	*1.4125*	71,821	*1.4625*	74,364	*1.6000*	81,355	*1.6500*	83,898	*1.7325*	88,092	*1.8519*	94,164
19	*1.4400*	73,220	*1.4900*	75,762	*1.6300*	82,881	*1.6800*	85,423	*1.7625*	89,618	*1.8819*	95,689
20	*1.4400*	73,220	*1.4900*	75,762	*1.6300*	82,881	*1.6800*	85,423	*1.7625*	89,618	*1.8819*	95,689
21	*1.4675*	74,618	*1.5175*	77,160	*1.6600*	84,406	*1.7100*	86,948	*1.7925*	91,143	*1.9119*	97,214
22	*1.4675*	74,618	*1.5175*	77,160	*1.6600*	84,406	*1.7100*	86,948	*1.7925*	91,143	*1.9119*	97,214
23	*1.4950*	76,016	*1.5450*	78,559	*1.6900*	85,931	*1.7400*	88,474	*1.8225*	92,669	*1.9419*	98,740
24	*1.4950*	76,016	*1.5450*	78,559	*1.6900*	85,931	*1.7400*	88,474	*1.8225*	92,669	*1.9419*	98,740
25	*1.5225*	77,415	*1.5725*	79,957	*1.7200*	87,457	*1.7700*	89,999	*1.8525*	94,194	*1.9719*	100,265
26	*1.5225*	77,415	*1.5725*	79,957	*1.7200*	87,457	*1.7700*	89,999	*1.8525*	94,194	*1.9719*	100,265
27	*1.5500*	78,813	*1.6000*	81,355	*1.7500*	88,982	*1.8000*	91,525	*1.8825*	95,719	*2.0019*	101,791
28	*1.5500*	78,813	*1.6000*	81,355	*1.7500*	88,982	*1.8000*	91,525	*1.8825*	95,719	*2.0019*	101,791
29	*1.5775*	80,211	*1.6275*	82,753	*1.7800*	90,508	*1.8300*	93,050	*1.9125*	97,245	*2.0319*	103,316
30	*1.5775*	80,211	*1.6275*	82,753	*1.7800*	90,508	*1.8300*	93,050	*1.9125*	97,245	*2.0319*	103,316
31	*1.5775*	80,211	*1.6550*	84,152	*1.8100*	92,033	*1.8600*	94,575	*1.9425*	98,770	*2.0619*	104,841
32	*1.5775*	80,211	*1.6550*	84,152	*1.8100*	92,033	*1.8600*	94,575	*1.9425*	98,770	*2.0619*	104,841
33	*1.5775*	80,211	*1.6825*	85,550	*1.8400*	93,558	*1.8900*	96,101	*1.9725*	100,296	*2.0919*	106,367
34	*1.5775*	80,211	*1.6825*	85,550	*1.8400*	93,558	*1.8900*	96,101	*1.9725*	100,296	*2.0919*	106,367
35	*1.5775*	80,211	*1.6825*	85,550	*1.8700*	95,084	*1.9200*	97,626	*2.0025*	101,821	*2.1219*	107,892

Appendix G Salary Schedules-Certified Employees
Monroe Local School District
Certified 2026-2027
Base Salary 52,627

STEP	*Index*	BA	*Index*	BA+20	*Index*	MA / BA+30	*Index*	MA+20	*Index*	MA+30	*Index*	Psych 190 day
1	*1.0000*	52,627	*1.0500*	55,258	*1.1500*	60,521	*1.2000*	63,152	*1.2500*	65,784	*1.3694*	72,067
2	*1.0275*	54,074	*1.0775*	56,706	*1.1800*	62,100	*1.2300*	64,731	*1.2825*	67,494	*1.4019*	73,778
3	*1.0550*	55,521	*1.1050*	58,153	*1.2100*	63,679	*1.2600*	66,310	*1.3150*	69,205	*1.4344*	75,488
4	*1.0825*	56,969	*1.1325*	59,600	*1.2400*	65,257	*1.2900*	67,889	*1.3475*	70,915	*1.4669*	77,199
5	*1.1100*	58,416	*1.1600*	61,047	*1.2700*	66,836	*1.3200*	69,468	*1.3800*	72,625	*1.4994*	78,909
6	*1.1375*	59,863	*1.1875*	62,495	*1.3000*	68,415	*1.3500*	71,046	*1.4125*	74,336	*1.5319*	80,619
7	*1.1650*	61,310	*1.2150*	63,942	*1.3300*	69,994	*1.3800*	72,625	*1.4450*	76,046	*1.5644*	82,330
8	*1.1925*	62,758	*1.2425*	65,389	*1.3600*	71,573	*1.4100*	74,204	*1.4775*	77,756	*1.5969*	84,040
9	*1.2200*	64,205	*1.2700*	66,836	*1.3900*	73,152	*1.4400*	75,783	*1.5100*	79,467	*1.6294*	85,750
10	*1.2475*	65,652	*1.2975*	68,284	*1.4200*	74,730	*1.4700*	77,362	*1.5425*	81,177	*1.6619*	87,461
11	*1.2750*	67,099	*1.3250*	69,731	*1.4500*	76,309	*1.5000*	78,941	*1.5750*	82,888	*1.6944*	89,171
12	*1.3025*	68,547	*1.3525*	71,178	*1.4800*	77,888	*1.5300*	80,519	*1.6075*	84,598	*1.7269*	90,882
13	*1.3300*	69,994	*1.3800*	72,625	*1.5100*	79,467	*1.5600*	82,098	*1.6400*	86,308	*1.7594*	92,592
14	*1.3575*	71,441	*1.4075*	74,073	*1.5400*	81,046	*1.5900*	83,677	*1.6725*	88,019	*1.7919*	94,302
15	*1.3850*	72,888	*1.4350*	75,520	*1.5700*	82,624	*1.6200*	85,256	*1.7025*	89,597	*1.8219*	95,881
16	*1.3850*	72,888	*1.4350*	75,520	*1.5700*	82,624	*1.6200*	85,256	*1.7025*	89,597	*1.8219*	95,881
17	*1.4125*	74,336	*1.4625*	76,967	*1.6000*	84,203	*1.6500*	86,835	*1.7325*	91,176	*1.8519*	97,460
18	*1.4125*	74,336	*1.4625*	76,967	*1.6000*	84,203	*1.6500*	86,835	*1.7325*	91,176	*1.8519*	97,460
19	*1.4400*	75,783	*1.4900*	78,414	*1.6300*	85,782	*1.6800*	88,413	*1.7625*	92,755	*1.8819*	99,039
20	*1.4400*	75,783	*1.4900*	78,414	*1.6300*	85,782	*1.6800*	88,413	*1.7625*	92,755	*1.8819*	99,039
21	*1.4675*	77,230	*1.5175*	79,861	*1.6600*	87,361	*1.7100*	89,992	*1.7925*	94,334	*1.9119*	100,618
22	*1.4675*	77,230	*1.5175*	79,861	*1.6600*	87,361	*1.7100*	89,992	*1.7925*	94,334	*1.9119*	100,618
23	*1.4950*	78,677	*1.5450*	81,309	*1.6900*	88,940	*1.7400*	91,571	*1.8225*	95,913	*1.9419*	102,196
24	*1.4950*	78,677	*1.5450*	81,309	*1.6900*	88,940	*1.7400*	91,571	*1.8225*	95,913	*1.9419*	102,196
25	*1.5225*	80,125	*1.5725*	82,756	*1.7200*	90,518	*1.7700*	93,150	*1.8525*	97,492	*1.9719*	103,775
26	*1.5225*	80,125	*1.5725*	82,756	*1.7200*	90,518	*1.7700*	93,150	*1.8525*	97,492	*1.9719*	103,775
27	*1.5500*	81,572	*1.6000*	84,203	*1.7500*	92,097	*1.8000*	94,729	*1.8825*	99,070	*2.0019*	105,354
28	*1.5500*	81,572	*1.6000*	84,203	*1.7500*	92,097	*1.8000*	94,729	*1.8825*	99,070	*2.0019*	105,354
29	*1.5775*	83,019	*1.6275*	85,650	*1.7800*	93,676	*1.8300*	96,307	*1.9125*	100,649	*2.0319*	106,933
30	*1.5775*	83,019	*1.6275*	85,650	*1.7800*	93,676	*1.8300*	96,307	*1.9125*	100,649	*2.0319*	106,933
31	*1.5775*	83,019	*1.6550*	87,098	*1.8100*	95,255	*1.8600*	97,886	*1.9425*	102,228	*2.0619*	108,512
32	*1.5775*	83,019	*1.6550*	87,098	*1.8100*	95,255	*1.8600*	97,886	*1.9425*	102,228	*2.0619*	108,512
33	*1.5775*	83,019	*1.6825*	88,545	*1.8400*	96,834	*1.8900*	99,465	*1.9725*	103,807	*2.0919*	110,090
34	*1.5775*	83,019	*1.6825*	88,545	*1.8400*	96,834	*1.8900*	99,465	*1.9725*	103,807	*2.0919*	110,090
35	*1.5775*	83,019	*1.6825*	88,545	*1.8700*	98,412	*1.9200*	101,044	*2.0025*	105,386	*2.1219*	111,669

