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COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

TIFFIN EDUCATION ASSOCIATION

AND THE

TIFFIN BOARD OF EDUCATION

EFFECTIVE
JULY 1, 2025 THROUGH JUNE 30, 2028

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PREAMBLE

The Board of Education of the Tiffin City School District, hereinafter "the Board", and the Tiffin Education Association, an OEA/NEA affiliate, hereinafter "the Association" or "the TEA", state that the purpose of this Agreement is to promote harmonious and cooperative relationships between the Board and its certificated/licensed employees, and to protect the public and the welfare of Tiffin school children.

ARTICLE I – NEGOTIATIONS PROCEDURES DOCUMENT

A. Recognition

The Board recognizes the Association as the exclusive bargaining representative of all full-time and part-time certificated/licensed personnel employed by the Board, excluding management level and supervisory personnel as defined in Chapter 4117 of the Ohio Revised Code. Hereinafter, employee(s) in the defined unit are referred to as teacher(s) or employee(s).

B. Subjects of Negotiation

Representatives of the Board and the Association will negotiate in good faith on all matters pertaining to wages, hours, or terms and other conditions of employment and the continuation, modification or deletion of an existing provision of this Collective Bargaining Agreement (CBA).

"Good faith" negotiation, as provided for in this document shall include the requirements that the two parties to negotiations meet and confer with a willingness to reach an agreement on new contract terms. Good faith bargaining does not require that either party make a concession or agree to any proposal.

C. Requests for Negotiation

1. If either party desires to initiate bargaining, it shall notify the other party after March 15 of the year in which this Agreement is scheduled to expire.

2. Within fifteen (15) days after receipt of such notice, or such other time period as mutually agreed upon, an initial meeting will be held at which both parties will submit in writing their proposals, and thereafter additional items shall not be submitted by either party unless the other party consents thereto.

3. Proposals shall specify which agreement is sought in terms acceptable to the proponent without clarification or supplementation which, if agreed to, shall express the whole agreement between the parties with respect thereto.

4. The parties may agree to use an alternative bargaining model in lieu of the terms of Article I.

D. Negotiation Meetings

Negotiation meetings shall be closed to the press and public.

E. Representation

Representation at negotiation meetings shall be limited to three (3) representatives of the Board and three (3) representatives of the Association. All negotiations shall be conducted exclusively between these teams. In addition, each party's team may include a representative who is not a Board employee.

F. Assistance and Study Committees

1. Either party may call upon professional and lay consultants to consider and make suggestions concerning matters under discussion. The expense shall be borne by the party requesting same.

2. The parties may appoint committees to study and develop recommendations on matters under consideration.

G. Information

Both parties shall furnish each other upon reasonable request all available information pertinent to the issue under negotiations and not privileged by law.

H. News Releases

Prior to a declaration of impasse, periodic progress reports may be issued during negotiations to the news media provided any such news releases have the prior approval of both parties. However, once impasse has been declared, either party may provide whatever information concerning negotiations to the press and the public it desires without the prior approval of the other. Each party retains the right to discuss proposals and progress with its constituency throughout the bargaining process.

I. Tentative Agreement

1. Tentative agreement on items shall be reduced to writing and initialed by the representatives of each party. Once a tentative agreement is initialed by both parties, it may not be revised by either party. All tentative agreements must be approved by the Association and the Board before they become final.

2. Once the issues have been approved by the Association, they shall be submitted to the Board for approval at its next regular or special meeting.

3. When approved by both parties, the three (3) copies of the final Agreement shall be signed. One (1) copy shall be retained by the Board, one (1) by the Association and one (1) copy sent to SERB.

4. When applicable, provisions will be reflected in the individual contract of employees.

J. Disagreement

1. If agreement is not reached within sixty (60) days after the first negotiations session, either party may declare impasse and request the services of the Federal Mediation and Conciliation Service to assist in negotiations. Mediation shall last for thirty (30) days from the parties' first meeting with the mediator and if an agreement has not been reached then an impasse shall exist with the Association having the right to strike on those issues being bargained provided this Agreement has expired and a ten (10) day strike notice has been given and the Board shall have the right to implement its last offer.

   In addition, if an agreement has not been reached through mediation, the Association agrees to submit the Board's final offer to the bargaining unit for a vote. If the final offer is not rejected by a majority vote of the full membership of the Association, then it shall be deemed accepted by the Association.

2. The Board and Association agree that the aforementioned process supersedes all other dispute settlement procedures contained in Chapter 4117 of the Ohio Revised Code.

K. Amendments

1. Negotiations may be opened over any matter the Board and the Association mutually agree to negotiate.

2. If during the life of this Agreement, bargaining is necessary due to impact, severability, or a reopener provision, the parties shall meet and bargain. If in-term bargaining does not result in agreement within forty-five (45) days of the first session, either side may call for the services of the Federal Mediation and Conciliation Services.

   If the parties are unable to reach agreement within fifteen (15) days after the start of mediation, the Association may use its right to strike under Chapter 4117 of the Ohio Revised Code.

L. Final Agreement

Upon approval by both parties, the final Agreement shall be prepared, signed, and within sixty (60) days or by the first day of the new school year (whichever is later), one (1) copy

will be made for the Administration, one for SERB, and one for the TEA. The Agreement will also be available online.

ARTICLE II – GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may from time to time arise. Both parties agree these proceedings shall be kept as informal and confidential as may be appropriate at any level.

2. Nothing herein shall be construed as limiting the right of any teacher having a complaint or problem from discussing the matter informally with any appropriate administrator.

B. Definitions

1. "Grievance" shall mean a claim by an employee(s) or the Association that there has been a violation, misinterpretation, or misapplication of the language in this Agreement.

2. "Day" shall mean Monday through Friday, excluding holidays and school breaks during the teacher work year. In the summer, "Day" is Monday through Friday, excluding holidays on which the administrative offices are closed.

3. A "grievant" shall mean an employee or the Association.

4. "Class action grievance" shall be a grievance that affects more than one employee.

5. "Appropriate administrator" shall mean the lowest level administrator having authority to resolve the grievance.

C. General Provisions

1. Meetings and hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend.

2. All parties of interest shall be permitted to attend a grievance meeting and/or arbitration hearing with no loss of pay and benefits.

3. Failure of the grievant to proceed within the specified time limits to the next level of the procedure shall be cause for the grievance to be dismissed.

4. If the Administration fails to respond to the grievance within the time limits provided herein, the grievance shall advance to the next step of the procedure.

5. A grievance may be withdrawn at any level without prejudice or record.

6. The grievant has the right to Association representation at all meetings and hearings involving the grievance.

7. The Association has the exclusive right to be present at the adjustment of any and all grievances.

8. Grievance forms appear in the appendix of this Agreement and it shall be the exclusive right of the Association to issue forms to grievants.

9. The fact that a grievance is alleged by an employee(s), regardless of its ultimate disposition, shall not be recorded in the employee(s)'s file nor shall the employee(s) be subject to reprisal for having followed this grievance procedure.

10. The decision of the appropriate administrator at Levels One, Two and Three shall be in writing setting forth the decision and reasons therefore and shall be transmitted to the grievant and the grievant's representative.

11. All communications regarding grievances shall be reduced to writing and hand-delivered or emailed. The Administration shall provide the Association with copies of all communications.

12. The Association has the exclusive right to determine whether to proceed to the arbitration step of the procedure.

D. Procedure

1. Informal Level

a. A teacher may initiate this procedure by approaching the appropriate administrator, indicating this is the informal level of the grievance procedure, or by requesting that an Association representative accompany him/her in approaching the appropriate administrator. The TEA representative may speak on behalf of the teacher if desired. If the appropriate administrator is a party to the grievance, he/she may request that another administrator other than the Superintendent be present at the meeting.

b. The above grievance need not be in writing but the Association shall be notified if and how it is resolved at this level and the informal settlement shall not establish a precedent.

2. Level One

a. If the informal step is denied, the grievant may discuss the grievance with the Grievance Committee. If the Grievance Committee determines the grievance has merit, it shall file a written grievance with the appropriate

administrator not later than twenty (20) days after the grievant reasonably shall have known of the action or incident giving rise to the grievance. Failure to timely file shall constitute a waiver of the right to file a grievance.

b. Within five (5) days after the receipt of the written grievance to the appropriate administrator, a meeting shall take place between the administrator, grievant and the Grievance Committee representative. The answer to the grievance shall be given in writing to the Grievance Committee representative and the grievant by the appropriate supervisor within five (5) days after this meeting. Failure to give a timely written response shall move the grievance to the next level of the grievance procedure.

3. Level Two

a. If a grievance is denied at Level One, the Grievance Committee will, within ten (10) days after the receipt of the answer at Level One, provide written notice to the Superintendent/designee and the TEA President of its intention to process the grievance further.

b. If the Grievance Committee gives notice that it desires to proceed with the grievance, a meeting will be held between this Committee's representative and the Superintendent or his/her designated full-time representative, within seven (7) days after the Superintendent/designee's receipt of the notice. The grievant shall be in attendance. The administrative decision shall be given in writing to the chairman of the Grievance Committee and the grievant within five (5) days of this meeting.

4. Level Three

If the grievance is denied at Level Two, within five (5) days the grievant may ask the Grievance Committee to refer it to the Board. If the Grievance Committee submits it to the Board, it must do so in writing to the Treasurer within ten (10) days of its receipt of the administrative decision from Level Two. The Board shall hear the grievance in no less than ten (10) days but no more than thirty-five (35) days after the Treasurer receives the referral from the Grievance Committee, unless mutually extended. The decision shall be rendered by the Board and shall be given in writing to the chairman of the Grievance Committee and the grievant within ten (10) days of the Board's hearing.

5. Level Four

a. If the grievance is denied at Level Three, the grievant may ask the Grievance Committee to submit it to arbitration. If the Grievance Committee agrees, they shall provide written notice to the Board of their

intent to proceed to arbitration within ten (10) days of the receipt of the Level Three decision.

b. Selection of the arbitrator and all procedures relative to arbitration shall be according to the Labor Arbitration Rules of the American Arbitration Association (AAA).

c. The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any of the provisions of this Agreement nor add to, subtract from, or modify the language therein in arriving at a determination of any issue presented. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted and shall have no authority to determine any other issue(s) not so submitted. The decision of the arbitrator shall be final and binding on the Board, the grievant and the Association.

d. The AAA's administrative fee and the costs for the arbitrator and the hearing room shall be shared equally by the Board and the Association.

ARTICLE III – EMPLOYMENT PRACTICES AND WORKING CONDITIONS

A. Contracts

1. All contracts with teachers employed by the Board shall be in writing and signed as provided by law. Such contracts shall include at a minimum the following information:

   a. Name of teacher.

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

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

   d. Annual compensation to be paid.

   e. Basis of determining compensation on the salary schedule.

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

   g. Board policies regarding rules and regulations for governing professional staff shall be provided or accessible online at the time the first contract is signed.

   h. Provision for signature and date of signature of the teacher being employed.

   i. Teachers on continuing contract shall receive a yearly comprehensive, updated revision of provisions d and e no later than July 1 of the preceding school year.

2. Supplemental Contract

   Prior to Board approval of a supplemental contract, either party may initiate a request to split the supplemental contract between one or more employees. The split will not occur unless all parties agree to the split and to the percentages of the contract each employee shall be allotted. Upon Board approval, the split shall remain in force until the supplemental contract is nonrenewed or terminated, or the parties mutually agree to dissolve the agreement.

   Any teacher holding a supplemental contract shall have access to the job description, if any, applicable to the job. All supplemental contracts shall include the following information:

a. Name of teacher.

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

c. Statement of additional responsibility and compensation to be paid.

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

e. Basis of determining compensation on the salary schedule.

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

All supplemental positions and pay scales shall be listed in Appendix C. All supplemental contracts shall expire automatically on their expiration date without the need for Board action and without the need to provide notice of nonrenewal.

A Supplemental Committee shall be formed, and shall be composed of three (3) members appointed by the TEA and three (3) members appointed by the Board. The Supplemental Committee's objective shall be to study the current supplemental salary schedule regime, as established in this Negotiated Agreement, and make written recommendations to the parties to this Negotiated Agreement with respect to its improvement. Said recommendations must receive the approval of a majority of the Supplemental Committee. The Supplemental Committee shall meet at times/locations/dates as mutually agreed upon by the members thereof. Following the receipt of a written recommendation from the Supplemental Committee, the Board and the TEA shall discuss the recommendation and its possible incorporation into this Negotiated Agreement. There would be no change in compensation at this time.

3. Continuing Contract (Tenure)

It is not mandatory that the Board grant or tender a continuing contract to a teacher even though he/she is eligible for continuing service status.

To qualify for a continuing contract, a teacher must give written notice by October 1 to the Superintendent/designee that he/she wishes to be considered for a continuing contract effective the following school year and must have the following qualifications:

a. Recommendation of the Superintendent, and

b. meets the following standards as found in Section 3319.08(D) of the Ohio Revised Code:

1) Any teacher who meets the following conditions:

a) The teacher holds a professional educator license or a senior professional educator license or lead professional educator license.

b) The teacher has completed the applicable one (1) of the following:

i) If the teacher did not hold a master's degree at the time of receiving their first teacher's certificate under former law or educator's license, thirty (30) semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules adopted by the state board of education; or

ii) If the teacher held a master's degree at the time of receiving their first teacher's certificate under former law or educator's license, six (6) semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules adopted by the state board of education.

c) If the teacher never held a teacher's certificate and was issued their first educator's license on or after January 1, 2011, the teacher has held an educator's license for at least seven (7) years.

c. Either three (3) years of teaching service in the District within the past five (5) years, or two (2) years of service in the District if the teacher previously held a continuing contract in another Ohio school district.

4. Limited Contract

The sequence of limited contracts shall be: one (1) year, one (1) year, two (2) year, then three (3) or more years thereafter not exceeding five (5) years.

The Board and Administration may deviate from the above sequence in situations that require performance improvement per Article III, Section N or other mitigating circumstances. The reasons for a deviation shall be presented to the employee.

5. Title-Funded Teachers

a. For purposes of this Section, a "Title-funded teacher" means a teacher whose contract is funded by federal Title I, Title II, or IDEA Part B monies, which monies will be applied annually as long as such monies are available.

b. Except as otherwise specified in this Section, a Title-funded teacher is guaranteed all rights of this Agreement and applicable laws during such teacher's District employment.

c. A Title-funded teacher will be evaluated in accordance with Article III, Section N of this Agreement.

d. Should Title funding fail to cover the salary and benefits called for by this Agreement, a teacher's contracted hours may be reduced or the contract may be nonrenewed at the Board's discretion. If the teacher's contract is nonrenewed, the teacher shall receive a written notice that the nonrenewal was due to a discontinuance of Title monies and not job performance. Under this particular circumstance, the nonrenewal will not be challenged, waiving Article III, Section H of this Agreement. Should a reduction-in-force be necessary, the Board will follow the process listed in Article III, Section E.

e. A teacher holding a limited Title-funded contract who applies for a vacancy will receive the same consideration for the position as an internal non-Title-funded candidate.

f. The Association President shall receive a copy of the Title funding notification no later than ten (10) calendar days after receipt by the District.

B. Vacancies/Transfers/Posting

1. Transfer/Posting

Elementary and secondary teachers currently under contract may annually indicate an interest in a transfer to another building, subject area, and/or grade level. Such interest shall be indicated by submission of a written transfer request form (Appendix F) to the appropriate administrator no later than March 1 each year. Such requests may be deemed confidential at the option of either the requesting teacher or the Administration and shall remain on file for consideration until the first day of the new school year.

All statements of interest in a transfer, as referred to above, will be reviewed at the time a vacancy is determined to exist. Each teacher having submitted a transfer request form or a written response to a posting for a specific position may be granted an interview opportunity. To be granted an interview, the teacher shall have the appropriate certification/license.

