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MASTER AGREEMENT

by and
between the

NORWOOD TEACHERS' ASSOCIATION
an affiliate of the
OHIO EDUCATION ASSOCIATION
and the
NATIONAL EDUCATION ASSOCIATION

and the

NORWOOD BOARD OF EDUCATION
of the
NORWOOD CITY SCHOOL DISTRICT
HAMILTON COUNTY, OHIO

EFFECTIVE:
AUGUST 1, 2025 through July 31, 2028

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PREAMBLE

The Board of Education of the Norwood City School District (hereafter referred to as the "Board"), and the Norwood Teachers' Association (hereafter referred to as the "Association"), as parties to this Agreement, recognize that together they provide services essential to the well-being of the students in the Norwood Public Schools. The purpose of this Agreement is to assure that a high quality of education continues to be provided to the students.

The educational interests of the students in the Norwood Public Schools will be most successfully promoted through the establishment of orderly procedures which will provide for the educators in the Norwood Public Schools a means of communication with the Norwood Board of Education.

ARTICLE I:
RECOGNITION/BARGAINING UNIT

1.01 The Board hereby recognizes that the Association, an affiliate of the OEA, SWOEA, and the NEA, is the sole and exclusive bargaining agent for all full and part-time professional (as defined in O.R.C. 4117.01[J]) personnel employed by the Board, including those persons on leave or on long-term substitute basis but excluding casual substitutes, and all administrative and supervisory staff whose function is to develop information and make recommendations relative to hiring, evaluation, promotion, and nonrenewal or termination of staff.

1.02 Payroll deductions for Association dues shall be authorized solely for the Norwood Teachers' Association as the exclusive bargaining agent.

1.03 The group of represented employees shall be referred to herein as the "bargaining unit", and any teacher represented as a member of the bargaining unit shall be referred to herein as a "member."

A. Long-term Substitute – a properly certificated person approved by the Board to fill in for the same certified member for a length of time over sixty (60) school days in the same school year.

(1) This position shall receive Board approved substitute daily pay up to and including the 60th day.

(2) After the 60th day as a long-term substitute in the same school year, this position shall receive the per diem rate B.A., Step 1 of the approved salary schedule. This person shall also start receiving other bargaining unit benefits provided by this Agreement.

(3) Long-term substitutes acquiring bargaining unit status are deemed employed under a one-year limited contract which automatically expires upon completion of the school year.

B. Full-time is defined as employment for five and one-half (5½) hours per day or more, exclusive of lunch period, five (5) days per week. Part-time is defined as any employment less than full-time.

ARTICLE II:
AUTHORITY OF BOARD OF EDUCATION

Except where express terms of this Agreement provide otherwise, it is recognized that the Board of Education has full authority and responsibility to make decisions on a unilateral basis in all matters. Any decision of the Board which pertains to a matter which is not expressly provided for in this Agreement is not subject to the grievance procedures.

ARTICLE III:
ORGANIZATIONAL RIGHTS

3.01 DISSEMINATION OF MATERIALS

The Association shall have the right to:

A. Provide organization identification, which the members or their designee may place on their mailbox, and to place notices, circulars, and other material in all teachers' mailboxes.

B. Use the interschool mail and electronic mail system to distribute material of the type described above.

C. Use one (1) bulletin board in the faculty lounge or faculty lunchroom in each building.

D. Use the Board buildings prior to or at the conclusion of the member workday, provided the Association has reserved the room with the proper building administration. No charge shall be made for the use of building or rooms.

E. A list of bargaining unit member's names, addresses, and home phone numbers and/or cell phone numbers unless a bargaining unit member puts in writing a request not to be included in directory information. This information shall be provided to the Association by October 30 of each year. All new hire information shall be provided to the Association within fifteen (15) work days of their employment. Additionally, the Board shall provide notification to the Association President and LPDC Chairperson of newly hired bargaining unit members' positions and experience used to determine placement on the salary schedule within fifteen (15) work days of their employment.

F. A one-half (1/2) hour meeting for new hires on New Teacher Orientation Day. The Association shall also be granted one-half (1/2) hour on a work day at the beginning of the school year.

3.02 RIGHT OF ACCESS FOR ASSOCIATION PRESIDENT

A. The Association President or designee shall have the right to visit schools. Either prior to or immediately upon the arrival of the President at any school, the Association President shall advise the principal, or in the principal's absence, the acting building administrator of his/her desire to visit the school and secure the permission of each administrator to make the visit. Such permission may be delayed only if the visit, at the time desired, would interfere with the regular teaching duties of the member(s) to be contacted. Visits that are made to discuss special problems of members with the principal must be arranged in advance with the principal or, in the principal's absence, with the acting building administrator.

B. The Association Presidents shall not be assigned home base or other advisory responsibilities and they shall have not "duties" as that term is used to define non-instructional periods.

C. The Association President shall be allotted any extra time left in the school schedule before these extra minutes are allocated to other staff.

3.03 BOARD MEETING

The Board shall electronically post notices of every regular or special Board meeting, as well as post copies of the agendas and minutes of the same.

3.04 DOCUMENTS

The Association shall be provided, upon request, at reasonable cost, and in a timely manner, a copy of any and all documents and information which are matters of public record.

3.05 PAYROLL DEDUCTION OF DUES

A. Members authorizing payroll deduction of Association dues under Article X of this Agreement shall have the right to authorize a continuing deduction until such time that the member revokes the authorization. A member who revokes a continuing authorization must certify that a copy of the revocation notice was served upon the Association. A continuing authorization, once revoked, may not be reinstated for the remainder of the school year in which the revocation is made.

B. If the Association submits to the Board Treasurer all authorization forms for payroll deduction by October 1 each year, the Board Treasurer shall begin payroll deduction of dues with the first paycheck following October 1 and continue deducting in equal installments for not less than twenty (20) deductions. If the forms are submitted later, the Board Treasurer will begin deductions with the first paycheck following submission of forms.

C. All payroll deductions of dues shall be transmitted to the Association Treasurer monthly, accompanied by a list of members for whom the deductions are made and the amount of each deduction. Failure of the Board to comply with this provision for reasons of technical difficulty will not result in a grievable matter.

3.06 BOARD COMMITTEE REPRESENTATION

The Association shall have the right to appoint a representative to be included on committees established by administration that addresses the School Calendar, Curriculum (per 23.02 to include Textbook Adoption), Health Insurance (per 26.03), BLT, DLT, DBIE, HQSD, Facilities Planning, Supplementals (*ad hoc* per MOU) and mutually determined subjects by the Superintendent and Association President.

ARTICLE IV:
GRIEVANCE PROCEDURE

4.01 DEFINITIONS

A. A "grievance" is an allegation by a member or by the Association that there has been a violation of one (1) or more of the provisions of this Agreement.

B. An "aggrieved person" or "grievant" is the person(s) making the allegation.

C. A working day is defined as one of the scheduled days in the bargaining unit members' school calendar.

4.02 INITIATION AND PROCESSING

A. Step One

(1) The grievant shall within fifteen (15) working days of knowledge of the event(s) giving rise to the grievance, discuss the grievance with his/her immediate superior or with the Administrator most directly concerned with the grievance, with the objective of resolving the matter informally.

(2) If the grievant is not satisfied with the disposition of his/her grievance, he/she may within fifteen (15) working days of the response or, if there is no response, within thirty (30) working days of knowledge of the event giving rise to the grievance, file a written grievance with a full statement of the facts constituting the alleged violation with his/her principal or supervisor. Copies of such written grievance shall be sent by the aggrieved party to the representative of the Association and to the Superintendent. Neither the Board nor the administration will recognize any representative of any teacher organization other than the Association and its affiliates.

(3) The principal or supervisor shall communicate to the grievant his/her decision to the written grievance in writing within five (5) working days of the receipt of the written grievance.

B. Step Two

(1) Within five (5) working days of receipt by the grievant of the decision rendered by the principal or supervisor, such decision may be appealed to the Superintendent. The appeal shall include:

(a) A copy of the decision;
(b) The grounds for appeal.

(2) The appeal shall be heard by the Superintendent within fifteen (15) working days of its receipt by him/her. Five (5) working days prior to the hearing, written notice of the time and place shall be given to the grievant and to the Association.

(3) Within five (5) working days of hearing the appeal, the Superintendent shall communicate to the grievant his written decision, including supporting reasons. A copy of the decision shall be sent to the Association.

C. Step Three

(1) If the Association is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator. The Association shall demand arbitration by written notice to the Superintendent not later than thirty (30) working days of receipt of the Step Two response from the Superintendent but not later than one hundred eighty (180) days of knowledge of the event giving rise to the grievance.

(2) The parties mutually agree to use the following three (3) arbitrators:

A. Michael Paolucci
B. Charles Adamson
C. Mitch Goldberg

Assignment of grievances shall be made on a continuous rotating basis among the three (3) above-mentioned arbitrators. In the event that an arbitrator is unable to remain on the list, the parties shall meet to mutually agree on a replacement. The arbitrator shall expressly confine himself/herself to the precise issues submitted for arbitration and shall have no authority to determine any other issues not so submitted or to submit observations or declarations of opinion which are not directly essential in reaching the determination. The arbitrator shall in no way interfere with the management prerogatives involving Board discretion or interfere with the powers, duties and rules and regulations having the force and effect of law. The arbitrator shall have no power to alter, add to, and/or subtract from the terms of the Agreement. The fees and expenses of the arbitrator shall be shared equally by the Board and by the Association. The decision of the arbitrator shall be binding on all parties. With the exception of the process for the selection of the arbitrator, or any other contractual provision related to the arbitration hearing, the parties agree that the arbitration process shall adhere to the American Arbitration Association’s rules and regulations.

(3) Grievance records will not be retained in any member’s personnel file unless resolution of the grievance results in a change of the member’s status which must be recorded in the personnel file.

(4) The grievant may be represented by an Association representative at any step of the grievance process.

(5) The grievance may be withdrawn at any step without prejudice.

(6) The grievant(s) and/or Association representative(s) shall be permitted to attend a grievance meeting or arbitration hearing with no loss of pay or benefits if the meeting or hearing is scheduled during regular working hours.

4.03 The time limits contained herein shall be strictly enforced, provided that any failure on the part of the employer to respond within the time limits set for a response shall not be deemed a default, but shall allow the grievant to proceed to the next step of the grievance procedure. A failure of the grievant to take the grievance to the next step of the grievance procedure shall be deemed a resolution of the grievance in accord with the last answer of the employer.

