Mon, 12/08/2025 03:29:50 PM SERB

0218-01
25-MED-04-0542
46232

CONTRACT

EDGEWOOD TEACHERS ASSOCIATION

and the

EDGEWOOD CITY BOARD OF EDUCATION

July 1, 2025 through June 30, 2028

TABLE OF CONTENTS

		PAGE
GOVERNING PROVISIONS		
ARTICLE I	RECOGNITION	1
ARTICLE II	PROFESSIONAL NEGOTIATIONS	1
	Representation	2
	Assistance	2
	Information	2
	While Negotiations Are In Progress	2
	Item Agreement	3
	Agreement	3
	Provisions Contrary To Law	3
	Mid-Term Bargaining	4
ARTICLE III	GRIEVANCE PROCEDURE	4
	Purpose and Objectives	4
	Definitions	4
	General Provisions	5
	Procedure	6
ARTICLE IV	BUILDING FACULTY ADVISORY COMMITTEE	7
ARTICLE'V	DISTRICT FACULTY ADVISORY COMMITTEE	7
ARTICLE VI	ASSOCIATION/BOARD COOPERATIVE AGREEMENT	8
	Association Representatives	8
	Policies and Procedures Handbook	8
ARTICLE VII	LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE	9
WORKING CONDITIONS		
ARTICLE VIII	CONTRACT TERMINATION OR NONRENEWAL	10
	Termination of a Contract	10
	Nonrenewal of a Limited Contract	10
	Probationary Employee Status	11
ARTICLE IX	REDUCTION IN FORCE	11
ARTICLE'X	EVALUATION PROCEDURE	15
	General Procedures For Evaluation Of Bargaining Unit Members Not Subject to Evaluations Under R.C.3319.111 or 3319.113	15
ARTICLE XI	COMPLAINTS AGAINST STAFF	16

ARTICLE XII	FACT FINDING AND DISCIPLINE	17
ARTICLE XIII	PERSONNEL FILE PROCEDURE	18
ARTICLE XIV	VACANCIES, PROMOTIONS AND TRANSFERS	18
ARTICLE XV	SCHOOL CALENDAR	21
ARTICLE XVI	LENGTH OF SCHOOL DAY AND SCHOOL YEAR	21
ARTICLE XVII	WORKING CONDITIONS	22
	Elementary Plan Period and Student Supervision	23
	Middle School – High School Plan Period and Student Supervision	23
	Class Size	24
	School Procedures	25
	Time Compensation	25
ARTICLE XVIII	RESIDENT EDUCATORS/MENTOR TEACHER PROGRAM	26
ARTICLE XIX	STUDENTS WITH SPECIAL NEEDS	27
ARTICLE XX	REHIRE OF RETIRED TEACHERS	30
ARTICLE XXI	ONLINE LEARNING PROGRAM	30
	LEAVES OF ABSENCE	
ARTICLE XXII	PERSONAL LEAVE	31
ARTICLE XXIII	PROFESSIONAL LEAVE	32
ARTICLE XXIV	ASSOCIATION LEAVE	33
ARTICLE XXV	CHILDBIRTH/ADOPTION LEAVE OF ABSENCE	34
ARTICLE XXVI	SABBATICAL LEAVE	35
ARTICLE XXVII	SICK LEAVE	35
	Sick Leave Bank	37
	Family Medical Leave Act (FMLA)	39
ARTICLE XXVIII	ASSAULT LEAVE	41
ARTICLE XXIX	JURY DUTY/APPEARANCE IN COURT	42
	COMPENSATION	
ARTICLE XXX	SEVERANCE PAY	42

ARTICLE XXXI	SALARY	42
	Pay Periods	42
	Salary Schedule	43
	Supplemental Salaries	43
ARTICLE XXXII	PAYROLL DEDUCTIONS	44
	Right To Fair Share Fee	45
	Annuity Deductions	45
ARTICLE XXXIII	INSURANCES	46
	Hospital/Surgical/Major Medical Insurance	47
	Dental Insurance	48
	Vision Insurance	48
	Term Life Insurance	49
	Section 125 Plan	49
	Health Insurance Committee	49
ARTICLE XXXIV	STRS PICK-UP	49
ARTICLE XXXV	MILEAGE REIMBURSEMENT	50
ARTICLE XXXVI	OPEN ENROLLMENT	50
ARTICLE XXXVII	HOURLY PAY APPLICABLE TO CERTIFICATED STAFF	51
ARTICLE XXXVIII	EDUCATION REIMBURSEMENT	51
ARTICLE XXXIX	CRIMINAL BACKGROUND CHECKS	52
ARTICLE XL	DURATION OF CONTRACT	53

APPENDICES

APPENDIX	A. GRIEVANCE FORM	54
APPENDIX	B. SALARY SCHEDULES	56
APPENDIX	C. SUPPLEMENTARY SALARY SCHEDULE	57
APPENDIX	D. MEMORANDUM OF UNDERSTANDING – OTES	62
APPENDIX	E. DRUG FREE WORKPLACE POLICY AND AWARENESS PROGRAM	67

GOVERNING PROVISIONS

ARTICLE I
RECOGNITION

1.01 The Edgewood City School District Board of Education, hereinafter referred to as the Board, recognizes the Edgewood Teachers Association, as affiliated with the Ohio Education Association and National Education Association, hereinafter referred to as the Association, as the sole and exclusive agent representing the bargaining unit. The bargaining unit shall be defined as all regular full-time and part-time certificated employees including but not limited to: regular classroom teachers, media specialists, special education teachers, special area teachers such as art, music, health and physical education, nurses, counselors and psychologists, occupational therapists, physical therapists, speech/language therapists, small group instructors (tutors) but excluding instructional aides, substitute teachers and all full-time administrative staff and/or supervisory employees who have the administrative authority to employ, evaluate, transfer, assign, discipline or discharge members of this bargaining unit or have the responsibility to make recommendations thereon. Hourly and certificated employees who work three (3) hours or less per day are excluded from the bargaining unit.

1.02 No new hiree shall be considered a part of the bargaining unit until such time as the provisions of ORC 3319.39 have been completed and the hiree is found to be eligible for employment. Neither the Association nor counsel paid by the Association shall assert on behalf of such a hiree that statutory termination or nonrenewal procedures apply to his or her release from employment.

ARTICLE II
PROFESSIONAL NEGOTIATIONS

2.01 The negotiation of a successor contract may be initiated by either party no earlier than one hundred twenty (120) work days or not less than sixty (60) work days prior to the expiration of this Contract. Items for negotiations during this reopener shall be wages, hours, and terms and other conditions of employment. An agreement will be reached within five (5) work days of the request to the time and place of the meeting which shall be held within fifteen (15) work days after the request has been submitted, unless both parties agree to an extension of time.

2.02 All of the dates set forth in this provision of the Contract may be extended by mutual agreement of the parties.

2.03 Negotiations meetings shall be scheduled with the least interruption of school schedules; however, if necessary and with the consent of both parties, Association members of the team may be released from school duties to attend meetings without loss of pay or leave days. Meetings shall be in executive session unless mutually agreed by both parties.

2.031 REPRESENTATION

Representative members of the Board or their designated representatives shall meet with designated representatives of the Association to negotiate in good faith. Representation shall be limited to not more than five (5) nor less than two (2) representatives each of the Board and of the Association. Neither party in any negotiation shall have any control over the selection of the negotiating or bargaining representatives of the other party. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

2.032 ASSISTANCE

The parties may call upon competent professional and lay representatives to consider matters under discussion and to make suggestions. Each negotiating team shall be authorized to admit not more than three (3) consultants to any negotiation meeting. They shall be without the right to speak during said meetings unless mutually agreed to by the parties. The cost of any consultant shall be borne by the party utilizing such consultants.

2.033 INFORMATION

The Board and the Association agree to make available to the other, upon written request and in reasonable time, pertinent information in areas that are to be discussed during negotiations.

2.04 WHILE NEGOTIATIONS ARE IN PROGRESS:

2.041 News Release

No release may be made to the media available to the general public, which includes radio, TV, social media, internet and newspapers during negotiations unless submitted in writing to, and approved by, the representatives of both the Board and the Association.

2.042 Caucuses and Recesses

The chairperson of either group may caucus his/her group for independent discussion at any time. Caucuses shall be of reasonable length.

2.043 Protocol

No action to coerce or censor or penalize any negotiating participant shall be made or implied by any other participant as a result of participation in the negotiation process.

2.044 Schedule of Meetings

Until all negotiation meetings are completed, each meeting shall include a decision on an agreed time and place for the next subsequent meeting.

2.05 ITEM AGREEMENT

As negotiation items receive tentative agreement, they shall be reduced to writing and initialed by each party. Such initialing shall not be considered binding or as a final agreement by the parties until the contract is ratified.

2.06 AGREEMENT

When an agreement is reached by the teams, that agreement shall be reduced to writing and signed by the chairperson of each team. Each team will recommend favorably to its members the acceptance of the tentative agreement. The tentative agreement shall be submitted to the Association for possible ratification and the results of the ratification vote by the Association's membership shall be communicated to the Board in writing by the President of the Association.

2.061 Upon receipt of notification that the Association has ratified the tentative agreement, the Board shall meet within fourteen (14) calendar days to consider the approval or non-approval of the tentative agreement.

2.062 Only if the tentative agreement is ratified and approved by both the Association and the Board shall it become part of this Contract. No provision of the resulting Contract shall discriminate against any staff member because of membership or non-membership in the Association.

2.063 The Board and Association will share equally the cost of producing a copy of this Contract to all members of the bargaining unit, the Association having the responsibility to distribute it.

2.07 PROVISIONS CONTRARY TO LAW

Consistent with ORC 4117.10, the terms of this Contract supersede and replace conflicting provisions of state law. If any provision of this Contract which cannot be superseded by law is determined to be contrary to law, that provision shall be deemed null and void to the limits prescribed by law, with the remaining provisions

to stay in effect. It is mutually agreed that either party may call for renegotiations of those provisions that would become null and void.

2.08 Any bargaining which takes place during the term of this Contract, either through mutually agreed upon reopener or as may be required by law, shall be in conformance with procedures set forth in this Article. In lieu of the mediation and fact-finding process set forth in ORC 4117.14 (C), the parties agree to the following mutually-agreed upon alternative dispute resolution procedure. If either party believes that impasse has been reached in negotiations, the party may request the appointment of a mediator from the Federal Mediation and Conciliation Service or a private mediation service to assist the parties in attempting to reach agreement. The parties' representatives shall meet with the mediator at mutually agreed dates, times, and places. Mediation shall continue for no longer than fifteen (15) days from the first scheduled mediation date. The parties agree to split the cost of mediation, if any. If no agreement has been reached by the end of the mediation deadline and the terms of the contract over which negotiations have taken place have expired, then the Association shall have the right to proceed in accordance with ORC 4117.14 (D) (2).

2.09 MID-TERM BARGAINING

The Board of Education shall provide the Association notice and an opportunity to bargain about mid-term changes affecting wages, hours, terms and conditions of employment. If the parties reach an impasse, the Board of Education has the right to implement its last offer on the issue(s) being bargained and the Association may exercise its right under ORC 4117.14(D)(2).

The grievance procedure shall be the only means for the Association and/or any employee to challenge the Board of Education's compliance with its mid-term bargaining obligation. Neither the Association nor any employee may file an unfair labor practice charge or other claim that the Board of Education has failed to comply with any obligation to bargain under this Contract or state law.

ARTICLE III
GRIEVANCE PROCEDURE

3.01 PURPOSE AND OBJECTIVES

The function of this grievance procedure is to guarantee each certified employee the opportunity to air his/her complaint with assurance that he/she will receive fair and quick treatment. Grievance complaints shall follow the grievance procedures as outlined below.

3.02 DEFINITIONS

3.021 A grievance is a complaint involving the alleged violation, misinterpretation or misapplication of this Contract.

3.022 A grievant shall be defined as a person who has allegedly been harmed by the alleged violation, misinterpretation or misapplication of this Contract.

3.03 GENERAL PROVISIONS

3.031 The lodging of any grievance shall be the right of the individual employee, a group of employees, or the Association.

3.032 If either the employee, immediate supervisor, principal, Superintendent, or the Board of Education so desires, they may be represented by counsel or any designated representative at any step after the first informal discussion if this has not resolved the problem.

3.033 Time limits given shall be considered as maximum, unless otherwise extended by mutual written agreement by the parties involved.

3.034 Failure of the aggrieved to proceed to the next level of the procedure within the specified time limits shall mean the grievance has been resolved by the recommendations stated in the previous level.

3.035 Failure of the administration to respond in the time limit stated shall automatically permit the aggrieved to proceed to the next step.

3.036 Nothing contained in this procedure shall be construed as limiting the individual rights of a teacher, having complaint or problem, to discuss the matter informally with members of the administration through channels of communication. However, no settlement shall be made which is inconsistent with the terms of this Contract.

3.037 A day shall be a working day except June-August where day shall mean Monday through Friday.

3.038 A grievance may be withdrawn at any level without prejudice to the parties.

3.039 Any person who participates in these grievance procedures shall not be subjected to discipline and/or reprisal because of such participation. No copy of the grievance shall be filed in the personnel file of any individual involved in any grievance.

3.0310 The grievant shall have the right to representation at each step of the grievance procedure.

3.0311 In the case of grievances filed by the Association, the procedure will begin with the written grievance signed by the President of the Association or designee to the appropriate administrator.

3.04 PROCEDURE — If informal discussions do not resolve a problem(s) to the satisfaction of the teacher, he/she may lodge a formal grievance utilizing the following procedure:

3.041 Step One - The grievant shall file a formal, written grievance on the form provided as Appendix A of this Contract with the appropriate administrator within thirty (30) days of the event that gave rise to the grievance. A copy of the written grievance shall go to the Superintendent. The administrator with whom the grievance has been filed shall schedule a hearing on the issue within ten (10) days of receiving the grievance. The administrator shall take action on the written grievance within ten (10) working days after the meeting with the grievant. The action and reasons for the action shall be reduced to writing and a copy sent to the employee, the Superintendent and the Association.

3.042 Step Two - If the grievant is still dissatisfied with the way his/her grievance is being resolved, he/she may appeal to the Superintendent. The Superintendent shall schedule a hearing on the grievance within ten (10) days of receipt of the appeal which shall take place within ten (10) working days. The Superintendent shall make his/her recommendations and submit his/her written reasons for the action within ten (10) working days of the appeal or meeting with the grievant. Copies of the action taken shall be sent to the grievant and to the office of the Association.

3.043 Step Three - If the action taken by the Superintendent does not resolve the grievance to the satisfaction of the grievant, the Association may request arbitration. The request for arbitration should be submitted in writing to the Superintendent or designee within ten (10) working days from the receipt of the Superintendent's decision.

3.044 In the event that arbitration is requested, an arbitrator shall be selected from an American Arbitration Association list according to AAA voluntary rules and regulations. An arbitrator from another source, however, may be chosen if mutually agreed to by both parties. If both sides are unable to agree on an arbitrator, the parties shall jointly petition the American Arbitration Association for a list of nine (9) names from which the arbitrator shall be selected by the alternate elimination method. (Each side will eliminate one (1) name at a time until only one (1) name remains.) Either party shall be entitled to request a second list.

The arbitrator shall make a decision/recommendation on the grievance following a hearing with the grievant and/or his/her representative and the Superintendent and/or his/her representative. The arbitrator shall make a written report of his/her findings within thirty (30) days of the hearing. Copies of these findings shall be sent to the grievant, the

Association, the building principal, the Superintendent and the Board of Education. The findings of the arbitrator shall be binding on the parties.

3.05 The arbitrator shall have the authority to consider only a single grievance or several grievances involving a common question or interpretation or application.

3.06 The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any of the provisions of this Contract, nor to interfere with the rights of individuals, the Association or Board as expressly set forth in this Contract, in arriving at a determination of any issue presented that is proper within the limitations expressed herein.

3.07 The cost of the arbitrator shall be borne equally by the Association and the Board.

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

ARTICLE IV
BUILDING FACULTY ADVISORY COMMITTEE

4.01 There will be a faculty advisory committee in each building. This committee will meet once every two (2) months. As mutually agreed, additional meetings may be called by the building principal and committee chairperson.

4.02 Each committee shall be composed of the principal, assistant principal(s) and the ETA building representatives elected for that building.

4.03 The intent of the committee is to improve communications between the staff and administration regarding topics of mutual interest and/or to improve the educational effectiveness of the Building.

4.04 The committee shall be co-chaired by a building administrator and one building representative. The co-chairs shall be responsible for preparing the agenda and conducting the meetings. Each professional staff member and building administrator shall have the right to have matters placed on the committee agenda and all professional staff members in the building shall receive copies of the minutes of the committee meetings. The agenda will be provided to all committee members at least twenty-four (24) hours in advance.

ARTICLE V
DISTRICT FACULTY ADVISORY COMMITTEE

5.01 Each faculty advisory committee co-chair shall serve on the District Faculty Advisory Committee. The intent of the committee is to improve communications between the staff and administration regarding topics of mutual interest and/or to improve the educational effectiveness of the buildings and/or district. Its purpose would be neither to serve as an alternative to the grievance procedure nor to supplement

negotiations but merely to provide a forum for communication. This committee shall be co-chaired by the Superintendent or designee and the ETA President or designee. The co-chairs will mutually be responsible for preparing the agendas, minutes, and conducting the meetings. The agenda will be provided to all members of the committee at least three (3) days in advance. *Ex officio* representatives shall be the Board counsel and OEA representative.

5.02 The committee shall meet once every two (2) months. As mutually agreed, additional meetings may be called by the co-chairs. The initial organizational meeting will be called in October by the Superintendent/designee.

ARTICLE VI
ASSOCIATION/BOARD COOPERATIVE AGREEMENT

6.01 There will be no reprisals of any kind taken against any teacher by reason of their membership in the Association. Nothing in this document shall prohibit any employee from presenting views to the Superintendent or the Board in accordance with Board policy. However, before any matter is presented at a Board meeting by any employee, a group of employees, or the Association, the matter shall first be presented to the Superintendent.

6.02 The Association will have the right to request use of school buildings without cost at reasonable times for meetings. The request for use of a building will be submitted to the principal in advance of the time and place of all such meetings.

6.03 There will be one (1) bulletin board of appropriate size for partial use of the Association in the faculty lounge in each school building for the purpose of displaying notices, circulars, and other such material.

6.04 The Association will have the right to use the inter-school mail system to distribute material of the type described above and the use of office equipment.

6.05 The Association may request and will be provided with the names and addresses of all new teachers and all retiring teachers as soon as such information is available.

6.06 ASSOCIATION REPRESENTATIVES

6.061 The President of the Association or his/her designated representative, shall be allowed to visit schools before or after school hours to discuss problems or grievances that individual teachers may have.

