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NORTHWOOD
LOCAL SCHOOLS

# MASTER AGREEMENT

BETWEEN

NORTHWOOD LOCAL BOARD OF EDUCATION

AND

NORTHWOOD LOCAL EDUCATION ASSOCIATION

July 1, 2026 - June 30, 2029

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## PURPOSE STATEMENT

The Board, Administration, Teachers and Staff will devote their best mutual efforts to provide the students of the District an excellent education in an environment that promotes the development of responsible young adults equipped with the skills and motivation to contribute positively to the greater community.

## ARTICLE 1

## RECOGNITION

1.1 **Recognition**

The Northwood Board of Education, hereinafter "Employer" or "Board," recognizes the Northwood Local Education Association OEA/NEA Local, hereinafter the "Association," as the sole and exclusive bargaining representative, for purposes of and as defined in Chapter 4117 Ohio Revised Code, for all professional, nonsupervisory, personnel [as certified by the State Employment Relations Board], both full- and part-time (50% or more) whether under contract, either verbal or written, on leave, or on a per diem, hourly or class rate basis, employed or to be employed by the District performing or to perform any work currently being performed by bargaining unit members or any similar work including by way of illustration only but not limitation, classroom teachers [K-12, adult, special, vocational, and full-time substitutes], guidance counselors, librarians, media and program specialists, school social workers, attendance officers, coordinators, department heads, athletic directors, visiting teachers, advising or critic teachers, tutors, mentors, and head teachers. The Association recognizes that the Superintendent, Assistant Superintendent, Principals, and other Administrative personnel as defined in Chapter 4117 Ohio Revised Code are excluded from the bargaining unit. The Employer recognizes that Association representation will include any newly created position unless employment into the position is governed by Section 3319.02 of the Ohio Revised Code.

1. The Board, in order to recognize an organization as the exclusive bargaining representative of certified personnel, requires satisfactory evidence that the organization is, in fact, one that represents a majority of such employees (50% + 1).

   Provided such satisfactory evidence is submitted by the employees' organization to the Board prior to October 1st of each year, the Board hereby recognizes said organization as the exclusive bargaining agent for full and part-time (50% or more) certified personnel under regular contract employed by the Board.

2. This recognition shall continue in effect as long as the organization's paid membership contains more than 50% of the total employees in the bargaining unit.

3. Within the sixty (60) calendar days immediately prior to the expiration of this Agreement, the recognized bargaining representative may cause an election to be held by presenting authorization cards signed by at least 40% of the total membership of the bargaining unit. In any such election, there shall be a provision to choose "no union" and a majority of those voting shall be required for recognition.

4. Exclusions:

   a. The Association shall not serve as a representative body for the Superintendent, Principals, other Administrative personnel as defined in 4117, noncertified positions or certified personnel employed 49% or less of a contract.

   b. The Association shall provide the Board with the following information by June 1st of each year:

      1. The name and mailing address of the organization.

      2. The name and address of each area, state and national organization with which it is affiliated.

      3. The name and title of each officer in the organization.

      4. The name of the chairman of the Professional Negotiations Committee.

## ARTICLE 2

## MANAGEMENT RIGHTS

### 2.1 Management Rights

Except as herein limited by the expressed terms of this Agreement, it shall be the right and responsibility of the Employer to:

1. Determine matters of inherent managerial policy which include, but are not limited to, areas of discretion or policy such as the functions and programs of the Employer, standards of service, its overall budget, utilization of technology and organizational structure;

2. Direct, supervise, evaluate or hire employees;

3. Maintain and improve the efficiency and effectiveness of operations;

4. Determine the overall methods, process, means or personnel by which operations are to be conducted;

5. Suspend, discipline, demote or discharge, lay off, transfer or assign, schedule or promote or retain employees for just cause;

6. Determine the adequacy of the work force;

7. Determine the overall mission of the Employer as a unit of government;

8. Effectively manage the work force;

9. Take actions to carry out the mission of the public employer as a government unit;

10. Any and all rights, power and authority the Employer had prior to entering into this Agreement with the Association are retained exclusively by the Employer except as expressly abridged, delegated, or granted, or modified by this Agreement.

## ARTICLE 3

## NEGOTIATION PROCEDURES

3.1 **Procedures**

A. Inaugurating steps to Agreement:

1. A written request for meeting will be submitted by the Association to the Superintendent or by the Superintendent to the President of the Association. Neither party is obligated to negotiate sooner than ninety (90) days prior to the expiration of the Contract.

a. The subject matter by title to be considered will be specified in writing.

B. Meetings between the Association's Professional Negotiation Committee and the Board or the official representative(s) will be scheduled for an agreed-upon time within fifteen (15) days after the date of the request for a meeting unless a mutually satisfactory later date is agreed upon:

1. Relevant data and supporting information, proposals and counter-proposals will be presented.

2. Consultants may be used by either party.

3. Mediators from the Federal Mediation and Conciliation Service (FMCS) or from a mutually-agreed public or private service may be brought in by either party to work with both sides in an attempt to reach agreement. The parties shall split the cost of the mediator.

4. Representation shall be limited to four (4) representatives from the Board and four (4) representatives from the Association's Professional Negotiation Committee and each team's attorney or OEA representative.

C. Reporting:

1. When the participants reach a consensus, a joint report will be prepared and presented to the Board by the chief negotiator of the Board and the Association.

2. In the event a consensus is not reached, reports may be presented to the Board and to the Association by the spokesman for either group.

D. Action:

1. When a joint report is presented and the Board accepts the report, the recommendations of the report will be put into effect by the Superintendent.

2. In the event that agreement is not reached, either the Board or the Association may request that a Panel of Specialists be formed. This panel will be formed within fifteen (15) days unless both parties agree to a later date.

a. The Panel of Specialists will be formed in the following manner:

1. The Board will select one (1) member;

2. The Association will select one (1) member;

3. These two (2) members shall select a third member who will serve as chairman. In the event the two (2) panel members are unable to agree on a chairperson within the prescribed time line (fifteen (15) days), a request shall be made with the American Arbitration Association to supply a list of seven (7) arbitrators to each of the panel members. The arbitrators so listed must be able to serve within ten (10) days of such selection. The AAA tribunal administrator shall have the authority to go to the next available arbitrator's name when assigning the seven (7) names in the event of unavailability. The panel members shall select the chairperson from said list by the alternate strike method.

b. This panel will have the authority to hold hearings and confer with any parties deemed advisable in seeking to effect a recommendation to the Board and the Association. The written report of the panel shall be made available to each party to the dispute within fourteen (14) days of the hearing.

c. All hearings by this panel shall be in closed sessions and no news releases shall be made concerning progress of the hearings.

d. Whatever conclusions that the panel might reasonably arrive at can only be advisory, in the nature of a recommendation, to the Board and the Association.

e. Within fourteen (14) days of receiving the report of the panel, the Association and Board shall vote to accept or reject the report and notify the other within five (5) days of their decision. This will terminate the alternate dispute resolution. Any party not so notifying the other party in writing within five (5) days, shall be deemed to have accepted the report of the Panel.

3.2 **Costs**

A. The costs for the services of the panel, including per diem fees, actual and necessary travel and subsistence expenses shall be borne equally by the NLEA and Board.

B. In each case, when mutually agreed upon, expenses may be shared equally by the Board and the Association.

## ARTICLE 4

## ENTIRE AGREEMENT CLAUSE

4.1 **Entire Agreement Clause**

This Contract supersedes and cancels all previous agreements, verbal or written, or based on alleged past practices between the Board and Association, and constitutes the entire agreement between the parties. Any agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

## ARTICLE 5

## GRIEVANCE PROCEDURE

### 5.1 Definition

A grievance is defined as an alleged violation of a specific article or section of this Agreement or the application of or the interpretation of Board of Education policies by a teacher, teachers or the NLEA. If any such grievance arises, there shall be no stoppage or suspension of work of the employee(s) because of such grievance. All grievances shall be submitted on the prescribed form which shall be available in each building office.

The term "Grievant" means a teacher, teachers or the NLEA.

Day shall mean workday for the purposes of the grievance procedure.

### 5.2 Purpose and Process

The purpose of the grievance procedure is to secure a solution to a problem. Before a grievance is filed, the grievant shall meet with his/her immediate supervisor in an attempt to resolve the problem. The parties are to meet confidentially, one to one, and discuss the problem within ten (10) days of the date of concern.

### 5.3 Formal Process

In the event a problem is not resolved at the informal level, the person making the complaint may file a grievance. The failure of the grievant to act on any grievance within the prescribed time limits will act as a bar to any further consideration of the grievance, and any administrator's failure to give a decision within the time limits prescribed for one (1) level permits the grievant to proceed to the next level. The limits, however, may be extended by mutual agreement.

#### Step 1

A grievance must be filed with the Principal or appropriate administrator within twenty (20)days of the alleged grievance having occurred. Within ten (10) days, the Principal or appropriate administrator shall meet with the grievant to resolve the grievance. A representative of NLEA may accompany the grievant in any grievance hearing. The Principal or appropriate administrator shall indicate his/her disposition of the grievance in writing within ten (10) days after meeting with the grievant and shall forward a copy to the grievant.

#### Step 2

In the event a grievance has not been satisfactorily resolved at Step 1, the grievant may file, within ten (10) days, a copy of the grievance report form with the Superintendent

of Schools. At this time, the appropriate administrator must be served written notice of this appeal by the grievant. The Superintendent shall conduct the hearing or designate an appropriate administrator to conduct the hearing on the written grievance at which time information may be presented by the grievant and person against whom the grievance was filed. This hearing shall be held within ten (10) working days after the receipt of the grievance by the Superintendent. The Superintendent and/or the designated administrator shall render a decision, in writing, within ten (10) days following the hearing. Copies of the written decision shall be forwarded to the grievant and the Building Principal or other appropriate administrator and president of NLEA. The grievant may be accompanied by a recognized NLEA officer, a building representative or OEA representative.

**Step 3**

If the grievance has not been satisfactorily resolved at Step 2, the grievant or the NLEA may file, within ten (10) days of the issuance of the administrator's Step 2 decision, a copy of the appropriate grievance report form with the Superintendent requesting mediation. A request for a mediator shall be submitted to FMCS or a public or private mediation service, and the mediator shall be approved by mutual agreement of the parties. The costs of mediation, if any, shall be borne equally by the parties, though each party shall bear their own costs related to representation during mediation. If the parties resolve the grievance during mediation, they shall reduce the terms of such settlement to writing. A copy of these terms shall be provided to the grievant, the affected Building Principal, the designated central office administrator, and the President of NLEA. Resolution through mediation creates no precedent for future situations unless otherwise agreed by the parties. Mediation shall be concluded within thirty (30) calendar days of submission of the matter to mediation initial request unless otherwise agreed to by the parties.

In the event that mediation does not resolve the issue, the NLEA must notify the Superintendent/Board, within ten (10) working days of the final mediation session, of its intent to petition for binding arbitration under Step 4. Step 4 applies only to the language of this negotiated agreement. All other grievances shall terminate at Step 3.

**Step 4**

A. Selection of the arbitrator shall be by mutual agreement by representatives of both parties. If agreement cannot be reached within ten (10) days of request of the hearing, either party or the parties jointly may petition the American Arbitration Association to provide a list of seven (7) arbitrators. Either side may reject any list in its entirety. Selection of the arbitrator shall be pursuant to the rules of the American Arbitration Association.

The individual selected by the parties to be the arbitrator of record for each case must issue a decision within thirty (30) calendar days after the last hearing date or the deadline for submission of post-hearing briefs (whichever is later).

B. The parties recognize that the Board of Education is legally charged with the responsibility of operating the school system. The sole power of the arbitrator shall be to determine if the terms of this Agreement have been misinterpreted or inequitably applied, and the arbitrator shall have no power or authority to make any decision which modifies, alters, or amends the terms of this Agreement or which is a violation of the terms of this Agreement. The arbitrator shall not substitute his/her judgment for that of the Board, except in the following circumstances:

> "Where the issue before the arbitrator involves the interpretation of the terms of this Agreement."

C. The decision of the arbitrator shall be submitted to the Board and to the Association and, subject to the law and the foregoing stipulation of this Agreement, shall be final and binding in respect to the interpretation, meaning or application of any provision of this Agreement.

D. The expenses and compensation of the arbitrator shall be solely paid by the group whom the decision is rendered against.

E. The hearing shall be scheduled as soon as possible.

5.4 **General Provisions**

1. The time limits provided for in the grievance procedure shall be strictly observed, but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as reasonably possible.

2. Nothing herein contained shall be construed to limit the right of an individual teacher to discuss a personal complaint with a supervisory person without recourse to grievance procedure, except that the Association will be informed of any result that affects the Agreement.

3. Any grievance must be filed on the authorized grievance form agreed to between the parties. Such form must provide for naming of the alleged violation and shall state the contention of the employee and shall indicate the relief requested.

4. Any grievance not advanced to the next step within the time limit for that step shall be deemed resolved by the Administration's last answer.

5. Any grievance not answered by the Administration within the time limit for that step shall permit the grievant to proceed to the next step of the grievance procedure.

6. All grievance hearings will be scheduled during teacher conference times when possible.

7. No reprisal of any kind shall be taken by or against any participants in the grievance procedures by reason of such participation.

8. Days referenced in the grievance procedure shall mean working days. Workday shall be defined as all days in the elementary/secondary school year in Article 12, except days on which schools are closed under Article 27.

5.5 **Prescribed Grievance Procedure Forms**

All grievances, responses and dispositions processed under the Grievance Procedure provision of this labor agreement shall utilize the prescribed grievance forms included in Appendix A to this Agreement.

## ARTICLE 6

## AGENCY SHOP (FAIR SHARE FEE)

6.1 **Fair Share Fee**

The Northwood Board of Education and the Northwood Education Association agree that the language in the collective bargaining agreement effective July 1, 2017- June 30, 2020, Article 6.1 entitled "Fair Share Fee," will be reinstated and considered part of the collective bargaining agreement in the event any Federal or State legislative or judicial body reverses the ruling in Janus, *Janus v. AFSCME*, 26-1466, 585 U.S. __, 138 S. Ct. 2448 regarding fair share fees.

## ARTICLE 7

## NO STRIKE - NO LOCKOUT

7.1 **No Strike - No Lockout**

There shall be no strikes, slowdowns, or work stoppages during the duration of this Agreement. There shall be no lockout during the term of this Agreement.

## ARTICLE 8

## CONFLICT WITH THE LAW

8.1 **Conflict with the Law**

If any provision of this document, or any application of a provision of this document, or any agreement reached under its term, conflicts with any federal or state law, now or hereafter enacted or issued, such provisions, (only to the extent such provisions,

application or agreement are in conflict with any federal or state law) application or agreement shall be inoperative but the remaining provisions hereof shall remain in effect.

## ARTICLE 9

## WAIVER OF NEGOTIATIONS DURING TERM OF AGREEMENT

9.1 **Waiver of Negotiations During Term of Agreement**

The Board and the Association acknowledge that during the negotiations which resulted in this Agreement, each party had the right and the opportunity to make demands and proposals with respect to any subject matter within the scope of negotiation. This Agreement was reached after the exercise of that right and opportunity by the parties.

Therefore, for the life of this Agreement, the Board and the Association each voluntarily and unqualifiedly waive the right to negotiate as well as agree that the other party shall not be obligated to negotiate any subject or matters:

a. to which reference is made in this Agreement, or

b. which is covered in this Agreement, or

c. which is not specifically covered or to which reference is not made in this Agreement.

This right is waived even though such subject or matters may not have been within the knowledge or contemplation of either/or both of the parties at the time they negotiated and signed this Agreement.

This Article shall not prohibit negotiations over any subject or matter which the Board and the Association mutually agree to negotiate. Upon mutual consent of the parties to modify this Agreement, negotiations will commence not more than fifteen (15) school days thereafter. The negotiations procedure detailed in Article 3 of this Agreement will be adhered to.

If necessary to comply with the requirements of state regulations regarding Continuous Improvement Plans, Local Report Cards or Proficiency Testing, the Board and the Association agree to negotiate upon demand by either party regarding any changes in wages, hours or terms and other conditions of employment that may be required to comply with said requirements.

All tentative agreements will be reduced to writing and signed by both parties and made part of this Agreement upon ratification by the Association and subsequent approval by the Board of Education.

## ARTICLE 10

## AVAILABILITY OF THE AGREEMENT

10.1 **Availability of the Agreement**

The Board will make available to the Association an electronic copy of the completed Agreement.

## ARTICLE 11

## TEACHER WORKDAY

11.1 **Teacher Workday**

A. The work year for teachers shall consist of at least 1,358 hours each year, with student contact time of 1,161 hours for Grades K-6 and 1,222 hours for Grades 7-12.

| | Teacher Workday | Student Contact Time* |
|---|---|---|
| Elementary Teachers | 7 hrs 20 min | 6 hrs. 45 min. |
| Secondary Teachers | 7 hrs 20 min | 6 hrs. 45 min. |

The teacher workday will be continuous hours between 7:20am and 4:00pm. School hours will be set by April for the following school year and remain in place for the entirety of the following school year.

*Not to exceed stated amounts.

A. Included during the duty day for teachers will be a minimum of thirty (30) minutes duty-free lunch period. Elementary faculty members shall not be assigned recess duty.

B. Changes that may occur that may lessen the workday, due to a change in the length of periods or changes in bus scheduling, where applicable, will be the responsibility of the building administration with the approval of the Superintendent.