ARTICLE V:
EMPLOYEE DISCIPLINE

5.01 JUST CAUSE

No member shall be disciplined, terminated or suspended without good and just cause.

5.02 NOTICES

A. All notices of disciplinary action, excluding termination, shall contain a statement that the notice has been served upon the member. A member receiving a notice of disciplinary action shall sign the notice and acknowledge receipt on the date of service. If the member refuses to sign the notice, said notice shall be considered received as of the indicated date of service.

B. A notice of termination shall be served by certified mail, return receipt requested. In addition to service by certified mail, the Board may serve a termination notice by personal service.

C. If said notice is returned as undeliverable or refused, it shall be determined that the Board has met their obligation to notify. The date of service shall be deemed either the date received by certified mail or the date of personal service, whichever is later.

5.03 ASSOCIATION REPRESENTATION

A pre-disciplinary hearing shall be held prior to any disciplinary action of any bargaining unit member, unless the member specifically waives the hearing in writing. The member must have advance notification of the purpose of the hearing, and shall have the right to have an Association representative at the hearing.

5.04 DISCIPLINARY PROCEDURE

A. Nothing in this Section shall restrict the right of the Superintendent to temporarily suspend a member for incidents which necessitate the member's immediate removal from the classroom. In such an event, the member shall be entitled to a conference within three (3) working days of the suspension. The member shall have the right to have an Association representative present at the conference.

B. Within six (6) working days of the pre-disciplinary hearing, the Superintendent, or his representative, shall give a member written notice of his intent to recommend disciplinary action to the Board. The notice shall state the reason for such recommendation in terms sufficiently adequate to understand the charges against the member.

5.05 APPEAL PROCEDURE

With the exception of verbal reprimands, all disciplinary actions as described in Section 5.01 above are subject to appeal exclusively through the grievance and arbitration provisions of this Agreement. Statutory appeal rights set forth in Chapter 3319, ORC, shall not be applicable to bargaining unit members. Suspensions without pay and terminations may be appealed directly to arbitration without exhausting the steps of the grievance procedure. Evaluations may not be used as evidence in disciplinary arbitrations without independent supporting evidence. Documentation of verbal reprimands shall not be placed in the personnel file of bargaining unit members.

ARTICLE VI:
TEACHER EVALUATIONS

6.01 Teachers shall be evaluated in accordance with the terms of the Memorandum of Understanding attached hereto.

ARTICLE VII:
EMPLOYER/EMPLOYEE RELATIONS COMMITTEE

There shall be an Employer/Employee Relations Committee for the purpose of maintaining a continuing dialogue relating to the issues which affect the labor-management relationship. The Association and the Board shall designate representatives, not to exceed three (3) each, to the committee. The Association shall chair the committee. The chair shall create an agenda and submit it to the other party at least seven (7) days in advance. This committee shall meet at least four (4) times throughout the school year. The meetings shall not be collective bargaining.

ARTICLE VIII:
PERSONNEL FILE

Subject to the provisions of Chapter 1347 of the Ohio Revised Code (ORC) and Section 149.43 of the ORC:

8.01 A personnel file of all members shall be maintained at the Superintendent's office. This shall be considered a confidential file to the extent permitted under Ohio law and the only official file of recorded information of members maintained by the Board and administration.

8.02 If a member or his/her designee wishes to review the file maintained by the Board on him/her, he/she shall make a request to the Superintendent or designee. The member may review the file in the presence of the Superintendent or designee. The following person(s) may review the Board's file on a member:

A. Superintendent.

B. Assistant Superintendent.

C. Building principal or administrative person(s) or their agents of the Board having a school business need to review the file.

D. In the event a public records request is made to review a member's personnel file, the member shall be notified in a reasonable period of time.

8.03 All material placed in the personnel file of a member shall include the following:

A. A dated stamp of the date the item was placed in the file.

B. (1) Initials and dates of the member in whose file the entry is being made and the initials of the administrator placing the information in the file. The member must sign or initial each entry, but the member's signature or initials will not indicate agreement with the content of the material, and will indicate only that the material has been inspected by the member. A copy of the initialed entries shall be provided if requested at no cost.

(2) If the member refuses to initial the entry, it shall be noted thereon and placed in the file. The member may attach a response to any entry in the file.

(3) The Board shall retain in each member's personnel file all correspondence received from said member regarding any matter of interest to said member.

8.04 Anonymous letters or materials shall not be placed in a member's file, nor shall they be made a matter of record.

8.05 At no time nor under any circumstances will the non-public information in any file be open to the public or to any person not authorized by the member except as otherwise provided herein.

8.06 A member will be entitled to a copy of any material in his/her file, except pre-employment information, upon the payment of reasonable copying charges.

8.07 All materials placed in the member's personnel file must be accurate, relevant, timely and complete.

ARTICLE IX:
NON-DISCRIMINATION

9.01 The Board agrees that neither they nor their representatives or agents shall in any manner intimidate, coerce, restrain or interfere with the right of any person to form, join or assist a labor organization or association or to refrain from any of these activities specifically including the right to join, maintain or terminate Association membership. A member shall suffer no reprisals by reason of his/her participation or non-participation in any lawful Association activity or in the exercise of any rights provided in this Agreement.

9.02 A member shall be free to engage in other legal employment outside the Norwood City School District provided such employment does not adversely affect the performance of the member's teaching duties, or substantially denigrate the teaching profession.

9.03 The Board agrees that it will in no way discriminate against or between members covered by this Contract because of their race, creed, religion, color, national origin, ancestry, age, gender, marital status, military status, disability, gender identity, gender expression, or sexual orientation in any of its activities or operations. This provision is subject to the grievance procedure except grievances filed alleging a violation of Section 9.03 are not arbitrable.

ARTICLE X:
COMPENSATION SCHEDULE

10.01 The Board shall adopt the salary and supplemental schedule included at the end of this Agreement.

A. The salary schedule shall reflect the wage adjustments below:

2025-2026 school year 3.25% increase on the base

2026-2027 school year 3% increase on the base

2027-2028 school year 2.75% increase on the base

B. Bargaining unit members who work one hundred (120) days or more per school year while employed under an individual employment contract with the Norwood City Schools shall move one step on the years of experience column on the Salary Schedule.

C. Members shall receive their pay in twenty-four (24) equal installments. Pay shall occur on the 10th and 25th of each month.

D. A member shall be entitled to move to a higher column of the salary schedule either at the start or mid-term of the school year. Documented proof shall be provided to the Board not later than September 30 or January 31, respectively. Documented proof means certification/licensure from the college or university, or from the State Department of Education, that the member has successfully completed the required number of hours, or has achieved the required degree for advancement to the next salary lane.

10.02 The Board shall deduct all Federal, State, City and School District taxes applicable to each member.

A. The Board shall, upon written authorization of the member, deduct, at no cost to the member, in equal installments the following:

(1) Credit Union.

(2) Tax Sheltered Annuity (restricted to companies available through Board's Annuity Agent of Record).

(3) NTA/SWOEA/OEA/NEA dues.

B. For tax sheltering purposes only, the Board shall continue to designate and consider each employee's mandatory contribution to the State Teachers Retirement System (STRS), as deferred salary paid by the Board. The amount of an employee's income reported by the Board as subject to Federal and State Income Tax, shall be the employee's total gross income reduced by the amount of the employee's mandatory contribution to the STRS. The Board shall not be

required to pay any part of the employee's contribution to the State Teachers Retirement System.

10.03 All new supplemental contract salaries, not currently included in this Agreement, shall be subject to bargaining before they are implemented.

10.04 Tutors shall be paid at the negotiated hourly rate found in the Non-Athletic Supplemental Salary Schedule. Tutors shall be paid for all scheduled student contact time.

10.05 NATIONAL BOARD CERTIFICATION

A. Any teacher who receives National Board Certification shall receive an annual two percent (2%) increase in the teacher's salary as determined by calculating the teacher's current step on the teachers' salary scale and adding two percent (2%) to the teacher's base salary. This two percent (2%) increase shall be above and beyond any negotiated base increase which may be agreed upon between the Association and the Board pursuant to collective bargaining negotiations.

B. The two percent (2%) increase to a teacher's salary shall remain in effect and the teacher shall receive said two percent (2%) increase provided the teacher maintains all applicable certification requirements for National Board Certified teachers.

10.06 PLACEMENT ON THE SALARY SCHEDULE

A. Salary lanes are established according to the degree achieved and additional credit hours recognized by the State of Ohio and are set forth as follows:

B.S
B.S. +18
M.S./B.S. +36
M.S. +18/B.S. +54
M.S. +30/B.S. +66

B. A member shall be advanced to a higher salary lane on the salary schedule at the commencement of the school year, provided adequate documentation is filed with the Superintendent's office prior to the first day of the school year. A member shall be advanced to a higher salary lane at the commencement of the second semester provided adequate documentation is filed with the Superintendent's office by the first day of the second semester. Advancement shall not occur at any other time during the school year. Adequate documentation means certification/licensure from the college or university, or from the State Department of Education, that the member has successfully completed the required number of hours, or has achieved the required certification/licensure for advancement to the next salary lane.

C. Members without a Masters Degree seeking advancement to a salary lane higher than the B.A.+18 salary lane must meet the reporting requirements of (A) above. However, hours taken by a member without a Masters Degree must be graduate course work, hours taken to obtain a comprehensive/integrated license, or hours otherwise approved by the Superintendent or the Superintendent's designee. Only

graduate hours earned while an employee of the Norwood School District in education courses or courses in the fields of a member's certification/licensure, or in courses approved by the Superintendent shall be counted in determining a member's eligibility for advancement to the B.A.+36, B.A.+54 or B.A.+66 salary lanes. No member shall advance more than one salary lane of the Bachelor's plus columns in any one school year regardless of the actual number of eligible graduate hours the member has completed.

10.07 ATTENDANCE INCENTIVE

A. If a member has perfect attendance (no sick days, no personal days, no dock days) in a quarter, the member shall receive the following:

1st quarter- $250.00

2nd quarter-$250.00

3rd quarter-$250.00

4th quarter-$250.00

B. If a member has perfect attendance for an entire year, they shall receive an additional $250.00.

ARTICLE XI:
ASSOCIATION LEAVE

11.01 The Association shall be granted fifteen (15) cumulate days of leave per year to be used by members designated by the Association for attendance at statewide or national conventions, meetings, seminars, or other lawful Association business. A single Association member may not use more than six (6) total days of Association leave each school year. Unused days may be rolled over into future years and may be accumulated up to thirty (30) days.