Appendix G Salary Schedules-Certified Employees
Monroe Local School District
Certified 2027-2028
Base Salary 54,469

STEP	*Index*	BA	*Index*	BA+20	*Index*	MA / BA+30	*Index*	MA+20	*Index*	MA+30	*Index*	Psych 190 day
1	*1.0000*	54,469	*1.0500*	57,192	*1.1500*	62,639	*1.2000*	65,363	*1.2500*	68,086	*1.3694*	74,590
2	*1.0275*	55,967	*1.0775*	58,690	*1.1800*	64,273	*1.2300*	66,997	*1.2825*	69,856	*1.4019*	76,360
3	*1.0550*	57,465	*1.1050*	60,188	*1.2100*	65,907	*1.2600*	68,631	*1.3150*	71,627	*1.4344*	78,130
4	*1.0825*	58,963	*1.1325*	61,686	*1.2400*	67,542	*1.2900*	70,265	*1.3475*	73,397	*1.4669*	79,901
5	*1.1100*	60,461	*1.1600*	63,184	*1.2700*	69,176	*1.3200*	71,899	*1.3800*	75,167	*1.4994*	81,671
6	*1.1375*	61,958	*1.1875*	64,682	*1.3000*	70,810	*1.3500*	73,533	*1.4125*	76,937	*1.5319*	83,441
7	*1.1650*	63,456	*1.2150*	66,180	*1.3300*	72,444	*1.3800*	75,167	*1.4450*	78,708	*1.5644*	85,211
8	*1.1925*	64,954	*1.2425*	67,678	*1.3600*	74,078	*1.4100*	76,801	*1.4775*	80,478	*1.5969*	86,982
9	*1.2200*	66,452	*1.2700*	69,176	*1.3900*	75,712	*1.4400*	78,435	*1.5100*	82,248	*1.6294*	88,752
10	*1.2475*	67,950	*1.2975*	70,674	*1.4200*	77,346	*1.4700*	80,069	*1.5425*	84,018	*1.6619*	90,522
11	*1.2750*	69,448	*1.3250*	72,171	*1.4500*	78,980	*1.5000*	81,704	*1.5750*	85,789	*1.6944*	92,292
12	*1.3025*	70,946	*1.3525*	73,669	*1.4800*	80,614	*1.5300*	83,338	*1.6075*	87,559	*1.7269*	94,063
13	*1.3300*	72,444	*1.3800*	75,167	*1.5100*	82,248	*1.5600*	84,972	*1.6400*	89,329	*1.7594*	95,833
14	*1.3575*	73,942	*1.4075*	76,665	*1.5400*	83,882	*1.5900*	86,606	*1.6725*	91,099	*1.7919*	97,603
15	*1.3850*	75,440	*1.4350*	78,163	*1.5700*	85,516	*1.6200*	88,240	*1.7025*	92,733	*1.8219*	99,237
16	*1.3850*	75,440	*1.4350*	78,163	*1.5700*	85,516	*1.6200*	88,240	*1.7025*	92,733	*1.8219*	99,237
17	*1.4125*	76,937	*1.4625*	79,661	*1.6000*	87,150	*1.6500*	89,874	*1.7325*	94,368	*1.8519*	100,871
18	*1.4125*	76,937	*1.4625*	79,661	*1.6000*	87,150	*1.6500*	89,874	*1.7325*	94,368	*1.8519*	100,871
19	*1.4400*	78,435	*1.4900*	81,159	*1.6300*	88,784	*1.6800*	91,508	*1.7625*	96,002	*1.8819*	102,505
20	*1.4400*	78,435	*1.4900*	81,159	*1.6300*	88,784	*1.6800*	91,508	*1.7625*	96,002	*1.8819*	102,505
21	*1.4675*	79,933	*1.5175*	82,657	*1.6600*	90,419	*1.7100*	93,142	*1.7925*	97,636	*1.9119*	104,139
22	*1.4675*	79,933	*1.5175*	82,657	*1.6600*	90,419	*1.7100*	93,142	*1.7925*	97,636	*1.9119*	104,139
23	*1.4950*	81,431	*1.5450*	84,155	*1.6900*	92,053	*1.7400*	94,776	*1.8225*	99,270	*1.9419*	105,773
24	*1.4950*	81,431	*1.5450*	84,155	*1.6900*	92,053	*1.7400*	94,776	*1.8225*	99,270	*1.9419*	105,773
25	*1.5225*	82,929	*1.5725*	85,653	*1.7200*	93,687	*1.7700*	96,410	*1.8525*	100,904	*1.9719*	107,407
26	*1.5225*	82,929	*1.5725*	85,653	*1.7200*	93,687	*1.7700*	96,410	*1.8525*	100,904	*1.9719*	107,407
27	*1.5500*	84,427	*1.6000*	87,150	*1.7500*	95,321	*1.8000*	98,044	*1.8825*	102,538	*2.0019*	109,041
28	*1.5500*	84,427	*1.6000*	87,150	*1.7500*	95,321	*1.8000*	98,044	*1.8825*	102,538	*2.0019*	109,041
29	*1.5775*	85,925	*1.6275*	88,648	*1.7800*	96,955	*1.8300*	99,678	*1.9125*	104,172	*2.0319*	110,676
30	*1.5775*	85,925	*1.6275*	88,648	*1.7800*	96,955	*1.8300*	99,678	*1.9125*	104,172	*2.0319*	110,676
31	*1.5775*	85,925	*1.6550*	90,146	*1.8100*	98,589	*1.8600*	101,312	*1.9425*	105,806	*2.0619*	112,310
32	*1.5775*	85,925	*1.6550*	90,146	*1.8100*	98,589	*1.8600*	101,312	*1.9425*	105,806	*2.0619*	112,310
33	*1.5775*	85,925	*1.6825*	91,644	*1.8400*	100,223	*1.8900*	102,946	*1.9725*	107,440	*2.0919*	113,944
34	*1.5775*	85,925	*1.6825*	91,644	*1.8400*	100,223	*1.8900*	102,946	*1.9725*	107,440	*2.0919*	113,944
35	*1.5775*	85,925	*1.6825*	91,644	*1.8700*	101,857	*1.9200*	104,580	*2.0025*	109,074	*2.1219*	115,578