6.07 POLICIES AND PROCEDURES HANDBOOK

A copy of the Board of Education policies, the negotiated Contract and employee handbook shall be made accessible to bargaining unit members online.

ARTICLE VII
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

7.01 There shall be one (1) LPDC which shall function on a District-wide basis.

7.02 There shall be nine (9) members of the LPDC: five (5) teachers (one from each school building) and four (4) administrators. The Association shall choose and appoint the teacher members pursuant to Section 3319.22(C)(3) of the Ohio Revised Code, and the Superintendent shall choose and appoint the administration members.

7.03 The LPDC shall elect its officers from among the members of the LPDC.

7.04 Meetings of the LPDC shall not be held during times scheduled for teacher-student contact.

7.05 When a vacancy occurs on the LPDC mid-way through a member's term, the following procedure shall be applied: The Association shall appoint a new member if the departing member is a teacher. The Superintendent shall appoint a new member if the departing member is an administrator. In either case, the newly appointed member shall complete the term of the individual whose departure created the vacancy.

7.06 The responsibility of the LPDC shall be as set forth in Section 3319.22(C)(1) and Section 3319.22(C)(4) of the Ohio Revised Code and as may be set forth by the State Board of Education and approved by the Ohio General Assembly.

7.07 The LPDC shall develop its standards, by-laws, operating procedures, forms, etc., in concert with any rules, regulations, standards, and requirements which may be issued by the State Department of Education.

7.08 The LPDC standards and by-laws shall not go into effect until:

A. The LPDC members have reviewed said standards and by-laws and have recommended them to the Association and the Board.

B. The Executive Committee of the ETA has voted to accept the standards and by-laws.

C. The Board has voted to accept the standards and by-laws.

7.09 Any amendments or changes to the LPDC standards and by-laws shall be approved pursuant to the procedures set forth in Article 37.09 above.

7.10 The LPDC shall work by consensus.

7.11 All elections and appointments for the following school year shall be completed prior to the end of April. LPDC work on certificate/licensure renewal shall not begin until all LPDC positions are filled.

7.12 The rate of pay for the Association members on the LPDC shall be the same as the current curriculum rate of pay as set forth in the contract, not to exceed seventy-five

(75) hours of work per year. If LPDC finds this to take more hours it will initiate a memorandum of understanding at that time.

WORKING CONDITIONS

ARTICLE VIII

CONTRACT TERMINATION OR NONRENEWAL

8.01 TERMINATION OF A CONTRACT

The contract of a teacher may be terminated by the Board of Education by following the procedure as outlined in the ORC 3319.16.

8.02 NONRENEWAL OF A LIMITED CONTRACT

8.021 The provisions and procedures set forth in ORC 3319.11(G)(1-7) control and will be utilized in connection with the nonrenewal of a teacher's limited contract.

8.022 Teachers shall be notified in an informal discussion as early in the school year as possible that a recommendation not to renew their contract may occur and reasons for the nonrenewal would be discussed at that time. A signed notation will be made to show that an informal discussion was held. The teacher may have a representative of his/her choice at this meeting.

8.023 The Board must provide written notice of its intent not to renew employment of a limited contract teacher by June 1 prior to the expiration of the member's contract.

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

8.025 The Treasurer of the Board shall within ten (10) days of the date of receipt of the teacher's written demand described in paragraph 6.024, provide to the teacher a written statement describing the circumstances that led to the Board's intention not to reemploy the teacher.

8.026 The teacher, within five (5) days of the date of the receipt of the written statement described in paragraph 6.025 above, may file with the Treasurer of the Board a written demand for a hearing before the Board regarding the Board's intention to not reemploy the teacher.

8.027 If a hearing before the Board is requested by the teacher, the hearing shall be scheduled within ten (10) days of the date of receipt of the teacher's written demand for a hearing. The Board shall schedule and conclude the hearing within forty (40) days of the date the written demand for the hearing was received.

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

8.029 A teacher may appeal an order affirming the intention of the Board not to reemploy the teacher to the Court of Common Pleas of Butler County, within thirty (30) days of the date on which the teacher received the written decision of the Board. In such an appeal, the court will be limited to determining whether the evaluation procedures have been complied with or whether the teacher was not given written notice on or before June 1 of the Board's intention not to reemploy the teacher.

8.03 PROBATIONARY EMPLOYEE STATUS

All members shall serve a probationary period of two (2) years. All members, upon initial employment, may be issued a one (1) year contract.

It is the intention of the parties that the provisions of this Section shall supersede and take precedent over the provisions of the Ohio Revised Code Sections 3319.11 and 3319.111.

All members serving in the first (1st) two (2) years of employment shall be probationary teachers and shall have no right of appeal if non-renewed after the first or second year of employment.

ARTICLE IX
REDUCTION IN FORCE

If the Board determines it is necessary to reduce the number of bargaining unit positions under ORC 3319.17, or for financial reasons, the following procedures shall apply:

9.01 Reductions shall be made by suspending contracts based upon the Superintendent's recommendation. The Superintendent will give preference within each teaching field affected to employees on a continuing contract. Employees with limited contracts will be reduced first before employees on continuing contracts within the affected areas of certification/licensure. The Superintendent shall not give preference to seniority except when deciding between employees who have comparable in-district evaluations. To the extent possible, the number of employees affected by a reduction in force will be minimized through attrition.

9.011 Student enrollment decline as specified in ORC 3319.17 may be applied by the District to mean decline of student enrollment in an individual program or department (e.g., Latin) which would necessitate the lay-off of a teacher in that program or department.

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

The seniority list will be updated annually and shall be provided to the Association by January 30. The Association shall be provided a seniority list no less than thirty (30) days prior to the Board taking action to reduce staff. Any errors should be brought forth to the Superintendent within ten (10) work days after the receipt of the seniority list during a reduction.

9.013 Seniority will be defined as the length of continuous service as a certificated/licensed employee under regular contract in this District.

9.0131 Board approved leaves of absence will not interrupt seniority, but time spent on such a leave shall not count toward seniority.

9.0132 If two (2) or more teachers have the same length of continuous service, seniority will be determined by:

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

2. the date and time the teacher signed his/her initial employment contract in the District, and then by;

3. if recorded, the time stamp the District received the contract;

4. any remaining ties will be broken by lot.

9.014 Limited contract employees shall be reduced first utilizing the following order:

1. Certification/Licensure within the affected teaching field or position for nonteaching employees.

2. Evaluation rating.

3. When evaluations are comparable, seniority in the District shall prevail, with the contract of the least senior limited contract employee in the affected teaching field being the first to be suspended.

Should the necessary reduction of teaching positions exceed the number of limited contract teachers in the affected teaching field, continuing contract employees shall be reduced utilizing the following order:

1. Certification/Licensure within the affected teaching field.

2. Evaluation rating.

3. When evaluations are comparable, seniority in the District shall prevail, with the contract of the least senior continuing contract employee in the affected teaching field being the first to be suspended.

9.0141 A continuing contract employee so affected may elect to displace another employee. Displacement shall be limited to areas of the employee's licensure/certification. An employee cannot displace another employee who has a higher evaluation rating, but may displace a less senior employee with a comparable evaluation rating. If an employee wants to displace another employee who works in a position that is evaluated under a separate evaluation system, the definition of comparability for the new system will be used and will be based on the employee's last full evaluation.

9.0142 A limited contract employee so affected may elect to displace another limited contract teacher. Displacement shall be limited to areas of the employee's licensure/certification. An employee cannot displace another employee who has a higher evaluation rating, but may displace a less senior employee with a comparable evaluation rating. If an employee wants to displace another employee who works in a position that is evaluated under a separate evaluation system, the definition of comparability for the new system will be used and will be based on the employee's last full evaluation.

9.0143 Any such election of displacement must be made within five (5) work days of the date that the teacher is notified he/she will be affected by the reduction in force.

9.02 Factors other than seniority, contract status, and evaluation ratings may be used to determine those affected by a reduction in force if the Superintendent is able to clearly

demonstrate that the use of some other factor is necessary to achieve an educational goal that could not be met by strict adherence to these factors.

9.03 The names of teachers whose contracts are suspended in a reduction in force will be placed on a recall list for up to twenty-four (24) months from the date of the reduction. Teachers on the recall list will have the following rights:

9.031 No new teachers will be employed by the Board while there are teachers on the recall list who are certificated or licensed for the vacancy.

9.032 Teachers shall be placed on a recall list and will be recalled for vacancies in areas for which they are certificated or licensed. Employees with continuing contracts will be recalled first. Evaluations will be considered in determining the order of recall. Employees with comparable evaluation ratings will be recalled based on seniority.

9.033 If a vacancy occurs, the Board will send a notice certified U.S. mail, return receipt requested, to the last known address of all teachers on the recall list who are qualified according to these provisions. It is the teacher's responsibility to keep the Board informed of his/her current address. All teachers are required to respond in writing to the District office within seven (7) calendar days of receipt. Vacant positions will be given to teachers in accordance with the recall order included in 7.032. Any teacher who fails to respond within seven (7) calendar days or who declines to accept the position will forfeit all recall rights. If all notices are returned as undeliverable or unaccepted, the Board shall post the position as a vacancy.

Teachers on the recall list will be offered a temporary position created by a one (1) year leave of absence, or may be offered a part-time position in accordance with the recall order included in 7.032. A teacher who accepts or rejects a temporary or part-time position with the District shall maintain their position on the recall list.

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

9.035 Teachers shall file with the Superintendent all newly issued or renewed teaching certificates from the State of Ohio. Offers of recall will be based on valid teaching certificates on file with the Superintendent at the time the offer of recall is sent.

9.04 This Article shall not require the Board of Education to fill any vacancy nor shall it interfere with any other lawful personnel procedures in the District. However, the District pledges not to use nonrenewals to accomplish reduction in force.

ARTICLE X
EVALUATION PROCEDURE

The parties have entered into a memorandum of understanding addressing evaluation procedures (Appendix D) that will apply during the term of this agreement. In the event any changes to OTES are adopted by the legislature and/or state board of education before the expiration of the MOU, the parties will revise and update the language impacted.

10.01 The Board affirms its belief in the value of a regularly conducted thorough, written evaluation of employee performance, such evaluation to be open to inspection by the employee, and open to insertion of statements and materials by the employee.

10.02 Employees must receive the most-timely and the best professional help that the District can make available to assist them in performing competently.

10.03 The evaluation forms and procedures to be used in evaluation of employee performance will be incorporated into the employee professional handbook.

10.04 If changes are considered for development of the evaluation form, a committee shall be formed with three (3) employees appointed by the Association and three (3) administrators appointed by the Superintendent to study and recommend to the Board and the Association a new evaluation form. No new evaluation form shall be utilized until both parties have mutually accepted the form.

10.05 GENERAL PROCEDURES FOR EVALUATION OF BARGAINING UNIT MEMBERS NOT SUBJECT TO EVALUATIONS UNDER R.C.3319.111 OR 3319.113:

10.051 An employee will be told in advance of the approximate time and place of their first observation.

10.052 The evaluation form shall be completed and placed in the employee's personnel file. The employee may attach his/her response to the evaluation. The employee shall be provided with a copy of the evaluation.

10.053 The employee will be told who has been designated to prepare his/her final written evaluation. The designated administrator shall coordinate his/her evaluations and observations and may utilize observations of other personnel in preparing an evaluation report.

10.054 Each formal observation shall be made for a reasonable length of time and documented by written summary.

10.055 All observations of an employee shall be conducted with the knowledge of the employee.

10.056 Each employee shall receive a copy of the observation report after the observation conference.

10.057 Observations shall be followed by an observation conference between the observer and employee within a reasonable time after the observations if deficiencies have been noted. During the conference areas of concern shall be discussed, specific suggestions for improvement made, and positive and negative points noted.

10.058 The designated evaluator may identify an employee who is having professional difficulties and in that regard shall offer specific suggestions to guide the employee toward the solution of the professional difficulty.

10.059 In addition to the provisions of the Articles listed above, employees whose contracts of employment are considered for nonrenewal will receive at least two observations in the year that the Board of Education takes action to nonrenew. Observations will be at least thirty (30) minutes each and a written report of the final evaluation results will be provided.

The first observation must be completed by November 30 with a written report of the results issued no later than December 15.

The second observation must be completed between December 15 and May 1 with a written report of the results issued no later than May 10.

Challenges to compliance with the evaluation procedure for employees evaluated under this section whose contracts are nonrenewed may only be made pursuant to Section 6.02 of this Contract.

10.0510 For the purpose of RIF under 8.05, employees shall be deemed to have comparable evaluations based on evaluation rating categories included in the selected evaluation tool.

ARTICLE XI
COMPLAINTS AGAINST STAFF

11.01 The Board and the administration recognizes their responsibilities to support professional teaching staff members in the performance of their duties and shall fully support and assist in the maintenance and control of discipline in our schools.

11.02 Upon receiving a written complaint against a professional staff member, the principal shall give a copy of the complaint to the member. Only if a verbal complaint results in discipline is it to be made a matter of written record. The principal shall discuss the complaint with the staff member within ten (10) days following the receipt of the complaint.

11.03 If a conference is deemed necessary by the professional staff member, the principal or the complainant, the principal shall arrange said conference. The principal shall ensure all parties maintain a civil, respectful, professional manner during the conference.

ARTICLE XII
FACT FINDING AND DISCIPLINE

12.01 A bargaining unit member may be disciplined, including suspended and terminated, for just cause. In the case of termination, the procedures in ORC 3319.16 shall apply exclusively. Disciplinary action, except termination, is subject to the grievance procedure.

12.02 Discipline will be administered progressively for the same or similar non-serious offenses. Progressive discipline shall take into account the nature of the violation, as well as the bargaining unit member's record of discipline. Discipline for non-serious offenses will proceed as follows: 1) verbal warning; 2) written reprimand; 3) suspension; 4) termination. Serious offenses may warrant immediate advancement to higher levels of discipline at the Superintendent/Assistant Superintendent/Human Resource Director's discretion. Anonymous complaints shall not be the sole basis for imposing disciplinary action. Documentation from verbal warnings will not be included in an employee's personnel file.

12.03 Before an employee receives a written reprimand or is suspended without pay, the employee shall have a fact-finding conference during which time the circumstance(s) shall be explored. The employee shall be notified in writing of the purpose of the fact-finding conference and the right to Association representative of his/her choice. The employee may verbally request more specific information, which will be provided at administration's discretion. It is the responsibility of the employee to request that union representation be present when making this request. A copy of this notice shall be given to the Association President. Except under extreme and/or unusual circumstances, the meeting shall be held within five (5) days of the date of the notice of the fact-finding conference. If the conference results in discipline, the reason for the discipline shall be reduced to writing and provided to the bargaining unit member and the Association President.

12.04 The fact-finding conference shall precede the discipline as stated above except in extreme circumstances where removal from duties may need to precede such conference. Barring an emergency removal, prior to an employee being placed on paid administrative leave, the Association President shall be notified and provided the reasons for such leave.

12.05 The Superintendent may suspend a bargaining unit member without pay for up to ten (10) days. A suspension without pay for longer than ten (10) days may only be imposed by the Board. Prior to the Board imposing a suspension of longer than ten (10) days, the bargaining unit member shall have the right to meet with the Board in executive session and be represented.

ARTICLE XIII
PERSONNEL FILE PROCEDURE

13.01 A personnel file of all members of the instructional staff shall be maintained in the office of the Board of Education. This shall be considered an official file of recorded information of members of the instructional staff maintained by the Board and administration.

13.02 Teachers have the right to review all past employment materials in their official personnel files in the Board of Education office in the presence of the Superintendent or his/her designated representative. All materials pertaining to their employment as a teacher shall bear the date and signature of the employee as it enters the above file. (Transcripts and certificates are excluded from this requirement.)

13.03 A teacher can elect to make a written reply to any of the above-noted materials for insertion in the teacher's file.

13.04 Material which reflects on a teacher's teaching performance, character or professional attitude will not be placed in the file until the teacher has had an opportunity to read the material and respond. All material so placed shall meet the criteria of ORC 1347.05.

13.05 Written documentation of verbal warnings will not be considered for future discipline if there has been no recurrence of the same or similar misconduct or deficiency in performance after three (3) years from issuance. A written reprimand shall be removed from an employee's personnel file after three (3) years from issuance if there has been no recurrence of the same or similar misconduct or deficiency in performance during those three (3) years. Suspensions shall be removed after five (5) years if there has been no recurrence of the same or similar misconduct during those five (5) years.

ARTICLE XIV
VACANCIES, PROMOTIONS AND TRANSFERS

14.01 Definition

1. Vacancy – is an open position which results from a transfer, resignation, retirement, death, nonrenewal, termination or the creation of a new position.

2. Voluntary Transfers – When a teacher requests a change in a grade level, department, course, or building assignment.

3. Involuntary Transfers – When the administration initiates a change in a grade level, department, course, or building assignment.

14.02 Intent Forms

By February 15 of each school year, the Superintendent or designee will poll all certified employees to determine their plans for the following year. The questionnaire shall provide the opportunity to indicate interest in any vacancy or new position which might occur in the teaching or extra duty assignments. Members of the staff are encouraged to submit changes or revisions of their interests indicated on those forms at any time in the Superintendent/designee's office. The Superintendent/designee and the principals shall refer to these requests whenever a vacancy occurs in the District.

14.03 Postings

14.031 Additionally, as positions become open or are newly created a written notice will be sent through District email to all certified staff during the school year and posted online for five (5) days. Postings shall include:

1. Date of posting;

2. Subjects or grade level;

3. Qualifications necessary, based on the qualifications set forth in the job description, and on any additional specialized training needs;

4. Deadline for application.

The administration shall interview, at a minimum, the two (2) most senior internal applicants who have not been interviewed in the past twelve (12) months for a position in the same building. If a teacher requests a transfer and is denied, the teacher, upon request, shall be provided the specific written reason(s) for the denial.

14.032 When a vacancy occurs or a new position is created after July 10 and the Board elects to fill the position, the newly hired employee filling the position will be hired on a one (1) year contract and shall sign a resignation form as part of the acceptance of an expiring contract.

If in its sole discretion the Board wishes to rehire the employee, the Board may offer the employee the opportunity to keep their current position. If this occurs, the Board is not required to post the job or require the employee to interview, and the decision is not subject to the grievance process. The employee shall be considered for purposes of this contract as entering his/her second year of continuous service with the district and serving the second year as a probationary employee under Section 6.03.

1. If a vacancy occurs after September 15, the Board may hire a long-term substitute.

2. Vacancies filled pursuant to this Section of the Contract shall be posted pursuant to the provisions of this Contract.