11.02 Association leave shall be with pay and shall not be deducted from a member's personal leave.

11.03 Association leave requests shall be submitted in writing to the Superintendent not later than five (5) workdays prior to the date of the requested leave.

11.04 Association leave shall not be granted in increments of less than one-half (1/2) day.

ARTICLE XII:
MEMBER CONTRACT YEAR/WORKDAY/LUNCH PERIOD

12.01 MEMBER CONTRACT YEAR

A. The contract year for members shall not exceed one hundred eighty-three (183) workdays including one full records day, one-half day records day at the conclusion of the first semester, in-service time, and professional development time. Teachers shall be entitled to pay the first five (5) days that school is cancelled due to inclement weather or other necessary reasons. After five (5) cancelled school days, teachers may be required to make up additional days of school that may be cancelled due to inclement weather or other necessary reasons. Records days will be defined as follows:

1. Records days will occur at times in which students are not present. The work on a records day shall be unencumbered, duty free, and the work of bargaining unit members shall not be directed by administrators with no administrative meetings.

B. Records days, in-service time, and professional development time shall be scheduled as follows:

1. One (1) full records day will be scheduled prior to the first day for students to report to school.

2. Teachers will be provided one (1) full unencumbered non-student records day scheduled on or near the end of the first semester.

   Teachers will be provided one half day (1/2) non-student records day, scheduled on the last day of school. Time may be used, if needed, for urgent or timely issues.

3. In-service time and professional development time will be scheduled and implemented at the discretion of the Superintendent or designee.

C. There shall be no Saturdays, Sundays and/or legal holidays scheduled as workdays in any calendar adopted by, changed by, or amended by the Board.

12.02 MEMBER WORKDAY

A. The length of the workday for all members shall be seven and one-half (7-1/2) consecutive hours.

B. Faculty meetings shall not extend more than thirty (30) minutes beyond the seven and one-half (7-1/2) hour member workday.

12.03 LUNCH PERIOD

A. Each member shall be granted at least thirty (30) consecutive minutes for lunch each school day during which time the member shall not be required to perform

any school activity.

B. The granting of the lunch period to a member shall not be cause for lengthening the school day.

12.04 IN-SERVICE TRAINING

Attendance at in-service training programs scheduled beyond the regular member workday shall be at the discretion of the member.

12.05 PREPARATION/PLANNING TIME

All members shall be guaranteed a minimum of two hundred (200) minutes of preparation/planning time per week during the school day, exclusive of the thirty (30) minute lunch period. Every effort will be made to equalize the staff's duty schedule in order to maximize preparation/planning time. Preparation/planning time for staff in grades 7 through 12 shall be maintained at present levels.

12.06 Every effort will be made in grades 7 through 12 to limit the number of preparations to three (3) per day.

12.07 Each member who covers a class of an absent member shall be paid at the curriculum rate for all time spent substituting. The member who substitutes is responsible to fill out the appropriate form, available in their principal's office, and submit the form to the principal within ten (10) working days.

ARTICLE XIII:
FAMILY AND MEDICAL LEAVE

13.01 All leaves of absence taken for a reason for which leave under the Family Medical Leave Act is available shall be deducted from the twelve (12) weeks of leave provided by the Family Medical Leave Act. Bargaining unit members shall be entitled to all rights under the Family Medical Leave Act including the right to a continuation of Board paid health insurance benefits as provided under the Act.

13.02 The Board shall adopt a policy consistent with the Family Medical Leave Act which will be available in the Board policies online.

13.03 Family Medical Leave is unpaid leave, however, members shall be required to use sick leave and personal leave concurrently, as long as the leave qualifies under the sick leave and personal leave article provisions, in order to continue in paid leave status.

ARTICLE XIV:
SICK LEAVE/PHYSICAL ASSAULT LEAVE

14.01 ANNUAL ALLOWANCE

A. Members shall be granted sick leave on the following basis: one and one-quarter (1¼) days for each completed month of service or fifteen (15) days for each completed year of service to a maximum of three hundred twenty-five (325) days.

B. A member shall be given a written statement of his/her accumulated sick leave once each school quarter.

C. A member may donate accumulated sick leave to another member who has exhausted his/her sick leave at a rate of one to one (1:1). All donations must be on forms provided by the Board Treasurer. A member may donate not more than five (5) days of the member's accumulated sick leave per contract year.

14.02 APPROVED USE OF SICK LEAVE DAYS

A. Sick leave may be used by all members for those reasons and situations enumerated in the state statute (ORC 3319.141), including the following:

(1) Personal illness and/or medical reasons.

(2) Pregnancy and pregnancy related disabilities

(3) Maternity leave (six weeks vaginal birth, eight weeks caesarian birth, or up to length of physician’s note)

(4) Adoption leave (six weeks, or up to the length of a physician’s note)

(5) Exposure to contagious disease which could be communicated to others.

(6) Personal injury.

(7) Illness or injury in immediate family.

(8) Death in immediate family.

The falsification of reasons for the use of sick leave may be grounds for disciplinary action up to and including termination.

B. The "immediate family" shall be defined for purposes of 14.02 A.(5) as including parents, step-parents, grandparents, spouse, mothers-in-law, fathers-in-law, grandparents-in-law, brothers, sisters, children (natural or adopted), grandchildren, brothers-in-law, sisters-in-law, nieces, nephews, stepchildren, or other members of the member's household. Other individuals may be included at the discretion of the Superintendent or designee.

C. The immediate family for purposes of 14.02 A(6) shall include in addition to those listed in B. above, aunts and uncles.

14.03 PHYSICAL ASSAULT LEAVE

A. A member shall be entitled to fifteen (15) workdays of paid physical assault leave if the member is physically or psychologically disabled as a result of a physical assault which arises out of the member's scope of employment.

B. Physical assault leave shall not be charged against sick leave earned or earnable by a member.

C. If the disability continues beyond fifteen (15) workdays, such leave may be extended for the length of the disability, up to a maximum of one hundred twenty (120) workdays. This extended leave must be recommended by one of the District's occupational health provider physicians. The appointment(s) necessary for this recommendation will be paid for by the Board. The member may choose the physician from the district provider group.

D. If a member is hospitalized as a result of a physical assault, paid assault leave shall continue until the member is released from the hospital but for not more than one (1) calendar year from the date of the assault if such hospitalization continues for more than one (1) year.

E. Members on assault leave shall continue to be covered (at the Board's expense) by all insurance plans covered in this Agreement.

F. Medical expenses arising from the assault and not reimbursed by the employee's health insurance plan will be reimbursed by the Board.

G. Nothing herein shall restrict the right of the Board to recommend disability retirement for any member disabled as a result of an assault.

H. Members on physical assault leave shall continue to earn seniority.

ARTICLE XV:
CHILD CARE LEAVE

15.01 CHILD CARE LEAVE

A. A member who gives birth or adopts, or whose spouse gives birth, has the option to request a child care leave without pay. Child care leave shall be granted for either:

(1) Part of the current school year in which the child is born or the adoptee is placed.

(2) The remainder of the current school year in which the child is born or the adoptee is placed.

(3) The remainder of the current school year and all of the next school year, provided the member notifies the Superintendent in writing prior to April 1 that the member intends to extend child care leave through the following school year. Members giving birth or adopting after April 1 and before the commencement of the following school year shall give written notice to the Superintendent, within thirty (30) days after the birth or placement of the child, that the member intends to take child care leave for the following school year. The Superintendent may approve an earlier return to service in the following school year.

B. A member shall be reinstated to a position for which he/she is qualified under his/her teaching certificate.

C. A member shall have the right to continue medical, dental, life, and all other types of group insurance available to the member at the group rate at the member's expense.

D. Whenever possible, a member shall give written notice to the Superintendent at least thirty (30) calendar days prior to the commencement and end of child care leave.

E. A member on child care leave of absence shall give written notice to the Superintendent not later than April 1 preceding the commencement of the next school year that member intends to return to regular duties following the leave granted under A(2) or A(3) above. A failure to give written notice on or before April 1 shall be deemed a resignation and the loss of the right of reinstatement. A member who gives written notice on or before April 1 and fails to return to duty at the commencement of the next school year shall be deemed to have breached the member's employment contract.

F. A member shall be credited with a year of service for the school year in which a child care leave commences, or terminates, if the member works one (1) complete semester, or if during the school year the member has a combination of one hundred and twenty (120) workdays, paid sick and paid personal days.

G. Child care leave and/or an extension of child care leave shall not be considered a break in continuous years of service.

H. The above provisions also apply to leave of absence requested for other reasons not already identified in this Agreement or Ohio Revised Code. Leave is unpaid and is subject to Superintendent's approval.

ARTICLE XVI:
MEDICAL/DISABILITY LEAVE

16.01 A member who becomes medically disabled and makes a written request shall be granted a medical leave without pay for the period of the disability, but not beyond the conclusion of the school year following the year in which the disability commences. A member must complete ninety (90) workdays of continuous employment before a new disability leave can be taken.

A. Members seeking to return from medical leave shall give twenty (20) school days advance written notice to the Superintendent.

B. A member shall be reinstated to a position for which he/she is qualified under his/her teaching certificate.

C. Reinstatement rights shall not apply to supplemental duties.

D. Members on medical leave shall have the right to continue, at their expense, medical, dental, life and all other types of group insurance covered by this Agreement, at the group rate.

E. A member shall be credited with a year of service for the school year in which a medical leave commences or terminates if the member works one complete semester, or if during the school year the member has a combination of one hundred twenty (120) workdays, paid sick and paid personal days.

F. Medical leave and/or extensions of medical leave shall not be considered a break in continuous years of service.

16.02 A member who returns to active service from a disability retirement (covered by the STRS) shall return to the salary lane and seniority he/she held on the last day of active service (workday) prior to the disability retirement. Reinstatement shall be to a position for which the member qualifies based upon his/her certification/licensure.

ARTICLE XVII:
PERSONAL LEAVE AND JURY DUTY

17.01 PERSONAL LEAVE

A. A member shall be granted three (3) unrestricted personal leave days per year. Personal leave days may be carried over and accumulated up to a maximum of five (5) days. If more than twenty percent (20%) of the District's staff is scheduled to be on personal leave for a particular day and substitute teachers are not available, the personal leave request can be denied at the discretion of the Superintendent.

