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MASTER CONTRACT

between the

HUNTINGTON LOCAL EDUCATION ASSOCIATION

and the

HUNTINGTON LOCAL SCHOOL DISTRICT BOARD OF EDUCATION

August 1, 2025 – July 31, 2028

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ARTICLE I – NEGOTIATIONS PROCEDURE

A. Preamble

This agreement is made by and between the Huntington Board of Education, hereinafter referred to as the "Board," and the Huntington Local Education Association, hereinafter referred to as the "Association."

B. Recognition

The Board recognizes the Association as the sole and exclusive bargaining agent for all licensed personnel in the school district, including Technology Coordinator, but not including confidential employees, casual substitutes, casual employees, supervisors, administrative personnel, the school nurse, school psychologist and speech therapist.

C. Management

The Board, by law, is recognized as the official policy-making body of the School District. The Board, in keeping with state law, individual contracts, and past and future negotiated policies, has the authority to manage the school including, but not limited to those rights set forth in Ohio Revised Code 4117.08.

D. Negotiations Procedure

Either the Association or the Board may initiate negotiations by filing a Notice to Negotiate with the other party within one hundred twenty (120) and sixty (60) days prior to the expiration of the agreement. Within fifteen (15) working days of transmittal of said notice, the parties shall hold their first negotiation session. The first negotiating session shall be for the purpose of exchanging proposals and determining any ground rules deemed necessary. At any negotiation session, either party may be represented by no more than five (5) representatives. Either party may bring up to two (2) additional representatives to a particular session with the agreement of the other party.

E. Scope of Bargaining

Both parties agree to bargain with respect to wages, fringe benefits, and other conditions of employment.

F. Dispute Settlement Procedure

If, after forty-five (45) days prior to the expiration of the agreement, agreement has not been reached on all items under negotiations, either party may call for the services of the Federal Mediation and Conciliation Service (FMCS) to assist in negotiations. If a party calls for FMCS involvement, the other party shall join in a joint request. This is the final step in the negotiations procedure and is intended to supersede the statutory dispute resolution procedure set forth in O.R.C. 4117 et seq.

G. Agreement

When final agreement is reached through negotiation, the outcome shall be reduced to writing and submitted to the Association for ratification. Following the ratification by the Association, the Agreement shall be submitted to the Board for adoption. Upon official adoption by the Board, the Agreement shall be signed by both parties.

ARTICLE II – ASSOCIATION RIGHTS

A. Use of Buildings

The Association shall have the right to use school facilities for membership meetings, and such use shall be in accordance with the general Board policy regarding use of buildings by any private organization.

B. Use of Equipment

With permission of the Superintendent, the Association shall have the right to use school equipment for the purpose of publishing monthly Association meeting agendas. Other uses may be approved by the Superintendent with Board approval. In all cases, costs for use of such equipment by the Association shall be paid for by the Association.

C. Bulletin Boards

The Board shall provide adequate bulletin board space in each building for Association purpose. The Association shall have the right to post notices of its activities and matters of Association concern on such bulletin board space.

D. Mail System

The Association may use the internal mail system of the school and place Association communications in the mail boxes provided to each teacher in the system.

E. Association Announcements

An Association representative shall be provided time during all building meetings of the teaching staff to make routine Association announcements.

F. Transaction of Association Business

Representatives of the Association shall be permitted to transact official Association business on school property provided that this shall not interfere with or interrupt the assigned duties of the teachers. Any representative of the Association who is not an employee of the Board shall upon entering the building ~~first~~ report to the building office. If such representative requests to meet with a teacher, such a meeting shall be held only

before school, after school, or during the teacher's duty free lunch period or planning periods, unless otherwise waived by that building principal.

G. Association Information

Annually the district shall provide the association president with a tentative list of the names, addresses, telephone numbers and building assignments for all bargaining unit members.

ARTICLE III – GRIEVANCE PROCEDURE

A. A "grievance" is a claim by a member or the bargaining unit or the Association based upon an alleged violation, misapplication, or misinterpretation of this Agreement.

A "grievant" is an individual(s) or entity that filed the grievance.

B. A "grievance procedure" is a method by which an individual or group of employees can express a complaint, problem, or dispute without fear of reprisal and obtain a fair hearing at progressively higher level.

C. Nothing contained herein shall be construed as limiting the individual rights of a member of the bargaining unit to discuss the grievance informally with members of the administration through normal channels of communication, without the intervention and/or consultation of the Association provided that the grievant agrees with the terms of the adjustment.

D. The primary purpose of this procedure shall be to obtain at the lowest level and in the shortest period of time, equitable solutions to grievances, which may arise from time to time.

E. Both parties agree that grievance proceedings should be handled in a confidential manner.

F. A grievant shall initiate action within fifteen (15) days of becoming aware of an event or condition upon which the grievance is based. If the initiation of such action is longer than fifteen (15) days, the right to use the procedure described can be considered waived.

G. A "day" is defined as a working day. When school is not in session for the summer break, a day shall be defined as weekday.

H. Procedure

1. Time Limits

Time limits stipulated should be adhered to strictly as maximums to ensure rapid resolution to problems and issues concerned. Lack of adherence to the time limits

by the grievant can result in the declaration that resolution has been obtained by the last level of hearings. Lack of adherence to the time limitations by the Board results in the grievance progressing to the next step of the grievance procedure. Time limits may be extended only by mutual agreement of all parties concerned.

2. Level One – Informal

Within fifteen (15) days from the time the grievant knew or should have known of an event or condition that the grievant considers a grievance, he/she shall discuss the problem with his/her immediate supervisor. He/she may do this alone or with his/her Association representative. The Grievant shall provide the administrator at least twenty-four (24) hours' notice that there is a potential grievance before requesting a discussion.

3. Level Two – Formal

a. In the event the grievant is not satisfied with the disposition at the informal meeting, the grievant will take their grievance to the grievance committee (building representatives) to determine if the contract has been violated. In the event the grievance committee determines there was a contract violation, the grievant may initiate the formal procedure by filing a written grievance with his/her immediate supervisor within fifteen (15) days of the informal meeting.

b. In all levels of the formal procedure, official Grievance Report Forms shall be prepared in triplicate; one (1) for the grievant; one (1) for the administrator, one (1) for the Association.

c. Within ten (10) days of the filing of the written grievance the immediate supervisor will issue a written response to the grievance.

4. Level Three

a. If the grievant is not satisfied by the disposition of the immediate supervisor, he/she may seek a hearing with the Superintendent and/or his/her designated representative by completing step two (2) of the Grievance Report Form in triplicate and submitting it to the Superintendent within ten (10) days of receipt of the Level Two answer. Within the next ten (10) days a hearing shall be arranged between the grievant, up to two (2) representatives of the Association if requested by the grievant, the Superintendent or his/her designee and/or a representative of the Board if requested by the Superintendent or his/her designee.

b. The written disposition of the Superintendent or his/her designee shall be made to the grievant and to the Association President within ten (10) days.

5. Level Four

a. If with the written approval of the Association, the grievant is not satisfied with the disposition in Level Three, he/she may request that the issue be submitted to arbitration within ten (10) days after the disposition in Level Three.

b. The arbitrator shall be selected from a list of Arbitrators provided by the American Arbitration Association using the alternate strike method. Either party has the right to request a second list of arbitrators. If either party elects to request a second list, such election shall be made prior to striking the first list.

c. The arbitrator will have only the authority to determine whether there was a violation, misinterpretation, or misapplication of the Master Contract.

d. The arbitrator shall make his/her report and recommendations in triplicate to the grievant, the Superintendent, and the President of the Association. His/her decision shall be adhered to by all parties previously mentioned. The report shall be issued within thirty (30) days of the arbitration hearing.

e. The cost of the arbitrator shall be shared equally by the parties. Each party shall responsible for compensating his/her own representative(s).

I. General Provisions

The procedures contained in this Article constitute the sole and exclusive method of redressing grievances arising from this Agreement during the life of this Agreement and any extensions thereof.

ARTICLE IV – LEAVE OF ABSENCE

A. Sick Leave

1. Each teacher shall accumulate sick leave at the rate of one and one-half (1½) days per month.

2. Each beginning teacher shall be granted a minimum of five (5) days sick leave upon employment by the Board.

3. Sick leave days may be used to cover absences for personal illness, injury, exposure to contagious disease which could be communicated to other employees, pregnancy disability, and for illness or death in the immediate family.

4. Sick leave must be entered into the electronic reporting system prior to the absence and in no circumstances later than two (2) days of return from absence.

5. Sick leave exceeding five (5) consecutive days and/or ten (10) nonconsecutive days within a four (4) week period will require medical documentation.

6. Any teacher having a sick leave granted for a particular day on which school is canceled shall not be charged for the use of that sick leave.

7. Immediate family is interpreted as meaning grandparents, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, father-in-law, father, mother-in-law, mother, spouse, child, grandchild, a legal guardian or other person who stands in place of a parent.

8. Usage of sick leave can be in increments of ¼ day, ½ day, and one whole day.

9. Sick Leave Pool

   a. Each year a licensed staff member may contribute one (1) day of their accumulated sick leave to the sick leave pool. Only contributors can draw from the pool.

   b. Committee Composition

      Two HLEA members, one of whom shall co-chair
      The Superintendent, who shall be co-chair
      One building level administrator
      The Treasurer

   c. Operation of the Pool

      (1) Establishment

         i. Each licensed staff member may contribute one (1) day of his/her accumulated sick leave to the sick leave pool during the enrollment period. The enrollment period will be from August 20 through September 14. New teachers hired after the school year has commenced will have two weeks to enroll. The donated day is not returnable.

         ii. The donated days will be placed in the sick leave pool as a dollar value as of the date of contribution based upon the contributor's per diem salary. (For the purposes of this section, the contributor's per diem salary is determined by dividing the teacher's annual salary by 184 days.)

