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May 2025

AGREEMENT BETWEEN
THE SOLON CITY SCHOOL DISTRICT
BOARD OF EDUCATION
AND
THE SOLON EDUCATION ASSOCIATION

FOR THE SCHOOL YEARS
2025-2026
2026-2027
2027-2028

BOARD OF EDUCATION

Julie Glavin, President
John Heckman, Vice President
Stephanie Abramowitz
Michelle Barksdale
Kevin Patton

Tim Pickana, Treasurer

ADMINISTRATION

Fred E. Bolden II, Superintendent
Deborah V. Siegel, Assistant Superintendent

SOLON EDUCATION ASSOCIATION

Robert Rivera, President of Solon Education Association

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I. Recognition

A. Description of the Bargaining Unit

The Board recognizes the Association as the sole and exclusive representative for a bargaining unit of all certificated/licensed employees employed, on leave or eligible for recall under Article XI Section J of this Agreement, and all certificated/licensed employees to be employed under regular (limited or continuing) certificated/licensed employee's contract by the Board. Included within this unit are all licensed full-time and part-time teachers, counselors, school psychologists, intervention specialists, and therapists. Excluded from this unit are all noncertificated employees, teachers assigned to nonpublic schools, the superintendent, assistant superintendents, assistants to the superintendent, directors, supervisors, principals, assistant principals, administrative interns, hourly community education instructors, substitute teachers, and all other confidential, supervisory and management level employees as defined in Section 4117.01 (F), (J), and (K) of the Ohio Revised Code.

The bargaining unit shall also include "leave replacement teachers" (60 consecutive days or more), teachers who are hired to replace a teacher on a long-term leave of absence. Such leave replacement teachers are entitled to placement on the regular teacher salary schedule and the benefits of other provisions of the Board-SEA Agreement for the school year of employment. Contracts issued to substitute leave replacement teachers shall be considered automatically non-renewed at the conclusion of each school year without the necessity of further action by the Board, completion of the evaluation procedure, or delivery of notice of non-renewal.

B. Subjects of Negotiation

Recognition is for the purpose of negotiating all matters pertaining to salary and wages, hours, terms and other conditions of employment and the continuation, modification, or deletion of an existing provision of this Agreement.

C. Nondiscrimination

No Board-employed certificated/licensed personnel covered by the Agreement shall be denied membership in the Association, and Association membership shall not be required as a condition of employment or continued employment of such personnel by the Board. The Association shall admit into its membership and shall represent person within the unit without discrimination on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes"). Further, The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its educational programs and activities, including employment opportunities.

D. Association Rights

1. During the term of this Agreement, The Board shall deduct S.E.A. dues from the paychecks of those employees who have voluntarily signed dues deduction authorization forms permitting said deductions.

a. Total annual dues shall be deducted in ten installments beginning with the October 15 paycheck and continuing over nine more paychecks (the paycheck for the 15th of the next nine months).
b. The S.E.A. treasurer shall certify to the Board or its designee the amounts due and names of employees signing authorization forms by October 1.

c. A check in the amount of the total dues withheld from these employees authorizing a dues deduction shall be tendered to the S.E.A. treasurer within fifteen (15) days from the date of making said deductions.
d. The Board shall withhold the balance of any S.E.A. dues from the final paycheck of anyone who resigns, retires, who takes leave if all ten authorized dues payments have not been made. Personnel hired after October 15 of any school year may elect to have deducted in even installments from the remaining paychecks an amount that will coincide with the total dues deducted for other members. In the event that a deduction is missed because of an error or mistake, the Board shall be held harmless as to the payment of said dues.
e. Members of the S.E.A. may withdraw membership and terminate dues check-off (authorized by payroll deduction) only after notifying the S.E.A. and the Board in writing of such intent to withdraw membership and terminate dues check-off between May 1 and May 30 of any calendar year.

2. The Association also has the following rights:

a. Use of space on school bulletin boards;
b. Occasional announcements in faculty meetings and/or insertions in bulletins to teachers;
c. Use of all forms of school communications as long as there is no interference with regular business conducted at each building or the school district;
d. Use of buildings for meetings not held on school time or in conflict with other school activities in accordance with district building use policy;
e. Designation of the first and third Wednesdays of each month as S.E.A. meeting nights and all S.E.A. members being free to attend such meetings as may be called on these dates at 4:00 P.M.;
f. Use of school equipment when such equipment is not otherwise in use;
g. Duly authorized representatives of the Association permitted reasonable access to school property in order to transact official Association business (Said Association business shall not be conducted during teacher classroom time or any teacher supervisory duties. Duly authorized representatives shall be responsible for checking in with the school office in accordance with the procedures for any school visitors.);
h. The Association President shall be notified of all Board meetings as much in advance as possible, and shall receive a copy of the agenda for each Board meeting, copies of Board items on the agenda, copies of all material distributed at each Board of Education meeting, and a copy of the minutes for each official meeting;
i. The Association shall be afforded an opportunity to address all employees prior to the first day of classes;
j. Attendance at professional conferences, conventions, hearings, seminars, and legislative sessions are valid reasons for Professional Leave. Any days granted to Association leadership or designees shall be directed to the Superintendent and shall not be charged against Professional Leave days. Such requests shall be authorized and signed by the President of the Solon Education Association;
k. The Association and the Administration shall schedule at least two (2) dialogue sessions to informally discuss concerns of either party. These sessions shall be in October and February and shall be concerned with general working conditions. Those in attendance may be any members of the Central Administration, S.E.A. Executive Board and invited guests. Additional dialogue sessions may be scheduled as deemed necessary by either the Association or the Administration.

II. Statement of Principles

The Board and the Association state that the purposes of the procedures established in this document are to promote harmonious and cooperative relationships between the Board and its certificated/licensed employees and

to protect the public and the welfare of Solon school children by assuring orderly and uninterrupted operation of the Solon public school system.

III. Definitions

A. "Agreement" refers to items on which accord has been reached under the terms of negotiating procedures (as differentiated from the capitalized form of the word Agreement which indicates this entire document.)

B. Management (Board) responsibility —The Board is a body corporate and politic. It has those management rights conferred under Ohio Revised Code Section 4117.08 (C) (1) through (9).

1. Unless the Board agrees otherwise in this Agreement, nothing in Chapter 4117 of the Revised Code impairs the right and responsibility of the Board to:
    a. Determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions and programs of the Board, standard of services, its overall budget, utilization of technology, and organizational structure;
    b. Direct, supervise, evaluate or hire employees;
    c. Maintain and improve the efficiency and effectiveness of school operations;
    d. Determine the overall methods, process, means, or personnel by which school operations are to be conducted;
    e. Suspend, discipline, demote, or discharge for just cause, or lay off, transfer, assign, schedule, promote, or retain employees;
    f. Determine the adequacy of the work force;
    g. Determine the overall mission of the school system;
    h. Effectively manage the work force;
    i. Take actions to carry out the mission of the Board as a governmental unit.
2. The Board is not required to bargain on subjects reserved to the management and direction of the school system except as it affects wages, hours, terms and conditions of employment, and the continuation, modification, or deletion of an existing provision of this Agreement. Employee(s) or the Association may raise a legitimate complaint or file a grievance based on this Agreement.

IV. Negotiation Meetings

A. Negotiations for a new collective bargaining Agreement between parties shall commence with the sending of a notice to negotiate and the procedures set forth in Chapter 4117 of the Ohio Revised Code and the Ohio Administrative Code.

B. Negotiation meetings shall be scheduled at the request of the parties and, until negotiations are concluded, either party may require at each meeting a decision on the date, time, and place of a subsequent meeting.

C. Meetings shall be scheduled at reasonable intervals, places and times to avoid, as nearly as is practicable, conflict and interference with school and employment schedules. If necessary, Association members of the team may be released to attend meetings. Such release would be in addition to other released time provisions in the Agreement.

D. Negotiation meetings shall be closed to the press and the public.

E. Either party may recess for caucuses of reasonable length at any time.

F. Minutes of meetings shall be kept by each party only if it is necessary, and only in such form and detail as it may determine advisable.

G. The Board and the Association shall limit their representation at negotiation meetings to the following as selected by the Board and the Association and will maintain an equal number of representatives as the other unless otherwise determined by mutual agreement.

a. Board of Education – Board Members, Superintendent, Treasurer, Assistant Superintendent (s), Business Manager, observers, and notetaker. Total of 6.
b. Solon Education Association – President, Vice President(s), Negotiations Chair, two (2) observers, and one (1) notetaker. Representatives must be full-time certificated/licensed employees of the school system. Total of 7.

Each party may invite consultants or advisors, as they deem necessary. Only those so designated by the Board and the Association shall attend negotiation meetings. Participation by others can only be by mutual agreement of the Board and the Association.

H. Proposals shall in form and detail specify that to which agreement is sought in terms acceptable to the proponent without clarification or supplementation which, if agreed to by the other party, shall express the whole agreement between the parties with respect thereto. Topical listings of items proposed for negotiation ("laundry lists") shall constitute a clear failure of compliance with this requirement and shall be disregarded

V. Assistance and Study Committees

A. Either party may call upon professional and lay persons to consider and make suggestions concerning matters under discussion. Such consultants may be used during a negotiations meeting through caucuses and may (with the consent of both parties) make a presentation within a negotiations session.
B. The parties may appoint joint committees, ad hoc or standing, to study and develop recommendations on matters under consideration. Committee findings shall be reported to both parties.

VI. Information

A. The parties agree to furnish the negotiating teams upon written request and in a reasonable time, available information concerning the financial status of the district and such other available information (excluding confidential pupil and staff personnel records, as well as information related to land acquisition) as will assist the parties in the development and evaluation of proposals. Access to available information in such form as it may exist constitutes compliance with this provision; neither party is obligated to develop data or information not in existence or to rework, redraft, summarize, compute or otherwise develop data or information in other than its existing form.

VII. Release of Information

A. While negotiations are in progress and until the provisions of this document are exhausted, no information concerning negotiations shall be given to news media or to the public except in the form of a written press release mutually approved by the parties.
B. Factual progress reports may be made to the bodies represented by either negotiation team at its discretion.

VIII. Agreement

A. Tentative agreement on negotiation items shall be reduced to writing and initialed on behalf of each party, but such an initialing shall not be construed as final agreement.
B. Final agreement reached through negotiation shall be reduced to writing and submitted to the Association for approval. The Board will act upon the agreement as quickly as possible but no later than the next regularly scheduled Board meeting following the Association ratification.
C. If approved by both parties, the agreement shall then be signed on behalf of the parties and shall be entered with the official minutes of the Board.

IX. Disagreement

A. In place of the negotiations dispute resolution procedures set forth in Revised Code Section 4117.14, the SEA and the Board agree to the exclusive use of a commissioner appointed from the Federal Mediation and Conciliation Service. Mediation through FMCS shall constitute the exclusive negotiation dispute resolution procedure for the Board and Association.

X. Reopening Negotiations

A. On request of the Board or the Association, following a judicial decision declaring unlawful this Agreement or any part thereof, the parties shall enter into negotiations on any or all of those parts of the Agreement affected by such actions, but the remaining provisions hereof shall continue in effect. The Agreement itself shall remain in full force and effect for its duration; however, notice may be given by one of the parties within ten (10) days of the awareness of the conflict for the purpose of renegotiating only the provision or provisions held to be invalid. Said renegotiations shall begin within ten (10) days of the notice being given. (See also Article XII.)

B. If there are matters of important mutual concern that arise prior to the expiration of the agreement and are not covered elsewhere herein, the parties may agree to negotiate on these matters and topics.

XI. Wages, Hours, Terms and Conditions of Employment

A. Salary Checks

1. Certificated/licensed employees of the Board shall be paid their salary in twenty-four "equal" installments, receiving checks on the fifteenth and last days of each calendar month. Exceptions will be paychecks that fall on weekends or holidays during the school year; in such cases, checks will be received on the last school day immediately preceding the fifteenth or the last day of the month.
2. Deductions as required by law, or as designated by the employee will be made from checks. Such deductions shall include, but not be limited to:

Item	**Paycheck**
State Teachers Retirement	Each Pay
Federal Withholding Tax	Each Pay
State Withholding Tax	Each Pay
City Income Tax	Each Pay
Solon School Employees Federal Credit Union	As requested
S.E.A. Dues	As requested
Health Insurance	When required
Additional Life Insurance	As requested
Tax Sheltered Annuities	As requested
Other	As requested

3. The Board's automatic pick-up of the employee's portion of the S.T.R.S. salary contribution through the salary reduction/restatement method will continue for the term of this Agreement. The Board will not deduct federal or state taxes on the amount of the employee's contribution to the S.T.R.S. with appropriate notation made on the W-2 forms. This procedure shall be applied uniformly to all teachers. Severance pay, supplemental salaries and index, and other matters shall be based on the published salary schedule.
4. In the event of a resignation of a teacher effective during the school year, the teacher shall be paid on the next convenient regular pay period following the effective date of resignation. If a resignation is effective at the end of the school year, the balance of pay may be paid at the next convenient pay period following effective date or may be paid during the regular pay periods in accordance with the original contract.

5. All supplementary contracts for which payment is required will be made as a single check that is combined with regular salary paychecks but itemized separately for tax purposes. The combined net amount would be in one single direct deposit. The employee would still receive a Direct Deposit Paystub that shows the breakdown of everything they were paid for. Full-year supplemental contracts will receive half pay at the end of January and the second payment at the end of the school year. Seasonal and intramural contracts will be paid at the completion of duty. Mentor teachers will receive one payment at the end of the school year.
6. SUMMER PAY - Consideration should be given to individual teacher requests for receiving summer pay earlier than per the adopted schedule. Approval will be granted only in rare instances and on the basis that evident hardship is involved. It is also assumed that notification will be early—except for emergencies—and that the money is available. It is difficult to set up guidelines on this item—what is hardship or emergency for one person might be something that others can plan in advance. Requests should go to the treasurer by June 1st.
7. Part-time contracts shall be calculated according to the following principles:
    a. The percentage of the full-time contract for which the part-time certificated/licensed employee is paid will be determined by the class schedule or instructional contact time of full-time certificated/licensed employees in that building.
    b. The percentage contract established in 7a. above will be applied to the school day defined in Article XI Section V.1. for purposes of determining planning, duty, and lunch time. Planning and lunch time will be proportional to the part-time contract percentage. The remaining time will be assigned by the building principal as duty time.
    c. Part-time employees shall have a schedule which is continuous whenever possible.
8. Academic Facilitator – High School. The Academic Facilitator at Solon High School will be recognized as a certificated/licensed employee and be represented by the certificated/licensed employee's Association. Thus, an academic facilitator's hourly rate of compensation shall be determined by the schedule below and applied to the Bachelor's base with no experience. Benefits provided will be equivalent to that provided to other certificated staff.

Step	Index	Step	Index
0	.0006261	7	.0008240
1	.0006512	8	.0008570
2	.0006772	9	.0008913
3	.0007043	10	.0009270
4	.0007325	11	.0009641
5	.0007618	12	.0010027
6	.0007923		

9. Teachers requesting salary increases on the basis of professional credit earned must present a certified transcript from an approved and accredited institution of higher learning and acceptable to the Department of Certification of the State of Ohio on or before September 15. If transcripts are delayed, a report card confirming the grade will be used until a transcript arrives. Official transcripts must arrive by October 15. Transcripts should reflect course work taken during the previous school year but not later than the summer session of the year prior to the September 15th deadline. Any course that is in progress at the beginning of any school year shall not be included in salary upgrades until the following school year. If they are not received by that time, salary will be refigured on the lower basis and any additional payments made during the first pay period will be deducted from the following paycheck.
10. CEUs for Salary Credit
    a. Use of CEUs on the salary schedule is limited to the equivalent of six semester hours (nine quarter hours) or 18 CEUs. The timeline for submission of CEUs will be the same as XI.A.10.

b. CEUs for salary credit movement may only be used for movement on the salary schedule after the Master's column.
c. Any salary credit movement prior to the Master's must be by approved university coursework.
d. Employees taking CEUs for either salary schedule movement or license renewal or upgrades will be charged for the CEU. The cost of the CEU will be determined by taking the average of a graduate credit hour from Cleveland State, Akron and Kent State University and dividing by three (3 CEUs = 1 semester credit hour). The Board will then pay half of the CEU credit cost while the employee will pay the other half. For example, if the average cost of a credit hour between the three universities is $100, that amount will be divided by two with half the average cost being $50. That $50 is further divided by three, which will make the cost $16.66/CEU.
e. CEU's earned in accordance with Section XI.V.8.11 will be applied for salary credit movement in accordance with this section.