A member must give not less than twenty-four (24) hours advance notice to use one (1) or two (2) personal day(s) or provide a detailed statement why twenty-four (24) hours advance notice could not be given. The Superintendent may reject the request for a personal day without twenty-four (24) hours advance notice if the stated reason is deemed insufficient. A member may grieve the Superintendent's decision.

A member requesting more than two (2) consecutive personal days shall provide thirty (30) days advance written notice to the principal and the Superintendent. Exceptions to this thirty (30) day notice requirement are entirely within the discretion of the Superintendent.

Unused accumulated personal days may be converted to cash at the member's per diem rate upon retirement or resignation from the school district. Unused accumulated personal days shall be forfeited if a member is terminated for cause or if a member resigns without giving proper statutory notice.

B. Members hired after January 1 of any school year shall receive pro-rated personal leave days during the school year in which they are hired.

C. Personal leave shall not be deducted from the number of days of sick leave accumulated by the member.

D. Personal leave will not be granted for less than one-half (1/2) day.

E. Personal leave will not be granted for:

(1) Days on which a regularly scheduled in-service meeting or other related activities have been scheduled.

(2) The day immediately following or preceding a holiday or vacation or on the first or last day of the school year.

F. Unused personal leave shall be converted to sick leave and added to the member's accumulated sick leave after the member accrues five (5) days of personal leave.

17.02 JURY DUTY

A. Each member who serves on a jury shall provide the Superintendent/designee a copy of the summons to jury duty.

B. Jury duty days shall not be deducted from personal or sick leave days.

C. A member released from duty more than three (3) hours before the end of the school day shall return to their assigned school.

D. Members who are subpoenaed for court matters shall not be required to use personal or sick leave days with proof of a subpoena for non-personal matters. Such leave shall not result in loss of pay.

ARTICLE XVIII:
MILITARY LEAVE

18.01 MILITARY LEAVE

In accordance with all applicable state and federal laws, military leave shall be granted to any member who is drafted or recalled to active duty with any branch of the Armed Service of the United States.

ARTICLE XIX:
SPECIFICATION OF INDIVIDUAL CONTRACTS

19.01 REGULAR CONTRACTS

All members employed by the Board shall be issued written contracts in accordance with the Ohio Revised Code. Such contracts shall include the following information:

A. Name of member.

B. Name of the school district and Board employing said member.

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

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

E. Basis of determining compensation (i.e. classroom teacher, B.A. degree, 5 years experience).

F. The number of days in the school year.

G. Provisions stating that this individual contract is made pursuant to and subject to the terms and conditions of the Master Agreement with the Association.

H. Provision for the signature of signing member and date.

I. All members hired for the 2001-02 school year and thereafter shall have included in the member's individual contract a statement of the member's current certifications/licensures and a statement that the contract is conditioned on the member's maintaining those certifications/licensures.

19.02 SALARY NOTICE

Annual salary shall be available on the kiosk.

19.03 SUPPLEMENTAL CONTRACTS

All members assigned additional responsibilities for which additional compensation for such responsibilities is granted shall be given a written contract that is in addition to their regular contract, in keeping with the ORC. Supplemental contracts shall include the following information:

A. Name of said member.

B. Name of the school district and Board for which responsibilities shall be performed.

C. Length of time contract is to be in force.

D. Provision stating that the supplemental contract is made pursuant to and subject to the terms and conditions of the Master Agreement with the Association.

E. Provisions for signature of signing member and date.

19.04 All supplemental contracts shall expire at the conclusion of the term for which the contract was issued. The Board shall not be required to issue notice of the expiration or non-renewal of any supplemental contract.

19.05 All members holding multiple certifications/licensures on the date of initial employment by the Board must maintain those certifications/licensures for a period of six (6) years if the member has not taught in the area of licensure or certification during the six (6) year period.

ARTICLE XX:
SUPPLEMENTAL PAY

20.01 All supplemental positions will be offered to qualified bargaining unit members before offering the positions to outside individuals. Supplemental contracts for members shall be given to the member within one (1) work week of Board approval of the contract. Members shall sign and return contracts to the Treasurer's office within one (1) work week.

20.02 Members with "seasonal" supplemental contracts shall receive the pay in two (2) lump sum payrolls, each half of the contracted pay. The first sum shall be paid mid-season and the second within two (2) weeks after substantial completion of duties, including season-ending responsibilities to include, but not be limited to, the collection of fees, uniforms, etc.

20.03 Members with a year-long supplemental contract shall receive the pay in eighteen (18) installments, each one-eighteenth (1/18) of the contracted pay, unless the supplemental pay is under one thousand five hundred dollars ($1,500). Pay shall begin on the third paycheck of the school year. If the pay is under one thousand five hundred dollars ($1,500), the member shall receive the pay in two (2) lump sum payrolls, each half of the contracted pay. The first sum shall be paid in the first payroll in December and the second in the first payroll in May.

20.04 The Board of Education will only post those supplemental positions if the Board does not intend to hire the same person for the supplemental position in the subsequent school year. This will apply regardless of whether or not the person hired intended to be rehired is a certified employee, classified employee or non-employee of the school district.

ARTICLE XXI:
TUITION REIMBURSEMENT

21.01 For the purposes of this Article only, the school year shall be defined as August 1 – July 31. Courses shall be paid from the allocation from the year in which the course began and must be preapproved in writing by the Superintendent or their designee prior to the teacher's enrollment in the course. Members shall be reimbursed upon approval and successful completion of any course in the amount of fifty percent (50%) of tuition paid for each semester hour that counts toward renewal of the member's certification or toward receipt of a higher certification, additional certification, license, or for any course which is related to the member's employment and the member. Payment is conditioned upon the submission of the proper documentation of successful completion of the course work. Members are not entitled to be reimbursed if the Board has already paid a portion of the tuition. Tuition reimbursement shall be a maximum of Sixty Thousand and 00/100 Dollars ($60,000.00) per year with no annual accumulation of unused funds.

21.02 No member shall be permitted to apply for more than six (6) semester hours per school year.

21.03 A copy of the final course grade will be accepted as proof of satisfactory completion of the approved course work for the purpose of tuition reimbursement only. A member must receive at least a passing grade in the course in order to be eligible for reimbursement.

21.04 Tuition reimbursement shall be paid quarterly and must be submitted no later than sixty (60) days after final course grade availability. A copy of the bursar's form with the cost of course, along with the member's proof of payment, shall be sufficient documentation for tuition reimbursement. Payments will occur on September 30, December 31, March 31, and June 30.

21.05 Upon the request of the District administration, a member agreeing to take additional courses to achieve additional state credentials, licensure, or endorsement may receive a full reimbursement for the cost of the courses. The payment for reimbursement under this section shall not be appropriated from the funds set aside under Section 21.01.

In exchange for the full tuition reimbursement under this section, the member agrees that if the member voluntarily resigns for any reason other than disability or regular retirement during the next three (3) years after receiving reimbursement, the member shall repay the Board in accordance with the following schedule: 100% in year one, 75% after year two, 50% after year three.

In addition, if employee is removed from or withdraws from the course(s) prior to its completion, employee will reimburse the Board for the full amount of tuition that s/he received under this Agreement.

ARTICLE XXII:
REDUCTION IN FORCE

22.01 Whenever the Board of Education determines it is necessary to reduce the number of teaching positions, it may do so for any of the following reasons:

A. Decline in student enrollment;

B. return to duty of regular members after leaves of absence;

C. suspension of schools, or territorial changes affecting the District.

D. lack of funds.

22.02 The Board shall first identify the courses, program areas and activities to be affected.

22.03 The reduction shall be made as follows:

A. Suspension of contracts shall occur to limited contract members first and shall be on a seniority basis in the certificated area affected when evaluations are comparable.

B. If the suspension of contract is necessary for any continuing contract member, it shall be on a seniority by certificated area basis when evaluations are comparable.

C. Displacement rights shall be exercised by all members within their respective contract status (continuing contract or limited contract), with no limited contract member exercising displacement over continuing contract members. Displacement shall be limited to areas of the member's certification/licensure.

(1) If a member, whose position is being abolished, has a provisional, professional, or permanent certificate in more than one area, and there is a less senior member in an area in which the member holds a certificate, the least senior member among all the less senior members in all the other areas of certification/licensure shall be displaced.

(2) If a member has a temporary certificate to meet the requirements of the current teaching assignment, and also holds a provisional or higher certification/licensure in other teaching fields, that member shall be placed with the appropriate contract group based on their provisional or higher certification/licensure. The temporary certification/licensure shall not be used for seniority purposes.

D. When contract status, evaluations, seniority and certification/licensure are equal, qualifications will be used to determine whose contract is to be suspended.

22.04 Seniority shall be defined in priority as follows:

A. A continuing contract (full or part-time) has retention rights over a limited contract in a given certification/licensure area regardless of the length of service.

B. If contract status is equal, seniority shall be defined as length of continuous employment of a member in this system beginning with the first day of full or part-time employment pursuant to a regular teaching contract. Length of continuous employment shall include all time on sick leave and assault leave, seniority earned while on leaves of absence, all time on military leave of absence, and all time during suspension of the member if reinstated. Length of continuous employment is broken when a member fails to return after medical leave, disability leave, or child care leave, unless otherwise specified in this Agreement.

(1) Teachers who have earned continuing contract status with the Norwood Board of Education, become administrators in the Norwood City Schools, and then return to a teaching position gain seniority years while in the administrative position.

(2) The first day of employment for a teacher who started as a long-term substitute shall be the first day the teacher assumed the long-term position provided that employment continued into regular contract status.

C. If the length of continuous service is equal, retention rights will go to the member with the highest degree as of April 1.

D. If degrees are equal, seniority will go to the member with the highest total number of post degree graduate hours as of April 1 of the member's contract year.

E. Contract status, degrees, hours and certification/licensure must be of record as of April 1 in order to determine displacement rights.

22.05 A. A member who is rehired after nonrenewal, or recalled from layoff shall have his/her seniority restored.

B. Seniority shall be lost when a member resigns or retires.

22.06 Members whose contracts have been suspended shall have rights to recall as follows:

A. Recall shall be made according to certification/licensure in the teaching field or subject. Certificated continuing contract members shall be recalled before certificated limited contract members. Total district wide seniority shall determine the order of recall within the area of certification/licensure and contract status when evaluations are comparable.

B. A member shall be considered certified for recall purposes if the member's certification/licensure permits the member to teach the subject and grade level to which the member is to be recalled, as set forth in the Ohio Revised Code and the Ohio Administrative Code.