      (2) Operational Procedures

         i. Loans from the sick leave pool will be limited to those individuals who have contributed to the pool. The loan

applicant must have contributed in the school year in which the loan is requested or the previous year if the loan is needed in the first semester of the given school year.

ii. A loan will be limited for the use of days for personal illness. A doctor's statement is required with the application in order to be considered for a loan.

iii. A loan will be considered only after the individual has used all of his/her accumulated sick leave days and has used possible advances of sick leave days under this agreement Article IV, Section (A)(1) and (2).

iv. The loan to the pool participant shall be in the dollar equivalent of the amount of sick leave received based upon the borrower's per diem salary. The amount of the loan shall be deducted from the sick leave pool balance. Sick leave borrowed shall be in whole days and not fractional parts. (For the purposes of this section, the borrower's per diem salary is determined by dividing the teacher's annual salary by 184 days.)

v. The committee shall review and approve or deny all applications to the sick leave pool. Decisions of the committee are final.

(3) Loan and Payback Procedures

i. The maximum number of days that a person may borrow is 10% of the total sick leave value in the pool at the end of the enrollment period.

ii. The member who borrows from the pool will pay back the value borrowed at the rate of 50% of his/her annual accumulated sick leave at the end of the salary contract year, each year until the total value borrowed has been restored to the pool.

iii. In the event a member terminates employment with the district and an outstanding balance of sick leave pool usage exists, the member will be required to repay the district the value of the balance of the sick leave pool usage, computed by using the member's daily rate at time of the initial sick leave pool loan.

iv. Any member who currently has an unpaid balance of sick leave pool usage will not be eligible to borrow from the sick leave pool until the balance is repaid, but an ongoing loan may be extended for the same illness according to the sick leave bank in this contract.

d. The committee shall review the operation of the sick leave pool annually, and shall make recommendations, if necessary, for modifications of the plan to the negotiating teams of the ASSOCIATION and the BOARD.

B. Bereavement Leave

1. Up to three (3) days per year, separate from sick leave, may be used for death in the immediate family.

2. Bereavement leave may also be granted in special circumstances for cases of death of an individual who is not immediate family; provided the certified employee notifies and consults with Superintendent regarding the request. The Superintendent shall have sole discretion to grant said request and to limit the number of days granted.

C. Association Leave

2. The Board and the Association agree that the Association shall be granted up to eight (8) days per school year to perform professional association duties that cannot be performed at times other than normal school days. Not more than three (3) representatives can be out on any given day.

3. Such leave will be granted upon written notice from the Association President, at least two (2) days in advance, to the office of the Superintendent.

4. Such written notice shall include the name of the Association representative(s), date(s) leave is requested, and place and function for which leave shall be used

5. In addition to the number of days mentioned herein, it is agreed that teachers who are members of the teacher negotiations team may, upon the approval of the Superintendent, be permitted additional leave in connection with meetings called in accordance with the dispute resolution procedure of the Agreement.

D. Personal Leave

6. Each teacher shall be granted (3) days at the start of each contract year of, each school year due to personal reasons, which days shall not be deducted from sick leave. If possible, a teacher will give his/her principal seventy-two (72) hours advance notice of his/her intention to take such leave. When a staff member is absent for personal reasons, a report of such absence, signed by the teacher and

his/her principal shall be filed with the Treasurer upon return within two (2) days in unplanned situations following the last day of absence.

7. The use of a personal leave shall be unrestricted. Personal leave days may not be used, except in emergencies, during the last ten (10) days of the school year.

8. Any teacher having personal leave granted for a particular day on which school is canceled shall not be charged for the use of the personal leave. No more than ten percent (10%) of the staff of each building may be on personal leave at the same time.

9. Personal leave must be entered into the electronic reporting system prior to the absence, and in no circumstances later than two (2) days following the return from absence.

10. Usage of personal leave can be in increments of ¼ day, ½ day, and one whole day.

11. In an attempt to assure a high level of classroom instruction and to recognize the dedication of bargaining unit members, the following Attendance Incentive shall be provided to those who achieve the following attendance criteria:

Grading Period	0 sick days and up to one personal day	Up to 1 sick days and one personal day
1st grading period	$500	$250
2nd grading period	$500	$250
3rd grading period	$500	$250
4th grading period	$500	$250

12. Payments shall be made in February and in June.

13. Bargaining unit members shall have the following option concerning unused personal leave:

    a. rolling over any unused personal leave days or any portion thereof into sick leave days; or
    b. rolling over two (2) unused personal days to the following year. Accumulated personal leave days may not exceed five (5) in any given year.
    c. may select reimbursement for up to two (2) personal leave days at $125 per day. The deadline to submit the approved form to the Treasurer's Office is the teachers' last work day. Reimbursement would be paid on the last pay in June.

E. Childcare Leave

14. The Board and the Association agree childcare leave up to one (1) year shall be granted upon written request to any member of the bargaining unit. Such leave shall include adoptions. A teacher returning from such leave shall be granted the same or similar position as held when such leave commenced.

15. The teacher shall be required to submit notice, with the initial request for such leave, of the date on which the teacher expects to return. If the teacher wishes to return earlier than the initial return date, and the Superintendent approves such early return, the teacher may do so. If the leave is requested to be extended and the Superintendent approves such extension, the teacher may do so.

16. A teacher who gives birth may use up to twelve (12) weeks of accumulated sick leave. A teacher who is the biological parent to a newborn, but who does not give birth, or a teacher who adopts a child less than two years old, may use up to six (6) weeks of accumulated sick leave for the care of and bonding with the child. Otherwise, childcare leave shall be unpaid leave, however, insurance benefits shall be provided to a teacher on said leave.

F. Short-Term Unpaid Leaves of Absence

A short-term leave of absence is an unpaid leave of absence consisting of one (1) or more consecutive teacher work days. An unpaid leave of absence sometimes may consist of a combination of personal leave days (which themselves are governed by Article 13) and one (1) or more unpaid leave days, not exceeding a total of five (5) unpaid leave days. Except in cases of emergency, as determined by the Superintendent, leave requests must be submitted in writing to the Superintendent no less than five (5) workdays in advance of the requested leave. Leave may be approved by the Superintendent or designee for compelling personal or other reasons. Superintendent or designee may approve unpaid leave when a teacher has at least two years of consecutive teaching in the district.

G. Professional Leave

The Board and the Association agree that a teacher may be granted leave with pay for attendance at meetings or conferences of an instructional nature or visitation. This leave may be granted at the sole discretion of the Superintendent.

H. Assault Leave

Any member of the bargaining unit employed by the Huntington Local Board of Education assaulted while in the course of such teacher's employment, and such teacher is temporarily disabled by an injury resulting from such assault, shall remain on the payroll as a regular employee and shall receive all benefits as if on sick leave on such terms and conditions as hereinafter provided. To be eligible for assault leave, the licensed

employee shall apply for and be granted workers' compensation. If workers' compensation benefits are paid, the Board shall pay to such employee the difference between the benefits received from workers' compensation and the employee's regular salary. For those days that compensation is made to the injured employee by the Bureau of Workers' Compensation, there shall be no deduction from the accumulated sick leave of the employee. Assault leave, as provided herein, shall be determined by a medical professional in accordance with O.R.C. 3319.143 and shall terminate at such time workers' compensation benefits are terminated, whichever comes first.

I. Jury Duty and/or Required Court Appearance

A teacher shall notify the building principal as soon as possible of the fact that he/she has been summoned to court for jury duty, or by subpoena, and the date or dates such duty may include. The employee shall receive full payment of his/her regular salary from the Board for the day or days of excused absence for this purpose. However, leave for court appearance shall not be granted in a civil action arising out of Board employment if the teacher requesting the leave is an adverse party to, or witness against, the Board of Education or any administrator in the district.

It is recognized that participation in a court hearing may be necessary in employment related child welfare situations.

J. Family and Medical Leave Act of 1993

The parties agree to abide by the provisions of the federal Family and Medical Leave Act of 1993.

ARTICLE V – EMPLOYMENT CONDITIONS

A. Reduction in Force

If the Board determines it is necessary to reduce the number of bargaining unit positions under O.R.C. §3319.17 or for decrease in funds, the following procedures shall apply.

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

    a. All members of the bargaining unit will be placed on a seniority list for each teaching field for which they are properly licensed. Teachers serving under continuing contracts will be placed at the top of the list, in descending order of seniority. Teachers serving limited contracts will be placed on the list under continuing contract teachers, also in descending order of seniority.

b. Seniority will be defined as the length of continuous service as a licensed employee under regular contract in this district.

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

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

a) The date of the board meeting at which the teacher was hired, and then by;
b) The date the teacher signed his/her initial employment contract in the district, and then by;
c) Any remaining ties will be broken by lot.

c. Recommended reductions in a teaching field will be made by selecting the person lowest on the seniority list for that area of licensure who is currently assigned to a position in that teaching field. A teacher so affected may elect to displace a teacher who holds a lower position on a seniority list for another area of licensure, provided he/she is licensed in that second area.