3. The provisions of this Section of the Contract also apply to the hiring of replacements for members who have been granted a long-term leave of one or more school years.

14.033 When a temporary vacancy is created by an employee who is on a leave of absence for the entire school year, the vacancy shall be filled by a newly hired employee on a one (1) year contract in which they shall sign a resignation form as part of the acceptance of the expiring contract. If the district wishes to rehire the employee, they shall be considered for purposes of this contract, entering his/her second year of continuous service with the district and serving the second year as a probationary employee under Section 6.03.

14.04 Summer Vacancies

During the summer (after the last teacher day of the teacher contract year and before the first day of the teacher contract year), if a vacancy occurs or a new position is created, the Board shall send a notice of the vacancy to all members through email. This notification shall be done at least five (5) calendar days in advance of the employment decision. Applicants from within the Edgewood staff shall be considered for the vacancy, promotion or transfer and interviewed in accordance with Paragraph 12.03. If a teacher requests a transfer and is denied, the teacher, upon request, shall be provided specific written reason(s) for the denial. Summer vacancies shall be filled in accordance with the provisions of paragraph 12.03, Postings.

14.05 Involuntary Transfers

14.051 Involuntary teacher transfers shall be avoided unless, in the judgment of the Superintendent or the Board of Education, they are in the best interests of the students and are made for educationally sound reasons. Members being involuntarily transferred shall be informed in writing of the specific reasons for the transfer. Upon request, the teacher shall meet with the Superintendent to discuss the reasons for the transfer. Involuntary transfers shall not be for disciplinary reasons or arbitrary or capricious.

14.052 If a change in assignment is necessary, the teacher will be notified by August 10, if possible

14.053 When because of declining enrollment, or because of the redistribution of students, it is necessary to transfer a teacher to another building, the least senior teacher in the certification area affected shall be the one to be transferred.

14.054 When a teacher is involuntarily transferred, they shall be given the equivalent of one half (1/2) day pay at their regular per diem rate to move their belongings.

14.06 Voluntary Transfer

14.061 No new teachers will be placed in any position until all transfer requests have been reviewed and the teacher is placed or rejected.

14.062 The reason for denial of a voluntary transfer shall be educationally valid and shall not be arbitrary or capricious.

14.07 The existence of a vacancy does not require the Board to fill a vacancy, nor shall it interfere with any other lawful personnel procedures in the District. The Superintendent shall determine whether and when to fill a vacancy pursuant to this Article and any other section of this Contract which might be applicable.

ARTICLE XV
SCHOOL CALENDAR

15.01 The Association will have input into the arranging of the school calendar including language designating parent-teacher conferences and conference exchange days for the following school year via the established means of the District Faculty Advisory Committee. The calendar agreed to in those meetings shall be presented to the Association for consideration and then to the Board.

ARTICLE XVI
LENGTH OF SCHOOL DAY AND SCHOOL YEAR

16.01 Staff meetings, detention duty, curriculum meetings, etc. shall be kept to a minimum and shall be included within the work day to the extent possible. The teacher work day shall be seven (7) hours and thirty-five (35) minutes.

16.02 Extensions of the teacher work day or preempting a planning period shall be kept to a minimum.

16.03 The teacher work year shall be one hundred eighty-three (183) days. On the weekday immediately preceding the first student day there shall be one in-service/orientation/work day for staff, one-half of which shall be a student and meeting-free workday for staff. Teachers will complete the equivalent of one other student and meeting free work day at the school building during the calendar year. Teachers may choose when the hours will be completed, which may occur between August 1 and the first designated teacher in-service day prior to the start of the school year, or a designated teacher flex day. Teachers will submit documentation to their building principal.

In addition to the in-service/orientation/workday provided above, beginning in the 2023-2024 school year, four Professional Development Days will be provided during the school year. At least one day will be scheduled during the second quarter and one

day during the third quarter. The remaining days may be scheduled before the first student day or during the school year at administration's discretion.

Additionally, students shall be dismissed early at least four (4) days during the school year beginning in the 2023-2024 school year. The early release days shall be scheduled during the last week of each quarter. This time shall be used at the teacher's discretion to work on grades and/or other end of the quarter work. The calendar committee will make a recommendation about placement/utilization of early dismissal days.

16.04 Principals shall have the discretion to assign elementary guidance counselors up to five (5) extended days and middle school/high school counselors and school psychologists up to ten (10) extended days. Extended days will be worked prior to the start of or after the end of the school year. Additional days may be granted by the Superintendent as needed. The member assigned such extended days may elect to be paid for such days at his/her daily rate of pay or take off (flex) the day(s) during the school year. The Principal shall notify the member before the end of the school year if the Principal anticipates assigning extended days to the member.

16.05 Calamity Days

Each school year, employees shall not be required to report to work during a school-called calamity day, when students are not present, for the first five (5) calamity days. Afterwards, on day six (6) through day ten (10) employees shall not be required to report to work during a calamity day. However, employees may be required to make up these days during the first five (5) work days after the end of the school year. In the event that an employee has a personal day remaining, they can choose to use it on make-up calamity day 6-10, provided no students are in attendance on the make-up day. Previously scheduled personal or sick leave days will not be charged against an employee's available personal or sick leave on a calamity day when the employee is not required to report for duty.

16.06 Exchange Days

In lieu of attending part of the time scheduled for parent teacher conferences, teachers may instead attend another school related event with approval from the building principal. A committee comprised of the building principal and department heads will develop a list of events that may be exchanged for this conference time. The hours served shall be equivalent to the time not attended during the parent teacher conferences.

ARTICLE XVII
WORKING CONDITIONS

17.01 Instructional planning time is an essential ingredient for good instruction. In order to allow time for planning during the school day, the Superintendent shall work with principals in order to schedule a duty-free, student-free planning period each day for each teacher in accordance with this article.

17.02 ELEMENTARY PLAN PERIOD AND STUDENT SUPERVISION

Teachers in grades Preschool through five (5) shall have a minimum of 150 minutes planning time each week within the student day and a total of 250 minutes within the work week in addition to their thirty (30) minute duty-free lunch period. Time before and after the student day shall be duty free unless a teacher is assigned to supervise students according to the plan developed by the duty committee.

17.021 A duty committee in each building shall meet prior to the start of the first student day to address the needs of student supervision during arrival and dismissal times, as well as lunch duties and recess. Additional meetings will be convened after the start of the school year if needed. The committee shall be composed of Association building representatives and building principal. Each committee will formulate a plan to address the student supervision concerns using a rotating and equitable system. Aside from the plan formulated above, time before and after the student day shall continue to be duty free.

17.022 Consistent with past practice, when elementary classroom teachers are required to conduct one-on-one assessments, the teacher may request and the principal may provide substitute coverage.

17.03 MIDDLE SCHOOL'– HIGH SCHOOL PLAN PERIOD AND STUDENT SUPERVISION

Every teacher shall be guaranteed a planning period that is the equivalent of one (1) instructional class period per day that is duty-free and student free. Further, any use of planning periods to meet with a staff member shall be kept to a minimum. The teacher instructional day will consist of a maximum of up to seven (7) periods.

17.031 The principal shall, in consultation with the department/team members, assign periods taught, number of preparations, and homerooms. Concerns shall be reviewed by the principal and department/team members as they occur.

17.032 The fifteen (15) minutes before and the fifteen (15) minutes after the student day at the high school/middle school shall remain duty free for the teachers unless they are assigned to supervise students according to the plan developed by the duty committee. Teachers assigned to study hall/advisory/homeroom at the high school/middle school will not be required to prepare or present a lesson for that assignment.

17.033 A duty committee in each building shall meet prior to the start of the first student day to address the needs of student supervision during arrival and dismissal times as well as lunch duty. Additional meetings will be convened after the start of the school year if needed. The committee shall be composed of Association building representatives and building principal. The committee will formulate a plan to address the student supervision concerns using a rotating and equitable system. Aside from the plan formulated above, time before and after the student day shall continue to

be duty free. A teacher will only be assigned to a duty for one quarter per school year.

17.04 CLASS SIZE

In order to maximize the potential to have an optimum learning environment, the Board will comply with the Ohio Department of Education's class size minimum standards. However, maximum limits shall be as follows:

Grades K-3	25 students per classroom
Grades 4-5	29 students per classroom

*The class numbers above for grades K-5 include art, music and physical education. The class size limitations exclude incorporation of special education students who attend a class with another adult present for a period of time with another classroom to support inclusion.

Grades 6-8	29 daily average per classroom

*The class numbers above for grades 6-8 include world languages.

Visual Arts	33 students daily average per classroom
Computer	33 students daily average per classroom
Physical Education	35 students daily average per classroom
Choir	55 students daily average per classroom
Band	55 students daily average per classroom
General Music	33 students daily average per classroom

Inclusion general education classroom(s) grades K-5 shall strive to have no more than one-third (1/3) of its students under an IEP.

Overload Payments for Grades K-5

1. If the number of students exceeds the maximum of students per classroom, beginning on September 15 of each year, the classroom teacher will receive $6.00 per the number of students over the maximum limit times the number of days retroactive to the first day that the overload occurs. However, the maximum sizes stated above for grades K-3 shall not be exceeded by more than three (3) students.

2. Student enrollment will be verified through the EMIS/Progress Book systems. Payment for student overloads will be paid at the end of each pay period.

Overload Payments for Grades 6-8

1. If the number of students assigned to a teacher exceeds the daily average per classroom, beginning on September 15 of each year, the teacher is entitled to receive overload payments at the rate of $1a50 per student over the daily average per classroom times the number of days the overload

occurs retroactive to the first day that the overload occurred. However, the maximum number of students shall not exceed more than 3 students above the daily average per classroom for teachers.

2. Student enrollment will be verified through the EMIS/Progress Book systems. Payment for student overloads will be paid at the end of each pay period.

17.05 SCHOOL PROCEDURES

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

17.052 In regard to the dispensing of medication, certified staff shall dispense oral medication only for field trips. The District shall provide proper training to all certified staff prior to dispensing medication during a field trip.

17.053 Prior to May 1 of each school year, certified employees shall be notified in writing as to their tentative assignment including building and subject area assignment or copy of the tentative schedule for the following school year. If a split building assignment is necessary, this will also be indicated.

17.06 TIME COMPENSATION

17.061 Teachers required to attend staffing conferences (such as for IEPs) outside the work day will be compensated at forty-three dollars ($43) per hour.

17.062 Curriculum meetings which occur outside the work day shall be compensated at a rate of forty-three dollars ($43) per hour.

17.063 If an administrator asks a teacher to cover another teacher's class, and the teacher accepts, the teacher shall be paid at a rate of forty-three dollars ($43) an hour for the minutes they provide coverage. Teachers may equitably split students among their classes, and teachers who elect to participate will evenly split the hourly pay. The district will pay a maximum of three hundred twenty dollars ($320) a day. The district plan for securing substitute teachers will be followed. An Intervention Specialist cannot be required to cover another teacher's class.

17.064 Documentation must be submitted electronically within thirty (30) calendar days to receive pay. Payment will be issued as soon as possible, but no later than two pay dates after documentation is received in the Treasurer's office.

17.065 Members who teach an AP course or College Credit Plus course shall receive a stipend of $1000 per year for each course taught ($500 for semester-long courses).

17.07 Certificated personnel will not be asked to perform custodial and/or clerical duties that fall outside of their job description.

17.08 Teachers shall be provided a faculty lounge.

17.09 Art, music, and physical education classes shall be taught by specialists certified to teach in those areas. The need for additional part-time art, music, physical education teachers will be handled on an individual basis and this may mean that such part-time employee might not be certified in one of the fields listed above and these employees' part-time assignment shall not be considered permanent.

17.10 Teachers who are assigned to more than one (1) building in the same school day shall be scheduled for reasonable "travel time" to consist of at least thirty (30) minutes.

17.101 "Travel time" shall include time to put materials away at one (1) building, travel to the next building, and to have materials available ready to teach.

17.102 Extra duties (i.e., bus duty, lunch room supervision) shall be reduced in consideration of the heavier work load of the traveling teachers.

17.11 Department and/or grade level representatives/chairs shall be paid according to the approved placement on the supplemental salary schedule. The Principal shall assign a total of six (6) grade level unit leaders and one (1) special education leader in Elementary. The Principal shall assign six (6) department heads in the middle school, and six (6) department heads in the high school. There shall be one (1) unit leader department head for foreign language and one (1) unit leader department head for counselors for the whole district.

17.12 Smoking and all tobacco products are prohibited in the district and in district vehicles.

17.13 In-school suspension shall continue to be considered a non-certificated position, whether or not the person assigned to it has a certificate.

17.14 A teacher shall have the right to refuse any/all student teachers.

ARTICLE XVIII
RESIDENT EDUCATORS/MENTOR TEACHER PROGRAM

18.01 Purpose

The purpose of the Resident Educators/Mentor Teacher Program is to provide a program of positive formal support including mentoring to foster professional growth of the individual. As full- or part-time teachers under the Resident Educator License are hired, they will be assigned mentors. Persons under the Resident Educator

License hired during the first month of the school year for a minimum of one hundred twenty (120) days shall be mentored; all others will not.

18.02 Criteria for Mentor Teachers

A teacher desiring to serve as a mentor must have completed the Ohio Resident Educator Training.

18.03 Selection Process for Assignment of Mentor Teachers to Resident Educators:

1. The mentor should be from the same building as the Resident Educator.

2. The mentor should teach in the same grade level or subject areas as the Resident Educator.

18.04 Compensation for Mentor Teachers

18.041 The mentor teacher shall be given a supplemental contract equal to the amount set forth at Level VI on the supplemental salary schedule.

18.042 Travel allowance and other related expenses shall be granted where appropriate.

18.05 Confidentiality

18.051 Mentor teachers shall communicate directly with the entry year teacher and shall hold all information in strict confidence. All interaction, written or verbal, between the mentor teacher and the entry year teacher shall be confidential information.

18.052 No mentor teacher shall participate in any informal or formal contractual evaluation of any entry year teacher.

18.053 No mentor teacher shall be directed, required, or requested to make any recommendation regarding the employment of an entry year teacher.

ARTICLE XIX
STUDENTS WITH SPECIAL NEEDS

19.01 Students with Special Needs

19.011 Definition of Terms

1. An IEP' shall refer to a student's individual educational plan.

2. Identified Students shall mean those students who have special needs which are addressed in an IEP.

3. The IEP Team shall refer to the student and his/her parents or

guardians and those teachers, counselors, psychologists, and/or administrators who are involved in the development and the implementation of the IEP.

4. The ETR (Evaluation Team Report) shall refer to the teachers, counselors, psychologists, and/or administrators, and special education coordinator or designee who conduct initial or re-evaluations.

5. A team meetingamay include all the individuals from the IEP Team or only those involved in meeting a student's needs or addressing a particular student issue.

19.012 Inclusive Environments for Meeting the Needs of Identified Students

1. Each teacher at each grade level shall have the opportunity to meet with the IEP Team to discuss and provide input into decisions affecting the students with special needs who are in their classrooms. This includes the opportunity to participate in the annual IEP review. Teachers will be notified by the administration that IEP students are in their classes. Further, teachers will be provided with documentation which will inform them of their instructional duties regarding IEP students. Special education staff will consult with and will be available to meet with classroom teachers about IEP students within ten (10) days of those students entering the classroom.

2. Any teacher or administrator involved in the child's educational plan can request a team meeting at any time to review the needs, supports, and services for a student. The degree of supports and services and the environment in which services will be provided is part of the IEP which is a legal document based upon the student's needs.

3. If mutual planning time for an IEP, ETR, 504 or RTI meetings, or a team meeting consultation or collaboration meeting cannot be arranged within the contractual teaching day, then a meeting outside the school day will be scheduled and approved by the building administrator or director/coordinator of special education. All bargaining unit members who attend the meeting will be paid their regular rate of pay. The meeting time and members in attendance will be documented on a time sheet form and submitted by the administrator to the Treasurer for reimbursement. Stipends will be paid as paperwork is approved and processed by the special education director/coordinator. Documentation must be submitted electronically within thirty (30) calendar days to receive pay. Payment will be issued as soon as possible, but no later than two pay days after documentation is received in the treasurer's office.

4. To preserve the educational balance in the classroom, the administrators, counselors, special education chair and/or special education teachers shall make every reasonable effort to assign

identified students to classrooms in a manner which has been determined by the involved staff to be equitable.

19.013 Released Time

1. Released time will be given to special education teachers for IEP preparation. One day will be given for the preparation of one (1) to six (6) IEPs. Two days will be given for the preparation of seven (7) to twelve (12) IEPs. Three days will be given for more than thirteen (13) IEPs. A staff member may request and the Superintendent will consider and may grant the request for additional release time for IEP preparation based on documented need for the time and substitute availability. If the Special Education Director and Principal mutually agree, an intervention specialist may work on IEP's during professional development for the equivalent of up to one day. Teachers may not miss professional development that is required for their license or assignment.

2. Released time will not be counted against professional leave.

19.014 Medical Support Services and Procedures

1. When the Board must supply specialized medical services' required for a student, the Board will assign a nurse's aide or a school nurse to perform those medical services. Said nurse's aides will be trained by a school nurse.

2. Except for school nurses, or their trained representative(s) or designee(s), bargaining unit members shall not be custodians of medication nor shall they be required to dispense medications to students unless the staff member is chaperoning a field trip or activity covered by a supplemental contract. Prior to the field trip, all teachers chaperoning shall be provided with training/instruction to dispense medications for students in their classroom/roster. For supplemental activities, members shall be informed of students with medical conditions and trained to provide support in the absence of trained medical personnel on site.

3. Except for school nurses, nurse's aides, and therapists, bargaining unit members shall not be required to perform specialized medical procedures on students nor shall they be required to perform individualized therapy techniques.

19.015 IEP Liability

1. No member shall be liable for the implementation of a student's IEP when the student has been reassigned to a different classroom and the reassignment has not occurred through the IEP process.

2. A bargaining unit member may be required to implement the IEP of a student enrolling in the district who already had an IEP at his/her prior school once the IEP or relevant portion of it has been provided to the member.

ARTICLE XX
REHIRE OF RETIRED TEACHERS

20.01 Teachers who have retired and are receiving benefits through the State Teachers Retirement System may, at the sole discretion of the Edgewood City School District Board of Education, be reemployed by the Edgewood City School District.

20.02 The Board has discretion to determine where a retire rehire teacher will be placed on the salary schedule in the applicable training column. Retired/rehired teachers shall not receive experience credit while employed as a retired/rehired teacher, and are not eligible to advance steps.

20.03 Retired/rehired teachers shall waive continuing contract rights and shall be granted a limited contract and shall be employed under a one-year limited contract. Each limited contract will automatically nonrenew at the end of the contract term. The parties agree that the provisions of Articles VI, VII, and VIII are not applicable to retired/rehired teachers.