C. A recall list shall be maintained for a period of not less than two (2) years commencing with the day following the last day of paid service and shall remain in effect until the September 1 following the two (2) year period. Thereafter a member shall lose his/her right to recall. A copy of the list shall be given to the Association President.

D. A member who finds employment, either as a teacher or in another area of employment during the two (2) year period, shall still have recall rights.

E. Members recalled shall have the same seniority, accumulated sick leave days, and continuous years of service when they return as they had when their contract was suspended, and shall enjoy the same benefits as all other members.

F. If a teacher refuses an offered vacancy, his/her name shall be removed from the recall list and the Board's obligation is terminated.

22.07 A seniority list shall be prepared and regularly updated ranking all continuing contract members in the District by seniority, giving areas of certification/licensure and present teaching assignment, then all limited contract members in the District by seniority, giving areas of certification/licensure, and present teaching assignment. The Association President shall receive an electronic copy of this list by November 1 of each year. Every member shall be provided an electronic copy by December 1 of each year to check for errors.

22.08 If errors in this list are found within thirty (30) days of receipt of this list by the member, a revised list shall be prepared with all errors corrected and a reduction in force for that year, if any, shall be carried out in accord with the revised seniority list.

ARTICLE XXIII:
HEALTH AND SAFETY

The Board shall maintain all teaching facilities in a safe and healthful condition. Members shall not be required to teach in facilities when their health or safety is endangered in a significant and substantial manner.

ARTICLE XXIV:
GENERAL

24.01 NOTICE OF ASSIGNMENT

A principal shall make every effort to advise a member of the grade level, subject area assignment and/or building for the following year prior to the last day of the school year.

24.02 CURRICULUM COMMITTEES

Assignment to the Curriculum Committee shall be on a voluntary basis and meetings shall be held during the member workday or released time will be made available.

24.03 VACANCIES

A. The Superintendent shall prepare a list of all bargaining unit openings and/or vacancies as soon as they become known and post them by Internet and E-mail with a weekly update. The list shall include the following information:

(1) Position(s) available.

(2) Requirements/qualifications for job.

(3) Deadline for application.

(4) Effective starting date.

(5) Any additional pertinent information.

B. An opening or vacancy is not subject to this provision until after any transfers have been made unless the position is newly created. Newly created positions shall be subject to the provisions in 24.03 A.

C. In the event that a vacancy occurs in a position or assignment that is subject to posting pursuant to Section A above during the time that a recall list established under Section 20.06 is in effect, such vacancy shall not be posted, if there is a bargaining unit member on the recall list certified and/or licensed to perform the duties of the position.

D. A member can, at any time, forward a transfer request notifying the Superintendent of that member's desire to change teaching assignments. Bargaining unit members who are denied their transfer request to a vacant position shall be granted a meeting with the Superintendent or designee to provide rationale for the denial. Bargaining unit members who are denied transfers shall have the right to bring representation from the Association to such meetings.

E. Any properly certificated/licensed member requesting an interview in order to be considered for transfer to a vacant position shall be interviewed prior to filling the position. A position may be temporarily filled during the application and interview period without violation of this Section.

F. If an involuntary transfer is made within five (5) days of the first teacher work day, the member will be given two (2) duty-free workdays to prepare for the change. If a transfer, voluntary or involuntary, is made after the commencement of the school year, the member will be given two (2) duty-free workdays to prepare for the change. The Board agrees to notify the affected members of the dates available for the duty-free workdays prior to the effective date of the transfer.

G. Bargaining unit members who are involuntarily transferred shall be granted a meeting with the Superintendent or designee to provide rationale for the decision. Bargaining unit members who are involuntarily transferred shall have the right to have Association representation at such meetings.

24.04 MEMBERS AUTHORIZED TO TRAVEL

A member whose duties occur in more than one (1) school during said member's workday shall be reimbursed for mileage according to the IRS business mileage reimbursement rate.

24.05 STUDENT TEACHER POLICY

No member will be assigned a student teacher or student observer without the member's consent.

24.06 DUTY TO ASSIST

In the event of an assault upon a member by a student, the Board will provide its full support and all necessary assistance in the administration of its disciplinary procedures. Members required to testify by the state in the prosecution of the assailant shall be released from duty without loss of pay.

24.07 INFORMING TEACHER OF STUDENTS WITH SPECIAL NEEDS

A teacher who is assigned a pupil with a known physical, medical, or emotional need, which could manifest itself in the classroom and adversely affects classroom performance, shall be informed by an administrator, nurse, or counselor of the nature of that need.

24.08 ADDITIONAL WORK

A. Members required to write or revise courses of study shall either be paid the current curriculum hourly rate, or provided release time, at the Board's option.

B. Members required to work during the summer shall be paid at the summer school rate.

C. The rate of pay for teacher members of the LPDC shall be the hourly rate specified in Section 22.08(A) above, which shall be paid until a total of one thousand dollars ($1,000.00) per member has been reached.

24.09 POLYGRAPH/DRUG TESTS

No member shall be required to submit to a polygraph test. No member shall be required to submit to a drug test without probable cause (articulable observations of employee behavior).

24.10 TEACHER PROTECTION AND INDEMNIFICATION

A. The Board of Education shall indemnify and hold bargaining unit members harmless for all action, inaction or results related to students with special needs described in an IEP, or students subsequently determined to be in need of an IEP, provided such action, inaction or results are the product of performance reasonably related to the scope of the members' duties. The district shall defend, through the providing of legal counsel, bargaining unit members who may be the subject of any legal action, or threat of legal action, as a result of reasonable performance within the scope of the members' duties applicable to students subject to an IEP.

B. With the exception of bargaining unit members who are employed for the purpose of providing medical services or assistance, no member shall be required to provide medical assistance or perform any medical procedure on any student, with exception of reasonable first aid in an emergency when no other more qualified person is available. Unless employed for such purpose, no member shall be required to dispense medications.

C. With the exception of bargaining unit members who are employed for such purpose, no member shall be required to provide extraordinary custodial care to any student. For purposes of this provision, "custodial care" means the clean up of bodily fluids or waste, or the attendance to a student's personal hygiene.

24.11 RESIDENT EDUCATOR

A. The Resident Educator program shall be administered in accordance with the rules and regulations issued by the Ohio Department of Education.

B. Mentor Teachers shall be compensated at the rate stated on the supplemental contract schedule.

C. Every effort will be made to keep mentors in the same department or licensure/certificate area as the Resident Educator to whom they are assigned.

D. The administration and Resident Educator Head Mentor shall collaborate on a mentor/Resident Educator orientation each year of the Resident Educator program to educate mentor/Resident Educators on the requirements and timelines of the program for that year.

ARTICLE XXV:
PROBATIONARY CONTRACTS

25.01 All members shall serve a probationary period of three (3) years. All members on initial employment shall be issued a one (1) year contract. If the member's contract is renewed, the member shall receive another one (1) year contract. If the member's contract is again renewed, the member shall be given another one (1) year limited contract.

25.02 The Board shall have the right to adopt and amend its own evaluation system and timetables for the evaluation and renewal or nonrenewal of probationary teachers.

25.03 All members serving in their first three (3) years of employment shall be probationary teachers, and shall have no right of review or appeal if nonrenewed after the first, second, or third year of employment.

25.04 All members employed after completing three (3) years of service in the Norwood City School District shall be continuing contract teachers. Statutory provisions establishing or requiring the attainment of education certificates in order to be eligible for a continuing contract are superseded by the provisions of this Article.

25.05 Probationary teachers who are separated as a result of nonrenewal, reduction in force, or voluntary resignation, and are rehired within two (2) years after the date of separation, shall be credited with one (1) year of service for each completed year of service.

25.06 It is the intention of the parties that the provisions of this Article shall supersede and take precedence over the provisions of Ohio Revised Code Sections 3319.11 and 3319.111 and 3319.113.

ARTICLE XXVI:
TEACHING LOAD

Every effort shall be made to adjust elementary class loads as equitably as possible. Every effort shall also be made to comply with North Central's secondary recommendations for daily student load.

ARTICLE XXVII:
INSURANCE

27.01 LIFE INSURANCE

A. The Board shall purchase Life Insurance from a carrier licensed by the State of Ohio, group term life insurance for each member in the amount of fifty thousand dollars ($50,000.00) plus an equal amount of accidental death and dismemberment coverage.

B. The Board shall allow individual members to purchase additional amounts of coverage through payroll deduction, provided the number of members electing to take advantage of this opportunity is adequate to meet the requirements of the insurance company.

27.02 DENTAL INSURANCE

The Board shall maintain a Group Insurance Plan provided by a carrier licensed by the State of Ohio provided the benefits shall not be less than that provided in the current plan.

27.03 MEDICAL/HOSPITAL

Members shall have the opportunity to participate in the Board's medical/hospital insurance plans.

A. The cost of medical and dental insurance shall be paid by contribution from both the Board and the member as follows:

(1) The cost of dental insurance shall be paid by contribution from the Board in an amount equal to one hundred percent (100%) of the family or single plan.

(2) The Board shall contribute eighty percent (80%) and the employee shall contribute twenty (20%) for family and/or single plans.

B. Members on an approved leave of absence may choose to continue to participate in all group insurance plans by remitting to the Board Treasurer an amount equal to both the Board's and the member's contribution not less than thirty (30) days in advance of the month for which coverage is requested.

C. If two (2) married employees are eligible for Board benefits, they may select only one family plan.

D. Changes in an insurance plan which are made unilaterally by the insurance carrier shall not be deemed a change in terms and conditions of employment. The Board shall not be liable for any such changes. The Board shall bargain with the Association regarding the effects of such changes.

E. Part-time employees shall receive a proportional amount of Board provided benefits. Individuals employed after July 1, 2006 must be employed for at least an equivalent of .5 FTE in order to be eligible for Board health and dental plan benefits.

F. The Board shall make an annual payment of one thousand dollars ($1,000.00) to any member who chooses not to take any Board paid medical/hospital benefits provided the employee provides written notice of declination of benefits to the Treasurer no later than October 1st of each year. Any member receiving this one-time payment shall not be precluded from resuming Board paid benefits in a following school year. Employees of the Board who are married are not permitted to participate in any opt-out provisions of this agreement. Prior to being permitted to re-enroll for participation in benefits, the member must experience a qualifying event and must sign written authorization for the Treasurer to collect a prorated portion of the incentive payment from the employee's next pay check.