2. The names of teachers whose contracts are suspended in a reduction in force will be placed on a recall list for eighteen (18) months from the date of the reduction. Teachers on the recall list will have the following rights:

a. Teachers on the recall list will be recalled in order of seniority for vacancies in areas for which they are licensed at the time of the reduction of force.

b. If a vacancy occurs, the Board will send certified announcements to the last known address of all teachers on the recall list who are qualified according to these provisions. It is the teacher's responsibility to keep the Board informed of his/her current address. All teachers are required to respond in writing to the district office within ten (10) calendar days. The most senior of those responding will be given the vacant position. Any teacher who fails to respond within ten (10) calendar days, or who declines to accept the position, will forfeit all recall rights.

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

3. The parties agree that these procedures apply only to the suspension of contracts under O.R.C. 3319.17 or for decrease of funds. This article shall not require the Board to fill any vacancy, nor shall it interfere with any other lawful personnel procedures in the district.

B. School Calendar and Contract Year

1. Martin Luther King Jr. Day shall be designated in the teachers' schedules as a non-work, non-assigned day for the members of the bargaining unit.

2. The number of days in a teacher's regular contract year shall be one hundred eighty-four (184) days. The district calendar will be developed by a committee consisting of three (3) members designated by the Association and three (3) administrators designated by the Superintendent. Teachers shall report to work on all days school is closed for students after day 8, at the discretion of the Superintendent. On days that school is closed for students, and teachers are required to report, the days shall be used as a teacher work day or professional development.

3. If a teacher attends three after-school, academic, student or parent-oriented events, from a list of events provided by the building principal at the beginning of the school year, (not including athletic events), the teacher will receive a stipend in the amount of $200, included in payroll, no later than June 30. Attendance at events required by a teacher's individual supplement contract will not count toward this stipend.

C. Individual Regular Contract

1. The Board and the Association agree that all teachers employed by the Board shall be issued written contracts in accordance with the Ohio Revised Code. Such contracts shall include the following information:

   a. Name of teacher.

   b. Name of the school district and the board of education employing said teacher.

   c. Type of contract, limited or continuing. If limited, the number of years the contract is to be in effect.

   d. Tentative assignment of subject(s) and/or grade(s) to be taught.

   e. Annual compensation to be paid for the first year of the contract.

   f. Basis of determining compensation (initial placement will be no higher than Step 17).

   g. Number of pay days.

   h. The school calendar in days and inclusive dates.

i. Teacher agreement that he/she shall abide by the Board adopted policies at time of employment.

j. Provision that rules and regulations of the Board governing professional staff shall upon request be made available for the teachers' review.

k. Provision for signature and date of signature of the teacher being contracted.

D. Individual Supplemental Contract

1. The Board and Association agree that all teachers assigned additional responsibilities and granted additional compensation for such responsibilities shall be given a written contract that is in addition to their regular contract in keeping with Ohio Revised Code. Such supplemental contract shall include the following information:

a. Name of said teacher

b. Name of the school district and the board of education for which responsibilities shall be performed

c. Number of years contract is to be in force

d. Statement of additional responsibility and compensation to be provided

e. Dates within which compensation is being provided for said responsibility

f. Provision for signature and date of signing by the teacher

2. The Board and the Association agree that on each supplemental contract for which most duties are performed during a specific period of time less than the school year, the following shall be added:

"It is understood that the teacher signing this seasonal contract shall perform such duties as outlined in this contract during the effective dates of this contract and that such duties cannot be entirely limited to specific beginning and ending dates during the school year. Both parties agree that duties related to the major responsibilities as outlined in this contract shall be performed by the individual signing this contract throughout the life of this contract."

3. Salaries to be paid for supplemental duties shall be divided into equal payments, the first of which shall be paid on a date halfway between the beginning and end of such duties and the second shall be paid on the pay period following completion of the duties. Junior high and high school athletic directors pay shall be divided in each pay period and added to the regular salary, unless otherwise requested.

4. Athletic directors must notify the Treasurer within thirty (30) days of the signing of the supplemental contract of the payment schedule they desire. Failure to timely notify the Treasurer will automatically result in payments divided in each pay period and added to the regular salary.

5. Should the Board wish to add a supplemental position to those listed in Appendix C, it shall notify the HLEA, and bargain the pay for such position. Bargaining shall take place in accordance with O.R.C. §4117.

6. All supplemental positions are filled from year to year on an as-need basis, and expire at the end of the contract, and are not subject to the nonrenewal provision in Section V (1) below of this negotiated agreement.

7. Non-licensed individuals and licensed individuals who are not bargaining unit members will have the supplemental contracts they hold expire every year.

8. If the Board and administration have the intention of renewing an existing coach's contract, the association agrees that the position does not have to be posted. All other terms of supplemental contracts will apply.

E. Employment of Retired Licensed Personnel

1. For purposes of salary schedule placement, a previously retired teacher ("PRT") will be re-employed at zero (0) experience on the B.S. degree level. A PRT may not advance beyond the zero (0) experience level on the licensed salary schedule.

2. PRTs will be awarded one-year contracts of employment that will automatically expire at the end of the applicable school year without notice of non-renewal.

3. PRTs may be re-employed from year to year under limitations as described in paragraph 2, above, with Board approval, but shall not be eligible for continuing contract status.

4. PRTs will not accrue seniority.

5. PRTs shall not be eligible to participate in contractual retirement incentive program, if any, or for severance pay upon separation from employment.

6. A current employee who retires and intends to return under provisions of this Article must completely fulfill the provisions of his/her last pre-retirement individual contract of employment in order to be considered for additional employment.

7. PRTs shall be entitled to all other contract benefits available to bargaining unit members unless otherwise limited by specific provisions of this Article.

F. Vacancies

1. The Board and the Association agree that the Superintendent shall post via e-mail to all members, when the Board decides to fill a position, a notice of permanent vacancies in the Huntington Local School District during the school year. Teachers may seek transfers and, if qualified or if eligible for alternatives with the State Board of Education of Ohio to become qualified, and the requested transfer cannot be exempt from discussion the vacancy with the Building Principal, as vacancies occur. Bargaining Unit Members who indicate their interest for vacancies and are not selected will be given the right to meet with the Building Principal to discuss the rationale as to why they were not selected.

2. Notices of permanent vacancies that occur during the summer will be emailed to all staff using district email.

3. Vacancies will not be filled until they have been posted for at least five (5) working days, or five (5) weekdays during summer recess.

4. Vacancies occurring within fifteen (15) working days prior to the beginning of the school year are not subject to the requirements of Section 2 above.

5. The President of the HLEA shall be notified of all vacancies as they occur either by electronic mail or a phone call, and the teacher may indicate their interest in a position by notifying the Superintendent by email.

G. Teacher-Student Responsibility

Each teacher is to be accountable and directly responsible for each child under his/her supervision. All students should be supervised at all times. If any question arises between the teacher and the student or parent, the teacher is to explain the situation thoroughly to the person involved with the aid of the principal.

H. Curriculum

The Board and the Association agree that recommendations regarding curriculum studies, changes, or new programs will be made by a committee comprised of teachers and administrators, to be considered for adoption by the Board.

I. Teachers Hours

The Board and the Association agree that teachers are to be in their classrooms or work stations for seven (7) hours per day, as assigned by the building principal.

J. Non-renewal Procedures

1. If the Superintendent recommends that a teacher eligible for continuing service status not be reemployed, the Board may declare its intention not to reemploy the teacher by giving the teacher written notice on or before the first day of June of its intention not to reemploy the teacher.

   a. Any teacher receiving written notice of the intention not to reemploy may, within ten days of the date of receipt, file with the Treasurer of the Board a written demand for a written statement describing the circumstances that led to the Board's intention not to reemploy the teacher. The Treasurer of the Board, on behalf of the Board, shall provide the written response within ten (10) days of the date of receipt of a written demand.

   b. Any teacher receiving a written statement describing the circumstances that led to the Board's intention not to reemploy may, within five days of the date of receipt, file with the Treasurer of the Board a written demand for a hearing before the Board. The Treasurer of the Board shall, within ten (10) days of the date of the receipt, provide the teacher with a written notice setting forth the time, date, and place of the hearing. The Board shall schedule and conclude the hearing within forty (40) days of the date on which the Treasurer of the Board received a written demand.

   c. Any hearing conducted pursuant to this section shall be conducted by a majority of the Board and be held in executive session, unless the Board and the teacher agree to hold the hearing in public.

   d. The Board may be represented by counsel and the teacher may be represented by counsel or a designee.

   e. Within ten (10) days of the conclusion of the hearing conducted, the Board shall issue to the teacher a written decision containing an order affirming the intention of the Board not to reemploy the teacher reported in the notice given to the teacher or an order vacating the intention not to reemploy and expunging any record of the intention, notice of the intention, and the hearing.

2. If evaluation procedures have not been compiled pursuant to section 3319.111 of the Revised Code or the Board does not give the teacher written notice on or before the first day of June of its intention not to reemploy the teacher, the teacher is deemed reemployed under an extended limited contract for a term not to exceed one year at the same salary plus any increment provided by the salary schedule.

   a. The teacher is presumed to have accepted employment under the extended limited contract for a term not to exceed one year unless such teacher notifies the Board in writing to the contrary on or before the fifteenth (15^{th})

day of June, and an extended limited contract for a term not to exceed one year shall be executed accordingly. Upon any subsequent reemployment of a teacher only a continuing contract may be entered into.