B. Tuition Expense Reimbursement

1. A plan has been adopted which provides for salary adjustments in an amount equal to one half (1/2) of uniform tuition rate for administration-approved coursework and continuing education units (CEU's) in any given year (September 1 to August 31). This uniform tuition rate will be an average hourly tuition rate based on the tuition rates of the following colleges and universities agreed upon by both SEA and the Board of Education. This rate will be recalculated each year. (Cleveland State, Kent State, Akron University, John Carroll, Ashland and Baldwin-Wallace). The objective of this reimbursement is to encourage improvement of individual effectiveness and thus the quality of our educational program.
2. This program does not prohibit professional staff members from taking coursework of their choice. However, only programs which are considered to be beneficial to the school system and the staff member's job performance will be approved for tuition expense reimbursement.
3. Video Correspondence Courses - The Board will approve, for tuition reimbursement and placement on the salary schedule, only courses taken at a site with a university-approved site leader or courses taken as a part of a graduate program. (see XI.X.8)
4. Online Courses - The Board of Education will also approve on-line courses for tuition expense reimbursement and salary credit. (see XI.X.8)
5. The procedure governing the plan is as follows:
    a. BEFORE a class is taken, the employee must complete the form titled "Tuition Expense Reimbursement" and send it to the Assistant Superintendent – Curriculum/Instruction at the board office for approval. This form will not be accepted later than four (4) weeks after completion of the course. The Assistant Superintendent – Curriculum/Instruction may request a conference before rendering a decision.
    b. Upon approval, a copy of the approved form will be returned to the employee along with the form titled "Tuition Reimbursement Form." The employee must pay the tuition charges for the approved coursework upfront.
    c. Upon completion of the approved class, the employee must re-submit to the Assistant Superintendent – Curriculum/Instruction both forms name above along with (1) a grade report/transcript and (2) a receipt of payment. (The receipt MUST indicate the amount of the tuition paid and method of payment. Employees are not reimbursed for books/fees.)
    d. Upon acceptance of the Assistant Superintendent – Curriculum/Instruction, tuition reimbursement payments will be submitted to the Board of Education for approval at the next available board meeting. Payment to the employee will be part of the next or subsequent pay period following acceptance and approval.
    e. Please note that Grade Cards are NOT acceptable for salary upgrade purposes. The HR Department requires an Official Transcript from the university. Electronic copies are acceptable.

f. Part-Time Employees - A single payment of the portion of one-half tuition payment equal to fractional regular assignment. That is, a teacher working half time, or employed regularly half time, shall receive one-half of one-half of tuition cost. A teacher with 3/5 assignment shall receive 3/5 of one-half of tuition cost as approved, as a one-time payment salary adjustment.

C. Severance Pay

1. The Solon Board of Education will pay severance pay to each employee upon retirement into the State Teachers Retirement System. The amount of severance pay shall be equal to the current daily rate of pay for the retiree for one hundred percent (100%) of the accumulated and unused sick leave, with a maximum payment of seventy-five (75) days. The daily rate used for calculating severance will be based on the salary schedule in effect on the date of retirement into the STRS system.
2. Effective with the 2024-2025 retirements effective June 1, 2025, a certified employee who (1) retires in accordance with Section XI.Z Retire/Rehire Incentive, or (2) retires at the first year eligible for retirement at an unreduced benefit, or (3) retires early at a reduced benefit, shall receive an amount of severance pay equal to the current daily rate of pay for the retiree for one hundred percent (100%) of the accumulated and unused sick leave, with a maximum payment of one-hundred (100) days. The daily rate used for calculating severance will be based on the salary schedule in effect on the date of retirement into the STRS system.
3. Retirement shall be defined to mean actual retirement from employment and eligibility for retirement benefits under the State Teachers Retirement System of Ohio. Should an employee return to employment from retirement, the employee would forego any claim to sick leave days, which have been previously used to compute severance pay.
4. Severance pay shall be made in one payment and shall be made only once to any employee. Severance pay shall be exempt from deductions except as provided by law. Severance pay will be paid 75 days following retirement.
5. In addition, a certificated/licensed employee of the Solon Board of Education after five (5) years of continuous service will be compensated at the following rate upon leaving the system due to reduction in force:

5 years	15% of the established formula
10 years	30% of the established formula
15 years	50% of the established formula
20 years	80% of the established formula
25 years	100% of the established formula 100% into STRS

6. Should an employee die before retirement and have worked long enough for the employee's family to be eligible for S.T.R.S. "Survivor Benefits" under the State Teachers Retirement System, that portion of severance pay the employee would have been eligible for had the employee been released due to reduction in force will be paid to the employee's surviving spouse, if any. If the employee does not have a surviving spouse, payment will be made to the estate of the deceased employee.

D. Tax Sheltered Annuities

1. The treasurer is authorized to make deductions from payroll if so requested by the employee for tax-sheltered annuities.
2. The Solon Board of Education in no way sponsors, approves, suggests or recommends any one of the companies, and is in no position to confirm the financial responsibilities of any of the companies.

E. Health and Life Insurance

1. The Board of Education, at the expense of the Board of Education, provides a group health insurance plan, single or full family coverage, for all full-time professional staff members. In accordance with the agreement between the Solon City Schools and the Stark County Council of Governments (COG), the exact program of coverages, deductibles, co-insurance, and maximum-out-of-pocket figures are set by the COG and are subject to change each calendar year as determined by the COG. In order to be eligible for insurance, an employee must be employed for at least thirty (30) hours per week. Employees shall not be paid cash in lieu of insurance benefits. Coverage: See Plan Booklet for COG adopted coverage information.

2. Medical

a. The Board will pay 84% of the premium and the employee will pay 16 % for full-time employees.

b. Stark County Schools Council of Governments

The Solon City School District 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.

c. Preferred Provider - Doctors/Hospitals

The parties agree that one 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.

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.

d. 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:

- The program will be available to employees and their dependents who have "primary" coverage under the District's insurance.
- The employee will pay the 20% co-payment to the provider and the remaining 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 20% co-payment.
- The deductible will be waived.
- The list of covered expenses shall be agreed upon by the COG and the Stark County/Canton OEA office representative.
- Mail order prescription: Mail order must be used for maintenance drugs in order for the insurance provisions to apply.
- Generic: Generic drugs must be substituted where applicable in order for the insurance provisions to apply.
-

3. The Board of Education provides a vision and dental care program for all full-time professional employees. The Board shall provide dental insurance and the Board shall pay 84 % of the premium and the Employee shall pay 16 %. The Board shall also provide vision Insurance and the Board shall pay 84 % of the premium and the Employee shall pay 16 %. In accordance with the agreement between the Solon City Schools and the Stark County Council of Governments (COG), the exact program of coverages, deductibles, co-insurance, and maximum-out-of-pocket figures are set by the COG and are subject to change each calendar year as determined by the COG.

4. The Board shall provide term life and accidental death and dismemberment coverage in the amount of $50,000 for each eligible employee. Bargaining unit members may purchase optional voluntary coverage up to a maximum

of $50,000, in $25,000 or $50,000 increments, in addition to Board paid coverage. Modifications to this provision may be necessary to comply with the requirements of the insurance carrier.

a.Upon the death of a certified employee, the Board of Education shall provide up to $500 to be applied to legal, financial, and/or accounting advice to the beneficiary of the life insurance policy.

b.By accepting the sum specified under subsection (a.) of this Article, under the conditions stated therein, the certificated employee agrees to hold the Board and the S.E.A. harmless from any actual or potential liability arising because of the quality and character of the legal, financial, and/or accounting advice that said employee receives and obtains.

5. Premium Holidays. If the Board of Education receives a premium holiday(s), the employees shall not be required to pay their portion of the premium(s) for the holiday month(s). If the Board of Education receives less than two (2) premium holidays per calendar year, then the Board of Education will guarantee two (2) premium holidays per calendar year.

6. Part-time certified personnel employed half-time or more can receive hospitalization, single plan coverage, as stated in Section E-1. If the family plan is desired, the difference in cost shall be paid by the employee by payroll deduction (see #9). No life insurance coverage will be offered to part-time employees. No dental or vision care coverage shall be supplied by the Board of Education to part-time employees. However, the Board of Education will allow part-time employees (employed half-time or more) to purchase individual/family dental and vision coverage at the current group rate if acceptable to the insurance carrier.

The employee monthly contribution for participation in the employee health insurance program for this contract shall be no higher than as follows (percentages are of our group rates as of September 1):

2025-2026	2026-2027	2027-2028
16%	16%	16%

The Board shall guarantee to all participants in the employee health insurance program, within each calendar year, two (2) premium holiday months from the employee monthly contribution as described in this section.

7. Spousal Insurance. Any new Participants to the COG, who are Solon City School District employees hired at Solon CSD after January 31, 2023, 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 Solon City School District prior to February 1, 2023. If the spouse is required to pay forty (40%) percent or more of the premium with his/her employer, the requirements of this section shall not apply.

8. 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. The Board will make available a flexible spending account for all certificated/licensed employees

F. Physical Examination

1. Should reasonable cause exist that a bargaining unit member is not "fit for duty" the Board may place that employee on paid administrative leave pending completion of the fitness for duty medical examination process by an appropriately licensed physician(s), as detailed herein.
    a. "Reasonable Cause" shall be based on objective observation(s) that the employee may not be fit to perform the essential job duties of their regular position or that they pose a danger to themselves or others. Personal opinions, mere suspicion, or suspicion based upon hearsay does not constitute reasonable cause.
    b. "Fit for duty" shall be defined as being physically and mentally able to perform the essential functions of their regular position, as described in the written job description for the position, with or without a reasonable accommodation such that the employee does not pose a danger to themselves or others in doing so. (Any material change to a position's written job description must be reasonable.)
    c. "Physician" shall be defined as a licensed doctor of medicine or osteopathy who has completed residency training in an accredited medical training program and/or is American Boards of Medical Specialties (ABMS) or American Osteopathic Association (AOA) board certified or international equivalent; and has familiarity with the current job descriptions, demands of educators, etc.
2. The initial fitness for duty examination will be performed within a reasonable time period by a physician agreed upon by the Union and the Board ("Board's physician"). Prior to any examination the Board will supply the physician with the current written job description for the employee's position and documentation detailing the facts indicating the employee is not sufficiently fit to perform their essential job duties. Copies of all documentation provided to the physician shall be simultaneously provided to the employee subject to testing. Following the examination the physician shall provide the Board and the employee a written report detailing the physician's determination of the employee's fitness for duty, including specification of action to be taken by the employee to make them fit for duty and/or any reasonable accommodations that could be made, if necessary. The employee shall be entitled to copies of all examination results and documentation associated with the examination.
3. Should the mutually-agreed upon physician determine the employee is unfit for duty for the foreseeable future, and the employee exhausts all available leave prior to being reevaluated as fit for duty, the Board reserves the right to initiate separation proceedings for the employee upon exhaustion of available leave. Any employee separation on the basis of being unfit for duty shall be for just cause.
4. In the event the employee is determined to be temporarily or permanently unfit for duty and the Board terminates the employee, the employee may contest the suspension or termination by (1) filing a grievance under this Agreement's terms; and/or by (2) availing themselves of available state or federal administrative or court remedies.

G. Leaves

1. Personal Leave

a. Regulation. Absence on account of necessary personal affairs will be approved, not to exceed two (2) days a year and not to be cumulative from one year to another. Requests for leave shall be submitted to the building principal via the Absence Management System as early as possible.
b. Explanation. This policy is established to permit absence without loss of pay or sacrifice of sick leave time for handling necessary personal affairs that cannot reasonably be taken care of at other times or by others.
c. At the discretion of the superintendent, additional days of personal leave without loss of pay or deduction from sick leave may be granted for accidents or death in the immediate family, or accidents affecting family property, or marriages in which the professional staff member is to be the spouse, or under unusual and abnormal circumstances, or for other justifiable reasons. Immediate

family could include grandparents, father, mother, sister, brother, husband, wife, child, and in-laws bearing these relationships, and any other persons who are members of the immediate household. Requests for permission for such leave are to be submitted via e-mail and the Absence Management System to the Superintendent's office in advance of such date if possible.

d. Conference or curriculum night - see reference XI.H.7
e. At the conclusion of each school year, any unused personal leave balance will be added to the employee's sick leave balance.

2. Parental Leave (Maternity, Paternity, and Adoption)

a. A professional staff member who becomes aware of the birth or anticipated birth of a child or the adoption of a child shall be eligible for Parental Leave for a period of up to twelve (12) weeks.
b. Maternity Leave (Birth Parent)
    1) Regardless of any sick leave used prior to delivery, the certified employee who is the birth mother may take up to 12 weeks of Parental Leave commencing with the date of delivery.
    2) Weeks 1–9 after delivery shall be considered paid sick leave, regardless of the type of delivery, and charged against the employee's available sick leave balance.
    3) Weeks 10–12 shall be unpaid and the employee will maintain current healthcare benefits provided they continue to pay the employee share of the healthcare premium.
    4) If the employee lacks sufficient sick leave to cover Weeks 1–9, she may still take the remaining unpaid leave to reach the 12-week total.
    5) FMLA-eligible employees will have this leave designated as FMLA leave concurrently, beginning with the first day of absence in accordance with the law.
    6) The employee must return to work within twelve (12) weeks of delivery unless transitioning into an extended Child Care Leave.
c. Paternity/Non-Birth Parent Leave
    Non-birth parents may utilize up to six (6) weeks of paid Parental Leave, to be taken around the time of the child's birth or adoption. This leave will be charged against the employee's available sick leave.
d. Adoption Leave
    1) Paid Parental Leave for adoption may be granted for up to nine (9) weeks surrounding the official date of adoption and shall be charged against the employee's available sick leave.
        i. When both parents are employees of the District:
            a. One parent shall be designated the Primary Adoptive Parent, eligible for nine (9) weeks of paid leave.
            b. The other shall be the Secondary Adoptive Parent, eligible for six (6) weeks of paid leave.

3. Child Care Leave

a. Professional staff members are eligible for unpaid Child Care Leave following the birth or adoption of a child. This leave is available beyond the initial 12 weeks of Parental Leave.
b. Notice Requirements
    1) A written notice of the effective date of the leave must be submitted to the Superintendent or designee no later than March 15 of any year. Requests for alterations or cancellations must also be made in writing.
c. Leave Timing and Duration
    1) Mid-Year Birth/Adoption
    If leave is requested to begin during the current school year, it will be granted for the remainder of that school year only.
        i. This leave is renewable for one additional school year (see XI.G.2.c.4).

2) Full-Year Request
   Staff members requesting a leave of absence for a full academic year in a year other than when a child is born or adopted, or when the initial 12-week Parental Leave does not extend into a school year, will be granted a full-year Child Care Leave.
   i. Requests must be submitted by March 15.
   ii. Failure to notify the Superintendent's office by this deadline and failure to return within twelve (12) months will be considered a resignation.
3) Consecutive Leaves
   i. In the event of successive births or adoptions, only one of the consecutive leaves may be extended for a second year. All other leaves will be capped at one year each.
4) Return Rights
   Upon return from Child Care Leave, the staff member will be placed in a same or similar position for which they are qualified. All benefits shall be reinstated; however, no salary or service credit will be granted during the unpaid leave.
5) Fringe Benefits During Leave
   Staff on unpaid Child Care Leave may continue participation in fringe benefit plans by purchasing coverage through the Board at the current group rate, with payments due by the 15th of each month.
   i. Life insurance coverage will lapse unless actively continued by the employee during leave.

4. Sabbatical Leave

Sabbatical Leave is defined as a Leave of Absence granted to any member of the certificated/licensed staff, for a period not to exceed one (1) year. The purpose of the sabbatical leave is for required Ph.D. residency programs. The program must be related to education.

a. Eligibility:
   1) Any certificated/licensed employee who has completed five (5) consecutive years as a Solon employee may be granted a Sabbatical Leave for up to one (1) full school year.
   2) The number of employees on Sabbatical Leave during any one school year shall not exceed five (5) percent of the professional staff.

3) Sabbatical Leave for professional improvement shall not be granted to any employee more often than once every five (5) consecutive years of service. Sabbatical Leave will not be granted a second time to the same individual when other members of the staff, in sufficient numbers to fill the quota for the period, have filed a request for and are awaiting such leave.

b. Selection:
   1) All applications including an outline of the program for professional improvement shall be filed with the Superintendent by March 15 of the school year prior to the intended leave. Applications shall be processed in chronological order of submission. Seniority in the system shall prevail in the event of ties in the order of submission.
   2) The Board will make a decision on Sabbatical Leave(s) by May 15.

c. Any employee receiving Sabbatical Leave must sign a formal agreement (Appendix J) to return to service for a minimum period of one (1) school year following the return from Sabbatical Leave, unless causes beyond the control of the individual prevent such return to service.

d. A statement of achievement shall be submitted by the employee at the conclusion of the Sabbatical Leave.

e. Compensation shall be limited to the difference between the salary of the employee on Sabbatical Leave as scheduled in the district that school year and the Bachelor's base with no experience

salary. This amount shall be paid to the employee in twenty-four (24) equal installments bimonthly during his/her Sabbatical Leave. Compensation is reduced by compensation received during and because of the residency.

f. During Sabbatical Leave, the employee shall be deemed to be in the employ of the Solon School District and shall be able to purchase, at cost, all fringe benefits in effect during the leave. Regarding life insurance, an employee who elects not to purchase life insurance shall be deemed to relinquish his/her right to coverage during the time of the leave.
g. The employee on Sabbatical Leave will accrue experience credit. The employee on Sabbatical Leave, upon return, shall be assigned to the same or a similar position for which the employee is qualified. She/he shall be given the appropriate placement on the salary schedule had Sabbatical Leave not been taken.
h. The Superintendent shall provide all necessary forms to those on Sabbatical Leave.
i. No Tuition Reimbursement will be paid by the Board for courses taken while an employee is on Sabbatical Leave.
j. Any certificated/licensed employee shall not accumulate sick leave during the term of the Sabbatical Leave.