27.04 SECTION 125 PLAN

A Section 125 plan of the Internal Revenue Act of 1978, as amended, shall be provided to full-time employees through a flexible benefit plan that will set up and administered without cost to the employee. The Board shall contribute four hundred dollars ($400.00) to a member's Section 125 plan; however, four hundred dollars ($400.00) must be used as outlined under the Internal Revenue Service.

ARTICLE XXVIII:
RETIRED TEACHERS RETURN TO SERVICE

Retired Teachers Return to Service: If the Board of Education elects to employ individuals who have retired and are receiving benefits through the State Teachers Retirement System, the conditions set forth in this article shall apply to the employment of these individuals:

28.01 The Board shall grant a minimum of five (5) years with the ability to grant up to a total of ten (10) years of experience for service credit.

28.02 A retired teacher who returns to service with the Norwood City School District Board of Education shall be entitled to the insurance benefits as set forth in Article XXV of this Contract. The Board of Education will consider the employee's contribution to insurance in determining at what step on the salary schedule the employee shall be rehired.

28.03 Teachers employed pursuant to this provision shall receive one year limited contracts and shall not be eligible to receive continuing contracts regardless of their years of service or license/certificate held.

28.04 Each one year contract shall automatically expire upon the completion of the year without board action. However, the board shall notify the employee by April 30 in the event they will not be retained for the following year. If the board fails to notify the retiree by April 30, the employee must be retained for the following year.

28.05 It is not necessary for the board to conduct evaluations in accordance with ORC 3319.111 or to take formal action not to reemploy the employee pursuant to ORC 3319.11.

28.06 Returning retirees are not entitled and/or not eligible to receive any severance benefits or retirement incentives provided by any collective bargaining agreement in effect between the board and the association if the retiree has already benefited from those provisions previously in any other collective bargaining agreement.

28.07 In the event of a reduction in force, the reemployed teacher will not have any bumping rights under the reduction in force provisions of this agreement.

28.08 Subject to these provisions, reemployed teachers are part of the bargaining unit.

28.09 No sick leave shall be carried forward from pre-retirement status. Thereafter, sick leave shall be governed according to the negotiated agreement.

28.10 Pursuant to the authority provided by R.C. 4117.10, and to the extent that issues addressed in this provision are contrary to or in conflict with any Ohio law, the issues addressed in this provision shall supersede and replace in their entirety the statutory law of Ohio.

ARTICLE XXIX:
SEVERANCE PAY

The Board shall pay to any member who elects to retire from teaching and collect retirement from the State Teachers Retirement System, the per diem rate for one-fourth (1/4) of the member's accumulated sick leave up to a maximum of eighty (80) days. In case of the death of a bargaining unit member, any remaining sick leave shall be paid to the member's designated beneficiary or to their estate at the member's per diem rate at the time of death for one-fourth(1/4) of the member's accumulated sick leave up to a maximum of eighty (80) days as provided in this Article.

ARTICLE XXX:
INTEGRITY OF AGREEMENT

30.01 This Agreement is intended to cover all matters affecting wages, rates of pay, hours, grievance procedures, working conditions, and all other terms and conditions of employment and similar or related subjects. During the term of this Agreement, neither the Board nor the Association will be required to negotiate on any further matters affecting these or any other subject set forth in this Agreement unless mutually agreed by both parties.

30.02 Should any provision of this Agreement be found to be void or invalid by a court of competent jurisdiction, the Board and the Association shall meet and renegotiate that provision. All other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

ARTICLE XXXI:
NEGOTIATION PROCEDURES

31.01 REQUEST FOR NEGOTIATIONS

Request for negotiations shall be made in writing by the Association to the Superintendent no earlier than one hundred fifty (150) days and no later than sixty (60) days before the expiration date of the Master Agreement.

31.02 GOOD FAITH

Teams shall make good faith proposals and counterproposals in an effort to reach a mutually agreed position on matters which are negotiable.

31.03 INFORMATION

Both parties agree to make available to each other copies of material that is pertinent to matters under negotiation.

31.04 CAUCUS

Either team may caucus at anytime for any reason.

31.05 AGREEMENT

A. When tentative agreement has been reached on all issues through negotiations, the outcome shall be submitted to the Board and Association for acceptance by their members.

B. The ratification vote by the Association's membership shall be communicated in writing to the Superintendent by the Association President.

C. Upon receipt of notice that the agreement has been ratified by the Association, the Board shall meet within seven (7) days to approve or disapprove the agreement.

D. If the agreement is ratified by both the Association and the Board, it shall become a legal binding document when formally signed by the Board President and Association President.

31.06 MEDIATION

A. If an agreement cannot be reached on all issues being negotiated within thirty (30) days of the first negotiation session, either party may request a mediator through the Federal Mediation and Conciliation Service.

31.07 RIGHT TO STRIKE

In the event all of the mediation procedures set forth in this contract have been fully completed and no agreement has been reached between the parties and the effective date of the contract provisions at issue has expired, the Association has given the statutory notice to strike required by Chapter 4117 of the ORC, then in that event only the Association shall have the right to strike.

ARTICLE XXXII:
CONTRACT SEQUENCE

The provisions of the Master Contract supersede and take precedence over any provisions of the Ohio Revised Code which may be contrary to the provisions of the Master Contract.

Fri, 10/24/2025 12:53:20 PM SERB

ARTICLE XXXIII:
TERM OF AGREEMENT

This Agreement and each of its provisions shall be in effect beginning August 1, 2025, and ending on July 31, 2028.

- - - -

APPENDIX A-1

Norwood City School District
Instructional Salary Schedule
Fiscal Year 2026
Effective School Year 2025-2026

Base Salary	2025-2026	3.25%								
$ 49,003	BACHELORS		BACHELORS + 18		BACHELORS +36 MASTERS		BACHELORS + 54 MASTERS + 18		BACHELORS + 66 MASTERS + 30	
Step	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary
		1		2		3		4		5
1	1.0000	49,003	1.0400	50,963	1.0900	53,413	1.1300	55,373	1.1500	56,353
2	1.0750	52,678	1.1200	54,883	1.1750	57,578	1.2200	59,783	1.2425	60,886
3	1.1250	55,128	1.1750	57,578	1.2350	60,518	1.2850	62,969	1.3100	64,194
4	1.1750	57,578	1.2300	60,273	1.2950	63,459	1.3500	66,154	1.3775	67,501
5	1.2250	60,028	1.2850	62,969	1.3550	66,399	1.4150	69,339	1.4450	70,809
6	1.2750	62,479	1.3400	65,664	1.4150	69,339	1.4800	72,524	1.5125	74,117
7	1.3250	64,929	1.3950	68,359	1.4750	72,279	1.5450	75,709	1.5800	77,424
8	1.3775	67,501	1.4525	71,177	1.5375	75,342	1.6125	79,017	1.6500	80,855
9	1.4300	70,074	1.5100	73,994	1.6000	78,404	1.6800	82,325	1.7200	84,285
10	1.4825	72,647	1.5675	76,812	1.6625	81,467	1.7475	85,632	1.7900	87,715
11	1.5350	75,219	1.6250	79,630	1.7250	84,530	1.8150	88,940	1.8600	91,145
12	1.5875	77,792	1.6825	82,447	1.7875	87,593	1.8825	92,248	1.9300	94,575
13	1.6400	80,365	1.7400	85,265	1.8500	90,655	1.9500	95,555	2.0000	98,006
14	1.6925	82,937	1.7975	88,083	1.9125	93,718	2.0175	98,863	2.0700	101,436
19	1.7592	86,206	1.8642	91,351	1.9792	96,986	2.0842	102,132	2.1367	104,704
22	1.8259	89,474	1.9308	94,615	2.0459	100,255	2.1509	105,400	2.2034	107,973

Curriculum Rate — 1st step of salary schedule divided by the number of teacher work days divided by the number of hours in the teacher work day.

APPENDIX A-2

Norwood City School District
Instructional Salary Schedule
Fiscal Year 2027
Effective School Year 2026-2027

Base Salary	2026-2027	3.00%								
$ 50,473	BACHELORS		BACHELORS + 18		BACHELORS +36 MASTERS		BACHELORS + 54 MASTERS + 18		BACHELORS + 66 MASTERS + 30	
Step	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary
		1		2		3		4		5
1	1.0000	50,473	1.0400	52,492	1.0900	55,015	1.1300	57,034	1.1500	58,044
2	1.0750	54,258	1.1200	56,530	1.1750	59,306	1.2200	61,577	1.2425	62,713
3	1.1250	56,782	1.1750	59,306	1.2350	62,334	1.2850	64,858	1.3100	66,119
4	1.1750	59,306	1.2300	62,082	1.2950	65,362	1.3500	68,138	1.3775	69,526
5	1.2250	61,829	1.2850	64,858	1.3550	68,391	1.4150	71,419	1.4450	72,933
6	1.2750	64,353	1.3400	67,634	1.4150	71,419	1.4800	74,700	1.5125	76,340
7	1.3250	66,877	1.3950	70,410	1.4750	74,448	1.5450	77,981	1.5800	79,747
8	1.3775	69,526	1.4525	73,312	1.5375	77,602	1.6125	81,388	1.6500	83,280
9	1.4300	72,176	1.5100	76,214	1.6000	80,757	1.6800	84,794	1.7200	86,813
10	1.4825	74,826	1.5675	79,116	1.6625	83,911	1.7475	88,201	1.7900	90,346
11	1.5350	77,476	1.6250	82,018	1.7250	87,066	1.8150	91,608	1.8600	93,880
12	1.5875	80,126	1.6825	84,921	1.7875	90,220	1.8825	95,015	1.9300	97,413
13	1.6400	82,776	1.7400	87,823	1.8500	93,375	1.9500	98,422	2.0000	100,946
14	1.6925	85,425	1.7975	90,725	1.9125	96,529	2.0175	101,829	2.0700	104,479
19	1.7592	88,792	1.8642	94,092	1.9792	99,896	2.0842	105,196	2.1367	107,845
22	1.8259	92,158	1.9308	97,453	2.0459	103,262	2.1509	108,562	2.2034	111,212

Curriculum Rate — 1st step of salary schedule divided by the number of teacher work days divided by the number of hours in the teacher work day.