2. Vacancies/Posting

a. Definition

For the purposes of this Section, a vacancy shall apply to all teaching and supplemental positions. Even though administrative positions are not subject to this Agreement, the Board agrees to post administrative vacancies as a courtesy but the remaining terms of this Agreement do not apply to administrative postings.

b. Procedures

All position openings shall be posted on the District website, e-mail, and Instant Alert. Each posting shall clearly state that certification/licensure for the particular position posted shall be preferred. Teachers shall have seven (7) calendar days from the date of posting to respond in writing to the appropriate administrator regarding their interest in the posted position.

Prior to the Board voting on a teacher's resignation, employees with written transfer request forms on file may be interviewed. All teachers submitting a written response who are properly certified/licensed shall be granted an interview opportunity as soon as possible after the posting or resignation notice has been received by the Superintendent.

First consideration in priority for interviewing for all vacancies shall be given to properly qualified personnel from within the District. All District qualified applicants will be interviewed. If an applicant is not given the position, he/she will have the right to meet with the hiring administrator to discuss the basis of the decision.

When a transfer and/or reassignment is not approved, the Superintendent (or designee) will notify the teacher a candidate has been set for Board approval before the Board of Education agenda is released.

c. Vacancies Occurring During School Year

A vacancy which occurs during the school year shall be posted unless the Superintendent determines that a substitute/temporary teacher would best be employed to finish the current school year. However, should the position being served by the substitute be needed for the ensuing school year, the position shall be posted following the normal posting procedures in preparing staffing assignments for the following school year (see following paragraph).

d. Vacancies for Ensuing School Year

Each year, preferably before the close of the school year, a posting of vacancies for the ensuing school year shall be made available to all teachers. This posting shall occur on a one-time basis after each building principal has established needed sections and assignments have been agreed upon for classroom teachers returning to that building for the coming year. (Exception - Teachers who travel among buildings and are subject to District-wide master schedule for special teachers.)

Posting shall occur prior to the transfer of any teachers from their current building to another building even if an overage exists in one or more buildings. (Exception - Traveling teachers subject to special teachers' master schedule.)

e. Summer Vacancies

Prior to July 1, vacancies will not be filled prior to the seven (7) day posting expiration noted in subparagraph b. above. All teachers having a transfer request form on file and proper certification/licensure for the vacant position shall be offered an interview. However, on or after July 1, vacancies may be filled prior to the seven (7) day posting expiration provided reasonable attempts have been made to notify and offer an interview to those teachers having a transfer request form on file and proper certification/licensure for the vacant position.

f. Internal Transfer

A vacancy which occurs as a result of an internal candidate either being awarded a posted position or granted a requested transfer shall not be subject to posting requirements.

g. Involuntary Transfer

An involuntary transfer will be implemented only after a conference between the teacher being transferred, the teacher's immediate supervisor, and the Superintendent (or designee). The teacher may choose to be accompanied by an Association representative. The teacher will be informed of the reasons for the transfer and will be placed in a position in which he/she is certified/Licensed. Attempts will be made to communicate the intent of transfer to the teacher as soon as possible.

C. Class Size

1. Elementary

The following class size ceilings/maximums and student load maximums are exclusive of choir, band, and study hall.

a. The Board will recognize the following regarding classroom size:

	Ceiling	Maximum
Pre-K	16 students (AM/PM)	
Kindergarten	26 students	34 students
Grade 1	26 students	34 students
Grades 2 thru 4	26 students	34 students
Grade 5	26 students	34 students

Any class exceeding the stated maximums shall require two (2) full-time teachers.

b. The District, when feasible, shall give a twenty-four (24) hour notice to teachers regarding new students entering the elementary school.

c. When a classroom in grades Pre-K-5 exceeds full time classroom enrollment beyond the aforementioned ceiling numbers, one of the following actions will occur to address the over-enrollment in that classroom:

1) Assignment of additional certificated staff for a minimum of three (3) hours per day.

2) Transfer of students to another classroom and/or building.

3) Assignment of an instructional aide for a minimum of one (1) hour per student in excess of the above stated ceilings [e.g., an aide would be assigned for one (1) hour in K starting with the twenty-seventh (27^{th}) student]. Class size for this purpose will be determined on the eleventh school day of the first quarter and on the first school day of subsequent quarters.

4) The above-numbers will be determined based on EMIS data quarterly. For grades K-5, a teacher shall receive one hundred dollars ($100) per semester, per student over the above ceiling number. The payments will be issued within thirty (30) days after the conclusion of each semester.

d. The decision on how best to address the over-enrollment of an elementary school classroom will be based on the particular situation and the building circumstances involved. The decision will be made by the Administration

after discussion with the classroom teacher, central office personnel, and building principal.

e. The Educational Programming Committee, or a sub-committee thereof, shall be responsible for looking at how class size numbers are impacted when students move into the School District and the distribution of students on an IEP among classrooms. The Committee shall be responsible for making any recommended changes to be effective no later than the first day of the 2026-2027 school year.

2. Secondary

The following student load maximum is exclusive of choir, band, and study hall.

The maximum student load for grades 6-12 is one hundred fifty-six (156) students per teacher. A teacher's student load will be determined by calculating the average daily enrollment from the day after the withdrawal deadline for students to the end of the semester. The teacher shall be paid fifty dollars ($50) per student over the maximum each semester. The first semester payment will be issued by January 31 and the second semester payment will be issued by June 30.

3. Pre-School/Pre-K

Pre-School/Pre-K will be granted at least twelve (12) hours of planning time per month. Students shall not be in attendance one (1) school day per school week.

4. General Guidelines

a. Mainstreamed special education students will be counted only when the time in the classroom exceeds one-half (1/2) of the instructional day. In the event that more than one (1) special education student is being mainstreamed in a given classroom, the aggregate classroom time will be the determining factor, i.e., total time exceeds one-half (1/2) instructional day. Should aggregate mainstreaming time in a given classroom cause the total enrollment to exceed the grade level maximum, the remedial process described above shall be instituted.

b. Class size for Special Education classes shall be determined by the policies of the Ohio Department of Education & Workforce (ODEW).

c. This ODEW policy shall not alter the offering of classes with small numbers of students nor treat the upper limits herein as required class enrollment.

d. All new students shall be assigned, if possible, to the classroom in each building that has the smallest number of students. In individual buildings, all students on each grade level will be equally divided among the classrooms in order to equalize classroom enrollment.

e. The teacher maximum pupil loads and class size limits do not apply to teachers dealing with musical performance classes where enrollment is subject to the permission of the instructor.

D. Classroom Aides

The Board will employ teacher-aides for the elementary school for whatever time is deemed to be necessary by the elementary principals, the appropriate director and the Superintendent. The employment, of course, will depend upon the availability of qualified applicants.

All elementary principals will consult with the teachers in their respective buildings to determine the amount of teacher-aide time necessary for their buildings.

If available, a teacher representative will be present during the interviewing process of the prospective teacher aide.

E. Reduction-In-Force

The Board may make a reduction-in-force for one (1) or more of the following reasons:

1. a decline in student enrollment;
2. return of an employee from a leave of absence;
3. suspension of schools or territorial changes affecting the District;
4. financial reasons.

Reduction shall be made only by suspending a teacher's contract pursuant to ORC 3319.17.

If the Board is contemplating the layoff of any teachers, it will so notify the Association at least forty-five (45) days before the proposed effective date of layoff. Such notice will be in writing and will include the specific positions to be affected, the proposed time schedule, and the reasons for the proposed action. Within five (5) days after receiving the aforesaid notice, the Board will, if requested to do so, enter into negotiations with impact of, and other aspects of the contemplated layoffs and will in connection therewith make available to the Association, at Board expense, all relevant data. Any teacher who is to be laid off will be so notified in writing at least thirty (30) days before the effective date of the layoff. Such notice will include the proposed time schedule and the reasons for the proposed action.

F. Seniority

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

For purposes of this Agreement, seniority will be computed from a teacher's most recent date of continuous hire and will begin to accrue as of his/her first day of actual service in the bargaining unit position. Seniority will not be broken by unpaid leaves of absence or employment by the Board in a position outside the bargaining unit, but such time [except for unpaid leave under the Family and Medical Leave Act or other unpaid leaves for fewer than sixty (60) days] will not be counted in computing seniority. Seniority shall be determined by length of continuous service in the District with the further understanding that, in the case of a. part-time teacher, a year of seniority as to a particular school year will be credited only if the employee actually worked at least one hundred twenty (120) days within that school year. In the event of a tie in seniority, seniority shall be determined as follows:

1. The date of the Board meeting at which the teacher was hired, then;

2. A lottery procedure agreed to between the parties. This procedure shall be implemented in the presence of a designated Association representative, a representative of the Board and the employees involved in the tie.

On or about October 30 of each school year, the Superintendent will provide the Association with a list showing the seniority of each teacher employed by the Board. If a teacher does not, by written notice to the Superintendent and Association President, challenge his/her credit and placement on the list by November 30, the teacher's credit and placement will be deemed conclusive (and any such challenge lodged in a subsequent year can address only the circumstances that evolved during the immediately preceding year). The Superintendent will at all times have in his/her office a current seniority list which will be available for inspection during regular working hours by any teacher and/or the Association.

Should a reduction-in-force be necessary, contracts will be suspended in accordance with the recommendation of the Superintendent who shall, within each teaching field affected, give preference to teachers on continuing contracts. As required by Section 3319.17 of the Ohio Revised Code, the Board shall not give preference to any teacher based on seniority, except when making a decision between teachers who have comparable evaluations. In order to provide qualified teachers in all positions, the Board may reassign and transfer according to the provisions of this Agreement.

1. If there is a vacancy in a bargaining unit position, laid-off teachers who are certified to perform the work in question will be recalled in reverse order of their suspensions except as otherwise required by Section 3319.17 of the Ohio Revised Code.

2. Notice of recall will be given by certified mail, return receipt requested, to the last address given to the Board by a teacher. A copy of the notice of recall will be given to the Association. If a teacher fails to respond within fifteen (15) days, excluding Saturday, Sundays, and Holidays, after receipt of the above notice of recall, he/she will be deemed to have refused the position offered.

3. Teachers on continuing contract who are suspended shall remain on recall list indefinitely or until one (1) of the conditions listed below are met. A limited contract teacher who is laid-off will remain on the recall list for two (2) years after the effective date of his/her layoff unless he/she,

   a. waives his/her recall rights in writing;
   b. resigns;
   c. fails to accept recall to the position he/she held immediately prior to layoff or to a position for which he/she is certificated/licensed;
   d. fails to report to work in a position that he/she has accepted within ten (10) days after receipt of the notice of recall unless such employee is sick or injured. If a teacher has secured temporary employment elsewhere, he/she will be allowed fifteen (15) days additional time before being required to report to work.

While on layoff, a teacher will:

1. have the option to remain an active participant in fringe benefit as provided under COBRA.

2. have the right to collect, unchallenged, unemployment compensation benefits if he/she has not been offered an equivalent teaching position during layoff.

3. have the right to acquire additional certification or entry-level requirements for recall purposes provided such information is filed with the Board prior to recall.

All benefits to which a teacher was entitled at the time of his/her layoff, including unused accumulated sick leave will be restored to him/her upon return to active employment and he/she will be placed on the proper step of the salary schedule for his/her experience and education. A teacher will not receive increment credits for time spent on layoff nor will such time count toward the fulfillment of time requirements for acquiring tenure.

No vacancy in a bargaining unit position will be filled by the Board until the procedures in this Article have been complied with.

G. School Day, School Year, School Calendar

1. School Day

   The teachers' contractual day shall be seven and one-half (7-1/2) hours, except for regularly scheduled building and District faculty meetings as needed. Such meetings may extend a period of time beyond the contractual day [not to exceed sixty (60) minutes, a maximum of one (1) per month.] The contractual day shall encompass a daily duty-free lunch period of not less than thirty (30) minutes during which teachers shall be free to leave school.

School Start and Stop times will not change by more than fifteen (15) minutes during the life of a collective bargaining agreement without collaboration with the Association.

Each grade 6-12 teacher shall receive at least one (1) daily classroom preparation period during the instructional day. The preparation period shall be the length of a regular instructional period. Each grade K-5 teacher shall receive no less than two hundred (200) minutes per week for classroom preparation time within the instructional day. At least five (5) periods per week shall be of no less than twenty (20) consecutive minutes. The Administration will continue to keep the number of meetings during planning time at a minimum. Teachers are strongly encouraged to use their planning periods in a professional manner and on school grounds.

Teachers required to attend a meeting outside contractual hours or a meeting that causes a teacher's planning minutes to fall below two hundred (200) minutes in that week, shall be compensated at the District's hourly rate, upon submission of a time sheet.

High School Teachers shall be assigned seven (7) periods (instructional, academic, intervention/assistance, or duty) every year. If a core teacher is assigned to teach seven (7) periods, they will have no more than three (3) content preps.

A reasonable amount of time will be scheduled for travel between buildings.

Attendance at functions outside the school day and school year shall be voluntary. However, attendance at the District's sponsored parent/teacher functions is strongly encouraged by both the Board as well as the Association. To encourage staff attendance, employee badges will grant entry to all TCS regular season home events for the employee and one (1) guest.

Teachers are obligated to attend parent/teacher conferences during the times allocated for such conferences on the school calendar. It is understood that K-5 teachers will devote not less than fifteen (15) minutes per child to this purpose. A teacher whose child(ren) is enrolled in a District school must conference with the child(ren)'s teachers outside such allocated parent/teacher conference time.

Teachers are obligated to attend their building's Open House. This date will be set prior to the conclusion of the previous school year.

2. School Year

The length of the teacher school year shall be one hundred eighty-five (185) contract days, of which not more than one hundred seventy-nine (179) will be student instructional days. The Board may devote one (1) or more of these days to professional development at which teacher attendance is mandatory. The days in addition to one hundred seventy-nine (179) instructional days consist of four (4)

teacher workdays and up to the equivalent of two (2) parent/teacher conference days.

No days will be made up at the end of the school year unless the District falls below the state mandated minimum hours. If the District falls below the state minimum number of hours, as determined by the sum of delays and closures, a sufficient number of days shall be made-up such that the District meets the minimum numbers of hours required by ORC 3313.48.

Second semester 8-12 individual parent/student scheduling conferences shall be conducted by guidance counselors who will work an adjusted workday. The adjusted workday shall be determined by a consensus of guidance counselors and principals. Each adjusted workday shall not exceed seven and one-half (7-1/2) hours.

In addition, guidance counselors with extended time days may flex the extended days to meet the needs of the students. The counselor will maintain a time sheet which will be verified and approved by the assigned administrator.

When available, members shall have the opportunity to purchase college credit for professional development and all other educational opportunities provided by the District at a reduced tuition rate.

3. School Calendar

By November 1 of each school year, a Calendar committee composed of three (3) bargaining unit members appointed by the Association and three (3) administrators appointed by the Superintendent, will be established for the purpose of developing school calendars for a three (3) year period consistent with the School Year provisions appearing in Item #2 above.

By February 1, the Committee shall submit its recommendation to the Board.

4. The Administration will provide release time when necessary for writing IEPs on school premises. The Intervention Specialist will receive up to four (4) non-consecutive days in consultation with the building principal. The Board will provide a substitute for the Resource Room teacher, if possible, and the teacher will not be charged with an absence.

5. Nothing in this Section shall be construed to prohibit credit flexibility options that may include an adjusted workday (afternoon or evening classes and the like), the use of adjunct university professors to teach classes, etc.

H. Nonrenewal of Limited Contract

Unless otherwise specified in this Agreement, the nonrenewal of a teacher's limited contract is governed solely by Section 3319.11 of the Ohio Revised Code and the evaluation provisions appearing in Article III, Section N of this Agreement.

I. Termination of Contract

The termination of a teacher's limited or continuing contract during its term, any suspension of the teacher pending the outcome of the termination proceeding, and the appeal of the termination, are governed solely by Section 3319.16 of the Ohio Revised Code.