5. Unpaid Leave of Absence

a. Illness or Disability of the Employee. The Board of Education is required by law (RC 3319.13), upon written request of an employee, to grant a leave of absence for a period of not more than two (2) years where illness or other disability of the employee is the reason for the request. If the employee wishes to extend the leave beyond two (2) years, it will be necessary to reapply.
b. Family Illness and Other Leaves. In addition, the Board of Education is permitted at its discretion to grant a leave of absence for other purposes upon the written request of an employee. In exercising its discretion, however, the Board of Education will pursue the policy outlined below.
c. Procedure for Unpaid Leaves. A leave of absence shall be granted upon the written request of an employee when illness or other disability of the employee is not the reason for the request. This leave shall be granted upon the following conditions.
    1) The employee shall have been in the service of the Board for a minimum of two (2) years immediately preceding the period of the proposed absence.
    2) The application shall have been received by the Superintendent of Schools thirty (30) days prior to the leave taking effect. If the leave is for an entire school year, application should be made on or before March 15 of the school year preceding the leave year if at all possible.
    3) Reasons for which leaves will be granted are illness or disability in the immediate family, military service, and such other reasons as the Superintendent deems fit.
    4) The employee shall be encouraged to return to the Solon School System following the leave of absence.
d. During the leave of absence, the employee may not teach in another school system. This restriction shall not apply if the leave is requested because of a temporary relocation of an employee's spouse outside of the state of Ohio, necessitated by the spouse's employment or educational requirements of the spouse's employment. A letter from the employer stating the nature of the transfer and the length of time required, may be requested by the Superintendent as evidence of the need for the requested leave. The employee may elect to purchase all fringe benefits through the Board at current group rates. With regard to life insurance, an employee who elects not to purchase life insurance shall be deemed to relinquish his/her right to coverage during the time of the leave.

e. By March 15 of each year, the employee shall notify the Superintendent of intent to return or not return for the year following the leave. Upon return from leave, the employee shall be entitled to restoration to his/her position.
f. Unpaid Leave shall not be construed as breaking the continuity of service that applies to other provisions in this Agreement.

6. Assault Leave

A certificated/licensed employee who is absent due to physical, emotional, or psychological disfigurement from an assault which occurs in the course of Board employment and is job related shall be eligible for assault leave under the following provisions:

a. On behalf of the employee who has been assaulted, a written statement must be presented to the Board of Education to justify the use of assault leave.
b. If medical or psychological attention is required, a certificate from a licensed physician, psychologist, or counselor stating the nature of the disability and its estimated duration may be requested before assault leave can be approved for payment. If the assault leave is more than thirty (30) days, such a certificate shall be required.
c. Assault leave shall be in effect for the period of disability or twelve (12) months duration commencing with the first day leave is taken, whichever is less. The Board may extend assault leave beyond twelve (12) months if it so desires.
d. If court action results, said employee shall be granted leave from his/her professional duties and a qualified substitute shall be hired. No loss of pay will occur for days in court or days requested by his/her legal counsel, the court officials, and/or the law enforcement officers.
e. Assault leave granted under these regulations shall not be charged under sick leave earned or earnable under Section 3319.141 of the Ohio Revised Code.
f. An employee on assault leave shall receive all emoluments of employment and, upon return, shall be assigned to the same or a similar position for which the employee is qualified. She/he shall be given the appropriate placement on the salary schedule had assault leave not been taken.
g. In cases where legal action may ensue, the Principal shall attempt to obtain a list of witnesses to the assault. The Principal shall promptly attempt to obtain written reports from all the witnesses. These statements shall be signed, dated, and forwarded to the Superintendent's office where they shall be available to the employee and/or the employee's representative.
h. Any time a teacher is a victim of an alleged assault and/or battery by a pupil, the pupil will be immediately removed from school (or extra-curricular activity) until such time as a hearing for suspension or expulsion can be held. Nothing in this provision is to be construed as violating any other rights that the pupil(s) or teacher may have under state or federal laws.

7. Catastrophic Leave

a. A catastrophic leave is to be utilized for a major illness, and only after all sick leave has been exhausted and a maximum of five days per year has already been advanced. The catastrophic leave shall be paid up to a maximum of 25 days.
b. Request for a catastrophic leave shall be made in writing to the superintendent prior to the exhaustion of sick leave, if possible. The request shall include the reason for the request. Reasons for a catastrophic leave are a major illness to the employee or immediate family. Immediate family is defined under the sick leave section.
c. Approval for a catastrophic leave will be decided on an individual, case-by-case basis through a committee of the Superintendent, Asst. Superintendent and three SEA officers.

8. Other Leaves of Absence

a. Jury Duty - Any teacher with a subpoena resulting in involuntary absence will be paid his/her full salary during the time of service with no deduction to paid leave balances. Teachers shall retain any payment received for performing their civic duty.

b. Calamity Days (Acts of God) - Absence due to bad weather conditions. A person who does not report for duty, in order to obtain pay for the day or days lost, must present to the superintendent's office at once a statement to the fact satisfactory to the superintendent, which prevents his/her reaching school. Failure of transportation is not considered an "Act of God."

c. Part-Time Leave - Although we do not have a "job-sharing" program, many times teachers are willing or desire to teach part time and stay home part time. From time-to-time, the Board of Education has opportunities to make these positions available to employees who wish this status. It is understood that the Board is under no obligation to provide these positions. Those teachers who are on an entire year leave of absence and wish to teach part time may do so if offered that assignment under this new language. The following shall apply:

1. The person who accepts a leave/teaching position offered by the Board does so with the understanding that they must return to their full-time position at the end of this leave.
2. Teachers who avail themselves of this option do so with the understanding that all benefits (health, life, etc.) received will be those that are associated with a full-time leave position. All insurance benefits received are those of an employee who is on an unpaid leave of absence.
3. When a teacher returns to full-time status, there will be no step movement as in all unpaid leaves.
4. The teacher does not have a right to the part-time leave position they are currently in when they return. If there is a part-time position available, they may bid it and their status will be changed to part-time.
5. The teacher entering this program would not lose or gain seniority status or full-time status during the part-time leave position.

H. Absences (Sick Leave)

1. Sick leave shall be granted at a rate of 1 1/4 days per month. Unused sick leave shall be cumulative. The Board reserves the right to extend the sick leave period upon the Superintendent's recommendation if extenuating circumstances exist. In the application of this policy, the Board will follow state law (ORC 3319.141).
2. Sick leave shall be granted for personal illness, mental illness, alcoholism rehabilitation, drug dependency rehabilitation, pregnancy, childbirth, quarantine, or in case of serious illness or injury to the teacher's immediate family. Immediate family could include grandparents, father, mother, sister, brother, husband, wife, child, and in-laws bearing these relationships, and any other persons who are members of the immediate household.
3. Death in the immediate family shall entitle the employee up to a maximum of five (5) days of absence. In the case of death, the immediate family includes those listed above in #2.
4. In case of the death of an extended family member or a personal relation who is not immediate family, three (3) days will be granted.
5. Notification - Accumulated sick leave days will be reported to teachers via the Employee Service Portal.
6. As provided in state law, the Board will grant an advance of 5 days of sick leave for employees that have exhausted their sick leave. Unearned sick leave advanced is charged against the sick leave the employee subsequently accumulates. (O.R.C. 3319.08 & O.A.G. 72-032)
7. When a staff member misses a conference evening due to an approved leave, he/she will be charged a half-day sick/personal leave depending upon what is applicable. If the employee meets with the building principal and agrees and completes a night conference make up schedule, then no sick leave or personal leave will be

charged. If a staff member is out the entire day (the regular workday plus the evening schedule), the deduction will be for one and one-half days. Building principal must approve curriculum night absences.

I. Vacancies, Promotions, Transfers, and Resignations

1. Resignations will be accepted or rejected and the resignee informed in writing of the Board's decision within three (3) days after the meeting of acceptance.
2. Vacancies are viewed as job openings for which all certificated/licensed personnel will be given the opportunity to apply. Such vacancies include openings due to promotions, transfers, resignations, retirement, severance, nonrenewal of contracts, death or disability of employees, expansion of programs, enrollment changes in buildings or programs, creation of new positions, and revision of current positions or programs.
3. Vacancies which are to be posted include the following: (1) supplemental and extra duty contracts; (2) full-time, part-time, and split (two-or-more buildings) teaching and administrative positions or assignments; (3) opportunities for transfer, reassignment, or promotion; and (4) any new positions and/or contracts covered by this Agreement which are not renewed or continued by April 30 contract notification deadlines.
4. Vacancies that are created due to the retirement of certificated/licensed personnel must be posted.
5. Vacancies that are created due to the resignation of certificated/licensed personnel that occurs prior to February 1 must be posted.
6. Vacancies for all professional personnel positions noted above or elsewhere covered by this Agreement can be filled via administrative transfer or the posting/bidding process. Vacancies to be filled by the posting/bidding process shall be posted in every school as far in advance of the appointment as possible. Prior to April 1, K-6 Principals shall send a communication to their respective professional teaching staffs and provide an opportunity for those professional staff members to inform the administration should they desire a position change for the next school year. All staff will be notified by e-mail of posted positions. All positions shall continue to be filled based on qualifications. If two or more applicants are equal in qualifications, the applicant with the greatest seniority in the Solon School District shall be give preference.
7. Every effort will be made to notify staff of their assignments for the following year by the close of the current school year.
8. All posted positions should include the date submitted to all buildings by the central office and the S.E.A. President shall be sent a copy of all postings. Postings sent within the school year will expire after five (5) working days. Posting sent in the summer prior June 30 will expire after three (3) working days. Postings sent on or after July 1 will expire after 24 working hours.
9. When a death or incapacitation occurs in a supplemental contract position, that position will be posted and filled within 30 days.
10. Employees seeking a transfer to another teaching assignment shall submit a letter to the Superintendent that will be kept on file at the Board Office. Whenever an opening occurs, an employee with a request on file that matches the available opening will be notified of the opening and will be considered for the position. The Board and the Superintendent will use their best efforts to comply with the notification provisions of this subsection. However, if the notification contemplated by this subsection is not made, the S.E.A. agrees to hold the Board and the Superintendent harmless as a result thereof.
11. In the event of an administrative transfer of a certificated/licensed employee, the superintendent must notify the S.E.A. president of the reasons for the administrative transfer and the employee shall have the right to meet with the superintendent to further discuss the reasons for the change. The employee shall have the right to S.E.A. representation at that meeting.
12. Any certified/licensed personnel on leave for any reason under this contract shall have the right to apply (bid) for specific vacancies once they have given written or emailed notice by March 15th to the Board of Education of their intent to return to work for the following school year.

J. Reduction in Force and Restoration

When by reason of decreased enrollment of pupils, return to duty of regular teachers after leaves of absence, budgetary reasons or by reason of suspension of schools or territorial changes affecting the district, the Board of Education decides that it will be necessary to reduce the number of teachers, it may make a reasonable reduction. In making such reduction, the Board shall proceed to suspend contracts in accordance with the recommendations of the superintendent of schools who shall, within each teaching field affected, give preference to teachers on continuing contracts and to teachers who have greater seniority. Teachers, whose contracts are suspended, shall have the rights of restoration to service status in the order of seniority of service (with those with continuing contracts being the first recalled) in the district if and when teaching positions become vacant or are created for which any such teachers have been or have become qualified.

1. ATTRITION: For any Reduction in Force (RIF) situation, every effort will be made to prevent utilizing RIF procedures hereinafter described or reduce the extent of RIF through attrition (that is, approved leaves of absence, or severing of employment through retirement, resignations, or death), or by possible reduction in class sizes.
2. NOTIFICATION: On or before March 30 of the school year prior to RIF, the Board shall give written notice to the Association, through its President, of its intent to affect a RIF. Such notice shall contain the reason(s) for the RIF and the positions affected in each building.
3. Any reduction in force shall be accomplished in each certification/licensure area first among teachers working under limited contract status and then among teachers working under continuing contracts.
4. For the purposes of a RIF, teachers will be assigned a numerical rating based solely on the final holistic summative ratings for each of the preceding three (3) years of evaluations as follows
   Accomplished/Skilled = 4
   Developing = 3
   Ineffective = 1
5. For teachers with less than three (3) years of evaluations in Solon, the most current evaluation shall be used first then seniority shall be used, followed by tie breakers as explained below for limited contract teachers.
6. For any year in which a teacher with three (3) or more years of evaluations has not been assigned a final holistic summative rating for the most recent year, the rating for the preceding year shall be used.
7. Teachers will be grouped using their cumulative numerical rating for the three (3) previous years as follows:
   Group A = 10-12
   Group B = 7-9
   Group C = 5-6
   Group D = 3-4

8. A RIF will be accomplished in the following order:
   Group D
   Group C
   Group B
   Group A
9. Within each group teachers shall be considered comparable and seniority, followed by the tie breakers explained below shall be used.
10. INDIVIDUAL NOTIFICATIONS OF EVALUATIONS: By October 1, the Administration shall notify each teacher of their prior 3 years of evaluation status so as to be aware of which group they fall into. The Administration will be advised of errors therein by November 1 of each year and a revised notification provided to the teacher by November 15 of each year.
11. SENIORITY LIST: For the purposes of a RIF, a system-wide list of employees shall be developed in terms of tenure, seniority, and certification in effect at the opening of each school year. Each list shall be updated

annually and posted under the Staff Portal on the district website and in each building by October 1 of each year. Individual teachers shall notify the Administration of any errors by November 1 of that year and a revised list (if necessary) will be posted by November 15 of that same year.

12. In cases of a "tie" with continuing contract teachers, date of receiving tenure shall be the determining factor; further, if the date for tenure remains the same, years of service (experience) in other districts will be the determining factor. If a "tie" still remains, supplemental contracts held will be the determining factor. The following criteria must be met:
    a) A contract must be signed to be considered a "supplemental contract."
    b) "Supplementals held" refers to the total dollar amount of supplemental contracts signed for the school year that begins with the end of the prior school year and concludes with the last day of the current school year.

    If a "tie" remains, the date of receipt of the initial application (or date of application renewal, whichever comes later) for a position in the Solon School District becomes the determining factor.
13. In cases of seniority "tie" with limited contract teachers, if the date of employment remains the same, the level of certification/licensure held (i.e., provisional, professional, permanent) on file in board office or application in process, within the teaching field affected becomes the determining factor. If a "tie" still remains, years of service (experience) in other districts will become the determining factor. If a "tie" remains, supplementary contracts held will be the determining factor. The following criteria must be met:
    c) A contract must be signed to be considered a "supplemental contract."
    d) "Supplementals held" refers to the total dollar amount of supplemental contracts signed for the school year that begins with the end of the prior school year and concludes with the last day of the current school year.

    If a "tie" remains, the date of receipt of the initial application (or date of application renewal, whichever comes later) for a position in the Solon School District becomes the determining factor.
14. Seniority shall be determined by the length of continuous service in the Solon School District. In cases where a leave of absence for a definite period has been granted by the Board and the employee has returned to work in the system, such leave of absence shall not be construed as breaking the continuous nature of the service; however, any time spent as an unpaid leave of absence shall not be computed in the years of service. Additionally, any time spent as an unpaid leave of absence which is also concurrently designated as FMLA-protected leave will be computed in the years of service. An employee shall not lose seniority when he/she changes assignments to a different position, department, grade level or building. Employees with multiple certifications shall be given the full benefit of their areas of certification. (That is, if an employee is certified to teach both mathematics and science but is teaching mathematics exclusively and is the least senior person in that department at the time of RIF, the employee shall be reassigned to science if there is employed at the time of reduction a science teacher with lesser seniority.)
15. No type or measure of continuous service shall be used that would allow an employee to receive more than one year's credit in a single year. Years of professional employment service served on a part-time basis in Solon shall, for seniority purposes, be equated as a fraction of full-time service. (Example: a teacher serving four years at half-time in Solon will be considered to have accumulated two years of service.)
16. As state law provides that tenure and seniority are the most important aspects to be considered in a RIF situation, no limited contracts in excess of one year shall exempt a teacher from the provisions of this document.
17. The administration, representatives from the Association's Professional Rights and Responsibilities Committee, and employees directly involved shall proceed to the most reasonable and direct method of removing and filling positions until an employee is determined by lack of tenure, seniority, and certification as being released through reduction in force. There will be written notice of release. The final decision regarding any reassignments necessary is the responsibility of the superintendent of schools.