C. Elementary teachers shall have planning time of no less than 240 minutes per week.(144 hours per year), provided that planning time for elementary teachers is individual, daily, and consistent with at least one forty (40) minute block of planning during the student contact portion of the workday. Elementary teachers shall be guaranteed a minimum of three (3) non-student contact time a.m. portions of the workday per week that shall be free of any administrative-directed duties with the exception of

special education meetings, RTI meetings, 504 meetings, gifted meetings, or other meetings agreed upon by the teacher or team.

D. Secondary teachers in grades 7-12 shall have no less than 15 hours per month (136 per year). Teachers will have planning time divided reasonably throughout the school year with similar amounts on a weekly basis. Secondary teachers shall be guaranteed a minimum of two (2) non-student contact time a.m. portions of the workday per week that shall be free of any administrative-directed duties.

E. Any changes that impact on increasing the workday will be done by mutual consent of the Board of Education and NLEA during the term of this Contract.

F. A committee of the BOE and the NLEA, with equal representation, agree to discuss in good faith, any changing needs for teachers to perform additional duties such as teaching additional courses outside the contracted workday.

## ARTICLE 12

## TEACHER WORK YEAR

### 12.1 Teacher Work Year

The work year for all members of the bargaining unit shall be one hundred eighty-five (185.5) days. Of these days, one hundred seventy nine (179) days will be for the purpose of instruction.

By November of each year, the Superintendent will submit two (2) calendars for the upcoming school year(s). The NLEA president may provide feedback to the Superintendent before voting. The faculty will vote on the two (2) calendars. A building representative from each building will submit the results of the voting to the NLEA President who shall submit the results to the Superintendent. Both parties agree that the voting in no way binds the Superintendent nor the Board of Education in adopting a school calendar.

In the event a two-year or multi-year calendar is adopted, the multiple calendars will be voted on by the faculty.

In the event a teacher agrees to attend summer in-service training sponsored by the District and/or approved by the Superintendent, he/she shall be compensated at the rate of the then current per diem rate of pay of the BA 0 salary schedule..

12.2 **Elementary/Secondary School Year**

| Purpose | Days |
|---|---|
| Instruction | 179 |
| Orientation | .5 |
| Teacher Workday | 1 |
| Records | 3.5 |
| In-Service | 1 |
| Graduation | .5 |
| Total Days | 185.5 |

One full Records Day shall be scheduled following the conclusion of the first, second, and third quarter, and a one-half Records Day shall be scheduled at the end of the year. In the event that Records Day is canceled because of inclement weather, the day will be completed virtually. Staff will attend the graduation ceremony each year and that ceremony will credit a half day. Any staff member who is unable to attend the ceremony must provide written explanation to the Superintendent prior to May 1st. That staff member will make up the time with a full records day at the end of the school year instead of a half day.

Instruction days may be devoted to parent-teacher conferences as set forth herein. At the elementary school level, two parent-teacher conferences may be scheduled in the first semester. At the high school level, one parent-teacher conference may be scheduled in the first semester. At all levels during the second semester, teachers will be make contact, through phone/video conference, District e-mail or in-person contact, with parents for a minimum total of six and one-half (6 1/2) hours and keep a record of such contact. Communications through e-mail exchanges should only be utilized when attempts to personally communicate in person or by telephone are unavailing. In no event shall e-mail communications constitute more than fifty percent (50%) of the hours recorded by the teacher as time in contact with the parent in lieu of parent-teacher conferences. Said contact will occur outside of teacher's contracted workday, with the exception of during the teacher's duty-free lunch period, and will not be eligible for Extra Responsibility Pay. The Building Principals, with input from the teaching staff, will coordinate scheduling of the parent-teacher conferences at the elementary school and the high school.

**12.3 Intervention Specialist Release Time**

**By request,** Intervention specialists will receive a 1/2 day per quarter of on campus released time each school year for the preparation of individualized education programs (IEPs) and related duties.

**12.4 State Required Plan Writing Release Time**

An inservice day will provide time for the preparation of RIMPS or equivalent state required plans at the Elementary level. This day will be scheduled prior to the required deadline for the plans.

## ARTICLE 13

## TEACHER FACILITIES

13.1 **Smoke-Free Work Environment**

Smoking shall not be permitted in any school, on school premises or in any other buildings, facilities or vehicles owned or used by the School Board, regardless of whether school is in session or students are in attendance.

13.2 **Video Technology**

A. The Board will continue to utilize video technology in an effort to maintain the safety and security of the District's premises and property and assist in prevention and resolution of student disciplinary problems.

B. An annual reminder will be sent to employees informing them of the possibility of the use of video technology for surveillance by the Board.

C. If an employee is disciplined by the Board on the basis of evidence obtained by video technology, he/she shall then have the right to review video recording evidence with Association representatives present. Nothing herein shall be deemed to prevent or delay disciplinary action by the Board.

D. The retention and security of the video recordings will be the responsibility of the Administration consistent with Board Policy and applicable law.

E. An employee will be notified within 2 workdays in the event a video recording is reviewed that includes footage of the employee. Included in this notification will be date and time of and reason for the viewing.

## ARTICLE 14

## OPEN HOUSE

### 14.1 Open House

Each teacher is to attend the Open House for parents and guardians conducted each fall in his/her assigned building. Part-time teachers, as well as teachers on job sharing arrangements, shall be expected to attend the fall Open House. Traveling teachers will be required to attend an Open House in only one of their assigned buildings.

1. The Open House shall not exceed two (2) hours in length.

2. The Principal may excuse the teacher from attending Open House if he/she is not able to be excused from attending a graduate class on the evening of Open House or is attending a school function of his/her own child on that evening. The Principal may also excuse the teacher from attending Open House for any other valid reason substantiated in writing.

## ARTICLE 15

## CLASS SIZE

### 15.1 Class Size

It shall be a mutual goal of both parties to keep class sizes reasonable and manageable. Excluding band, choir, physical education, study hall and any special class that may be more than thirty (30), the following recommendations are encouraged:

| | | |
|---|---|---|
| Kindergarten through grade 5 | - | 25 or less |
| Grades 6 through 12 | - | 30 or less |

The ratio of teachers excluding educational services personnel, as determined by the State Minimum Standards, to pupils on a district-wide basis should be 25-1.

The aforementioned recommendations are not binding or grievable to either party.

If it appears in the upcoming school year that any one class size will exceed these numbers, a meeting will be held between the Superintendent, Building Principal, the teacher involved and one representative of the NLEA. This group will find a solution such as an additional class, a split-grade assignment, utilization of an aide or other innovative ideas.

## ARTICLE 16

## ENFORCING PUPIL BEHAVIOR POLICIES

16.1 **Enforcing Pupil Behavior Policies**

Each employee will be provided copies of the policies and regulations concerning pupil behavior. The employees will be instructed by the building administrator on their duties and responsibilities in regard to disruptive pupil behavior.

An employee may remove a disruptive pupil from the classroom when the employee judges the pupil's behavior to be disruptive of the instructional program. As soon as possible thereafter, the employee will notify the building administrator of the reasons surrounding the need to remove the disruptive pupil from class. Within 2 days thereafter, the building administrator will communicate with the teacher regarding the follow up from the reported behavioral issue.

## ARTICLE 17

## ADMINISTRATION OF MEDICAL PROCEDURES

17.1 **Administration of Medical Procedures**

Members of the Association shall not administer medication to a student or perform medical procedures, other than basic first aid and appropriate emergency medical assistance which individuals have been certified or properly trained to provide prior to arrival of administrative or medical personnel. Teachers shall be asked at the beginning of each academic year to provide updated information on medical training or certification they have received. Examples of medical procedures that shall not be performed by staff members will include, but will not be limited to, the following: administering medication of any type; administering food or medicine through an intravenous tube; maintaining a catheterization; and administering injections.

## ARTICLE 18

## EMERGENCY PERIOD SUBSTITUTES

18.1 **Emergency Period Substitutes**

Professional staff members serving as emergency period substitutes during their regularly scheduled preparation periods shall be compensated at the hourly tutor rate.

## ARTICLE 19

## LEAVING THE BUILDING

### 19.1 Leaving the Building

Employees may leave the building with prior notification and approval of the Building Principal or his/her designee.

## ARTICLE 20

## DISCIPLINE/COMPLAINTS

### 20.1 Discipline

For good and just cause, the administration may take disciplinary action against any teacher. The District Administration shall immediately notify a teacher whenever there is a reasonable belief that the District may be required by law to report any action, investigation or final disposition related to the discipline of a teacher to the Ohio Department of Education and Workforce (ODEW). The teacher will be notified if a report is submitted to ODEW by the Superintendent.

**Step 1: Verbal Reprimand Procedure**

1. Review of request, rule, complaint, policy or regulation will be made which is the basis for the disciplinary action.

2. The action or failure on the employee's behalf to comply with (1) above will be stated.

3. It will be stated that a verbal reprimand or warning is being issued.

4. The expectation of the employee will be emphasized.

5. Intervention steps will be offered to the employee.

6. It will be understood that failure to comply in the future will warrant further disciplinary action.

7. A written record will be made of date, time and action of the verbal reprimand on appropriate form and signed by the employee and administrator. A copy will be given to the employee and will be kept in a file other than the employee's personnel file in the Central Office.

**Step 2: Written Reprimand Procedure**

1. Facts, such as date, time and place and actions of the individual warranting discipline, will be stated.

2. The regulation, rule, conduct, policy, procedure or order violated or breached will be given.

3. It will be stated that this is a written reprimand.

4. It will be stated that, if the employee does not improve, he/she will be subject to further disciplinary action, up to and including termination.

5. A copy will be given to the individual in person and a copy placed in his/her personnel file.

6. The employee will be permitted to attach a letter or rebuttal to the written reprimand.

**Files:**

After three (3) years, a written reprimand on file shall not be the basis of future disciplinary action provided there has been no further offenses in the previous three (3) years. Further, after four (4) years, upon request by the teacher, any documentation of discipline which has not reoccurred will be removed from the teacher's personnel file and placed in a District discipline file that is not identifiable to that teacher by name.

20.2 **Reservation of the Right to Terminate**

Nothing herein shall preclude the Board of Education from instituting contract termination proceedings pursuant to 3319.16 and 3319.161 of the Ohio Revised Code when in the sole and exclusive discretion of said Board it is determined that such action is warranted. Should termination procedures be commenced against any teacher regarding his/her work performance, the teacher will be afforded all due process guarantees outlined in Chapter 3319.16 of the Ohio Revised Code.

20.3 **Complaints**

Complaints concerning a teacher's work performance will be sent to the teacher affected prior to the imposition of any discipline or corrective action. Unless otherwise determined by the Superintendent,the teacher will be given the opportunity to resolve the complaint with the person making the complaint. The attempt to resolve the complaint may be done between the teacher and the parent or at a meeting with the teacher, the parent, and the appropriate administrator if the teacher or parent requests the administrator be present. If the meeting takes place between the teacher and the parent without an administrator present, the teacher will make a written report to the principal with respect

to steps taken to resolve the complaint and the teacher and principal will meet to discuss the complaint, if requested by either party. Complaints that have been substantiated and were not settled at the teacher level may be used by the District administration in taking disciplinary action against a teacher as outlined above in Section 20.1 of this Article.

## ARTICLE 21

## EMPLOYEE EVALUATION

### 21.1 Evaluations

The district will follow the procedures, guidelines and timelines contained in the district's program for staff evaluation handbook and Ohio Revised Code.
Items E.1., E.2., G.5., I.1., I.2. from the 2014-2017 negotiated agreement will be included in the handbook upon creation.

A. Evaluation Committee:

An Evaluation Committee shall be established to review evaluation procedures, or changes in law or governing Ohio Department of Education policies. The committee shall consist of three (3) members appointed by the Superintendent and three (3) members appointed by the NLEA President. NLEA members will be paid at the Extra Responsibility Pay rate for all Evaluation Committee work outside the contractual day.

## ARTICLE 22

## PERSONNEL FILE

### 22.1 Personnel File

Employees will have the right to review the contents of their personnel file and to receive, at their own expense, a copy of documents contained therein. The employee will not be permitted to copy material of a confidential nature as prescribed by law. The employee will be entitled to have an Association representative accompany him/her during such review, if he/she so requests.

Employees will be able to attach a brief written statement to material placed in their personnel files. No unsigned or anonymous material will be placed in an employee's file. Within 48 hours of any disciplinary documents or parent complaint items being placed in a teacher's personnel file, a copy will be sent to the appropriate teacher.

An employee will be notified any time a public records request is made to review the employee's personnel file. An employee's personnel file shall contain a record indicating the date upon which a request was made to inspect such file and the name of the person making the request, if volunteered, except in the case of requests by school personnel who need to have access for administrative purposes. Before any record in an employee's personnel file containing an employee's home address, telephone number or Social Security number is made available for inspection or copying, such personal information shall be redacted from the record.

## ARTICLE 23

## NOTIFICATION OF ASSIGNMENT

### 23.1 Notification of Assignment

Each employee will receive a written notification of assignment for the next school year by the last day of school of the current school year.

### 23.2 Change in Assignment

Any changes in assignment after August 1 preceding the new school year which involve a new preparation shall result in a payment of one (1) day at the per diem rate for each teacher whose assignment has been changed.

## ARTICLE 24

## VACANCIES AND TRANSFERS

### 24.1 Vacancies

The Employer recognizes that it is desirable in making assignments to vacant and new positions to consider the interests and aspirations of bargaining unit members. Vacancies occurring within the bargaining unit and within the total professional staff, including but not limited to newly-created positions and Supplemental Salary positions will be posted on the District's website and e-mailed to each bargaining unit member. Positions shall be posted three (3) school days prior to being filled. Except as set forth below, there shall be three (3) school days from the posting date and the application deadline. No position shall be filled during the application period. If a vacancy occurs between August 1 and one week prior to Teacher Orientation Day, teachers with the appropriate certification will receive notification by e-mail of the existing vacancy. Bargaining unit members may apply for such positions by submitting a written application to the personnel office. Whenever two (2) or more licensed and qualified employees apply for the same position the Superintendent will fill the vacancy at his discretion. Upon request, a member not

chosen for a position, along with an NLEA representative, will be provided an opportunity to meet with the Superintendent to discuss reasons why there were not chosen.

A vacancy shall be defined for purposes of this Agreement as a position presently unfilled, a position currently filled but which will be open in the future, or a new position that is currently not in existence. A vacancy cannot occur until all unfilled positions have been offered to displaced bargaining unit members who meet the certification/licensure requirement for the aforementioned positions. Supplemental positions must be posted separately from teaching positions.

24.2 **Transfers**

The Superintendent shall assign teachers to positions based on the best interests of District students. The Superintendent shall not use seniority or continuing contract status as the primary factor in determining a teacher's assignment

A teacher who is involuntarily transferred by the Superintendent will be provided the reasons for the transfer. A copy of the reasons will be shared with the Association President.

A teacher will not be involuntarily transferred if the transfer means a loss of wages. Wages in this case refers to base pay.

24.3 **Experience**

The Northwood Board of Education will have the authority to recognize years of experience for an applicant above and beyond 10 years in situations deemed appropriate by the Superintendent. In the event STRS qualified traditional public school years beyond 10 are not recognized at the time of hire, upon request, the employee shall be granted those years of experience after acceptance of their first three (3) year contract or continuing contract, whichever comes first.

## ARTICLE 25

## REDUCTION IN FORCE

25.1 **Reduction in Force**

A. When by reason of decreased enrollment of pupils, financial reasons, return to work by regular teachers from leaves of absence, or by reason of suspension of schools or territorial changes affecting the District, the Board decides that it will be necessary to reduce the number of teaching positions, it may make a reasonable reduction. The following procedure shall apply to all teaching employees.

B. Reductions shall be accomplished by the Board suspending contracts based on the recommendations of the Superintendent in accordance with Section 3319.17 of the Ohio Revised Code. The recommendation shall give preference to unit members on continuing contracts within each area of certification affected, and then to unit members on limited contracts within each area of certification affected.

C. Retention of bargaining unit members and recall of eligible teachers whose contracts have been suspended pursuant to a reduction in force will not be based upon seniority, except in circumstances when choosing between teachers with comparable evaluations. The application of the term "comparable" as applied to teacher evaluations shall occur in accordance with the Board adopted, standards-based teacher evaluation policy defining that term.

D. Seniority will be computed from the teachers most recent date of hire by the Board and shall be District-wide. Seniority shall not be broken or interrupted by an authorized leave of absence or disability retirement for not more than five (5) years. If more than one (1) member has the same hire date and certification/licensure, then the draw of a high card in a standard 52-card deck will determine seniority.

E. The effective date of the RIF shall be determined by the Board.

F. When reasons for a RIF are determined, the Superintendent will arrange a meeting with the Association President to discuss the reasons for the RIF and the positions to be eliminated. The teachers in the positions affected and the least senior who will be affected by the RIF will be notified thirty (30) days prior to the effective date. The Superintendent will arrange a meeting with the individuals and the Association President.

G. Teachers whose contracts are suspended will remain on a recall list for two (2) school years from the effective date of the RIF unless he/she:

1. Waives, in writing, recall rights.

2. Resigns.

3. Fails to accept position offered for which he/she is qualified and certified (provided it is the same number of hours or portion of the school day as the position eliminated).

4. Fails to respond, in writing, ten (10) days after receiving notice of recall.

Notice of recall will be given, by certified mail, if a vacancy exists in a position for which the RIF'd employee is certified and qualified. The notice will be sent to the last address provided by the employee.