K. Community Complaint Procedure

1. Action concerning a complaint by a member of the community other than a student shall be initiated by the following procedures:

   a. If requested by the complainant or the teacher, a meeting involving the teacher, the principal, and the complainant shall be arranged at a mutually convenient time to discuss the complaint. Twenty-four hours' notice shall be provided before the meeting.

   b. If the complaint is unresolved, it may be submitted to the Superintendent.

   c. If such conferences do not lead to understanding and resolution of the problems involved, the complainant may pursue further action by submitting in writing to the Board of Education a complaint against a teacher. The Superintendent shall give a copy to the teacher.

2. In each of the steps above, a teacher shall have the right to be involved in all conferences held, pursuant to this section, and may be represented by a representative of his/her choosing. Conferences regarding such complaints shall be private.

L. Contract Status

1. No teacher shall be placed in a teaching position unless he/she is licensed in the specific area, an eligible alternative deemed acceptable through ODE, or, at the request or agreement of the Superintendent, is working toward licensure to be completed within two years and who obtains and renews their supplemental license.

2. It is the responsibility of the teacher to provide a copy of his/her teaching license to be kept on file in the Superintendent's office by August 1 unless extended by the Superintendent. The teacher is responsible for securing a renewal of his/her teaching license prior to the school year in which the license will expire.

3. No teacher shall be required to accept a supplemental assignment without a contract.

4. The Board of Education shall enter into contracts for the employment of all teachers. The Board fixes their salaries, which may be increased but not decreased during the term for which the contract is made unless it is made as follows: If there is a reduction in salary, below that paid during the preceding school year, it must be a part of a uniform plan affecting the entire district.

5. Contracts for the employment of teachers shall be of two (2) types: limited contracts and continuing contracts. A limited contract is a contract for a term not to exceed five (5) years. A continuing contract is a contract which shall remain in effect until the teacher is terminated, resigns, elects to retire or is retired according to law. A continuing contract may be granted only to teachers who meet the requirements of the Ohio Revised Code.

6. Limited contracts shall be offered in the following manner:

   a. Upon initial employment, no less than a one-(1) year contract shall be issued by the Board.

   b. The second (2nd) and third (3rd) contracts issued by the Board shall be for no less than one (1) each year.

   c. The fourth contract issued by the Board and thereafter shall be no less than two (2) or more than five (5) years in length.

   d. If the Superintendent intends to recommend a limited contract of a duration that is fewer years than the one the teacher has which is expiring, the Superintendent shall furnish to the teacher reasons for the issuance of the lesser contract duration, and the teacher shall be given those written reasons no later than ten (10) calendar days prior to any Board action.

7. a. When a teacher becomes eligible, during the life of a limited contract, for a continuing contract, he/she may notify the Superintendent in writing. Upon receipt of such written notification, the Superintendent shall meet with the teacher to check the records to determine the teacher's eligibility for a continuing contract. If eligible, and if the teacher has had a current, better than satisfactory evaluation, the Superintendent shall recommend and the Board shall enter into a continuing contract with the teacher for the next school year regardless of the teacher's current limited contract status. If the evaluations are not successful to the degree that a continuing contract is merited, the teacher shall retain his/her limited contract pursuant to Section b. below.

   b. A teacher who has received a Masters' Degree and who is teaching under an expiring limited contract shall be eligible for a continuing contract upon meeting the requirements as provided under Ohio law. For teachers eligible for continuing contract status as provided for in Section 7-a. herein, the Board reserves its legal prerogative to grant one additional limited contract.

8. Release from Contract

   Teachers are sometimes offered positions in other school systems which may provide professional advancement and may cause a teacher to ask to be released

from a contract in the local schools. The Board's first obligation is to the children in the school. The Board may release a teacher after July 10th if a suitable replacement can be found and it is felt that the educational program of the school will not be impaired.

M. In-Service Training

The Huntington Local Board of Education shall be responsible for providing an in-service program. Days of in-service training meetings will be determined by administration. The Board shall annually appropriate Three Hundred Dollars ($300.00) to meet the expenses of these meetings. Any additional funds over this amount must be approved by the Board. (Attendance at these three meetings is required.)

N. Air Quality

1. Air filters in every classroom shall be cleaned and disinfected and/or replaced as necessary at least once every six (6) weeks from September through May.

2. There shall be no smoking within any building in the district.

O. Committees

The superintendent shall seek the advice and input of the HLEA President when district level committees involving bargaining unit members are formed. Principals and any other administrators shall seek the advice of the HLEA President when building level or any other committees are formed by those principals or administrators involving bargaining unit members.

ARTICLE VI – EVALUATION PROCEDURE

All teachers will be evaluated according to Ohio Revised Code Sections 3319.111 and 3319.112 and the State Board approved Framework. The Board and Association will meet in consultation to make changes to the evaluation process.

ARTICLE VII – PAYROLL PROVISIONS

A. Payroll Deductions

1. The Board and the Association agree that members of the Instructional Staff shall be granted payroll deductions for their monthly payment for professional dues, and Educators Political Action Committee. Such deductions shall be an equal amount and be deducted from the teacher's payroll each pay period. All teachers who are employed at the beginning of the year must submit requests by the September payroll cutoff.

2. Payroll deductions shall continue from pay period to pay period until employment terminates or the said teacher gives written notice to the Treasurer of the Board requesting such payments to be discontinued. Such deductions along with a list of teachers for whom dues were withheld and the amount withheld shall be forwarded each pay period to the Treasurer of the HLEA.

B. Methods of Salary Payment

1. There shall be twenty-six (26) paydays each year. The dates for payment shall be every other Friday. In the event there are fifty three (53) Fridays between September 1st through August 30th there shall be a three (3) week pay period to adjust and maintain the twenty-six (26) pay schedule. All members will have their pay direct deposited.

2. Notwithstanding paragraph 1. above, any teacher retiring or leaving the school system may elect to receive his/her escrowed summer pay in one lump sum no later than the June pay period of any school year. Any teacher electing such method of payment shall be required to send written notification to the Treasurer and Superintendent of the District no later than December 1 of any school year.

3. If a teacher earned additional credit hours during the school year which qualify him/her for a higher place on the salary schedule, that teacher shall be placed on the appropriate level of the salary schedule for the first pay period after the teacher has notified the Superintendent of the additional credit hours earned. Notification shall consist of submitting to the Superintendent a copy of the transcript which shows additional credit hours earned.

4. The salary schedule shall be based upon the training and experience of the teacher. Full experience credit shall be given for teaching experience in accordance with the teacher salary schedule, only if the experience is in state supported public school systems or private and church supported schools that are certified by the State Board of Education of Ohio. Credit shall be granted for other teaching experience, if the employee can show written evidence that such experience is equivalent to teaching experience for which credit is given in accordance with this section.

ARTICLE VIII – SALARY AND INDEX

A. Regular Salary

1. The BA-0 base salary shall be Forty-Five Thousand, Nine Hundred Twenty-Seven Dollars ($45,427) (2% increase) for the 2025-2026 school year; Forty-Six Thousand, One Hundred and Eight Dollars ($46,108) (1.5% increase) for the 2026-2027 school year; and Forty-Six Thousand, Eight Hundred Dollars ($46,800)

(1.5% increase) for the 2027-2028 school year. Steps 20, 25 and 30 will be added to the Masters' column using the board-proposed index.

B. Supplemental Salaries

The supplemental salaries shall remain at the base pay of $44,536. Satellite teachers will receive supplemental contracts after bargaining unit members under this negotiated agreement.

C. STRS Salary Reduction Pick-up

1. The Treasurer of the Huntington Local Board of Education shall contribute to the State Teachers' Retirement System (STRS), in addition to the Board's required employer contribution, an amount equal to each employee's contribution in lieu of payment to such employee. The amount contributed by the Board on behalf of the employee shall be treated as a mandatory salary reduction from the contract salary otherwise payable to such licensed employees.

2. The total annual salary for each employee shall be the salary otherwise payable under their contracts. The total annual salary shall be payable by the Board in two (2) parts: (1) deferred salary and (2) cash salary. An employee's deferred salary shall be equal to that percentage of said employee's total annual salary which is required by STRS to be paid as an employee contribution by said employee and shall be payable subject to applicable payroll deductions, to said employee.

3. The Board's total combined expenditures for employees' total annual salaries otherwise payable under their contracts shall not be greater than the amounts it would have paid for those items had this provision not been in effect.

4. The Board shall compute and remit its employer contributions to STRS based upon the total annual salary. The Board shall report for Federal and Ohio income tax purposes as the employee's gross income said employee's total annual salary. The Board shall report of municipal income tax purposes as an employee's gross income said employee's total annual salary.

ARTICLE IX – FRINGE BENEFITS

A. Insurance Carriers

1. All insurance specifications shall be listed in the Appendices to this Agreement.

2. Changes in insurance specifications shall be by consent of both parties to the Master Agreement, provided, however that an insurance committee shall be established consisting of three teachers and three administrators who will meet

periodically to recommend necessary changes to the coverages that currently exist.

3. If provided under the terms of the group health and/or dental insurance coverage agreed to by the Board and the Association; any teacher on a Board approved leave of absence shall be permitted to participate in group health and/or dental insurance coverage at the employees' expense. However, when required to do so by the provisions of the Family and Medical Leave Act of 1993 as amended from time to time, the Board will maintain group health and/or dental insurance coverage for the employee at the same level and under the same circumstances as it would have been provided if the employee had not gone on leave. Any employee payments for group health and/or dental insurance coverage shall be made to the Treasurer by the first (1st) of each month that coverage is desired by the employee. The full amount shall be reimbursed to the Treasurer for family or single coverage at the option of the teacher.