18. Reductions under this RIF procedure when unavoidable, will be effectuated at the beginning of the following school year and shall be accomplished through the suspension of a teacher's contract. Notice will be given on or before April 30. No employee shall be removed from their employment as a non-renewal of contract as part of the RIF provisions.
19. A teacher who is hired as a temporary employee to fill in for a specific teacher on a leave of absence and who is subsequently laid off upon the return from leave of the regular teacher shall not be placed on the RIF list and shall have no recall rights under this article.
20. Separate recall lists shall be kept for continuing contract and limited contract employees released through RIF. Teachers with continuing contracts shall have unlimited recall rights. The recall list for limited contract employees who were released through RIF shall be kept for two years. Teachers on the continuing contract list will be given preference in recall. Teachers shall be returned to active employment to fill vacancies for which they have been and have become certificated/licensed. To qualify for recertification, the employee must notify the Superintendent of his/her intention to become recertified by no later than June 1. Upon attaining new certification, the employee shall be offered a limited or continuing contract where applicable. Seniority on either list, limited or continuing, will be determined by the order listed in section J. 11 above.
21. Notice of recall shall be sent by registered mail to the last address provided by the employee. Once notification has been received, the employee has fourteen (14) calendar days in which to accept or reject the offer in writing; failure to respond within this time limit will result in the employee's name being removed from the recall list.
22. A teacher, who cannot accept a position because he/she is under contract in another school district, shall be offered another vacancy after expiration of his or her contract if he/she still otherwise qualifies under this procedure. Otherwise, certificated/licensed employees who are offered but who decline re-employment for a regular, full-time teaching position need not be offered re-employment again in openings, which may occur after the certificated/licensed employee's declination of re-employment. The rights herein granted to a teacher shall be forfeited by the teacher should he/she (a) waive his or her recall rights in writing, (b) resign, (c) fail to accept recall as provided for herein, or (d) fail to report to work in a position that he/she has accepted within five (5) school days after written notice of acceptance, unless such recalled teacher is prohibited from doing so because of physical illness or injury.
23. Acceptance or rejection of a position other than regular, full-time teaching position shall not of itself constitute a waiver of these recall rights.
24. A teacher on the Reduction in Force list shall, upon return to active employment, receive the salary schedule placement, accumulation of sick leave, and seniority to which he/she is entitled had he/she not been suspended through Reduction in Force. The duration of suspension of the employee's contract shall in no way be construed as breaking the continuity of seniority. A teacher who is on the reduction in force list shall not gain seniority during that period.
25. A member of the bargaining unit shall be eligible to purchase group fringe benefits pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) which provides for up to eighteen (18) months of coverage.

K. Reduction in Program and Change in Curriculum

When due to decreased enrollment in a program or change in curriculum, the Board may decide that it will be necessary to reduce the number of continuing contract teachers. This situation may be handled in one of two of the following ways:

1. ATTRITION: Every effort will be made to retain as many teachers as possible through attrition (that is, approved leaves of absence, or severing of employment through retirement, resignations, or death), by transfer to another building, or by possible reduction in class sizes.
2. RETRAINING

a. NOTIFICATION - The employee(s) of whom retraining is requested shall be notified by May 15.
b. ELIGIBILITY - Any employee who has a continuing contract shall qualify for the Retraining Program.
c. The employee and administration will mutually agree upon an educational plan leading to recertification in another area.
d. The employee may be given release time during the regular school day to attend classes leading to recertification.
e. The Board will reimburse the employee for the full cost of tuition due to retraining.
f. During the two-year period allotted for retraining and recertification, the employee's continuing contract shall remain in full force and effect unless circumstances covered elsewhere in the Agreement lead to suspension or termination of his/her contract.
g. If retraining is not completed within two (2) school years after notification, the teacher's continuing contract will be suspended with the recall rights that would exist as if the person were suspended due to a reduction in force. If there are unusual circumstances, the superintendent may waive the suspension.

L. Appraisal of Teaching Performance

Each teacher will be evaluated using the current state approved teacher evaluation system. Although a standardized approach to evaluation has been adopted per state guidelines, evaluation of teachers by administrators must recognize academic freedom and individual teaching style. The district will follow the statutory requirements as required by law for teacher evaluations unless otherwise noted.

1. Professional Growth Plan (PGP) / Improvement Plans
    a. All teachers are required to create a professional growth plan or improvement plan. This plan should be submitted no later than the start of the evaluation cycle.
    b. All professional growth plans and improvement plans will be developed according to the guidelines set forth by the OTES 2.0 Model.
    c. Teachers will be required to create either a professional growth plan or an improvement plan based on the following criteria:
        i. Accomplished – Teacher developed Professional Growth Plan
        ii. Skilled – Evaluator/Teacher developed Professional Growth Plan
        iii. Developing – Evaluator developed Professional Growth Plan
        iv. Ineffective – Evaluator developed Improvement Plan
2. Evaluation Cycle (See included Ohio Teacher Evaluation System OTES 2.0 Framework)
    a. A full evaluation cycle as outlined by the OTES 2.0 Framework shall be conducted for all teachers on limited contracts, teachers rated ineffective, and teachers rated developing.
    b. Continuing contract teachers rated Skilled will have a full evaluation every two years.
    c. Continuing contract teachers rated Accomplished will have a full evaluation every three years.

The following positions will not utilize the OTES 2.0 rubric, but rather the rubrics that have been developed by the district specific to their roles: SLPs, OTs, PTs, and School Psychologists.

Teacher Status	Year 1	Year 2	Year 3	Year 4
Limited Contract	Full Evaluation each year regardless of status until continuing contract status is granted. Which includes 2 formal holistic and 1 formal focused observation.			
Cont. Contract rated Ineffective or Developing	Full Evaluation each year until rated skilled or accomplished. Which includes 1 formal holistic and 1 formal focused observation.			
Cont. Contract Skilled	Full Eval		Full Eval	
Cont. Contract Accomplished	Full Eval			Full Eval

3. High-Quality Student Data (HQSD) –
    a. According to current state law High Quality Student Data cannot be used for the 2021- 2022 school year for the purposes of evaluation, therefore the use of HQSD will be negotiated and implemented prior to the start of the 2022-2023 school year.
    b. The selection of HQSD shall be determined collaboratively between the grade level/subject teams and administration. SEA and the Board of Education will work together to implement HQSD.
4. Individual pre-observation conferences are not required but must take place if requested by an administrator or teacher. To ensure there is a close connection in time between the pre-observation conference and the scheduled observation, the pre-observation conference may take place no earlier than three (3) days prior to the observation and must be conducted with the administrator conducting the observation. The Pre-Observation Planning and Lesson Reflection Resource Questions document should be used to guide the conversation between the teacher and administrator.
5. A post-observation conference must take place no more than five (5) days after the observation by the administrator conducting the observation. The Pre-Observation Planning and Lesson Reflection Resource Questions document should be used to guide the conversation between the teacher and administrator. A written report of the observation must be distributed to the teacher via email or hard copy no later than 24 hours prior to the post-observation conference and within five (5) days of the observation. Teachers will be provided a formal opportunity to add evidence on their behalf within five (5) days of receiving the written report of observation.
6. A minimum of at least three (3) days prior to each formal observation, a documented walkthrough must be completed.
    a. Documentation is limited to the factors contained in the OTES 2.0 rubric and must be submitted to the teacher within two (2) days of the walkthrough.
    b. Documented walkthroughs may not begin prior to the start of the evaluation cycle.
    c. A walkthrough is unannounced and lasts for no more than 30 minutes.
7. Teacher performance is to be scored holistically. This means evaluators will assess which performance level provides the best overall description of the teacher's practice. The evaluator is to consider evidence gathered during any pre-conferences, the formal observations, the post- conference(s), classroom walkthroughs, informal conversations, and evidence of practice and professionalism (OTES 2.0 Model Page 21).
8. Informal Improvement Plans for Teachers - If, in between formal OTES observations, the building administrator observes repeated, documented deficiencies based on the OTES rubric, the following procedures will be in effect:
    a. An informal, collaborative conference with the teacher should be held to discuss concerns, solutions, and to provide support for the teacher to improve.
    b. Only after the informal conference, and the administrator again observes repeated documented deficiencies, the administration may recommend an informal documented improvement plan.
    c. The plan will be constructed cooperatively with the staff member.
        d. The plan will include specific clear area(s) of measurable improvement required from the areas of deficiency.
        e. The plan would be in place for no more than four weeks.
        f. If the deficiencies are not resolved, a formal OTES improvement plan shall be initiated.
        g. In lieu of a formal OTES improvement plan, administration and staff can agree upon a single additional four-week informal plan.

9. Accomplished teachers cannot select their own evaluator unless specific concerns regarding the evaluative process arise. At such time SEA and management will meet to address the issue.
10. A teacher will not need to be evaluated if that teacher has submitted notice of retirement and that notice has been accepted by the board not later than the first day of December of the school year in which the evaluation is otherwise scheduled to be conducted. Teachers who provide notice of retirement with a request to be rehired will be evaluated in their "retire" year, but will not be evaluated in the subsequent "rehire" year.
11. A teacher who is on any form of leave pursuant to this contract or existing law for 50% or more of the school year will not need to be evaluated.
12. The Board and S.E.A. agree to reopen this section of the Agreement if there are changes in the governing statutory provisions of OTES 2.0 throughout the course of this agreement. The Board and S.E.A. agree to work collaboratively to address issues throughout the implementation of this system to revise this section of the agreement in subsequent contract years as determined necessary by both parties.
13. Personnel Files
    a. All material contained in any personnel file must be job related.
    b. Any certificated/licensed employee, or representative (upon presentation of proper written authorization by the certificated/licensed employee), shall have the right to examine all material in that employee's file. The administration will comply with such a request within a reasonable amount of time. In a file, complaints that are more than three (3) years old and (in the administrator's judgment) no longer have a bearing on teaching performance shall be discarded upon the employee's request.
    c. A certificated/licensed employee or designated representative may be accompanied by an Association representative during the examination of that employee's personnel file.
    d. The certificated/licensed employee has the right to respond to any derogatory materials contained in her/his file by attaching a rebuttal to the filed statements. No anonymous statements shall be retained in a file.
    e. A certificated/licensed employee shall be informed within 5 business days of any complaint directed towards him/her by a parent, student, or administrator which has been placed into their personnel file, other than routine payroll document. The employee shall be given the opportunity to review the document and include a written rebuttal to the document in his/her personnel file.
    f. Employees shall be notified as soon as possible when anyone outside of the district requests their personnel file. The employee shall have the right to review the file prior to the release of public records contained in their personnel file.
14. Evaluation Timeline – all dates and timelines will follow the published Solon OTES Evaluation Timeline attached and made available on the staff portal.

M. Awarding Contracts

1. It shall be the duty of the superintendent of schools to see that persons nominated for employment shall meet all qualifications established by law and by the Board for the type of position for which nomination is made. The ability to educate students successfully must be the prime consideration in retaining teachers and in awarding continuing contracts. In addition to administrative and supervisory expertise, this may be on peer group opinion and reaction, and student reaction and rapport. Any reports of unsatisfactory performance should be made before March 1st and the teacher will receive a written summary. Failure to award a limited contract, a continuing contract (when applicable), or a supplementary contract, requires notification before April 30th or 30 days before the close of the school, whichever comes first, in the form of

a written report. After the teacher has been given an opportunity to sign and date it, it will be filed in the school's personnel file.

2. It is the professional duty of teachers to return a completed notification of intent within prescribed time limits. (See Continuing Contract Request)
3. Continuing Contracts
    a. Each year, the District compiles a list of all teachers that wish to be considered for continuing contract status or tenure. All teachers on a limited contract who wish to be considered for continuing contract status need to complete the form titled "Continuing Contrast Request" (Appendix XXX). Failure to complete this form disqualifies the staff member for consideration. An applicant for continuing contract status is required to receive at least three formal observations within the year of application and prior to granting a continuing contract. The following requirements must be met prior to completing the request form. **Request forms must be signed by both the teacher and the building principal and submitted to the Personnel Office by September 15.** The teacher, the principal, and the Personnel Office should each receive a copy of the form with signatures. Failure to apply by September 15 will be cause for the Superintendent to reject the application for that particular school year. It is the responsibility of the teacher to know and meet this deadline.
    b. Teachers who will complete the requirements for a professional license during the school year, but whose documentation is delayed until after April 30, may submit a request form in that school year by September 15. If the professional license is not on file at the Board of Education by July 15 or is not shown on the State website as issued by July 15, , and/or the teacher does not have proper documentation of the required hours, the continuing contract will revert to a 1 year limited contract.
    c. Continuing contract status is based upon three factors: (1) the grade or "quality" of the teaching license held by the teacher; (2) the length of time the teacher has held an educator license; and (3) the length of service in the Solon City Schools.
    d. Subject to changes in applicable state law, teachers are eligible to apply for continuing contract status or tenure if:

    The teacher holds one of the following:
        □ a professional teacher's license
        □ a permanent teacher's license
        □ a life teacher's certificate
        □ a senior professional license or
        □ a lead professional license

    AND the teacher meets the following conditions depending upon the issuance of their certificate or license:

        If the teacher's certificate or educator license was initially issued PRIOR to January 1, 2011:
        The teacher has completed one of the following:

            □ The teacher did not hold a master's degree at the time of initially receiving a teacher's certificate or an educator license and has completed thirty 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

        OR

            □ The teacher held a master's degree at the time of initially receiving a teacher's certificate or educator license and has completed six 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

        If the teacher's certificate or educator license was initially issued ON OR AFTER January 1, 2011:

□ The teacher has held an educator license for at least seven years.

The teacher has completed one of the following:

□ The teacher did not hold a master's degree at the time of initially receiving a teacher's certificate or an educator license and has completed thirty 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

OR

□ The teacher held a master's degree at the time of initially receiving a teacher's certificate or educator license and has completed six 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

AND the teacher meets one of the following conditions related to length of service in the Solon City Schools:

□ the teacher did NOT obtain continuing contract status in another Ohio district AND has taught within the Solon City Schools for at least three of the last five years

□ the teacher DID obtain continuing contract status in another Ohio district AND has two years of service with the Solon

e. The superintendent may recommend reemployment of a teacher, otherwise eligible for a continuing contract, under one limited contract of not more than two years for reasons directed at the teacher's personal improvement, without first requiring a three-fourths vote of the Board of Education's full membership to non-renew. This provision specifically removes the requirement specified in 3319.11 that resulted from H.B. 330 effective July 1, 1989.

N. Grievance Procedure (See Grievance Forms)

1. Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, in the shortest possible time, equitable solutions to grievances of all certificated employees.

2. Definitions

a. A "grievance" shall mean a complaint by a certificated/licensed employee, a group of certificated/licensed employees, or the S.E.A. that there has been a violation, misinterpretation, or inequitable application of the personnel policy, regulations, work rules, or practices governing or affecting them.
b. The "grievant" is an employee covered by the terms of this Agreement, a group of employees, or the S.E.A.
c. The term "days" when used in this document shall refer to school days.
d. An "Association representative" or a "representative of the Association" is a member of the Solon Education Association.
e. The "Board" shall refer to the Solon Board of Education.

3. Informal Procedure

The grievant shall initially discuss the grievance directly with the building principal or immediate superior. The grievant may be accompanied and represented by an Association representative. The objective of both parties should be to resolve the problem as quickly as possible in an informal manner.

4. Formal Procedure

a. Level One - If the grievant is not satisfied with the outcome of the informal procedures, a claim as a formal grievance in writing (using Form A) to the principal and to the S.E.A. Grievance Commitee, chairperson. If the grievance is not filed within 30 days of its occurrence, it will no longer exist.

1) Not later than three (3) days after a grievance is filed, the principal will notify the grievant and the S.E.A. Grievance Commitee chairperson of the time and location of the meeting, which date shall not be later than five (5) days after the date of notification. At that meeting, which shall be before the principal and designee, the grievant shall be present and an Association representative may be present if the grievant so requests.
2) Not later than three (3) days after the conclusion of the meeting, the principal shall submit a disposition in writing (using Form B) to the grievant and a copy shall be given to the chairperson of the S.E.A. Grievance Committee.

b. Level Two - If the grievant is not satisfied with the disposition of the grievance at Level One, he/she may file a written grievance (using Form A) with the chairperson of the S.E.A. Grievance Committee within five (5) days. The S.E.A. Grievance Committee shall within five (5) days after receipt, review the grievance and the administrator's reply and if it desires, refer the matter in writing (using Form B) to the superintendent or his/her authorized representative.
    1) Not later than three (3) days after receipt of such a request, the grievant and Grievance Committee chairperson will be notified of the time and place of the meeting, which date shall not be later than five (5) days after the notification. The meeting shall include the superintendent and/or two (2) others as the superintendent shall designate, the grievant, and three (3) representatives of the S.E.A. Grievance Committee.
    2) The superintendent and designees shall within three (3) days after the hearing render their decision and the reasons therefore in writing (using Form B) to the grievant with copies to the principal and the Grievance Committee chairperson.
c. Level Three - If the grievant is not satisfied with the disposition of the grievance Level Two, the grievant may within five (5) days request in writing (using Form A) to the chairperson of the S.E.A. Grievance Committee that the grievance be submitted to the Solon Board of Education.
    1) The Grievance Committee shall within five (5) days after receipt, review the grievance and the superintendent's response, and if it desires, refer the matter in writing (using Form B) to the President of the Board of Education with copies to all parties in interest.
    2) Not later than three (3) days after receipt of such a request, the grievant and the S.E.A. Grievance Committee chairperson will be notified of the time and location of the meeting, which date shall not be later than ten (10) days after the date of notification. The meeting shall include the Solon Board or a committee of the Board consisting of at least three (3) members, the grievant, and three (3) representatives of the S.E.A. Grievance Committee. The administration or designees may be included.
    3) The Board shall within three (3) days following the above meeting render its decision and the reasons therefore in writing (using Form B) to all parties in interest.
d. Level Four - In the event a grievance is unresolved after being processed through all steps of the Grievance Procedure, unless mutually waived, then within ten (10) days after the rendering of the decision at Step 3, the grievant may submit the grievance to arbitration. Within this ten (10) day period, the parties will meet to attempt to mutually agree upon an arbitrator. If such agreement is not reached, the parties will promptly request the American Arbitration Association to submit a panel of arbitrators and will choose one by the alternative strike method.
    1) The following sections of this Agreement are not grievable at Level Four:
        a) Awarding Contracts
        b) Student Discipline
        c) Educational Improvement
        d) Tutoring
        e) S.E.A. Participation in School Appropriations

f) Staff Participation in School Design

2) The arbitrator shall have no power or authority to add to, subtract from, or in any manner, alter the specific terms of this Agreement or to make any award requiring the commission of any act prohibited by law or to make any award that itself is contrary to law or violates any terms and conditions of this Agreement.
3) The hearing or hearings shall be conducted pursuant to the "Rules of Voluntary Arbitration" of the American Arbitration Association.
4) The fees and expenses of the arbitrator and the cost of the hearing room, if any, shall be borne equally by the parties. All other expenses shall be borne by the party incurring them. Neither party shall be responsible for any of the expenses incurred by the other party.
5) An employee requested to appear at the arbitration hearing by either party shall attend without the necessity of subpoena and shall not suffer any loss for any of the time during which his/her attendance is required by either party. Any request made by either party for the attendance of witnesses shall be made in good faith.
6) The arbitrator's decision and award will be in writing and delivered within thirty (30) days from the date the record is closed. The decision of the arbitrator shall be final and binding upon the parties.