Appendix H Salary Schedules- Classified Employees
Monroe Local School District
Classified 2025-2026

STEP	*Index*	Para-professional	Monitors	Secretary	Cooks	Cafeteria Worker	Media Aide	Clinic Aide*
1	*Base*	19.65	19.65	21.11	21.88	18.20	21.11	22.11
2	*1.0275*	20.19	20.19	21.69	22.48	18.70	21.69	22.69
3	*1.0275*	20.75	20.75	22.29	23.10	19.21	22.29	23.29
4	*1.0275*	21.32	21.32	22.90	23.74	19.74	22.90	23.90
5	*1.0275*	21.91	21.91	23.53	24.39	20.28	23.53	24.53
6	*1.0275*	22.51	22.51	24.18	25.06	20.84	24.18	25.18
7	*1.0275*	23.13	23.13	24.84	25.75	21.41	24.84	25.84
8	*1.0275*	23.77	23.77	25.52	26.46	22.00	25.52	26.52
9	*1.0275*	24.42	24.42	26.22	27.19	22.61	26.22	27.22
10	*1.0275*	25.09	25.09	26.94	27.94	23.23	26.94	27.94
11	*1.0000*	25.09	25.09	26.94	27.94	23.23	26.94	27.94
12	*1.0275*	25.78	25.78	27.68	28.71	23.87	27.68	28.68
13	*1.0000*	25.78	25.78	27.68	28.71	23.87	27.68	28.68
14	*1.0000*	25.78	25.78	27.68	28.71	23.87	27.68	28.68
15	*1.0275*	26.49	26.49	28.44	29.50	24.53	28.44	29.44
16	*1.0000*	26.49	26.49	28.44	29.50	24.53	28.44	29.44
17	*1.0000*	26.49	26.49	28.44	29.50	24.53	28.44	29.44
18	*1.0275*	27.22	27.22	29.22	30.31	25.20	29.22	30.22
19	*1.0000*	27.22	27.22	29.22	30.31	25.20	29.22	30.22
20	*1.0000*	27.22	27.22	29.22	30.31	25.20	29.22	30.22
21	*1.0275*	27.97	27.97	30.02	31.14	25.89	30.02	31.02
22	*1.0000*	27.97	27.97	30.02	31.14	25.89	30.02	31.02
23	*1.0000*	27.97	27.97	30.02	31.14	25.89	30.02	31.02
24	*1.0000*	27.97	27.97	30.02	31.14	25.89	30.02	31.02
25	*1.0275*	28.74	28.74	30.85	32.00	26.60	30.85	31.85

* Not indexed - Clinic Aide column includes a $1 differential.

Per 51.8(A) hourly rates may be increased by $.75/hour with 60+ hours toward a related Bachelor's or Associate's Degree

Per 51.8(B) hourly rates may be increased by $1.50/hour with a related Bachelor's Degree

Appendix H Salary Schedules-Classified Employees
Monroe Local School District
Classified 2026-2027