J. Discipline

1. No teacher shall be disciplined except for just cause.

2. The Board agrees to abide by traditional progressive disciplinary principles with the recognition that, if the offense is deemed by the Administration to be of a serious nature in light of the surrounding circumstances, preliminary disciplinary steps may be skipped.

3. At all steps of the progressive disciplinary procedure, the teacher has a right to have an Association representative present.

4. The normal steps of progressive discipline are:

   a. Verbal Warning - Verbal Warnings shall be discussed in private between the parties involved with a union representative present. A verbal warning will not be included in the employee's personnel file but may be used for progressive disciplinary purposes and may be documented in writing.

   b. Written Reprimand - At or prior to implementation, the Administrator will meet with the teacher to discuss the reason(s) for the reprimand, which reason(s) will also be recited in the written reprimand. In the absence of another written reprimand or disciplinary suspension in the interim, the written reprimand will be removed from the teacher's file three (3) years after its placement. A written reprimand may be preceded by a verbal warning in the case of a minor offense that does not significantly disrupt the workplace.

   c. Suspension - The Superintendent may suspend an employee without pay for up to five (5) workdays. At or prior to implementation, the Superintendent will meet with the teacher to discuss the reason(s) for the suspension. The Superintendent will also provide written notice of the effective date(s) of the suspension, which notice will also recite the reason(s) for such suspension. Insurance fringe benefits will remain in effect during the time

of any suspension under this provision. This provision does not preclude the Superintendent from suspending an employee with pay.

d. Termination - Termination of a teacher's limited or continuing contract during its term severs the employment relationship and is governed solely by Section 3319.16 of the Ohio Revised Code, as indicated in Section I of this Article.

5. Discipline imposed under this Section, other than termination, is reviewable under the grievance procedure appearing in Article II of this Agreement. If the discipline involves a suspension without pay, the grievance may be initiated at Level Two of the procedure. It is mutually recognized that, should a grievance be processed to Level Four of the procedure, the arbitrator is empowered to determine the weight, if any, to be accorded to any prior discipline offered in support of the discipline being arbitrated.

K. Drug-Free Workplace

The Association and Board agree that, in accordance with the Drug-Free Workplace Act of 1988, it is their intent to maintain a drug-free workplace and provisions of the Act are hereby incorporated into this Agreement. No action will be taken by the Board which is inconsistent with state law and/or any terms of this Agreement.

L. Complaint Procedure

1. Communication between the community and the school ideally should be such that most complaints may be resolved through personal conferences at the school level. Various avenues of contact between teacher, pupil, complainant, principal and other appropriate staff personnel should be pursued before using the formal procedures outlined below. If such conferences do not lead to understanding and resolution of problems involved, a complainant may pursue further action by presenting the building principal with a signed complaint against the teacher. The principal shall give a copy to the teacher.

2. Further action concerning the complaint shall be initiated by the following procedure:

a. If requested by the complainant or the teacher, a meeting involving the teacher, the principal, and the complainant will be arranged as soon as possible to discuss the complaint with a union representative present if requested by the employee.

b. If it is not resolved at that level, it may be appealed to the Superintendent.

3. At the Superintendent's level or above, the teacher may request and be accompanied by a legal and/or Association representative of his/her choice.

4. The Board agrees that in no case shall such a complaint be grounds for action of reprimand or discipline against the employee until after a full investigation of the complaint has been completed by the Board's designee and the teacher has had adequate time [no less than ten (10) days] to prepare a rebuttal. This provision does not apply to administrative leave pending an internal investigation.

M. Academic Freedom

1. Academic Freedom shall be guaranteed to teachers within the confines of the Constitution of the United States, the Board's adopted curriculum, and the mandated requirements of the Ohio Department of Education & Workforce. The teacher shall use good judgment in selecting supplemental materials and methods to be used in classroom.

2. Each teacher has the final authority to grade students in his/her charge. Change of a student's grade without the teacher's consent will occur only if it has been demonstrated that the grade was not given on a professional and intellectual basis. Notice of any such change will be given to the teacher (along with notice of the teacher's right to grievance), the student's parent, and the teacher's immediate supervisor.

N. Evaluation

The Board is responsible for a standards-based teacher evaluation procedure which conforms to the framework for evaluation of teachers as approved by the state board of education and aligns with the "Standards for the Teaching Profession" as set forth in Ohio law.

1. Purpose

The purpose of teacher evaluation is to use fair, objective, and reasonable practices to:

a. Advance the professional learning and practice of teachers individually and collectively in the school District.

b. Inform instruction.

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

2. Definitions

Definitions that appear in the Ohio Teacher Evaluation System, (OTES 2.0), codified in Ohio Revised Code (ORC) 3319.111 and 3319.112, are incorporated herein by reference. Certain key definitions also appear below:

a. Evaluation Factors: The walkthrough(s), observation(s), and other components used in the teacher evaluation procedure

b. High-Quality Student Data (HQSD): Quantitative information, derived from instrument(s) rigorously reviewed and approved by locally determined education experts, which provides evidence of student learning that can be directly attributed to the teacher being evaluated.

c. Credentialed Evaluator: An evaluator will normally be a full-time, credentialed, contracted employee of the District. The evaluator shall not be a bargaining unit member. An evaluator will be the teacher's immediate supervisor to the extent possible. A non-District credentialed evaluator will be utilized only under highly extraordinary circumstances. The Superintendent will give the affected teacher and the Association President(s) advance notice of any such use of an outside evaluator including the reasons why.

d. Evaluation Rating: The final holistic evaluation level that is assigned to a teacher based on evaluations that are conducted pursuant to the terms of this procedure. Each complete evaluation will result in the assignment of a teacher to one (1) of the following evaluation ratings: "Accomplished," "Skilled," "Developing," or "Ineffective."

e. Ohio Evaluation System (OhioES): The method used by the District to electronically report to the State Board of Education (SBOE) aggregate final holistic teacher evaluation ratings.

f. Teacher: For purposes of this procedure, "teacher" means licensed instructors who spend at least fifty percent (50%) of his/her time providing content-related student instruction and who is working under one (1) of the following:

1) A license issued under ORC 3319.22, 3319.26, 3319.222 or 3319.226; or

2) A permanent certificate issued under former ORC 3319.222; or

3) A permit issued under ORC. 3319.301.

Bargaining unit members who do not meet the definition will be evaluated utilizing the current evaluation procedures of the Collective Bargaining Agreement in effect between the Board and the Association. See (N)(12) below.

g. Teacher-Student Data Linkage (TSDL): The process of connecting the teacher(s) of record (based on the above definition), to a student and/or defined group of students' achievement scores for the purpose of attributing student growth to that teacher.

3. Standards Based Teacher Evaluation

Teacher evaluations will utilize multiple factors, with the intent of providing meaningful feedback to each teacher and assigning an effectiveness rating on the results of the OTES 2.0 Teacher Performance Evaluation Rubric, which is scored holistically.

a. Each teacher evaluation will result in an overall holistic effectiveness rating of:

1) "Accomplished;"

2) "Skilled;"

3) "Developing;" or

4) "Ineffective."

b. The Superintendent shall annually cause to be filed with SBOE a report as required by ORC of the number of teachers for whom an evaluation was conducted as well as the number of teachers assigned each rating as set forth above.

c. There will be no more than one (1) evaluation cycle per year.

d. Professional development training will be provided by the end of September each year for teachers who are new to the District and administrators new to the District.

4. Assessment of Teacher Performance

Teacher performance will be evaluated using formal observations, periodic informal observations also known as "classroom walkthroughs," evidence of practice and professionalism as it pertains to the OTES 2.0 rubric, and HQSD. In the event a teacher performs work under the supervision of more than one (1) supervisor, one (1) supervisor shall be designated as the evaluating supervisor.

All monitoring or observation of the work performance of a teacher shall be conducted openly and with the full knowledge of the teacher.

5. Formal Observation and Classroom Walkthrough Sequence

a. A teacher will be evaluated based on at least two (2) formal observations and a minimum of two (2) classroom walkthroughs each school year. The first observation will be completed by January 15 and the second observation will be completed by April 15.

b. A teacher on a limited or extended limited contract who is under consideration for contract nonrenewal shall receive at least three (3) formal observations in addition to classroom walkthroughs as above. This provision takes precedence in the event of a conflict with paragraph c. below.

c. A teacher who has received a rating of "Accomplished" on his/her most recent evaluation, may be evaluated every three (3) years. If the determination is made to evaluate every three (3) years, the teacher may be provided with at least one (1) observation and post conference in any year that such teacher is not formally evaluated.

d. A teacher who has received a rating of "Skilled" on his/her most recent evaluation, may be evaluated every two (2) years, If the determination is made to evaluate every two (2) years, the teacher will nevertheless be provided with at least one (1) observation and post conference in any year that such teacher is not formally evaluated.

e. Evaluations will be completed by May 1 and each teacher will be provided a written report of the results of his/her evaluation by May 10. Written notice of contract nonrenewal will be provided by June 1.

f. Any long-term absence of five (5) or more consecutive workdays by the teacher or administrator during the evaluation cycle shall extend all timelines in the teacher evaluation and contract nonrenewal procedures at a minimum by the length of the teacher or administrator absence or as otherwise agreed to by the teacher and administrator with the concurrence of the Association.

g. The Board may elect not to evaluate a teacher who was on leave for fifty percent (50%) or more of the school year and/or has submitted notice of retirement that was accepted by the Board no later than December 1 of the year the teacher was scheduled to be evaluated.

6. Formal Observation Procedure

a. All formal observations shall be preceded by a conference between the evaluator and the employee prior to the observation in order for the employee to explain plans and objectives for the classroom situation to be observed. Conferences may be done in writing (form or email) or the teacher can request a face-to-face conference. The administrator must be informed of this choice when the observation is scheduled.

b. The observation should be conducted for an entire class period or lesson but no less than thirty (30) consecutive minutes.

c. A post-observation conference shall be held after each formal observation within fifteen (15) workdays of the observation.

d. Formal observations shall not unreasonably disrupt and/or interrupt the learning environment.

7. Classroom Walkthrough Procedure

a. Classroom walkthroughs shall not unreasonably disrupt and/or interrupt the learning environment.

b. Evidence gathered from both evaluation walkthroughs will be shared with or made available to the teacher within ten (10) workdays of the walkthrough.

c. A walkthrough shall be no longer than ten (10) minutes.

8. Off-Cycle Observation Procedure

a. Off-cycle observations shall not unreasonably disrupt and/or interrupt the learning environment.

b. The off-cycle observation shall be scheduled.

c. An off-cycle observation should be conducted for a minimum of thirty (30) consecutive minutes and no more than forty (40) minutes.

d. A conference shall be held after an off-cycle observation within ten (10) workdays to discuss progress toward the employee's Professional Growth Plan.

e. The previously assigned rating from the employee's last full evaluation cycle shall be carried forward.

f. Off-cycle observations will be completed by May 1 and conferences/reporting shall be completed by May 10.

9. High-Quality Student Data (HQSD)

a. Each evaluation shall contain two (2) measures of High-Quality Student Data (HQSD). When applicable to the grade level or subject area taught by the teacher being evaluated, HQSD shall include the value-added progress dimension as one (1) source of HQSD.

b. When utilizing a vendor assessment to construct HQSD, all related teaching, student, and other educational materials shall be purchased, and all affected staff shall be trained on utilization of the assessment program.

1) The Evaluation Committee shall provide a recommendation to the Superintendent and Association President on the use of a proposed vendor assessment prior to submission to the Board of Education. The committee may ask for the vendor to make a presentation to the committee.

c. The High-Quality Student Data Instrument must be reviewed by locally determined experts. Experts shall be defined as members of the administrative team, credentialed evaluators, members of the Evaluation Committee and District teachers.

10. Final Evaluation Procedures

The teacher shall have the right to make a written response to the evaluation and to have it attached to the evaluation report to be placed in the teacher's personnel file. Copies, signed by both parties, shall be provided to the teacher and the Superintendent.

A teacher shall be entitled to Association representation at any conference held during this procedure in which the teacher will be advised of an impending adverse personnel action. Being placed on a Professional Growth Plan or Improvement Plan is not an adverse personnel action within the meaning of this provision.

11. Professional Growth Plans and Improvement Plans

Based upon the results of the annual teacher evaluation each teacher must develop either a Professional Growth Plan (PGP) or Improvement Plan as follows:

a. Teachers whose performance rating is "Accomplished" will develop their own Professional Growth Plan using the SBOE Professional Growth Plan template.

b. Teachers whose performance rating is "Skilled" will develop a Professional Growth Plan collaboratively with his/her credentialed evaluator using the SBOE Professional Growth Plan template.

c. Teachers whose performance rating is "Developing" will have a Professional Growth Plan developed by their credentialed evaluator using the SBOE Professional Growth Plan template.

d. Teachers whose performance rating is "Ineffective" and/or whose evaluation indicates below expected levels of student growth will have an Improvement Plan developed by their evaluator using the SBOE Improvement Plan template.

e. Professional Growth Plans will be developed by October 1.

f. Professional Growth Plans will have one (1) or two (2) obtainable goals.

g. An Improvement Plan will have no more than three (3) achievable goals per evaluation cycle.

h. Alignment of the PGP goals with District and/or school improvement plan(s) will be discussed during conference(s) with the evaluator.

i. Determination of whether or not progress is made on the PGP will be based upon discussions during post-conference(s) with the teacher and evaluator and additional documentation can be provided by the teacher as well.

j. Final report and conferences, if needed, will be completed by May 10.

k. The Improvement Plan shall include:

    1) Specific performance expectations, resources, and assistance to be provided;

    2) Timelines for its completion;

    3) A mentor will be assigned to the teacher.

12. Evaluation System (OTES Inapplicable)

Unless the Ohio law changes, this Evaluation System applies to employees who do not spend at least fifty percent (50%) of the time employed providing student instruction.

a. As part of the evaluation process, there will be both observations and evaluations as defined below:

1) Observation

A work setting observation of the staff member at work in order to critique one's performance shall be conducted. Also included are day-to-day observations of staff members, in the education setting.

2) Evaluation

It shall be a summation of observations and walkthroughs.

b. Evaluations shall be completed by a District building principal or administrator employed by the Board.

In all cases, the period of time between the completed evaluation and the evaluation conference shall not exceed fifteen (15) workdays. Any unsatisfactory rating shall be accompanied by a written explanation which shall include written suggestions by the Administration for correcting any deficiencies which have been cited. The ultimate responsibility for correcting any noted deficiencies shall rest with the employee.

c. Employees shall be evaluated at least once per school year. The evaluation shall consist of at least two (2) formal observations and may consist of periodic walkthroughs by the evaluator. Evaluations shall be completed by the first day of May and the employee shall receive the results of the evaluation by the tenth day of May.

d. One (1) copy of the evaluation shall be sent to the Superintendent for placement in the employee's personnel file, one (1) copy to the employee, and one (1) copy will be placed in the employee's building file. An employee, by his or her signature on the evaluation forms, shall acknowledge that he or she has reviewed and discussed the report with the evaluator. The employee's signature shall not be interpreted to necessarily indicate agreement. The employee shall have the right and opportunity to submit, within ten (10) school days, a written rebuttal for attachment to the evaluator's report and such shall be placed in his or her personnel file.

e. If a bargaining unit member is evaluated as “Ineffective,” they will be placed on an Improvement Plan and the Improvement Plan shall include:

1) Specific performance expectations, resources, and assistance to be provided;

2) Timelines for its completion;

3) A mentor will be assigned to the teacher.

O. Classroom Time Sharing

The Board will entertain proposals from teachers regarding classroom time sharing within their buildings. The following procedures must be followed:

1. Teachers interested in time sharing must already be located in the same building where the time sharing will occur.

2. Teachers involved in time sharing will teach a one-half (1/2) day five (5) days per week.

3. All fringe benefits will be pro-rated at fifty percent (50%) of what a full-time bargaining unit member receives.

4. For seniority purposes each year counts as one (1) year on the seniority list.

5. Teachers who are interested in time sharing must notify the Superintendent (or designee) by March 30.

6. The building principal and Superintendent (or designee) will meet with staff interested in time sharing.

7. Teachers who are recommended for time sharing must submit a letter to the Board via the Superintendent requesting their contract to be reduced to one-half (1/2) time.