5. Professional Rights Provisions

a. This grievance procedure governs all professional employees in the Solon School District.
b. The Filing of a grievance in no way relieves the grievant of assigned responsibilities.
c. No reprisal of any kind shall be taken by or against any participant in the grievance procedure by reason of such participation. In the event a grievance is filed or being processed on or after the end of the school year, the time limits set forth herein shall be reduced, by mutual consent, so that the grievance may be exhausted as soon thereafter as is practicable. By written mutual agreement, time limitations and/or representatives may be changed.
d. If S.E.A. Grievance Committee decides at any level of the grievance procedure that a grievance is without merit or that an equitable answer has been given to the grievant, it may withdraw its support and elect not to proceed to arbitration.
e. If, in the judgment of the S.E.A. Grievance Committee, a grievance affects a group or class of professional employees in more than one building, the Grievance Committee may submit such grievance in writing (using Form A) to the appropriate administrator or administrators for commencing of formal grievance procedure.
f. Every effort will be made to avoid interruption of the classroom activities and to avoid involvement of students in all phases of the grievance procedure. Only authorized forms for filing grievances, made available by the building principals and the superintendent's office, shall be used by the parties in interest. Sample copies of authorized forms are attached to the grievance procedure instrument. (see appendix D)
g. The Association shall furnish to each building principal and the superintendent before October 1 of each year, the names of the S.E.A. Grievance Committee members. The personnel of this committee may be changed at any time by the Association.

6. Directions for Preparation and use of Forms A and B

a. There are 4 levels of formal grievance procedures:
   Level One - Principal's Level
   Level Two - Superintendent's Level
   Level Three - Board of Education Level
   Level Four - Arbitration Level

b. THE ORIGINAL GRIEVANCE AS WRITTEN BY THE GRIEVANT IN LEVEL ONE IS TO BE THE SAME THROUGHOUT ALL LEVELS, AND NOT TO BE RE-WRITTEN OR ALTERED.

c. FORM A:
    1) Level One - 4 copies by grievant
        (1) - building principal
        (1) - to Grievance Committee chairperson
        (1) - to be retained by grievant
        (1) - to superintendent
    2) Level Two - 1 copy by grievant
        (1) - to chairperson Grievance Committee
    3) Level Three - 1 copy by grievant
        (1) - to chairperson of Grievance Committee
    4) FORM A is used only by the grievant. By use of this form, one initiates formal grievance procedures and also may continue through Level Three.

d. FORM B
    1) Level One - 4 copies by principal
        (1) - to grievant
        (1) - to Grievance Committee chairperson
        (1) - to be retained by principal
        (1) - to superintendent
    2) Level Two - 1 copy by Grievance Committee chairperson
        (1) to superintendent or authorized representative
    3) Level Three - 3 copies by Grievance Committee
        (1) - to president of Board of Education
        (1) - to superintendent
        (1) - to principal
        4 copies by Board of Education
        (1) to grievant
        (1) to principal
        (1) to Grievance Committee
        (1) to superintendent
    4) Level Four - 1 copy by S.E.A. Grievance Committee Chairperson
        (1) - to superintendent
    5) FORM B is the form used to answer the grievant at all three (3) levels plus being used to inform the superintendent of Level Two (2), the Board of Education of Level Three (3), and superintendent of Level Four (4).

e. Time periods involved in the Grievance Procedures

1) Thirty (30) days- Grievance not filed after occurrence will no longer exist.

2) Level One
    a) 3 days - principal's period of time to notify of meeting time and location
    b) 5 days - for meeting to occur after notification
    c) 3 days - for principal to give a disposition

3) Level Two
    a) 5 days - grievant to carry grievance further
    b) 5 days - Grievance Committee to review the matter and inform superintendent
    c) 3 days - superintendent's period of time to notify of meeting time and place
    d) 5 days - for meeting to occur after notification

e) 3 days - superintendent to give a decision

4) Level Three
   a) 5 days - grievant to carry the grievance further
   b) 5 days - Grievance Committee to review matter and inform president of Board of Education
   c) 3 days - Board of Education period of time to notify of meeting time and place
   d) 10 days - for meeting to occur after notification
   e) 3 days - Board of Education to give its decision
5) Level Four
   a) 5 days - grievant and Grievance Committee to carry grievance further
   b) 10 days - grievant and superintendent to select arbitrator

O. Teacher Discipline

1. Any employee who is to be suspended shall be given written notice regarding the reason(s) for the disciplinary action within ten (10) days after the Board has knowledge of the conduct for which an employee is being disciplined. The employee shall be advised of the right to confer with representative of the S.E.A.
2. Any continuing contract employee who is to be discharged shall be given written notice regarding the reason(s) for the disciplinary action within ten (10) days after the Board has knowledge of the conduct for which the employee is being disciplined. The employee shall be advised of the right to confer with a representative of the S.E.A.
3. Any disciplinary action taken by the Board shall only be for gross inefficiency and immorality, for willful and persistent violation of reasonable regulations of the Board, or for good and just cause.
4. Any disciplinary action against an employee may be processed in accordance with the grievance procedure in Article XI, Section N of this agreement.
5. All certified employees of the Solon Board of Education are required by condition of employment to agree to the terms and conditions set forth in the Technology Acceptable Use Policy as noted in Appendix M. Those in violation risk loss of computer privileges or discipline per the negotiated agreement.

P. Student Discipline

1. It is the teacher's responsibility to maintain discipline at all times. Regardless of the cause of any pupil difficulty, no teacher or class is ever required to tolerate any acts of gross misconduct, including flagrant discourtesy, acts of violence, abusive and vile language, and/or deliberate insubordination. Such cases are referred to the principal or his/her designee for action. The teacher may request in writing to the principal a refusal of admission of a student to class who repeatedly commits such acts. (Appendix C)
2. In the event that a teacher is dissatisfied with a disciplinary outcome involving a student, a hearing shall be granted at the level at which the decision was made. The teacher may have a representative from the S.E.A. present.
3. If, after the hearing, the teacher is still dissatisfied, his/her concerns should be put in writing. A copy of this will be sent to the level at which the decision was made and the next higher level.

Q. Educational Improvement

The Solon Board of Education, in pursuance of educational improvement in the Solon system, invites the cooperation from all personnel in the Solon School System in such an effort. Professional personnel requesting educational improvement programs should first discuss thoroughly with the principal, co-workers, supervisors, or other people involved in such an improvement plan before filing an application with the superintendent for final approval.

1. Local In-service Training

a) A workshop would be a typical activity. It could be a half day, a full day, several days, or on a shared-time basis after school, in the evening, in summer, etc. It might focus on a subject area, a grade level, an interest area, method area, etc. A guest lecturer may be the center of the in-service program.
b) Requests for local in-service training will be considered for discussion with the principal of that particular building or principals and forwarded to the superintendent of schools for approval. (See Educational Improvement Application)
c) Certificated/Licensed personnel who are required to attend workshops, training sessions, and in-services, which begin after 4:30 P.M. on a school day, occur on Saturdays, or occur during the summer will be compensated at the rate of .08% of the Bachelor's base with no experience salary per hour. An attendee may not receive the rate if he/she is receiving college credits or Continuing Education Units.

2. Out-of-Town Professional Meetings and Reimbursement - A professional meeting is defined in the broad terminology to include conferences, workshops, conventions, coaching clinics and purposeful visitations outside Solon. Application should be made through the principal and forwarded to the superintendent of schools. A professional staff member is generally limited to five (5) or less professional meeting days a year being reimbursed for expenses to cover lodging, food, and transportation, and fees connected with the professional meeting. The reimbursement for these expenses shall follow the State requirements as outlined by the state auditor and by the clerk of the Solon Board of Education. (see Appendix F)
3. Innovations - An innovation is defined as experimentation in method, content, additional courses, and/or other educational, especially in the classroom, experience for students. The project may be conducted by one or more staff members. Cost and feasibility are strong factors for the approval of the project. One desiring to make such an expenditure will make application through principals which will be forwarded to the superintendent of schools.
4. Professional Visiting Days - Two (2) visiting days each school year may be allowed to teachers at the discretion of the principal. Requests for permission to attend special meetings (other than regularly scheduled meetings) are to be submitted to the superintendent's office in writing well in advance of such dates. (see Appendix F)
5. Special Duty Assignment - Professional personnel of the Solon School system may be given a special duty assignment for one or two semesters of released regular duty assignment to serve in a special capacity for the school district. The teacher may be assigned the task of visiting school systems to analyze a new innovation in education, a curriculum development, new materials, or doing action research. The teacher may be asked to take special coursework to provide one with a special expertise in education. Application may be made through the principal and forwarded to the Superintendent of schools for the request to be given consideration and approval by the Board of Education. (see Appendix F)
6. Performance Contracts - Performance contracts may be issued by the superintendent for the completion of curricular work or other work of a specific task, which will benefit the district. Performance contracts will be issued in writing specifying duties and compensation.

R. Tutoring

1. The Solon Board of Education assumes that it is the obligation of the school and teachers to give extra time and help to students who have been absent on account of personal illness in the home. This should be given only when the building principal has full knowledge of what is taking place.
2. Where a great amount of make-up work is needed on account of absence due to personal illness or illness in the home, the teachers shall be compensated by the Board of Education for authorized home instruction

(see Article XI, Section Y). Before make-up work is started, there must be an understanding between parents, teachers, and all concerned on the need for the work, the amount, and the fee.

3. Private tutoring for a fee (as distinguished from 1 and 2 above, and as distinguished from the normal amount of assistance given to students apart from the teacher's regular duties) is not to be given by a teacher to any of one's own students.

S. S.E.A. Participation in Appropriations

1. Utilization of the expertise of the professional staff towards providing an excellent educational environment for the students should continue. This includes meetings and discussions between the administration and S.E.A. Negotiations Committee in December with respect to the July budget and in May with respect to the appropriations. Included would be topics and concepts relating to creation of new professional positions, professional staff and salaries, purchase of new and replacement educational equipment and other items relating to teacher needs and teacher used facilities.
2. The S.E.A. recognizes that the Board of Education has the legal responsibility for making final decisions on budgets and appropriations. And, there is, of course, nothing in the above to preclude consultation with other individuals or groups in regard to any of the above.

T. Staff Participation in School Design

Prior to the design of a school building, major remodeling or school building addition, the superintendent and administration will meet with members of the school faculty who shall be representative of the grade levels or disciplines to be housed in such building to discuss educational requisites for the structure. The same group shall review the preliminary drawings and provide written suggestions prior to the preparation of working drawings. Should the superintendent and administration determine not to pursue recommendations of the teachers' committee, an oral and written explanation shall be provided the Board of Education and members of the teachers' committee.

U. School Year

1. The exact school year shall be a negotiable item. The school calendar shall consist of one hundred eighty-six (186) days. Professional days will be scheduled as follows:
    - Two (2) professional days (immediately preceding opening day of the first semester), preferably on a Monday and Tuesday.
        - Building administrators may hold meetings on the first day, but not the second day.
    - One (1) professional day preferably on the Friday immediately following the last day of the first quarter.
        - No meetings shall be held on this day
    - One (1) Parent Conference Day (PK-8 only). No school for students.
    - One (1) professional day preferably on the Friday immediately following the last day of the second quarter, preferably on the first day after Winter Break.
        - No meetings shall be held on this day
    - One (1) professional day preferably on the Friday immediately following the last day of the third quarter
        - No meetings shall be held on this day
    - One (1) professional day at the end of the fourth quarter
        - No meetings shall be held on this day
2. No teacher will be required to attend any meeting or accept any assignment other than during the regular school year. Other than the first two work days of the school year and the last teacher work day for

checkout purposes only, on all other teacher professional days, teachers will have the individual option of working remotely.

3. On professional days that are for religious holidays (but not at the end of the quarter), up to 2.5 hours in the morning may be used for in-person professional development, but for the remainder of the day the teacher has the individual option of working remotely.
4. While working remotely, all staff must be readily available to talk via phone during regular work hours.
5. School calendars will be created by a committee consisting of a central office administrator and two (2) members of the S.E.A. Negotiations Committee.

V. School Day

1. The length of the certificated/licensed employee workday is as follows:
    a) High School - 7 hours and 45 minutes
    b) Solon Middle - 7 hours and 25 minutes
    c) Orchard - 7 hours and 25 minutes
    d) Elementary K-4 - 7 hours and 25 minutes

    Staff members who are involved in after school intervention programs may be requested to start their workday earlier or later than the above. When this happens, the day shall be no longer than the hours and minutes listed above.

2. The length of the certificated/licensed employee day includes periods of twenty (20) minutes before the official student day begins and twenty (20) minutes after the student day has ended. The student day shall be defined as the period of time the students begin in an assigned class or homeroom period in the morning until dismissal time at the close of the normal school day.
3. If the administration finds it necessary to increase the instructional day, the amount of increase shall be limited to no more than ten (10) minutes and shall not extend the amount of time in the teacher day as listed in section V.1. above.
4. The certificated/licensed employee workday will include at least a thirty (30) minute duty-free, uninterrupted lunch between11:00 A.M. and 1:00 P.M. The exceptions to this are (a) if the teacher agrees in writing to his/her schedule, or (b) when no other scheduling alternative exists and the teacher will not be assigned to a similar schedule two (2) years in a row. Each certificated/licensed employee shall be free to leave the building during that period after notifying the building office.
5. Duties shall be equalized, but equalization does not require that duties be equal on any given day, week, or month. Duties of a teacher shall be of a professional nature. In order to facilitate effective work with administration to address issues, when the president of SEA is a teacher at Solon High School, they shall have no additional duties beyond their teaching schedule, unless the building administrator determines that no other staff member is available to cover a duty that particular day. Should the president be a teacher in any other building, the administration will work with that teacher to find release time to achieve the same goal.
6. Certificated/Licensed employees who are required to travel from one building to another shall not have such travel time considered part of their planning time or lunch time.
7. All high school certificated/licensed employees shall have fifty (50) minutes of uninterrupted planning time during each student day. High school teachers will be assigned no more than five (5) fifty (50) minute teaching periods each student day. All other teachers in Grades PK-8 shall have a minimum of two hundred (200) minutes planning time per week during the student day. Teachers in Grade K-4 shall have three (3) fifty-minute periods of uninterrupted planning time per week. Teachers in PK shall have one-hundred fifty (150) minutes of uninterrupted planning time each Friday. Transition time, time before and after classes begin, and blocks of time that are 15 minutes or less shall not count in planning minutes calculations.