STEP	*Index*	Para-professional	Monitors	Secretary	Cooks	Cafeteria Worker	Media Aide	Clinic Aide*
1	*Base*	20.34	20.34	21.85	22.65	18.84	21.85	22.85
2	*1.0275*	20.90	20.90	22.45	23.27	19.36	22.45	23.45
3	*1.0275*	21.47	21.47	23.07	23.91	19.89	23.07	24.07
4	*1.0275*	22.06	22.06	23.70	24.57	20.44	23.70	24.70
5	*1.0275*	22.67	22.67	24.35	25.25	21.00	24.35	25.35
6	*1.0275*	23.29	23.29	25.02	25.94	21.58	25.02	26.02
7	*1.0275*	23.93	23.93	25.71	26.65	22.17	25.71	26.71
8	*1.0275*	24.59	24.59	26.42	27.38	22.78	26.42	27.42
9	*1.0275*	25.27	25.27	27.15	28.13	23.41	27.15	28.15
10	*1.0275*	25.96	25.96	27.90	28.90	24.05	27.90	28.90
11	*1.0000*	25.96	25.96	27.90	28.90	24.05	27.90	28.90
12	*1.0275*	26.67	26.67	28.67	29.69	24.71	28.67	29.67
13	*1.0000*	26.67	26.67	28.67	29.69	24.71	28.67	29.67
14	*1.0000*	26.67	26.67	28.67	29.69	24.71	28.67	29.67
15	*1.0275*	27.40	27.40	29.46	30.51	25.39	29.46	30.46
16	*1.0000*	27.40	27.40	29.46	30.51	25.39	29.46	30.46
17	*1.0000*	27.40	27.40	29.46	30.51	25.39	29.46	30.46
18	*1.0275*	28.15	28.15	30.27	31.35	26.09	30.27	31.27
19	*1.0000*	28.15	28.15	30.27	31.35	26.09	30.27	31.27
20	*1.0000*	28.15	28.15	30.27	31.35	26.09	30.27	31.27
21	*1.0275*	28.92	28.92	31.10	32.21	26.81	31.10	32.10
22	*1.0000*	28.92	28.92	31.10	32.21	26.81	31.10	32.10
23	*1.0000*	28.92	28.92	31.10	32.21	26.81	31.10	32.10
24	*1.0000*	28.92	28.92	31.10	32.21	26.81	31.10	32.10
25	*1.0275*	29.72	29.72	31.96	33.10	27.55	31.96	32.96

* Not indexed - Clinic Aide column includes a $1 differential.

Per 51.8(A) hourly rates may be increased by $.75/hour with 60+ hours toward a related Bachelor's or Associate's Degree

Per 51.8(B) hourly rates may be increased by $1.50/hour with a related Bachelor's Degree

Appendix H Salary Schedules-Classified Employees
Monroe Local School District
Classified 2027-2028

STEP	*Index*	Para-professional	Monitors	Secretary	Cooks	Cafeteria Worker	Media Aide	Clinic Aide*
1	*Base*	21.05	21.05	22.61	23.44	19.50	22.61	23.61
2	*1.0275*	21.63	21.63	23.23	24.08	20.04	23.23	24.23
3	*1.0275*	22.22	22.22	23.87	24.74	20.59	23.87	24.87
4	*1.0275*	22.83	22.83	24.53	25.42	21.16	24.53	25.53
5	*1.0275*	23.46	23.46	25.20	26.12	21.74	25.20	26.20
6	*1.0275*	24.11	24.11	25.89	26.84	22.34	25.89	26.89
7	*1.0275*	24.77	24.77	26.60	27.58	22.95	26.60	27.60
8	*1.0275*	25.45	25.45	27.33	28.34	23.58	27.33	28.33
9	*1.0275*	26.15	26.15	28.08	29.12	24.23	28.08	29.08
10	*1.0275*	26.87	26.87	28.85	29.92	24.90	28.85	29.85
11	*1.0000*	26.87	26.87	28.85	29.92	24.90	28.85	29.85
12	*1.0275*	27.61	27.61	29.64	30.74	25.58	29.64	30.64
13	*1.0000*	27.61	27.61	29.64	30.74	25.58	29.64	30.64
14	*1.0000*	27.61	27.61	29.64	30.74	25.58	29.64	30.64
15	*1.0275*	28.37	28.37	30.46	31.59	26.28	30.46	31.46
16	*1.0000*	28.37	28.37	30.46	31.59	26.28	30.46	31.46
17	*1.0000*	28.37	28.37	30.46	31.59	26.28	30.46	31.46
18	*1.0275*	29.15	29.15	31.30	32.46	27.00	31.30	32.30
19	*1.0000*	29.15	29.15	31.30	32.46	27.00	31.30	32.30
20	*1.0000*	29.15	29.15	31.30	32.46	27.00	31.30	32.30
21	*1.0275*	29.95	29.95	32.16	33.35	27.74	32.16	33.16
22	*1.0000*	29.95	29.95	32.16	33.35	27.74	32.16	33.16
23	*1.0000*	29.95	29.95	32.16	33.35	27.74	32.16	33.16
24	*1.0000*	29.95	29.95	32.16	33.35	27.74	32.16	33.16
25	*1.0275*	30.77	30.77	33.04	34.27	28.50	33.04	34.04

* Not indexed - Clinic Aide column includes a $1 differential.

Per 51.8(A) hourly rates may be increased by $.75/hour with 60+ hours toward a related Bachelor's or Associate's Degree

Per 51.8(B) hourly rates may be increased by $1.50/hour with a related Bachelor's Degree

Appendix I

REQUEST FOR ATTENDANCE AT PROFESSIONAL MEETINGS

Name _____ Home School/Dept. _____

Professional leave days will be allowed employees for meetings and visits to other schools at the discretion of the Superintendent or designee. Such requests shall be in writing, using this form, at least fourteen (14) days prior to the proposed leave day(s). After attendance, reimbursements will be made for approved itemized expenses only if proper procedures are followed as stated in the Teacher's Handbook under "Attendance at Professional Meetings or School Visitations."

Any identifiable Ohio Sales Tax listed on the request for reimbursement cannot be refunded. Ohio Sales Tax Exemption Certificates may be obtained from the Treasurer's Office. Occupancy taxes are exempt only in Franklin County and only with proper forms. If form is not included with board check, responsibility of said taxes is that of the attendee.

Request for attendance at: _____

Place _____ Date(s) involved: From _____ to _____
Number of days absence _____ Number of days substitute will be needed: _____ Not Applicable _____

Fund covering expenditures _____

Fund number (to be completed by Curriculum Office) _____

Estimated expenses for Registration: Workshop _____ Hotel _____ (Check appropriate area(s))

- I have registered myself for workshop _____, hotel _____ and prepaid _____
  for workshop _____, hotel _____. I am requesting reimbursement _____
  after proof of attendance and proof of prepayment. (List amounts at right) _____
  (include confirmation numbers if available)

- I am requesting Purchase Order for workshop _____, hotel_____ _____
  Other _____. (List amounts at right) (Attach information for _____
  processing PO) Hotel costs in Franklin County must be paid with board _____
  check. Some funds will not cover meals, travel, etc. Please check with your
  principal for clarity before submitting.