5. Recalls shall be in reverse order of reduction in force.

H. When it is necessary to reduce positions in connection with an overall reduction in force or to reassign teachers because of a need to reduce positions in a given area due to declining enrollment, return to work by regular teachers or closing or consolidation of buildings, the position(s) will be eliminated in the area (building, grade and/or department) affected. If a vacancy exists in a position for which the teacher has the necessary certification/licensure, the displaced teacher may (a) take the vacancy, or (b) bump the least senior teacher who has the necessary certification/licensure to fill the vacancy, provided that the displaced teacher has greater seniority than the teacher being bumped. The least senior teacher bumped in this manner shall then be involuntarily transferred to the vacancy.

I. If no vacancy exists, the least senior employee with the same certification/licensure shall be laid off and the displaced teacher may (a) take the vacancy created by the layoff, provided the displaced teacher has the necessary certification/licensure for the position, or (b) bump the least senior teacher with the same certification/licensure who has the necessary certification/licensure to fill the vacancy created by the layoff, provided that the displaced teacher has greater seniority than the teacher being bumped. The least senior teacher bumped in this manner shall then be involuntarily transferred to the vacancy.

J. A teacher displaced or bumped in the manner set forth in Subsections (F) and (G) shall not be permitted to bump into or be involuntarily transferred to a position for which the teacher does not have the necessary certification/licensure, and said teacher shall, in that circumstance, be laid off.

K. The Board reserves the right to require K-12 special certification/licensure in Art, Music and Physical Education.

L. If the vacancy occurs in a position from which a teacher has been displaced or bumped in the academic year in which the displacement or bump occurs or in the following academic year, the teacher who has been displaced or bumped from that position shall have the opportunity to transfer back to the position, and shall notify the Superintendent as to whether he or she wishes to do so within five calendar (5) days of being notified of the vacancy. If the teacher declines the opportunity to transfer back to the position from which he or she has been displaced or bumped, the teacher will no longer have any preferential right to that vacancy or position. Any vacancies remaining after a teacher exercises or chooses not to exercise this option shall than be filled by teachers who remain on the recall list in connection with a reduction in force on the basis of seniority and certification/licensure for the vacancy, prior to the vacancy being posted in accordance with Section 24.1 of this Agreement.

M. A teacher whose contract has been suspended shall retain insurance benefits for a period of thirty (30) calendar days. After these stated periods of time, the teacher

may remain an active participant in benefit programs by paying the full cost of the premium fifteen (15) days prior to the due date to the Board. The ability to remain in the group plan is contingent upon the carrier's agreement.

N. All accumulated benefits to which a teacher was entitled at the effective date of the RIF will be restored upon return to active employment in the District. The teacher will not receive increment credits, however, for time spent on suspended contract status, unless the teacher completed, or will complete, 120 days during the appropriate contract year.

O. A seniority list will be available each school year ranking all continuing contract teachers in the District by seniority and area(s) of certification/licensure. All teachers serving under limited contracts in the District will be ranked beneath those serving under continuing contracts by seniority and area(s) of certification/licensure.

P. The parties agree that these procedures apply only to the suspension of contracts under 3319.17, and shall not supersede the requirements of Section 3319.17. 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.

## ARTICLE 26

## SCHOOL DELAYS

26.1 **School Delays**

On days when school is delayed due to inclement weather, certified employees are to report to work a time equal to the delay.

1. On days when school is delayed, and, subsequently, canceled due to inclement weather, certified employees will be sent home as soon as possible.

2. Any decision to delay or cancel school after the usual starting time will be made by the Superintendent. When the decision is made, the Building Principals will be notified.

## ARTICLE 27

## SCHOOL CLOSINGS

27.1 **School Closings**

When the Superintendent declares that schools are closed because of emergency conditions, certified employees are excused from reporting to work.

When an emergency necessitates closing one school for part of a day or the full day, all personnel are required to report to work unless expressly excused or sent home by the Superintendent or his/her designee.

Teachers who are off on sick leave or personal leave on a day when all schools are closed will not be charged a leave day for the school closing day.

## ARTICLE 28

## PAY PERIODS

28.1 **Pay Periods**

The contract year will be divided into twenty-four (24) equal pay periods on the 15th and last day of each month. The District shall maintain a two-week payroll holdover. All teachers shall participate in direct deposit at the bank of their choice.

All supplemental contracts will be paid in 1 or 2 lump sum payments based on the choice of the bargaining unit member with the exception of when the athletic director is a bargaining unit member. The Athletic Director position shall be paid over 24 pays with the first pay of the contract being the 1st pay in September.

Lump sum payments will be made within two (2) pay periods after the contracted activity has been completed and payment has been approved by the supervisor/athletic director if all required paperwork has been submitted by the employee.

## ARTICLE 29

## COLLEGE CREDIT RECOGNITION/MOVEMENT ON SALARY SCHEDULE

29.1 **College Credit Recognition/Movement on Salary Schedule**

Academic credit for purposes of movement on the salary schedule shall be defined as course work taken from an accredited United States university that fits one of the following criteria:

- it is a graduate-level course;
- it is an undergraduate course directly related to the teacher's current certification or license;
- it is an undergraduate course related to the teacher's present position;
- it is an undergraduate technology-related course.

The Board of Education will adjust an individual's salary if the individual applicant submits a letter of request and has an official college/university transcript on file in the Board of Education office on or prior to September 1 that substantiates the movement from one salary column to another; i.e., B.A. to B.A.+8, as outlined on the negotiated salary schedule. If the applicant's letter of request and official college/university transcript are on file prior to September 1, the Treasurer will adjust the applicant's salary according to the adopted salary schedule on or before the first pay period in September. If the applicant's letter of request and official college/university transcript are on file prior to September 1, the Treasurer will adjust the applicant's salary according to the adopted salary schedule on or before the first pay period in September. In the event an applicant's final course(s) do not allow for a final transcript by September 1, an extension to October 15th may be requested in writing to the superintendent/treasurer no later than July 1.

If any applicant fails to submit a timely letter or official transcript, the Board of Education negates their intent to adjust salaries or award stipend.

## ARTICLE 30

## SICK LEAVE ACCUMULATION

### 30.1 Sick Leave Accumulation

Each employee under full-time contract shall be able to accumulate two hundred eighty-four (284) days of sick leave at the rate of one and one-fourth (1-1/4) days per month. The monthly sick leave accrual rate shall be on a prorated basis for employees whose employment contract year is less than one hundred twenty (120) days or whatever number of days may be established by law as the minimum necessary to constitute a full year.

### 30.2 Sick Leave Usage

Teachers, upon approval of the responsible administrative officer of the District, may use sick leave for absence due to personal illness, pregnancy, injury, exposure to contagious disease that could be communicated to others and for absence needed to care for a member of the employee's immediate family who has a serious health condition. Sick leave must be taken in increments of one-quarter, one-half, three-quarter or full days. The

immediate family is to be interpreted to mean any relative living in the same household, parent, spouse, sibling, children, stepparent, stepchild, immediate parents-in-law, grandparents, grandchild, or person who stands in loci parentis (including foster child). The Superintendent may approve special circumstances, which shall not be considered to establish a precedent or past practice.

30.3 **Sick Leave Credits**

A. Credit Transfers. Any teacher who transfers to the Northwood Local Board of Education from other Ohio public employment shall be credited with the unused balance of sick leave accumulated in the public employment upon presentation by the teacher of certification of such days.

B. Reemployment. Crediting of previously accumulated sick leave of a teacher separated from public service is allowed upon the reemployment of the individual in the public service provided that such reemployment takes place with ten (10) years of the date on which the teacher was last terminated from public service.

## ARTICLE 31

## PERSONAL LEAVE

31.1 **Personal Leave**

Each teacher shall be eligible for four (4) days of personal, nonaccumulative leave each year without loss of salary to transact necessary personal business or to attend to affairs of a personal nature which cannot be conducted outside the regular school day and which cannot be granted as sick leave.

At the end of each school year, any personal days not used by a member of NLEA will be credited to the employee's accumulated sick leave balance or the employee may request for the days to be paid at the current building substitute rate.

Application for personal leave must be made in writing at least two (2) school days in advance unless an emergency makes it impossible to do so.

Personal leave may not be used during the first ten (10) days or last ten (10) days of school or on the day before or the day after a holiday or vacation period. Exceptions, in case of special circumstances, may be allowed by the Superintendent..

31.2 **Prescribed Leave Request Form**

An application for personal leave shall be made electronically on the Board-prescribed leave request form.

## ARTICLE 32

## ASSAULT LEAVE

32.1 **Assault Leave**

Any certified employee who is absent due to physical or mental disability resulting directly from a physical assault which occurs in the course of Board employment will be maintained upon the approval of the Superintendent, on full pay status during the period of such absence not to exceed thirty (30) days nonaccumulative.

If permanently disabled, the employee shall use disability retirement, and no assault leave shall be granted after retirement.

Said employee shall sign a statement stating that such leave was due to physical or mental disability resulting from an assault which occurred during the course of employment with the Board of Education. This statement shall include a detailed description of the incident, names and addresses of individuals involved, and witnesses, and shall certify that the employee has cooperated with the Board in taking all necessary steps to prosecute the individual who perpetrated the assault.

If medical attention is required, a statement from a licensed physician stating the nature of the disability and its duration shall be required.

If the employee is awarded Workers' Compensation during this period, the employee may opt to receive the assault leave, provided the employee elects to accept wages in lieu of temporary total disability compensation in accordance with applicable Bureau of Workers' Compensation regulations for the period covered by the assault leave.

Assault leave granted under the above agreement shall not be charged against sick leave earned or earnable under Section 3319.141 of the Ohio Revised Code or leave granted under Section 3319.08 of the Ohio Revised Code.

## ARTICLE 33

## LEGAL DUTY LEAVE

33.1 **Legal Duty Leave**

Teachers selected or appointed to serve on a jury during their standard weekly work schedule shall be excused for such absence and shall be paid for such absence without deduction from their sick leave or personal leave days. Teachers excused from jury duty shall notify the principal as soon as they learn of their release and shall call in to see if they should report to school. When it becomes necessary for an employee to appear in court because of a subpoena issued by a court of law in a case in which the employee is not a

party or as a witness on behalf of the Board, the teacher shall be granted paid leave to do so that will not be deducted from any other type of leave, provided that the employee submits a copy of the subpoena to the Treasurer's office.

## ARTICLE 34

## FUNERAL LEAVE

34.1 **Funeral Leave**

Funeral leave for which sick leave may be used is as follows:

a. Employees who have a death in the immediate family may be granted a three (3) workday absence with no deduction in pay. The immediate family is to be interpreted to mean any relative living in the same household, parent, spouse, sibling, children, stepparent, stepchild, immediate parents-in-law, grandparents, grandchild, or person who stands in loci parentis (including foster child). Employees attending the funeral of a relative not in the immediate family and not living in the same household, shall be allowed absence for the day of the funeral with no deduction in pay. If the death of a member of the immediate family occurs in another city, and if that city is more than 200 miles from Northwood (by Toledo AAA auto estimate), a total absence of no more than five (5) working days will be granted. Additional days' absence may be granted by the Superintendent. Sick leave time will be allowed only if the employee attends the funeral. The Superintendent may approve special circumstances, which shall not be considered to establish a precedent or past practice.

## ARTICLE 35

## SEVERANCE RETIREMENT PAY

35.1 **Severance Retirement Pay**

Members of the bargaining unit may become eligible for severance pay according to the following provisions:

- The person must have applied and is receiving his/her retirement within one (1) year of his/her last official date of Northwood employment.

- The last employer to pay into STRS was Northwood Local Schools.

If the aforementioned provisions are not met, the person will not be eligible for severance pay by Northwood Local Schools. If the aforementioned are met, severance pay will be calculated accordingly:

- Severance retirement shall be limited to seventy-five (75) days if the individual has accumulated two hundred thirty-five (235) sick days or more. If the person has less than two hundred thirty-five (235) accumulated sick days, severance pay shall be equal to one-fourth (1/4) of their accumulated sick days.

Retirement service shall be defined as "service retirement" as specified in Section 3307.08 of the Ohio Revised Code.

Payment of severance will eliminate all sick leave earned by the employee.

No employee shall be eligible for severance pay unless he/she has completed five (5) years of service with the Board of Education.

Pay of severance will be made within thirty (30) days of request and must be accompanied by documentation verifying receipt of check from STRS.

35.2 **Tax Deferred Plans**

The Board shall make available to employees a Section 403(b) Special Pay Plan and Section 457(b) Plan, as more fully discussed in Appendix C to this Agreement. Neither the Board nor the Association guarantees any tax results associated with the Section 403(b) Special Pay Plan, deferrals to a tax-sheltered annuity or Section 457 Plan.

## ARTICLE 36

## RETIREMENT NOTICE INCENTIVE

36.1 **Retirement Notice**

An employee choosing to retire who submits a written retirement resignation on or before December 1 of the school year of retirement shall receive as a bonus the sum of One Thousand Two Hundred Fifty Dollars ($1,250.00), or, an employee who submits a written retirement resignation on or before February 1 of the school year of retirement shall receive as a bonus the sum of Seven Hundred Fifty Dollars ($750.00), subject to the following conditions:

1. The employee must be eligible to retire under STRS.

2. The resignation due to retirement may not be withdrawn by the employee once it is submitted to the Employer.

3. The employee must complete the school year and may not retire prior to completion of the year, except with the written agreement of the Superintendent.

4. This bonus is not available to any employee who has previously retired under STRS.

The bonus shall be paid with the second pay in July of the year in which the employee retires. The bonus shall be paid to the employee's named beneficiary should the employee die prior to receiving the bonus.

## ARTICLE 37

## HIRING OF RETIRED TEACHERS

### 37.1 Hiring of Retired Teachers

The parties hereby agree that with changes in the State Teachers Retirement System in relation to retired teachers being employed, and the current and expected future shortage of teachers that it may be in the best interest of the parties that retired teachers be employed. The parties also recognize the need to maintain and encourage employment of teachers who have not retired and who have a future interest in Northwood Schools. Therefore, this agreement determines all changes in the Collective Bargaining Agreement of the parties in relation to the hiring of such retired teachers. Any benefit or provision not stated explicitly herein shall remain as stated in the contract for all teachers in the Bargaining unit.

1. There is no guarantee of reemployment of any teacher in the district if the employee retires.

2. Retirement is a break in service and all seniority would revert to zero. Severance would have been earned and paid upon retirement and therefore any accumulated sick leave also reverts to zero days.

3. Any retired teacher who is hired shall be employed under a one-year limited contract, with notification to be given on or before April 30, if they are going to be reemployed by the district or if the contract will be nonrenewed for the following year. As a condition of employment, the retired teacher shall execute, at the time of hire, a written resignation effective at the conclusion of the contract year. Retired teachers who are hired are not subject to 3319.11 and 3319.111, or 3319.08.The decision of the Board is final concerning evaluations and any decision to not hire the teacher again in a subsequent year. The retired employee shall not be eligible for continuing contract status.

4. Evaluation of retired teachers who are hired shall be at the discretion of the administration and may be either formal or informal. Retired teachers who are hired are not subject to 3319.11 and 3319.111, and the decision of the administration is final concerning evaluations. A retired employee may file a rebuttal on any evaluation with which he or she disagrees.

5. Any retired teachers, whether full-time or part-time, who are hired shall be placed at five (5) years' experience in the appropriate column that reflects their education. Part-time rehirees shall be paid the percentage of that step equal to the percentage of time worked. If rehired for additional years, the teacher would move up the salary schedule but not to exceed step seven (7).

6. In a reduction in force, retirees would be in a separate classification and seniority would be among retirees only. Retirees would be reduced prior to other limited contract teachers.

7. Retired teachers may hold supplemental contracts. Such supplemental contracts may be nonrenewed with notice by April 30, at the discretion of the superintendent, with no recourse.

8. Sick leave shall begin at zero and accumulate up to 15 days per year. The Board will advance up to 5 days if needed. Sick leave shall carry over from year to year of reemployment as a retiree.

9. If a retiree remains with the district five years as a retiree, the retiree shall be eligible for severance up to one-fourth (1/4) of accumulated sick days, with a maximum of 19 days to be paid as retiree severance. The retired but rehired employee is not eligible for any additional retirement severance other than stated herein, retirement bonus or other retirement incentive, whether addressed now or in any future bargaining unless it is explicitly stated in the contract provision as being for retirees who have been rehired (Note: Rehired in this context means any retiree under a state retirement system who is hired, whether previously an employee of this district or any other district).

10. The retiree, if eligible for insurance under the state retirement system or through insurance of a spouse, shall be required to take such insurance. The District shall reimburse the retiree up to $50.00 per month of the difference between the monthly copay and the District copay for traditional plans, if greater. This shall be based upon monthly documentation provided to the retired employee of their monthly statement with STRS or other state retirement system or statement of spouse's insurance copay. If no other insurance is available, the retired employee who is hired may elect to have Board-provided insurance with the copay amount outlined in the contract, but must take the Preferred Provider Option (PPO) only.

11. Retired employees who are hired are not eligible for tuition reimbursement for continuing education. However, such employees are eligible for workshops in

accordance with contract language, with professional leave and payment of workshop expenses and any other benefit granted to other teachers taking any such workshop under the contract.

12. Retired teachers who are hired will be responsible for all required taxes, including Medicare taxes as any other new employee, even if the teacher was exempt prior to retirement.

13. As required by STRS guidelines, retired/rehired teachers will receive all medical/prescription/vision/dental coverage provided by the negotiated agreement. In the event that medical, prescription, vision or dental coverage is subsequently made available to retired/rehired teachers by STRS, the retired/rehired teacher will be required to take insurance through STRS in accordance with paragraph 10 above.