8. Meetings and Committee Work
    a) An SEA committee will meet with the administration to discuss the meeting schedule for the coming school year. Every effort will be made to minimize November meetings in deference to parent conferences. Once the schedule is set, committee members must understand that changes, additions, and deletions of meetings may occur during the life of the committee. Every effort will be made to include staff in those changes.
    b) After School Meetings. The certificated/licensed employee schedule anticipates that certified/licensed employees will remain after school without additional compensation to attend up to 20 hours of meetings per year for faculty, study groups, building, department or grade level needs. These meetings will not be scheduled during the last five (5) days of a grading period, the first two (2) days of a new grading period and the last five (5) days of the school year. Intervention specialists shall have their own after school meetings with their own topics, but will participate in afterschool meetings with regular teachers, when the topic is applicable and are required by the building and/or district administration. No teacher shall be required to attend afterschool meetings beyond a cumulative 20 hours within a school year. Teachers shall be involved in the planning of content for after-school meetings.
    c) During School Meetings. Grade level, team, or department meetings for purpose of implementing district work will be no more than two full or four half days of release time. Data meetings shall not be held on back-to-back days whenever possible. Data meetings and Watchlist meetings shall follow a district-created protocol created by a district team of administrators and teachers. The Assistant Superintendent will have final approval on protocols that each building will follow. The meeting protocol, at a minimum, shall be revisted at the renewal of each contract.
    d) Development Meetings - Compensated. Curriculum revision work will be compensated at the rate of .08% of the Bachelor's base with no experience salary per hour.
    e) Building administrators will review each staff member's commitment to ensure that the teacher has not over extended his/her self in committee work. Building administrators will make a reasonable effort to equitably distribute committee assignments.
    f) Each special education teacher, related service provider, and psychologist required to write ETRs/IEPs shall have 4 days per year release time for the sole purpose of preparing said documents. Teachers and building administrators should work together to ensure substitute coverage, if needed.
    g) Nothing in the above paragraphs shall preclude the Board or administration from assigning certificated/licensed employees to curriculum and other special work during the hours of the day when release time from the employee's normal daily schedule is provided.
9. New Teacher Professional Development. Notwithstanding Sections U(l)-(2) and V(8) of the CBA, the Board may require all teachers in their first year as a new teacher to the District only , as a condition of their employment, to participate in additional professional development activities. Said professional development is governed by the following restrictions:
    a) These activities may include, but are not limited to, (1) professional development meetings or training sessions that occur prior to the official start of the school year and (2) after-school meetings or classes.
    b) New teachers in their first year with the district will be required to attend no more than the following:
        i. Summer – 4 days (K-8 Math Teachers and Intervention Specialists) - Math Training; 1 day (All New Teachers) – Technology Training; and 0.5 day (K-4 Classroom Teachers and Intervention Specialists) – Literacy Training.
        ii. During the School Year – 15 hours (All Literacy Teachers and Intervention Specialists) after school.
        iii. New teachers who miss any of the required professional development activities will be required to attend "make-up" sessions as determined by the new teacher and the person responsible for providing the activity.

c) New teachers in their second year with the district will be required to attend no more than the following:
    i. Summer – 4 days (K-8 Math Teachers and Intervention Specialists) - Math Training
    ii. During the School Year – 15 hours (All Literacy Teachers and Intervention Specialists) after school and 5 half days.

d) The Board shall pay the hourly Curriculum Rate, in quarter-hour increments, to any new teacher who is required to participate in professional development meetings or trainings that occur (i) during the summer months, prior to the first official day of school for teachers, and/or (ii) after school and outside of their contractual workday.

e) New teachers who participate in new teacher professional development for which the new teacher chooses to earn graduate credit hours will not be eligible for compensation. Tuition reimbursement may be available to the teacher in accordance with Section XI.B.

10. Professional Development Days.
    a) In addition to the professional development days set forth in Section U(l) of the CBA, there shall be up to three (3) additional professional development days each school year if/when Eid al-Fitr, Lunar New Year, and/or Diwali (the "Student Holidays") fall on a weekday when school would otherwise be in session. If/when any of those three holidays falls on a school day:
        i. It shall not be a student day.
        ii. Teachers shall report for their normal workday subject to the conditions outlined in XI.U.3.
        iii. Each teacher may be required to attend up to 2.5 hours of meetings at the discretion of administration. No teacher shall be required to attend more than 2.5 hours of administration-directed meetings on these Student Holidays.
        iv. Teachers shall engage in self-directed work in the District for the portion of their contracted day that is not administration-directed meetings.
        v. Teachers must follow Sections G(l) and H of the CBA if they will be absent on a Student Holiday.

    b) Professional development days that fall outside of the Student Holidays are not subject to the restrictions set forth in Section l(a), above.

11. Credit for In-District Professional Development (Contact Hours/CEUs)
    a) Teachers who participate in the required meetings/professional development activities provided by the District will earn contact hours. These contact hours will be certified by the administration and/or the desginated teacher leader (e.g. instructor) of each activity. Teachers will be automatically enrolled in these required opportunities each school year. Contact hours will be converted to semester hours and made available to the teacher for use in the renewal of their teaching license(s).
        i. After School Meetings (maximum 20 hours)
        ii. During School Meetings (maximum 4 half days/2 full days)
    b) Teachers who participate in district coursework for which graduate credit hours are available through a partnership with a university (e.g. Ashland University) will not be eligible for contact hours/CEUS. Teachers must elect to receive compensation for the coursework or apply for graduate credit from the university. Tuition reimbursement may be available to the teacher in accordance with Section XI.B.

W. Printing of the Agreement and Board Policies

1. Upon ratification and signing of this Agreement by the Board and S.E.A., the Board will make available online on a copy of the contract by September 1 of the new contract year or within sixty (60) days of ratification and signing, whichever is later. The Board will also make physical copies of the agreement for the S.E.A. executive board.

2. A copy of any collective bargaining agreement entered into by the Association and the Board shall be jointly filed with the State Employment Relations Board within thirty (30) days of the ratification and signing of the agreement.
3. A copy of the Solon School District Board Policies will be available for review online.
4. Each teacher will also receive a handbook consisting of the rules and regulations for the operation of their respective buildings from the building by the first instructional date.

X. Teacher Salary Schedule

1. PURPOSE: The purpose of this salary schedule is to attract and maintain a superior quality of teaching personnel, to promote professional growth, and to encourage longer tenure for successful teachers.
2. DESCRIPTION: This schedule shall be two salary schedules for all certificated/licensed personnel.
3. THE SCHEDULE:
   a) In placing a new teacher on the salary schedule, consideration shall be given to both previous experience and training. The number of years allowed a teacher entering the system is at the discretion of the Board of Education upon recommendation of the superintendent.
   b) All teaching assignments are regarded as carrying an appropriate amount of extra classroom service without regard to grade or subject taught.
   c) In cases where special services are assigned to a teacher by the Board, additional compensation may be granted. This does not refer to the usual extra-class assignments but to such assignments as dean of boys, dean of girls, athletic coaches, etc.
   d) A teacher who has retired into the State Teachers Retirement System (STRS), but subsequently is re-employed by the Board, shall be placed on the salary schedule with full recognition of previous years of teaching experience and training. That teacher's current salary will then be multiplied by a minimum of 75%, which shall provide his/her compensation. Any medical, dental or vision benefits received by the employee shall be taken through the State Teachers' Retirement System and will not be offered by the Board of Education. If during the life of this contract the State Teachers' Retirement System enacts a policy that does not permit the retired/rehired employee from accessing those benefits, that employee may access the Board's benefits by reimbursing the Board for the total cost of the benefits. Life insurance coverage will be provided by the Board in accordance with the eligibility provisions.
4. Any certificated/licensed employee given an extended time contract shall be compensated at his/her daily rate or monthly rate.
   a. Employees who work extended time shall be compensated at the salary per diem paid for the school year for which the work was approved. Application for payment for extended time must be made by September 1. Payment for extended time worked will be received in the first September payroll.

5. This Agreement specifies salaries for the 2025-2026, 2026-2027, 2027-2028 school years.

YEAR	SALARY INDEX	STEP
FY26	2.75%	1 Experience Step / 1 Educational Lane Max
FY27	2.75%	1 Experience Step / 1 Educational Lane Max
FY28	3.00%	1 Experience Step / 1 Educational Lane Max

6. No more than 15 semester hours of workshop or on-line credit will be accepted for movement on the salary schedule after the Master's Degree column. All coursework completed prior to September 1, 1996 will be accepted for movement on the salary schedule.
7. Employees hired after the 2011-2012 school year shall be placed on the revised salary schedule as outlined in Appendix B (New Hire Salary Schedule).

8. This Agreement specifies payments to be made to each employee on the 15th of September in the amount of 5% of each employee's base salary (step and lane) effective for the contract years 2025-2026, 2026-2027, 2027-2028.
9. If a staff member resigns or is terminated prior to the completion of the current school year in which the bonus payment is made, the staff member will be required to repay the prorated amount of the payment for the portion of the school year they were not employed. Repayment will be withheld on the staff member's final paycheck.

Y. Extra Duty Positions and Remuneration

1. It is well known that it is a contractual obligation of all teachers to perform duties beyond their basic classroom duties (such as cafeteria duty, hall proctor, etc.), regardless of grade or subject. Efforts are made to divide these as fairly and equitable as possible among the staff members.
2. However, there are certain other duties requiring much time, special competence, etc. for which additional remuneration is provided. These duties will be covered through the issuance of supplemental contracts when filled. Such contracts will include a general job description. Several factors are considered in arriving at the following figures. They are time, responsibility, number of students involved, and what is provided in other communities.
3. It is understood by both the administration and S.E.A. that these are supplemental positions and consequently are non-renewed automatically each year after which all interested staff members will be given an equal opportunity, according to the negotiated job posting process, to pursue these positions for the following year.
4. In the event that the Board desires to add or change supplemental positions and/or compensation during the contract period, the Board and S.E.A. leadership will negotiate the compensation connected with the addition or change.
5. Supplemental experience index.

Step a	No Experience	Index for Position
Step b	2 years	1.05 times Step a
Step c	4 years	1.05 times Step b

Language to be worked on to explain the freezes above the salary schedule

6. Pre-season conditioning cap set at $600.

7. BOYS INTERSCHOLASTIC ATHLETICS

Sport	**Position**	**Index***
Administration	Faculty Manager (SHS) (Fall & Winter/Spring)	10%
	Faculty Manager (SMS)	25%[2]
Football	Head Varsity Coach (1)	16%
(Aug. 1 Start)	Asst. Coach (14) (2-7th, 2-8th, 9th, 2-JV, 5-V)	10%
	Summer pay (All Levels)	$400
	Weight Room (375 hours maximum)	$20/hr.
Basketball	Head Varsity Coach	15%
	High School Asst. (4-V/JV/F)	9%
	Middle School (2-7th & 8th)	7.5%
	High School Scout	3%[5]
Wrestling	Head Varsity Coach	15%

	High School Asst. (3-JV/F)	9%
	Middle School (2-7th & 8th)	7.5%
Track	Head Varsity Coach	12%
	High School Asst. (3-2V & 1F)	9%
	Head Middle School Coach	9.5%
	Middle School Asst. (2)	7.5%
	Indoor Head Coach (Boys and Girls)	7%
	Indoor Asst. Coaches (Boys and Girls)	7%[8]
Baseball	Head Varsity Coach	13%
	High School Asst. (3-V, 2/JV)	9%
	Middle School	7.5%
Soccer	Head Varsity Coach	12%
	High School Asst. (2-JV/F)	9%
	Middle School (2-7th & 8th)	7.5%
	Summer pay	$200
Cross Country	Head Varsity Coach	12%
	Middle School (2)	9%
	Asst. Coach	9%
	Summer pay	$200
Tennis	Head Varsity Coach	9%
	High School Asst. (1-JV)	7.5%
Golf	Head Varsity Coach	9%
	High School Asst. (1)	7.5%
Swimming	Head Varsity Coach	15%
	Asst. Varsity Coach (2) (Boys & Girls)	9%
	Asst. Varsity Diving (Boys & Girls)	9%
	JV (8th)	9%
Hockey	Head Varsity Coach	12%
	Asst. Varsity Coach	9%
Lacrosse	Head Varsity Coach	12%
	Asst. Varsity Coach	9%
	JV Coach	9%
	8th Grade Coach	7.5%
Bowling	Head Varsity Coach	7.5%
Tennis	8th Grade Coach	7.5%

*This index is applied to each employee's Bachelor's base with no experience.

8. GIRLS INTERSCHOLASTIC ATHLETICS

Sport	Position	Index*
Basketball	Head Varsity Coach	15%
	High School Asst. (3 V, 2 MS)	9%
	Middle School (2)	7.5%
	High School Scout	3%[5]
Gymnastics	Head Varsity Coach	12%
	High School Asst. (2-JV/F)	9%
	Middle School (2-Head, Asst.)	7.5%
Volleyball	Head Varsity Coach	12%
	High School Asst. (3 - V/JV/F)	9%
	Middle School (2)	7.5%
	Summer pay	$200
Track	Head Varsity Coach	12%
	High School Asst. (3)	9%
	Head Middle School Coach	9.5%
	Middle School Asst. (2)	7.5%
Cross Country	Head Varsity Coach	12%
	Middle School	9%
	Asst. Coach	9%
	Summer Pay	$200
Tennis	Head Varsity Coach	9%
	High School Asst. (2-JV/F)	7.5%
Golf	Head Varsity Coach	9%
	High School Asst.	7.5%
Softball	Head Varsity Coach	13%
	High School Asst. (3-V/JV/F)	9%
	Middle School	7.5%
Soccer	Head Varsity Coach	12%
	High School Asst. (2-JV/F)	9%
	Middle School (2)	7.5%
	Summer Pay	$200
Bowling	Head Varsity Coach	7.5%
Lacrosse	Head Varsity Coach	12%
	Asst. Varsity Coach	9%
	JV Coach	9%
	8th Grade Coach	7.5%

* This index is applied to each employee's Bachelor's base with no experience.

9. An assistant coach in football, basketball, wrestling, and track will be hired as assistant coaches without regard to coaching level. A coach may then be placed at any level in the organization as the head coach so desires to take the fullest advantage of the coach's talents without hurting the coach financially. Often a head coach will prefer to have the best assistant at the freshman level. When a coach who has been an assistant coach at Solon Schools for a period of eight years or more moves into a head coaching position in the same sport, that head coach will receive one-half of the longevity service earned during the tenure as

the assistant coach toward their new head coaching position with subsequent longevity service added from that point.

10. Each assistant coach's salary will include specific duties as stipulated or assigned by the head coach. Each head coach's salary will include specific duties as stipulated by the athletic director as a requisite to the final payment of contract for the current year.
11. Safe-Harmless Clause - Where a reduction in the percentage of the base has occurred for an assignment such as middle school assistant basketball coach, no person currently in the position will receive less money than he/she received last year. For example, if he/she received 9% ($1658.52) in 1986/87 he/she would continue to be paid $1658.52 in future seasons until the 7.5% of the base exceed $1658.52 which time he/she would be paid at the higher rate. A new person would be paid at the rate of 7.5% of the bachelor, no experience rate then applicable.
12. If a person handles two assignments simultaneously, the second assignment will be paid at 1/2 the second rate; that is, if cross country boys and cross country girls both practice at the same time, the pay would be 9% for one team and 4.5% for the other team.
13. **EXTRA DUTY ASSIGNMENTS - Positions with an "*" require a Pupil Activity Permit.**

Location	Category	Assignment	Index [1]	Hourly	Pay
District	**Advisor**	Chess Club		$20/hr.	$2500 Max
	Curriculum	Building Assessment Coordinator (K-6)	5%		
		Home Instruction Tutor		.085%/hr	
		Lead Test Coordinator	10%		
		Test Coordinator	5%		
		Summer School Teacher (SHS & SMS)		0.1%/hr	
	Support	LPDC Members (for all LPDC related work)		Curr Rate	
		Saturday School (SHS & SMS & OMS) Longevity for SMS		$25/hr	
		Staff Development Council	1.50%		
		Web Manager	8%		
		Wellness Club Director	3.50%		
		ELL Teachers		1 extended day	
		Psychologists		20 Extended days	
		Psychologists	5%		
		Speech Language Pathologists		5 Extended days	
		Therapists – Occupational / Physical		5 Extended days	
		Technology Resource		5 Extended days	
		CGR	10%		
		Guidance K-8 Guidance 9-12		10 Extended days 15 Extended days	
		Vocational		20 Extended days	
Elementary	**Advisor**	Elementary Science Club	5%		
	Curriculum	Grade Level TCR (K-4)	7%		$100 Summer

		Cognitively Gifted Enrichment Program Teacher (1 per K-4 school)	5%		
OMS	**Advisor**	Science Olympiad	7% [6]		
		Yearbook	5% [11]		
		Future Problem Solvers	9%		
		Future Problem Solvers – Assistant (2)	5%		
	Curriculum	Content Area TCR (5-6)	10%		
		Outdoor Education Director	10%		
		Open Library / Intramural		$20/hr	
OMS	**Music - Vocal**	Vocal Ensemble	6%		
		Math Counts (divide among teachers)	7%		
		Music Support Activity Period		$20/hr	
SHS	**Advisor**	Academic Challenge	7%		
		American Cancer Youth Society	3%		
		Amnesty International	3%		
		AP Coordinator	5%		
		Applied Mandarin Club	3%		
		Asian Culture Club	3%		
		Dance Team Advisor*	15%[7]		$200 summer[7]
		Diversity Achievement Program	6%		
		Fashion Club Advisor	3.50%		
		French Club	3%		
		Future Business Leaders	3%		
		Future Problem Solvers	12%		
		Gay-Straight Alliance	3%		
		Girl Up Advisor	3%		
		High School Literary Publication (Images)	5.5%		
		Honor Society	7%		
		Intrinsic Art Club Advisor	3%		
		Journalism Advisor	6%		
		Junior State of America Advisor	3%		
		Key Club Advisor	7%		
		Link / PreMed Advisor	7%		
		Math Club		Curr/Hr	
		Mock Trial Advisor	8%		
		Mock Trial Advisor Assistant	6%		
		National Arts Honor Society	3%		
		SADD	9%		
		Science Olympiad	15%[6]		
		Science Olympiad Assistant	9%		
		Ski Club*	5%		
		Spanish Culture Club	3%		
		Speech & Debate Assistant (2)	7.5%		
		Speech & Debate Head Coach	9%		