  Estimated costs for: Meals _____
  Mileage _____
  Parking _____
  Itemized Misc. _____

Total Cost of participation (including registration(s)) _____

PRINCIPAL

Date Received _____Recommendation/Yes_____/No_____/Reason _____
Signature of Principal _____

CURRICULUM DIVISION COMMENTS

_____
_____
_____

SUPERINTENDENT OR DESIGNEE

Date Received _____ Approved _____ Denied _____

Signature of Superintendent or designee _____
This form will be returned to you, approved or denied. KEEP THIS FORM! Complete reverse side following attendance of the professional meeting.

Appendix J

Monroe Local School District Reimbursement Voucher

ATTACH PROPER RECEIPTS

Completed form should be returned to: Superintendent or designee
(within 5 days of attending the event)

Name _____

Address _____

_____

Reimbursement Expenses:

Reimbursement can only be made for receipts that are enclosed.

Total of miles, if not by public carrier _____

Meals _____
Mileage _____
Parking _____
Itemized Miscellaneous _____

Total Reimbursement _____

This is to certify that the above expenses were incurred on official business of the Monroe Local School District and are true and accurate to my best knowledge and belief.

_____ _____
Signature of Employee Date

Approved by _____ Date: _____
Superintendent or designee

Account # _____-439_____

Amount $ _____

Appendix K

Tuition Reimbursement Application

MONROE LOCAL SCHOOL DISTRICT
MONROE, OH 45050

APPLICATION FOR APPROVAL OF COLLEGE COURSES FOR REIMBURSEMENT OF TUITION COSTS OR CONTINUING EDUCATION UNITS

Teacher _____ Date _____

School _____

DIRECTIONS: Prepare this application and send it to the Superintendent's Office at least one week before the beginning date of the course listed below. Courses must be from an accredited four year institution. The teacher must be employed for two (2) consecutive semesters to be eligible.

1. Name of the college/university in which you plan to enroll:
_____ Location_____

2. List the course in which you plant to enroll:

Beginning Date	Ending Date	Course Number	Name of Course	Semester Hours or	Quarter Hours

3. CEU _____ Units Earned _____

4. Indicate your major reasons for enrolling in the above course or CEU:
_____
_____

Reimbursement for tuition cost is NOT automatic upon approval of this application. Upon completion of the course work, you must submit a grade sheet or CEU certificate and receipt or canceled check for payment of the course with your application for reimbursement (SR260). Please refer to Article 56 of the Professional Negotiations Contract for additional guidelines concerning supplemental pay for tuition costs. Course approval and payments are governed by this article.

Date approved _____ Superintendent or Designee _____
Payable _____

MONROE LOCAL SCHOOL DISTRICT
MONROE, OH 45050

APPLICATION FOR REIMBURSEMENT OF TUITION/CEU COSTS

Name _____ Date _____

School _____

1. College or University Attended: _____

2. Completion Date of Last Course: _____

   Attach an official transcript, if the course places you in another salary group, send it to the Superintendent's Office by **October 15** or **March 15**, otherwise, send a **grade sheet** for reimbursement.

3. Indicate the Tuition Costs of the accompanying Course: _____

   Attach your **Registration Receipt** or **Canceled Check** showing your tuition costs.

4. Please refer to Article 56 of the Professional Negotiations contract for additional guidelines concerning supplemental pay for tuition costs. Course approval and payments are governed by this Article.

(Do not Write Below this Line)

Transcript or Grade Sheet [Course(s) and Grade(s)] _____

Semester Hours: Undergraduate _____

Graduate _____

Paid _____ Date _____

Appendix L

MEMORANDUM OF UNDERSTANDING

Evaluation Procedure
(Expires June 30, 2028)

ARTICLE 13 – EVALUATION PROCEDURE

13.1 PHILOSOPHY OF EVALUATION

A. Evaluation of teaching is a continuous constructive process for the improvement of the quality of instruction and is cooperative in nature. It provides a basis for self-evaluation and professional growth for the certified employee.

The evaluation process provides a means whereby the certified employee's competency and performance are carefully, fairly, and systematically assessed; aids in making sound administrative decisions affecting the certified employee; and provides a permanent record of the certified employee's performance.

B. All certified employees hired by the Board shall be informed as to the evaluation criteria to be used in determining their reemployment.

C. The following procedure defines the evaluation process for all certified employees whose assignment qualifies them for the Ohio Teachers Evaluation System (OTES 2.0) or the Ohio School Counselor Evaluation System (OSCES). Additionally, this process shall be utilized for the evaluation of nurses with the exception of the OTES 2.0/OSCES forms or requirements for use of high-quality student data.

D. The evaluators shall be the principals, assistant principals, district administrators designated as the certified employee's supervisor, or other district administration assigned by the Superintendent who have obtained the appropriate credentials required by the Ohio Department of Education.

13.2 FREQUENCY OF EVALUATION

A. The evaluator shall conduct a formal evaluation of every certified employee during his/her first three (3) years of employment with the Board, regardless of the teacher evaluation rating. Other certified employees will be evaluated annually unless otherwise specified in B, C, D, and E below.

B. A certified employee who is scheduled to be on a leave of absence for more than 50% of the school year shall not be evaluated during the school year. A

certified employee who submits a notice of retirement and such retirement is approved by the Board by December 1 shall not be evaluated during the school year.

C. A certified employee who spends less than 50% of their time in student instruction shall not be evaluated using OTES 2.0. A separate evaluation tool may be used that is more specific to their assigned duties.

D. A certified employee who is not in the first three years of employment with the district and who receives a rating of accomplished may be formally evaluated every three (3) years as long as the employee submits a self directed growth plan to the evaluator that focuses on specific areas identified in observations and evaluations and the evaluator determines the employee is making progress on the plan. The evaluator will conduct an informal observation and meeting during the "off cycle" years. The Superintendent/designee maintains discretion for failure to progress on growth plan and or for other documented performance issues to require that a certified employee receive a full evaluation cycle even during an "off cycle" year. Except in unusual circumstances, certified employees will be notified by May 10 if a more frequent evaluation schedule is necessary for the next school year.

E. A certified employee who is not in the first three years of employment with the district and who receives a rating of skilled may be formally evaluated every two (2) years as long as the teacher and evaluator jointly develop a professional growth plan for the teacher that focuses on specific areas identified in the observations and evaluation and the evaluator determines that the teacher is making progress on that plan. The evaluator will conduct an informal observation and meeting during the "off cycle" years. The Superintendent/designee maintains discretion for failure to progress on growth plan and or for other documented performance issues to require that a certified employee receive a full evaluation cycle even during an "off cycle" year. Except in unusual circumstances, certified employees will be notified by May 10 if a more frequent evaluation schedule is necessary for the next school year.

