Thu, 10/01/2026 11:43:59 AM SERB

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AGREEMENT BETWEEN

THE

SPRINGFIELD LOCAL BOARD OF EDUCATION

AND THE

SPRINGFIELD EDUCATION ASSOCIATION

July 1, 2026 through June 30, 2027

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ARTICLE I

A. RECOGNITION

1. The Board of Education of the Springfield Local Schools, hereinafter "Board", hereby recognizes the Springfield Education Association, an affiliate of the Nation Education Association and the Ohio Education Association, hereinafter "Association", as the exclusive representative for regular full-time and part-time licensed staff members described below for the purpose of collective bargaining on all matters with respect to wages, hours, and other terms and conditions of employment and the continuation, modification or deletion of any existing provision of a collective bargaining agreement.

   The bargaining unit for which the employer recognizes the Association shall be comprised of regular full-time and part-time licensed staff members and shall exclude the Superintendent, Principals, Assistant Principals, the Assistant Superintendent, the Director of Instruction and Technology, the Director of Student Services, Athletic Director, Special Education Coordinator and Supervisors, performing under O.R.C. 3319.01, 3319.02, and 3319.011, daily substitutes, auxiliary service personnel, all personnel employed under an Instructional Support contract, any licensed employee who is hired under another association and all employees excepted from the definition of "public employee" under O.R.C. 4117.01 (C).

   Full-time licensed staff member shall mean any member of the bargaining unit who is scheduled to work at least thirty (30) hours each full work week or substitute who works sixty (60) or more days in the same position. Part-time licensed staff member shall mean any member of the bargaining unit who is scheduled to work twenty (20) hours or more each full work week, and who is not a full-time licensed staff member. Members of the bargaining unit identified as Title 1 Support Staff, Credit Recovery Instructor, Instructional Aides, In- School Reassignment staff, and Daily Building Subs are excluded from achieving seniority, bidding, and shall not be eligible to achieve continuing contract status. Members identified in this section will be paid by the latest board adopted salary for these positions, and dependent on the availability of Title 1 funds.

2. Members of the bargaining unit who are identified as retired and receiving payment from any education-based retirement system shall be subject to the full terms of the agreement with the noted exceptions:
   a. They will receive credit for six (6) years of experience, which is step 5 of the adopted salary schedule for a retire/rehire member. Full credit will be given for education status based on salary schedule.
   b. They shall receive one year contracts and shall be automatically non-renewed each year.
   c. Insurance will be offered to such retire/rehire members pursuant to STRS Guidelines.
   d. They shall be excluded from the following:
      i. achieving seniority, severance benefits, and tuition reimbursement
      ii. bidding on permanent positions
      iii. and, shall not be eligible to achieve continuing contract status

   Positions held by the aforementioned individuals shall be posted annually.
   This subsection is intended to supersede any and all conflicting provisions of Ohio statutes.

3. The Association may request of the Superintendent a list of all new certified employees and orientation meetings for said employees. The Superintendent or designee will respond within 10 work days of receipt of the request.

4. The Association will be given time during the new hire orientation lunch to hold membership meetings. Lunch may be provided and funded by the Association.

5. The Association will be permitted to hold Association meetings immediately following faculty meetings to access staff members and to provide members with association information when necessary.

6. The Association may request of the Board the names, work email, and job title of each bargaining unit member no sooner than August 20th of each year. The Board will respond within ten (10) work days of receipt of the request. When this information changes for a particular employee, or is hired after the beginning of the school year, the information will be shared with the Association in a timely fashion.