14. In the event that provisions in this Article are rendered invalid by operation of law, or by decision or order of a tribunal of competent jurisdiction, either party may terminate the Article by providing the other party notice of said termination at least thirty (30) days prior to the effective date of such termination.

## ARTICLE 38

## TUITION/FEE REIMBURSEMENT

### 38.1 Tuition/Fee Reimbursement

Effective the first day after September 1, the Board will allocate a budget of Twenty Five Thousand ($25,000) per year, maximum, for the purpose of tuition reimbursement. Funds will be dispersed based on a total cost allocation from all teachers. The $25,000 budgeted amount shall be divided by the total amount requested and that percentage will be applied to all teacher's reimbursement requests. For example, if the total is $24,000, all teachers will receive 100% reimbursement of their individual total. If the total is $50,000, each teacher will receive approximately 50% of their individual total. This change will be for courses taken from July 1, 2026 and forward.

1. Applications may be made for course reimbursement within the area contributing to pertinent, professional certification.
2. Tuition reimbursement shall not be made for any class taken in order to obtain initial teaching certification/licensure.
3. Approval shall be made for course work within the primary discipline of the teacher's classroom responsibilities in the district or other disciplines related to professional certification.
4. The annual allocation for tuition reimbursement shall cover the period from July 1 preceding the school year through June 30 of the same school year.

5. In order to be eligible for reimbursement the following steps must occur:
   a. Approval forms must be received prior to the start of a course. The required form will be maintained in the shared google folder "Staff Documents".
   b. Proof of payment must be received prior to reimbursement.
   c. Proof of completion via official transcript or other documentation prior to reimbursement.
6. All teachers must receive a grade of "C" or better for reimbursement.
7. All teachers must be continue to maintain employment with Northwood Local Schools during the school year following their reimbursement request.

38.2 **Certification/Licensure Renewal**

The Employer shall pay all fees associated with the renewal of certification(s)/licensure(s). All Employees must continue to maintain employment with Northwood Local Schools during the school year following their reimbursement request or the reimbursement will be collected back from the Employee through their final pays from the Employer.

## ARTICLE 39

## PERFECT ATTENDANCE

39.1 **Perfect Attendance**

Any certified teacher who is present for one hundred percent (100%) of required days and and is not absent for any part or whole day, whether it be for personal leave, sick leave or any other reason, excluding professional days, shall receive a stipend of Two Hundred Dollars ($200.00) for perfect attendance per semester of perfect attendance.. Any certified teacher who is present for all but one required day and is not absent for any part or whole day, whether it be for personal leave, sick leave or any other reason, excluding professional days, shall receive a stipend of One Hundred Dollars ($100.00) for perfect attendance per semester. The required days are from the first day to the last day of each semester. The stipend will be awarded at the conclusion of each semester.

## ARTICLE 40

## LESSON PLANS, RECORD BOOKS AND GRADING

40.1 **Lesson Plans, Record Books and Grading**

Lesson plans must be recorded in the daily lesson plan book or through other electronic means provided by the District at least one (1) week in advance. If recorded in

a daily lesson plan book, planning books shall be left in the desk or mail box each night or as directed by the Building Principal. Irrespective of what method is used for recording planning, the plan will include the following:

1. Class schedule
2. Seating chart
3. Schedule of teacher duties
4. Outline of daily lesson with teaching procedures to be utilized, which should, at a minimum, include clear learning objectives
5. All assignments

Any paper Recorded Lesson Planning Books shall be turned in at the conclusion of each year. The Building Principal shall return the booklet after review.

Teachers must take attendance and keep accurate records of grades, which will be recorded through electronic means provided by the District. All student work should receive timely and meaningful feedback as soon as is practicable after the work is submitted. Student work that is graded should be kept reasonably up to date, typically within a week, it being recognized that timely and meaningful grading is an important professional responsibility.

The Board and the Association agree to work cooperatively to take advantage of improvements in technology-based grading and recording systems.

It is understood that no NLEA member is required to do electronic school work from home on their personal computer.

## ARTICLE 41

## HEALTH, DENTAL AND VISION INSURANCE

### 41.0 Spousal Coverage

The Wood County Schools Consortium Health Plan requires spouses of covered employees to enroll in other available group health and prescription plans if any of the following parameters apply:

1. The spouse is eligible for Medical & Prescription coverage through their employer.

2. The spouse has retiree Medical & Prescription coverage available.

3. The spouse is eligible for other Medical & Prescription coverage.

An employee's spouse is required to obtain at least single coverage at the spouse's next open enrollment period through his/her available plan, unless the cost of such coverage is greater than $75.00 per month. The spouse's plan will be considered primary coverage and Wood County Schools Benefit Plan will not provide coverage on a secondary basis. Eligible Child(ren) will be permitted to enroll in either plan and order of payment if enrolled in both the employee and spouse plan will be determined by the Birthday Rule, which is defined by the first birthday in a calendar year of either spouse according to Ohio Administrative Code 3901-1-56 Coordination of benefits.

When a spouse is employed in another Wood County Schools Consortium district, each employee shall enroll as a single in their particular district if no additional dependents are eligible. If dependents are involved, they must take one plan with the Wood County Schools Consortium based on their choice or the birthday rule, which is defined by the first birthday in a calendar year of either spouse according to Ohio Administrative Code 3901-1-56 Coordination of Benefits.

Employees are required to complete a new Application and Policy Change Form within thirty-one (31) days of employment status change. All current and new employees must complete a Coordination of Benefits Questionnaire for documentation purposes on an annual basis.

41.1 **Health and Dental Insurance**

Employees will be offered health plan options that are offered by the Wood County Schools Consortium (WCSC) with the stated contribution rates:

**Northwood Custom PPO Plan**

(terms summarized in Appendix B-1)

Employee contribution equal to 15% of plan cost in 2023-2024, 15.5% in 2024-2025, and, 16% in 2025-2026 and beyond
This plan option shall be available through December 31, 2028 to employees hired prior to January 1, 2026 after which date it shall no longer be offered. Employees enrolled in the Northwood Custom PPO plan as of December 31, 2028 shall transition to either the WCSC PPO Benchmark Plan or the WCSC HSA Benchmark Plan effective January 1, 2029.

**WCSC PPO Benchmark Plan**

(terms summarized in Appendix B-2)

Employee contribution equal to 15% of plan cost

**WCSC HSA Benchmark Plan**

(terms summarized in Appendix B-3)

Employee contribution equal to 7.5% of plan cost. For employees enrolled in the WCSC HSA Benchmark Plan, the Board of Education will make an annual contribution of $1000 for single plan and for $2200 for family plan into a health savings account on behalf of the employee.

Employees eligible for coverage who do not elect one of the foregoing plan options shall be enrolled in the WCSC PPO Benchmark Plan.

Board of Education agrees to provide the dental plan described in Section 41.4. 85% of the cost shall be paid by the Board and 15% of the cost shall be paid by the employee., but not to exceed Eighteen Dollars ($18.00) per month for the length of the contract.

The Employer shall continue to reimburse employees for covered medical expenses falling within their deductibles under a PPO health insurance plan. For those enrolled in the custom PPO plan the board will contribute $400 (family plan) and $200 (single plan) to an employee's Flexible Spending Plan with American Fidelity on January 31st of each calendar year for which this contract covers. For those enrolled in the Benchmark PPO plan the board will contribute $600 (family plan) and $300 (single plan) to an employee's Flexible Spending Plan with American Fidelity on January 31st of each calendar year for which this contract covers. The employee must be signed up for a board sponsored American Fidelity Flexible Spending Plan that provides the 125 plans to receive this benefit. One contribution will be made per household.

For amounts paid by employees for their share of health insurance premiums, the employee shall have a generation one (1) account under IRS rule 125 for the purpose of allowing employees to make medical insurance premium contributions on a pre-tax basis to the extent permitted by law.

41.2 **Group Health Insurance**

The Board of Education shall maintain group health insurance benefits comparable in value and services to those offered by the WCSC only, provided with regard to benefits, coverage, deductible levels, co-pays and coinsurance features under the plan options described above in Section 41.1. The terms of the group health insurance plan options are summarized in Appendix B to this Agreement.

41.3 **Health/Wellness/Safety Advisory Committee**

A Health/Wellness/Safety Advisory Committee shall be formed consisting of one teacher representative from each building selected by the NLEA, three classified employees, one exempt employee, one administrative representative, the NLEA President,

the support staff President, the Superintendent and Treasurer. The Committee shall meet quarterly to discuss the performance of the District's health insurance program, wellness measures and safety issues. The Committee will assist the Employer in the common goal to identify and implement risk reduction opportunities by actively developing measures to improve employee safety and health, such as walk-through inspections, building evaluations, voluntary healthy lifestyle programs and other similar programs. Members of this Committee will be provided professional development on health and safety-related issues, as it applies to the work of this Committee.

41.4 **Dental Expense Coverage**

A. **Diagnostic:** Provides all necessary procedures to assist dental in evaluating existing conditions and the dental care required. Includes visits, examinations, diagnoses, consultations and necessary x-rays.

B. **Preventive:** Provides all the necessary procedures or techniques to prevent the occurrence of dental abnormalities or disease. Within this benefit are included prophylaxis (teeth cleaning), application of fluoride solutions to retard dental decay, and space maintainers for children to prevent the shifting of teeth which might require extensive orthodontic care in later years.

C. **Restorative:** Provides all the necessary procedures to rebuild, repair, or reform the teeth. Within this benefit are included amalgam, synthetic porcelain and plastic fillings, gold fillings and crowns when the teeth cannot be restored with a filling material.

D. **Oral Surgery:** Provides for extractions and other surgical procedures including preparative and post-operative care.

E. **Endontics:** Provides pulp therapy and root canal fillings.

F. **Nonsurgical Periodontics:** Provides necessary services for detecting and eliminating diseases affecting supporting structures of the teeth.

| | |
|---|---|
| **Deductible:** | $25 per individual, per calendar year.<br>Family deductible of $50 per year.<br>Deductible not applied to diagnostic and preventive services. |
| **Maximum:** | $2,000 per calendar year, per person. |

G. **Orthodontics:** Provides necessary services for straightening teeth. Lifetime maximum $1,500.

H. **Prosthodontics:** Provides necessary services for obtaining dentures and bridges.

Percentage of Payment of Reasonable and Customary Charges for Covered Dental Expenses:

| | | |
|---|---|---|
| Class I | - | 100% (A & B) |
| Class II | - | 80% (C, D, E & F) |
| Class III | - | 60% (H) |
| Class IV | - | 60% (G) |

The Board reserves the right to place this coverage up for bid in an attempt to lower their costs. Coverage that may be inserted will be equal to or greater than that listed herein.

41.5 **Vision Benefits**

The Board of Education agrees to provide a vision benefits plan, provided that all employees who elect health insurance coverage also agree to participate in the vision benefits plan. The Board will pay 75 percent of the cost of the vision benefits plan and the employee will pay 25 percent. Coverage under the plan includes the following benefits:

| | **VSP Provider** | **Other Providers** |
|---|---|---|
| Examination (Every 12 months) | $10 Copay | $10 Copay; Reimbursed up to $45 |
| Lenses (Every 12 months) | | |
| Single Vision | $20 Copay | $20 Copay; Reimbursed up to $30 |
| Bifocal Lenses | $20 Copay | $20 Copay; reimbursed up to $50 |
| Trifocal Lenses | $20 Copay | $20 Copay; Reimbursed up to $65 |
| Lenticular | $20 Copay | $20 Copay; Reimbursed up to $100 |
| Frames | $20 Copay covered up to $130 | $20 Copay; Reimbursed up to $70.00 |
| Contact Lenses(Every 12 months) | | |
| Medically Necessary | $20 Copay | $20 Copay; Reimbursed up to $210 |
| Elective | $20 Copay; Covered up to $130 | $20 Copay; Reimbursed up to $105 |

## ARTICLE 42

## TERM LIFE INSURANCE

42.1 **Term Life Insurance**

The Board shall provide for every full-time teacher who is employed for one hundred eighty-five (185) days, a Thirty-Five Thousand Dollar ($35,000.00) term life insurance benefit.

## ARTICLE 43

## STRS TAX SHELTER

43.1 **STRS Tax Shelter**

The State Teachers Retirement System contribution of each certificated staff member will be tax sheltered.

## ARTICLE 44

## FAMILY AND MEDICAL LEAVE ACT

44.1 **Family and Medical Leave Act**

The Family and Medical Leave Act of 1993 shall not diminish the leave of absence rights and benefits under this Agreement where it provides greater rights and benefits than the Family Leave Act. To the extent that the Family Leave Act mandates leave rights and benefits beyond those provided in this Agreement, those incremental leave of absence rights and benefits should be accorded to the bargaining unit members.

Nothing contained in this Agreement shall prevent the Board from complying with the requirements of federal or state laws pertaining to handicap or disability or dealing with family or medical leaves of absence. The twelve (12) month period in which leaves may be taken under the Family and Medical Leave Act of 1993 shall run from July 1 of the current calendar year to June 30 of the succeeding calendar year. The parties recognize that the special rules regarding employees of schools under the Family and Medical Leave Act shall be applicable.

When the need for leave is foreseeable based upon an expected birth, placement or adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member, the employee must provide advance notification in accordance with the Family and Medical Leave Act and implementing regulations.

During the first and last three (3) weeks of the school year, an employee taking unpaid leave under the Family and Medical Leave Act shall be required to substitute any paid sick leave available to the employee.

Notices shall be posted in all teacher lounges advising teachers of their leave rights under the Family and Medical Leave Act. In the event the Family and Medical Leave Act is amended, the notices shall be updated to reflect the amended law.

## ARTICLE 45

## UNPAID LEAVE

### 45.1 Unpaid Leave

Unpaid Leave will be limited to 2 days per year (July 1-June 30) for unplanned circumstances/events when all personal leave is exhausted or denied, and must be requested in writing to the Superintendent.

A. Employees on FMLA will still fall under FMLA provisions

## ARTICLE 46

## PARENTING LEAVE

### 46.1 Accumulated Sick Leave

Accumulated sick leave may be used by any teacher for reasons of pregnancy or adoption. Upon application, sick leave may be taken for up to sixty (60) consecutive workdays for prenatal care and postnatal recuperation or family care related to adoption, provided that the total period of such leave for a husband and wife employed by the District shall not exceed sixty (60) workdays in total. Upon written statement of the attending physician to the Superintendent, the period of sick leave related to pregnancy-related disability shall commence as determined by the attending physician and the teacher.

### 46.2 Limit on Accumulated Sick Leave

Sick leave as authorized under this section shall not exceed that number of accumulated and unused leave days to the credit of the teacher and earned during the period of such leave.

### 46.3 Interim Pregnancy-Disabled Leave

Any teacher whose accumulated sick leave days are insufficient to cover the period of leave as set forth in Section 46.1 above, shall be granted an interim pregnancy-related disability leave without pay for a period of up to twelve (12) consecutive weeks, including both sick leave and unpaid leave, which shall be determined in accordance with

Section 46.1 above. Upon written statement of the attending physician to the Superintendent that such teacher is unable to perform her assigned duties, the period of interim pregnancy-related disability leave without pay shall be extended as determined by the teacher and the attending physician.

46.4 **Unpaid Leave of Absence**

A teacher who gives birth or adopts a child who wishes to remain on leave beyond the period that she is not able to perform her assigned duties because of pregnancy and childbirth may request an unpaid leave of absence for the balance of the current school year. The Board shall consider and act upon such a request at its next regularly scheduled meeting.

46.5 **Return to Work**

Employees who take a leave in accordance with this Article shall be entitled to return to work in the position they left.

46.6 **Foreseeable Leave**

When the need for leave is foreseeable based upon an expected birth, placement or adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member, the employee must provide advance notification in accordance with the Family and Medical Leave Act and implementing regulations.

46.7 **Leave at Beginning or End of School Year**

During the first and last three (3) weeks of the school year, an employee taking unpaid leave under the Family and Medical Leave Act for purposes of pregnancy or care of a new child shall be required to substitute any paid sick leave available to the employee.

## ARTICLE 47

## ENTRY YEAR PROGRAM

The purpose of the Entry Year Program is to provide a program of positive formal support, including mentors, to foster professional growth of beginning teachers and assessment of their performance. The Entry Year Program and assessment examination do not replace the employment evaluation and are used exclusively for licensure determination.

Teachers who wish to serve as mentors must have been employed a minimum of five years in the District and shall be required to submit at least two written recommendations from peer teachers and one written recommendation from another professional in the field of education.

The District shall provide mentors the opportunity to attend training in order to establish and maintain an effective Entry Year Program. The District shall pay all actual and necessary training costs, including Pathwise training or other training necessary to maintain appropriate mentoring skills.

Coordinated release time shall be provided to the beginning teacher and assigned mentor to support professional growth and the objectives of the program through appropriate means, such as classroom observations by the mentor and the mentee.

If any issues or concerns arise in the mentor/mentee relationship, such issues or concerns will be addressed by the Superintendent, Building Principal, NLEA President and NLEA Building Representative, working together with the mentor and mentee.

## ARTICLE 48

## LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

### 48.1 Local Professional Development Committee

The District shall maintain a Local Professional Development Committee.. In accordance with the law, a majority of the members of the LPDC shall be practicing classroom teachers. The teacher members representing the District shall be appointed by the Association President. The Superintendent shall appoint the administrative representatives of the committee. In the event of a vacancy, the committee member shall be replaced by the responsible appointing individual.