APPENDIX A-3

Norwood City School District
Instructional Salary Schedule
Fiscal Year 2028
Effective School Year 2027-2028

Base Salary	2027-2028	2.75%								
$ 51,861					BACHELORS +36 MASTERS		BACHELORS + 54 MASTERS + 18		BACHELORS + 66 MASTERS + 30	
	BACHELORS		BACHELORS + 18							
Step	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary
		1		2		3		4		5
1	1.0000	51,861	1.0400	53,935	1.0900	56,528	1.1300	58,603	1.1500	59,640
2	1.0750	55,750	1.1200	58,084	1.1750	60,937	1.2200	63,270	1.2425	64,437
3	1.1250	58,343	1.1750	60,937	1.2350	64,048	1.2850	66,641	1.3100	67,938
4	1.1750	60,937	1.2300	63,789	1.2950	67,160	1.3500	70,012	1.3775	71,438
5	1.2250	63,530	1.2850	66,641	1.3550	70,271	1.4150	73,383	1.4450	74,939
6	1.2750	66,123	1.3400	69,494	1.4150	73,383	1.4800	76,754	1.5125	78,440
7	1.3250	68,716	1.3950	72,346	1.4750	76,495	1.5450	80,125	1.5800	81,940
8	1.3775	71,438	1.4525	75,328	1.5375	79,736	1.6125	83,626	1.6500	85,570
9	1.4300	74,161	1.5100	78,310	1.6000	82,977	1.6800	87,126	1.7200	89,201
10	1.4825	76,884	1.5675	81,292	1.6625	86,219	1.7475	90,627	1.7900	92,831
11	1.5350	79,606	1.6250	84,274	1.7250	89,460	1.8150	94,128	1.8600	96,461
12	1.5875	82,329	1.6825	87,256	1.7875	92,701	1.8825	97,628	1.9300	100,092
13	1.6400	85,052	1.7400	90,238	1.8500	95,943	1.9500	101,129	2.0000	103,722
14	1.6925	87,775	1.7975	93,220	1.9125	99,184	2.0175	104,629	2.0700	107,352
19	1.7592	91,234	1.8642	96,679	1.9792	102,643	2.0842	108,088	2.1367	110,811
22	1.8259	94,693	1.9308	100,133	2.0459	106,102	2.1509	111,548	2.2034	114,270

Curriculum Rate — 1st step of salary schedule divided by the number of teacher work days divided by the number of hours in the teacher work day.

APPENDIX B

Norwood City School District
ATHLETIC SUPPLEMENTAL SALARY SCHEDULE

Athletics	2025-2026	2026-2027	2027-2028
Site Supervisor Fall	$ 3,052.28	$ 3,143.85	$ 3,230.31
Site Supervisor Winter	$ 3,052.28	$ 3,143.85	$ 3,230.31
Ticket Coordinator Fall	$ 837.98	$ 863.12	$ 886.86
Ticket Coordinator Winter	$ 837.98	$ 863.12	$ 886.86
Football			
Football Varsity	$ 8,348.29	$ 8,598.74	$ 8,835.20
Football Varsity Coordinator	$ 5,791.42	$ 5,965.16	$ 6,129.20
Football Varsity Coordinator	$ 5,791.42	$ 5,965.16	$ 6,129.20
Football Varsity Assistant	$ 5,572.87	$ 5,740.06	$ 5,897.91
Football Varsity Assistant	$ 5,572.87	$ 5,740.06	$ 5,897.91
Football Varsity Assistant	$ 5,572.87	$ 5,740.06	$ 5,897.91
Football Varsity Assistant	$ 5,572.87	$ 5,740.06	$ 5,897.91
Football 8th	$ 3,824.52	$ 3,939.26	$ 4,047.59
Football 8th	$ 3,824.52	$ 3,939.26	$ 4,047.59
Football 7th	$ 3,824.52	$ 3,939.26	$ 4,047.59
Football 7th	$ 3,824.52	$ 3,939.26	$ 4,047.59
	$ -	$ -	$ -
Basketball	$ -	$ -	$ -
Varsity Boys	$ 6,899.11	$ 7,106.09	$ 7,301.50
Varsity Assistant Boys	$ 4,333.33	$ 4,463.33	$ 4,586.07
JV Boys	$ 5,145.09	$ 5,299.44	$ 5,445.17
Boys Assistant	$ 4,333.33	$ 4,463.33	$ 4,586.07
8th Boys	$ 4,093.20	$ 4,215.99	$ 4,331.93
7th Boys	$ 4,093.20	$ 4,215.99	$ 4,331.93
	$ -	$ -	$ -
Varsity Girls	$ 6,899.11	$ 7,106.09	$ 7,301.50
Varsity Assistant Girls	$ 4,333.33	$ 4,463.33	$ 4,586.07
JV Girls	$ 5,145.09	$ 5,299.44	$ 5,445.17
Girls Assistant	$ 4,333.33	$ 4,463.33	$ 4,586.07
8th Girls	$ 4,093.20	$ 4,215.99	$ 4,331.93
7th Girls	$ 4,093.20	$ 4,215.99	$ 4,331.93
	$ -	$ -	$ -
Wrestling	$ -	$ -	$ -
Varsity Boys	$ 6,079.93	$ 6,262.32	$ 6,434.54
Varsity Assistant Boys	$ 4,796.74	$ 4,940.65	$ 5,076.51
Middle School Boys & Girls	$ 4,093.20	$ 4,215.99	$ 4,331.93
Middle School Boys & Girls	$ 4,093.20	$ 4,215.99	$ 4,331.93
Varsity Girls	$ 6,079.93	$ 6,262.32	$ 6,434.54
Varsity Assistant Girls	$ 4,796.74	$ 4,940.65	$ 5,076.51

APPENDIX B

Norwood City School District
ATHLETIC SUPPLEMENTAL SALARY SCHEDULE

	2025-2026	2026-2027	2027-2028
Baseball			
Varsity	$ 4,916.15	$ 5,063.63	$ 5,202.88
Varsity Assistant	$ 3,072.59	$ 3,164.77	$ 3,251.80
JV	$ 3,798.84	$ 3,912.81	$ 4,020.41
Middle School	$ 2,793.27	$ 2,877.06	$ 2,956.18
Middle School Assistant	$ 2,136.59	$ 2,200.69	$ 2,261.21
Softball			
Varsity	$ 4,916.15	$ 5,063.63	$ 5,202.88
Varsity Assistant	$ 3,072.59	$ 3,164.77	$ 3,251.80
JV	$ 3,798.84	$ 3,912.81	$ 4,020.41
Middle School	$ 2,793.27	$ 2,877.06	$ 2,956.18
Middle School Assistant	$ 2,136.59	$ 2,200.69	$ 2,261.21
Swimming			
Varsity	$ 3,452.48	$ 3,556.05	$ 3,653.84
Middle School	$ 1,726.24	$ 1,778.03	$ 1,826.92
Cross Country			
Varsity & Middle School	$ 4,093.20	$ 4,215.99	$ 4,331.93
Track			
Varsity Boys	$ 4,916.15	$ 5,063.63	$ 5,202.88
Varsity Assistant Boys	$ 3,512.15	$ 3,617.52	$ 3,717.00
Varsity Girls	$ 4,916.15	$ 5,063.63	$ 5,202.88
Varsity Assistant Girls	$ 3,512.15	$ 3,617.52	$ 3,717.00
Middle School Boys	$ 3,276.75	$ 3,375.05	$ 3,467.86
Middle School Girls	$ 3,276.75	$ 3,375.05	$ 3,467.86
Volleyball			
Varsity	$ 4,916.15	$ 5,063.63	$ 5,202.88
Varsity Assistant	$ 3.321.34	$ 3.420.98	$ 3.515.06
JV	$ 3,889.43	$ 4,006.12	$ 4,116.29
8th Grade	$ 3,254.40	$ 3,352.03	$ 3,444.21
7th Grade	$ 3,254.40	$ 3,352.03	$ 3,444.21
Soccer			
Varsity Boys	$ 4,916.15	$ 5,063.63	$ 5,202.88
Varsity Assistant Boys	$ 3,321.34	$ 3,420.98	$ 3,515.06
JV Boys	$ 3,889.43	$ 4,006.12	$ 4,116.29
Middle School Boys	$ 3,254.40	$ 3,352.03	$ 3,444.21
Middle School Boys Assistant	$ 3,254.40	$ 3,352.03	$ 3,444.21
Varsity Girls	$ 4,916.15	$ 5,063.63	$ 5,202.88
Varsity Assistant Girls	$ 3,321.34	$ 3,420.98	$ 3,515.06
JV Girls	$ 3,889.43	$ 4,006.12	$ 4,116.29
Middle School Girls	$ 3,254.40	$ 3,352.03	$ 3,444.21
Middle School Girls Assistant	$ 3,254.40	$ 3,352.03	$ 3,444.21

APPENDIX B

Norwood City School District
ATHLETIC SUPPLEMENTAL SALARY SCHEDULE

	2025-2026	2026-2027	2027-2028
Bowling			
Varsity Boys	$ 3,351.92	$ 3,452.48	$ 3,547.42
Varsity Girls	$ 3,351.92	$ 3,452.48	$ 3,547.42
Tennis			
Varsity Boys	$ 3,041.34	$ 3,132.58	$ 3,218.73
Varsity Girls	$ 3,041.34	$ 3,132.58	$ 3,218.73
Cheerleading			
Fall Varsity	$ 2,569.81	$ 2,646.90	$ 2,719.69
Fall Varsity Assistant & JV	$ 1,366.85	$ 1,407.85	$ 1,446.57
Fall Middle School	$ 1,893.53	$ 1,950.34	$ 2,003.97
Winter Varsity	$ 2,569.81	$ 2,646.90	$ 2,719.69
Winter Varsity Assistant & JV	$ 1,366.85	$ 1,407.85	$ 1,446.57
Winter Middle School	$ 1,893.53	$ 1,950.34	$ 2,003.97
Golf			
Varsity	$ 3,156.98	$ 3,251.69	$ 3,341.11
Strength Coach/Consultant			
Fall	$ 1,886.30	$ 1,942.89	$ 1,996.32
Winter	$ 1,886.30	$ 1,942.89	$ 1,996.32
Spring	$ 1,886.30	$ 1,942.89	$ 1,996.32
Summer	$ 1,886.30	$ 1,942.89	$ 1,996.32
Music			
Marching Band Director	$ 7,267.88	$ 7,485.92	$ 7,691.78
Marching Band Asstant Director	$ 5,586.53	$ 5,754.13	$ 5,912.37
Jazz Band Director	$ 2,827.69	$ 2,912.52	$ 2,992.62
Pep Band Director	$ 2,469.81	$ 2,543.90	$ 2,613.86
Silhouettes Director	$ 7,267.88	$ 7,485.92	$ 7,691.78
Silhouettes Assistant Director	$ 5,586.53	$ 5,754.13	$ 5,912.37
Orchestra Director	$ 3,047.87	$ 3,139.30	$ 3,225.63
Marching Band Percussion Instructor	$ 4,035.56	$ 4,156.62	$ 4,270.93
Winter Drum Line	$ 4,035.56	$ 4,156.62	$ 4,270.93
Winter Guard	$ 3,138.75	$ 3,232.91	$ 3,321.82
Marching Band Color Guard	$ 3,302.85	$ 3,401.93	$ 3,495.49