20.04 Retired/rehired teachers shall be members of the Edgewood Teachers Association bargaining unit, subject to the provisions of this Article.

20.05 Retired/rehired are not entitled and/or eligible to receive any severance benefits provided by any collective bargaining agreement in effect between the Board and the Association when they separate from the Board's employment beyond their first retirement.

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

20.07 To the extent that retired/rehired teachers are not eligible for primary coverage under a STRS health benefits plan, they will be eligible to enroll in the District's health benefits plan on the same terms as other teachers.

ARTICLE XXI
ONLINE LEARNING PROGRAM

21.01 No bargaining unit member shall be laid off as the result of the participation by Edgewood City School District's students in any online learning program.

LEAVES OF ABSENCE

ARTICLE XXII
PERSONAL LEAVE

22.01 A written request for a personal day must be made to the Building Principal at least five (5) work days prior to the day requested whenever possible. In special situations, the five (5) day period may be waived. Personal leave shall be deemed approved unless the employee is notified three (3) work days prior to the personal day requested. It is the expectation, absent extenuating circumstances, that a building principal will process requests for leave that are submitted at least thirty (30) days in advance no more than five (5) work days after receipt. To assist with processing, bargaining unit members will email the principal in addition to entering the leave in the electronic system.

22.02 Personal leave days shall be unrestricted and no reason need be given to the administrator.

22.03 Three (3) personal days per year are allowed. A member shall be entitled to use one (1) additional personal leave day per year for a religious observance requiring his/her absence from work.

22.04 A personal day may not be used on the school day before or after a school holiday or vacation day, or a conference exchange day, or on an in-service day, and no more than seven percent (7%) of the teachers in the building (rounded up to a whole person) may use personal leave at the same time. In special situations, this can be waived at the sole discretion of the Superintendent or designee, which is not subject to the grievance procedure.

22.05 An employee who has used the following sick days or less and has not used all of his/her personal leave day(s) during the school year can elect to be paid up to three (3) unused personal days, at his/her daily rate of pay:

- Nine sick days or less – up to 1 personal day
- Seven sick days or less – up to 2 personal days
- Five sick days or less – up to 3 personal days

Employees will submit documentation no later than May 31 to receive payment. Such payment will occur on the second pay of June. Personal leave days not paid out or used by the end of the school year will be added to the employee's sick leave accumulation. For severance pay purposes only, unused personal leave converted to sick leave shall continue to be added to the member's sick leave even though the member has accumulated the maximum number of sick days specified in Article XXIV, Section 24.01, Sick Leave.

ARTICLE XXIII
PROFESSIONAL LEAVE

The Edgewood Board of Education recognizes that professional leaves are important to the growth of all teaching staff members in terms of development of new skills, and the ultimate beneficiaries are the students in the classroom. At the same time, it is acknowledged that other factors need to be taken into consideration:

23.01 Absences from the staff members' regularly assigned duties need to be kept to a minimum.

23.02 Financial constraints and basic fairness indicate that professional leaves will be approved on the premise that there will be an equitable distribution by teacher ratio among the buildings.

Therefore, the following procedures shall be followed:

23.03 Professional leave is defined as meetings of a relatively short duration such as conferences, workshops, seminars, clinics, including annual Washington, D.C. trip, and may include visitations to other schools. Teachers accompanying/chaperoning students while on a Board approved activity are performing a contractual obligation. Professional leaves are not involved here. Except for employees teaching in the affected grade level, employees who wish to accompany their child on the annual Washington, D.C. trip will need to apply for personal leave unless there is a need for additional chaperones.

23.04 Staff members may be granted professional leave upon the approval of the Superintendent's designee if the request meets either of the following criteria:

1. Directly related to his/her assigned duties as an employee;aa

2. Designed to improve the employee's performance in his/her assigned duties.

23.05 Requests for attendance at professional meetings must be submitted through the principal to the Superintendent on Board approved professional leave request forms. Such requests should be submitted to the Superintendent no later than two (2) weeks prior to the date of departure. The Superintendent or designee shall respond to the request within five (5) work days of the receipt of such a request. (Exceptions to the time limitations may be authorized by the Superintendent.)

23.06 Allowable expenses will be paid by the Board up to a maximum of $250 per day and a maximum of three (3) days for employees who have been approved for professional leaves by the Superintendent. If unusual circumstances are present, the Superintendent may recommend an increase in either the allowable reimbursement or allowable length of an individual professional leave or both. Allowable expenses will include:

1. Mileage for personal automobile, at the IRS rate;

2. Plane, bus, train, and/or taxi fares;

3. Registration fees;

4. Meals;

5. Lodging;

6. Parking.

23.07 Proper receipts are to be submitted to the building principal for all items which are to be reimbursed. Documentation must be submitted electronically within thirty (30) calendar days after returning to receive pay. Payment will be issued within two (2) pay periods.

23.08 Attendance is ordinarily limited to two (2) persons from a department or activity at any one (1) conference, meeting, or clinic (exceptions may be approved by the Superintendent).

23.09 Reimbursement for out-of-state conferences are to be limited to one (1) per year per employee within the tri-state area. Reimbursements for conferences outside of the tri-state area shall be limited to registration costs, meals, and lodging. The Superintendent may waive any limitation in this section.

23.10 Normally, no one (1) teacher shall be allowed more than three (3) days professional leave in any one (1) school year.

23.11 If an administrator requests and the Superintendent/designee approves an employee to attend a particular workshop, clinic, or activity, these days will not be charged against the employee's allotment of three (3) days (see Item 20.10).

23.12 A staff member may be required to present about what they learned from professional development with peers as a condition of attending.

ARTICLE XXIV
ASSOCIATION LEAVE

24.01 The Association President and officially elected delegate or alternate may attend the annual OEA/NEA representative assembly. The President shall notify the Superintendent at least ten (10) calendar days prior to the meeting of the name of the delegate and/or alternate who will be attending the assembly.

24.02 The Association President or designee shall also be allowed released time in order to do Association related business by paying the cost of the substitute.

24.03 The Association President and Vice-President shall each receive one-half day (1/2 day) release time per quarter. The Board shall pay the cost of the substitute(s) for this release time.

ARTICLE XXV
CHILDBIRTH/ADOPTION LEAVE OF ABSENCE

25.01 An employee will be granted a leave of absence without pay for childbirth or adoption of a preschool age child. The leave must be applied for prior to childbirth or adoption. The employee may choose one (1) of the three (3) options:

1. Return at the beginning of the next school year;

2. Return at the beginning of any grading cycle;

3. Return at the beginning of the second school year after the year in which the leave has been granted.

25.02 Extensions of any of the above three (3) may be granted at the discretion of the Board.

25.03 Professional staff member on childbirth leave or child care leave shall be entitled to request and receive the right to continue to be covered by insurance for hospitalization, surgical benefits and major medical, providing the insurance company or hospital service association involved permits such continuance of coverage of the person on leave of absence and the professional staff member pays to the Treasurer of the Board in advance each month the full amount of the monthly group plan premium of such coverages. Any over-payment of premium shall be refunded to the staff member upon termination of leave. No other compensation or fringe benefits shall be provided.

25.04 After the leave the employee will return to his/her same teaching position if that position exists or, if it does not exist due to cuts in program or enrollment, another position for which he/she is certified.

25.05 Employees on leave as of April 1 shall notify the Superintendent/designee by that date of their intent to return or not to return at the beginning of the next school year. Notification must be given to the Superintendent/designee by September 1 for those people planning to accept option two (2). (See 22.012).

25.06 The Board recognizes that the granting of unpaid childbirth/adoption leave does not preclude the employee from also exercising his or her statutory rights to sick leave and to maintain his/her group insurance premiums at the employee's expense.

25.07 Childbirth/adoption leave provisions may apply to either of the adopting or birth parents (father and/or mother).

ARTICLE XXVI
SABBATICAL LEAVE

26.01 A teacher who has completed five (5) years of service in the Edgewood City School District shall, upon the recommendation of the Superintendent and approval of the Board of Education, be granted a leave of absence for up to one (1) year subject to the following restrictions:

1. The teacher shall present to the Superintendent for approval a plan for professional growth prior to the granting of such leave.

2. The Board of Education shall not grant such leave unless there is available a satisfactory substitute, nor grant such leaves to more than one (1) teacher in the elementary level and one (1) teacher at the secondary level at any one (1) time.

3. After the leave the employee will be offered a teaching position in the field for which he/she is certified.

4. No leave shall be longer than one (1) school year.

5. No leave shall be granted to any teacher more often than once for every five (5) years of service.

6. No leave shall be granted a second time to the same individual when other members of the staff have filed a request for such leave.

ARTICLE XXVII
SICK LEAVE

27.01 The sick leave policy of the Board of Education grants one and one quarter (1-1/4) days per month accumulated up to a total of 210 days. The cumulative total after being under continuous contract for twelve (12) months will be fifteen (15) days. Employees who have not yet earned or who have exhausted sick leave shall be loaned up to five (5) days of sick leave. When these employees return to work these loaned days must be restored to the Board as the employees accumulate them pursuant to the policy above. Paid sick leave shall be allowed for a period not to exceed an accumulated sick leave account. An employee may appeal to the Board of Education in writing through the Superintendent for special consideration for additional sick leave because of extreme hardship. At the end of the contract year the Treasurer's office shall review employee's sick leave accumulation and, if an employee has been disadvantaged by adding sick leave accumulation to a member's unused accumulation prior to deducting said sick leave, a reconciliation shall be made to adjust a member's sick leave accumulation.

27.02 Staff members shall complete an online request for sick leave which includes justification for use of sick leave. Falsification of sick leave is grounds for suspension or termination of employment.

27.03 If medical attention was required during sick leave, the Board may request the name and address of the physician and the dates he/she was consulted.

27.04 Sick leave may be used for the following circumstances:

1. Personal illness;

2. Personal injury;

3. Exposure to contagious diseases which could be communicated to others.

4. Illness or injury in the immediate family;

5. Death in the immediate family;

6. Pregnancy, childbirth or a childbirth-related medical condition by the employee or his spouse;

7. Adoption - up to four (4) weeks for the adoption of a child;

8. Up to three (3) days per year for death outside the immediate family.

27.05 The immediate family shall be defined as those living in the employee's household, parents, parents-in-law, children/step-children, son-in-law, daughter-in-law, sisters, brothers, sisters-in-law, brothers-in-law, grandparents, and grandchildren. In certain circumstances, the definition of immediate family may be expanded by administrative decision.

27.06 Employees new to the District who have accrued sick leave in other Ohio public agencies are responsible for having said days transferred to Edgewood School District.

27.07 If a teacher uses sick leave on an entire scheduled day and evening for parent conferences, he/she will be charged with one and one-half (1-1/2) days of sick leave.

The teacher must reschedule the conferences within seven (7) working days. Upon the principal's verification that the conferences have been held, the teacher will have the one-half (1/2) day reinstated.

27.08 When an employee anticipates being absent for an extended period of time (i.e., three or more consecutive days), the employee shall provide a statement from his/her physician/psychologist verifying the employee's need for sick leave and its anticipated duration.

The Superintendent/designee may, upon evidence of frequent or unusual absence, require the name of the attending physician or surgeon, if any. If the problem continues, the Superintendent/designee may request a doctor's certificate for any subsequent absences. However, the Superintendent/designee shall provide the

member with a written notification prior to making such a request. Provisions of this section shall not be exercised in an arbitrary and/or capricious manner.

27.09 SICK LEAVE BANK

27.091 Sick Leave Bank shall be created to provide for additional days of sick leave for members of the bargaining unit represented by the ETA. Between September 1 and October 1 of each school year each member in the bargaining unit shall be given the opportunity to donate up to five (5) days of his/her personal sick leave accumulation to the Sick Leave Bank. All donations shall be made by completing the Sick Leave Bank Donation Form. Deductions from an employee's accumulated sick leave shall occur and appear on the pay stub by the second pay in October. Only bargaining unit members who donated a minimum of one (1) day to the Sick Leave Bank during the most recent donation period may request sick leave from the Sick Leave Bank.

1. In addition to the sick leave bank donations provided above, there will be a separate maternity leave donation program. Days donated for maternity leave shall be available to employees with three (3) years of teaching experience or less, and who have less than 30 days of accumulated sick leave. Donated days may be used during the third trimester of pregnancy, or immediately after the birth of a child.

2. The total amount that may be donated to the employee shall not exceed fifteen 15 days.

3. Requests for sick leave donations for maternity Leave shall be submitted to the ETA President. The ETA President will contact all certified employees asking for a 1-day donation of sick leave for an employee on maternity leave. The employee's name shall be kept confidential. The ETA President will provide Human Resources with a list of employees who donated for maternity leave.

27.092 A Sick Leave Bank Oversight Committee shall be responsible for handling all transactions related to the operation of said Sick Leave Bank. The committee shall consist of two representatives appointed by the Superintendent and three representatives appointed by the ETA President. The duties of the Oversight Committee shall include the following:

1. Distribution and collection of the Sick Leave Bank Donation Forms each school year during the month of September;

2. Recording of all donations and submission of a list of all donations to the Board Treasurer's office;

3. Processing of all requests for use of days in the Sick Leave Bank (receipt of requests, notification of Board Treasurer's office, etc.)

4 Monitoring of all usage of days from the Sick Leave Bank;

5. Solicitation of additional donations when the Sick Leave Bank is nearing depletion.

The Sick Leave Oversight Committee shall perform its duties in a manner which respects the confidentiality of donors to and recipients from the Sick Leave Bank.

27.093 Policy Procedures

In consideration of the benefits of participating in the Sick Leave Bank, each applicant for membership in the Sick Leave Bank shall, as a condition of application agree in writing as follows "I specifically acknowledge and agree that the granting of days from the Sick Leave Bank shall be bound by the procedures set forth in Article 24, Section 24.095, of the master agreement. All decisions of the Sick Leave Bank Oversight Committee shall be final and binding and are not subject to grievance. I further agree to abide by such decision and to indemnify and hold harmless the Edgewood City School District, the Edgewood Teachers Association, the Sick Leave Bank Oversight Committee and all their agents for any loss they may sustain as a result of any claim or legal proceedings I may bring against any of them with respect to a decision made by any of them concerning this application."

27.094 A member must meet all of the following requirements:

1. The member's personal sick leave accumulations must be exhausted;

2. The need for additional sick leave must be based upon illness, injury, and/or surgery;

3. A physician must verify the member's need to be off work.

27.095 Members who wish to request days from the Sick Leave Bank shall submit a written application to the Oversight Committee. The application shall indicate the date on which the member's personal sick leave accumulation will be exhausted, the reason why the member must be off work, and the number of days up to thirty (30) requested from the Sick Leave Bank. The application must be accompanied by the required physician's statement. A member may make further requests for withdrawals from the Sick Leave Bank in increments of thirty (30) days. The discretion to approve additional withdrawals from the Sick Leave Bank rests with the Oversight Committee. Sick leave days will not be granted for days beyond the end of the school year. A member, however, may make application for withdrawals from the Sick Leave Bank to commence at the beginning of the next contract year. A member who has applied for and been recommended by STRS physician(s) for disability retirement may not apply for days from the Sick Leave Bank so that he/she may extend the date on which he/she will begin his/her STRS disability retirement. However, if a member's disability is

denied by the STRS Board, a member may apply for withdrawals from the Sick Leave Bank.

27.096 Whenever the number of days available in the Sick Leave Bank totals thirty (30) days or less, the Oversight Committee shall solicit donations of additional days from all bargaining unit members. These donations shall be limited to one day per person.

27.097 All days accumulated in the Sick Leave Bank and not used during a given school year shall be carried over to the next school year.

27.10 FAMILY MEDICAL LEAVE ACT (FMLA)

An employee who has worked for the District for at least twelve (12) months is eligible for twelve (12) work weeks of leave during a twelve (12) month period provided that the employee worked at least 1,250 hours in the twelve (12) months preceding the beginning of the leave.

27.101 Types of leave which are covered under this provision.

1. Birth and first year care of a child;

2. Adoption or foster placement of a child;

3. Serious illness of an employee's spouse, parent or minor child (including foster, step or adopted children);

4. Employee's own serious health condition that keeps the employee from performing the essential functions of his/her job.

27.102 The employee must first use his/her accrued sick leave as all or part of his/her FMLA to the extent that other sections of this Contract permit.

27.103 If the employee has been absent during the contract year for one (1) of the above four (4) reasons for more than three (3) consecutive weeks, any additional leave during that contract year shall be considered as a part of the twelve (12) week period.

27.104 Intermittent leave, which is leave taken in separate blocks of time due to an illness or injury and reduced leave is a leave which is scheduled that reduces the employee's usual number of hours per work week or hours per work day.

27.1041 Intermittent or reduced leave is available only for the employee's own serious health condition or to care for a seriously ill spouse, child or parent. Such leave may not be used for the birth or adoption/placement of a child.

27.1042 The employee who wishes to use intermittent or reduced leave must have the prior approval of the District. The

employee shall furnish the District with the expected dates of the planned leave and the duration. The Superintendent must authorize such leave in writing.

27.1043 The District may require the employee to choose either to:

1. take the leave for a period or periods of a particular duration, not greater than the planned treatment;

2. transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than does the employee's regular position.

27.105 The District will maintain its contribution to the cost of the employee's medical health coverage during the period of FMLA leave. The employee should make arrangement with the District Treasurer to pay the employee's share of health care premium prior to the beginning of the FMLA leave. The premium for the following month shall be paid to the District Treasurer on or before the 25th day of the preceding month.

27.106 When the FMLA is foreseeable, such as for planned medical treatment, the employee must notify the District of his/her request for the leave at least thirty (30) calendar days prior to the date when the leave is to begin. If the leave is not foreseeable, the employee must give notice as early as is possible. Emergencies which necessitate such leave may be by verbal communication with the Superintendent, confirmed in writing to the Superintendent within forty-eight (48) hours.

27.1061 When the employee requests medical leave, the employee must make reasonable attempts to reschedule treatment so as not to disrupt the District's operations.

27.1062 The employee must provide certification from a health care provider as to the reason for the leave. If there is a question concerning the validity of the certification, the District may require, at its expense, a second and a third opinion. The health care provider who is to render the second and third opinion must be mutually agreed to by the employee and the District.

27.107 When the employee returns from the leave, the District will restore the employee to the same or an equivalent position with equivalent benefits, pay, term and conditions of employment.

27.108 While the employee is on the leave, the Superintendent may require the employee to provide medical certification to justify continuation of the leave periodically.

27.109 Upon return from personal illness, the employee must provide the Superintendent with a statement from his or her health care provider certifying his or her ability to return to work.