F. The Superintendent/designee, evaluator or certified employee may determine that the employee be formally evaluated in any “off cycle” year for failure to progress on a professional growth plan and or for other documented performance issues. Except in unusual circumstances, certified employees will be notified by May 10 if a more frequent evaluation schedule is necessary for the next school year. The employee shall be informed as to the reason for a more frequent evaluation.

Additionally, a certified employee who transfers from one school building to another shall be formally evaluated the first year in the new assignment.

13.3 OBSERVATIONS AND WALKTHROUGHS

A. During any year in which a teacher is fully evaluated, there shall be two (2) announced formal observations. The observations shall be a minimum of thirty (30) minutes each in duration. The evaluator shall contact the certified employee prior to any observation to make arrangements as to the best time to conduct this observation. Additional observations may also be scheduled by the evaluator.

B. Certified employees on a limited contract who are under consideration for renewal shall receive at least three (3) formal observations unless the third observation is waived by the administration.

C. Copies of the observation form will be available to the certified employee within five (5) working days, unless unusual circumstances arise.

D. At least two (2) unannounced walkthroughs conducted by the evaluator shall also be used to gather evidence to support the assessment of a certified employee's teaching performance. Feedback from a walkthrough shall be provided on the walkthrough form within twenty-four (24) hours. The evaluator or certified employee may request a debriefing conference to discuss the evidence collected during a walkthrough.

13.4 CONFERENCES

A. The first announced observation of the school year shall include a pre-observation conference at which time the evaluator and certified employee shall discuss the plans for the lesson to be observed, the expectations for students, progress on the professional growth plan, and any other pertinent information.

A post-observation conference shall be held between the evaluator and the certified employee within ten (10) working days after the observation in order for questions arising from the observation to be discussed and or to review progress on the professional growth plan. All of the evaluator's observations shall be made available to the certified employee at the post-observation conference.

If additional information is added due to the discussion at the post- observation conference, the evaluator shall make available a copy of the updated observation report to the certified employee within twenty-four (24) hours.

B. For the second announced observation of the school year either the evaluator or the certified employee may request a pre-observation conference, but it is not a requirement by either party.

A post-observation conference shall be held between the evaluator and the certified employee within ten (10) working days after the observation in order for questions arising from the observation to be discussed and or to review progress on the professional growth plan. All of the evaluator's observations shall be made available to the certified employee at the post-observation conference.

If additional information is added due to the discussion at the post- observation conference, the evaluator shall make available a copy of the observation report to the certified employee within twenty-four (24) hours.

C. For those employees requiring a third observation, the process shall be conducted as specified in Section A above.

13.5 FINAL EVALUATION

Prior to May 10, the evaluator shall provide the certified employee with a printed copy of the completed evaluation form. The evaluator may make comments in the appropriate spaces provided and shall make comments in any category marked ineffective or developing in the spaces provided on the form. The certified employee shall acknowledge the final evaluation in the Ohio Evaluation System.

13.6 OFF-CYCLE OBSERVATIONS

In years when a certified employee is not subject to the formal evaluation because he/she received an overall evaluation rating of accomplished or skilled and the evaluator determines the employee is making progress on their professional growth plan, he/she will be subject to an off-cycle observation. The evaluator shall conduct one (1) off-cycle observation of at least thirty (30) minutes and shall provide a printed copy of the off-cycle observation report within ten (10) working days. A post-observation conference shall be held where the off-cycle observation report shall be discussed and progress on the professional growth plan will be reviewed.

13.7 PROFESSIONAL IMPROVEMENT PLANS

A. A certified employee who has received a final holistic rating of ineffective, will be placed on a professional improvement plan, developed by the evaluator, by the end of the school year. Before the improvement plan is made effective the plan will be reviewed with the employee. The plan shall follow requirements and use the documents of OTES 2.0 to support improvement. The plan shall include a reasonable time between observations to allow time for improvement in the areas of performance deficiency.

B. The evaluator may place a certified employee on an improvement plan at any time based on documented deficiencies. Deficiencies shall be put in writing and provided to the certified employee within a reasonable period after the deficient

performance.

C. Progress on the professional improvement plan shall be monitored and discussed at minimum three times as defined in the improvement plan.

13.8 PROFESSIONAL GROWTH PLANS

A. A certified employee who received an accomplished rating on their most recent evaluation will independently develop a professional growth plan prior to September 15 of each school year.

B. A certified employee who received a skilled rating on their most recent evaluation will jointly develop a professional growth plan with their evaluator by September 15 of each school year.

C. A certified employee who has received a developing rating will develop a professional growth plan guided by their evaluator prior to September 15 of each school year.

13.9 GENERAL PROVISIONS

A. A good faith attempt by the Board to comply with all required evaluation or non-renewal procedures, as incorporated herein by reference, shall satisfy any and all legal requirements precedent to the nonrenewal of any certified employee's limited contract. Therefore, any minor, technical, or other immaterial failure to comply with these procedures by the Board, which does not prejudice the substantial rights of a certified employee, shall not serve to inhibit the right of the Board to non-renew the limited contract of a certified employee.

B. The parties agree that Article 14.2 Probationary Employee, is applicable to any newly hired certified employee.

C. Should there be a need to implement a reduction in force, all evaluations for certified employees shall be deemed comparable.

D. A teacher shall have the right to make written objections/comments to his/her evaluation to be included in his/her personnel file and in his/her eTPES file.

E. Only procedural compliance with this Article/MOU, and not the contents of any evaluation is subject to the Grievance Procedure set forth in Article 7 herein. The employee's opportunity to submit written objections described above shall be the employee's sole recourse to dispute the contents of his or her evaluations except in disciplinary hearings before an arbitrator at which time an employee may contest the contents of an evaluation if such evaluation formed the basis for an adverse personnel action.

F. No complaints against a certified employee will be used in the evaluation process unless previously discussed with him/her. Additionally, anonymous letters or materials shall not be used in the evaluation.

G. Use of the term "made available" regarding the completed observation forms means that the form will be filed in the certified employee's OhioES file.

H. The parties will utilize the evaluation forms adopted by the Ohio Teaching Evaluation System (OTES) and the Ohio School Counselor Evaluation System (OSCES).

I. The parties state that it is their express intention and agreement that the evaluation procedures set forth in this Article/MOU are the sole evaluation procedures applicable for the certified employees and that such evaluation procedures, where applicable, comply with the requirements of Ohio Revised Code 3319.111 and 3319.112.