B. Hospitalization/Major Medical Insurance

1. a. The Board shall purchase Hospital/Surgical insurance coverage which meets or exceeds the current specifications for each member of the bargaining unit, now and hereinafter employed, and his or her eligible dependents.

b. The Board shall deduct from the pay of each employee with insurance coverage: Fifteen percent (15%) of the monthly premium with a fifteen percent (15%) cap on any increase for the 2025-2026 school year, the 2026-2027 school year, and the 2027-2028 school year.

c. The deductible shall be $3,500 for single coverage and $7,000 for family coverage. The employee's share for the 2025-2026 school year will be $250 single plan / $500 family plan. The employee's share for the 2026-2027 school year will be $375 single plan / $750 family plan. The employee's share for the 2027-2028 school year will be $500 single plan / $1,000 family plan, with the District paying the remainder of the deductible each year.

d. Part time employees shall receive prorated benefits with the part time employee paying the difference in cost.

2. Actual current specifications are provided by the carrier to each employee.

3. The Board and the Association agree that double coverage shall not exist when the insurance of the spouse gives equal or superior coverage compared to the school's coverage. In any case, should the spouse's insurance be eliminated or altered below the coverage provided by the Huntington Local School District, the

school's insurance would become effective immediately upon notification to the Treasurer.

4. Exception: Double coverage shall exist if the insurance carrier for the spouse's group plan is a carrier other than the current carrier.

5. The Board shall pay one hundred percent (100%) of the premium for either family or single coverage, at the option of the employee, for the agreed upon out-patient laboratory benefits program.

C. Waiver of Insurance

1. If a full-time employee elects to withdraw from the insurance program, the employee shall receive a stipend of $4,000 for each school year in which he/she does not participate in the insurance program. Single or one spouse of a married couple who are employees will receive a stipend of $2,000 for each school year in which he/she does not participate in the insurance program.

2. If a part-time employee elects to withdraw from the insurance program as provided above, he/she shall receive a percentage of $4,000/$2,000 for each school year of nonparticipation. Said percentages shall be equivalent to the percentage of time the employee works in comparison to a full-time employee.

3. In the event a change in marital status through death, divorce, marriage, or if a spouse loses his/her present insurance coverage the employee may re-enroll in the program. However, if none of the above are applicable, the employee may not re-enroll for a period of twenty-four (24) months from the withdrawal from the program.

4. It shall be the responsibility of the employee to notify the Treasurer's Office in writing during the month of June if they desire to withdraw from the insurance program for the next school year. Approval of requests to withdraw from the program that come later than June shall be at the discretion of the Superintendent.

5. Payment shall be made to the employee prior to the end of the school year of nonparticipation.

D. Term Life Insurance

1. The Board hereby states it shall provide for each member of the bargaining unit the following life insurance program at Board expense:

2. The Board shall pay the premium for a Fifty Thousand Dollar ($50,000.00) term life insurance with standard double indemnity coverage and conversion features.

E. Severance Pay

1. The Board and the Association agree that the Board shall grant severance pay in the amount of one-fourth (1/4th) of the accumulated sick leave for retirement, service, and/or disability, not to exceed a seventy-five (75) day maximum for each year of the contract. The amount will be the number of days times the daily rate of pay at retirement to be paid in a lump sum within thirty (30) days of the final pay.

F. Dental Insurance

The Board shall provide through a carrier licensed in the State of Ohio, the following schedule of dental insurance benefits for each teacher and each teacher's family. The Board shall provide ninety percent (90%) of the cost of this coverage. (See Appendix G for specifications.)

G. Vision Insurance

A voluntary employee purchase plan with VSP is available for members.

H. Internal Substitute Pay

1. The Board recognizes that upon occasion a licensed staff member may be required to waive his/her planning/counseling period to assume the responsibility of teaching or supervising students of another teacher in lieu of a substitute teacher or monitor. A licensed staff member may also be required to take charge of a group of students in addition to his/her regular assignment in lieu of a substitute teacher or monitor.

2. Such service shall be required by the principal or his/her assistant after reasonable effort has been made to obtain a substitute. Such requested assistance shall be made on a rotation basis throughout the staff related to availability. It is understood that any request by an administrator to a teacher to substitute for another teacher is subject to payment under the provisions herein.

3. It shall be the responsibility of the licensed staff member to report such service for payment on the proper form to the building principal, who shall submit such forms to the Board offices.

4. A regular teacher supervising a student teacher should not be consistently required to assume the duties of substitution for an absent teacher.

5. For the purpose of this item, a period equals 60 minutes. Payment will be prorated on a per minute basis at the rate of Thirty-Five Dollars ($35.00) per hour.

6. Teachers on field trips do not qualify for internal substitute pay.

I. Professional Growth

1. The Huntington Local Board of Education adopts the following Professional Growth Compensation Policy for additional college credits as an addendum to the regular teachers' salary schedule. The Board will reimburse each degree teacher who satisfactorily completes a course (s) up to a maximum of ten (10) semester hours with preapproval for renewal credits from LPDC for the IPDP during the contract year. The Board will appropriate Thirty Thousand Dollars ($30,000) for each year of the contract. Unused amounts will be carried over year to year.

2. The amount up to Three Hundred Dollars ($300.00) per semester hour, paid when the teacher returns for the following contract year unless the amount appropriate, plus carry over, if any, is not sufficient to cover all the hours taken by the teacher. When this occurs, the total number of semester hours (up to ten) by all teachers will be divided into the appropriate amount to obtain a new rate per hour. This rate will then be multiplied by the number of hours each teacher qualified, and they will be reimbursed accordingly.

3. The reimbursement will be effective for courses taken September through August with full payment paid to teachers the following September, providing prior approval of course work in the field of education was obtained from the Superintendent; the teacher remains in the employment of Huntington Schools; and a grade of B or better was received. A grade of S will satisfy if course is S/U only.

4. This will apply to both undergraduate and graduate level courses for degree teachers only. Reimbursements shall only cover tuition, not instructional materials or other costs.

J. Transportation Reimbursement

1. With prior administrative approval, bargaining unit members who use their own private vehicles for school business shall be reimbursed mileage expenses at the IRS rate per mile.

2. Requests for mileage reimbursement shall be submitted on Board adopted electronic mileage reimbursement forms. Reimbursement shall be paid within 30 days from submission.

ARTICLE X – SOLICITATION WITHIN SCHOOLS

The Board shall not permit the solicitation of teachers by insurance agents and/or other non-school related salespersons during the school day.

ARTICLE XI – CLASS SIZE

The Board shall attempt to keep elementary class size at a maximum level of twenty-five (25) students.

ARTICLE XII – NOTIFICATION OF ASSIGNMENT

A. Notification of Assignment

All members of the bargaining unit shall be notified in writing of their tentative schedule of classes and/or teaching assignment no later than July 15. Such assignment may be changed only if an unforeseen emergency arises.

B. In addition, the Board shall permit the option of resigning to any teacher who is notified between July 10 and July 15 of a change in assignment.

ARTICLE XIII – DISTRIBUTION OF CONTRACT

Each teacher shall be provided with an electronic copy of this contract as soon as practicable after ratification and adoption by the parties. Teachers new to the district will receive an electronic copy from the Superintendent upon employment.

ARTICLE XIV – CRIMINAL BACKGROUND CHECK

The Board shall conduct a criminal records check of prospective new employees in the manner prescribed by law. A new employee shall be considered conditionally employed until the results of the criminal records check are received. The parties acknowledge that ORC 3319.39 requires the Board to release a conditionally hired individual from employment if, upon a criminal records check, he or she has been convicted of and/or pled guilty to offenses listed in ORC 3319.39. No conditionally hired employee shall be considered a member of the bargaining unit until such time as the provisions of ORC 3319.39 have been completed and the applicant is found eligible for employment. At the time the conditionally hired employee is found to be eligible for employment he/she shall have all rights and benefits, under the negotiated agreement, retroactive to the first day of employment.

The District Administration has acquired the necessary equipment, software, and licensing to take and process fingerprints for required BCI/FBI background checks. The actual cost of background checks and license renewal will be borne by the employee.

ARTICLE XV – LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

A. There shall be a local professional development committee (LPDC) established within the Huntington Local School District to oversee standards adopted by the State Board of Education for renewal of educator licenses and to oversee standards adopted by the State of Ohio Board of Education for master teacher.

B. The committee shall be composed of five (5) members – three (3) bargaining unit members and two (2) administrators as appointed by the Superintendent.

C. Bargaining unit members of the LPDC shall be selected by the HLEA.

D. The LPDC shall meet on a regular basis, as needed.

E. Bargaining unit members of each LPDC shall serve a two (2) year term, except that initial selection of bargaining unit members shall be for one (1) year term; one two (2) year term; and one three (3) year term.

F. If any LPDC member is unable to complete his or her term of office, the Superintendent shall appoint an administrative person to fill any administrative vacancies, and the Association shall select any bargaining unit member replacements for the remainder of the unexpired term.

G. Compensation shall be Seven Hundred Dollars ($700.00) per year for each LPDC member.

H. Activity logs may be submitted electronically to the LPDC committee. Teachers must attend LPDC meetings in person for IPDP approval and licensure renewal.

I. LPCD committee will send e-certificated to members within 15 days of completion of district sponsored professional development.