27.1010 The District is entitled to recover its costs of medical health care premiums paid during the leave if the employee fails to return from leave. However, recovery cannot occur if the employee fails to return because of the continuation, recurrence, or onset of a serious health condition or due to circumstances beyond the control of the employee.

ARTICLE XXVIII
ASSAULT LEAVE

28.01 All cases of physical threat or violence to members of the staff shall be reported to the principal immediately for further investigation and possible discipline of the student. The affected staff member will submit an incident report within 48 hours of the incident. An employee who sustains a physical injury as a result of an unprovoked physical assault against him/her by a student that is incurred while the employee is performing his/her contractual duties on Board premises or at a school-sponsored event shall be eligible for assault leave. Such leave shall be at no loss in pay and shall not be chargeable against sick leave. The employee must submit a written statement describing the events surrounding the assault or alternatively provide a copy of a police report, and must provide medical verification from a licensed physician before payment is made. The physician's statement will indicate anticipated return to work. Falsification of either a written statement or a physician's certification is reason for discipline up to termination of employment.

28.02 Employees shall be eligible for a maximum of ten (10) workdays of assault leave each year. Such leave shall automatically terminate at the expiration or termination of an employee's contract, resignation of said employee, or declaration of eligibility for disability retirement benefits. In no event shall an employee receive more than his/her daily rate of pay from all sources, including Worker's Compensation or other types of compensation which he/she may be eligible to receive.

28.03 After notifying an administrator, an employee who is assaulted may be excused for the remainder of the day when the injury occurred to seek a physician's evaluation of his/her injuries. The employee will not lose pay or have the absence charged against sick leave or assault leave as long as the employee provides a doctor's note indicating he/she sought treatment that day. The Superintendent/designee may excuse a staff member for the remainder of the day for other serious physical threats or assaults that do not require immediate medical attention. The employee will not lose pay and the leave will not be charged against their sick leave.

ARTICLE XXIX
JURY DUTY/APPEARANCE IN COURT

29.01 A member of the bargaining unit shall receive his/her regular rate of pay while serving on jury duty or appearing in court in response to a subpoena or to an administrative hearing in which the employee is not a party.

COMPENSATION

ARTICLE XXX
SEVERANCE PAY

30.01 Employees retiring from Edgewood City School District through the State Teachers Retirement System shall be granted severance pay in an amount equal to one-third (1/3) of an employee's accumulated sick leave.

30.02 The per diem rate is based on the teacher's placement on the base salary schedule at the time of retirement, divided by the number of days covered in his/her contract or their last working day.

30.03 The retiring employee will receive the severance pay within thirty (30) calendar days following retirement certification to the Treasurer. After receipt in the Board of Education office of the employee's official form for retirement from the State Retirement System and after notification by the Treasurer of eligibility for severance pay, the retiring employee must notify the Treasurer of his/her choice of payment within thirty (30) calendar days.

30.04 Receipt of payment for accrued but unused sick leave shall eliminate all sick leave credit accrued by the employee.

30.05 A member with ten (10) years of service who dies while in active service of the District is deemed to have retired the day prior to his/her death.

30.06 Any member who, during the period beginning with the 2001-02 school year through the 2013-14 school year, was eligible to and converted unused personal and sick days (so-called Part B days in ETA contracts in effect during the involved period) shall be paid for each converted day as additional severance pay upon retirement from the Edgewood city School District.

ARTICLE XXXI
SALARY

31.01 Pay Periods

All regularly contracted employees will be paid twenty-four (24) times per year. The pay days will be on the 5th and the 20th of the month.

All employees shall be paid by direct deposit to a bank of each employee's choice. Should an employee be overpaid, the Treasurer shall notify the member in a letter before recoupment of the overpayment. If the salary overpayment is less than $500,' the overpayment will be deducted over the remaining pay periods of that contract year's pay cycle. If the salary overpayment is more than a total of $500, the parties will meet to discuss a repayment plan.

31.02 SALARY SCHEDULE

Attached as Appendix B are the salary schedules for the duration of this Contract.

The Base Salary shall increase 3% for the 2025 – 2026 school year.

The Base Salary shall increase 2% for the 2026 – 2027 school year.

The Base Salary shall increase 2% for the 2027 – 2028 school year.

Salary columns shall not be frozen during the term of this contract.

At the beginning of each school year, employees will advance one step through the current salary schedule.

31.021 A school psychologist salary schedule will be developed and implemented through an MOU prior to the 2026-2027 school year.

31.03 The following definition shall apply to the training columns on the attached salary' schedules:

1. Bachelor's column shall mean a Bachelor's degree or its equivalent as designated by ORC from any accredited institution.

2. Bachelors plus fifteen (15) hours column shall mean fifteen (15) semester hours earned after earning the Bachelor's degree.

3. Master's column shall mean a Master's degree from any accredited institution.

4. Master's plus fifteen (15) hours column shall mean fifteen (15) semester hours earned after the earning of the Master's degree.

5. Master's plus thirty (30) hours column shall mean thirty (30) semester hours earned after the earning of the Master's degree.

31.04 SUPPLEMENTAL SALARIES

Attached as Appendix C is the Supplemental Salary Schedule for the duration of this contract.

ARTICLE XXXII
PAYROLL DEDUCTIONS

32.01 The Board shall provide, through its Treasurer, payroll deductions of the matters listed below as a service to the members:

State, Federal, local income taxes and Medicare;

Retirement, including payments for employee share of STRS service credit purchase by an employee;

Premiums for insurances purchased through the District;

Association dues/fair share fee;

Tax sheltered annuities, as well as 457 and 403 plans, provided there is a minimum of five (5) enrollees for any new company. Members may enroll in annuity programs during the week ending with the second Friday of September and during the week ending the first Friday in February. The Treasurer will mail checks to annuity companies on the last payday of the month;

United Way donations;

Credit Union;

Political contributions;

Ohio Tuition Trust Authority, or other equivalent agent, provided at least twelve (12) employees sign up for deductions, sign-up to be within the annuity enrollment windows (first Friday in September and first Friday in February).

32.02 The Board agrees to deduct from the salaries of the teachers, who so indicate by a signed authorization, dues for the Association and to transmit the monies to the Treasurer of the local Association when requested. The deductions will be made in eighteen (18) equal consecutive installments, September through May.

32.021 Members of the bargaining unit shall have the privilege of payroll deductions of organizational dues for the Association and any organizations with which the Association is affiliated and which are affiliated with the Association.

32.0211 Members shall sign an authorization form requesting payroll deduction of any and all dues and assessments of the Association and its affiliates.

32.0212 Such authorization shall continue in effect until such time that said member gives written notice between the dates of August 1 – August 31 of any school year, to the Treasurer of the Board to discontinue such deduction or employment with the Board terminates.

32.022 If a member gives written notice to the Treasurer of the Board to discontinue such deductions, the Treasurer shall provide the Treasurer of the Association, within forty-eight (48) hours of such action, the name(s) of said member(s) making such a request.

32.023 Those members who join after September 1 of any school year shall have their dues deducted in equal amounts divided over the remaining payrolls of the deduction period of the school year in which they join the Association.

32.03 RIGHT TO FAIR SHARE FEE – The parties agree that if the relevant provisions of Janus v. AFSCME Council 31 are overturned, the parties will meet to negotiate Fair Share Fee provisions that are consistent with the changes in law.

32.04 ANNUITY DEDUCTIONS

Changes from one (1) annuity provider or carrier to another and changes in the amount of salary reduction shall take place only twice a year, at the request of the employee. Designation of new annuity providers shall be considered viable agents by the District when they have met the required minimum of five (5) of the District's full time employees. Annuity deductions shall begin when the new annuity provider meets the required minimum number of contracts. Deductions will begin the first payroll of the month following the approved deadlines.

32.05 TEACHER PROFESSIONAL ORGANIZATION (TPO)

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

By May 1st of each year, the Association/TPO Treasurer shall provide the Treasurer with the following information:

1. A list of current executive committee members;
2. Compensation/rate of pay for each individual for the services he/she provides in his/her role in the Association during the school year; and
3. Applicable time period and how the rate of pay will be determined.

The Board will submit a copy of the Negotiated Agreement to STRS as required, and shall issue payment, in accordance with the STRS rules and regulations, by the first payroll in June.

The Association/TPO shall reimburse the Board for the payment for all compensation and any additional expenses, which shall include the salary and STRS contributions paid on each member's behalf. The Association also agrees to indemnify and hold the Board harmless from any liability or expenses related to the TPO payments, including but not limited to overpayments, fines, and assessments etc.

ARTICLE XXXIII
INSURANCES

33.01 Effective January 1, 2020, the health insurance plan shall be administered as a high deductible health plan (HDHP) with a Health Savings Account for all eligible employees who qualify under IRS rules. This plan shall be available for all regular teaching staff members covered by the Contract who complete the required applications for such insurance and transmit such applications to the Treasurer of the Board. Appropriate information about insurance and the online enrollment process will be provided to all new teaching staff members by the administration at time of pre-employment processing and it is desirable that such applications be completed and filed at that time if the teaching staff member desires insurance coverage. A notification regarding the annual open enrollment period will be sent electronically to each employee prior to and during such annual open enrollment period.

33.02 During the term of this contract, the Board of Education will provide a comprehensive health care plan which is the same as, or substantially equivalent to, the health care plan provided on June 30, 2025.

33.03 All insurances shall be available for all teaching staff members on the active working payroll who have made application for such insurance on or before the effective date of this Master Contract, who are regular teaching staff members employed by the Board, who either: (1) work at least six (6) hours per day and work at least thirty-six (36) weeks per year; or (2) have an annual contract with the Board, and for whom coverage is in effect prior to the effective date of this Master Contract. Board share for part-time employees will be as follows:

Part-time Hours Worked Per Day	% of Board Share
2 - less than 3	1/3 of full time share
3 - less than 4	1/2 of full time share
4 - less than 5	2/3 of full time share
over 5	5/6 of full time share

33.04 All insurances shall be available for all teaching staff members who complete the online enrollment process for such insurance and/or such teaching staff members who are hired after the effective date of this Master Contract, for all such teaching staff members who are regular teaching staff members of the Board, who either: (1) work at least six (6) hours per day and work at least thirty-six (36) weeks per year, or (2) have an annual contract with Board, and who complete the required insurance forms and have the same filed with the office of the Treasurer of the Board. Upon completion and filing of the required forms before the tenth day of employment, coverage becomes effective on the date of hire or first day on active working payroll, whichever is the later date. (Exception is life insurance which will be effective thirty (30) calendar days after the first day on the active working payroll.)

33.05 If the online enrollment process is not completed within thirty (30) work days, coverage will not be available until the next open enrollment period as determined by the insurance carrier.

33.06 Changes in types of coverage (i.e., single to family) must be done through the online enrollment process and in compliance with the carrier's requirements. Contact the Treasurer's office for information and applications.

33.07 The foregoing medical insurance shall be continued for any eligible teaching staff member who pays the teaching staff member's portion set forth in this Article during any period when such teaching staff member is on the active working payroll, compensated leave of absence, noncompensated approved leave of absence of less than thirty (30) calendar days, disability leave of absence of less than thirty (30) calendar days, or for teaching staff members working only during the regular school year and not working during the summer break period, until such teaching staff members either resign their employment status or fail to return to active working status at the commencement of the next school year. Teaching staff members on noncompensated approved leave of absence (including disability leave of absence of over thirty (30) calendar days duration) who desire to continue medical insurance coverage during this approved leave of absence period may do so by paying the full 100% premium for such insurance to the Treasurer of the Board on or before the tenth day of the month prior to any month such coverage is desired to be continued. In the event coverage is discontinued for any period, the teaching staff member shall have the right to acquire insurance through the insurance carrier in accordance with its policies and coverage cannot be reacquired through the Board until the teaching staff member returns to active working status. It is understood that the Board assumes no responsibility for any cancellation of insurance coverage.

33.08 HOSPITAL/SURGICAL/MAJOR MEDICAL INSURANCE

The Board shall pay 85% of the enrollment costs.

33.081 A full-time employee who drops the Board's health insurance coverage for the life of this three (3) year collective bargaining Contract shall be entitled to an annual payment of $333.33. Less than full-time employees will have their payments pro-rated based on Board health care contribution rates, as follows:

Part-time Hours Worked Per Day	$333.33 = Full Share (Annual Payment)
2 - less than 3	1/3 of full-time share
3 - less than 4	1/2 of full-time share
4 - less than 5	2/3 of full-time share
over 5	5/6 of full-time share

An employee of the Edgewood City School District who is the spouse of an employee of the Edgewood City School District who takes the family

health insurance plan shall not be eligible for the annual payment for not taking health insurance.

33.082 The plan year for the HDHP shall be January 1st through December 31st.

33.083 The deductible for the HDHP shall be:

Single: $2,000 per plan year.
Family: $4,000 per plan year.

33.084 The Board shall contribute fifty percent (50%) of the deductible into an employee's Health Savings Account (HSA) for the 2025-2026, 2026-2027, 2027-2028 school years, payable by the first week in January each year. Current employees who elect to participate in Medicare and are unable to utilize an HSA account may be eligible to receive a health insurance contribution through an HRA. All new hires shall receive a prorated Board contribution to the employee's Health Savings Account ("HSA") payable within 30 days of the employee's first workday.

33.085 Once the deductible is reached, in a plan year, all eligible insurance claims, including prescriptions, will be paid at one hundred percent (100%) for the duration of the plan year subject to the lifetime maximum.

33.086 The maximum out of pocket expense for eligible covered medical cost in a given plan year shall be no more than the deductible as stated above subject to the lifetime maximum.

33.087 The Board shall contract with a financial institution to provide an HSA for all employees which will include a debit card and/or checks.

33.088 Employees may elect to contribute to their HSA through payroll deduction or lump sum as designated by the employee subject to IRS limits.

33.09 DENTAL INSURANCE

The Board shall pay 90% of the single contract cost, 90% of the single plus one (1) contract cost, and 90% of the family contract cost for all full-time employees who enroll in either coverage. The employee's share of the premium cost shall be paid through payroll deduction.

33.091 During the term of this contract, the Board of Education will provide dental insurance the same as, or substantially similar to, the dental insurance plan provided on June 30, 2014.

33.10 VISION INSURANCE

During the term of this contract, the Board of Education will provide vision insurance which is the same as, or substantially similar to, the vision insurance plan provided on June 30, 2014. The Board shall offer coverage for employee, employee +1 and family.

The Board shall pay 70% of the premium for the plan chosen by the employee, and the employee shall pay 30% of the premium for the plan.

33.11 TERM LIFE INSURANCE

The Board of Education will provide $50,000 of term life insurance for all eligible employees with premiums fully paid by the Board.

33.111 Life insurance will be effective thirty (30) calendar days after the first day on the active working payroll.

33.112 The insurance will provide double indemnity in the case of accidental death or dismemberment, disability coverage benefits and conversion privilege, as well as guaranteed insurability.

33.12 SECTION 125 PLAN

33.121 The Board shall implement a tax shelter of the employee's health insurance contribution pursuant to Section 125 of the Internal Revenue Code.

33.122 The Board shall implement IRS Section 125 plans to deduct other insurance premiums requested by the member, medical expenses, and dependent care costs.

33.123 Annually, members have the opportunity to complete the Salary Reduction Agreement electronically each year.

33.124 The Board Treasurer shall make deductions from members' paychecks before taxes as directed in each member's Salary Redirection Agreement.

33.125 Members may request deductions for up to the maximum allowable IRS amount for dependent care and for medical expenses.

33.13 HEALTH INSURANCE COMMITTEE

A Health Insurance Committee shall be comprised of three (3) representatives appointed by the Association President, three (3) representatives of the Boards and three (3) representatives from the other collective bargaining unit. To the extent possible, members of the parties' bargaining teams should be included on the committee.

ARTICLE XXXIV
STRS PICK-UP

The Board of Education of the Edgewood City Schools herewith agrees with the Edgewood Teachers Association to pick-up (assume and pay) contributions to the State Teachers

Retirement System upon behalf of the employees in the bargaining unit on the following terms and conditions:

34.01 An amount equal to the employee's total contribution will be picked-up and paid on behalf of each employee including contributions on supplemental earnings.

34.02 The Board shall compute and remit all applicable contributions to STRS based upon annual salaries and any other earned compensation(s)*.

34.03 The pick-up percentage shall apply uniformly to all employees of the bargaining unit and no employee covered by this provision shall have the option to elect a wage increase or other benefit in lieu of the employer pick-up.

34.04 Definitions - *Annual Salary - The adjusted salary plus the employer pick-up of the employee's contribution to STRS. Adjusted salary - the annual salary minus the employer pick-up (salary which appears on the employee's W-2 form).

34.05 Said "pick-up" shall not result in additional cost to the Board of Education.

ARTICLE XXXV
MILEAGE REIMBURSEMENT

35.01 Any employee who must use his/her own car to travel during the course of the school day shall be reimbursed at the IRS rate adopted for travel covered by Board of Education policy. Documentation must be submitted on a monthly basis by the end of the following month. Payment will be issued promptly.

ARTICLE XXXVI
OPEN ENROLLMENT

36.01 The child or children of compulsory school age of a teacher employed by the Board on a full-time regular teaching contract shall be entitled to attend school in the District on a tuition-free basis on these conditions:

36.0101 Application for tuition-free school attendance must be made on the School District's open enrollment form no later than prior to the start of the school year for which enrollment is sought.

36.0102 The teacher must have legal custody of the child and the child must reside in the teacher's household.

36.0103 The teacher must provide the child's transportation to and from school.

36.0104 The teacher shall be obligated to reimburse the Board by payroll offset for all costs mandated or incurred in connection with the child's schooling for services beyond regular classroom instruction which exceed a total of $200 in a school year including, but not limited to, the

cost of extracurricular activities, books, transportation, and any other special services or instruction.

36.0105 Enrollment under this Article automatically shall be revoked upon the determination and written notice to the teacher that continued attendance of the child is no longer in the best interest of the child, other students or other District personnel.

36.02 Preschool age children of a teacher employed by the Board on a full-time regular teaching contract shall be eligible to enroll their child in preschool if space is available after the lottery process for resident students have been completed. The Board has discretion to reserve space in preschool programs to accommodate resident special education students who may enroll during the school year.

ARTICLE XXXVII
HOURLY PAY APPLICABLE TO CERTIFICATED STAFF

37.01 The hourly rate of pay shall be calculated as follows: the base salary divided by 183 divided by 7.5833.

37.02 When hired to work for a specific number of hours per day, the employee shall be paid for that number of hours although other duties may be assigned to the employee should it be impossible to perform his/her regularly assigned duty.

37.03 The hourly employee shall be paid for any meetings he/she is required to attend by his/her supervisor(s) which occur outside the regularly assigned hours.