The parties further agree that should litigation and/or legislation amend and/or repeal any requirement or provision related to the certified employees' evaluation, the parties shall review said changes and recommend what adjustments, if any, need to be made to the evaluation policy and/or procedures defined within this Article/MOU. Any alteration to the Memorandum of Understanding shall require approval/ratification from the Board and the Association membership. Upon approval/ratification the parties shall enter into a written amendment to the contract.

Appendix M

Memorandum of Understanding
MONROE RESIDENT EDUCATOR PROGRAM
(Expires June 30, 2028)

A. The Board will provide the necessary mentor support for any certified employee who enters into employment with the Board licensed as a Resident Educator.

B. Certified employees who wish to serve as a mentor shall be properly trained as required by the Ohio Department of Education. All training associated with the Resident Educator Program shall be paid by the Board. Every reasonable effort will be made to assign mentors to resident educators based on similar grade level, subject area and building. Administration shall decide final placement but shall make reasonable efforts to provide opportunities for all interested employees to serve as mentors. At the end of the school year or in the summer between each school year, the district shall post mentor positions as needed to provide training and assignment of mentors once trained.

C. The Program Coordinator will assign a mentor to each Resident Educator at the start of each school year. No mentor will be assigned more than two Resident Educators unless superintendent approves.

D. Year One and Two Resident Educators shall be provided two professional leave days to conduct necessary out-of-classroom observations. The Mentors for Year One and Two Resident Educators shall be provided the equivalent of one (1) day of professional leave to conduct necessary observations. Arrangements for such leave shall be processed through the Program Coordinator and approved by building administrator.

E. The Program Coordinator shall be provided necessary leave, upon request, to attend to requirements of the position that may interfere with his/her normal teaching responsibilities. Approval of such requests will be decided by superintendent.

F. Compensation shall be as follows:

1. Mentor for Year One Resident Educators:
   a) $800.00 for the assignment of one (1) Resident Educator and;
   b) $500 for each additional Resident Educator
2. Mentor for Year Two Resident Educators:
   a) $700.00 for one (1) Resident Educator and;
   b) $400 for each additional Resident Educator
3. Resident Educators who do not complete the program in two years will be provided support by program coordinator or designee.

4. Continuity Bonus: If a mentor serves in years one and two with the same resident educator, they will receive a $500.00 bonus.
5. Program Coordinator – will be placed on the CBA supplemental salary schedule at category (4) single step.

Appendix N

MEMORANDUM OF UNDERSTANDING

OPEN ENROLLMENT

The Board provides the opportunity for current employees who reside outside of the school district to enroll their children as students of the Monroe Local Schools.

The parties agree that children of current employees who choose to enroll through the Board's open enrollment policy shall be given priority enrollment over any other open enrollment applicant.

If the Board suspends its open enrollment policy, any employee who resides outside of the School District shall be allowed to have their children as students of the Monroe Local Schools. Employees' children shall not count towards the calculation of overage payments as defined in Article 24.

Appendix O

STATE EMPLOYEES RETIREMENT ELIGIBILITY TABLE (SERS)

SERVICE RETIREMENT ELIGIBILITY TABLE		
	Applies to Members with 25 Years or More of Service on or Before Aug. 1, 2017 (Grandfathered)	Applies to Members with Less than 25 Years of Service as of Aug. 1, 2017
Unreduced Service Retirement	Age 65 with 5 years, or Any age with 30 years	Age 67 with 10 years, or Age 57 with 30 years
Early Service Retirement with Reduced Benefits	Age 60 with 5 years, or Age 55 with 25 years	Age 62 with 10 years, or Age 60 with 25 years

STATE TEACHERS RETIREMENT ELIGIBILITY REQUIREMENTS FOR UNREDUCED BENEFITS (STRS)

Retirement dates	Unreduced benefit (minimum age and years of service)
6/1/2024 - 5/1/2025	Any age and 34 years; or age 65 and 5 years*
6/1/2025 - 7/1/2027	Any age and 33 years; or age 65 and 5 years*
On or after 8/1/2027	Any age and 34 years; or age 65 and 5 years*

Appendix P

MONROE LOCAL SCHOOLS
REQUEST FOR TENURE/CONTINUING CONTRACT

ELIGIBILITY REQUIREMENTS

In accordance with Ohio Revised Code 3319.11 eligibility for continuing contract is based on two factors - the teaching certificate/license and the length of teaching service in the district.

TEACHING SERVICE

- Has taught in the Monroe Schools for three (3) out of the last five (5) years
  OR
- Has taught two (2) years in Monroe and had continuing contract from another district prior to employment in Monroe.

CERTIFICATE/LICENSE

(Employees initially licensed after January 1, 2011, must have at least 7 years under that license.)

- Holds a professional, permanent or life certificate (under prior law)
  OR
- Holds a professional license plus either of the following:
  - Thirty (30) college semester hours in the area of licensure or area related to teaching field since the issuance of the teacher's first certificate or license
    OR
  - Six (6) college semester hours in the area of licensure or area related to teaching field if a Master's degree was held at the time of the issuance of the first certificate or license.

Name: _____

Building Assignment: _____ Phone Ext.: _____

CERTIFICATE/LICENSE

Type of Certificate or Licensure: _____

Date Issued: _____

Check one of the following:

Master's Degree: _____

OR

Thirty (30) college semester hours since issuance of first certificate/license: _____

OR

Six (6) college semester hours because I had a Master's degree when I received my first certificate/license: _____

(Superintendent/designee will audit transcripts to verify).

TEACHING SERVICE

Total years taught in Monroe: _____

If you had tenure in another school district, total years taught in Monroe district: _____

School District of tenure: _____

If you believe you meet all of the above criteria, please return the completed form to Superintendent by October 1.

_____ _____

Signature Date

APPENDIX Q

MEMORANDUM OF UNDERSTANDING

Class Size

(Expires June 30, 2028)

ARTICLE 24
CLASS SIZE--CERTIFIED

24.1 The following pupil-certified employee ratios are recommended as guidelines, which local school administrators shall strive to meet in assigning students to classrooms in the District. Optimum levels shall be the goals, and every reasonable effort shall be made not to exceed the maximums including overloads, as set forth below.