8. Teachers who request their contract be reduced to one-half (1/2) time will not be placed on the recall list. Teachers on the recall list must be offered positions before time sharing teachers can be offered full-time contracts.

9. The final decision for time sharing teachers will be determined by the Board.

P. Local Professional Development Committee

1. The Local Professional Development Committee (LPDC) shall review individual professional development plans (IPDP) for renewal of certifications/licenses of applicable employees of the District. The LPDC policy, procedure and governance, as well as proposals to the LPDC or approvals/denials of the LPDC, shall not supersede the Negotiated Agreement and/or District policy.

2. The LPDC shall be comprised of three (3) teacher representatives elected by the TEA and two (2) administrative representatives appointed by the Superintendent. With respect to the teacher representatives, an effort will be made to include one (1) representative from each of the following grade levels: K-5, 6-8, and 9-12. The LPDC shall establish an initial rotation schedule to allow for staggered terms. Subsequent terms to the LPDC shall be for three (3) years. Terms shall commence on July 1, each year. Any representative appointed to fill a vacancy occurring prior to the expiration date of the term shall serve for the remainder of that term.

3. Whenever an administrator's IPDP is being considered, the LPDC shall, at the request of one of the LPDC administrative representatives, cause a majority of the committee to consist of administrative representatives by reducing the number of teacher representatives voting on the IPDP.

4. A quorum shall be defined as a majority of the entire committee with at least one (1) teacher representative and at least one (1) administrative representative present.

5. Appeals of LPDC decisions shall follow the established procedures as outlined in the LPDC's Plan Document. The decisions of the LPDC are not grievable.

6. The LPDC shall recommend training on the purpose, responsibilities, functioning and legal requirements of LPDCs. Training that requires release time or expense reimbursement must be pre-approved by the Superintendent.

7. Employees serving on the LPDC shall be paid five hundred dollars ($500) for one year of service. One-half (1/2) of the stipend shall be paid by December 25 and the remainder shall be paid by June 25. An employee who serves less than one (1) year and his/her replacement shall each receive a prorated amount of the stipend.

8. In the event of legislative action that impacts in any way on this topic, the parties agree to reconvene bargaining to make the appropriate adjustments.

Q. National Board Certification

1. Upon notification by the National Board for Professional Teaching Standards, employees that achieve National Board Certification shall receive a one-time two thousand five hundred dollar ($2,500) stipend from the Board. The stipend shall be paid within thirty (30) days following notification.

2. A teacher who obtains certification from the National Board for Professional Teaching Standards shall also be honored by placement of his/her name on a plaque housed in the High School Hall of Fame.

R. Resident Educator Program

A Resident Educator (RE) Program for newly hired teachers with a resident educator license or an alternative resident educator license shall be implemented in accordance with SBOE guidelines. If a guideline conflicts with any provision of this Section, the parties will promptly confer in an effort to resolve the issue. The principal and the mentor teacher must agree on the assignment of mentor to the resident educator. Years of credit from other Ohio school districts follow newly hired teachers within the District.

The RE Program shall include both a formal program of support, including mentoring to foster professional growth of the individual teacher and the assessment of skills and abilities of the resident for the purpose of attaining professional licensure. The RE Program shall consist of two (2) academic years and the passing of the Resident Educator Summative Assessment (RESA); if, however, a teacher is employed on a date after the school year begins, the RE Program for that candidate shall consist of a minimum of one hundred twenty (120) school days for each of the two (2) years.

Support for the beginning resident educator shall include mentoring on an ongoing basis, with a minimum of ten (10) formal meetings between the mentor and resident educator to accomplish the work of the RE Program and prepare for the performance-based summative assessment.

Bargaining unit members required to attend the annual RE Program meeting, if any, will continue to be paid fifteen dollars ($15) per hour, in quarter-hour (1/4) increments, for the period of such attendance.

The RE Program shall include the following elements:

1. Mentors

a. Posting of Vacancies

The procedure for posting of mentor positions shall be in accordance with this Agreement. The number of mentor positions, if feasible, shall equal the number of newly-hired resident educators who will be in the RE Program. The posting shall clearly state that the mentor contract is a one (1) year contract, which shall be automatically nonrenewed at the end of the school year. Mentors may reapply for a posting applicable to a subsequent school year.

b. Qualifications

Mentors should be employed on a regular teaching contract in the District for at least five (5) consecutive years or have completed the Resident Educator program. Additionally, mentors must attend all required training and become certified mentors. Retirees who meet the qualifications may be

considered for a mentoring position. Mentors who fail to comply with the minimum 10-meeting requirement or who are otherwise unsuccessful in helping the resident educator complete the RE Program will not be reassigned.

c. Compensation and Workload

The mentor shall receive a stipend of no less than five hundred dollars ($500) per mentee. The Board Treasurer shall communicate the amount of the stipend on a yearly basis as soon as possible, but no later than the first day of the school year in which the mentoring shall occur. The stipend shall be paid in the first pay period in May upon certified completion of duties. The mentor shall be assured adequate time during the workday to meet with the assigned resident educator. If feasible, no mentor shall be assigned more than one (1) resident educator at a time during a school year. If a mentor is assigned for less than one (1) academic year, compensation shall be prorated.

d. Confidentiality

Any interaction, written or verbal, between the mentor and the resident educator shall be regarded with the same confidentiality as that represented by the attorney/client relationship and shall not be used by the Board/Administration or the Association in termination or nonrenewal actions. Any violation of this tenet by the mentor shall constitute grounds for immediate removal from the role as mentor without recourse to the grievance procedure or Section 3319.16 of the Ohio Revised Code.

2. Teacher/Residents

a. Compensation and Workload

The resident educator shall receive one hundred percent (100%) of the salary to which the resident educator is entitled under this Agreement. In addition, the resident educator shall be assured of adequate time during the workday to meet with the assigned mentor.

b. Confidentiality

No resident educator may be compelled to release information to the District regarding the resident educator's assessment by the SBOE, nor may such information be used in the evaluation of the resident educator by District administrators. Any documents pertaining to the RE Program and the SBOE assessment shall be confidential to the extent permitted by law.

c. Protection

No later than six (6) weeks after the initiation of the RE Program, the resident educator may exercise the option to request a new mentor. If a new mentor is assigned, the former mentor shall have his/her supplemental contract terminated without recourse to the grievance procedure and/or Section 3319.16 of the Ohio Revised Code. The new mentor shall receive a prorated share of the former mentor's supplemental salary.

No adverse employment action may be taken against a resident educator who fails in the first year to successfully complete the RE Program, but who retains the appropriate teaching credential, unless all applicable provisions of this Agreement relating to teacher evaluation and the nonrenewal of contracts have been followed.

Notwithstanding Section 3319.11 of the Ohio Revised Code and all other applicable provisions of this Agreement relating to teacher evaluation and nonrenewal of contracts, a resident educator who fails twice to successfully complete any year of the RE Program requirements may be nonrenewed.

S. Personnel Files

1. One (1) official personnel file will be maintained for each bargaining unit member. This provision does not preclude an administrator from keeping anecdotal materials relevant to the employee's job performance and conduct. Anonymous documents will not be kept in the personnel file, but if allegations contained in an anonymous document are, upon investigation, independently corroborated, the action taken with reference to an employee if any, and the result of such investigation may be noted in the personnel file.

2. A bargaining unit member may review the content of his/her personnel file at all reasonable times and may choose to be accompanied by an Association representative or authorize an Association representative in writing to review the file on the employee's behalf.

3. A bargaining unit member may dispute the accuracy, relevance, or timeliness of material in his/her personnel file in accordance with Chapter 1347 of the Ohio Revised Code.

4. A bargaining unit member may furnish a rebuttal or other comment to be attached to a personnel file document, provided the statement is of reasonable length and submitted with reasonable promptness.

5. The Administration will attempt to notify a bargaining unit member if an individual other than an administrator, the Treasurer, an account clerk, or a Board member has requested to view the member's file.

T. PTO Contributions

For the mutual protection of the employee and the District, any teacher who receives PTO contributions for purchasing classroom supplies will promptly account for the use of such monies, with appropriate receipts, to the employee's building principal.

U. College Credit Plus

The opportunity to teach College Credit Plus (CCP) courses will be encouraged for all teachers who are qualified to teach a course. No teacher will be required to become credentialed to teach a CCP course.

A bargaining unit member who teaches an approved College Credit Plus course at Tiffin High School and/or Tiffin Middle School shall receive a stipend of four hundred dollars ($400) per College Credit Plus course for each semester taught. The bargaining unit member shall also receive one (1) professional release day each year that he/she teaches a College Credit Plus course.

V. ORC 3302.10 Acknowledgement

As required by Section 3302.10(P) of the Ohio Revised Code, the provisions of Section 3302.10 (Academic Distress Commissions) are incorporated by reference as part of this Agreement.

W. Teachers/Counselors Acting as Substitutes

Teachers/counselors who following an administrative request, substitute for another teacher, study hall monitor, or other assignment during their conference period, shall be paid an additional twenty-five dollars ($25). No teacher will be required to give up his/her conference time to serve as a substitute for another teacher. An elementary conference period is defined as a time period of a minimum of thirty (30) minutes.

Teachers will be paid one half (1/2) the current daily substitute rate for covering two (2) or three (3) periods when pulled from their regular teaching assignment or combining a class with their own class.

Teachers will be paid the full current daily substitute pay for covering four (4) or more periods when pulled from their regular teaching assignment or combining a class with their own class.

X. Non-Discrimination

The Board of Education shall apply this provision to all employees without discrimination as to age, gender, marital status, disability, race, religion, national origin, sexual orientation, gender expression, gender identification, military status, and genetic information.

ARTICLE IV – LEAVES OF ABSENCE (PAID AND UNPAID)

A. Sick Leave

Full-time employees shall be entitled to fifteen (15) days sick leave with pay per year, which shall be credited at the rate of one and one-fourth (1-1/4) days each month. The Board will continue to credit part-time employees with sick leave in accordance with past practice notwithstanding the formula on the accrual of sick leave for part-time employees that appears in Section 3319.141 of the Ohio Revised Code. The amount of sick leave credited to an employee shall accumulate to two hundred eighty-five (285) days for the duration of this Agreement. [NOTE: This is not intended to change the terms of Severance in Article V, Section D. The maximum sick leave accrual for severance purposes will still be two hundred seventy (270) days.]

New service bargaining unit members, upon request, may have up to five (5) sick leave days made available before accrual.

Employees may use sick leave for absence due to personal illness, pregnancy, injury, and for absence due to illness, injury or death in the employee's immediate family. The term "immediate family" shall mean spouse, children, mother, father, siblings, grandchild, or any other dependent or relative living in the same household as the school employee.

Sick leave may be used for up to twenty (20) days per school year for absence due to the serious illness or injury of an employee's brother, sister, grandparents, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, legal guardian or other person who stands in place of a parent (e.g., foster or step parent).

If an employee is absent due to death outside the immediate family, absence shall be approved for up to two (2) school days. If the funeral service the employee is to attend is more than one hundred fifty (150) miles from Tiffin, then leave may be granted to a maximum of five (5) school days by the Superintendent if circumstances justify the extension.

Sick and personal leave accumulations are available in the District’s absence management system.

B. Sick Leave Pool

The purpose of this Pool shall be to provide teachers who have exhausted all paid leave with additional sick leave days for a catastrophic illness or injury. Administration and use of the pool shall be subject to the following:

1. The pool shall be administered by a committee of four (4). Two (2) members shall be selected by the Association. Two (2) members shall be selected by the Administration. All decisions shall be made by majority vote of all members of the committee. If committee members are tied in voting, or the request is denied, the

issue shall die in committee and cannot be appealed through any means or methods provided in this Agreement or otherwise. All voting in the committee shall be confidential and by secret ballot.

2. A teacher on his/her own behalf, or any employee on behalf of the needy teacher, must present the request, in writing, to the Association President. This request shall include the approximate number of days the teacher may require from the pool. This number may be adjusted as necessary. The President (or designee) will bring the request to the committee for consideration. The committee may request proof of the catastrophic nature of the illness or injury if the majority of the committee believes proof will be helpful in consideration of the request. Such proof shall consist of written confirmation by a physician that the illness/injury will require the recuperation time requested.

3. If the request is approved by the committee, the Association President will notify all teachers of the request. A teacher must have at least forty-five (45) accumulated sick days in order to make a donation and must limit his/her donations to no more than five (5) days. A form will be provided for certified staff to indicate willingness to contribute sick leave to the needy teacher. This form shall also include the number of days the teacher is willing to contribute. Forms and contributions will be held confidential. The Association shall compile the donations and notify each teacher whose contribution is accepted. Forms for contributions above the amount needed shall be returned to the contributing teacher. The forms accepted for contribution will be turned over to the Board Treasurer for appropriate action.

4. Teachers contributing to the pool who are eligible for the perfect attendance award shall not suffer the loss of that award as a result of donating to the pool.

C. Personal Leave

Each full-time teacher will be granted three (3) days of unrestricted personal leave per year with no loss of compensation. Requests must be submitted in writing to the building principal or supervisor at least one (1) week in advance of the desired date for approval of personal leave. Except as otherwise provided in the immediately following paragraphs of this Section, approval will not be withheld. In an emergency where advanced written notice is not possible, the teacher shall immediately telephone and notify the administrator of the need and reason to request emergency personal leave, which will be charged against personal leave, if available, or treated as a dock day under Section H of this Article.

Requests for personal days may be made for any contracted day of the school year with the following exceptions with respect to which ~~a~~ up to one (1) personal day may be taken only with approval of the Superintendent (or designee):

1. First and last day of school for students.

2. Mandatory professional development days and parent/teacher conference days.

3. Teacher meeting workdays.

4. The regularly scheduled workday immediately preceding and the regularly scheduled workday immediately following a holiday or break period (e.g., the winter and spring break) in the school calendar.

5. The above exceptions will not be applied in the event of a declared Level 3 emergency that precludes the teacher from getting to work or comparable natural disaster.

6. Unused personal leave days remaining at the end of the school year shall be addressed as follows:

   a. a bargaining unit member may carry over up to two (2) days to a maximum accrual of five (5) days of personal leave; and/or

   b. a bargaining unit member may cash out up to three (3) days at $150/day; and/or

   c. a bargaining unit member may convert any remaining balance of personal leave days into sick leave, and/or

Requests for personal days August through March will be approved up to a daily maximum of fifteen percent (15%) of bargaining unit members in a building [minimum of two (2)]. Requests for personal days in April, May, and June will be approved up to a daily maximum of five percent (5%) of bargaining unit members in a building [at least one (1) per building]. Requests for leave against a holiday will be honored on a first come, first served basis, up to ten percent (10%) of a building's certified staff.

The Superintendent may extend one (1) additional personal leave day in the event of a declared Level 3 emergency that precludes the teacher from getting to work or comparable natural disaster, which may occur after the teacher has used his/her personal leave days.

D. Attendance Incentive

An employee will be eligible for an incentive only for not using sick leave, personal days, and dock days. The following incentive will be available for perfect attendance:

Two hundred fifty dollars ($250) to the individual if zero (0) days are missed per quarter.

Monies will be paid out within thirty (30) days of the end of the semester.

E. Professional Leave

All bargaining unit members may be entitled to professional leave each school year. Professional leave days may be used to attend professional meetings, conferences, conventions, or visits to other schools, which are related to the employee's current

assignment. All professional leave days mentioned above are required to receive approval by the Superintendent (or designee) prior to the leave dates(s) requested. Professional leave shall not apply to state tournament events.

Applications for professional leave must be submitted to the Superintendent/designee in writing at least twenty-one (21) days prior to the event. The application shall indicate the date(s) on which professional leave is being requested, the professional nature of the activity to be attended, and an estimate of expenses.