Members of the LPDC shall be afforded the opportunity to attend training on the purpose, responsibilities, functioning, and legal requirements of the LPDC. If the training is available during the workday, the committee members shall be given release time to attend. If the LPDC meets during the workday, the committee members shall be given release time to attend.

An LPDC Handbook shall be maintained and updated by the selected committee members, at a minimum of every three (3) years. This handbook will be maintained in the shared Google Drive folder "Staff Documents".

# ARTICLE 49
# NORTHWOOD LOCAL SCHOOLS SALARY SCHEDULE
# 2026-2027

| STEP | BA | BA+8 | BA+1 | Masters | MA+10 | MA+30 |
|---|---|---|---|---|---|---|
| 0 | 48,813 | 49,931 | 51,054 | 53,396 | 54,582 | 55,774 |
| | 1.0459 | 1.0688 | 1.0917 | 1.1472 | 1.1716 | 1.1968 |
| 1 | 51,054 | 52,171 | 53,289 | 55,998 | 57,189 | 58,420 |
| | 1.0917 | 1.1146 | 1.1376 | 1.2006 | 1.2249 | 1.2509 |
| 2 | 53,289 | 54,407 | 55,530 | 58,605 | 59,791 | 61,060 |
| | 1.1376 | 1.1605 | 1.1834 | 1.2539 | 1.2783 | 1.3051 |
| 3 | 55,530 | 56,647 | 57,765 | 61,206 | 62,398 | 63,706 |
| | 1.1834 | 1.2063 | 1.2293 | 1.3073 | 1.3316 | 1.3593 |
| 4 | 57,765 | 58,883 | 60,005 | 63,813 | 65,000 | 66,352 |
| | 1.2293 | 1.2522 | 1.2751 | 1.3607 | 1.3850 | 1.4135 |
| 5 | 60,005 | 61,124 | 62,242 | 66,420 | 67,606 | 68,997 |
| | 1.2751 | 1.2981 | 1.3210 | 1.4140 | 1.4384 | 1.4677 |
| 6 | 62,242 | 63,364 | 64,482 | 69,020 | 70,213 | 71,643 |
| | 1.3210 | 1.3439 | 1.3668 | 1.4674 | 1.4917 | 1.5219 |
| 7 | 64,482 | 65,600 | 66,717 | 71,628 | 72,815 | 74,289 |
| | 1.3668 | 1.3898 | 1.4127 | 1.5207 | 1.5451 | 1.5761 |
| 8 | 66,717 | 67,840 | 68,958 | 74,230 | 75,421 | 76,934 |
| | 1.4127 | 1.4356 | 1.4585 | 1.5741 | 1.5984 | 1.6303 |
| 9 | 68,958 | 70,076 | 71,194 | 76,837 | 78,023 | 79,580 |
| | 1.4585 | 1.4815 | 1.5044 | 1.6274 | 1.6518 | 1.6845 |
| 10 | 71,194 | 72,316 | 73,434 | 79,438 | 80,630 | 82,226 |
| | 1.5044 | 1.5273 | 1.5502 | 1.6808 | 1.7052 | 1.7387 |
| 11 | 73,434 | 74,552 | 75,670 | 82,044 | 83,236 | 84,871 |
| | 1.5502 | 1.5732 | 1.5961 | 1.7342 | 1.7585 | 1.7929 |
| 12 | 75,670 | 76,791 | 77,911 | 84,652 | 85,838 | 87,517 |
| | 1.5961 | 1.6190 | 1.6420 | 1.7875 | 1.8119 | 1.8470 |
| 14 | 77,911 | 79,026 | 80,151 | 87,252 | 88,444 | 90,158 |
| | 1.6420 | 1.6649 | 1.6878 | 1.8409 | 1.8652 | 1.9012 |
| 16 | 80,151 | 81,269 | 82,386 | 89,860 | 91,046 | 92,803 |
| | 1.6878 | 1.7107 | 1.7337 | 1.8942 | 1.9186 | 1.9554 |
| 18 | 82,386 | 83,504 | 84,627 | 92,460 | 93,653 | 95,449 |
| | 1.7337 | 1.7566 | 1.7795 | 1.9476 | 1.9719 | 2.0096 |
| 21 | 84,627 | 85,745 | 86,861 | 95,068 | 96,255 | 98,095 |
| | 1.7337 | 1.7566 | 1.7795 | 2.0010 | 2.0253 | 2.0630 |
| 24 | 84,627 | 85,745 | 86,861 | 97,675 | 98,861 | 100,701 |
| | 1.7337 | 1.7566 | 1.7795 | 2.0010 | 2.0787 | 2.1321 |
| 27 | 84,627 | 85,745 | 86,861 | 97,675 | 101,467 | 104,074 |
| | 1.7337 | 1.7566 | 1.7795 | 2.0010 | 2.1321 | 2.1855 |
| 30 | 84,627 | 85,745 | 86,861 | 97,675 | 104,074 | 106,681 |

# Salary Schedule 2027-2028

| STEP | B | BA+8 | BA+15 | Masters | MA+10 | MA+30 |
|---|---|---|---|---|---|---|
| 0 | 49,301 | 50,430 | 51,564 | 53,930 | 55,128 | 56,331 |
| | 1.0459 | 1.0688 | 1.0917 | 1.1472 | 1.1716 | 1.1968 |
| 1 | 51,564 | 52,693 | 53,822 | 56,558 | 57,761 | 59,004 |
| | 1.0917 | 1.1146 | 1.1376 | 1.2006 | 1.2249 | 1.2509 |
| 2 | 53,822 | 54,951 | 56,085 | 59,190 | 60,389 | 61,671 |
| | 1.1376 | 1.1605 | 1.1834 | 1.2539 | 1.2783 | 1.3051 |
| 3 | 56,085 | 57,213 | 58,342 | 61,818 | 63,022 | 64,343 |
| | 1.1834 | 1.2063 | 1.2293 | 1.3073 | 1.3316 | 1.3593 |
| 4 | 58,342 | 59,472 | 60,605 | 64,451 | 65,649 | 67,015 |
| | 1.2293 | 1.2522 | 1.2751 | 1.3607 | 1.3850 | 1.4135 |
| 5 | 60,605 | 61,735 | 62,864 | 67,084 | 68,282 | 69,687 |
| | 1.2751 | 1.2981 | 1.3210 | 1.4140 | 1.4384 | 1.4677 |
| 6 | 62,864 | 63,997 | 65,127 | 69,710 | 70,915 | 72,359 |
| | 1.3210 | 1.3439 | 1.3668 | 1.4674 | 1.4917 | 1.5219 |
| 7 | 65,127 | 66,256 | 67,384 | 72,344 | 73,542 | 75,031 |
| | 1.3668 | 1.3898 | 1.4127 | 1.5207 | 1.5451 | 1.5761 |
| 8 | 67,384 | 68,519 | 69,648 | 74,972 | 76,175 | 77,704 |
| | 1.4127 | 1.4356 | 1.4585 | 1.5741 | 1.5984 | 1.6303 |
| 9 | 69,648 | 70,776 | 71,906 | 77,605 | 78,803 | 80,376 |
| | 1.4585 | 1.4815 | 1.5044 | 1.6274 | 1.6518 | 1.6845 |
| 10 | 71,906 | 73,039 | 74,168 | 80,232 | 81,436 | 83,048 |
| | 1.5044 | 1.5273 | 1.5502 | 1.6808 | 1.7052 | 1.7387 |
| 11 | 74,168 | 75,298 | 76,427 | 82,864 | 84,068 | 85,720 |
| | 1.5502 | 1.5732 | 1.5961 | 1.7342 | 1.7585 | 1.7929 |
| 12 | 76,427 | 77,559 | 78,690 | 85,498 | 86,696 | 88,392 |
| | 1.5961 | 1.6190 | 1.6420 | 1.7875 | 1.8119 | 1.8470 |
| 14 | 78,690 | 79,816 | 80,952 | 88,124 | 89,329 | 91,059 |
| | 1.6420 | 1.6649 | 1.6878 | 1.8409 | 1.8652 | 1.9012 |
| 16 | 80,952 | 82,081 | 83,210 | 90,758 | 91,956 | 93,731 |
| | 1.6878 | 1.7107 | 1.7337 | 1.8942 | 1.9186 | 1.9554 |
| 18 | 83,210 | 84,339 | 85,473 | 93,385 | 94,589 | 96,403 |
| | 1.7337 | 1.7566 | 1.7795 | 1.9476 | 1.9719 | 2.0096 |
| 21 | 85,473 | 86,602 | 87,730 | 96,019 | 97,217 | 99,076 |
| | 1.7337 | 1.7566 | 1.7795 | 2.0010 | 2.0253 | 2.0630 |
| 24 | 85,473 | 86,602 | 87,730 | 98,652 | 99,850 | 101,708 |
| | 1.7337 | 1.7566 | 1.7795 | 2.0010 | 2.0787 | 2.1321 |
| 27 | 85,473 | 86,602 | 87,730 | 98,652 | 102,482 | 105,114 |
| | 1.7337 | 1.7566 | 1.7795 | 2.0010 | 2.1321 | 2.1855 |
| 30 | 85,473 | 86,602 | 87,730 | 98,652 | 105,115 | 107,748 |

# Salary Schedule 2028-2029

| STEP | BA | BA+8 | BA+15 | Masters | MA+10 | MA+30 |
|---|---|---|---|---|---|---|
| 0 | 49,794 | 50,934 | 52,080 | 54,469 | 55,679 | 56,895 |
| | 1.0459 | 1.0688 | 1.0917 | 1.1472 | 1.1716 | 1.1968 |
| 1 | 52,080 | 53,220 | 54,360 | 57,123 | 58,339 | 59,593 |
| | 1.0917 | 1.1146 | 1.1376 | 1.2006 | 1.2249 | 1.2509 |
| 2 | 54,360 | 55,500 | 56,646 | 59,782 | 60,993 | 62,287 |
| | 1.1376 | 1.1605 | 1.1834 | 1.2539 | 1.2783 | 1.3051 |
| 3 | 56,646 | 57,785 | 58,926 | 62,436 | 63,652 | 64,986 |
| | 1.1834 | 1.2063 | 1.2293 | 1.3073 | 1.3316 | 1.3593 |
| 4 | 58,926 | 60,067 | 61,211 | 65,095 | 66,306 | 67,685 |
| | 1.2293 | 1.2522 | 1.2751 | 1.3607 | 1.3850 | 1.4135 |
| 5 | 61,211 | 62,352 | 63,492 | 67,755 | 68,965 | 70,384 |
| | 1.2751 | 1.2981 | 1.3210 | 1.4140 | 1.4384 | 1.4677 |
| 6 | 63,492 | 64,637 | 65,778 | 70,407 | 71,624 | 73,083 |
| | 1.3210 | 1.3439 | 1.3668 | 1.4674 | 1.4917 | 1.5219 |
| 7 | 65,778 | 66,918 | 68,058 | 73,068 | 74,278 | 75,782 |
| | 1.3668 | 1.3898 | 1.4127 | 1.5207 | 1.5451 | 1.5761 |
| 8 | 68,058 | 69,204 | 70,344 | 75,721 | 76,937 | 78,480 |
| | 1.4127 | 1.4356 | 1.4585 | 1.5741 | 1.5984 | 1.6303 |
| 9 | 70,344 | 71,484 | 72,625 | 78,381 | 79,591 | 81,179 |
| | 1.4585 | 1.4815 | 1.5044 | 1.6274 | 1.6518 | 1.6845 |
| 10 | 72,625 | 73,769 | 74,910 | 81,034 | 82,250 | 83,878 |
| | 1.5044 | 1.5273 | 1.5502 | 1.6808 | 1.7052 | 1.7387 |
| 11 | 74,910 | 76,050 | 77,191 | 83,693 | 84,909 | 86,577 |
| | 1.5502 | 1.5732 | 1.5961 | 1.7342 | 1.7585 | 1.7929 |
| 12 | 77,191 | 78,334 | 79,476 | 86,353 | 87,563 | 89,276 |
| | 1.5961 | 1.6190 | 1.6420 | 1.7875 | 1.8119 | 1.8470 |
| 14 | 79,476 | 80,614 | 81,762 | 89,005 | 90,222 | 91,970 |
| | 1.6420 | 1.6649 | 1.6878 | 1.8409 | 1.8652 | 1.9012 |
| 16 | 81,762 | 82,902 | 84,042 | 91,666 | 92,876 | 94,668 |
| | 1.6878 | 1.7107 | 1.7337 | 1.8942 | 1.9186 | 1.9554 |
| 18 | 84,042 | 85,182 | 86,327 | 94,318 | 95,535 | 97,367 |
| | **1.7337** | **1.7566** | **1.7795** | 1.9476 | 1.9719 | 2.0096 |
| 21 | 86,327 | 87,468 | 88,607 | 96,979 | 98,189 | 100,066 |
| | **1.7337** | **1.7566** | **1.7795** | 2.0010 | 2.0253 | 2.0630 |
| 24 | 86,327 | 87,468 | 88,607 | 99,638 | 100,848 | 102,725 |
| | **1.7337** | **1.7566** | **1.7795** | 2.0010 | 2.0787 | 2.1321 |
| 27 | 86,327 | 87,468 | 88,607 | 99,638 | 103,506 | 106,165 |
| | **1.7337** | **1.7566** | **1.7795** | 2.0010 | 2.1321 | 2.1855 |
| 30 | 86,327 | 87,468 | 88,607 | 99,638 | 106,166 | 108,825 |

# ARTICLE 50
# NORTHWOOD LOCAL SCHOOLS
# SUPPLEMENTAL SALARY SCHEDULE

| | | |
|---|---|---|
| **Event Manger** | | |
| | Events Manager | 0.07 |
| **Football** | | |
| **High School** | | |
| | Head Varsity | 0.13 |
| | Assistant Coach (s) | 0.10 |
| | Equipment Manager | 0.04 |
| **Middle School** | | |
| | Head coach (s) | 0.07 |
| | Assistant(s) | 0.06 |
| **Basketball** | | |
| **High School** | | |
| | Head Varsity(s) | 0.13 |
| | Varsity Assistant(s) | 0.10 |
| **Middle School** | | |
| | Head Coach(s) | 0.07 |
| **Elementary** | Event Manager | 0.02 |
| **Wrestling** | | |
| **High School** | | |
| | Head | 0.13 |
| | Assistant(s) | 0.10 |
| **Middle School** | | |
| | Head | 0.07 |
| | Assistant Coach(s) | 0.05 |
| **Baseball** | | |
| | Head Varsity | 0.10 |
| | Assistant(s) | 0.08 |
| **Soccer** | | |
| | Head Varsity | 0.10 |
| | Assistant Coach(s) | 0.07 |
| **Softball** | | |
| **High School** | | |
| | Head Varsity | 0.10 |
| | Assistant | 0.08 |
| **Volleyball** | | |
| **High School** | | |
| | Head Varsity | 0.10 |
| | Assistant Coach(s) | 0.08 |

| | | |
|---|---|---|
| **Middle School** | | |
| | Head Coach | 0.07 |
| **Cross Country** | | |
| | 7-12 Head Coach (s) | 0.10 |
| | Assistant(s) | 0.08 |
| **Track** | | |
| **High School** | | |
| | Head Coach(s) | 0.10 |
| | Assistant Coach(s) | 0.08 |
| **Middle School** | | |
| | Head Coach(s) | 0.07 |
| | Assistant Coach(s) | 0.05 |
| **Golf** | | |
| | High School – Head | 0.08 |
| **Cheerleading** | | |
| **High School** | | |
| | Head Coach | 0.13 |
| | Assistant Coach | 0.10 |
| **Middle School** | | |
| | Head Coach(s) | 0.07 |
| **Strength Coach** | | |
| | (All year including summer program) | 0.20 |
| **Frosh Coaches** | | |
| | (All Sports If Needed) | 0.07 |
| **Intramurals** | | |
| | Middle School Intramural Director | 0.03 |
| | Elementary Intramural Director | 0.03 |
| **Music Department** | | |
| | Section Instructor | 0.06 |
| | Elementary Music | 0.03 |
| | Jazz Band | 0.02 |
| | Pep Band | 0.02 |
| | Swing Choir | 0.07 |
| | Musical Director | 0.11 |
| | Assistant Musical Director(s) | 0.07 |
| | Choreographer | 0.03 |
| | Conductor | 0.04 |
| | Musical Accompanist | 0.06 |
| | Choral Accompanist | 0.08 |
| **Publications** | | |
| **High School** | Yearbook | 0.08 |

| | | |
|---|---|---|
| **Middle School** | Yearbook | 0.04 |
| **Elementary** | Yearbook | 0.04 |
| **(Local Professional Development Committee)** | | |
| | Chairman | 0.03 |
| | Member(s) | 0.02 |
| **Camp** | | |
| | Director | 0.03 |
| | Advisor(s) | 0.02 |
| | Elementary Camp fundraiser Director | 0.03 |
| **Washington DC/NYC** | | |
| | Director | 0.05 |
| | Advisor(s) | 0.02 |
| | Fundraiser Director | 0.03 |
| **Student Council** | | |
| | High School Advisor | 0.04 |
| | Middle School Advisor | 0.02 |
| | Elementary Advisor | 0.02 |
| **Class Advisors** | | |
| **High School** | | |
| | Grade 12 | 0.03 |
| | Grade 11 | 0.06 |
| | Grade 10 | 0.02 |
| | Grade 9 | 0.02 |
| **Club Advisors** | | |
| **High School** | Chess Club | 0.02 |
| | Key Club | 0.02 |
| | Language Clubs | 0.01 |
| | High School Quiz Bowl | 0.04 |
| | Middle School Quiz Bowl | 0.03 |
| | National Honor Society/JH NHS | 0.02/0.02 |
| **Elementary/High School** | eSports | 0.05 |
| **Technical Support** | | |
| | High School | 0.02 |
| | Middle School | 0.02 |
| | Lark Elementary | 0.02 |
| | Olney Elementary | 0.02 |
| **Computer Lab/Club** | | |
| | High School | 0.02 |
| | MS | 0.02 |
| | Elementary | 0.02 |
| **Entry Year Program** | | |

| | | |
|---|---|---|
| | Lead Mentor | 0.04 |
| | Mentor(s) – 1st year | 0.04 |
| | Mentor(s) – 2nd, 3rd, 4th years | 0.01 |
| **Literacy Team** | | |
| | Coordinator | 0.04 |
| | Member(s) | 0.03 |
| | | |
| | | |

*Whenever an assignment name has (s) following it, each person serving in that capacity receives the compensation in the table. When an assignment without (s) following it is shared by more than one person, the compensation in the table is shared among those sharing the assignment.