37.04 Documentation must be submitted electronically within thirty (30) calendar days to receive pay. Payment will be issued as soon as possible, but no later than two pay days after documentation is received in the treasurer's office.

ARTICLE XXXVIII
EDUCATION REIMBURSEMENT

38.01 The Board shall provide for members $55,000 annually for tuition, registration, and other instructional fees for course work which is related to the member's teaching or certification field(s). Course work which is not related to the member's teaching or certification field(s) will not be reimbursed unless approved by the Superintendent/designee. Course work may include non-credit seminars, workshops or classes.

38.02 A member must be employed by, on approved leave from, or on a recall list to the district during the fall following the term(s) in which he/she has taken course work in order to receive reimbursement.

38.03 The amount of reimbursement shall be prorated and determined by the number of members participating and the amount of course work approved during the previous

year. Reimbursement is limited to the cost of tuition, registration, and other instructional fees. A year shall be defined as September 1 through August 31.

38.04 Only course offerings from a four-year college or university, or extension thereof, will be accepted unless approved by the Superintendent/designee.

38.05 Unless approved by the Superintendent/designee, tuition for undergraduate courses will not be reimbursed unless there is a direct relationship to the current teaching responsibility or certification area(s) of the member or unless the course is a Superintendent/designee approved course sponsored by the District.

38.06 Application for reimbursement shall be made to the Superintendent/designee prior to starting the course work.

38.07 Members who qualify shall receive reimbursement in the second paycheck of October. Proof of credit (transcript) and receipt of payment must be submitted to the Superintendent/designee two weeks prior to payment.

38.08 For graded courses, reimbursement will not be made for grades lower than a "B." Reimbursement will be made for non-graded course work upon verification of attendance and if awarded, "credit". No reimbursement shall be made where tuition is paid by scholarship, fellowship, or grant. However, a member who uses a certificate issued from an accredited university for his/her supervision of a student teacher will be reimbursed under the regulations and procedures listed above.

38.09 Upon recommendation of the Superintendent/designee, the Board will pay for 100% of the cost of training and/or course work which allows a teacher to become eligible to teach an AP course. Reimbursement for this provision will be in addition to the amount allocated in Section 35.01.

ARTICLE XXXIX
CRIMINAL BACKGROUND CHECKS

39.01 In accordance with ORC 3319.39, anyone hired into a bargaining unit position is employed on a conditional basis until the Superintendent/designee receives a satisfactory criminal background check from Bureau of Criminal Identification and Investigation or the Federal Bureau of Investigation. If the Superintendent receives a criminal background report from BCII or FBI that discloses a conviction or guilty plea to an offense which disqualifies the person from holding the position under ORC 3319.39, the Superintendent or designee shall hold a conference with the conditionally hired employee, where the employee will have the right to Association representation. A copy of the report shall be given to the employee, who will then have an opportunity to explain the report and any other relevant information. If the Board is required to release the person from employment by ORC 3319.39, the Superintendent or designee shall give the employee and the Association representative written notice of the release and its effective date. Other provisions of this Contract and statutes pertaining to nonrenewal and termination of teachers shall not apply to the release of a conditionally hired employee pursuant to ORC 3319.39. Neither the employee nor the Association may file a grievance concerning the employee's release.

ARTICLE XL
DURATION OF CONTRACT

40.01 The provisions of this Master Contract shall be effective as of July 1, 2025, and shall remain in full force and effect through June 30, 2028.

IN WITNESS THEREOF, the parties hereto have set their hands this 28th day of July, 2025.

President of the Board of Education

President of the Association

Superintendent

Bargaining Team Member

Treasurer

Bargaining Team Member

APPENDIX A

GRIEVANCE FORM

EDGEWOOD CITY SCHOOL District

Name of Grievant	Position	Date Submitted

School	Name of Administrator

Grievant accompanied by_____

_____

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

(If additional space is needed, use additional sheet.)

Did grievant have oral discussion with principal? Yes___ No___

What remedy is sought?

Date	Grievant's Signature

EMPLOYER'S RESPONSE ON BACK

SECTION FOR EMPLOYER:

Date Received_____

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

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

1. Original to school principal's file
2. Copy to Superintendent
3. Copy to grievant
4. Copy to ETA President/Grievance Committee

Date Administrator's Signature

Appeal Section: I desire to appeal the above decision.

Date Signature of Appellant

Date Signature of Chairperson, ETA Grievance Committee

EDGEWOOD CITY SCHOOL DISTRICT
2025-26 SALARY SCHEDULE

Base Salary
$44,386

Step	2 BACHELORS		3 BACHELORS + 15		4 MASTERS		5 MASTERSI+ 15		6 MASTERSI+ 30	
	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary
		2		3		4		5		6
0	1.0000	44,386	1.0380	46,073	1.0950	48,603	1.1160	49,535	1.1760	52,198
1	1.0460	46,428	1.0870	48,248	1.1530	51,178	1.1760	52,198	1.2360	54,862
2	1.0920	48,470	1.1360	50,423	1.2110	53,752	1.2360	54,862	1.2960	57,525
3	1.1380	50,512	1.1850	52,598	1.2690	56,326	1.2960	57,525	1.3560	60,188
4	1.1840	52,554	1.2340	54,773	1.3270	58,901	1.3560	60,188	1.4160	62,851
5	1.2300	54,595	1.2830	56,948	1.3850	61,475	1.4160	62,851	1.4760	65,514
6	1.2760	56,637	1.3320	59,123	1.4430	64,049	1.4760	65,514	1.5360	68,177
7	1.3220	58,679	1.3810	61,298	1.5010	66,624	1.5360	68,177	1.5960	70,841
8	1.3680	60,721	1.4300	63,472	1.5590	69,198	1.5960	70,841	1.6560	73,504
9	1.4140	62,762	1.4790	65,647	1.6170	71,773	1.6560	73,504	1.7160	76,167
10	1.4600	64,804	1.5280	67,822	1.6750	74,347	1.7160	76,167	1.7760	78,830
11	1.5060	66,846	1.5770	69,997	1.7330	76,921	1.7760	78,830	1.8360	81,493
12	1.5520	68,888	1.6260	72,172	1.7910	79,496	1.8360	81,493	1.8960	84,156
13	1.5980	70,929	1.6750	74,347	1.8490	82,070	1.8960	84,156	1.9560	86,820
14	1.5980	70,929	1.6750	74,347	1.8490	82,070	1.8960	84,156	1.9560	86,820
15	1.6440	72,971	1.7240	76,522	1.9070	84,645	1.9560	86,820	2.0160	89,483
16	1.6440	72,971	1.7240	76,522	1.9070	84,645	1.9560	86,820	2.0160	89,483
17	1.6440	72,971	1.7240	76,522	1.9070	84,645	1.9560	86,820	2.0160	89,483
18	1.6900	75,013	1.7730	78,697	1.9650	87,219	2.0160	89,483	2.0760	92,146
19	1.6900	75,013	1.7730	78,697	1.9650	87,219	2.0160	89,483	2.0760	92,146
20	1.6900	75,013	1.7730	78,697	1.9650	87,219	2.0160	89,483	2.0760	92,146
21	1.6900	75,013	1.7730	78,697	1.9650	87,219	2.0160	89,483	2.0760	92,146
22	1.7360	77,055	1.8220	80,872	2.0230	89,793	2.0760	92,146	2.1360	94,809
23	1.7360	77,055	1.8220	80,872	2.0230	89,793	2.0760	92,146	2.1360	94,809
24	1.7360	77,055	1.8220	80,872	2.0230	89,793	2.0760	92,146	2.1360	94,809
25	1.7360	77,055	1.8220	80,872	2.0230	89,793	2.0760	92,146	2.1360	94,809
26	1.7820	79,096	1.8710	83,047	2.0810	92,368	2.1360	94,809	2.1960	97,472
27	1.7820	79,096	1.8710	83,047	2.0810	92,368	**2.1360**	94,809	2.1960	97,472
28	1.7820	79,096	1.8710	83,047	2.0810	92,368	**2.1360**	94,809	2.1960	97,472
29	1.7820	79,096	1.8710	83,047	2.0810	92,368	2.1360	94,809	2.1960	97,472
30	1.8280	81,138	1.9200	85,222	2.1390	94,942	2.1960	97,472	2.2560	100,135
31	1.8280	81,138	1.9200	85,222	2.1390	94,942	2.1960	97,472	2.2560	100,135
32	1.8280	81,138	1.9200	85,222	2.1390	94,942	2.1960	97,472	2.2560	100,135
33	1.8280	81,138	1.9200	85,222	2.1390	94,942	2.1960	97,472	2.2560	100,135
34	1.8280	81,138	1.9200	85,222	2.1390	94,942	2.1960	97,472	2.2560	100,135
35	1.8280	81,138	1.9200	85,222	2.1390	94,942	2.1960	97,472	2.2560	100,135
40	1.8280	81,138	1.9200	85,222	2.1390	94,942	2.1960	97,472	2.2560	100,135

Article 17.061 for staffing conferences (such as IEP's) outside the work day	$43.00	Per Hour
Article 17.062 for curriculum meetings outside the work day	$43.00	Per Hour
Article 17.063 to cover / absorb another class	$43.00	Per Hour
Article 37.01 for other -- paid at BA Step 0	$31.98	Per Hour

EDGEWOOD CITY SCHOOL DISTRICT
2026-27 SALARY SCHEDULE

Base Salary $45,274

Step	2 BACHELORS		3 BACHELORS + 15		4 MASTERS		5 MASTERSI+ 15		6 MASTERSI+ 30	
	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary
		2		3		4		5		6
0	1.0000	45,274	1.0380	46,995	1.0950	49,576	1.1160	50,526	1.1760	53,243
1	1.0460	47,357	1.0870	49,213	1.1530	52,201	1.1760	53,243	1.2360	55,959
2	1.0920	49,440	1.1360	51,432	1.2110	54,827	1.2360	55,959	1.2960	58,676
3	1.1380	51,522	1.1850	53,650	1.2690	57,453	1.2960	58,676	1.3560	61,392
4	1.1840	53,605	1.2340	55,869	1.3270	60,079	1.3560	61,392	1.4160	64,108
5	1.2300	55,688	1.2830	58,087	1.3850	62,705	1.4160	64,108	1.4760	66,825
6	1.2760	57,770	1.3320	60,305	1.4430	65,331	1.4760	66,825	1.5360	69,541
7	1.3220	59,853	1.3810	62,524	1.5010	67,957	1.5360	69,541	1.5960	72,258
8	1.3680	61,935	1.4300	64,742	1.5590	70,583	1.5960	72,258	1.6560	74,974
9	1.4140	64,018	1.4790	66,961	1.6170	73,209	1.6560	74,974	1.7160	77,691
10	1.4600	66,101	1.5280	69,179	1.6750	75,834	1.7160	77,691	1.7760	80,407
11	1.5060	68,183	1.5770	71,398	1.7330	78,460	1.7760	80,407	1.8360	83,124
12	1.5520	70,266	1.6260	73,616	1.7910	81,086	1.8360	83,124	1.8960	85,840
13	1.5980	72,348	1.6750	75,834	1.8490	83,712	1.8960	85,840	1.9560	88,556
14	1.5980	72,348	1.6750	75,834	1.8490	83,712	1.8960	85,840	1.9560	88,556
15	1.6440	74,431	1.7240	78,053	1.9070	86,338	1.9560	88,556	2.0160	91,273
16	1.6440	74,431	1.7240	78,053	1.9070	86,338	1.9560	88,556	2.0160	91,273
17	1.6440	74,431	1.7240	78,053	1.9070	86,338	1.9560	88,556	2.0160	91,273
18	1.6900	76,514	1.7730	80,271	1.9650	88,964	2.0160	91,273	2.0760	93,989
19	1.6900	76,514	1.7730	80,271	1.9650	88,964	2.0160	91,273	2.0760	93,989
20	1.6900	76,514	1.7730	80,271	1.9650	88,964	2.0160	91,273	2.0760	93,989
21	1.6900	76,514	1.7730	80,271	1.9650	88,964	2.0160	91,273	2.0760	93,989
22	1.7360	78,596	1.8220	82,490	2.0230	91,590	2.0760	93,989	2.1360	96,706
23	1.7360	78,596	1.8220	82,490	2.0230	91,590	2.0760	93,989	2.1360	96,706
24	1.7360	78,596	1.8220	82,490	2.0230	91,590	2.0760	93,989	2.1360	96,706
25	1.7360	78,596	1.8220	82,490	2.0230	91,590	2.0760	93,989	2.1360	96,706
26	1.7820	80,679	1.8710	84,708	2.0810	94,216	2.1360	96,706	2.1960	99,422
27	1.7820	80,679	1.8710	84,708	2.0810	94,216	**2.1360**	96,706	2.1960	99,422
28	1.7820	80,679	1.8710	84,708	2.0810	94,216	**2.1360**	96,706	2.1960	99,422
29	1.7820	80,679	1.8710	84,708	2.0810	94,216	2.1360	96,706	2.1960	99,422
30	1.8280	82,761	1.9200	86,927	2.1390	96,842	2.1960	99,422	2.2560	102,139
31	1.8280	82,761	1.9200	86,927	2.1390	96,842	2.1960	99,422	2.2560	102,139
32	1.8280	82,761	1.9200	86,927	2.1390	96,842	2.1960	99,422	2.2560	102,139
33	1.8280	82,761	1.9200	86,927	2.1390	96,842	2.1960	99,422	2.2560	102,139
34	1.8280	82,761	1.9200	86,927	2.1390	96,842	2.1960	99,422	2.2560	102,139
35	1.8280	82,761	1.9200	86,927	2.1390	96,842	2.1960	99,422	2.2560	102,139
40	1.8280	82,761	1.9200	86,927	2.1390	96,842	2.1960	99,422	2.2560	102,139

Article 17.061 for staffing conferences (such as IEP's) outside the work day	$43.00	Per Hour
Article 17.062 for curriculum meetings outside the work day	$43.00	Per Hour
Article 17.063 to cover / absorb another class	$43.00	Per Hour
Article 37.01 for other -- paid at BA Step 0	$32.62	Per Hour

EDGEWOOD CITY SCHOOL DISTRICT
2027-28 SALARY SCHEDULE

Base Salary
$46,179

Step	2 BACHELORS		3 BACHELORSI+ 15		4 MASTERS		5 MASTERSI+ 15		6 MASTERSI+ 30	
	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary
		2		3		4		5		6
0	1.0000	46,179	1.0380	47,934	1.0950	50,567	1.1160	51,536	1.1760	54,307
1	1.0460	48,304	1.0870	50,197	1.1530	53,245	1.1760	54,307	1.2360	57,078
2	1.0920	50,428	1.1360	52,460	1.2110	55,923	1.2360	57,078	1.2960	59,848
3	1.1380	52,552	1.1850	54,723	1.2690	58,602	1.2960	59,848	1.3560	62,619
4	1.1840	54,676	1.2340	56,985	1.3270	61,280	1.3560	62,619	1.4160	65,390
5	1.2300	56,801	1.2830	59,248	1.3850	63,958	1.4160	65,390	1.4760	68,161
6	1.2760	58,925	1.3320	61,511	1.4430	66,637	1.4760	68,161	1.5360	70,931
7	1.3220	61,049	1.3810	63,774	1.5010	69,315	1.5360	70,931	1.5960	73,702
8	1.3680	63,173	1.4300	66,036	1.5590	71,994	1.5960	73,702	1.6560	76,473
9	1.4140	65,298	1.4790	68,299	1.6170	74,672	1.6560	76,473	1.7160	79,244
10	1.4600	67,422	1.5280	70,562	1.6750	77,350	1.7160	79,244	1.7760	82,014
11	1.5060	69,546	1.5770	72,825	1.7330	80,029	1.7760	82,014	1.8360	84,785
12	1.5520	71,670	1.6260	75,088	1.7910	82,707	1.8360	84,785	1.8960	87,556
13	1.5980	73,795	1.6750	77,350	1.8490	85,385	1.8960	87,556	1.9560	90,327
14	1.5980	73,795	1.6750	77,350	1.8490	85,385	1.8960	87,556	1.9560	90,327
15	1.6440	75,919	1.7240	79,613	1.9070	88,064	1.9560	90,327	2.0160	93,097
16	1.6440	75,919	1.7240	79,613	1.9070	88,064	1.9560	90,327	2.0160	93,097
17	1.6440	75,919	1.7240	79,613	1.9070	88,064	1.9560	90,327	2.0160	93,097
18	1.6900	78,043	1.7730	81,876	1.9650	90,742	2.0160	93,097	2.0760	95,868
19	1.6900	78,043	1.7730	81,876	1.9650	90,742	2.0160	93,097	2.0760	95,868
20	1.6900	78,043	1.7730	81,876	1.9650	90,742	2.0160	93,097	2.0760	95,868
21	1.6900	78,043	1.7730	81,876	1.9650	90,742	2.0160	93,097	2.0760	95,868
22	1.7360	80,167	1.8220	84,139	2.0230	93,421	2.0760	95,868	2.1360	98,639
23	1.7360	80,167	1.8220	84,139	2.0230	93,421	2.0760	95,868	2.1360	98,639
24	1.7360	80,167	1.8220	84,139	2.0230	93,421	2.0760	95,868	2.1360	98,639
25	1.7360	80,167	1.8220	84,139	2.0230	93,421	2.0760	95,868	2.1360	98,639
26	1.7820	82,291	1.8710	86,401	2.0810	96,099	2.1360	98,639	2.1960	101,410
27	1.7820	82,291	1.8710	86,401	2.0810	96,099	**2.1360**	98,639	2.1960	101,410
28	1.7820	82,291	1.8710	86,401	2.0810	96,099	**2.1360**	98,639	2.1960	101,410
29	1.7820	82,291	1.8710	86,401	2.0810	96,099	2.1360	98,639	2.1960	101,410
30	1.8280	84,416	1.9200	88,664	2.1390	98,777	2.1960	101,410	2.2560	104,180
31	1.8280	84,416	1.9200	88,664	2.1390	98,777	2.1960	101,410	2.2560	104,180
32	1.8280	84,416	1.9200	88,664	2.1390	98,777	2.1960	101,410	2.2560	104,180
33	1.8280	84,416	1.9200	88,664	2.1390	98,777	2.1960	101,410	2.2560	104,180
34	1.8280	84,416	1.9200	88,664	2.1390	98,777	2.1960	101,410	2.2560	104,180
35	1.8280	84,416	1.9200	88,664	2.1390	98,777	2.1960	101,410	2.2560	104,180
40	1.8280	84,416	1.9200	88,664	2.1390	98,777	2.1960	101,410	2.2560	104,180

Article 17.061 for staffing conferences (such as IEP's) outside the work day	$43.00	Per Hour
Article 17.062 for curriculum meetings outside the work day	$43.00	Per Hour
Article 17.063 to cover / absorb another class	$43.00	Per Hour
Article 37.01 for other -- paid at BA Step 0	$33.28	Per Hour

APPENDIX C

SUPPLEMENTARY SALARY SCHEDULE

A. Supplemental Review Boards

1. The parties recognize that it is the sole discretion of the Board to establish and delete positions within the school district. This procedure is designed to provide the opportunity for consideration and review of a supplemental position.