The Board will, when approved by the Superintendent or his/her designee, pay expenses of the person using professional leave as follows:

1. registration fees (up to $250)

2. the cost of lodging (up to $150 per night) (No reimbursement for 1-day conferences within 100 miles of Tiffin)

3. meals (exclusive of tips and alcoholic beverage) (up to $35/per day; $18/per half day)

4. mileage at the current IRS rate.

In the event that there are no funds available to attend the leave date(s) requested, the employee shall retain the option to go on the leave without reimbursement if approved by the Superintendent.

Upon return from professional leave, the employee must submit within two (2) weeks a statement of all actual expenses which shall be accompanied by receipts.

F. Leave of Absence Policy

A leave without pay for up to one (1) year shall be granted by the Board to teachers for the following purposes:

1. Personal illness
2. Physical or mental disability
3. Maternity/paternity/adoption
4. Immediate family illness (shall only be granted contingent upon the employee signing a waiver that he/she will not seek retirement system contributions from the Board for such leave period).

At the option of the Board, an employee may be granted a leave of absence without pay for up to one (1) year for the following purposes:

1. Continuing Education
2. Sabbatical

3. Election to political or professional office.

An employee desiring such leave shall present to the Superintendent a written request stating clearly the reason and purpose of the leave and the desired duration. When the reason for the leave is personal illness or physical or mental disability an employee shall also attach a doctor's statement. The Superintendent shall report the request to the Board at the next regular meeting. Without request, the Board may grant a leave because of physical or mental disability. In the case of leaves for maternity, paternity, or adoption the following conditions shall apply:

1. only one (1) leave per family shall be granted per child in a year,
2. the period of time for which such leave is granted shall not cover portions of two (2) different school years unless specific approval for same is granted by the Board.

A leave may be extended for up to one (1) additional year by written request presented to the Superintendent and with the approval of the Board.

Employees will be reinstated from leave to fill existing vacancies at any time during the year or will be reinstated at the time agreed upon when the leave was granted. Return to the school system from a leave due to physical or mental disability or illness shall be accompanied by a doctor's statement indicating that the employee is capable of resuming his/her assigned duties.

Upon return from a leave, a teacher shall resume the contract status held prior to such leave and will be returned to the same or similar position held prior to going on leave. Teachers using any Board-approved leave shall not lose seniority held prior to the leave, nor shall they gain additional seniority for the time on leave. Where the group insurance policy permits, an employee on leave may continue to participate in those benefits which are provided to other employees by payment of the rate under COBRA regulations for such benefits.

G. Assault Leave

Notwithstanding the provisions of Section 3319.141 of the Ohio Revised Code, the Board shall grant assault leave to teachers absent due to a physical disability resulting from a physical assault occurring while the employee was performing his/her contractual duties to a maximum of ten (10) working days each school year under the following conditions:

1. Any teacher who must be absent from his/her duties due to a physical disability resulting from an assault while teaching or in school-related activities, on or off the school premises, before, during or after school hours, will be paid his/her full scheduled compensation for the period of the absence. Assault shall be defined as an unlawful attempt to do bodily injury to a teacher.

2. The teacher shall furnish to the Superintendent a written, signed statement describing the circumstances and events surrounding the assault, including the location, date, time of the assault and names and addresses of witnesses, if known.

3. The teacher shall furnish a written, signed statement from a physician as to the nature of the disability, its possible duration, that the disability was a direct result of the assault, and the need to be absent from school.

4. Assault leave shall not be charged against sick leave earned or earnable by the employee and shall not interfere with attendance incentives.

5. After the expiration of the ten (10) working days per school year that is allotted for assault leave, any employee who continues to be physically disabled as a result of a physical assault that occurred while the employee was performing his/her contractual duties shall be covered, to the extent applicable, under- the worker's compensation laws of the State of Ohio.

H. Absent Without Leave (Dock Days)

The Board discourages the use of dock days (days on which the employee is absent, but has no authorized leave for the day). In the event an employee is absent without authorized leave (dock day), his/her pay will be reduced by an amount equal to his/her per diem plus an amount equal to the cost to the Board to maintain the employee's benefits for the day on which the employee provided no service and was not on authorized leave. In addition, the Board reserves the right to impose disciplinary action on any employee who is absent without authorized leave. Requests will be considered on a case-by-case basis and medical documentation may be required.

I. Religious Holidays

An employee who observes a religious holiday(s) that requires all day observance, that does not coincide with the District's observed holidays, may request and shall be granted personal leave, not to exceed two (2) days, for such religious holidays. This leave shall be in addition to other personal leave.

J. Family and Medical Leave Act (FMLA)

Both parties have all the rights and obligations set forth in the FMLA statutes and regulations.

K. Maternity/Paternity Leave

Employees are entitled to maternity/paternity leave for the birth and/or care of a newborn child within one (1) year of the child's birth or for the adoption of a child, or placement of a foster child to care for that child within one (1) year of the child's arrival. Such leave shall be granted for a total of twelve (12) weeks, up to eight (8) weeks of which will be paid (to

the extent that the employee has accrued and unused sick leave available) and the remainder to be unpaid: the total of which is to run concurrently with the provisions of the Family and Medical Leave Act (FMLA) as outlined in Section J above. Lesson plans must be completed prior to the start of the leave that map out what needs to be covered during his/her absence.

ARTICLE V – SALARIES AND FRINGE BENEFITS

A. Salary Schedule and Index

1. The base salary for the 2025-2026 school year shall be $40,105 (1% increase). The base salary for the 2026-2027 school year shall be $40,506 (1% increase). The base salary for the 2027-2028 school year shall be $40,911 (1% increase).

2. After July 1, 2014, courses will count toward horizontal column movement on the teachers' salary schedule only if the courses meet the criteria appearing in Section Q, Subsection 2.a. of this Article.

3. All parties are subject to state law with regards to salary schedule placement. Each teacher who has completed additional training which would qualify such teacher for a higher salary bracket must file by October 1 with the Treasurer of the Board of Education satisfactory evidence of the completion of such additional training by official transcript. The Treasurer shall then immediately place the teacher in the proper salary bracket in accordance with training and years of service.

   The Superintendent (or designee) reserves the right to accept other suitable documentation at his/her discretion on a case-by-case basis.

4. Longevity shall be defined as experience that can be calculated by the State Teachers' Retirement System (STRS) for credit; for service in the military as prescribed by statute; or for work experience outside the education setting relevant to the position for which they are being hired, as set forth in R.C. 3317.14. Newly hired employees will receive vertical placement credit on the salary schedule as determined by the Board consistent with R.C. 3317.14.

5. The salary schedule shall be indexed as indicated on Appendix B.

B. Pay Periods

The total amount of a teacher's annual salary shall be paid in twenty-six (26) equal installments starting with a Friday date established by the Superintendent as soon as permitted by law following the opening of school and continuing every other Friday thereafter until twenty-six (26) pays have been issued for a given school year.

Specific pay dates will be published at the beginning of each school year. Teachers shall receive their pay via electronic direct deposit to a bank of the individual's choice. When a payday falls on a holiday (banks closed), the teacher's pay will be electronically deposited the preceding day. It is mutually recognized that, by operation of the calendar, a three-week hiatus between paydays will occur every several years in order to avoid a twenty-seventh (27^{th}) pay; when this happens, the hiatus will be scheduled to occur in the summer recess between school years and, prior to the start of that summer recess, the Board Treasurer will give written notice to the TEA President of the fact that the hiatus will occur and when it will be implemented.

Supplemental contract personnel shall have the option of being paid in accordance with the pay periods described above [twenty-six (26) paychecks] or in a separate lump-sum check paid at the end of the supplemental contract period.

C. Teacher Dues (Payroll Deductions)

By authorization of Section 4117.09 of the Ohio Revised Code, the Board will accept applications from employees to deduct professional membership dues to the National Education Association, Ohio Education Association, Northwestern Ohio Education Association, and the TEA.

The Board will make deductions only upon written authorization from the individual employee. Authorization shall be on a continuing basis from year to year unless a request for withdrawal is submitted in writing to the Board Treasurer, from August 1 through August 31 of any given school year. The TEA shall be notified by the Treasurer of any withdrawals.

The amount of dues to be deducted from each employee shall be stipulated annually, no later than September 15, by the designated representative of the Association.

All deductions, as authorized, will be made over the contract year with the total amount of dues to be deducted effective October of a given school year through July 31 of the same school year. New requests for deduction of membership dues must be in the hands of the Treasurer by September 15 and deducted dues from each employee shall be stipulated annually, no later than September 15, by the designated representative of the Association.

The balance of the annual dues deductions shall be deducted from the final pay of a teacher resigning or receiving a leave of absence after the opening of school.

D. Severance Pay

Each employee with at least ten (10) years of District teaching service, whose effective date of retirement with the State Teachers Retirement System has been substantiated by submission to the Treasurer of documentation that the first payment of STRS retirement benefits has been received by the retiree, and if the Board made the last payment in his/her name to the STRS, will be paid in cash one-fourth (1/4) the value of accumulated but unused sick leave days to a maximum of two hundred seventy (270) days, The cash payment will be calculated on the basis of the last daily rate of pay. Payment will be made within seventy-five (75) days after the employee's effective date of service retirement with STRS. Consistent with applicable tax requirements, the employee may elect to have the Treasurer contribute all or a portion of such payment to a Section 457(b) or 403(b) tax-sheltered plan. If the employee's effective date of retirement with STRS is not coterminous with the end of the employee's work year, the payment under this Section will be reduced by five percent (5%) rounded to the nearest whole dollar; however, this provision shall not apply if the work year extends beyond May 31 and the employee's effective date of retirement is May 31.

E. Health Insurance

1. In order to be eligible for insurance, an employee must be employed for at least thirty (30) hours per week.

2. Employees shall not be paid cash in lieu of insurance benefits.

3. Coverage: See Plan Booklet for COG adopted coverage information

4. Medical

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

5. Stark County Schools Council of Governments

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

6. Preferred Provider - Doctors/Hospitals

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

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

F. Preferred Provider - Prescription Drugs

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

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

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

3. The deductible will be waived.

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

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

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

G. Dental Insurance

The Board shall provide family dental insurance coverage for each employee. The Board shall select the company to provide the insurance.

The Board shall pay eighty-five percent (85%) of the monthly premium for each full-time employee. Should both a husband and wife be full-time employees, the Board shall pay one hundred percent (100%) of the monthly premium.

H. Life Insurance

The Board shall provide term life and accidental death and dismemberment coverage in the amount of $35,000 for each employee.

Bargaining unit members may purchase additional term life insurance at the group rate, in $5,000 increments, up to a maximum of $60,000 coverage in addition to Board paid coverage. Modifications to this provision may be necessary to comply with requirements of the insurance carrier.

The value of all life insurance reduces by fifty percent (50%) at age 65.

I. Vision Insurance

The Board shall provide Vision Insurance. The Board shall pay zero percent (0%) of the premium and the Employee shall pay one hundred percent (100%).

J. Section 125 - Tax Shelter

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

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

K. Premium Holidays

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

L. Spousal Coverage

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

M. Insurance Committee

The Labor Relations committee shall look at insurance trends, coverages, utilization and recommend plan design changes that work in the interest of membership and the District. Should the District consider making changes to the insurance plan contained within this CBA, it will be done in collaboration with the TEA.

N. STRS Pick-Up

The Board agrees to designate each employee's mandatory contributions to the State Teachers Retirement System as "picked up" by the Board as contemplated by Internal Revenue Service rulings 77-462 and 81-36, although they shall continue to be designated as employee contributions as permitted by Attorney General Opinion 82-097. The amount of the employee's income reported by the Board as subject to federal and Ohio income tax shall be the employee's total gross income reduced by the then-current percentage amount of the employee's STRS contribution which has been designated as "picked up" by the Board. The amount designated as "picked up" by the Board shall be included when computing final average salary, daily rate of pay, severance pay, supplemental salary, and extended service pay.

This policy applies without exception to all employees represented by the Association. The amount to be tax sheltered on behalf of each employee shall be such rates as may be imposed by the STRS as required employee contributions.

O. Compensation for Course of Study Writing

Any employee designated the responsibility for the actual writing of a course of study will be compensated. Some of the factors involved in determining the amount include the impact of the project on the total curriculum and course of study writing programs, the time required to complete the project, the thoroughness of the final product, and the quality of the final product.

1. Writing a Course of Study

   a. This person will be paid two hundred dollars ($200).

   b. The job description for the project includes the following guidelines:

      1) meet with the Director of Instruction/Personnel to establish guidelines to meet new standards

      2) examine other districts' course of study and our own previously completed course of study

      3) review previous lesson plans, textbook format, and old course of study

      4) review most recent evaluation data for the system (standardized tests, etc.)

      5) establish timeline for completing the project

      6) complete each element of the program and obtain final approval from the Director of Instruction/Personnel.

   c. If the course of study has already been written to meet new standards and is simply being reviewed or updated, there will be no compensation paid.

      The Director of Instruction/Personnel plans to do most of this type of editing.

2. Writing a Course of Study for a Semester Course. This person will be paid one hundred dollars ($100). The requirements are the same as above.

3. Special Area Considerations

   a. If a single instructor (e.g., secondary art) has more than one (1) subject responsibility and if there is very little carry over from one (1) subject to the next, the instructor will be compensated the full rate for each course of study.

   b. If a single instructor (e.g., foreign language) has more than one (1) subject responsibility and there is a great deal of carryover from beginning levels to advanced levels, then the rate of compensation will be seventy-five dollars ($75) for each course of study after the initial course of study is written and completed.

c. The curriculum directors may recommend that other staff members be compensated, within the above rate schedule, for other significant curriculum projects.

P. Mileage

Mileage will be paid at the Internal Revenue Service rate per mile, as of July 1, for approved travel. The rate will be adjusted as of the next following July 1 if a change by the IRS occurred in the interim, unless the IRS reduces the rate in which case the adjustment will occur as of the effective date.

Q. Tuition Reimbursement

1. Reimbursement Limits

a. The Board will provide twenty-five thousand dollars ($25,000) from the general fund for the purpose of tuition reimbursement.

b. Reimbursement of course work shall be by the following formula:

See 1a total # of paid hours to be reimbursed	=	total reimbursement per person not to exceed two hundred sixty dollars ($260) per semester hour or one hundred seventy dollars ($170) per quarter hour

c. Hourly rate of reimbursement will not exceed actual hourly cost. If the employee has received or will receive compensation of any sort from any source for taking a course, reimbursement will not exceed the difference between the actual hourly cost and such compensation; if such compensation exceeds the actual hourly cost, no reimbursement shall apply.

2. Conditions

a. Courses that qualify for reimbursement are as follows:

1) Courses in staff member's teaching field (area of certification/licensure) or the member's teaching assignment or that aligns with the District's Continuous Improvement Plan or that aligns with the member's building Continuous Improvement Plan.

2) Courses in staff member's post graduate program that lead to SBOE-approved educator/licensure (including school administrator).

b. All courses must be approved by the Superintendent (or designee) prior to official enrollment in the course.

c. Reimbursement for courses with a starting date between July 1 and June 30 of any fiscal year will be paid by the end of the following October if the employee has returned to service in the District. To be reimbursed employees must present a registration fee receipt and evidence of successful completion by the college/university to the Treasurer by October 1 of that fiscal year. Further, the Superintendent (or designee) shall request a one-page summary of the course.

R. Tax-Sheltered Annuity Program

Written requests for the diversion of salary to a Section 457(b) or 403(b) tax-sheltered plan, or any change to an employee's current authorization, must be submitted to the Treasurer.

The written request, should be in the form of a Salary Reduction Agreement, signed by the employee and agent of the company of choice. A list of the companies who qualify to write tax-sheltered annuities for the employees of Tiffin City Schools is available in the Treasurer's Office.