Experience will be granted for movement/transfer to another position within the same activity, i.e. – Choral to instrumental, elementary music to secondary music. Contracts awarded for movement/transfer to another activity will start at level zero (0).

Persons contracted for a newly created supplemental position will be placed on the beginning step.

Experience is recognized by years 0-5. The salary schedule figures that the Staff Member is paid the percentage of the Supplemental Salary is as follows:

BA Column of salary schedule, Experience 0, 1, 2, 3, 4 and 5.

A maximum of two (2) years of experience may be transferred from other schools.

Longevity Supplemental Salary service shall be recognized after the seventh consecutive year in a position. A staff member will be awarded an additional Two Hundred Dollars ($200.00) after completion of seven (7) years in one position. Further, upon completion of ten (10) years in one supplemental position, a staff member shall be paid an amount in addition to the supplemental salary that is equal to the lesser of the amount of the supplemental salary or Four Hundred Dollars ($400.00). This longevity clause only applies to bargaining unit members holding supplemental contract(s) for the 2009-2010 school year. It will continue to apply for the individual bargaining unit member as long as the bargaining unit member continues to hold the supplemental contract for that assignment without a break in service. Bargaining unit members who are newly hired for a supplemental assignment beginning in the 2010-2011 school year will not be eligible for longevity pay.

Supplemental contracts shall automatically terminate upon completion of assigned duties and a notice of non-renewal is not required.

The Strength Coach will provide strength training sessions four days per week, two 2-hour sessions per day.

The offering of any and/or all supplemental contracts is at the discretion of the Board of Education provided the superintendent consults with Athletic Council regarding athletic supplemental contracts and the NLEA President regarding other supplemental contracts.

A continuing condition for the offering of all supplemental contracts shall be sufficient student participation to warrant the offering of the activity in question. If the Board determines that student participation does not warrant that the contract continue, the contract will be discontinued, and the employee will be released from further performance of any duties under the contract and paid on a prorated basis for services that have already been rendered.

When job duties are filled by personnel who are not Northwood professional staff, the pupil activity contracts offered are outside the bargaining unit and not covered by this contract.

A bargaining unit member assigned to teach Instrumental Music is expected to complete the duties that include Marching Band and Instrumental Band that require hours outside the workday. Said Bargaining Unit Member shall receive a stipend figured in the manner used for supplemental contract(s) (0.20). Longevity language also applies to this situation. Said stipend will be eliminated should the Board make the decision to remove those duties in the future.

A bargaining unit member assigned to teach MS and/or HS Vocal Music is expected to complete duties that require hours outside the workday. Said Bargaining Unit Member shall receive a stipend figured in the manner used for supplemental contract(s) (0.09). Longevity language also applies to this situation. Said stipend will be eliminated should the Board make the decision to remove those duties in the future.

A bargaining unit member assigned to teach Elementary Music is expected to complete duties that require hours outside the workday. Said Bargaining Unit Member shall receive a stipend figured in the manner used for supplemental contract(s) (0.02). Longevity language also applies to this situation. Said stipend will be eliminated should the Board make the decision to remove those duties in the future.

A bargaining unit member assigned MS Counselor duties is expected to complete 10 days of extended time compensated at the daily rate for that Bargaining Unit Member. Said stipend will be eliminated or prorated should the Board make the decision to eliminate or reduce extended time in the future.

A bargaining unit member assigned HS Counselor duties is expected to complete 20 days of extended time compensated at the daily rate for that Bargaining Unit Member. Said stipend will be eliminated or prorated should the Board make the decision to eliminate or reduce extended time in the future.

50.1 **Tutor**

Employees serving as tutors shall be compensated at the base hourly rate at the BA, Step 0 level.

50.2 **Athletic Director**

In the event of a vacancy in the Athletic Director position, the position shall be posted in the manner set forth in Section 25.1. If a teacher is appointed to this position, the teacher shall be compensated in one of the following manners:

| Percentage | Periods of Release Time |
|---|---|
| .21 | 3 |
| .26 | 2 |
| .34 | 1 |

## ARTICLE 51

## EXTRA RESPONSIBILITY PAY

51.1 **Extra Responsibility Pay**

Extra Responsibility Pay shall be paid to teachers for work that occurs outside the normal school day by teachers who serve on school-based or District committees at the direction of the Board or with the approval of the Superintendent (e.g., Evening Program Supervision, Grant Writing, District Health & Safety Committee, Building Leadership Team, District Leadership Team). Such Extra Responsibility Pay will only be paid if the teacher fully participates in the committee or activity to its completion.

The Extra Responsibility Pay program excludes functions and activities regularly associated with customary duties, such as parent/teacher conferences or meetings, IEP meetings, student/parental guidance meetings, Open House, graduation ceremonies and grading period-related parent/teacher conferences.

51.2 **Payment Procedures**

In order to receive credit toward Extra Responsibility Pay for a given activity, the teacher must have the Building Principal or other appropriate supervisor sign a form verifying attendance. Extra Responsibility Pay will be paid at the conclusion of the school year.

51.3 **Payment Schedule**

Teachers shall receive Extra Responsibility Pay based upon the number of hours spent in eligible Extra Responsibility Pay activities in accordance with the following payment schedule. Payment will be $29.00 per hour for every hour worked.

51.4 **Moving to a New Classroom**

In the event a teacher is required to move from one classroom to another classroom in the District, the teacher will be given a one (1) day per diem stipend computed at Bachelor's Step 0. A teacher will be given ten (10) days after the conclusion of the school year to pack his or her classroom materials.

## ARTICLE 53

## CONTRACTS

53.1 **Teacher Tenure**

A. Continuing contracts are contracts that remain in effect until the teacher resigns or retires, or until the contract is terminated or suspended.

A continuing contract shall only be granted to a teacher who gives signed, written notice of eligibility for continuing contract to the Superintendent by January 31 of the year of eligibility and meets the licensure and education requirements and other conditions set forth in Section 3319.08(D), section3319.11 and section 3319.111 of the Ohio Revised Code,

## ARTICLE 54

## 54.1 TEACHERS THAT TEACH COLLEGE CREDIT PLUS COURSES

Pursuant to Ohio Revised Code 3365, the District shall participate in the College Credit Plus (CCP) program. College credit courses taught by NLEA members will be in accordance with the following provisions:

1. Proposed College Credit Plus (CCP) courses that will be taught by staff members shall be approved by the Administration. No staff member shall teach a CCP course that has not received such approval. Interested staff members will notify the Administration of the CCP certificated area in which they can teach and Administration will determine

eligibility.

2. The Administration shall make the final determination regarding whether a staff member is eligible to teach a CCP course, and whether that course should be added to the curricular offerings within the school district.
3. Any teacher who teaches an approved course in College Credit Plus (CCP) shall be paid a supplemental stipend of $500 per course after completion of the course requirements. The payment will be included in the staff member's regular paycheck at the conclusion of the Northwood Local Schools semester.
4. It shall be a goal that all CCP Sections be capped at 23 students. If it appears in the upcoming school year that class size will exceed these numbers, a meeting will be held between the Superintendent, Building Principal, the teacher involved and one representative of the NLEA. This group will find a solution such as an additional class, or other innovative ideas
5. No existing bargaining unit position shall be eliminated, and no bargaining unit employee shall be displaced, as a result of the District's participation in College Credit Plus (CCP). This provision, however, shall not be construed to preclude a reduction in force as indicated in Article 25 of the Master Agreement.

## ARTICLE 55

## RIGHTS OF NLEA

54.1 **Rights of NLEA**

1. The Board shall permit the NLEA to make use of school buildings for meetings in accordance with the terms of the policy on Use of Board Facilities. NLEA business will not be conducted at a time when such business would interrupt the education process.

2. The NLEA shall have the privilege of using the school inter-office mail service, teacher mailboxes, and the District's e-mail service for NLEA communication with members subject to compliance with the District's authorized use policy and provided that use by NLEA does not interfere with other District operations.

3. The NLEA may provide bulletin boards in school building lounges for posting notices and other material relating to NLEA activities. Such bulletin boards may not exceed sixteen (16) square feet in size and placement must be approved by the principal and head of maintenance before installation and shall be in an area frequented by teachers.

4. The NLEA may use school-owned equipment (excluding consumable supplies) provided that:

a. Proper advance request is made and approved;

b. Use of equipment does not interfere with school-usage requirements, and the use is conducted by teaching personnel at such times other than contracted service periods; and

c. The purpose is solely the legitimate and internal business of NLEA (e.g., records, notices, correspondence) and not for public distribution.

5. NLEA may use of a total of fifteen (15) days per school year for NLEA business which shall be used in either half or full-day increments. The Board shall provide substitutes, if available, the cost of which shall be borne by the NLEA.

6. The NLEA shall be provided on-line access to the Board Policy Book. In the event Board policies are revised or newly adopted, the NLEA President shall be notified of same within five (5) working days of the Board action.

7. Teachers may leave their buildings after regular student dismissal to attend NLEA general meetings four (4) times each school year. Meeting dates shall be cleared with the Superintendent, and notification of the dates and the hour teachers may leave the buildings will be sent to all building principals by the Superintendent.

## ARTICLE 56

## TERM OF AGREEMENT

55.1 **Term of Agreement**

This Agreement shall take effect 12:00 midnight on the 1st day of July, 2026 and remain in full effect until 12:00 midnight on June 30, 2029. Notwithstanding

Article 3, Negotiation Procedures, Section 3.1(A), the parties agree to commence negotiations for a successor to this Agreement no later than May 1, 2029.

All items not proposed for modification or change will be incorporated into a successor agreement that is reached by the parties.

By affixing their signatures below, the President of the NLEA and the President of the Board concur that the instrument within is the complete understanding between the parties to this Agreement.

**FOR THE ASSOCIATION**

Co-President

Co-President

Date: 6/8/2026

**FOR THE BOARD**

Misty Rodriguez, President

Carolyn Schimmel, Vice President

Jeff Dunlap, Board Member

Heather Kachenmeister, Board Member

Michelle Owens, Board Member

Jason Kozina, Superintendent

Angel Adamski, Treasurer

Date: 6/8/2026

## APPENDIX A

### GRIEVANCE PROCEDURE FORM
**(Steps 1, 2 and 3)**

Grievance No. _____

Name of Grievant _____ Assignment _____

Date _____ Building _____

_____

STEP:_____ (1, 2, 3)

A. Date of Grievance _____

B. 1. Statement of Grievance _____

_____

2. Alleged violation of the Contract _____

_____

3. Relief Sought _____

_____

_____

Grievant Date

C. Disposition by Board/Administrator

_____

_____

1. Copy each to:

Grievant, Representative & Superintendent

_____

Signature Date

## GRIEVANCE PROCEDURE FORM

**(Step 4)**

(to be filed with Superintendent/Board/Arbitrator)

A. Position of Grievant _____

_____

_____

Signature Date

B. Disposition by Superintendent/Board/Arbitrator _____

_____

_____

One copy each to:

Principal, Grievant & Representative

_____

Signature Date

**APPENDIX B-1**

**Northwood Custom PPO Plan**

**Will Be updated every July**

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**The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately.**

**This is only a summary.** For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-332-0741. For general definitions of common terms, such as **allowed amount**, **balance billing**, **coinsurance**, **copayment**, **deductible**, **provider**, or other underlined terms see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800-332-0741 to request a copy.

| Important Questions | Answers | Why This Matters: |
|---|---|---|
| **What is the overall deductible?** | **$200**/single,**$400**/family | Generally, you must pay all of the costs from providers up to the **deductible** amount before this **plan** begins to pay. If you have other family members on the **plan**, each family member must meet their own individual **deductible** until the total amount of **deductible** expenses paid by all family members meets the overall family **deductible.** |
| **Are there services covered before you meet your deductible?** | **Yes. Certain preventive care and all services with copayments are covered and paid by the plan before you meet your deductible.** | This **plan** covers some items and services even if you haven't yet met the **deductible** amount. But a **copayment** or **coinsurance** may apply. For example, this **plan** covers certain **preventive services** without **cost-sharing** and before you meet your **deductible**. See a list of covered **preventive services** at https://www.healthcare.gov/coverage/preventive-care-benefits/. |
| **Are there other deductibles for specific services?** | No | You don't have to meet **deductibles** for specific services. |
| **What is the out-of-pocket limit for this plan?** | **$,1500**/single,**$3,000**/family | The **out-of-pocket limit** is the most you could pay in a year for covered services. If you have other family members in this **plan**, they have to meet their own **out-of-pocket limits** until the overall family **out-of-pocket limit** has been met. |
| **What is not included in the out-of-pocket limit?** | **Deductibles**, **premiums**, balance-billed charges and health care this **plan** doesn't cover. | Even though you pay these expenses, they don't count toward the **out-of-pocket limit.** |
| **Will you pay less if you use a network provider?** | Yes, See MedMutual.com/SBC or call 800-332-0741 for a list of participating providers. | This **plan** uses a **provider network**. You will pay less if you use a **provider** in the **plan's network**. You will pay the most if you use an **out-of-network provider**, and you might receive a bill from a **provider** for the difference between the **provider's** charge and what your **plan** pays (**balance billing**). Be aware your **network provider** might use an **out-of-network provider** for some services (such as lab work). Check with your **provider** before you get services. |
| **Do you need a referral to see a specialist?** | No | You can see the **specialist** you choose without a **referral.** |

All **coinsurance** costs shown in this chart are after your **deductible** has been met, if a **deductible** applies. Services with **copayments** are covered before you meet your **deductible**, unless otherwise specified.

| Common Medical Event | Services You May Need | What You Will Pay | | Limitations, Exceptions, & Other Important Information |
|---|---|---|---|---|
| | | Network Provider (You will pay the least) | Non-Network Provider (You will pay the most) | |
| **If you visit a health care provider's office or clinic** | Primary care visit to treat an injury or illness | $15 copay/visit | 20% coinsurance | None |
| | Specialist visit | $15 copay/visit | 20% coinsurance | None |
| | Preventive care/ screening/ immunization | No charge | 20% coinsurance | You may have to pay for services that aren't preventive. Ask your provider if the services you need are preventive. Then check what your plan will pay for. |
| **If you have a test** | Diagnostic test (x-ray) | 10% coinsurance | 20% coinsurance | None |
| | Diagnostic test (blood work) | 10% coinsurance | 20% coinsurance | None |
| | Imaging (CT/PET scans, MRIs) | 10% coinsurance | 20% coinsurance | None |

[ For more information about limitations and exceptions, see the plan or policy document at MedMutual.com/SBC.]

| Common Medical Event | Services You May Need | What You Will Pay | | Limitations, Exceptions, & Other Important Information |
|---|---|---|---|---|
| | | Network Provider (You will pay the least) | Non-Network Provider (You will pay the most) | |
| **If you need drugs to treat your illness or condition**<br><br>More information about **prescription drug coverage** is available at www.truerx.com | Pharmacy Benefits Manager | True Rx | | None |
| | Drug Out of Pocket Limit - Single | $1,500 | Does Not Apply | None |
| | Drug Out of Pocket Limit - Family | $3,000 | Does Not Apply | None |
| | Generic copay - retail Tier 1 | $5 | Does Not Apply | Covers up to a 30-day supply. |
| | Generic copay - home delivery Tier 1 | $5 | Does Not Apply | Covers up to a 90-day supply. |
| | Preferred brand name copay - retail Tier 2 | $15 | Does Not Apply | Covers up to a 30-day supply. |
| | Preferred brand name copay - home delivery Tier 2 | $15 | Does Not Apply | Covers up to a 90-day supply. |
| | Non-preferred brand name copay - retail Tier 3 | $30 | Does Not Apply | Covers up to a 30-day supply. |
| | Non-preferred brand name copay - home delivery Tier 3 | $30 | Does Not Apply | Covers up to a 90-day supply. |
| | Specialty drugs - retail | Applicable drug tier copay applies | Does Not Apply | Covers up to a 30-day supply. |
| | Specialty drugs - home delivery | Applicable drug tier copay applies | Does Not Apply | Covers up to a 30-day supply. |
| | | | | |
| **If you have outpatient surgery** | Facility fee (e.g., ambulatory surgery center) | 10% coinsurance | 20% coinsurance | None |
| | Physician/surgeon fees (Outpatient) | 10% coinsurance | 20% coinsurance | None |
| **If you need immediate medical attention** | Emergency room care | 10% **coinsurance** | | None |
| | Emergency medical transportation | $25 copay/visit | | None |
| | Urgent care | $15 copay/visit | 20% coinsurance | None |
| **If you have a hospital stay** | Facility fee (e.g., hospital room) | 10% coinsurance | 20% coinsurance | None |
| | Physician/ surgeon fee (inpatient) | 10% coinsurance | 20% coinsurance | None |
| **If you need mental health, behavioral health, or substance abuse services** | Outpatient services | Benefits paid based on corresponding medical benefits | | None |
| | Inpatient services | Benefits paid based on corresponding medical benefits | | None |

[ For more information about limitations and exceptions, see the plan or policy document at MedMutual.com/SBC.]

| Common Medical Event | Services You May Need | What You Will Pay | | Limitations, Exceptions, & Other Important Information |
|---|---|---|---|---|
| | | Network Provider (You will pay the least) | Non-Network Provider (You will pay the most) | |
| **If you are pregnant** | Office visits | No charge | 20% coinsurance | Cost sharing does not apply to certain preventive services. Depending on the type of services, copay, coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound). |
| | Childbirth/delivery professional services | 10% coinsurance | 20% coinsurance | None |
| | Childbirth/delivery facility services | 10% coinsurance | 20% coinsurance | None |
| **If you need help recovering or have other special health needs** | Home health care | 10% coinsurance | 20% coinsurance | None |
| | Rehabilitation services (Physical Therapy) | $15 copay/visit | 20% coinsurance | (10 visits, then Medical Review - Professional; unlimited - Institutional; combined with Chiropractic and Occupational Therapy) |
| | Habilitation services (Occupational Therapy) | $15 copay/visit | 20% coinsurance | (10 visits, then Medical Review - Professional; unlimited - Institutional; combined with Chiropractic and Physical Therapy) |
| | Habilitation services (Speech Therapy) | 10% coinsurance | 20% coinsurance | (10 visits, then Medical Review - Professional; unlimited - Institutional) |
| | Skilled nursing care | 10% coinsurance | 20% coinsurance | None |
| | Durable medical equipment | 10% coinsurance | 20% coinsurance | None |
| | Hospice services | 10% coinsurance | 20% coinsurance | None |
| **If your child needs dental or eye care** | Children's eye exam | No charge | 20% coinsurance | None |
| | Children's glasses | Not Covered | | Excluded Service |
| | Children's dental check-up | Not Covered | | Excluded Service |

[ For more information about limitations and exceptions, see the plan or policy document at MedMutual.com/SBC.]