APPENDIX C

Norwood City School District
NON-ATHLETIC SUPPLEMENTAL SALARY SCHEDULE

	2025-2026	2026-2027	2027-2028
Spring and/or Fall Drama/Musical			
Director	$ 2,690.37	$ 2,771.09	$ 2,847.29
Vocal Director/Producer	$ 2,241.99	$ 2,309.25	$ 2,372.75
Set Construction	$ 1,345.17	$ 1,385.53	$ 1,423.63
Costumes	$ 1,345.17	$ 1,385.53	$ 1,423.63
Stage Manager	$ 1,345.17	$ 1,385.53	$ 1,423.63
Makeup	$ 448.27	$ 461.72	$ 474.42
Tickets	$ 122.09	$ 125.75	$ 129.21
Elementary Musical Sharpsburg	$ 1,117.31	$ 1,150.83	$ 1,182.47
Elementary Musical View	$ 1,117.31	$ 1,150.83	$ 1,182.47
Elementary Musical Williams	$ 1,117.31	$ 1,150.83	$ 1,182.47
Elementary Musical Montessori	$ 1,117.31	$ 1,150.83	$ 1,182.47
Elementary Scenery Sharpsburg	$ 893.85	$ 920.66	$ 945.98
Elementary Scenery View	$ 893.85	$ 920.66	$ 945.98
Elementary Scenery Williams	$ 893.85	$ 920.66	$ 945.98
Elementary Scenery Montesorri	$ 893.85	$ 920.66	$ 945.98
Academic			
Class Advisor 9th	$ 896.80	$ 923.70	$ 949.10
Class Advisor 10th	$ 896.80	$ 923.70	$ 949.10
Class Advisor 11th	$ 896.80	$ 923.70	$ 949.10
Class Advisor 12th	$ 896.80	$ 923.70	$ 949.10
Student Council High School	$ 870.62	$ 896.74	$ 921.40
Student Council Middle School	$ 870.62	$ 896.74	$ 921.40
Student Store	$ 896.80	$ 923.70	$ 949.10
Yearbook Advisor High School	$ 4,483.95	$ 4,618.47	$ 4,745.48
Yearbook Advisor Middle School	$ 2,690.37	$ 2,771.09	$ 2,847.29
Newspaper High School	$ 2,241.98	$ 2,309.24	$ 2,372.74
Academic Team	$ 1,793.58	$ 1,847.39	$ 1,898.19
Mentor Lead	$ 1,981.71	$ 2,041.16	$ 2,097.29
Mentor	$ 1,446.58	$ 1,489.97	$ 1,530.95
Technology Integration Specialist	$ 1,263.64	$ 1,301.55	$ 1,337.34
HS Career Education Coordinator	$ 279.33	$ 287.71	$ 295.62
National Junior Honor Society	$ 446.92	$ 460.33	$ 472.99
National Honor Society	$ 446.92	$ 460.33	$ 472.99
Middle School DC Trip Coordinator	$ 896.80	$ 923.70	$ 949.10
High School HOPE Squad	$ 896.80	$ 923.70	$ 949.10
Middle School HOPE Squad	$ 896.80	$ 923.70	$ 949.10
	$ 401,452.18	$ 413,495.75	$ 424,866.88

APPENDIX D

NORWOOD CITY SCHOOLS

GRIEVANCE FORM

(This form consists of three pages)

Step I - Immediate Supervisor

Name(s) of Grievant_____ Date Submitted_____

Type of Grievance _____ Individual _____ Association

State of Grievance with contract provision violated (attach additional page if needed) _____

_____

_____

_____

_____

Relief Sought (attach additional page if needed) _____

_____

_____

Date on which informal discussion occurred with principal _____

Signature of Grievant _____

* *

Hearing Date _____
(within 7 days after receipt of grievance)

Step I Response (within 7 days after hearing): _____

_____

_____

_____ _____
Signature of Principal Date

c: Grievant
Association
Superintendent

Step II - Superintendent

The purpose of this form is to appeal the grievance to Step II - Superintendent

Date of Appeal _____
(filed within 7 days of receipt of decision at Step I)

Signature of Grievant _____

* *

Hearing Date _____
(within 7 days after receipt of appeal)

Step II - Response
(within 7 days after hearing)

_____

_____

_____

_____

_____

_____ _____
Signature of Superintendent/Designee Date

c: Grievant
Principal
Superintendent

Step III - Arbitration

The purpose of this form is to appeal the grievance to Step III - Arbitration.

Date of Appeal _____
(filed within 7 days of receipt of decision of Step II)

Signature of Grievant _____

Signature of Association President_____

APPENDIX E

NORWOOD CITY SCHOOLS
INTERNAL SUBSTITUTION FORM

(to be completed by staff member who substituted in assignment)

Name: _____ Building: _____

Name of Absent Teacher: _____

Date Substituted: _____

Time In: _____ Time Out: _____

Amount of time to be compensated: _____
(Must be in **15 minute** increments)

Split Class (circle one) Yes No (If yes, pay shall be ½ curriculum rate.)

Signature _____

Approved by: _____ Date: _____
Building Administrator

_____ Date: _____
Superintendent or Designee

Form must be submitted to building administrator within ten (10) school days of substitution to receive compensation. Absent teacher must be on district approved sick, personal, or professional leave.

04/28/2008

MEMORANDUM OF UNDERSTANDING
BETWEEN NORWOOD TEACHERS ASSOCIATION
AND THE NORWOOD CITY SCHOOL DISTRICT BOARD OF EDUCATION

This Memorandum of Understanding is entered on this _____, by and between the Norwood Teachers Association (hereinafter the "NTA") and the Norwood City School District Board of Education (hereinafter the "Board of Education").

WHEREAS, NTA and the Board of Education are parties to a collective bargaining agreement, the effective dates of which are August 1, 2025 through July 31, 2028 (hereinafter referred to as the "Agreement"); and

WHEREAS, the Agreement contains a provision relating to the evaluation of members of the bargaining unit; and

WHEREAS, the Board is responsible for implementing a standards-based teacher evaluation policy consistent with the requirements for teachers by the State of Ohio and additionally responsible for implementing a standards based school counselor evaluation policy consistent with the requirements of the Ohio School Counselor Evaluation System (OSCES).

IT IS NOW, THEREFORE, AGREED as follows:

1. The Teacher Evaluation Instrument shall be the OTES 2.0 instrument approved and provided by the Ohio Department of Education. The OSCES instrument shall be used to evaluate school counselors. The Board of Education shall utilize the system identified by the state of Ohio for all evaluations for teachers engaged in direct instruction for at least fifty percent (50%) of the time (hereinafter referred to as "Teachers") and all counselors meeting the definition set forth in in ORC 3319.113.

2. For non-**OTES 2.0** teachers, including teachers who monitor online coursework, the Board of Education shall continue to utilize the Danielson evaluation model that is currently in use and contained in the Master Agreement.

3. The timelines and procedures for evaluations for bargaining unit members shall be as set forth in Ohio Revised Code section 3319.111, 3319.112, and 3319.113.

4. All evaluators of teachers and counselors shall be licensed administrators employed by the Board of Education who have been credentialed through the Ohio Department of Education. The evaluations shall not be conducted by a subcontractor.

5. Walk-throughs shall be utilized for teachers and counselors. The walk-throughs shall be documented through the system identified by the state of Ohio. Walk-throughs may be used for non-**OTES 2.0**-teachers; however, they shall not become part of the evaluation. There will be a minimum of two (2) walk-throughs for teachers. Walk-throughs shall **not** be conducted by non-employees.

6. The number of observations for each evaluation for teachers and counselors shall be as set forth in Ohio Revised Code sections 3319.111, 3319.112, and 3319.113. A pre-observation conference shall be held before the first observation. A post-observation conference shall be held after every observation.

7. For teachers and counselors on a continuing contract with skilled or accomplished evaluations, in off-cycle years, an off-cycle observation shall consist of one post-conference and one off-cycle observation unless prohibited by O.R.C.

8. High Quality Student Data (HQSD) to be used for evaluations shall be determined as follows in accordance with ORC 3319.113:

    a. Individuals who do not use approved vendor assessments or state mandated value-added data for HQSD shall submit ODE HQSD verification forms and instruments to be reviewed by the District HQSD Committee.

    b. The District HQSD Committee shall consist of members appointed by the Superintendent or designee and at least one (1) member appointed by the Norwood Teachers Association President.

    c. The District HQSD Committee shall approve or disapprove HQSD based on the evidence provided that the criteria identified ODE HQSD Verification Forms has been satisfied.

    d. If the HQSD does not meet the criteria identified on the ODE HQSD Verification Form, individuals shall be provided the opportunity to revise and resubmit HQSD Verification Forms and Instruments.

9. For the 2025-2028 school years, all bargaining unit members shall be deemed “comparable” as defined in Ohio Revised Code 3319.17.

10. All other provisions of the Agreement currently in effect between the parties hereto and not altered by this Memorandum of Understanding shall remain in full force and for the term of the Agreement. No other agreement shall serve to alter the provisions of the current Agreement unless agreed to in writing between the parties.

11. This Memorandum shall become effective upon signatures by the Union President and the Board representatives and proper ratification of both parties.

12. All parties further acknowledge, agree and understand that nothing contained herein shall be construed or utilized as “past practice” or “precedent setting” in any related or unrelated, current or future grievance, arbitration, litigation or matter of contract interpretation involving the Board and NTA.

NORWOOD CITY SCHOOL DISTRICT BOARD OF EDUCATION	**NORWOOD TEACHERS ASSOCIATION**
_____	_____
Board President	President NTA
_____	_____
Date	Date