ARTICLE XVI – INCLUSION

A. Consistent with state and federal law, the regular classroom teacher shall participate in the development and implementation of the IEP and teachers who are affected by the requirements of the IEP shall be notified of the requirements and as soon as inclusion students are scheduled into regular classrooms, the regular teachers shall be involved in the Inclusion Program.

B. By October 31 of each school year, and thereafter as may be necessary, in-service education shall be provided for special education and regular classroom teachers who are assigned students with an active IEP.

C. Teachers shall not be routinely required to dispense medication and/or administer medical procedures ordinarily administered by specialized professional personnel. Exceptions may apply during field trips and/or emergency situations.

D. Special custodial care requirements and/or special related services shall be identified in the development of the IEP.

E. Where appropriate, behavioral objectives and discipline procedures shall be identified in the development of the IEP.

ARTICLE XVII – MENTORING

The District and the HLEA will continue to work closely with the Ross-Pike County Educational Service District concerning mentoring.

Trained mentors who are selected for a specific mentor assignment will be paid according to the Ross-Pike Resident Educator Consortium payment of stipends and certificates of completion. If the Ross-Pike ESD no longer operates the mentor program, the Board will bargain this issue with the Association.

ARTICLE XVIII – STUDENT ADVISORY

An employee shall be advised when a student assigned to the employee is known by the administration to display violent behavior and/or have a record of repeated suspensions and/or expulsions for violent behavior, or who is known by the administration to have been convicted of committing a criminal offense involving violence.

ARTICLE XIX – DISCIPLINE AND DISCHARGE OF PROFESSIONAL STAFF

A. In the event an employee is being considered for disciplinary action, the employee shall be provided at least twenty-four (24) hours' notice of a meeting unless administration determines it is an emergency.

B. If an employee is reprimanded, the specific allegations will be provided to the employee in writing. The employee has the right to bring an Association representative to this meeting and to present evidence in his/her defense. The meeting will be held within five (5) school days.

C. No employee shall be disciplined without just cause and compliance with applicable provisions of this Contract.

D. In cases involving the discipline of an employee, the Board shall follow the principle of progressive discipline, including oral warning, written reprimand, suspension with or without pay, and termination, unless the Superintendent determines that special circumstances exist to warrant a deviation from the preceding steps.

E. Employees will be reprimanded in private.

F. In the event that it becomes necessary to suspend an employee, there shall be a preliminary hearing scheduled prior to the action. The employee shall have at least forty-eight (48) hours' notice of such hearing, unless the parties mutually agree to modify the time of the hearing. This hearing shall involve the employee, the Association's representative(s), the immediate supervisor, the Superintendent, and any other necessary, licensed Administrator. The employee shall be presented the specific allegations, will be provided the evidence substantiating the Administration's investigation, and be given the opportunity to present evidence in his/her own defense. The Superintendent shall have the authority to suspend employees, with or without pay.

G. It is recognized that an act of an unusually serious nature may prompt the Administration to bypass one or more of the steps outlined above.

H. Reprimands shall be subject to challenge under the grievance procedure; however, the employee may attach a written rebuttal to the reprimand. In addition to having the right to attach a written rebuttal to a notice of suspension, the employee may challenge a suspension under the grievance procedure. In determining whether "just cause" exists, the arbitrator shall determine whether cause for the discipline existed and whether the amount of the discipline was proper under the circumstances.

I. Termination of an employee shall be in accordance with O.R.C. 3319.16 and 3319.161.

ARTICLE XX – LABOR MANAGEMENT COMMITTEE

A committee shall be trained by FMCS and shall be established as an aid to communications between the parties of this agreement. The members of this committee shall be the Superintendent (or designee) and a maximum of three (3) other persons appointed by the Superintendent, and the President of the Huntington Local Education Association (or designee) and a maximum of three (3) other persons selected by the HLEA.

This committee shall meet during the school year unless the parties mutually agree otherwise. The president of the association and the superintendent shall mutually agree on the time and place of the meeting. Agenda items shall be submitted by the third Wednesday of the month, at which time the agenda shall be distributed to both parties. If no items are submitted for the agenda, no meeting will be held.

Teachers will have input on school calendar via the Labor Management Committee.

Representation on newly formed committees will be determined by the Labor Management committee.

ARTICLE XXI – DURATION AND INTENT OF AGREEMENT

A. This Agreement constitutes the entire Agreement between the parties and it supersedes all prior and contemporaneous understandings (written or oral) not specifically incorporated herein. No change in a specific term of this Agreement shall be made during the life of this Agreement except by mutual agreement. Neither party shall have a duty to negotiate with respect to any matter during such period, except as provided for under the parties' obligation to bargain mandatory subjects of negotiations as outlined in O.R.C. 4117.08.

B. The Board shall retain all rights, powers, duties and authority granted by law and shall adopt, rescind or modify such policies, rules and regulations as it deems appropriate.

C. The exercise of the foregoing powers, rights, authorities, duties and responsibilities of the Board, the adoption of policies, rules, regulations and practices and furtherance thereof, shall be limited only by the specific and expressed terms of this agreement.

D. Any matters or subjects not herein covered have been satisfactorily adjusted, compromised or waived by the parties for the life of this Agreement.

E. Duration

This contract shall be in effect from August 1, 2025, through July 31, 2028, provided that insurance coverages and costs must be reviewed and possibly changed each year of the proposed contract. If the committee becomes deadlocked, the parties shall seek the assistance of a mediator.

ARTICLE XXII – SIGNATURES

IN WITNESS WHEREOF, the parties have set their hands this 14th day of November 2025, at Chillicothe, Ohio.

FOR THE BOARD:

President,
Huntington Local School District
Board of Education

Superintendent

Treasurer

FOR THE ASSOCIATION:

President, HLEA

Negotiating Team Member

Negotiating Team Member

Negotiating Team Member

Negotiating Team Member

Negotiating Team Member

APPENDIX A

HUNTINGTON LOCAL SCHOOL DISTRICT
PERSONAL LEAVE REQUEST FORM

To be completed by the requesting teacher and submitted to the building principal at least seventy-two (72) hours before taking personal leave or in the case of an extreme emergency, to be submitted to your building principal after returning from personal leave.

I am requesting personal leave on the ____ day of _____, 20___.

Personal leave days may not be used, except in emergencies, during the last ten (10) school days of the school year.

_____ _____
Teacher's Signature Date

1st Day ___ 2nd Day ___ 3rd Day ___

Approved ____ Disapproved ____ By:_____

Date:_____

APPENDIX B-1

HUNTINGTON LOCAL SCHOOL DISTRICT

2025-2026 Licensed Employee Salary Schedule

Experience		B.S.		BS+		Masters	Masters +10	Masters +20	Doctorate
	Index	Degree	Index	Degree	Index	Degree	Degree	Degree	Degree
0	1.0000	$45,427	1.0562	$47,980	1.1318	$51,414	$52,164	$53,164	$54,164
1	1.0380	$47,153	1.0989	$49,919	1.1791	$53,563	$54,313	$55,313	$56,313
2	1.0760	$48,879	1.1415	$51,855	1.2261	$55,698	$56,448	$57,448	$58,448
3	1.1140	$50,605	1.1839	$53,781	1.2735	$57,851	$58,601	$59,601	$60,601
4	1.1520	$52,332	1.2261	$55,698	1.3205	$59,986	$60,736	$61,736	$62,736
5	1.1900	$54,058	1.2686	$57,628	1.3679	$62,140	$62,890	$63,890	$64,890
6	1.2280	$55,784	1.3112	$59,564	1.4148	$64,270	$65,020	$66,020	$67,020
7	1.2660	$57,510	1.3535	$61,485	1.4621	$66,419	$67,169	$68,169	$69,169
8	1.3040	$59,236	1.3960	$63,416	1.5091	$68,554	$69,304	$70,304	$71,304
9	1.3420	$60,963	1.4387	$65,355	1.5567	$70,716	$71,466	$72,466	$73,466
10	1.3800	$62,689	1.4809	$67,272	1.6036	$72,847	$73,597	$74,597	$75,597
11	1.4180	$64,415	1.5232	$69,194	1.6508	$74,991	$75,741	$76,741	$77,741
12	1.4559	$66,137	1.5655	$71,116	1.6978	$77,126	$77,876	$78,876	$79,876
13	1.4939	$67,863	1.6079	$73,042	1.7449	$79,266	$80,016	$81,016	$82,016
14	1.5319	$69,589	1.6506	$74,981	1.7921	$81,410	$82,160	$83,160	$84,160
15	1.5699	$71,315	1.6933	$76,921	1.8394	$83,558	$84,308	$85,308	$86,308
16	1.6079	$73,042	1.7360	$78,861	1.8867	$85,707	$86,457	$87,457	$88,457
17	1.6459	$74,768	1.7787	$80,801	1.9340	$87,856	$88,606	$89,606	$90,606
18	1.6839	$76,494	1.8206	$82,704	1.9813	$90,005	$90,755	$91,755	$92,755
20					2.0286	$92,153	$92,903	$93,903	$94,903
25					2.0759	$94,302	$95,052	$96,052	$97,052
30					2.1232	$96,451	$97,201	$98,201	$99,201

Any Bargaining Unit Member who has or obtains a Master + 10 semester hours shall be paid the appropriate Master's Degree amount plus $750.00 per year.

Any Bargaining Unit Member who has or obtains a Master + 20 semester hours shall be paid the appropriate Master's Degree amount plus $1,750.00 per year.

Any Bargaining Unit Member who has or obtains a Doctorate Degree shall be paid the appropriate Master's Degree amount plus $2,750.00 per year.