B. NEGOTIATIONS PROCEDURES

1. **PROCEDURES**

a. Requests for Negotiations

If either of the parties desires to negotiate changes in subjects of negotiations, it shall notify the other party, and identify traditional or interest-based bargaining, agreed upon by both parties, in writing not earlier than one hundred-ten (110) days nor later than ninety (90) days prior to the expiration of the contract. Notification in writing from the Association shall be served on the Superintendent and from the Board shall be addressed to the President of the Association. A copy of said notification shall be sent to the State Employment Relations Board.

b. Representatives

Representatives of the Board shall meet with designated representatives of the Association to negotiate in good faith. Representation shall be limited to eight (8) representatives each of the Board and the Association as well as a representative from the Ohio Education Association. The parties mutually desire the negotiating process to proceed in an orderly manner and to that goal agree to maintain decorum at the table. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party. While no final agreement shall be executed without ratification by both parties, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

c. Information

The Board and Superintendent agree to furnish the Association's negotiation committee, upon request and in reasonable time, both prior to and during negotiations, all documents that are public record or information concerning financial resources of the district and such other information as will assist the Association in developing intelligent, accurate, and constructive proposals on behalf of the teachers.

d. Recesses

The chairman of either group may recess his group for independent caucus at any time. Caucus shall be of reasonable length.

e. Item Agreement

As items receive tentative agreement they shall be reduced to writing and initialed by each party.

f. Schedule of Meetings

Throughout negotiations, each meeting will conclude with establishing a mutually agreed time and place for the next meeting.

g. Observers

Each party may have an observer to serve as a resource person to address a specific problem or present information regarding insurance. Said observer is in addition to the regular negotiations teams. Attendance of an observer shall be known to the other party prior to the negotiation session. All media are excluded as observers.

2. **AGREEMENT**

When negotiations result in an agreement, the outcome shall be reduced to writing and submitted to the Association and Board for formal approval. Following ratification, the Agreement shall then be signed by the parties and shall become part of the official minutes of the Board. The resulting

Agreement shall be binding on both parties, and where necessary, the provisions shall be reflected in individual contractual terms.

3. **DISAGREEMENT**
The following constitutes a dispute settlement procedure mutually agreed to by the parties pursuant to Ohio Revised Code 4117.14 (C) (1) (d) and is intended to replace 4117.14 (C) (2) and (3), and to modify 4117.14 (C) (4) and (5) as follows:

If, forty-five (45) days prior to the expiration of the contract, the parties are unable to reach an agreement, either party may declare an impasse. Upon the declaration of impasse, a mediator shall be called in to assist in the dispute, with the cost split between SEA and the Board of Education. If no agreement is reached during such mediation and if the mediator declares that an impasse still exists, but in any event at least thirty-one (31) days prior to the expiration of the contract, unless the parties mutually agree to an extension, a fact-finding panel shall be appointed by the parties consisting of a representative of the Board, a representative of the Association, and a third member selected by them. If they are unable to select the third member within three (3) days, the third member shall be selected from a list of nine (9) qualified Ohio residents provided by the American Arbitration Association. The fact-finding panel, acting by a majority of its members, shall, under such rules as it may establish, issue findings of fact and recommendations on unresolved issues to the Board and to the Association not later than fourteen (14) days after its appointment, unless the parties mutually agree to an extension. Such recommendations may be accepted or rejected according to the procedures in Ohio Revised Code, Section 4117.14 (C) (6). Thereafter, the Association shall have the rights established by Ohio Revised Code, Section 4117.14 (D) (2).

4. **GENERAL**
As soon as practicable but not later than forty-five (45) days after ratification, the Agreement shall be printed with a Table of Contents including all appendices, in booklet form by the Board and distributed to all certified personnel. The Association shall be provided twenty-five (25) additional copies for their use. The cost of printing shall be borne equally by the Board and Association.

ARTICLE II
MANAGEMENT RIGHTS

The Board hereby retains and reserves unto itself, without limitations, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Ohio and of the United States, except as expressly limited by the terms of this Contract. Such rights include, but are not limited to, the right to hire, promote, transfer, assign, and retain employees in positions; to suspend, demote, discharge, remove or take other disciplinary action against employees for just cause; to relieve employees from duties because of lack of work or funds or other legitimate reasons; to determine the methods, means, and personnel by which Board operations shall be conducted; and to direct the schedule, shift and location of the work of employees, including the sole and exclusive right to manage its operation, buildings and facilities and to direct the work force, subject only to the specific terms of this Agreement.