Employee retirement contributions are tax-sheltered and must be considered when calculating the amount of salary an employee is able to contribute to a qualified plan. The Treasurer's office cannot calculate the maximum contribution.

Contributions to tax-sheltered plans may be cancelled at any time by giving written notice to the Treasurer. Deductions will not be stopped unless the request is in writing. It will be the responsibility of the employee to notify the company/agent of cancellation.

S. District Leadership Team (DLT) and Building Leadership Teams (BLT)

The Board and the Association agree that in the best interests of both parties, teachers will be compensated for their participation in BLT and DLT meetings. The Board and the Association agree that additional preparation may be needed outside of the actual meetings and teachers involved should be compensated for their time.

Members of the DLT will be paid two hundred fifty dollars ($250) for each meeting.

Members of the DLT will be paid for at least four (4) meetings per school year, dependent on attendance. Absences will not be paid.

DLT meetings will take place during the school day and will be a duration of two (2) hours, or less.

Members of the BLT will receive a stipend of five hundred dollars ($500) for the school year.

Monies will be paid out within thirty (30) days of the end of the semester.

ARTICLE VI – ASSOCIATION RIGHTS

A. Duly authorized representatives of the TEA and its affiliates may transact Association business on District premises outside the regular workday, provided 1) that such business does not interfere with the duties of any employee or with a District-sponsored activity, and 2) reasonable advance notice is given to the appropriate administrator.

B. The Association may use Board equipment, such as word-processing and duplicating equipment and audio-visual equipment, for Association business when such equipment is not otherwise in use. The Association is responsible for the cost of any consumable supplies used and any damage beyond normally expected wear and tear.

C. The Board will make its facilities available for Association meetings.

D. The Association President (or designee) will, upon request, be provided reasonable speaking time at regular Board meetings.

E. By not later than the day prior to a Board meeting (except in the case of an emergency meeting), the Association will be provided a copy of the agenda and exhibits furnished in advance to Board members.

F. The Board will promptly provide the Association President with the names, home addresses, phone numbers, and building assignments of new bargaining unit members.

G. The Association may make brief announcements at general staff meetings and may use the public address system for such announcements subject to standard building procedures. This provision does not provide such access for announcements pertaining to any labor dispute between the Board and Association.

H. The Association will be accorded access to employee mailboxes and other facilities where mail is received and to use of the Board's mail distribution system.

I. The Board will allow Association representatives to make a presentation during any new employee orientation program. The time allotted will not be less than fifteen (15) minutes.

J. The Board will grant up to six (6) days of paid Association leave each school year to permit duly authorized delegates to attend regional, statewide, or national meetings of the Association's affiliates identified in Article I, Section A of this Agreement. Leave may be used in half-day increments where a half-day meeting is involved.

ARTICLE VII – EMPLOYMENT OF RETIREES

A. This Article governs the terms and conditions of employment of any superannuate or "other system retirant" (as those terms are statutorily defined for purposes of Section 3307.35 of the Ohio Revised Code) whom the Board may regularly employ in a position that falls within the bargaining unit identified in Article I, Section A of this Agreement.

1. For placement purposes on the teachers' salary schedule, the employee will receive horizontal credit in accordance with the normal rules and vertically placed up to Step 12, at the discretion of the Superintendent/designee.

2. An employee employed under this Article will receive a one-year limited contract of employment (if employed after the start of the school year, such contract will be for the remainder of that school year). If subsequently reemployed, the employee will receive a new one-year limited contract. In no event will the employee qualify for a continuing contract or a multi-year limited contract.

3. Any limited contract received under Paragraph 2 above will automatically nonrenew. The procedures and terms appearing in Article III, Section H of this Agreement and in Section 3319.11 of the Ohio Revised Code, including the post-nonrenewal procedures appearing in Section 3319.11(G), shall not apply to any such contract nonrenewal.

4. Upon employment, the employee will be credited with zero (0) years of seniority and will not thereafter accrue seniority.

5. The employee is not eligible to participate in any insurance fringe benefits offered under Article V of this Agreement, except that the employee will be entitled to participate in benefits offered under Article V to the extent that STRS precludes the retiree from participating in STRS-provided insurance fringe benefits.

6. The employee will in no event qualify for a sabbatical leave or for benefits under Article V, Section R or for severance pay under Article V, Section D of this Agreement.

7. Any position shall be posted in accordance with all conditions set forth in this CBA.

8. The Association will be notified in writing of all rehires, and their placement on the pay scale, before the start of each school year.

B. The provisions of this Article supersede and prevail over any inconsistent terms that may appear elsewhere in this Agreement or in any part of the Ohio Revised Code.

ARTICLE VIII – DURATION OF AGREEMENT

This Agreement shall become effective July 1, 2025 and shall remain in full force and effect through June 30, 2028.

Negotiators for the Tiffin Education Association

Natallie Jones

Cory Ridge

Chris Joyce

Leigh Alvarado

Tonya Sapp, OEA

Negotiators for the Tiffin Board of Education

Jerry Nadeau

Bob Boes

Dane Gaschen, Board Counsel

President of the Tiffin Education Association

Natallie Jones

President of the Tiffin Board of Education

Larry J Kimbrough

TIFFIN CITY SCHOOLS CERTIFIED SALARY SCHEDULE 2025-2026

Base: $40,105

STEP	BA	BA+9	BA 150 or +18	BA+30	MA	MA+9	MA+18	MA+30
0								
1								
2	$43,434	$44,156	$44,837	$45,559	$47,204	$47,885	$48,607	$49,289
3	$45,118	$45,920	$46,682	$47,444	$49,409	$50,171	$50,933	$51,735
4	$46,803	$47,645	$48,527	$49,369	$51,615	$52,457	$53,300	$54,142
5	$48,487	$49,409	$50,332	$51,254	$53,781	$54,743	$55,666	$56,588
6	$50,572	$51,615	$52,618	$53,660	$56,548	$57,591	$58,593	$59,636
7	$52,257	$53,340	$54,463	$55,545	$58,754	$59,837	$60,960	$62,042
8	$53,901	$55,104	$56,307	$57,470	$60,919	$62,123	$63,326	$64,489
9	$55,586	$56,869	$58,112	$59,396	$63,125	$64,409	$65,652	$66,935
10	$57,270	$58,593	$59,957	$61,280	$65,331	$66,695	$68,018	$69,342
11	$58,954	$60,358	$61,762	$63,205	$67,537	$68,940	$70,384	$71,788
12	$61,040	$62,564	$64,088	$65,572	$70,264	$71,788	$73,312	$74,836
13	$61,040	$62,564	$64,088	$65,572	$70,264	$71,788	$73,312	$74,836
14	$61,040	$62,564	$64,088	$65,572	$70,264	$71,788	$73,312	$74,836
15	$61,882	$63,426	$64,990	$66,534	$71,367	$72,931	$74,495	$76,059
16	$61,882	$63,426	$64,990	$66,534	$71,367	$72,931	$74,495	$76,059
17	$61,882	$63,426	$64,990	$66,534	$71,367	$72,931	$74,495	$76,059
18	$62,724	$64,288	$65,893	$67,497	$72,470	$74,074	$75,678	$77,282
19	$62,724	$64,288	$65,893	$67,497	$72,470	$74,074	$75,678	$77,282
20	$62,724	$64,288	$65,893	$67,497	$72,470	$74,074	$75,678	$77,282
21	$63,546	$65,171	$66,815	$68,459	$73,573	$75,217	$76,861	$78,485
22	$63,546	$65,171	$66,815	$68,459	$73,573	$75,217	$76,861	$78,485
23	$63,546	$65,171	$66,815	$68,459	$73,573	$75,217	$76,861	$78,485
24	$64,369	$66,053	$67,737	$69,422	$74,676	$76,360	$78,044	$79,689
25	$64,369	$66,053	$67,737	$69,422	$74,676	$76,360	$78,044	$79,689
26	$64,369	$66,053	$67,737	$69,422	$74,676	$76,360	$78,044	$79,689
27	$66,053	$67,818	$69,582	$71,347	$76,881	$78,646	$80,411	$82,095
28	$66,053	$67,818	$69,582	$71,347	$76,881	$78,646	$80,411	$82,095
29	$66,053	$67,818	$69,582	$71,347	$76,881	$78,646	$80,411	$82,095
30	$67,737	$69,582	$71,427	$73,272	$79,087	$80,932	$82,777	$84,501
31	$67,737	$69,582	$71,427	$73,272	$79,087	$80,932	$82,777	$84,501
32	$69,422	$71,347	$73,272	$75,197	$81,293	$83,218	$85,143	$86,908

TIFFIN CITY SCHOOLS CERTIFIED SALARY SCHEDULE 2026-2027

Base: $40,506

STEP	BA	BA+9	BA 150 or +18	BA+30	MA	MA+9	MA+18	MA+30
0								
1								
2	$43,868	$44,597	$45,286	$46,015	$47,676	$48,364	$49,093	$49,782
3	$45,569	$46,379	$47,149	$47,919	$49,903	$50,673	$51,443	$52,253
4	$47,271	$48,121	$49,012	$49,863	$52,131	$52,982	$53,832	$54,683
5	$48,972	$49,903	$50,835	$51,767	$54,319	$55,291	$56,222	$57,154
6	$51,078	$52,131	$53,144	$54,197	$57,113	$58,167	$59,179	$60,232
7	$52,779	$53,873	$55,007	$56,101	$59,341	$60,435	$61,569	$62,663
8	$54,440	$55,655	$56,870	$58,045	$61,529	$62,744	$63,959	$65,134
9	$56,141	$57,438	$58,693	$59,989	$63,756	$65,053	$66,308	$67,605
10	$57,843	$59,179	$60,556	$61,893	$65,984	$67,361	$68,698	$70,035
11	$59,544	$60,962	$62,379	$63,837	$68,212	$69,630	$71,088	$72,506
12	$61,650	$63,189	$64,729	$66,227	$70,967	$72,506	$74,045	$75,584
13	$61,650	$63,189	$64,729	$66,227	$70,967	$72,506	$74,045	$75,584
14	$61,650	$63,189	$64,729	$66,227	$70,967	$72,506	$74,045	$75,584
15	$62,501	$64,060	$65,640	$67,199	$72,080	$73,660	$75,240	$76,820
16	$62,501	$64,060	$65,640	$67,199	$72,080	$73,660	$75,240	$76,820
17	$62,501	$64,060	$65,640	$67,199	$72,080	$73,660	$75,240	$76,820
18	$63,351	$64,931	$66,551	$68,172	$73,194	$74,815	$76,435	$78,055
19	$63,351	$64,931	$66,551	$68,172	$73,194	$74,815	$76,435	$78,055
20	$63,351	$64,931	$66,551	$68,172	$73,194	$74,815	$76,435	$78,055
21	$64,182	$65,822	$67,483	$69,144	$74,308	$75,969	$77,630	$79,270
22	$64,182	$65,822	$67,483	$69,144	$74,308	$75,969	$77,630	$79,270
23	$64,182	$65,822	$67,483	$69,144	$74,308	$75,969	$77,630	$79,270
24	$65,012	$66,713	$68,415	$70,116	$75,422	$77,123	$78,825	$80,485
25	$65,012	$66,713	$68,415	$70,116	$75,422	$77,123	$78,825	$80,485
26	$65,012	$66,713	$68,415	$70,116	$75,422	$77,123	$78,825	$80,485
27	$66,713	$68,496	$70,278	$72,060	$77,650	$79,432	$81,215	$82,916
28	$66,713	$68,496	$70,278	$72,060	$77,650	$79,432	$81,215	$82,916
29	$66,713	$68,496	$70,278	$72,060	$77,650	$79,432	$81,215	$82,916
30	$68,415	$70,278	$72,141	$74,004	$79,878	$81,741	$83,604	$85,346
31	$68,415	$70,278	$72,141	$74,004	$79,878	$81,741	$83,604	$85,346
32	$70,116	$72,060	$74,004	$75,949	$82,106	$84,050	$85,994	$87,777

TIFFIN CITY SCHOOLS SALARY SCHEDULE 2027-2028

Base: $40,911

STEP	BA	BA+9	BA 150 or +18	BA+30	MA	MA+9	MA+18	MA+30
0								
1								
2	$44,307	$45,043	$45,738	$46,475	$48,152	$48,848	$49,584	$50,280
3	$46,025	$46,843	$47,620	$48,398	$50,402	$51,180	$51,957	$52,775
4	$47,743	$48,602	$49,502	$50,361	$52,652	$53,512	$54,371	$55,230
5	$49,461	$50,402	$51,343	$52,284	$54,862	$55,844	$56,784	$57,725
6	$51,589	$52,652	$53,675	$54,739	$57,685	$58,748	$59,771	$60,835
7	$53,307	$54,412	$55,557	$56,662	$59,935	$61,039	$62,185	$63,289
8	$54,984	$56,212	$57,439	$58,625	$62,144	$63,371	$64,598	$65,785
9	$56,703	$58,012	$59,280	$60,589	$64,394	$65,703	$66,971	$68,280
10	$58,421	$59,771	$61,162	$62,512	$66,644	$68,035	$69,385	$70,735
11	$60,139	$61,571	$63,003	$64,476	$68,894	$70,326	$71,799	$73,231
12	$62,267	$63,821	$65,376	$66,889	$71,676	$73,231	$74,785	$76,340
13	$62,267	$63,821	$65,376	$66,889	$71,676	$73,231	$74,785	$76,340
14	$62,267	$63,821	$65,376	$66,889	$71,676	$73,231	$74,785	$76,340
15	$63,126	$64,701	$66,296	$67,871	$72,801	$74,397	$75,992	$77,588
16	$63,126	$64,701	$66,296	$67,871	$72,801	$74,397	$75,992	$77,588
17	$63,126	$64,701	$66,296	$67,871	$72,801	$74,397	$75,992	$77,588
18	$63,985	$65,580	$67,217	$68,853	$73,926	$75,563	$77,199	$78,835
19	$63,985	$65,580	$67,217	$68,853	$73,926	$75,563	$77,199	$78,835
20	$63,985	$65,580	$67,217	$68,853	$73,926	$75,563	$77,199	$78,835
21	$64,823	$66,480	$68,158	$69,835	$75,051	$76,729	$78,406	$80,063
22	$64,823	$66,480	$68,158	$69,835	$75,051	$76,729	$78,406	$80,063
23	$64,823	$66,480	$68,158	$69,835	$75,051	$76,729	$78,406	$80,063
24	$65,662	$67,380	$69,099	$70,817	$76,176	$77,895	$79,613	$81,290
25	$65,662	$67,380	$69,099	$70,817	$76,176	$77,895	$79,613	$81,290
26	$65,662	$67,380	$69,099	$70,817	$76,176	$77,895	$79,613	$81,290
27	$67,380	$69,181	$70,981	$72,781	$78,426	$80,226	$82,027	$83,745
28	$67,380	$69,181	$70,981	$72,781	$78,426	$80,226	$82,027	$83,745
29	$67,380	$69,181	$70,981	$72,781	$78,426	$80,226	$82,027	$83,745
30	$69,099	$70,981	$72,862	$74,744	$80,676	$82,558	$84,440	$86,199
31	$69,099	$70,981	$72,862	$74,744	$80,676	$82,558	$84,440	$86,199
32	$70,817	$72,781	$74,744	$76,708	$82,927	$84,890	$86,854	$88,654