APPENDIX B-2

HUNTINGTON LOCAL SCHOOL DISTRICT

2026-2027 Licensed Employee Salary Schedule

Experience		B.S.		B.S. +		Masters	Masters+10	Masters+20	Doctorate
	Index	Degree	Index	Degree	Index	Degree	Degree	Degree	Degree
0	1.0000	$46,108	1.0562	$48,700	1.1318	$52,185	$52,935	$53,935	$54,935
1	1.0380	$47,861	1.0989	$50,669	1.1791	$54,366	$55,116	$56,116	$57,116
2	1.0760	$49,613	1.1415	$52,633	1.2261	$56,534	$57,284	$58,284	$59,284
3	1.1140	$51,365	1.1839	$54,588	1.2735	$58,719	$59,469	$60,469	$61,469
4	1.1520	$53,117	1.2261	$56,534	1.3205	$60,886	$61,636	$62,636	$63,636
5	1.1900	$54,869	1.2686	$58,493	1.3679	$63,072	$63,822	$64,822	$65,822
6	1.2280	$56,621	1.3112	$60,457	1.4148	$65,234	$65,984	$66,984	$67,984
7	1.2660	$58,373	1.3535	$62,408	1.4621	$67,415	$68,165	$69,165	$70,165
8	1.3040	$60,125	1.3960	$64,367	1.5091	$69,582	$70,332	$71,332	$72,332
9	1.3420	$61,877	1.4387	$66,336	1.5567	$71,777	$72,527	$73,527	$74,527
10	1.3800	$63,630	1.4809	$68,282	1.6036	$73,939	$74,689	$75,689	$76,689
11	1.4180	$65,382	1.5232	$70,232	1.6508	$76,116	$76,866	$77,866	$78,866
12	1.4559	$67,129	1.5655	$72,183	1.6978	$78,283	$79,033	$80,033	$81,033
13	1.4939	$68,881	1.6079	$74,138	1.7449	$80,455	$81,205	$82,205	$83,205
14	1.5319	$70,633	1.6506	$76,107	1.7921	$82,631	$83,381	$84,381	$85,381
15	1.5699	$72,386	1.6933	$78,075	1.8394	$84,812	$85,562	$86,562	$87,562
16	1.6079	$74,138	1.7360	$80,044	1.8867	$86,993	$87,743	$88,743	$89,743
17	1.6459	$75,890	1.7787	$82,013	1.9340	$89,174	$89,924	$90,924	$91,924
18	1.6839	$77,642	1.8206	$83,945	1.9813	$91,355	$92,105	$93,105	$94,105
20					2.0286	$93,536	$94,286	$95,286	$96,286
25					2.0759	$95,716	$96,466	$97,466	$98,466
30					2.1232	$97,897	$98,647	$99,647	$100,647

Any Bargaining Unit Member who has or obtains a Master + 10 semester hours shall be paid the appropriate Master's Degree amount plus $750.00 per year.

Any Bargaining Unit Member who has or obtains a Master + 20 semester hours shall be paid the appropriate Master's Degree amount plus $1,750.00 per year.

Any Bargaining Unit Member who has or obtains a Doctorate Degree shall be paid the appropriate Master's Degree amount plus $2,750.00 per year.

APPENDIX B-3

HUNTINGTON LOCAL SCHOOL DISTRICT

2027-2028 Licensed Employee Salary Schedule

Experience		B.S.		B.S. +		Masters	Masters+10	Masters+20	Doctorate
	Index	Degree	Index	Degree	Index	Degree	Degree	Degree	Degree
0	1.0000	$46,800	1.0562	$49,430	1.1318	$52,968	$53,718	$54,718	$55,718
1	1.0380	$48,578	1.0989	$51,428	1.1791	$55,181	$55,931	$56,931	$57,931
2	1.0760	$50,356	1.1415	$53,422	1.2261	$57,381	$58,131	$59,131	$60,131
3	1.1140	$52,135	1.1839	$55,406	1.2735	$59,599	$60,349	$61,349	$62,349
4	1.1520	$53,913	1.2261	$57,381	1.3205	$61,799	$62,549	$63,549	$64,549
5	1.1900	$55,692	1.2686	$59,370	1.3679	$64,018	$64,768	$65,768	$66,768
6	1.2280	$57,470	1.3112	$61,364	1.4148	$66,213	$66,963	$67,963	$68,963
7	1.2660	$59,248	1.3535	$63,343	1.4621	$68,426	$69,176	$70,176	$71,176
8	1.3040	$61,027	1.3960	$65,332	1.5091	$70,626	$71,376	$72,376	$73,376
9	1.3420	$62,805	1.4387	$67,331	1.5567	$72,854	$73,604	$74,604	$75,604
10	1.3800	$64,583	1.4809	$69,306	1.6036	$75,048	$75,798	$76,798	$77,798
11	1.4180	$66,362	1.5232	$71,285	1.6508	$77,257	$78,007	$79,007	$80,007
12	1.4559	$68,136	1.5655	$73,265	1.6978	$79,457	$80,207	$81,207	$82,207
13	1.4939	$69,914	1.6079	$75,249	1.7449	$81,661	$82,411	$83,411	$84,411
14	1.5319	$71,692	1.6506	$77,247	1.7921	$83,870	$84,620	$85,620	$86,620
15	1.5699	$73,471	1.6933	$79,246	1.8394	$86,084	$86,834	$87,834	$88,834
16	1.6079	$75,249	1.7360	$81,244	1.8867	$88,298	$89,048	$90,048	$91,048
17	1.6459	$77,027	1.7787	$83,242	1.9340	$90,511	$91,261	$92,261	$93,261
18	1.6839	$78,806	1.8206	$85,203	1.9813	$92,725	$93,475	$94,475	$95,475
20					2.0286	$94,938	$95,688	$96,688	$97,688
25					2.0759	$97,152	$97,902	$98,902	$99,902
30					2.1232	$99,366	$100,116	$101,116	$102,116

Any Bargaining Unit Member who has or obtains a Master + 10 semester hours shall be paid the appropriate Master's Degree amount plus $750.00 per year.

Any Bargaining Unit Member who has or obtains a Master + 20 semester hours shall be paid the appropriate Master's Degree amount plus $1,750.00 per year.

Any Bargaining Unit Member who has or obtains a Doctorate Degree shall be paid the appropriate Master's Degree amount plus $2,750.00 per year.

APPENDIX C

HUNTINGTON LOCAL SCHOOL DISTRICT
Supplemental Salary Schedule

Athletics	0-1	2-3	4-5	6-7	8++
Category I					
Athletic Director	30%	30.5%	31%	31.5%	32%
Junior High Athletic Director	9%	9.5%	10%	10.5%	11%

Athletic Directors shall have one duty-free period to direct his/her attention to the duties and responsibilities of Athletic Director in addition to all of the duties and responsibilities set forth in the Job Description of the High School/Middle School Athletic Director. All other school-day times shall be devoted to his/her assigned teaching responsibilities.

Category II					
Varsity Boys' Basketball	13%	13.5%	14%	14.5%	15%
Varsity Girls' Basketball	13%	13.5%	14%	14.5%	15%
Varsity Football	13%	13.5%	14%	14.5%	15%
Varsity Volleyball	13%	13.5%	14%	14.5%	15%
Varsity Track (G&B)	12%	12.5%	13%	13.5%	14%
Varsity Baseball	12%	12.5%	13%	13.5%	14%
Varsity Softball	12%	12.5%	13%	13.5%	14%
Varsity Wrestling	12%	12.5%	13%	13.5%	14%
Head Cross Country	12%	12.5%	13%	13.5%	14%
Category III					
Cheerleader Advisor (Vars. & Res.)	9%	9.5%	10%	10.5%	11%
Assistant Basketball (G&B) (5 positions)	8.5%	9%	9.5%	10%	10.5%
Assistant Football (6 positions)	8.5%	9%	9.5%	10%	10.5%
Weight Lifting Coordinator (year round all boys and girls)	8.5%	9%	9.5%	10%	10.5%
Category IV					
Assistant Volleyball (4 positions)	6.5%	7%	7.5%	8%	8.5%
Assistant Cheerleader Advisor (3 positions)	6.5%	7%	7.5%	8%	8.5%
Reserve Softball	6.5%	7%	7.5%	8%	8.5%
Reserve Baseball	6.5%	7%	7.5%	8%	8.5%

Golf	6.5%	7%	7.5%	8%	8.5%
Category IV Athletics (cont.)	0-1	2-3	4-5	6-7	8++
Jr. High Track (B&G)	6.5%	7%	7.5%	8%	8.5%
Assistant Varsity Baseball	6.5%	7%	7.5%	8%	8.5%
Assistant Varsity Softball	6.5%	7%	7.5%	8%	8.5%
Assistant Wrestling	6.5%	7%	7.5%	8%	8.5%

Category V

Category VI

Equipment Management	5%	5.5%	6%	6.5%	7%
Assistant Track	5%	5.5%	6%	6.5%	7%
Assistant Golf	5%	5.5%	6%	6.5%	7%
Assistant Cross Country Coach	5%	5.5%	6%	6.5%	7%

(With a minimum of three full teams of 5 runners each/middle school or high school).

Category VII

Band Assistant	3%	3%	3%	3%	3%

One (1) Band Assistant with a minimum of 30 marching band members at the first football game performance.

One (1) Additional Band Assistant with a minimum of 36 marching band members at the first football game performance.