## Excluded Services & Other Covered Services:

**Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)**

- Acupuncture
- Children's dental check-up
- Children's glasses
- Cosmetic Surgery
- Dental Care (Adult)
- Hearing Aids
- Infertility Treatment
- Long-Term Care
- Non-emergency care when traveling outside the U.S.
- Routine Eye Care (Adult)
- Routine Foot Care
- Weight Loss Programs

**Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)**

- Bariatric Surgery
- Chiropractic Care
- Private-Duty Nursing

**Your Rights to Continue Coverage:** There are agencies that can help if you want to continue your coverage after it ends.The contact information for those agencies is: the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 877-267-2323 x61565 or cciio.cms.gov. Other coverage options may be available to you, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit HealthCare.gov or call 800-318-2596.

**Your Grievance and Appeals Rights:** There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact your plan at 800-332-0741.

### Does this plan provide Minimum Essential Coverage? Yes.

Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

### Does this plan meet Minimum Value Standards? Yes.

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

----------*To see examples of how this plan might cover costs for sample medical situations, see the next section*----------

The coverage example numbers assume that the patient does not use an HRA or FSA. If you participate in an HRA or FSA and use it to pay for out-of-pocket expenses, then your costs may be lower.

[ For more information about limitations and exceptions, see the plan or policy document at MedMutual.com/SBC.]

## About these Coverage Examples:

**This is not a cost estimator.** Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

### Peg is Having a Baby
(9 months of in-network pre-natal care and a hospital delivery)

- **The plan's overall deductible** **$200**
- **Specialist copay** **$15**
- **Hospital (facility) coinsurance** **10%**
- **Other coinsurance** **10%**

**This EXAMPLE event includes services like:**
Specialist office visits (*prenatal care*)
Childbirth/Delivery Professional Services
Childbirth/Delivery Facility Services
Diagnostic tests (*ultrasounds and blood work*)
Specialist visit (*anesthesia*)

| **Total Example Cost** | **$12,700** |
|---|---|

**In this example, Peg would pay:**

| *Cost Sharing* | |
|---|---|
| Deductibles | $200 |
| Copayments | $10 |
| Coinsurance | $1,200 |
| *What isn't covered* | |
| Limits or exclusions | $60 |
| **The total Peg would pay is** | **$1,470** |

### Managing Joe's Type 2 Diabetes
(a year of routine in-network care of a well-controlled condition)

- **The plan's overall deductible** **$200**
- **Specialist copay** **$15**
- **Hospital (facility) coinsurance** **10%**
- **Other coinsurance** **10%**

**This EXAMPLE event includes services like:**
Primary care physician office visits (*including disease education*)
Diagnostic tests (*blood work*)
Prescription drugs
Durable medical equipment (*glucose meter*)

| **Total Example Cost** | **$5,600** |
|---|---|

**In this example, Joe would pay:**

| *Cost Sharing* | |
|---|---|
| Deductibles | $100 |
| Copayments | $400 |
| Coinsurance | $0 |
| *What isn't covered* | |
| Limits or exclusions | $20 |
| **The total Joe would pay is** | **$520** |

### Mia's Simple Fracture
(in-network emergency room visit and follow up care)

- **The plan's overall deductible** **$200**
- **Specialist copay** **$15**
- **Hospital (facility) coinsurance** **10%**
- **Other coinsurance** **10%**

**This EXAMPLE event includes services like:**
Emergency room care (*including medical supplies*)
Diagnostic test (*x-ray*)
Durable medical equipment (*crutches*)
Rehabilitation services (*physical therapy*)

| **Total Example Cost** | **$2,800** |
|---|---|

**In this example, Mia would pay:**

| *Cost Sharing* | |
|---|---|
| Deductibles | $200 |
| Copayments | $100 |
| Coinsurance | $100 |
| *What isn't covered* | |
| Limits or exclusions | $0 |
| **The total Mia would pay is** | **$400** |

Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to reduce your costs. For more information about the wellness program, please contact: 800-332-0741.

The plan would be responsible for the other costs of these EXAMPLE covered services.

[ For more information about limitations and exceptions, see the plan or policy document at MedMutual.com/SBC.]

**APPENDIX B-2**

**Wood County Schools Consortium Benchmark PPO Plan**

**Will Be updated every July**

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**The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately.**

**This is only a summary.** For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-332-0741. For general definitions of common terms, such as **allowed amount**, **balance billing**, **coinsurance**, **copayment**, **deductible**, **provider**, or other underlined terms see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800-332-0741 to request a copy.

| Important Questions | Answers | Why This Matters: |
|---|---|---|
| **What is the overall deductible?** | **$500**/single,**$1,000**/family Network<br>**$1,500**/single,**$3,000**/family Non-Network | Generally, you must pay all of the costs from providers up to the **deductible** amount before this **plan** begins to pay. If you have other family members on the **plan**, each family member must meet their own individual **deductible** until the total amount of **deductible** expenses paid by all family members meets the overall family **deductible.** |
| **Are there services covered before you meet your deductible?** | **Yes. Certain preventive care and all services with copayments are covered and paid by the plan before you meet your deductible.** | This **plan** covers some items and services even if you haven't yet met the **deductible** amount. But a **copayment** or **coinsurance** may apply. For example, this **plan** covers certain **preventive services** without **cost-sharing** and before you meet your **deductible**. See a list of covered **preventive services** at https://www.healthcare.gov/coverage/preventive-care-benefits/. |
| **Are there other deductibles for specific services?** | No | You don't have to meet **deductibles** for specific services. |
| **What is the out-of-pocket limit for this plan?** | **Coinsurance Limit:**<br>**$1,000**/single,**$2,000**/family Network<br>**$3,000**/single,**$6,000**/family Non-Network<br>**Out-of-pocket Limit:**<br>**$6,350**/single,**$12,700**/family Network<br>**$4,500**/single,**$9,000**/family Non-Network | The **out-of-pocket limit** is the most you could pay in a year for covered services. If you have other family members in this **plan**, they have to meet their own **out-of-pocket limits** until the overall family **out-of-pocket limit** has been met. |
| **What is not included in the out-of-pocket limit?** | **Premiums**, balance-billed charges and health care this **plan** doesn't cover. | Even though you pay these expenses, they don't count toward the **out-of-pocket limit.** |

| | | |
|---|---|---|
| **Will you pay less if you use a network provider?** | Yes, See MedMutual.com/SBC or call 800-332-0741 for a list of participating providers. | This **plan** uses a **provider network**. You will pay less if you use a **provider** in the **plan's network**. You will pay the most if you use an **out-of-network provider**, and you might receive a bill from a **provider** for the difference between the **provider's** charge and what your **plan** pays (**balance billing**). Be aware your **network provider** might use an **out-of-network provider** for some services (such as lab work). Check with your **provider** before you get services. |
| **Do you need a referral to see a specialist?** | No | You can see the **specialist** you choose without a **referral.** |



All **coinsurance** costs shown in this chart are after your **deductible** has been met, if a **deductible** applies. Services with **copayments** are covered before you meet your **deductible**, unless otherwise specified.

| Common Medical Event | Services You May Need | What You Will Pay | | Limitations, Exceptions, & Other Important Information |
|---|---|---|---|---|
| | | Network Provider (You will pay the least) | Non-Network Provider (You will pay the most) | |
| **If you visit a health care provider's office or clinic** | Primary care visit to treat an injury or illness | $20 copay/visit | 40% coinsurance | None |
| | Specialist visit | $30 copay/visit | 40% coinsurance | None |
| | Preventive care/ screening/ immunization | No charge | 40% coinsurance | You may have to pay for services that aren't preventive. Ask your provider if the services you need are preventive. Then check what your plan will pay for. |
| **If you have a test** | Diagnostic test (x-ray) | 20% coinsurance | 40% coinsurance | None |
| | Diagnostic test (blood work) | 20% coinsurance | 40% coinsurance | None |
| | Imaging (CT/PET scans, MRIs) | 20% coinsurance | 40% coinsurance | None |

[ For more information about limitations and exceptions, see the plan or policy document at MedMutual.com/SBC.]

| Common Medical Event | Services You May Need | What You Will Pay | | Limitations, Exceptions, & Other Important Information |
|---|---|---|---|---|
| | | Network Provider (You will pay the least) | Non-Network Provider (You will pay the most) | |
| **If you need drugs to treat your illness or condition**<br><br>More information about **prescription drug coverage** is available at www.truerx.com | Pharmacy Benefits Manager | True Rx | | None |
| | Generic copay - retail Tier 1 | $10 | Does Not Apply | Covers up to a 30-day supply. |
| | Generic copay - home delivery Tier 1 | $20 | Does Not Apply | Covers up to a 90-day supply. |
| | Preferred brand name copay - retail Tier 2 | $20 | Does Not Apply | Covers up to a 30-day supply. |
| | Preferred brand name copay - home delivery Tier 2 | $40 | Does Not Apply | Covers up to a 90-day supply. |
| | Non-preferred brand name copay - retail Tier 3 | $30 | Does Not Apply | Covers up to a 30-day supply. |
| | Non-preferred brand name copay - home delivery Tier 3 | $60 | Does Not Apply | Covers up to a 90-day supply. |
| | Specialty drugs - retail | Applicable drug tier copay applies | Does Not Apply | Covers up to a 30-day supply. |
| | Specialty drugs - home delivery | Applicable drug tier copay applies | Does Not Apply | Covers up to a 30-day supply. |
| **If you have outpatient surgery** | Facility fee (e.g., ambulatory surgery center) | 20% coinsurance | 40% coinsurance | None |
| | Physician/surgeon fees (Outpatient) | 20% coinsurance | 40% coinsurance | None |
| **If you need immediate medical attention** | Emergency room care | No charge for Medical Emergency | | None |
| | Emergency medical transportation | 20% coinsurance | 40% coinsurance | None |
| | Urgent care | $20 copay/visit | 40% coinsurance | None |
| **If you have a hospital stay** | Facility fee (e.g., hospital room) | 20% coinsurance | 40% coinsurance | None |
| | Physician/ surgeon fee (inpatient) | 20% coinsurance | 40% coinsurance | None |
| **If you need mental health, behavioral health, or substance abuse services** | Outpatient services | Benefits paid based on corresponding medical benefits | | None |
| | Inpatient services | Benefits paid based on corresponding medical benefits | | None |

[ For more information about limitations and exceptions, see the plan or policy document at MedMutual.com/SBC.]

| Common Medical Event | Services You May Need | What You Will Pay | | Limitations, Exceptions, & Other Important Information |
|---|---|---|---|---|
| | | Network Provider (You will pay the least) | Non-Network Provider (You will pay the most) | |
| **If you are pregnant** | Office visits | No charge | 40% coinsurance | Cost sharing does not apply to certain preventive services. Depending on the type of services, copay, coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound). |
| | Childbirth/delivery professional services | 20% coinsurance | 40% coinsurance | None |
| | Childbirth/delivery facility services | 20% coinsurance | 40% coinsurance | None |
| **If you need help recovering or have other special health needs** | Home health care | 20% coinsurance | 40% coinsurance | None |
| | Rehabilitation services (Physical Therapy) | $20 copay/visit | 40% coinsurance | (10 visits, then Medical Review - Professional; unlimited - Institutional; combined with Chiropractic and Occupational Therapy) |
| | Habilitation services (Occupational Therapy) | $20 copay/visit | 40% coinsurance | (10 visits, then Medical Review - Professional; unlimited - Institutional; combined with Chiropractic and Physical Therapy) |
| | Habilitation services (Speech Therapy) | 20% coinsurance | 40% coinsurance | (10 visits, then Medical Review - Professional; unlimited - Institutional) |
| | Skilled nursing care | 20% coinsurance | 40% coinsurance | None |
| | Durable medical equipment | 20% coinsurance | 40% coinsurance | None |
| | Hospice services | 20% coinsurance | 40% coinsurance | None |
| **If your child needs dental or eye care** | Children's eye exam | No charge | 40% coinsurance | None |
| | Children's glasses | Not Covered | | Excluded Service |
| | Children's dental check-up | Not Covered | | Excluded Service |

[For more information about limitations and exceptions, see the plan or policy document at MedMutual.com/SBC.]

## Excluded Services & Other Covered Services:

**Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)**

- Acupuncture
- Children's dental check-up
- Children's glasses
- Cosmetic Surgery
- Dental Care (Adult)
- Hearing Aids
- Infertility Treatment
- Long-Term Care
- Non-emergency care when traveling outside the U.S.
- Routine Eye Care (Adult)
- Routine Foot Care
- Weight Loss Programs

**Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)**

- Bariatric Surgery
- Chiropractic Care
- Private-Duty Nursing

**Your Rights to Continue Coverage:** There are agencies that can help if you want to continue your coverage after it ends.The contact information for those agencies is: the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 877-267-2323 x61565 or cciio.cms.gov. Other coverage options may be available to you, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit HealthCare.gov or call 800-318-2596.

**Your Grievance and Appeals Rights:** There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact your plan at 800-332-0741.

### Does this plan provide Minimum Essential Coverage? Yes.

Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

### Does this plan meet Minimum Value Standards? Yes.

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

----------*To see examples of how this plan might cover costs for sample medical situations, see the next section*----------

The coverage example numbers assume that the patient does not use an HRA or FSA. If you participate in an HRA or FSA and use it to pay for out-of-pocket expenses, then your costs may be lower.

[ For more information about limitations and exceptions, see the plan or policy document at MedMutual.com/SBC.]

## About these Coverage Examples:

**This is not a cost estimator.** Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

### Peg is Having a Baby
(9 months of in-network pre-natal care and a hospital delivery)

- **The plan's overall deductible** **$500**
- **Specialist copay** **$30**
- **Hospital (facility) coinsurance** **20%**
- **Other coinsurance** **20%**

**This EXAMPLE event includes services like:**
Specialist office visits (*prenatal care*)
Childbirth/Delivery Professional Services
Childbirth/Delivery Facility Services
Diagnostic tests (*ultrasounds and blood work*)
Specialist visit (*anesthesia*)

| **Total Example Cost** | **$12,700** |
|---|---|

**In this example, Peg would pay:**

| *Cost Sharing* | |
|---|---|
| Deductibles | $500 |
| Copayments | $0 |
| Coinsurance | $1,000 |
| *What isn't covered* | |
| Limits or exclusions | $60 |
| **The total Peg would pay is** | **$1,560** |

### Managing Joe's Type 2 Diabetes
(a year of routine in-network care of a well-controlled condition)

- **The plan's overall deductible** **$500**
- **Specialist copay** **$30**
- **Hospital (facility) coinsurance** **20%**
- **Other coinsurance** **20%**

**This EXAMPLE event includes services like:**
Primary care physician office visits (*including disease education*)
Diagnostic tests (*blood work*)
Prescription drugs
Durable medical equipment (*glucose meter*)

| **Total Example Cost** | **$5,600** |
|---|---|

**In this example, Joe would pay:**

| *Cost Sharing* | |
|---|---|
| Deductibles | $100 |
| Copayments | $600 |
| Coinsurance | $0 |
| *What isn't covered* | |
| Limits or exclusions | $20 |
| **The total Joe would pay is** | **$720** |

### Mia's Simple Fracture
(in-network emergency room visit and follow up care)

- **The plan's overall deductible** **$500**
- **Specialist copay** **$30**
- **Hospital (facility) coinsurance** **20%**
- **Other coinsurance** **20%**

**This EXAMPLE event includes services like:**
Emergency room care (*including medical supplies*)
Diagnostic test (*x-ray*)
Durable medical equipment (*crutches*)
Rehabilitation services (*physical therapy*)

| **Total Example Cost** | **$2,800** |
|---|---|

**In this example, Mia would pay:**

| *Cost Sharing* | |
|---|---|
| Deductibles | $500 |
| Copayments | $100 |
| Coinsurance | $200 |
| *What isn't covered* | |
| Limits or exclusions | $0 |
| **The total Mia would pay is** | **$800** |

Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to reduce your costs. For more information about the wellness program, please contact: 800-332-0741.