APPENDIX B

TIFFIN CITY SCHOOLS SALARY SCHEDULE INDEX

EXP	B.A.	9	150 Hrs/ or +18	30	M.A.	9	18	30	EXP
0	1.00000	1.01300	1.02700	1.04000	1.06700	1.08100	1.09400	1.10800	**0**
1	1.04200	1.05700	1.07300	1.08800	1.12200	1.13800	1.15300	1.16800	**1**
2	1.08300	1.10100	1.11800	1.13600	1.17700	1.19400	1.21200	1.22900	**2**
3	1.12500	1.14500	1.16400	1.18300	1.23200	1.25100	1.27000	1.29000	**3**
4	1.16700	1.18800	1.21000	1.23100	1.28700	1.30800	1.32900	1.35000	**4**
5	1.20900	1.23200	1.25500	1.27800	1.34100	1.36500	1.38800	1.41100	**5**
6	1.26100	1.28700	1.31200	1.33800	1.41000	1.43600	1.46100	1.48700	**6**
7	1.30300	1.33000	1.35800	1.38500	1.46500	1.49200	1.52000	1.54700	**7**
8	1.34400	1.37400	1.40400	1.43300	1.51900	1.54900	1.57900	1.60800	**8**
9	1.38600	1.41800	1.44900	1.48100	1.57400	1.60600	1.63700	1.66900	**9**
10	1.42800	1.46100	1.49500	1.52800	1.62900	1.66300	1.69600	1.72900	**10**
11	1.47000	1.50500	1.54000	1.57600	1.68400	1.71900	1.75500	1.79000	**11**
12	1.52200	1.56000	1.59800	1.63500	1.75200	1.79000	1.82800	1.86600	**12**
15	1.54300	1.58150	1.62050	1.65900	1.77950	1.81850	1.85750	1.89650	**15**
18	1.56400	1.60300	1.64300	1.68300	1.80700	1.84700	1.88700	1.92700	**18**
21	1.58450	1.62500	1.66600	1.70700	1.83450	1.87550	1.91650	1.95700	**21**
24	1.60500	1.64700	1.69800	1.73100	1.86200	1.90400	1.94600	1.98700	**24**
27	1.647	1.691	1.735	1.779	1.917	1.961	2.005	2.047	**27**
30	1.689	1.735	1.781	1.827	1.972	2.018	2.064	2.107	**30**
32	1.731	1.779	1.827	1.875	2.027	2.075	2.123	2.167	**32**

APPENDIX C-1
2025-2026 SUPPLEMENTAL SALARY SCHEDULE

ACTIVITY	PERCENT	40,105	43,433	46,801	50,571	53,900
		1st year	2nd year	3rd year	5th year	10th year
ATHLETICS						
District Athletics Events & Activities Manager	22.00%	8,823	9,555	10,296	11,126	11,858
Baseball, Head Varsity	12.00%	4,813	5,212	5,616	6,069	6,468
Baseball, Assistant Varsity (2)	8.00%	3,208	3,475	3,744	4,046	4,312
Basketball, Head Varsity Boys'	18.00%	7,219	7,818	8,424	9,103	9,702
Basketball, Assistant Varsity Boys' (2)	12.00%	4,813	5,212	5,616	6,069	6,468
Basketball, Ninth Grade Boys'	9.00%	3,609	3,909	4,212	4,551	4,851
Basketball, Eighth Grade Boys'	6.25%	2,507	2,715	2,925	3,161	3,369
Basketball, Seventh Grade Boys'	6.25%	2,507	2,715	2,925	3,161	3,369
Basketball, Head Varsity Girls'	18.00%	7,219	7,818	8,424	9,103	9,702
Basketball, Assistant Varsity Girls' (2)	12.00%	4,813	5,212	5,616	6,069	6,468
Basketball, Ninth Grade Girls'	9.00%	3,609	3,909	4,212	4,551	4,851
Basketball, Eighth Grade Girls'	6.25%	2,507	2,715	2,925	3,161	3,369
Basketball, Seventh Grade Girls'	6.25%	2,507	2,715	2,925	3,161	3,369
Bowling, Head Varsity	8.00%	3,208	3,475	3,744	4,046	4,312
Bowling, Varsity Assistant	6.00%	2,406	2,606	2,808	3,034	3,234
Cheerleading, Varsity/Jr. Varsity (Fall)	4.00%	1,604	1,737	1,872	2,023	2,156
Cheerleading, Varsity/Jr. Varsity (Winter)	4.00%	1,604	1,737	1,872	2,023	2,156
Cheerleading, Ninth Grade (Fall & Winter)	5.00%	2,005	2,172	2,340	2,529	2,695
Cheerleading, Eighth Grade (Fall & Winter)	5.00%	2,005	2,172	2,340	2,529	2,695
Cheerleading, Seventh Grade (Fall & Winter)	5.00%	2,005	2,172	2,340	2,529	2,695
Cross Country, Head Varsity Boys'	8.50%	3,409	3,692	3,978	4,299	4,582
Cross Country, Head Varsity Girls'	8.50%	3,409	3,692	3,978	4,299	4,582
Cross Country, Seventh/Eighth Boys' & Girls'	4.50%	1,805	1,954	2,106	2,276	2,426
Football, Head Varsity	18.00%	7,219	7,818	8,424	9,103	9,702
Football, Assistant Varsity (6)	12.00%	4,813	5,212	5,616	6,069	6,468
Football, Ninth Grade (2)	9.00%	3,609	3,909	4,212	4,551	4,851
Football, Seventh/Eighth Grade (4)	7.50%	3,008	3,257	3,510	3,793	4,043
Golf, Varsity	9.00%	3,609	3,909	4,212	4,551	4,851
Golf, Assistant Varsity	6.00%	2,406	2,606	2,808	3,034	3,234
Soccer, Head Varsity	9.00%	3,609	3,909	4,212	4,551	4,851
Soccer, Assistant Varsity	6.00%	2,406	2,606	2,808	3,034	3,234
Softball, Head Varsity	12.00%	4,813	5,212	5,616	6,069	6,468

ACTIVITY	PERCENT	40,105	43,433	46,801	50,571	53,900
		1st year	2nd year	3rd year	5th year	10th year
Softball, Assistant Varsity (2)	8.00%	3,208	3,475	3,744	4,046	4,312
Swimming, Head Varsity	9.00%	3,609	3,909	4,212	4,551	4,851
Swimming, Assistant Varsity	6.00%	2,406	2,606	2,808	3,034	3,234
Tennis, Head Varsity Boys'	9.00%	3,609	3,909	4,212	4,551	4,851
Tennis, Head Varsity Girls'	9.00%	3,609	3,909	4,212	4,551	4,851
Track, Head Varsity Boys'	12.00%	4,813	5,212	5,616	6,069	6,468
Track, Assistant Varsity Boys'	8.00%	3,208	3,475	3,744	4,046	4,312
Track, Head Varsity Girls'	12.00%	4,813	5,212	5,616	6,069	6,468
Track, Assistant Varsity Girls'	8.00%	3,208	3,475	3,744	4,046	4,312
Track, Assistant Varsity Boys'/Girls' (2)	8.00%	3,208	3,475	3,744	4,046	4,312
TMS Track, Head Boys	7.00%	2,807	3,040	3,276	3,540	3,773
TMS Track, Head Girls	7.00%	2,807	3,040	3,276	3,540	3,773
TMS Track, Assistant Boys	5.00%	2,005	2,172	2,340	2,529	2,695
TMS Track, Assistant Girls	5.00%	2,005	2,172	2,340	2,529	2,695
TMS Track, Assistant Boys/Girls	5.00%	2,005	2,172	2,340	2,529	2,695
Volleyball, Head Varsity	12.00%	4,813	5,212	5,616	6,069	6,468
Volleyball, Assistant Varsity	8.00%	3,208	3,475	3,744	4,046	4,312
Volleyball, Ninth Grade Girls'	6.00%	2,406	2,606	2,808	3,034	3,234
Volleyball, Eighth Grade Girls'	6.00%	2,406	2,606	2,808	3,034	3,234
Volleyball, Seventh Grade Girls'	6.00%	2,406	2,606	2,808	3,034	3,234
Weight Room Supervisor (Fall)	3.00%	1,203	1,303	1,404	1,517	1,617
Weight Room Supervisor (Winter)	3.00%	1,203	1,303	1,404	1,517	1,617
Weight Room Supervisor (Spring)	3.00%	1,203	1,303	1,404	1,517	1,617
Wrestling, Head Varsity	14.00%	5,615	6,081	6,552	7,081	7,546
Wrestling, Assistant Varsity (2)	8.50%	3,409	3,692	3,978	4,299	4,582
Wrestling, Seventh/Eighth Grade	7.50%	3,008	3,257	3,510	3,793	4,043
MUSIC CO-CURRICULAR						
Choristers	7.00%	2,807	3,040	3,276	3,540	3,773
Flag Squad	5.00%	2,005	2,172	2,340	2,529	2,695
Marching Band Director	14.00%	5,615	6,081	6,552	7,081	7,546
Marching Band, Assistant Director	9.00%	3,609	3,909	4,212	4,551	4,851
Marching Band Director, Eighth Grade	7.00%	2,807	3,040	3,276	3,540	3,773
Pep Band	2.00%	802	869	936	1,011	1,078
Jazz Band	2.00%	802	869	936	1,011	1,078
Spring Musical Director	7.00%	2,807	3,040	3,276	3,540	3,773
Spring Musical, Assistant Director	3.50%	1,404	1,520	1,638	1,770	1,887
Spring Musical, Music Director	3.50%	1,404	1,520	1,638	1,770	1,887
Spring Musical, Technical Director	2.00%	802	869	936	1,011	1,078
Spring Musical, Choreographer	2.00%	802	869	936	1,011	1,078

ACTIVITY	PERCENT	40,105	43,433	46,801	50,571	53,900
		1st year	2nd year	3rd year	5th year	10th year
CLUBS/ORGANIZATIONS						
Academic Competition Sponsor	6.00%	2,406	2,606	2,808	3,034	3,234
Detention, High School	7.00%	2,807	3,040	3,276	3,540	3,773
Detention, Middle School	7.00%	2,807	3,040	3,276	3,540	3,773
Junior Class Advisor	1.00%	401	434	468	506	539
National Honor Society	5.00%	2,005	2,172	2,340	2,529	2,695
Student Council, High School	7.00%	2,807	3,040	3,276	3,540	3,773
Student Council, Middle School	7.00%	2,807	3,040	3,276	3,540	3,773
TV Lab, Middle School	1.00%	401	434	468	506	539
Yearbook, Middle School	6.00%	2,406	2,606	2,808	3,034	3,234

The Board shall pay the advisor's annual membership in a professional organization which sponsors Board/Superintendent approved contests or activities which require an advisor's membership in that sponsoring professional organization. The membership reimbursement will not exceed a total of one hundred dollars ($100.00) per year per advisor.

If the Board does not provide transportation, the Board shall pay the current approved mileage rate to school personnel serving as the advisor for the Board/Superintendent approved contests or activities in which students are participating. The yearly total amount of mileage reimbursement will not exceed two hundred twenty-four dollars ($224) per advisor with written authorization to use his/her personal vehicle.

All personnel holding a supplemental contract shall receive a job description, if available, which defines the responsibilities and expectations of the job.

APPENDIX C-2

2026-2027 SUPPLEMENTAL SALARY SCHEDULE

ACTIVITY	PERCENT	40,506	43,867	47,269	51,077	54,439
		1st year	2nd year	3rd year	5th year	10th year
ATHLETICS						
District Athletics Events & Activities Manager	22.00%	8,911	9,651	10,399	11,237	11,977
Baseball, Head Varsity	12.00%	4,861	5,264	5,672	6,129	6,533
Baseball, Assistant Varsity (2)	8.00%	3,240	3,509	3,782	4,086	4,355
Basketball, Head Varsity Boys'	18.00%	7,291	7,896	8,508	9,194	9,799
Basketball, Assistant Varsity Boys' (2)	12.00%	4,861	5,264	5,672	6,129	6,533
Basketball, Ninth Grade Boys'	9.00%	3,646	3,948	4,254	4,597	4,900
Basketball, Eighth Grade Boys'	6.25%	2,532	2,742	2,954	3,192	3,402
Basketball, Seventh Grade Boys'	6.25%	2,532	2,742	2,954	3,192	3,402
Basketball, Head Varsity Girls'	18.00%	7,291	7,896	8,508	9,194	9,799
Basketball, Assistant Varsity Girls' (2)	12.00%	4,861	5,264	5,672	6,129	6,533
Basketball, Ninth Grade Girls'	9.00%	3,646	3,948	4,254	4,597	4,900
Basketball, Eighth Grade Girls'	6.25%	2,532	2,742	2,954	3,192	3,402
Basketball, Seventh Grade Girls'	6.25%	2,532	2,742	2,954	3,192	3,402
Bowling, Head Varsity	8.00%	3,240	3,509	3,782	4,086	4,355
Bowling, Varsity Assistant	6.00%	2,430	2,632	2,836	3,065	3,266
Cheerleading, Varsity/Jr. Varsity (Fall)	4.00%	1,620	1,755	1,891	2,043	2,178
Cheerleading, Varsity/Jr. Varsity (Winter)	4.00%	1,620	1,755	1,891	2,043	2,178
Cheerleading, Ninth Grade (Fall & Winter)	5.00%	2,025	2,193	2,363	2,554	2,722
Cheerleading, Eighth Grade (Fall & Winter)	5.00%	2,025	2,193	2,363	2,554	2,722
Cheerleading, Seventh Grade (Fall & Winter)	5.00%	2,025	2,193	2,363	2,554	2,722
Cross Country, Head Varsity Boys'	8.50%	3,443	3,729	4,018	4,342	4,627
Cross Country, Head Varsity Girls'	8.50%	3,443	3,729	4,018	4,342	4,627
Cross Country, Seventh/Eighth Boys' & Girls'	4.50%	1,823	1,974	2,127	2,298	2,450
Football, Head Varsity	18.00%	7,291	7,896	8,508	9,194	9,799
Football, Assistant Varsity (6)	12.00%	4,861	5,264	5,672	6,129	6,533
Football, Ninth Grade (2)	9.00%	3,646	3,948	4,254	4,597	4,900
Football, Seventh/Eighth Grade (4)	7.50%	3,038	3,290	3,545	3,831	4,083
Golf, Varsity	9.00%	3,646	3,948	4,254	4,597	4,900
Golf, Assistant Varsity	6.00%	2,430	2,632	2,836	3,065	3,266
Soccer, Head Varsity	9.00%	3,646	3,948	4,254	4,597	4,900
Soccer, Assistant Varsity	6.00%	2,430	2,632	2,836	3,065	3,266
Softball, Head Varsity	12.00%	4,861	5,264	5,672	6,129	6,533
Softball, Assistant Varsity (2)	8.00%	3,240	3,509	3,782	4,086	4,355