		Optimum	Maximum
A.	Grades K – 2 (or K-6 self-contained for academic classes)	22	25
B.	Grades 3 - 6 (or K-6 departmentalized for academic classes)	22	27
C.	K – 6 Steam, Music, Art		30
D.	K – 6 Physical Education		35
E.	Grades 7 – 12	Daily Averages	
1.	English, Social Studies, Science, Mathematics, Foreign Language, Business, Health, Art, Speech Drama	25	26.7
2.	Technology Education, Debate	18	25
3.	Physical Education	25	35
4.	General Music	25	32
5.	Remedial classes in academic areas	18	22

24.2 SPECIAL EDUCATION

Pupil-employee ratios in all special education classes shall meet the current standards required for approval by the State Department of Education.

Notwithstanding the statement above:

Students assigned to a specific functional unit shall not exceed ten (10).

The case load of IEP students for a certified employee shall not exceed sixteen (16) students in Grades K through 8. The case load of IEP students for a certified employee shall not exceed twenty-four (24) in Grades 9 through 12. Case load is defined as the students for whom the intervention specialist is responsible for completing IEP, progress reports, and other required district and state forms.

If the caps above are exceeded, an appropriately licensed administrative employee may be assigned to perform these duties so that the case load of the intervention specialist can be reduced down to the caps, until such time that the number of students/IEPs warrants the employment of another intervention specialist.

24.3 OVERLOAD PAYMENTS FOR GRADES K-**1**

A. Beginning on the eleventh (11th) student day after the first day of school, if the maximum number of students per class is exceeded, the classroom employee will receive $8.00 per the number of students over the maximum limit. This overload payment shall be retroactive to the first day of school or to the first day that the overload occurs. The maximum overload for grades K-**1** shall be three (3) students. Overload payments will be based upon the actual number of students over the maximum for each occurrence.

B. Student enrollment will be verified by the official student roster kept by the employee and the principal's office. Payment for student overloads shall be issued following each semester.

24.3 OVERLOAD PAYMENTS FOR GRADES 2-6

A. Beginning on the eleventh (11th) student day after the first day of school, if the maximum number of students per class is exceeded, the classroom employee will receive $8.00 per the number of students over the maximum limit. This overload payment shall be retroactive to the first day of school or to the first day that the overload occurs. The maximum overload for grades 2-6 shall be seven (7) students. Overload payments will be based upon the actual number of students over the maximum for each occurrence.

B. Student enrollment will be verified by the official student roster kept by the employee and the principal's office. Payment for student overloads shall be issued following each semester.

24.4 OVERLOAD PAYMENTS FOR GRADES 7-12

A. Beginning on the eleventh (11th) student day after the first day of school, if the maximum number of students per day assigned to an academic employee exceeds 160 students per day, the employee will be entitled to receive overload payments at a rate of $1.50 per student over the maximum limit. This overload payment shall be retroactive to the first day of school or to the first day that the overload occurred. However, the maximum number of students per day shall not exceed 175 students for academic employees. Overload payments will be based upon the actual number of students over the maximum for each occurrence. Each student in a balanced literacy program (a reading and writing workshop block) counts as one student.

B. Student enrollment will be verified by the official student roster kept by the employee and the principal's office. Payment for student overloads shall be issued following each semester.

APPENDIX R

MEMORANDUM OF UNDERSTANDING

Tuition Reimbursement

(Expires June 30, 2028)

1. A teacher who is requested to attend course work or achieve credentialing at the request of the Board shall be fully reimbursed for the cost of tuition and books/fees for the educational course work in the event the teacher accepts the Board's voluntary request.

2. A teacher who voluntarily accepts full reimbursement after being requested to acquire an educational degree or certificate shall be required to enter into an agreement with the Board whereby the teacher agrees that he/she will remain employed as a certified teacher in good standing for a period of an additional five (5) years after the completion/certification.

3. Eligibility to participate in the program shall be at the discretion of the administration based on the needs of the District.

4. An employee shall not be required to obtain a "B" or better to receive reimbursement. However, the employee must successfully complete the course work or obtain the certification required by the Board.

APPENDIX S

MEMORANDUM OF UNDERSTANDING

New Hire Service Credit

(Expires June 30, 2028)

1. The Superintendent, at his/her discretion, may grant more than ten (10) years' service credit to newly hired employees.

2. The Superintendent may also grant service credit for both public and private prior teaching experience in out-of-state schools.

3. The Superintendent may consider and grant service credit for both private and/or public prior experience in teaching-related fields or assigned duties.

APPENDIX T

MEMORANDUM OF UNDERSTANDING

Psychologist

(Expires June 30, 2028)

1. **Work Day and Total Days**

For the duration of this Memorandum the following describes Working Day and Total Days for psychologists that would be clarify existing language from Article 21 WORKDAY – CERTIFIED or Article 51 ADMINISTRATION OF THE SALARY SCHEDULE-ALL EMPLOYEES.

Psychologist

Psychologists district wide will be paid according to the psychologist column on the salary schedule for 190 days of employment for an 8 hour work day. Up to 10 days of extended service may be assigned and will be compensated at the per diem rate according to the salary schedule.

2. **Current Language Not Applicable to Psychologists**

This Memorandum recognizes that a number of other current provisions as written in the Agreement do not apply to the district psychologist position. Specific but not an exhaustive list of examples include Article 18 PLANNING, PREPARATION AND DUTIES-CERTIFIED; Article 19 INTERNAL SUBSTITUTION; and Article 24 CLASS SIZE.

In the event that current language is not sufficient to address concerns that arise from either party, the Association president and Superintendent shall meet to mutually agree on a resolution that will not be binding or precedent setting when entering collective bargaining at the conclusion of the current Agreement.

3. **Salary**

Addition of a column for psychologist on the certified salary schedule based on the MA+30 column hourly rate for an 8 hour workday and 190 days of service beginning on step 1, and then following the same index structure as the MA+30 column.

APPENDIX U

MEMORANDUM OF UNDERSTANDING

Attendance Officer and Residency Specialist

(Expires June 30, 2028)

1. **Salary**

Addition of an Attendance Officer & Residency Specialist to the classified salary schedule on the same column as Clinic Aide.

2. **Work Day/Year**

Attendance Officer & Residency Specialist shall be paid according to the Attendance Officer & Residency Specialist column on the salary schedule for 200 days of employment for an 8-hour workday. Additional duties assigned may include court appearances, home visits, and other assignments will either be exchanged as compensatory time agreed upon by the supervisor and employee or paid at the appropriate hourly rate. For duties not connected to existing workdays there would be a two-hour minimum of time set.