Category VIII

Boys' Elementary Basketball Coordinator	2%	2.5%	3%	3.5%	4%
Girls' Elementary Basketball Coordinator	2%	2.5%	3%	3.5%	4%

NON-ATHLETICS

Category I

Sr. Class Advisor	8%	8.5%	9%	9.5%	10%
Yearbook Advisor	8%	8.5%	9%	9.5%	10%
Jr. Class Advisor	8%	8.5%	9%	9.5%	10%
Liaison Lead	8%	8.5%	9%	9.5%	10%

Non-Athletics (con't)	0-1	2-3	4-5	6-7	8++
Drug Free Advisor	6.5%	7%	7.5%	8%	8.5%

Gifted Coordinator	6.5%	7%	7.5%	8%	8.5%
Category III					
Play Director	5%	5.5%	6%	6.5%	7%
Community Liaison Asst. (2)	5%	5.5%	6%	6.5%	7%
Category V					
High School Science Club Coordinator (2 positions)	3.5%	4%	4.5%	5%	5.5%
Friends for Life	3.5%	4%	4.5%	5%	5.5%
Art Club	3.5%	4%	4.5%	5%	5.5%
Category VI					
FTA Advisor	3.25%	3.5%	4%	4.5%	5%
National Honor Society Advisor H.S.	3.25%	3.5%	4%	4.5%	5%
National Honor Society Advisor M.S.	3.25%	3.5%	4%	4.5%	5%
Student Council Advisor H.S.	3.25%	3.5%	4%	4.5%	5%
Student Council M.S.	3.25%	3.5%	4%	4.5%	5%
Language Club Advisor	3.25%	3.5%	4%	4.5%	5%
Ross County Fair Exhibit Coordinator	3.25%	3.5%	4%	4.5%	5%
Elementary Science Club Advisor	3.25%	3.5%	4%	4.5%	5%
Art Show Coordinator	3.25%	3.5%	4%	4.5%	5%
Quiz Bowl Coach	3.25%	3.5%	4%	4.5%	5%
Quiz Bowl Coach Middle School	3.25%	3.5%	4%	4.5%	5%
Spelling Bee Middle School	3.25%	3.5%	4%	4.5%	5%
Elementary Music Program Coordinator	3.25%	3.5%	4%	4.5%	5%
Category VII					
All Tutors	$20.00 per hour				
Wednesday School Contract	$20.00per hour				
Power of the Pen	$500 per year				
Proficiency Intervention Teachers	$150 per year				
6th Grade Camp Teachers	$1,400 per year to be divided equally by participants				
Summer School	$30.00 per hour				
Assistant yearbook advisor(s)	3%				

*Except as otherwise noted, when any position is given to more than one person the salary is divided. All of the supplemental positions listed on this Appendix E are filled from year to year on an as needed basis.

HUNTINGTON LOCAL SCHOOL DISTRICT
Summary of Medical Insurance Specifications

The following summary of insurance coverage which was provided by the insurance carrier is only a general summary of medical insurance provided. Specific applicable policy provisions will govern payment for medical insurance claims.

Medical	Network	Non-Network
General Information		
Dependent Age/Removal	26/End of Month	
Lifetime Maximum	Unlimited	
Claims Filing Limit	12 months	
How Claims are Paid		
Benefit Period	July 1st through June 30th	
Coinsurance	100%	80%
Benefit Period Deductible – Single	$2,000	$4,000
Benefit Period Deductible – Family	$4,000	$8,000
Coinsurance Out-of-Pocket Limits (Excludes Deductible) – Single	$0	$400
Coinsurance Out-of-Pocket Limits (Excludes Deductible) – Family	$0	$800
Emergency Room		
Emergency – Medical/Accident – Emergency Room	$50 copay, then 100% (copay is waived if admitted)	
Emergency – Medical/Accident – Ancillaries	100%	
Emergency – Medical/Accident – Physician	100%	
Non-Emergency – Emergency Room	$50 copay, then 100% (copay is waived if admitted)	$50 copay, then 80% (copay is waived if admitted)
Non-Emergency – Physician	100%	80% after deductible
Inpatient Services		
Institutional Services	100% after deductible	80% after deductible
Maternity	100% after deductible	80% after deductible
Professional Services	100% after deductible	80% after deductible
Skilled Nursing Facility (SNF)	100% after deductible	80% after deductible
Office Visits (illness/injury)		
Medically Necessary Office Visits/Consultations – PCP	$10 copay, then 100%	80% after deductible
Medically Necessary Office Visits/Consultations – Specialist	$10 copay, then 100%	80% after deductible

Urgent Care Provider Office Visits	$10 copay, then 100%	80% after deductible
Outpatient Services		
Allergy Testing & Treatment	100% after deductible	80% after deductible
Diagnostic Lab, X-ray, and Medical Tests	100% after deductible	80% after deductible
Education and Training (Diabetic Education and Training only; All other Education and Training is Not Covered)	100% after deductible	80% after deductible
Home Health Care (120 days per benefit period)	100% after deductible	80% after deductible
Surgical Services	100% after deductible	80% after deductible
Outpatient Therapy		
Chiropractic (30 visits per benefit period)	100% after deductible	80% after deductible
Occupational Therapy (60 visits per benefit period, combined with Physical Therapy)	100% after deductible	80% after deductible
Physical Therapy (60 visits per benefit period, combined with Occupational Therapy)	100% after deductible	80% after deductible
Speech Therapy	100% after deductible	80% after deductible
Preventive/Routine/Well Child Care		
Health Care Reform Preventive Benefits	100%	
Health Care Reform Preventive Benefits for Women	100%	
Preventive/Routine Exams and Immunizations		
Family Planning Exam (age 9 and over)	100%	80% after deductible
Immunizations (All)	100%	80% after deductible
Physical Exam (age 9 and over)	100%	80% after deductible
Preventive/Routine Tests		
Endoscopic Services (age 9 and over) (All Endoscopic Services)	100%	80% after deductible
Lab (age 9 and over)	100%	80% after deductible
Mammogram (all ages, 1 per benefit period)	100%	80% after deductible
Medical Tests & X-rays (age 9 and over)	100%	80% after deductible
Pap Test (all ages)	100%	80% after deductible

Well Child Care		
Age Limit	9	
Maximum	Unlimited	
Exams	100%	80% after deductible
Immunizations (All Immunizations) & Labs	100%	80% after deductible
Additional Services		
Ambulance	100% after deductible	100%
Durable Medical Equipment	100% after deductible	80% after deductible
Hospice	100% after deductible	80% after deductible
Medical Supplies	100% after deductible	80% after deductible
Organ Transplant	100% after deductible	80% after deductible
TMJ ($1,000 per lifetime)	100% after deductible	80% after deductible

Drug	
Retail Copayments	
Days Supply – Retail	31
Generic Copayment	$10
Brand Name Copayment	$15
Home Delivery Copayments	
Days Supply – Home Delivery	90
Generic Copayment	$10
Brand Name Copayment	$15

APPENDIX E

HUNTINGTON LOCAL SCHOOL DISTRICT
Summary of Dental Insurance Specifications

A. Base Plan, Benefits Schedule

1. Deductible Schedule

COVERED EXPENSE	INDIVIDUAL DEDUCTIBLE (Per Calendar Year)	FAMILY DEDUCTIBLE (Per Calendar Year)	COINSURANCE AMOUNT
Class I	None	None	100%
Class II	$25	$50	80%
Class III	$25	$50	60%
Class IV	None	None	60%

2. To encourage early detection of dental disease and to allow all participants a benefit from the plan each year and deductible is waived and one hundred percent (100%) of the Reasonable and Customary Charges will be paid for all Class I Services.

3. CALENDAR YEAR MAXIMUM (For All Class I, II, and III Expenses) – Fifteen Hundred Dollars ($1,500.00) per person.

4. ORTHODONTIC LIFETIME MAXIMUM (For all Class IV Expenses) – One Thousand Dollars ($1,000.00) per person.

B. Summary of Coverage

1. Class I – Preventive and Diagnostic (No Deductible) – One hundred percent (100%)

   a. Routine Oral Exams (once every six (6) months).
   b. Teeth Cleaning (once every six (6) months).
   c. Fluoride Treatments (once every twelve (12) months).
   d. Emergency Pain Treatments.
   e. Space Maintainers.
   f. Diagnostic X-rays.
   g. Tests and Lab Exams.

2. Class II – Basic Restorative – Twenty-Five Dollars ($25.00) calendar year deductible – eighty percent (80%).

    a. Fillings
        (1) Amalgams
        (2) Silicate
        (3) Acrylic
    b. Root Canal Therapy
    c. Treatment of Gum Disease
    d. Repair of Bridgework and Dentures
    e. Extractions and Oral Surgery
    f. General Anesthesia (only if medically necessary)

3. Class III – Major Restorative – Twenty-Five Dollar ($25.00) calendar year deductible – sixty percent (60%).

    a. Inlays, onlays, gold fillings, or crown restorations.
    b. Initial installation of fixed bridgework.
    c. Installation of partial or full removable dentures.
    d. Replacement of existing bridgework or dentures.

4. Class IV – Orthodontia – One Thousand Dollars ($1,000.00) lifetime maximum per person – sixty percent (60%)

    a. Full banded orthodontic treatment.
    b. Appliances for tooth guidance.
    c. Appliances to control harmful habits.
    d. Retention appliances – not in connection with full banded treatment.
    e. TE: Orthodontic benefits are not subject to an annual deductible.