ACTIVITY	PERCENT	40,506	43,867	47,269	51,077	54,439
		1st year	2nd year	3rd year	5th year	10th year
Swimming, Head Varsity	9.00%	3,646	3,948	4,254	4,597	4,900
Swimming, Assistant Varsity	6.00%	2,430	2,632	2,836	3,065	3,266
Tennis, Head Varsity Boys'	9.00%	3,646	3,948	4,254	4,597	4,900
Tennis, Head Varsity Girls'	9.00%	3,646	3,948	4,254	4,597	4,900
Track, Head Varsity Boys'	12.00%	4,861	5,264	5,672	6,129	6,533
Track, Assistant Varsity Boys'	8.00%	3,240	3,509	3,782	4,086	4,355
Track, Head Varsity Girls'	12.00%	4,861	5,264	5,672	6,129	6,533
Track, Assistant Varsity Girls'	8.00%	3,240	3,509	3,782	4,086	4,355
Track, Assistant Varsity Boys'/Girls' (2)	8.00%	3,240	3,509	3,782	4,086	4,355
TMS Track, Head Boys	7.00%	2,835	3,071	3,309	3,575	3,811
TMS Track, Head Girls	7.00%	2,835	3,071	3,309	3,575	3,811
TMS Track, Assistant Boys	5.00%	2,025	2,193	2,363	2,554	2,722
TMS Track, Assistant Girls	5.00%	2,025	2,193	2,363	2,554	2,722
TMS Track, Assistant Boys/Girls	5.00%	2,025	2,193	2,363	2,554	2,722
Volleyball, Head Varsity	12.00%	4,861	5,264	5,672	6,129	6,533
Volleyball, Assistant Varsity	8.00%	3,240	3,509	3,782	4,086	4,355
Volleyball, Ninth Grade Girls'	6.00%	2,430	2,632	2,836	3,065	3,266
Volleyball, Eighth Grade Girls'	6.00%	2,430	2,632	2,836	3,065	3,266
Volleyball, Seventh Grade Girls'	6.00%	2,430	2,632	2,836	3,065	3,266
Weight Room Supervisor (Fall)	3.00%	1,215	1,316	1,418	1,532	1,633
Weight Room Supervisor (Winter)	3.00%	1,215	1,316	1,418	1,532	1,633
Weight Room Supervisor (Spring)	3.00%	1,215	1,316	1,418	1,532	1,633
Wrestling, Head Varsity	14.00%	5,671	6,141	6,618	7,152	7,621
Wrestling, Assistant Varsity (2)	8.50%	3,443	3,729	4,018	4,342	4,627
Wrestling, Seventh/Eighth Grade	7.50%	3,038	3,290	3,545	3,831	4,083
MUSIC CO-CURRICULAR						
Choristers	7.00%	2,835	3,071	3,309	3,575	3,811
Flag Squad	5.00%	2,025	2,193	2,363	2,554	2,722
Marching Band Director	14.00%	5,671	6,141	6,618	7,152	7,621
Marching Band, Assistant Director	9.00%	3,646	3,948	4,254	4,597	4,900
Marching Band Director, Eighth Grade	7.00%	2,835	3,071	3,309	3,575	3,811
Pep Band	2.00%	810	877	945	1,022	1,089
Jazz Band	2.00%	810	877	945	1,022	1,089
Spring Musical Director	7.00%	2,835	3,071	3,309	3,575	3,811
Spring Musical, Assistant Director	3.50%	1,418	1,535	1,654	1,788	1,905
Spring Musical, Music Director	3.50%	1,418	1,535	1,654	1,788	1,905
Spring Musical, Technical Director	2.00%	810	877	945	1,022	1,089
Spring Musical, Choreographer	2.00%	810	877	945	1,022	1,089
CLUBS/ORGANIZATIONS						
Academic Competition Sponsor	6.00%	2,430	2,632	2,836	3,065	3,266

ACTIVITY	PERCENT	40,506	43,867	47,269	51,077	54,439
		1st year	2nd year	3rd year	5th year	10th year
Detention, High School	7.00%	2,835	3,071	3,309	3,575	3,811
Detention, Middle School	7.00%	2,835	3,071	3,309	3,575	3,811
Junior Class Advisor	1.00%	405	439	473	511	544
National Honor Society	5.00%	2,025	2,193	2,363	2,554	2,722
Student Council, High School	7.00%	2,835	3,071	3,309	3,575	3,811
Student Council, Middle School	7.00%	2,835	3,071	3,309	3,575	3,811
TV Lab, Middle School	1.00%	405	439	473	511	544
Yearbook, Middle School	6.00%	2,430	2,632	2,836	3,065	3,266

The Board shall pay the advisor's annual membership in a professional organization which sponsors Board/Superintendent approved contests or activities which require an advisor's membership in that sponsoring professional organization. The membership reimbursement will not exceed a total of one hundred dollars ($100.00) per year per advisor.

If the Board does not provide transportation, the Board shall pay the current approved mileage rate to school personnel serving as the advisor for the Board/Superintendent approved contests or activities in which students are participating. The yearly total amount of mileage reimbursement will not exceed two hundred twenty-four dollars ($224) per advisor with written authorization to use his/her personal vehicle.

All personnel holding a supplemental contract shall receive a job description, if available, which defines the responsibilities and expectations of the job.

APPENDIX C-3

2027-2028 SUPPLEMENTAL SALARY SCHEDULE

ACTIVITY	PERCENT	40,911	44,306	47,742	51,588	54,983
		1st year	2nd year	3rd year	5th year	10th year
ATHLETICS						
District Athletics Events & Activities Manager	22.00%	9,000	9,747	10,503	11,349	12,096
Baseball, Head Varsity	12.00%	4,909	5,317	5,729	6,191	6,598
Baseball, Assistant Varsity (2)	8.00%	3,273	3,544	3,819	4,127	4,399
Basketball, Head Varsity Boys'	18.00%	7,364	7,975	8,594	9,286	9,897
Basketball, Assistant Varsity Boys' (2)	12.00%	4,909	5,317	5,729	6,191	6,598
Basketball, Ninth Grade Boys'	9.00%	3,682	3,988	4,297	4,643	4,949
Basketball, Eighth Grade Boys'	6.25%	2,557	2,769	2,984	3,224	3,436
Basketball, Seventh Grade Boys'	6.25%	2,557	2,769	2,984	3,224	3,436
Basketball, Head Varsity Girls'	18.00%	7,364	7,975	8,594	9,286	9,897
Basketball, Assistant Varsity Girls' (2)	12.00%	4,909	5,317	5,729	6,191	6,598
Basketball, Ninth Grade Girls'	9.00%	3,682	3,988	4,297	4,643	4,949
Basketball, Eighth Grade Girls'	6.25%	2,557	2,769	2,984	3,224	3,436
Basketball, Seventh Grade Girls'	6.25%	2,557	2,769	2,984	3,224	3,436
Bowling, Head Varsity	8.00%	3,273	3,544	3,819	4,127	4,399
Bowling, Varsity Assistant	6.00%	2,455	2,658	2,865	3,095	3,299
Cheerleading, Varsity/Jr. Varsity (Fall)	4.00%	1,636	1,772	1,910	2,064	2,199
Cheerleading, Varsity/Jr. Varsity (Winter)	4.00%	1,636	1,772	1,910	2,064	2,199
Cheerleading, Ninth Grade (Fall & Winter)	5.00%	2,046	2,215	2,387	2,579	2,749
Cheerleading, Eighth Grade (Fall & Winter)	5.00%	2,046	2,215	2,387	2,579	2,749
Cheerleading, Seventh Grade (Fall & Winter)	5.00%	2,046	2,215	2,387	2,579	2,749
Cross Country, Head Varsity Boys'	8.50%	3,477	3,766	4,058	4,385	4,674
Cross Country, Head Varsity Girls'	8.50%	3,477	3,766	4,058	4,385	4,674
Cross Country, Seventh/Eighth Boys' & Girls'	4.50%	1,841	1,994	2,148	2,321	2,474
Football, Head Varsity	18.00%	7,364	7,975	8,594	9,286	9,897
Football, Assistant Varsity (6)	12.00%	4,909	5,317	5,729	6,191	6,598
Football, Ninth Grade (2)	9.00%	3,682	3,988	4,297	4,643	4,949
Football, Seventh/Eighth Grade (4)	7.50%	3,068	3,323	3,581	3,869	4,124
Golf, Varsity	9.00%	3,682	3,988	4,297	4,643	4,949
Golf, Assistant Varsity	6.00%	2,455	2,658	2,865	3,095	3,299
Soccer, Head Varsity	9.00%	3,682	3,988	4,297	4,643	4,949
Soccer, Assistant Varsity	6.00%	2,455	2,658	2,865	3,095	3,299
Softball, Head Varsity	12.00%	4,909	5,317	5,729	6,191	6,598

ACTIVITY	PERCENT	40,911	44,306	47,742	51,588	54,983
		1st year	2nd year	3rd year	5th year	10th year
Softball, Assistant Varsity (2)	8.00%	3,273	3,544	3,819	4,127	4,399
Swimming, Head Varsity	9.00%	3,682	3,988	4,297	4,643	4,949
Swimming, Assistant Varsity	6.00%	2,455	2,658	2,865	3,095	3,299
Tennis, Head Varsity Boys'	9.00%	3,682	3,988	4,297	4,643	4,949
Tennis, Head Varsity Girls'	9.00%	3,682	3,988	4,297	4,643	4,949
Track, Head Varsity Boys'	12.00%	4,909	5,317	5,729	6,191	6,598
Track, Assistant Varsity Boys'	8.00%	3,273	3,544	3,819	4,127	4,399
Track, Head Varsity Girls'	12.00%	4,909	5,317	5,729	6,191	6,598
Track, Assistant Varsity Girls'	8.00%	3,273	3,544	3,819	4,127	4,399
Track, Assistant Varsity Boys'/Girls' (2)	8.00%	3,273	3,544	3,819	4,127	4,399
TMS Track, Head Boys	7.00%	2,864	3,101	3,342	3,611	3,849
TMS Track, Head Girls	7.00%	2,864	3,101	3,342	3,611	3,849
TMS Track, Assistant Boys	5.00%	2,046	2,215	2,387	2,579	2,749
TMS Track, Assistant Girls	5.00%	2,046	2,215	2,387	2,579	2,749
TMS Track, Assistant Boys/Girls	5.00%	2,046	2,215	2,387	2,579	2,749
Volleyball, Head Varsity	12.00%	4,909	5,317	5,729	6,191	6,598
Volleyball, Assistant Varsity	8.00%	3,273	3,544	3,819	4,127	4,399
Volleyball, Ninth Grade Girls'	6.00%	2,455	2,658	2,865	3,095	3,299
Volleyball, Eighth Grade Girls'	6.00%	2,455	2,658	2,865	3,095	3,299
Volleyball, Seventh Grade Girls'	6.00%	2,455	2,658	2,865	3,095	3,299
Weight Room Supervisor (Fall)	3.00%	1,227	1,329	1,432	1,548	1,650
Weight Room Supervisor (Winter)	3.00%	1,227	1,329	1,432	1,548	1,650
Weight Room Supervisor (Spring)	3.00%	1,227	1,329	1,432	1,548	1,650
Wrestling, Head Varsity	14.00%	5,728	6,203	6,684	7,223	7,698
Wrestling, Assistant Varsity (2)	8.50%	3,477	3,766	4,058	4,385	4,674
Wrestling, Seventh/Eighth Grade	7.50%	3,068	3,323	3,581	3,869	4,124
MUSIC CO-CURRICULAR						
Choristers	7.00%	2,864	3,101	3,342	3,611	3,849
Flag Squad	5.00%	2,046	2,215	2,387	2,579	2,749
Marching Band Director	14.00%	5,728	6,203	6,684	7,223	7,698
Marching Band, Assistant Director	9.00%	3,682	3,988	4,297	4,643	4,949
Marching Band Director, Eighth Grade	7.00%	2,864	3,101	3,342	3,611	3,849
Pep Band	2.00%	818	886	955	1,032	1,100
Jazz Band	2.00%	818	886	955	1,032	1,100
Spring Musical Director	7.00%	2,864	3,101	3,342	3,611	3,849
Spring Musical, Assistant Director	3.50%	1,432	1,551	1,671	1,806	1,924
Spring Musical, Music Director	3.50%	1,432	1,551	1,671	1,806	1,924
Spring Musical, Technical Director	2.00%	818	886	955	1,032	1,100
Spring Musical, Choreographer	2.00%	818	886	955	1,032	1,100

ACTIVITY	PERCENT	40,911	44,306	47,742	51,588	54,983
		1st year	2nd year	3rd year	5th year	10th year
CLUBS/ORGANIZATIONS						
Academic Competition Sponsor	6.00%	2,455	2,658	2,865	3,095	3,299
Detention, High School	7.00%	2,864	3,101	3,342	3,611	3,849
Detention, Middle School	7.00%	2,864	3,101	3,342	3,611	3,849
Junior Class Advisor	1.00%	409	443	477	516	550
National Honor Society	5.00%	2,046	2,215	2,387	2,579	2,749
Student Council, High School	7.00%	2,864	3,101	3,342	3,611	3,849
Student Council, Middle School	7.00%	2,864	3,101	3,342	3,611	3,849
TV Lab, Middle School	1.00%	409	443	477	516	550
Yearbook, Middle School	6.00%	2,455	2,658	2,865	3,095	3,299

The Board shall pay the advisor's annual membership in a professional organization which sponsors Board/Superintendent approved contests or activities which require an advisor's membership in that sponsoring professional organization. The membership reimbursement will not exceed a total of one hundred dollars ($100.00) per year per advisor.

If the Board does not provide transportation, the Board shall pay the current approved mileage rate to school personnel serving as the advisor for the Board/Superintendent approved contests or activities in which students are participating. The yearly total amount of mileage reimbursement will not exceed two hundred twenty-four dollars ($224) per advisor with written authorization to use his/her personal vehicle.

All personnel holding a supplemental contract shall receive a job description, if available, which defines the responsibilities and expectations of the job.

APPENDIX D

GRIEVANCE FORM

GRIEVANCE # _____

NAME OF GRIEVANT _____

BUILDING _____

A. STATEMENT OF GRIEVANCE: (ADDITIONAL INFORMATION MAY BE ATTACHED IF NEEDED)

B. IDENTIFY CONTRACT PROVISION VIOLATED, MISINTERPRETED, OR MISAPPLIED:

C. RELIEF SOUGHT:

_____ _____

SIGNATURE OF AGGRIEVED DATE

_____ _____

SIGNATURE OF P.R. & R. CHAIRMAN DATE

LEVEL ONE

APPROPRIATE SUPERVISOR _____

DATE FILED _____

DISPOSITION OF SUPERVISOR:

_____ _____

SIGNATURE OF SUPERVISOR DATE

LEVEL TWO

DATE FILED _____

DISPOSITION OF SUPERVISOR:

_____ _____

SIGNATURE OF SUPERVISOR DATE

LEVEL THREE

DATE FILED _____

DISPOSITION OF BOARD:

_____ _____

SIGNATURE OF BOARD PRESIDENT DATE

APPEAL TO ARBITRATION

DATE FILED _____

_____

SIGNATURE OF P.R. & R. CHAIRMAN

APPENDIX E

TIFFIN CITY SCHOOLS
PERSONAL LEAVE (PL) REQUEST

Each full-time teacher will be granted three (3) days of personal leave per year with no loss of compensation. Requests must be submitted in writing to the building principal or supervisor at least one (1) week in advance of the desired date for approval of personal leave. The principal or supervisor has authority to approve the request consistent with the provisions of this Section. Except as otherwise provided in the immediately following paragraphs of this Section, approval will not be withheld. In an emergency where advanced written notice is not possible, the teacher shall immediately telephone and notify the administrator of the need and reason to request emergency personal leave, which will be charged against personal leave, if available, or treated as a dock day under Section H of Article IV.

Requests for personal days may be made for any contracted day of the school year with the following exceptions with respect to which a personal day may be taken only with approval of the principal or supervisor:

1. First and last day of school for students
2. Mandatory professional development days and parent/teacher conference days
3. Teacher meeting workdays
4. The regularly scheduled workday immediately preceding and the regularly scheduled workday immediately following a holiday or break period (e.g., the winter and spring break) in the school calendar.
5. The above exceptions will not be applied in the event of a declared Level 3 emergency that precludes the teacher from getting to work or comparable natural disaster.

Requests for personal days August through March will be approved up to a daily maximum of fifteen percent (15%) of bargaining unit members in a building [minimum of two (2)]. Requests for personal days in April, May, and June will be approved up to a daily maximum of five percent (5%) of bargaining unit members in a building [at least one (1) per building]. Requests for leave against a holiday will be honored on a first come, first served basis, up to ten percent (10%) of a building's certified staff.

NAME _____

SCHOOL _____

DATE TO BE ABSENT _____

DATE THIS FORM COMPLETED _____

APPLICANT'S SIGNATURE _____

PRINCIPAL/SUPERVISOR'S SIGNATURE _____

TRANSFER REQUEST FORM

TIFFIN CITY SCHOOLS

_____
Date

_____ _____
Name Current Building of Employment

_____ _____
Current Grade Level / Subject Area Certification Area

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☐ CHECK HERE IF THIS REQUEST IS CONFIDENTIAL.

I would like to be considered for a transfer to the following buildings for the next school year (circle all that apply):

Lincoln Pre-K	Washington	Krout
Noble	Tiffin Middle School	Columbian
Tornado Academy		

I would like to be considered for a transfer to the following grade levels or subject area:

_____

Please return to the Assistant Superintendent
at the Administration Office by March 1.