		Student Council Class Advisers (4)	5%		
		Student Council/Pep Club	11%		
		Model United Nations	5%		
		Washington, D.C. Trip Advisor	5%		
		Yearbook	10 % [2]		
	Cheerleading	Freshman Cheerleaders	7.5%		
		High School Asst.	7.5%		
		High School Varsity	10%		
	Drama	Asst. Drama Advisor Fall Play*	7% [3]		
		Choreographer (Spring Play)*	2.50%		
		Drama Advisor Fall Play*	9%		
		Drama Advisor One Act Plays (3)*	2.20%		
		Major Musical Director*	12%		
SHS	**Drama**	Major Musical Director Assistant*	12% [4]		
		Major Musical Director Music*	8%		
		Major Musical Director Pit*	4%		
		Piano Accompanist (Spring Play)	3%		
	Intramurals	ORC Basketball Intramurals*	7%		
		ORC Basketball Intramurals Supervisor*		$20/hr	
	Music - Band	Director (index at current salary) + longevity*	10%		
		Director Asst. (3)*	5%		10 days /per diem
		Orchestra Director	10%		
		Jazz Band I	6%		
		Jazz Band II	3%		
		Pep Band	3%		
	Music - Vocal	Music in Motion Technical Director*	12%		
		Show Choir Asst. Director*	12%		
		Show Choir Choreographer*	7.5%		
		Show Choir Compensation for Summer			$500
		Show Choir Director*	15%		
		Choir Accompanist		$20/hr	
		Music in Motion Musical Arrangements*			$4500.00
	Support	Café du Solon			$750
		Pool Director	10%		
		Auditorium Manager	# of teacher work days x curriculum rate paid out evenly across 24 pay periods		
SMS	**Advisor**	Council for Exceptional Children Advisor	5%		
		Council for Exceptional Children Assistant	3%		
		Future Problem Solvers	9%		
		Literary Magazine	3.50%		
		Middle School Academic Challenge	7%		
		Middle School Newspaper	5%		
		Middle School Power of the Pen	7%		
		Middle School SADD	5%		
		Middle School Ski Club*	5%		

		Middle School Student Council Dir.	5.50%
		Middle School Trip Advisor	5%
		Middle School Yearbook Advisor	7.5%
		Science Olympiad	9% [6]
		Science Olympiad Assistant.	7.5%
		Speech & Debate – MS Assistant	7.5%
	Cheerleading	Middle School (2)	7.5%
	Curriculum	Middle School Science Fair	3% [9]
	Drama	Middle School Drama*	6%
	Music - Band	Middle School Jazz Band	5%
	Music - Vocal	Vocal Ensemble	6%
	Support	Middle School Open Computer Lab	3%
		Art Club	3%
		Math Counts (divide among teachers)	7%
SMS	**Athletics**	Middle School Athletics Manager*	25%

Footnotes to the extra duty positions:

1 Index is applied to each employee's Bachelor's base with no experience.
2 Plus one released period.
3 The number represents payment of percentage indicated for two people. If assignment is handled by one person, the payment will be the total of the two positions.
4 Divided between personnel as needed. Distribution to be approved by high school principal.
5 To be divided by High School Basketball Coach to their respective assistant coaches only.
6 To be divided among personnel at each building.
7 May be divided into two contracts: 9% for football season; 6% for competition. Summer pay of $200 to be applied to football contract.
8 Divided between Assistant Coaches by the Head Coach.
9 Number of contracts to match number of Middle School science teachers, prorated to be in accordance with the number of classes involved.
10 Intramural rates are set at $20/hour with a maximum of 125 hours or $2500.
11 Only in effect when the District has a contract with Jostens for school pictures

14. DEPARTMENT HEAD SCHEDULE FOR REMUNERATION (7-12)

DEPARTMENT SIZE (Faculty)	INDEX*	SUMMER REMUNERATION
1-4.9	6%	$100.00
5-7	8%	$200.00
7.1-9.9	10%	$300.00
10-13*	12%	$400.00
13.1 or more	14%	$500.00

15. INTRAMURALS

The Solon Board of Education recognizes the value and need of an intramural program. The Board agrees to provide such a program and to fund the program. The development of the program annually will be the responsibility of each building principal.

16. **MENTORS**

Mentors will receive compensation according to his/her specific assignment within the entry year program. Compensation will be determined as follows:

a. All mentors will be paid for the two half days of orientation (building and district). Compensation will be 6 hours at the negotiated rate.
b. Those mentoring an inexperienced teacher will receive 1.5% of the bachelor's base for the first entry year teacher.
c. Those mentoring an experienced teacher will receive 1% of the bachelor's base for the first entry year teacher.
d. Compensation for mentoring additional entry year teachers would be at 50% of the base stipend fee as defined in sections b and c.
e. A mentor assigned both an experienced and an inexperienced teacher shall be paid the 1.5% for the inexperienced teacher. The experienced teacher will be figured as provided in section d.

17. When a teacher is assigned two mentors, one mentor will be a classroom teacher. Both mentors will receive full compensation according to a-e above. **PERFORMANCE SALARY DIFFERENTIAL**

Staff members will receive the following additional performance payments based on the strong performance of our staff:

May 30, 2026: 3.25% of employee's current salary

May 30, 2027: 3.25% of employee's current salary

May 30, 2028: 3.25% of employee's current salary

If a staff member resigns or is terminated prior to the completion of the current school year in which the bonus performance payment will be issued, the board will be required to pay the prorated amount of the payment for the portion of the school year they were employed. Payment will be added to the staff member's final paycheck.

18. PUPIL ACTIVITY PERMITS.

In accordance with Board Policy 3120.08 and state law, individuals who will direct, supervise or coach a student activity program that involves athletics, routine or regular physical activity or activities with health and safety considerations must acquire a Coaching or Pupil Activity Permit (PAP) and must complete the requirements as outlined by the Ohio Department of Education and Workforce. The Parties agree and

understand they cannot bargain the requirements in Policy 3120.08 or state law with regard to PAP. However, the Parties have bargained the following regarding the effects of said policies and law:

a. The supplemental positions requiring that a teacher hold a PAP are marked in Section Y.13 with an asterisk "*". All supplemental positions for Athletics require a PAP.
b. Each time a new supplemental contract is created, the Superintendent and the SEA President, or their designees, will determine if that new supplemental position will require a teacher to hold a PAP.
c. No teacher may perform work in any position requiring a PAP without a valid PAP prior to the commencement of the work. Likewise, the Board shall not pay any teacher for work performed in any position requiring a PAP until a valid PAP and signed supplemental contract and are on file with the Director of Business and Personnel.
d. The Board shall only accept annual training provided by Coaches Tool Chest to meet the training requirement for a PAP. If the Coaches Tool Chest becomes no longer available or no longer meets the requirements of the PAP, then the Board will determine, in consultation with the SEA, an acceptable replacement.
e. The Board shall bear the expense of training through the Coaches Tool Chest (or subsequent replacement program).
f. The employee shall bear the costs of any fees associated with the PAP application and/or necessary background checks.

Z. Retire/Rehire Incentive

1. Eligibility:
    a. This incentive is extended to all employees who may retire under STRS by July 1, 2026 with no more than 34 years of service credit as of July 1, 2026, without regard to whether an employee previously became eligible to receive unreduced STRS retirement benefits.
    b. To qualify for this incentive after July 1, 2026, the teacher must have an effective date of retirement under STRS that is no later than August 1 following the last day of the school year in which the employee attains eligibility for an unreduced STRS retirement benefit.
    c. For purposes of this Agreement, the term "unreduced STRS retirement benefit" means a benefit that is not reduced on account of commencement before the first day of the month following the teacher's attainment of age 65
    d. The certificated/licensed employee must declare his/her intention in writing to retire under this retire/rehire incentive by December 15 of the school year in which the employee is going to cease employment and thereafter retire under STRS. For those eligible under subsection 1.b. above, the employee must submit his/her intent to retire under this retire/rehire incentive by December 15, 2025 and to cease employment by July 1, 2026.
    e. This incentive shall also be granted to all employees who choose to retire early with a reduced STRS retirement benefit.

2. Incentive Description

If a teacher chooses the retire/rehire incentive, it will be as follows:

a. The Board will guarantee re-employment, after retirement, for one year only (rehire year). The re-employment option at full salary is only for the next school year immediately after the effective day of retirement under STRS. No employment beyond that year will be offered. If there is future employment, Section X.3.d. would apply.
b. Upon final separation from employment with the school district (typically at the conclusion of the rehire year), the teacher will be entitled to receive severance pay in accordance with Section BB below. The teacher should contact the Treasurer for individual payment options.
c. The teacher and his or her eligible dependents will be eligible for medical, dental and vision coverage in accordance with the terms of the District's plans. For employee only coverage, the teacher will be responsible for payment of the regular employee contribution amount required for

other teachers. In addition, if the teacher selects coverage of dependents, including spouse, the teacher will be required to pay the sum of (i) the required employee contribution for single coverage, and (ii) the difference between the medical plan's cost of the coverage selected by the teacher and the medical plan's cost of employee only coverage. Coverage, co-pays and deductibles shall otherwise be determined in accordance with the terms of the plans that apply to teachers. Life insurance coverage will be provided by the Board to the extent provided for in accordance with the eligibility provisions of the District's life insurance plan.

a. Provisions and Limitations:Except as provided in (b) above, the Retirement Incentive will not be available to any certificated/licensed employee who does not elect to cease employment for purposes of retirement by June 30 of the school year in which the employee becomes eligible for an unreduced STRS retirement benefit.

AA. Retirement Prohibition

No certificated/licensed employee shall retire effective June 1 of a school year without the permission and agreement of both the Superintendent and the Association President.

BB. Severance Pay Deferral Plan

Notwithstanding anything in this Agreement or Board policy to the contrary, in accordance with the terms of this Agreement and any related provisions of a plan document adopted by the Board to comply with the requirements of Section 403(b) of the Internal Revenue Code (the "IRC"), certain retiring employees shall have their "Severance Pay" (as defined below) mandatorily paid into an annuity contract or custodial account that is designed to meet the tax-qualification requirements of IRC Section 403(b) (a "TSA"). This arrangement is referred to as the "403(b) Plan." The provisions of this Agreement are effective for all employees whose retirement effective dates are after the date of this Agreement.

Participation in the 403(b) Plan shall be mandatory for any employee who meets all of the following requirements:

1. The employee retires and thereby becomes entitled to severance pay under Paragraph C,or a retirement incentive under Paragraph Z of this Article.
2. The employee's date of separation from service is in or after the calendar year in which the employee is or will be age 55.

The terms of the 403(b) Plan shall, at a minimum, include the following:

1. If a retiring employee is a participant in the 403(b) Plan, in lieu of the employee receiving a cash payment under Paragraph C and/or Paragraph Z of this Article (collectively, "Severance Pay"), an employer contribution shall be made on his or her behalf under the 403(b) Plan in an amount equal to the lesser of:
    a. The total amount of the Participant's Severance Pay, or
    b. The maximum contribution amount allowable under the terms of the 403(b) Plan.
2. The required contribution to the 403(b) Plan shall be made within 30 days of the effective date of retirement, provided that the retiring employee has provided evidence of retirement under the State Teachers Retirement System (or, if applicable, another state retirement system).
3. In the calendar year of retirement, or in any other calendar year, the total amount of Severance Pay that may be paid to a TSA under the 403(b) Plan shall not exceed the maximum contribution amount allowable under the federal income tax law for TSAs that are intended to be tax qualified under IRC Section 403(b).
4. If the amount to be paid to the 403(b) Plan for any calendar year exceeds the maximum amount that may be paid into the 403(b) Plan for such year, the excess shall be carried over to up to two the subsequent year and then paid into the 403(b) Plan. If there is an excess amount remaining after two subsequent years, it shall be paid to the employee in cash upon last payment to the 403(b) Plan.

If an employee has retired, is entitled to have a contribution paid to the 403(b) Plan, and dies prior to such contribution being paid to the 403(b) Plan, the contribution shall nevertheless be paid to the 403(b) Plan and then be paid to a Beneficiary of the employee in accordance with the terms of the 403(b) Plan.

The TSA that shall be used for the 403(b) Plan shall be the group annuity contract of AIG VALIC. A Participant in the 403(b) Plan shall complete the AIG VALIC enrollment forms, and unless and until an employee does so, no contribution of Severance Pay shall be made to the 403(b) Plan on behalf of the teacher. A successor company or companies may be selected at any time by mutual agreement of the Board and the Association.

After adoption of the 403(b) Plan, any administrative fees shall be borne by the 403(b) Plan Participants.

An employee who is entitled to Severance Pay who is not an eligible participant in the 403(b) Plan will continue to be eligible for any and all severance payments in accordance with under Paragraph C. and Paragraph Z. of this Article. The employee may elect to defer such payments to a TSA, as is permitted by law and Board policy.

All contributions to the 403(b) Plan, and any cash payments required hereunder, shall be subject to reduction for any tax withholding or other withholding that the Treasurer, in his/her sole discretion, determines is required by law. Neither the Board nor the Solon Education Association guarantee any tax or investment results associated with the 403(b) Plan.

CC. Defense & Indemnification of Employees

a) The Board shall provide for the defense of an employee, in any state or federal court, in any civil action or proceeding to recover damages or injury, death, or loss to persons or property allegedly caused by an act or omission of the employee in connection with a governmental or proprietary function if the act or omission occurred or is alleged to have occurred while the employee was acting in good faith and not manifestly outside the scope of his/her employment or official responsibilities.

b) The Board shall indemnify and hold harmless an employee in the amount of any judgment, other than a judgment for punitive or exemplary damages, that is obtained against the employee in a state or federal court or as a result of a law of a foreign jurisdiction and that is for damages for injury, death, or loss to persons or property caused by an act or omission in connection with a governmental or proprietary function, if at the time of the act or omission the employee was acting in good faith and within the scope of his/her employment or official responsibilities.

XII. Duration

This Agreement contains all provisions for a three (3) year Agreement beginning September 1, 2025 and ending August 31, 2028.

This three (3) year Agreement will be ratified by both parties in June 2025. If for any reason the Agreement is not ratified by both parties in June 2025, then either party may file a notice to negotiate with the State Employment Relations Board (SERB). In such case, the parties will immediately proceed to binding conciliation under the following alternate dispute resolution procedure:

a. Either party may request a list of five (5) conciliators from SERB;

b. The parties will either select a conciliator using the alternative strike method, or request SERB to select a conciliator.

c. The parties will immediately proceed to binding conciliation, as outlined in R.C. 4117.14(G) for a new three (3) year Agreement beginning September 1, 2025 and ending August 31, 2028;

d. The decision of the conciliator will be final and binding on both parties.

This three (3) year Agreement will supersede any previous Agreements. Negotiations for a new collective bargaining agreement between the parties shall then commence with the sending of a notice to negotiate and the procedures set forth in Chapter 4117 of the Ohio Revised Code and the Ohio Administrative Code. It is the intent of both parties that this three (3) year Agreement will be fully enforceable as originally agreed.

Julia S. Glavin	President Solon Board of Education	Robert Rivera	President Solon Education Association
Fred E. Bolden II	Superintendent of Schools Solon Board of Education	-	Chief Negotiator Solon Education Association

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OTES DOCUMENTS

NOTE: These documents can be found in the Staff Portal on the District website.