The plan would be responsible for the other costs of these EXAMPLE covered services.

[For more information about limitations and exceptions, see the plan or policy document at MedMutual.com/SBC.]

**APPENDIX B-3**

**Wood County Schools Consortium HSA Benchmark Plan**

**Will Be updated every July**

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**The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately.**

**This is only a summary.** For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-332-0741. For general definitions of common terms, such as **allowed amount**, **balance billing**, **coinsurance**, **copayment**, **deductible**, **provider**, or other underlined terms see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800-332-0741 to request a copy.

| Important Questions | Answers | Why This Matters: |
|---|---|---|
| **What is the overall deductible?** | **$3,400**/single,**$6,800**/family Network **$5,000**/single,**$10,000**/family Non-Network | Generally, you must pay all of the costs from providers up to the **deductible** amount before this **plan** begins to pay. If you have other family members on the **plan**, each family member must meet their own individual **deductible** until the total amount of **deductible** expenses paid by all family members meets the overall family **deductible.** |
| **Are there services covered before you meet your deductible?** | **Yes. Certain preventive care and all services with copayments are covered and paid by the plan before you meet your deductible.** | This **plan** covers some items and services even if you haven't yet met the **deductible** amount. But a **copayment** or **coinsurance** may apply. For example, this **plan** covers certain **preventive services** without **cost-sharing** and before you meet your **deductible**. See a list of covered **preventive services** at https://www.healthcare.gov/coverage/preventive-care-benefits/. |
| **Are there other deductibles for specific services?** | No | You don't have to meet **deductibles** for specific services. |
| **What is the out-of-pocket limit for this plan?** | **$1,000**/single,**$2,000**/family | The **out-of-pocket limit** is the most you could pay in a year for covered services. If you have other family members in this **plan**, they have to meet their own **out-of-pocket limits** until the overall family **out-of-pocket limit** has been met. |
| **What is not included in the out-of-pocket limit?** | **Deductibles**, **premiums**, balance-billed charges and health care this **plan** doesn't cover. | Even though you pay these expenses, they don't count toward the **out-of-pocket limit.** |
| **Will you pay less if you use a network provider?** | Yes, See MedMutual.com/SBC or call 800-332-0741 for a list of participating providers. | This **plan** uses a **provider network**. You will pay less if you use a **provider** in the **plan's network**. You will pay the most if you use an **out-of-network provider**, and you might receive a bill from a **provider** for the difference between the **provider's** charge and what your **plan** pays (**balance billing**). Be aware your **network provider** might use an **out-of-network provider** for some services (such as lab work). Check with your **provider** before you get services. |
| **Do you need a referral to see a specialist?** | No | You can see the **specialist** you choose without a **referral.** |

All **coinsurance** costs shown in this chart are after your **deductible** has been met, if a **deductible** applies. Services with **copayments** are covered before you meet your **deductible**, unless otherwise specified.

| Common Medical Event | Services You May Need | What You Will Pay | | Limitations, Exceptions, & Other Important Information |
|---|---|---|---|---|
| | | Network Provider (You will pay the least) | Non-Network Provider (You will pay the most) | |
| **If you visit a health care provider's office or clinic** | Primary care visit to treat an injury or illness | No charge after deductible | 40% coinsurance | None |
| | Specialist visit | No charge after deductible | 40% coinsurance | None |
| | Preventive care/ screening/ immunization | No charge | 40% coinsurance | You may have to pay for services that aren't preventive. Ask your provider if the services you need are preventive. Then check what your plan will pay for. |
| **If you have a test** | Diagnostic test (x-ray) | No charge after deductible | 40% coinsurance | None |
| | Diagnostic test (blood work) | No charge after deductible | 40% coinsurance | None |
| | Imaging (CT/PET scans, MRIs) | No charge after deductible | 40% coinsurance | None |

| Common Medical Event | Services You May Need | What You Will Pay | | Limitations, Exceptions, & Other Important Information |
|---|---|---|---|---|
| | | Network Provider (You will pay the least) | Non-Network Provider (You will pay the most) | |
| **If you need drugs to treat your illness or condition**<br><br>More information about **prescription drug coverage** is available at www.truerx.com | Pharmacy Benefits Manager | True Rx | | None |
| | Drug Out of Pocket Limit - Single | $1,000 | Does Not Apply | None |
| | Drug Out of Pocket Limit - Family | $2,000 | Does Not Apply | None |
| | Generic copay - retail Tier 1 | $15 after deductible | Does Not Apply | Covers up to a 90-day supply. |
| | Generic copay - home delivery Tier 1 | $30 after deductible | Does Not Apply | Covers up to a 90-day supply. |
| | Preferred brand name copay - retail Tier 2 | $30 after deductible | Does Not Apply | Covers up to a 90-day supply. |
| | Preferred brand name copay - home delivery Tier 2 | $60 after deductible | Does Not Apply | Covers up to a 90-day supply. |
| | Non-preferred brand name copay - retail Tier 3 | $45 after deductible | Does Not Apply | Covers up to a 90-day supply. |
| | Non-preferred brand name copay - home delivery Tier 3 | $90 after deductible | Does Not Apply | Covers up to a 90-day supply. |
| | Specialty drugs - retail | Applicable drug tier copay applies | Does Not Apply | Covers up to a 30-day supply. |
| | Specialty drugs - home delivery | Applicable drug tier copay applies | Does Not Apply | Covers up to a 30-day supply. |
| **If you have outpatient surgery** | Facility fee (e.g., ambulatory surgery center) | No charge after deductible | 40% coinsurance | None |
| | Physician/surgeon fees (Outpatient) | No charge after deductible | 40% coinsurance | None |
| **If you need immediate medical attention** | Emergency room care | No charge after **deductible** | | None |
| | Emergency medical transportation | No charge after deductible | 40% coinsurance | None |
| | Urgent care | No charge after deductible | 40% coinsurance | None |
| **If you have a hospital stay** | Facility fee (e.g., hospital room) | No charge after deductible | 40% coinsurance | None |
| | Physician/ surgeon fee (inpatient) | No charge after deductible | 40% coinsurance | None |
| **If you need mental health, behavioral health, or substance abuse services** | Outpatient services | Benefits paid based on corresponding medical benefits | | None |
| | Inpatient services | Benefits paid based on corresponding medical benefits | | None |

[ For more information about limitations and exceptions, see the plan or policy document at MedMutual.com/SBC.]

| Common Medical Event | Services You May Need | What You Will Pay | | Limitations, Exceptions, & Other Important Information |
|---|---|---|---|---|
| | | Network Provider (You will pay the least) | Non-Network Provider (You will pay the most) | |
| **If you are pregnant** | Office visits | No charge | 40% coinsurance | Cost sharing does not apply to certain preventive services. Depending on the type of services, copay, coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound). |
| | Childbirth/delivery professional services | No charge after deductible | 40% coinsurance | None |
| | Childbirth/delivery facility services | No charge after deductible | 40% coinsurance | None |
| **If you need help recovering or have other special health needs** | Home health care | No charge after deductible | 40% coinsurance | (limit applies to Non-Network only), (30 visits per benefit period) |
| | Rehabilitation services (Physical Therapy) | No charge after deductible | 40% coinsurance | (10 visits, then Medical Review - Professional; unlimited - Institutional; combined with Chiropractic and Occupational Therapy) |
| | Habilitation services (Occupational Therapy) | No charge after deductible | 40% coinsurance | (10 visits, then Medical Review - Professional; unlimited - Institutional; combined with Chiropractic and Physical Therapy) |
| | Habilitation services (Speech Therapy) | No charge after deductible | 40% coinsurance | (10 visits, then Medical Review - Professional; unlimited - Institutional) |
| | Skilled nursing care | No charge after deductible | 40% coinsurance | (180 days per benefit period) |
| | Durable medical equipment | No charge after deductible | 40% coinsurance | None |
| | Hospice services | No charge after deductible | 40% coinsurance | None |
| **If your child needs dental or eye care** | Children's eye exam | No charge | 40% coinsurance | None |
| | Children's glasses | Not Covered | | Excluded Service |
| | Children's dental check-up | Not Covered | | Excluded Service |

## Excluded Services & Other Covered Services:

**Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)**

- Acupuncture
- Bariatric Surgery
- Children's dental check-up
- Children's glasses
- Cosmetic Surgery
- Dental Care (Adult)
- Hearing Aids
- Infertility Treatment
- Long-Term Care
- Non-emergency care when traveling outside the U.S.
- Routine Foot Care
- Weight Loss Programs

**Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)**

- Chiropractic Care
- Private-Duty Nursing
- Routine Eye Care (Adult)

**Your Rights to Continue Coverage:** There are agencies that can help if you want to continue your coverage after it ends.The contact information for those agencies is: the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 877-267-2323 x61565 or cciio.cms.gov. Other coverage options may be available to you, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit HealthCare.gov or call 800-318-2596.

**Your Grievance and Appeals Rights:** There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact your plan at 800-332-0741.

### Does this plan provide Minimum Essential Coverage? Yes.

Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

### Does this plan meet Minimum Value Standards? Yes.

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

----------*To see examples of how this plan might cover costs for sample medical situations, see the next section*----------

The coverage example numbers assume that the patient does not use an HRA or FSA. If you participate in an HRA or FSA and use it to pay for out-of-pocket expenses, then your costs may be lower.

[ For more information about limitations and exceptions, see the plan or policy document at MedMutual.com/SBC.]

## About these Coverage Examples:

**This is not a cost estimator.** Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

### Peg is Having a Baby
(9 months of in-network pre-natal care and a hospital delivery)

- **The plan's overall deductible** **$3,400**
- **Specialist coinsurance** **0%**
- **Hospital (facility) coinsurance** **0%**
- **Other coinsurance** **0%**

**This EXAMPLE event includes services like:**
Specialist office visits (*prenatal care*)
Childbirth/Delivery Professional Services
Childbirth/Delivery Facility Services
Diagnostic tests (*ultrasounds and blood work*)
Specialist visit (*anesthesia*)

| **Total Example Cost** | **$12,700** |
|---|---|

**In this example, Peg would pay:**

| *Cost Sharing* | |
|---|---|
| Deductibles | $3,400 |
| Copayments | $10 |
| Coinsurance | $0 |
| *What isn't covered* | |
| Limits or exclusions | $60 |
| **The total Peg would pay is** | **$3,470** |

### Managing Joe's Type 2 Diabetes
(a year of routine in-network care of a well-controlled condition)

- **The plan's overall deductible** **$3,400**
- **Specialist coinsurance** **0%**
- **Hospital (facility) coinsurance** **0%**
- **Other coinsurance** **0%**

**This EXAMPLE event includes services like:**
Primary care physician office visits (*including disease education*)
Diagnostic tests (*blood work*)
Prescription drugs
Durable medical equipment (*glucose meter*)

| **Total Example Cost** | **$5,600** |
|---|---|

**In this example, Joe would pay:**

| *Cost Sharing* | |
|---|---|
| Deductibles | $3,400 |
| Copayments | $300 |
| Coinsurance | $0 |
| *What isn't covered* | |
| Limits or exclusions | $20 |
| **The total Joe would pay is** | **$3,720** |

### Mia's Simple Fracture
(in-network emergency room visit and follow up care)

- **The plan's overall deductible** **$3,400**
- **Specialist coinsurance** **0%**
- **Hospital (facility) coinsurance** **0%**
- **Other coinsurance** **0%**

**This EXAMPLE event includes services like:**
Emergency room care (*including medical supplies*)
Diagnostic test (*x-ray*)
Durable medical equipment (*crutches*)
Rehabilitation services (*physical therapy*)

| **Total Example Cost** | **$2,800** |
|---|---|

**In this example, Mia would pay:**

| *Cost Sharing* | |
|---|---|
| Deductibles | $2,800 |
| Copayments | $0 |
| Coinsurance | $0 |
| *What isn't covered* | |
| Limits or exclusions | $0 |
| **The total Mia would pay is** | **$2,800** |

Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to reduce your costs. For more information about the wellness program, please contact: 800-332-0741.

The plan would be responsible for the other costs of these EXAMPLE covered services.

[ For more information about limitations and exceptions, see the plan or policy document at MedMutual.com/SBC.]

## APPENDIX C

### 403(b) SPECIAL PAY PLAN and 457(b) PLAN

A. The terms of the 403(b) Special Pay Plan shall include the following:

1. Participation in the 403(b) Special Pay Plan shall be mandatory for any member who meets both of the following requirements:

   a. The member is 55 years of age or older in the calendar year in which he/she retires.

   b. The member is entitled to $1,000 or more severance pay.

2. If a retiring member is a participant in the 403(b) Special Pay Plan, an employer contribution shall be made on his or her behalf under the 403(b) Special Pay Plan in an amount equal to the lesser of:

   a. The total amount of the participant's severance pay, or

   b. The maximum contribution amount allowable under the terms of the 403(b) Special Pay Plan.

   To the extent that an employee's severance pay exceeds the maximum amount allowable under the 403(b) Plan in the calendar year of payment, the excess amount shall be payable to the 403(b) Special Pay Plan in January of the following calendar year; and if the amount to be paid to the 403(b) Special Pay Plan in January of the following year exceeds the maximum amount that is permitted under the 403(b) Special Pay Plan for such calendar year, the excess shall be paid to the member in cash.

3. The tax deferred retirement account (TSA) that shall be used for the 403(b) Special Pay Plan shall be the group annuity contract of that the Board has contracted with for this allowance. . An employee who is a participant in the 403(b) Special Pay Plan shall complete the enrollment package prior to retirement; and unless and until an employee does so, no contribution of severance pay shall be made to the 403(b) Special Pay Plan on behalf of the member.

4. If an employee is entitled to have a contribution paid to the 403(b) Special Pay Plan and dies prior to such contribution being paid to the 403(b) Special Pay Plan, the contribution shall nevertheless be paid to the contracted group and shall be paid to a Beneficiary of the member in accordance with the terms of that TSA.

5. After the contribution of severance pay has been made to the contracted group TSA, the employee may subsequently transfer any such sums to other Section 403(b) plans or to a trust, custodial account or annuity that is intended to be part of a deferred compensation plan that is tax-qualified under Section 457(b) of the Internal Revenue Code in accordance with applicable law.

B. If an employee shall not reach age 55 during the calendar year of retirement, the employee's severance pay shall be payable to the employee in a lump sum cash payment by a date selected by the Treasurer that is not later than seventy (70) days after the last day of the employee's employment. However, in accordance with the requirements of applicable federal income tax law, all employees may elect to have all or a portion of the member's severance pay deferred into a TSA or into a trust, custodial account or annuity that is intended to be part of a deferred compensation plan that is tax-qualified under IRC Section 457(b) (a "Section 457 Plan").

Now, therefore, subject to the applicable federal income tax law, the Association, and the Board further mutually agree that any such election may be made only if the following requirements are met:

1. The member's election is made prior to:

   a. In regard to deferrals to a TSA, the date of payment, or

   b. In regard to deferrals to a Section 457 Plan, the first day of the calendar month in which the payment will be made to the employee.

2. The amount to be deferred to a TSA for any calendar year shall not exceed the contribution limitations that apply under IRC Sections 402(g) and 415, or other applicable federal tax law. The amount to be deferred under a Section 457 Plan for any calendar year shall not exceed the contribution limitations that apply under IRC Section 457(b), 415, or other applicable federal tax law.

   The Treasurer shall have authority to establish rules relating to the elective deferral of severance pay as shall be necessary to assure compliance with the applicable federal income tax law.

3. If an employee is entitled to a cash payment of severance pay, has elected to defer some or all of it to a TSA or a Section 457 Plan, and dies prior to the date such amount is paid to a TSA or Section 457 Plan, the amount that the employee had elected to be paid to a TSA or Section 457 Plan shall nevertheless be paid to the TSA or Section 457 Plan. If the member had not designated a specific TSA or Section 457 Plan, it shall be paid to the last TSA or Section 457 Plan which had received contributions on behalf of the deceased member; provided, however, that if the member had no TSA or Section 457 Plan, the deferred amount shall instead be paid to the deceased member's estate.

## APPENDIX D

## VERBAL REPRIMAND/WARNING

Employee Name: _____

Position/Assignment: _____

Date of Occurrence: _____

Time: _____ Location: _____

Description: _____

_____

_____

_____

_____

_____

_____

_____

Date Discussed with Employee: _____

Signature of Supervisor: _____ _____
Date:

Signature of Employee: _____ _____
Date:

If an employee is entitled to a cash payment of severance pay, to the extent that the member has not elected to defer such amount to a TSA or Section 457 Plan and does prior to the date of such payment, the amount payable in cash shall be paid to the estate of the member.

C. All contributions to the 403(b) Special Pay Plan, all deferrals to a TSA or a Section 457 Plan, and all cash payments to members shall be subject to reduction for any tax withholding or other withholding required by law. Neither the Board, nor the Association, guarantees any tax results associated with the 403(b) Special Pay Plan or deferrals to a TSA or Section 457 Plan.