2. The Review Boards will consist of:

   a. One (1) athletic and one (1) academic Board.

   b. Each Board will consist of three (3) members appointed by the Superintendent.

   c. Each Board will consist of three (3) members appointed by the Association.

3. The Review Boards shall:

   a. Select a chairperson and a recorder.

   b. Receive requests for:

      - adding positions

      - deleting positions

      - moving positions from one (1) level to another

      - amending job description

   c. Reserve the right to gather additional input.

   d. Screen requests and submit to the Superintendent and Association President those requests which a majority of the Review Board feels has merit.

   e. In all cases where a new position is being proposed, recommend a pay level for that position. If this new proposal is a position in which the same person has been participating voluntarily, the Review Board can recognize those years as experience steps.

   f. Require the person making the request to provide a proposed job description in cases where a new position is being requested.

   g. The review board will meet annually to discuss supplementals for the following year.

h. Give results of the request to the concerned parties within thirty (30) calendar days of the Review Board's recommendation submitted to the Superintendent and the Association. No change(s) to the supplementary schedule shall become effective unless the Board of Education and the Association mutually agree to the change(s).

B. Mode of Payment

Supplemental contracts will be paid upon completion of the specific duty with the exception of those positions that are year long in nature. Positions that are year long in nature may opt for the following:

1. Twenty-four (24) equal pays.

2. Two (2) equal pays (end of first semester and upon completion of duties); or

3. One (1) pay (upon completion of specific duty).

The Treasurer will be notified (in writing) by the principal when the supplemental contract has been completed.

The District may prorate supplemental contract payments if the season or program is suspended or cancelled, or the employee otherwise fails to complete their duties for the entire season/program. If the season is suspended or cancelled, High School coaches on level 1 of the supplemental salary schedule, shall receive 1/3 of their supplemental contract amount for the offseason conditioning and preseason work. The remaining 2/3 of the supplemental contract will be prorated. High School coaches on level 3 on the supplemental salary schedule, shall receive 1/4 of their supplemental contract amount for the offseason conditioning and preseason work. The remaining 3/4 of the supplemental contract will be prorated.

C. Contract

1. The supplemental contract shall be separate from (and in addition to) the regular teaching contract and should include the following:

   a. Specific supplemental assignment;

   b. Salary;

   c. Signatures of both parties to the contract and date of signing (Board of Education action constitutes official employment);

   d. Job Descriptions shall be submitted to the employees holding the positions who shall review the job descriptions for accuracy based on data submitted and shall sign the job descriptions and return them to the Superintendent or designee who shall submit them to the ETA and the Supplemental Review Board for review. If the Supplemental Review Board and the Association mutually approve the job descriptions, the job descriptions shall be used by the review committee in its decisions to recommend additions, deletions, etc.

2. All supplemental contracts will nonrenew at the completion of the job assignment for that position without any further action from the Board of Education. However, if the person holding a supplemental contract is not to be chosen for the position the following year, the person will be informed by the building principal. All positions filled by the same person the following year will not require the interview process and not be considered vacant.

3. Vacant supplemental positions shall be posted in each building for a period of three (3) work days. Notices of vacancies occurring during the summer will be sent by electronic mail to bargaining unit members.

D. Experience Steps

1. The basis for placement on the appropriate experience step shall be:

- equal experience in movement from head coach in the same sport (Boys/Girls).

- equal experience in movement from head coach to assistant coach within the same sport (Boys/Girls).

- equal experience from assistant coach to assistant coach within the same sport (Boys/Girls).

- individuals with related experience outside the specific area will receive one (1) experience credit for every three (3) years of experience not to exceed four (4) years experience.

2. Years of experience in a supplemental position will be recognized for a teacher new to the District, provided he/she assumes the responsibilities of the position upon employment.

3. The terms of this Contract shall also apply to any person assuming the responsibility of a supplemental contract. Candidates from outside the bargaining unit may be accorded credit for prior experience or determined appropriate by the Board of Education.

4. For persons holding supplemental contracts who then cease to hold a contract, prior years of experience in supplemental positions will be recognized for teachers in the district for that specific area. If it is in a related or another area, experience steps as stated in D.1. above apply.

E. Supplemental Renegotiations

The complete supplemental process shall be reviewed when the present negotiated Contract expires.

EDGEWOOD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE FY 2025-26
Based on BA, Step 0, Teacher Salary Schedule **44386**

STEP	Level I		Level II		Level III		Level IV	
0 - 1 Years	0.151	6,702	0.112	4,971	0.092	4,084	0.073	3,240
2 - 3 Years	0.166	7,368	0.125	5,548	0.104	4,616	0.082	3,640
4 - 5 Years	0.182	8,078	0.138	6,125	0.116	5,149	0.092	4,084
6 - 7 Years	0.198	8,788	0.152	6,747	0.128	5,681	0.102	4,527
8 - 14 Years	0.214	9,499	0.166	7,368	0.141	6,258	0.112	4,971
15 or more	0.230	10,209	0.180	7,989	0.154	6,835	0.122	5,415
	EHS Band Director		EHS Auditorium Supervisor*		Auditorium Supervisor*	Upon New Rec	EHS Baseball Asst. 1	
	EHS Basketball Boys Varsity Head Coach				EHS Band Asst. Director		EHS Baseball Asst. 2	
	EHS Basketball Girls Varsity Head Coach				EHS Baseball Head Coach		EHS Baseball Asst. 3	
	EHS Football Varsity Head Coach				EHS Basketball Boys Asst. 1		EHS Bowling Advisor	
	EHS Vocal Music Director				EHS Basketball Boys Asst. 2		EHS Cross Country Head Coach	
	EHS Wrestling Varsity Head Coach				EHS Basketball Boys Asst. 3		EHS Golf Boys Coach	
	EMS Athletic Facilitator				EHS Basketball Girls Asst. 1		EHS Golf Girls Coach	
					EHS Basketball Girls Asst. 2		EHS Lacrosse Boys Head	
					EHS Basketball Girls Asst. 3		EHS Soccer Boys Asst.	
					EHS Football Asst. 1		EHS Soccer Boys Asst.	
					EHS Football Asst. 2		EHS Soccer Girls Asst.	
					EHS Football Asst. 3		EHS Soccer Girls Asst.	
					EHS Football Asst. 4		EHS Softball Asst.	
					EHS Football Asst. 5		EHS Softball Asst.	
					EHS Football Asst. 6		EHS Softball Asst.	
					EHS Football Asst. 7		EHS Tennis Boys Head Coach	
					EHS Football Asst. 8		EHS Tennis Girls Head	
					EHS Football Asst. 9		EHS Track Asst.	
					EHS Soccer Boys Head Coach		EHS Track Asst.	
					EHS Soccer Girls Head Coach		EHS Track Asst.	
					EHS Softball Head Coach		EHS Vocal Music Asst. Director	
					EHS Track Boys Head Coach		EHS Volleyball Boys Asst.	
					EHS Track Girls Head Coach		EHS Volleyball Girls Asst.	
					EHS Volleyball Boys Varsity Head		EHS Volleyball Girls Asst.	
					EHS Volleyball Girls Varsity Head		EHS Volleyball Girls Asst.	
					EHS Wrestling Asst.			
					EHS Wrestling Asst.			
					EHS Wrestling Asst.			
			*Grandfathered					

EDGEWOOD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE FY 2025-26
Based on BA, Step 0, Teacher Salary Schedule 44386

STEP	Level V		Level VI		Level VII		Level VIII	
0 - 1 Years	0.060	2,663	0.052	2,308	0.036	1,598	0.024	1,065
2 - 3 Years	0.067	2,974	0.058	2,574	0.039	1,731	0.027	1,198
4 - 5 Years	0.075	3,329	0.064	2,841	0.044	1,953	0.031	1,376
6 - 7 Years	0.083	3,684	0.070	3,107	0.049	2,175	0.036	1,598
8 - 14 Years	0.091	4,039	0.077	3,418	0.054	2,397	0.039	1,731
15 or more	0.099	4,394	0.084	3,728	0.059	2,619	0.042	1,864
	EECC Dept. Head P-K		EHS Bowling Asst.		EHS Academic Team		EHS Academic Team Asst.	
	EMS Football Head		EHS Fall Assoc Band Dir/Perc Wind		EHS Cheer Basketball Asst.		EHS Spring Musical Asst. Director/Choreographer	
	EHS Competition Cheer		EHS Fall Play Director		EHS Cheer Basketball Asst.		EHS Nat'l Honor Society	
	EHS Cheer Basketball Varsity		EHS Golf Asst.		EHS Cheer Football Asst.		EHS Weight Program Coordinator	
	EHS Cheer Football Varsity		EHS Percussion Winter/Spring		EHS Cheer Football Asst.		EHS Weight Program Coordinator	
	EHS Color Guard		EHS Spring Musical Orchestra		EHS Choralier Combo Director		EHS Weight Program Coordinator	
	EHS Cross Country Asst.		EHS Spring Musical Vocal Director		EHS Student Council Asst.		EMS Art Club	
	EHS Dept. Head LA		EHS Spring Musical Tech Director		EHS Class Advisor Senior		EMS Jazz Band	
	EHS Dept. Head Math		EHS Swim/Dive Asst.		EHS Pep Band		EMS National Honor Society	
	EHS Dept. Head Science		EHS Tennis Girls Asst.		EHS Soccer Goalie Coach Boys		EMS Pep Band	
	Dept. Head World Languages PK-12		EMS Cross Country Head Coach		EHS Soccer Goalie Coach Girls		EMS Show Choir Asst. Dir	
	EHS Dept. Head Spec. Ed. 9-12		EMS Football Asst.		EHS Prom Advisor		EMS Spring Musical Asst. Director/Choreographer	
	EHS Dept. Head Specials 9-12		EMS Football Asst.		EMS Cheer Basketball Asst.		EHS Class Advisor - Freshman	
	EHS Dept. Head SS		EMS Football Asst.		EMS Cheer Basketball Asst.		EHS Class Advisor - Sophomore	
	Dept. Head School Counselor PK-12		EMS Play Director		EMS Cheer Football Asst.		EHS Class Advisor - Junior	
	EHS Lacrosse Boys Asst.		EMS Track Boys Asst.		EMS Cheer Football Asst.			
	EHS Spring Musical Director		EMS Track Boys Asst.		EMS Cross Country Asst.			
	EHS Student Council		EMS Track Girls Asst.		EMS Play Asst. Director			
	EHS Swim/Dive Head Coach		EMS Track Girls Asst.					
	EHS Yearbook		EMS Vocal Dir/Show Choir					
	EIS Dept. Head 3rd Grd		EMS Wrestling Asst.					
	EIS Dept. Head 4th Grd		EMS Yearbook Advisor					
	EIS Dept. Head 5th Grd		Mentor, Entry Level Teacher as needed					
	Elem. Dept. Head Special Ed. PreK-5							
	EMS Basketball Boys							
	EMS Basketball Boys							
	EMS Basketball Girls							
	EMS Basketball Girls							
	EMS Dept. Head LA							
	EMS Dept. Head Math		~~EMS Musical Director~~	Monitor				
	EMS Dept. Head Science							
	EMS Dept. Head Spec. Ed. 6-8							
	EMS Dept. Head Specials P-8							
	EMS Dept. Head SS							
	EMS Track Boys Head							
	EMS Track Girls Head							
	EMS Volleyball Grd 7							
	EMS Volleyball Grd 8							
	EMS Washington DC Trip Coord.							
	EMS Wrestling Head Coach							
	EPS Dept. Head 1st Grd							
	EPS Dept. Head 2nd Grd							
	~~EHS Winter Guard~~	Monitor						

EDGEWOOD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE FY 2026-27
Based on BA, Step 0, Teacher Salary Schedule 45274

STEP	Level I		Level II		Level III		Level IV	
0 - 1 Years	0.151	6,836	0.112	5,071	0.092	4,165	0.073	3,305
2 - 3 Years	0.166	7,515	0.125	5,659	0.104	4,708	0.082	3,712
4 - 5 Years	0.182	8,240	0.138	6,248	0.116	5,252	0.092	4,165
6 - 7 Years	0.198	8,964	0.152	6,882	0.128	5,795	0.102	4,618
8 - 14 Years	0.214	9,689	0.166	7,515	0.141	6,384	0.112	5,071
15 or more	0.230	10,413	0.180	8,149	0.154	6,972	0.122	5,523
	EHS Band Director		EHS Auditorium Supervisor*		Auditorium Supervisor*	Upon New Rec	EHS Baseball Asst. 1	
	EHS Basketball Boys Varsity Head Coach				EHS Band Asst. Director		EHS Baseball Asst. 2	
	EHS Basketball Girls Varsity Head Coach				EHS Baseball Head Coach		EHS Baseball Asst. 3	
	EHS Football Varsity Head Coach				EHS Basketball Boys Asst. 1		EHS Bowling Advisor	
	EHS Vocal Music Director				EHS Basketball Boys Asst. 2		EHS Cross Country Head Coach	
	EHS Wrestling Varsity Head Coach				EHS Basketball Boys Asst. 3		EHS Golf Boys Coach	
	EMS Athletic Facilitator				EHS Basketball Girls Asst. 1		EHS Golf Girls Coach	
					EHS Basketball Girls Asst. 2		EHS Lacrosse Boys Head	
					EHS Basketball Girls Asst. 3		EHS Soccer Boys Asst.	
					EHS Football Asst. 1		EHS Soccer Boys Asst.	
					EHS Football Asst. 2		EHS Soccer Girls Asst.	
					EHS Football Asst. 3		EHS Soccer Girls Asst.	
					EHS Football Asst. 4		EHS Softball Asst.	
					EHS Football Asst. 5		EHS Softball Asst.	
					EHS Football Asst. 6		EHS Softball Asst.	
					EHS Football Asst. 7		EHS Tennis Boys Head Coach	
					EHS Football Asst. 8		EHS Tennis Girls Head	
					EHS Football Asst. 9		EHS Track Asst	
					EHS Soccer Boys Head Coach		EHS Track Asst.	
					EHS Soccer Girls Head Coach		EHS Track Asst.	
					EHS Softball Head Coach		EHS Vocal Music Asst. Director	
					EHS Track Boys Head Coach		EHS Volleyball Boys Asst.	
					EHS Track Girls Head Coach		EHS Volleyball Girls Asst.	
					EHS Volleyball Boys Varsity Head		EHS Volleyball Girls Asst.	
					EHS Volleyball Girls Varsity Head		EHS Volleyball Girls Asst.	
					EHS Wrestling Asst.			
					EHS Wrestling Asst.			
					EHS Wrestling Asst.			
			*Grandfathered					

EDGEWOOD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE FY 2026-27
Based on BA, Step 0, Teacher Salary Schedule 45274

STEP	Level V		Level VI		Level VII		Level VIII	
0 - 1 Years	0.060	2,716	0.052	2,354	0.036	1,630	0.024	1,087
2 - 3 Years	0.067	3,033	0.058	2,626	0.039	1,766	0.027	1,222
4 - 5 Years	0.075	3,396	0.064	2,898	0.044	1,992	0.031	1,403
6 - 7 Years	0.083	3,758	0.070	3,169	0.049	2,218	0.036	1,630
8 - 14 Years	0.091	4,120	0.077	3,486	0.054	2,445	0.039	1,766
15 or more	0.099	4,482	0.084	3,803	0.059	2,671	0.042	1,902
	EECC Dept. Head P-K		EHS Bowling Asst.		EHS Academic Team		EHS Academic Team Asst.	
	EMS Football Head		EHS Fall Assoc Band Dir/Perc Wind		EHS Cheer Basketball Asst.		EHS Spring Musical Asst. Director/Choreographer	
	EHS Competition Cheer		EHS Fall Play Director		EHS Cheer Basketball Asst.		EHS Nat'l Honor Society	
	EHS Cheer Basketball Varsity		EHS Golf Asst.		EHS Cheer Football Asst.		EHS Weight Program Coordinator	
	EHS Cheer Football Varsity		EHS Percussion Winter/Spring		EHS Cheer Football Asst.		EHS Weight Program Coordinator	
	EHS Color Guard		EHS Spring Musical Orchestra		EHS Choralier Combo Director		EHS Weight Program Coordinator	
	EHS Cross Country Asst.		EHS Spring Musical Vocal Director		EHS Student Council Asst.		EMS Art Club	
	EHS Dept. Head LA		EHS Spring Musical Tech Director		EHS Class Advisor Senior		EMS Jazz Band	
	EHS Dept. Head Math		EHS Swim/Dive Asst.		EHS Pep Band		EMS National Honor Society	
	EHS Dept. Head Science		EHS Tennis Girls Asst.		EHS Soccer Goalie Coach Boys		EMS Pep Band	
	Dept. Head World Languages PK-12		EMS Cross Country Head Coach		EHS Soccer Goalie Coach Girls		EMS Show Choir Asst. Dir	
	EHS Dept. Head Spec. Ed. 9-12		EMS Football Asst.		EHS Prom Advisor		EMS Spring Musical Asst. Director/Choreographer	
	EHS Dept. Head Specials 9-12		EMS Football Asst.		EMS Cheer Basketball Asst.		EHS Class Advisor - Freshman	
	EHS Dept. Head SS		EMS Football Asst.		EMS Cheer Basketball Asst.		EHS Class Advisor - Sophomore	
	Dept. Head School Counselor PK-12		EMS Play Director		EMS Cheer Football Asst.		EHS Class Advisor - Junior	
	EHS Lacrosse Boys Asst.		EMS Track Boys Asst.		EMS Cheer Football Asst.			
	EHS Spring Musical Director		EMS Track Boys Asst.		EMS Cross Country Asst.			
	EHS Student Council		EMS Track Girls Asst.		EMS Play Asst. Director			
	EHS Swim/Dive Head Coach		EMS Track Girls Asst.					
	EHS Yearbook		EMS Vocal Dir/Show Choir					
	EIS Dept. Head 3rd Grd		EMS Wrestling Asst.					
	EIS Dept. Head 4th Grd		EMS Yearbook Advisor					
	EIS Dept. Head 5th Grd		Mentor, Entry Level Teacher as needed					
	Elem. Dept. Head Special Ed. PreK-5							
	EMS Basketball Boys							
	EMS Basketball Boys							
	EMS Basketball Girls							
	EMS Basketball Girls							
	EMS Dept. Head LA							
	EMS Dept. Head Math		~~EMS Musical Director~~	Monitor				
	EMS Dept. Head Science							
	EMS Dept. Head Spec. Ed. 6-8							
	EMS Dept. Head Specials P-8							
	EMS Dept. Head SS							
	EMS Track Boys Head							
	EMS Track Girls Head							
	EMS Volleyball Grd 7							
	EMS Volleyball Grd 8							
	EMS Washington DC Trip Coord.							
	EMS Wrestling Head Coach							
	EPS Dept. Head 1st Grd							
	EPS Dept. Head 2nd Grd							
	~~EHS Winter Guard~~	Monitor						