SALARY SCHEDULES

Solon City School District
Certified Salaries for Employees Hired 2011-2012 School Year or After
Year 25-26

Step	Non Degree	B	B+15	M	M+15	M+30
1	47,233	50,874	52,967	55,260	57,149	59,231
2	49,066	52,854	55,027	57,418	59,377	61,542
3	50,969	54,912	57,174	59,656	61,697	63,950
4	52,954	57,050	59,407	61,986	64,112	66,450
5	55,012	59,278	61,726	64,408	66,617	69,055
6	57,161	61,591	64,139	66,927	69,228	71,757
7	59,390	63,999	66,649	69,551	71,941	74,575
8	61,710	66,504	69,259	72,273	74,763	77,502
9	64,120	69,107	71,973	75,110	77,698	80,543
10	66,635	71,816	74,798	78,058	80,747	83,710
11	69,243	74,635	77,733	81,127	83,923	87,009
12	71,954	76,331	80,789	84,311	87,222	90,425
13	74,776	80,611	83,962	87,634	90,654	93,993
14			88,652	91,082	94,225	97,694
15				94,672	97,938	101,546
16					103,309	105,550
19						107,632
21						109,715
24						111,881
26						114,049
28						116,301
30						118,554

Solon City School District
Certified Salaries for Employees Hired 2011-2012 School Year or After
Year 26-27

Step	Non Degree	B	B+15	M	M+15	M+30
1	48,531	52,273	54,423	56,780	58,720	60,860
2	50,415	54,308	56,540	58,997	61,010	63,234
3	52,371	56,422	58,746	61,296	63,394	65,709
4	54,411	58,619	61,040	63,691	65,875	68,277
5	56,525	60,908	63,423	66,179	68,449	70,954
6	58,733	63,285	65,903	68,768	71,132	73,730
7	61,024	65,759	68,482	71,464	73,919	76,625
8	63,407	68,333	71,163	74,260	76,819	79,633
9	65,884	71,007	73,952	77,176	79,835	82,758
10	68,467	73,791	76,855	80,205	82,967	86,012
11	71,147	76,687	79,870	83,358	86,231	89,402
12	73,933	78,430	83,010	86,629	89,621	92,912
13	76,832	82,828	86,271	90,044	93,147	96,577
14			91,090	93,587	96,816	100,380
15				97,276	100,631	104,339
16					106,150	108,452
19						110,592
21						112,732
24						114,958
26						117,185
28						119,499
30						121,814

Solon City School District
Certified Salaries for Employees Hired 2011-2012 School Year or After
Year 27-28

Step	Non Degree	B	B+15	M	M+15	M+30
1	49,987	53,842	56,056	58,483	60,482	62,686
2	51,928	55,937	58,236	60,767	62,840	65,131
3	53,942	58,115	60,508	63,135	65,296	67,680
4	56,043	60,378	62,871	65,601	67,851	70,325
5	58,221	62,736	65,326	68,164	70,503	73,083
6	60,495	65,184	67,880	70,831	73,266	75,942
7	62,854	67,732	70,537	73,608	76,137	78,924
8	65,309	70,383	73,298	76,488	79,124	82,022
9	67,860	73,138	76,171	79,491	82,230	85,241
10	70,521	76,005	79,160	82,611	85,456	88,592
11	73,281	78,988	82,267	85,858	88,818	92,084
12	76,151	80,783	85,501	89,228	92,309	95,699
13	79,137	85,313	88,859	92,746	95,942	99,475
14			93,823	96,395	99,720	103,392
15				100,194	103,650	107,469
16					109,335	111,706
19						113,910
21						116,114
24						118,407
26						120,700
28						123,084
30						125,468

Solon City School District
Certified Salaries for Employees Hired Prior to 2011-2012 School Year
Year 25-26

Step	Non Degree	B	B+6 (B+9)	B+12 (B+18)	B+18 (B+27)	B+24 (B+36)	M	M+6 (M+9)	M+12 (M+18)	M+18 (M+27)	M+24 (M+36)	M+30 (M+45)
1	50,475	54,366	55,264	56,164	57,039	57,942	59,052	59,736	60,619	61,521	62,408	63,296
2	52,434	56,483	57,409	58,347	59,258	60,201	61,358	62,061	62,987	63,916	64,841	65,765
3	54,467	58,681	59,647	60,625	61,570	62,547	63,750	64,488	65,442	66,419	67,379	68,340
4	56,589	60,966	61,977	62,989	63,974	64,998	66,241	67,012	68,003	69,017	70,015	71,010
5	58,788	63,347	64,394	65,448	66,471	67,536	68,829	69,624	70,661	71,712	72,756	73,795
6	61,086	65,819	66,910	68,009	69,072	70,173	71,521	72,355	73,425	74,525	75,611	76,682
7	63,467	68,391	69,526	70,666	71,775	72,923	74,325	75,185	76,303	77,452	78,572	79,693
8	65,945	71,068	72,249	73,431	74,587	75,782	77,232	78,140	79,301	80,484	81,656	82,822
9	68,521	73,850	75,078	76,309	77,512	78,748	80,266	81,203	82,411	83,647	84,862	86,071
10	71,208	76,746	78,023	79,307	80,551	81,846	83,416	84,386	85,647	86,930	88,192	89,455
11	73,995	79,758	81,080	82,421	83,715	85,055	86,694	87,707	89,015	90,347	91,666	92,981
12	76,893	81,571	84,273	85,655	87,008	88,402	90,098	91,150	92,513	93,900	95,272	96,631
13	79,908	86,143	87,579	89,023	90,429	91,870	93,650	94,737	96,153	97,593	99,022	100,444
14					93,983	95,490	97,335	98,471	99,941	101,438	102,916	104,399
15							101,170	102,346	103,877	105,436	106,981	108,517
16										109,596	111,202	112,794
19												115,018
21												117,244
24												119,559
26												121,875
28												124,281
30												126,689

Solon City School District
Certified Salaries for Employees Hired Prior to 2011-2012 School Year
Year 26-27

Step	Non Degree	B	B+6 (B+9)	B+12 (B+18)	B+18 (B+27)	B+24 (B+36)	M	M+6 (M+9)	M+12 (M+18)	M+18 (M+27)	M+24 (M+36)	M+30 (M+45)
1	51,863	55,861	56,784	57,709	58,608	59,536	60,676	61,379	62,286	63,213	64,124	65,037
2	53,876	58,036	58,988	59,951	60,888	61,857	63,046	63,768	64,719	65,673	66,624	67,573
3	55,965	60,295	61,287	62,293	63,264	64,268	65,503	66,261	67,241	68,245	69,231	70,219
4	58,145	62,642	63,682	64,721	65,733	66,785	68,063	68,855	69,873	70,915	71,940	72,963
5	60,405	65,089	66,165	67,248	68,298	69,394	70,722	71,538	72,605	73,685	74,757	75,824
6	62,765	67,629	68,750	69,879	70,972	72,103	73,488	74,345	75,444	76,575	77,690	78,790
7	65,212	70,272	71,438	72,610	73,749	74,928	76,369	77,253	78,401	79,581	80,732	81,885
8	67,758	73,023	74,236	75,450	76,638	77,866	79,356	80,289	81,482	82,697	83,901	85,099
9	70,405	75,881	77,143	78,408	79,644	80,914	82,473	83,436	84,677	85,947	87,196	88,438
10	73,166	78,856	80,168	81,488	82,766	84,097	85,710	86,707	88,002	89,320	90,617	91,915
11	76,030	81,952	83,309	84,687	86,017	87,394	89,078	90,119	91,463	92,832	94,187	95,538
12	79,007	83,814	86,590	88,011	89,400	90,833	92,576	93,657	95,058	96,482	97,892	99,289
13	82,105	88,512	89,987	91,472	92,915	94,396	96,225	97,342	98,797	100,276	101,745	103,206
14					96,567	98,116	100,011	101,179	102,690	104,227	105,746	107,270
15							103,952	105,160	106,734	108,336	109,923	111,501
16										112,610	114,261	115,896
19												118,181
21												120,468
24												122,847
26												125,227
28												127,699
30												130,173

Solon City School District
Certified Salaries for Employees Hired Prior to 2011-2012 School Year
Year 27-28

Step	Non Degree	B	B+6 (B+9)	B+12 (B+18)	B+18 (B+27)	B+24 (B+36)	M	M+6 (M+9)	M+12 (M+18)	M+18 (M+27)	M+24 (M+36)	M+30 (M+45)
1	53,419	57,537	58,487	59,440	60,366	61,322	62,497	63,220	64,155	65,109	66,048	66,988
2	55,492	59,777	60,758	61,750	62,715	63,712	64,937	65,681	66,660	67,643	68,623	69,601
3	57,644	62,104	63,126	64,161	65,161	66,196	67,469	68,249	69,259	70,293	71,308	72,325
4	59,889	64,522	65,592	66,663	67,705	68,789	70,105	70,921	71,969	73,042	74,099	75,152
5	62,217	67,042	68,150	69,265	70,347	71,476	72,844	73,685	74,783	75,895	77,000	78,099
6	64,648	69,658	70,812	71,976	73,101	74,266	75,693	76,575	77,707	78,872	80,021	81,154
7	67,168	72,380	73,581	74,788	75,962	77,176	78,660	79,570	80,753	81,969	83,154	84,341
8	69,791	75,214	76,463	77,714	78,937	80,202	81,736	82,697	83,926	85,178	86,418	87,652
9	72,517	78,158	79,457	80,760	82,033	83,341	84,947	85,939	87,218	88,526	89,812	91,091
10	75,361	81,222	82,573	83,933	85,249	86,620	88,282	89,308	90,642	92,000	93,336	94,673
11	78,310	84,410	85,809	87,228	88,598	90,015	91,751	92,823	94,207	95,617	97,012	98,404
12	81,377	86,328	89,188	90,651	92,082	93,558	95,353	96,467	97,909	99,377	100,829	102,268
13	84,568	91,167	92,687	94,216	95,703	97,228	99,112	100,262	101,761	103,285	104,798	106,302
14					99,464	101,060	103,012	104,214	105,771	107,354	108,918	110,488
15							107,071	108,315	109,936	111,586	113,220	114,846
16										115,988	117,688	119,373
19												121,727
21												124,082
24												126,532
26												128,983
28												131,530
30												134,078

REQUEST FOR STUDENT REMOVAL

Name of Student:		Date:	

Relative to the collective bargaining agreement between the Solon Board of Education and the Solon Education Association, I am hereby requesting the removal of the above student from my class due to repeated student behavior violations. Article XI, Section P states: "Regardless of the cause of any pupil difficulty, no teacher or class is ever required to tolerate any acts of gross misconduct, including flagrant discourtesy, acts of violence, abusive and vile language, and/or deliberate insubordination. Such cases are referred to the principal or his/her designee for action. The teacher may request **in writing** to the principal a refusal of admission of a student to class who repeatedly commits such acts."

Attach explanation and rationale for request for removal of student. Be sure to include specific incidents and dates.

Teacher Name (print):			
Teacher Signature:		Date:	

Administrative Decision and Rationale should be returned along with a copy of this form to the staff member stated above.

Administrator Name (print):			
Administrator Signature:		Date:	

GRIEVANCE FORM A

Name of Grievant:					
School Employed:					
Nature of Grievance: (State exactly what happened, when, where, why and what adjustment is being sought)					
Number of professional employees involved		Date of Occurrence			
Witnesses					
Do you wish to be represented at hearing by the Solon Education Association?	Yes		No		

Signature of the Aggrieved	Date

Copies Sent To:

Original to Principal	
Superintendent	
SEA P.R. & R	
Grievant	

GRIEVANCE FORM B

Meeting Level:		Date:	
Meeting Attendees:			
Date of Occurrence:		Date Grievance File:	
Nature of dispute, disagreement, or difference (please state all facts: where, when, who, why, and how):			
Grievant's PR&R Committee's Position:			
Administration/Board Position:			
Disposition and Reasons Thereof:			
Grievant and Association informed in writing of disposition on (Date)			

Signature	Date

Copies Sent To:

Original to Principal	
Superintendent	
SEA P.R. & R	
Grievant	

TUITION EXPENSE REIMBURSEMENT – PART A

SOLON CITY SCHOOL DISTRICT
33800 Inwood Road
Solon, OH 44139

Teacher Name:		Grade / Subject:	
School:		Years Teaching Experience:	
Degrees Held:			

Course Number	School	Name of Course	Date

Above course(s) taken for: (please check)

	Advanced Degree
	Teaching Certificate
	Administrative / Supervisory Certificate
	Exposure to new concept, knowledge in my field / level
	Broadening my background in other fields / levels
	Refresher
	Other (please specify:

Submitted By					
	Approved	Superintendent Signature:		Date:	
	Not Approved	Reason:			

TUITION EXPENSE REIMBURSEMENT – PART B

Please list course work and amount of payment for each course. Also, make sure that your Tuition Expense Reimbursement (yellow sheet of the 2-part NCR sheet), receipt of payment and **OFFICIAL TRANSCRIPT** are enclosed.

You will be reimbursed one-half the amount of the course(s) that are taken, excluding any fees or books.

Course	College / University	Amount Paid

REQUEST FOR PROFESSIONAL LEAVE

SOLON CITY SCHOOL DISTRICT
33800 Inwood Road
Solon, OH 44139

Employee:		Date of Request:	
Building / Department:			

Note: Request must be forwarded to assistant Superintendent at least three weeks prior to the Board of Education meeting.

Meeting / Conference:			
Meeting Sponsored By:			
Dates:		Location:	
Purpose / Objectives			

Attendance Requested By		Teacher		Administration		Other:	

Substitute Needed?		Yes		No		Full Day		Partial Day

Recommended Approvals for Professional Leave

Principal	Assistant Superintendent

Expenses

	Estimated	Prepaid Actual	Reimbursed Actual	Approvals for Actual Expenses
Registration				
Lodging				Employee
Transportation (miles ____ x $.565)				
Meals				Principal
Other (explain)				
Total				Superintendent / Designee

Expenditure Code: _____

For Treasurer's office use only:

White: Treasurer's Office Yellow: Building Administrator Pink: Employee Gold: Asst. Superintendent

SABBATICAL LEAVE AGREEMENT

I, _____am agreeing to a sabbatical leave for the _____ school year. In accordance with the negotiated agreement between S.E.A. and the Board of Education at the completion of my sabbatical leave I am obligated to return to my position for a period of not less than one school year unless causes beyond my control prevent my return to service. If I do not return to my position, I will be responsible for reimbursing to the school district all salary paid to me during my sabbatical leave. I understand that I may purchase, at cost, all fringe benefits in effect during this leave.

I further understand that I will be placed in my same or similar position upon my return to work and that I will accrue experience credit during that time. Furthermore, no tuition reimbursement will be paid by the Board of Education for courses taken while I am on sabbatical leave. I will at the end of my sabbatical leave submit a statement of achievement to the Superintendent.

I am signing this agreement with the understanding that it is in full compliance with the negotiated instrument between the Board of Education and S.E.A.

_____

Signature

_____

Date

EDUCATIONAL IMPROVEMENT APPLICATION FORM

CONTINUING CONTRACT REQUEST FORM

MUST BE SUBMITTED BY SEPTEMBER 15

Refer to Section XI.M.3 for eligibility criteria PRIOR to completion of this form.

_____

Teacher's Printed Name

Please check one of the following responses.

_____1. I may be eligible for a continuing contract. (Select this option if you are usure if you will complete the needed coursework by the first day of school.)

_____2. I will be eligible for a continuing contract (Refer to Section XI.M.3 for qualifications)

Please also complete the following.

_____ My Professional Certificate is on file with the Board Office.

_____ I anticipate my Professional Certificate will be issued on _____.

(Date)

Teacher Signature:	Date:

Principal Signature:	Date:

ACCEPTABLE TECHNOLOGY USE POLICY

SOLON CITY SCHOOLS

Technology is playing an increasingly important role in education, and when used appropriately, can significantly enhance educational opportunities for students, staff and the community. Unrestricted Internet access is now available to students and teachers of Solon City Schools. The Internet offers vast, diverse and unique resources to both students and teachers and proper use of the Internet is encouraged. This Acceptable Technology Use Policy applies to situations where any person or persons utilize the technology resources at Solon City Schools.

The following principles have been adopted to insure that users of the technology resources at Solon City Schools comply with the Acceptable Technology Use Policy.

Authorized uses of the technology resources include:

1. Learning activities to facilitate Solon City Schools' instructional objectives.
2. Research conducted in support of educational or research programs authorized by Solon City Schools.
3. Utilization by specifically authorized persons for the administration of Solon City Schools and its programs.
4. Communications between faculty, staff and students containing messages or information, the content of which is not in conflict with this policy.

Unauthorized uses include:

1. Any utilization infringing on the rights or liberties of another.
2. Illegal or criminal use of any kind.
3. Utilization involving communications, materials, information, data or images prohibited by legal authority as obscene, pornographic, threatening, abusive, harassing, discriminatory, anti-social or in violation of any other Solon City Schools' policies.
4. Accessing, viewing, printing, storing, transmitting, disseminating or selling any information protected by law or subject to privilege or an expectation of privacy.
5. Utilization that causes or permits materials protected by copyright, trademark, service mark, trade name, trade secret, confidential or proprietary data and information statutes, or communications of another, to be uploaded to a computer or information system, published, broadcasted or in any way disseminated without authorization of the owner.
6. Any attempts to access any resources, features, contents or controls of the technology resources that are restricted, confidential or privileged.
7. Utilization of resources causing damage to or altering the operation, functions or design of the technology resources or content.
8. Granting access to persons not authorized to use the technology resources of Solon City Schools, either by intentional action such as disclosure of account information or unintentional action such as failure to log off.
9. Commercial, profit-motivated or partisan political use.
10. Utilization requiring privacy of any kind for any purpose.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to the Internet comes the availability of material that may not be of educational value and is clearly not appropriate or authorized by this policy. To monitor compliance with this policy, communications and information accessed by the authorized user is subject to random monitoring by Solon City Schools. Consequently, as an authorized user, it is understood that any expectation or right of privacy in communications, data, programs or other personal information stored, displayed, accessed, communicated, published or transmitted is waived.

It is further understood that violation of this policy may result in revocation of utilization privileges and/or administrative discipline and could lead to criminal prosecution.

I have carefully read, understand and agree to comply with the Solon City Schools' Acceptable Technology Use Policy. I understand that I am personally responsible for acts or omissions in connection with utilization in derogation of this policy. I further understand that violation of this policy may result in loss of user privileges, administrative discipline and may constitute a criminal offense.

_____ _____

Employee Name Date

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