EDGEWOOD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE FY 2027-28
Based on BA, Step 0, Teacher Salary Schedule 46179

STEP	Level I		Level II		Level III		Level IV	
0 - 1 Years	0.151	6,973	0.112	5,172	0.092	4,248	0.073	3,371
2 - 3 Years	0.166	7,666	0.125	5,772	0.104	4,803	0.082	3,787
4 - 5 Years	0.182	8,405	0.138	6,373	0.116	5,357	0.092	4,248
6 - 7 Years	0.198	9,143	0.152	7,019	0.128	5,911	0.102	4,710
8 - 14 Years	0.214	9,882	0.166	7,666	0.141	6,511	0.112	5,172
15 or more	0.230	10,621	0.180	8,312	0.154	7,112	0.122	5,634
	EHS Band Director		EHS Auditorium Supervisor*		Auditorium Supervisor*	Upon New Rec	EHS Baseball Asst. 1	
	EHS Basketball Boys Varsity Head Coach				EHS Band Asst. Director		EHS Baseball Asst. 2	
	EHS Basketball Girls Varsity Head Coach				EHS Baseball Head Coach		EHS Baseball Asst. 3	
	EHS Football Varsity Head Coach				EHS Basketball Boys Asst. 1		EHS Bowling Advisor	
	EHS Vocal Music Director				EHS Basketball Boys Asst. 2		EHS Cross Country Head Coach	
	EHS Wrestling Varsity Head Coach				EHS Basketball Boys Asst. 3		EHS Golf Boys Coach	
	EMS Athletic Facilitator				EHS Basketball Girls Asst. 1		EHS Golf Girls Coach	
					EHS Basketball Girls Asst. 2		EHS Lacrosse Boys Head	
					EHS Basketball Girls Asst. 3		EHS Soccer Boys Asst.	
					EHS Football Asst. 1		EHS Soccer Boys Asst.	
					EHS Football Asst. 2		EHS Soccer Girls Asst.	
					EHS Football Asst. 3		EHS Soccer Girls Asst.	
					EHS Football Asst. 4		EHS Softball Asst.	
					EHS Football Asst. 5		EHS Softball Asst.	
					EHS Football Asst. 6		EHS Softball Asst.	
					EHS Football Asst. 7		EHS Tennis Boys Head Coach	
					EHS Football Asst. 8		EHS Tennis Girls Head	
					EHS Football Asst. 9		EHS Track Asst.	
					EHS Soccer Boys Head Coach		EHS Track Asst.	
					EHS Soccer Girls Head Coach		EHS Track Asst.	
					EHS Softball Head Coach		EHS Vocal Music Asst. Director	
					EHS Track Boys Head Coach		EHS Volleyball Boys Asst.	
					EHS Track Girls Head Coach		EHS Volleyball Girls Asst.	
					EHS Volleyball Boys Varsity Head		EHS Volleyball Girls Asst.	
					EHS Volleyball Girls Varsity Head		EHS Volleyball Girls Asst.	
					EHS Wrestling Asst.			
					EHS Wrestling Asst.			
					EHS Wrestling Asst.			
			*Grandfathered					

EDGEWOOD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE FY 2027-28
Based on BA, Step 0, Teacher Salary Schedule 46179

STEP	Level V		Level VI		Level VII		Level VIII	
0 - 1 Years	0.060	2,771	0.052	2,401	0.036	1,662	0.024	1,108
2 - 3 Years	0.067	3,094	0.058	2,678	0.039	1,801	0.027	1,247
4 - 5 Years	0.075	3,463	0.064	2,955	0.044	2,032	0.031	1,432
6 - 7 Years	0.083	3,833	0.070	3,233	0.049	2,263	0.036	1,662
8 - 14 Years	0.091	4,202	0.077	3,556	0.054	2,494	0.039	1,801
15 or more	0.099	4,572	0.084	3,879	0.059	2,725	0.042	1,940
	EECC Dept. Head P-K		EHS Bowling Asst.		EHS Academic Team		EHS Academic Team Asst.	
	EMS Football Head		EHS Fall Assoc Band Dir/Perc Wind		EHS Cheer Basketball Asst.		EHS Spring Musical Asst. Director/Choreographer	
	EHS Competition Cheer		EHS Fall Play Director		EHS Cheer Basketball Asst.		EHS Nat'l Honor Society	
	EHS Cheer Basketball Varsity		EHS Golf Asst.		EHS Cheer Football Asst.		EHS Weight Program Coordinator	
	EHS Cheer Football Varsity		EHS Percussion Winter/Spring		EHS Cheer Football Asst.		EHS Weight Program Coordinator	
	EHS Color Guard		EHS Spring Musical Orchestra		EHS Choralier Combo Director		EHS Weight Program Coordinator	
	EHS Cross Country Asst.		EHS Spring Musical Vocal Director		EHS Student Council Asst.		EMS Art Club	
	EHS Dept. Head LA		EHS Spring Musical Tech Director		EHS Class Advisor Senior		EMS Jazz Band	
	EHS Dept. Head Math		EHS Swim/Dive Asst.		EHS Pep Band		EMS National Honor Society	
	EHS Dept. Head Science		EHS Tennis Girls Asst.		EHS Soccer Goalie Coach Boys		EMS Pep Band	
	Dept. Head World Languages PK-12		EMS Cross Country Head Coach		EHS Soccer Goalie Coach Girls		EMS Show Choir Asst. Dir	
	EHS Dept. Head Spec. Ed. 9-12		EMS Football Asst.		EHS Prom Advisor		EMS Spring Musical Asst. Director/Choreographer	
	EHS Dept. Head Specials 9-12		EMS Football Asst.		EMS Cheer Basketball Asst.		EHS Class Advisor - Freshman	
	EHS Dept. Head SS		EMS Football Asst.		EMS Cheer Basketball Asst.		EHS Class Advisor - Sophomore	
	Dept. Head School Counselor PK-12		EMS Play Director		EMS Cheer Football Asst.		EHS Class Advisor - Junior	
	EHS Lacrosse Boys Asst.		EMS Track Boys Asst.		EMS Cheer Football Asst.			
	EHS Spring Musical Director		EMS Track Boys Asst.		EMS Cross Country Asst.			
	EHS Student Council		EMS Track Girls Asst.		EMS Play Asst. Director			
	EHS Swim/Dive Head Coach		EMS Track Girls Asst.					
	EHS Yearbook		EMS Vocal Dir/Show Choir					
	EIS Dept. Head 3rd Grd		EMS Wrestling Asst.					
	EIS Dept. Head 4th Grd		EMS Yearbook Advisor					
	EIS Dept. Head 5th Grd		Mentor, Entry Level Teacher as needed					
	Elem. Dept. Head Special Ed. PreK-5							
	EMS Basketball Boys							
	EMS Basketball Boys							
	EMS Basketball Girls							
	EMS Basketball Girls							
	EMS Dept. Head LA							
	EMS Dept. Head Math		~~EMS Musical Director~~	Monitor				
	EMS Dept. Head Science							
	EMS Dept. Head Spec. Ed. 6-8							
	EMS Dept. Head Specials P-8							
	EMS Dept. Head SS							
	EMS Track Boys Head							
	EMS Track Girls Head							
	EMS Volleyball Grd 7							
	EMS Volleyball Grd 8							
	EMS Washington DC Trip Coord.							
	EMS Wrestling Head Coach							
	EPS Dept. Head 1st Grd							
	EPS Dept. Head 2nd Grd							
	~~EHS Winter Guard~~	Monitor						

Memorandum of Understanding
The Ohio Teacher Evaluation System 2.0
(Expires June 30, 2028)

1. The Edgewood City School District will implement the Ohio Teacher Evaluation System (OTES) which conforms to the framework for evaluation of teachers as approved by the State Board of Education and aligns with the "Standards for the Teaching Profession" as set forth in State law.
2. Bargaining unit members who meet the definition of teacher in board policy will be evaluated using OTES 2.0.
    a. Substitute teachers and teachers not meeting this definition are not subject to evaluation under this policy. Regular and Part Time bargaining unit members who do not meet the definition will be evaluated utilizing the traditional evaluation procedures of the collective bargaining agreement in effect between the Board and the Edgewood Teachers' Association.
    b. Counselors shall be evaluated using the Ohio School Counselor Evaluation System.
    c. Teachers on leave for 50% or more of the school year shall not be evaluated.
    d. Teachers who have submitted notice of retirement and that notice has been accepted by the Board no later than December 1st shall not be evaluated.
3. "Credentialed Evaluator" - For purposes of this policy, each teacher subject to evaluation will be evaluated by a person who:
    a. Meets the eligibility requirements under ORC Section 3319.111(D); and
    b. Holds a credential established by the Ohio Department of Education for teacher evaluation; and
    c. Has completed state-sponsored evaluation training and has passed an online credentialing assessment.
    d. The Board shall authorize the Superintendent/designee to approve, distribute and maintain a list of credentialed evaluators available by building as necessary to effectively implement this policy.
    e. All parts of all teacher evaluations shall be conducted by district employed administrators.
4. OTES forms will be used in the evaluation process. The informal observation general form (walkthrough form) will be used for documenting walkthroughs.
5. The full evaluation of teachers will consist of:

Orientation

    a. For all new hired teachers, the district shall hold evaluation process training before the start of every school year.
    b. Teachers who are scheduled for full evaluations shall be retrained and informed of any changes to OTES and the evaluation process prior to October 1st by the district evaluation committee.

Teacher Performance

Each teacher shall be evaluated according to the OTES 2.0 Framework which is aligned with the Standards for the Teaching Profession adopted under state law.

Professional Growth Plan

A Professional Growth Plan will be developed by October 15 with a minimum of one goal.

Formal Observations

a. There shall be at least two (2) formal observations of the teacher at least thirty (30) minutes each in duration during the school year. The first formal observation shall be "holistic" in nature. The second and any subsequent observations shall be focused. The focus area may be determined during the required conference following the first formal holistic observation or during the previous year's final summative conference.
b. Teachers on a limited contract who are under consideration for renewal/nonrenewal shall receive at least three (3) formal observations unless the Superintendent/designee waives the third observation.
c. The first observation will not occur before October 1st unless mutually agreed upon between the teacher and administrator and each ensuing observation will not occur less than 20 school days from the previous. At least one observation will occur after winter break.
d. All formal observations shall be preceded by a pre-conference between the evaluator and the employee that will be held between one (1) and three (3) days of the scheduled observation in order for the employee to explain plans and objectives for the classroom situation to be observed.
e. The teacher will be notified at least three (3) days prior to the preconference to prepare for the preconference. An optional preconference planning form is available on the ODE website.
f. All formal observation and pre-observation conferences will be scheduled and announced.
g. If the evaluator must postpone the observation, the teacher will be notified as soon as possible. Both parties will agree upon a new observation date. The teacher will choose to use the lesson that was to be observed or choose a new lesson. If a new lesson is chosen, the evaluator can be verbally informed of the details of the new lesson or the teacher can choose to revise their pre-conference form.
h. The first observation must be completed before December 15.
i. The second observation must be completed by May 1.
j. There will be at least four (4) weeks between observations.
k. All formal observations will be a minimum of thirty (30) continuous minutes in length.
l. A post-observation conference shall be scheduled within three (3) working days after each formal observation.
m. The evaluation form will be finalized and made available to the employee by the evaluator within seven (7) working days after the scheduled post-conference.

n. If a teacher feels he/she is being unfairly evaluated, the teacher should notify an ETA representative. The ETA will then contact the Superintendent/designee, who may change the evaluator.
o. Administrators shall not make simultaneous observations of teachers in a coteaching setting.

Informal Walkthroughs

a. A minimum of two (2) classroom walkthroughs (less than 30 minutes) shall occur during one school year.
b. Classroom walkthroughs shall not unreasonably disrupt and/or interrupt the learning environment.
c. Data gathered from the walkthrough must be placed on the Informal Observation form designated in OTES Teacher Evaluation Form or emailed electronically through the data collection tool to the teacher.
d. A completed form must be shared with the employee within three (3) days of the walkthrough.

High-Quality Student Data

a. High-quality student data will be utilized during the term of this agreement.
b. Under OTES 2.0, at least two measures of high-quality student data are used as evidence of student learning attributable to the teacher being evaluated. High-quality student data will meet the criteria listed in board policy. Where applicable, high-quality student data will include value-added progress dimension data and another source of HQSD.
c. The teacher will select high-quality student data in consultation with the evaluator.
d. Teachers will be responsible for providing evidence to their evaluator demonstrating that they have used high-quality student data in the following ways:
    i. Critically analyze and reflect upon results to support improvement and enhancement of student learning;
    ii. Assess student learning needs and styles, including the strengths and weaknesses of an entire class as well as individual students in each class;
    iii. Inform and adapt instruction to meet student needs; and
    iv. Measure student learning achievement and growth, as well as progress toward achieving state and local standards.
e. The evaluator will use the data as evidence to help inform the final performance rating as stated in the teacher rubric.

Finalization

a. Teacher evaluations shall consist of multiple factors within the OTES 2.0 teacher rubric with the Intent of assigning one of the following effectiveness/performance ratings: Accomplished; Skilled; Developing, or Ineffective.
b. The evaluator will consider the evidence gathered during the evaluation cycles to assign a final holistic evaluation rating based on the criteria developed by the Ohio Department of Education.
c. The evaluation shall be completed annually by May 1, and the teacher will receive the

written evaluation report by May 10.

d. The evaluator shall provide that each evaluation is submitted to the teacher for his/her acknowledgement by written receipt through the evaluation system.
e. One evaluator shall complete all individual teacher observations, walkthroughs, reports, and finalizations unless upon approval of a teacher's request a second evaluator is assigned through the evaluation process.
f. The Board of Education shall not share any evaluation report in part or full with any Third-party except as required by law.
g. All teachers will be deemed comparable with members who receive the same evaluation rating (i.e. skilled teachers are comparable to other skilled teachers, etc.).
h. If Ohio Revised Code sections 3319.111 and 3319.112 are repealed, the evaluation system procedure set forth in Article VIII of the Master Agreement shall apply, to the extent permitted by law.

6. The off-cycle evaluation for Accomplished and Skilled teachers will consist of:
   a. A Professional Growth Plan will be developed by October 15.
   b. At least one informal observation/walkthrough (less than 30 minutes) and the teacher will be notified in advance.
   c. No preconference. The teacher will not be required to fill out a preconference form online or in writing.
   d. One conference to discuss the progress on the Professional Growth Plan before May 1.

Evaluation Committee

The District Evaluation Committee that established the evaluation procedure outlined in this MOU shall meet annually to review its efficiency and effectiveness. Any substantive changes shall be mutually agreed to by members of the Evaluation Committee and added to a revised MOU for adoption by the Board and ratification by the Association. If a vacancy occurs, the Superintendent or Association President shall appoint a replacement to their respective teams. If members of the Committee need to be trained, the District shall provide that training.

School Counselor Evaluations under OSCES

For the term of this MOU, school counselors will be deemed comparable to other counselors who receive the same evaluation rating under the OSCES evaluation system for the purpose of reduction in force under Article 7 of the Agreement.

Student Data Committee

Each building shall establish a Student Data Committee. The purpose of the Committee will be to help identify high-quality student data that demonstrate student learning attributable to a teacher which may be used as evidence in performance evaluations. The Committee will submit recommendations for inclusion of high-quality student data identified by the Committee to the Superintendent, who will be responsible for approving the final list. The Committee will include all department heads, all members of the BLT who wish to volunteer for the Committee, at least one principal, and any educator that may assist in ensuring quality student data is utilized in OTES. If members of the Committee need to be trained, the District shall provide that training.

Evaluation Determination

All new teachers to the District, all resident educators in Years 1 and 2 of the program, all teachers eligible for continuing contracts, and all teachers who received a rating of Developing or Ineffective in the previous year will be scheduled for full evaluations.

Miscellaneous Provisions

This Agreement represents the entire Agreement by the parties and any other claimed verbal or informal understandings are null and void and shall have no effect on the written terms contained in this Agreement.

This Agreement is binding contractual commitment. The parties acknowledge and agree that this Agreement is subject to the grievance process.

APPENDIX E

DRUG FREE WORKPLACE POLICY AND AWARENESS PROGRAM

It is the policy of Edgewood Board of Education to establish a drug free workplace. Drug and alcohol abuse in the workplace is dangerous and can lead to harm to not only the person abusing drugs or alcohol but also to fellow employees and students. It is especially important that employees not use drugs or alcohol in the workplace in view of the fact that, as employees within the schools, the conduct of the Board of Education employees can potentially influence children within the schools.

For these reasons the Edgewood Board of Education is committed to maintaining a drug free workplace, and will enforce a policy requiring all employees to refrain from the use, sale, purchase, possession, or being under the influence of illegal drugs or alcohol while on the job, on school premises, or on or while using school equipment. Employees who fail to comply with this policy will be subject to discipline, up to and including termination of employment subject to the following procedures.

As a condition of employment, each employee shall notify his/her supervisor of his/her conviction of any criminal drug or alcohol statute for a violation occurring in the workplace not later than five (5) days after such conviction.

PROCEDURES:

A. All employees shall receive a copy of this provision and Board adopted resolution regarding a drug free workplace. This resolution shall become part of the Board of Education Policy Manual and shall be included in any and all procedural handbooks.

B. "Drug abuse offenses" shall be defined as the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.

C. "Workplace" is defined as any area under the control of the school district or at any school sponsored activity regardless of location.

D. Disciplinary Action:

1. Any employee who pleads guilty or is convicted in any court of law of a drug abuse offense which is a minor misdemeanor and which occurs in the workplace shall be referred to and participate in a drug rehabilitation or intervention program. (Rehabilitation or intervention program participation will be at the employee's expense if not covered by the present benefit program.) Failure to participate in the rehabilitation program may result in up to a ten (10) day suspension without pay. Subsequent guilty pleas or convictions may result in disciplinary action of an employee up to and including termination.

2. The Board of Education may take action against any employee for drug offenses in accordance with normal disciplinary procedures as provided by law.