ARTICLE III
WORKING CONDITIONS

A. TEACHER WORK YEAR

The teacher work year will not exceed one hundred eighty-five (185) days. The work year shall consist of the following:

1. One hundred seventy-seven (177) student days;

2. One (1) day, prior to the first student day, devoted to:
   a. 2 hours for professional meetings, and
   b. 5 ¼ hours for room preparation;

3. Three (3) days devoted to:
   a. one (1) day of in-service on the first day that teachers report for duty,
   b. one (1) day of in-service on the day of the general election occurring in the autumn (1st Tuesday in November), and

4. Four (4) days devoted to:
   a. one (1) teacher work day at the end of the first quarter, a 7.25 hr day inclusive of lunch
   b. one (1) teacher work day at the end of the second quarter, a 7.25 hr day inclusive of lunch
   c. one (1) teacher work day at the end of the third quarter, a 7.25 hr day inclusive of lunch
   d. one (1) teacher work day at the end of fourth quarter, a five-hour day beginning at 8:00am at Springfield High School with a 90-minute district meeting

5. One (1) day devoted to:
   a. Parental outreach per Article III, section M - This item equals the Wednesday before Thanksgiving

6. The last days of the first, second, third, and fourth quarters will be early release days for all students. During this time, teachers will participate in 2½ hours of professional development following the student's early dismissal time.

B. JUMP START

Jump Start is a program to acclimate students to their school setting through collaborative efforts with parents, teachers, and students to build rapport, transition grade levels and provide an opportunity to assess students. All PreK-3 and the Intermediate buildings will participate in at least four (4) Jump Start days prior to all PreK-3 and Intermediate students attending in person. There will be 2 Jumpstart Days with delayed start and extended hours. These days will be 7.25 hours of contractual work time with a 30 minute duty free lunch and 30 minute planning time. The Superintendent or his/her designee shall provide a copy of the Jumpstart schedule prior to the last teacher workday.

C. DELAYED STARTING TIME/CALAMITY DAYS

When the student starting time is delayed, the teacher reporting time will be adjusted proportionately. On early dismissal days due to calamity, teachers may leave after the students' safety has been assured for that day.

School closure for reasons of emergency (*i.e.* weather or other catastrophe):

- <u>Days 1-5:</u>
  Teachers in grades K-12 will not report on emergency closure days 1-5.

- <u>Days 6-8</u>
  For days 6-8, teachers will not report to the school, however, teachers will be available during normal school day hours. The district will follow O.R.C. 3313.482 and provide digital/paper assignments for said days.

- Days 9+:
  For school closure day 9 and beyond, teachers will report on a 2 hour delay schedule unless Lucas County is on a Level 3. A teacher that resides in a different county that is on a Level 3 is not required to report and should contact their administrator. The day will be designated as a teacher work day, but administrators may conduct already scheduled meetings which are projected or foreseen, teachers will make every effort to assign student work prior to the closure.

D. SINGLE BUILDING CLOSURES

In the event of a building closure separate from a district closure, staff is expected to report for work. The administrator will communicate expectations to staff in a timely manner in regards to reporting time and location.

E. FACULTY MEETINGS

1. Nine (9) forty-minute staff meetings per school year outside the regular teacher work day. Additional general faculty meetings may be scheduled outside the regular teacher day only after prior notification of at least twenty-four (24) hours unless an emergency arises and, upon request, consultation with affected department chairpersons.

   The Superintendent shall establish a home school for the purpose of attending faculty meetings for teachers who travel between buildings. The Superintendent or home school principal may require a teacher to attend faculty meetings at schools other than the home school if the meeting pertains to that teacher's special area.

2. Once a month Teacher Based Team (TBT) meetings (9 total) to include all teachers, counselors, tutors and administrators will take place for thirty (30) minutes. TBT's will be modeled after the Ohio Improvement Process. In the event of an emergency closure on the day of TBT's, every effort will be made for each team to make up their team meeting in the same week. At the start of the school year, administrators and Building Leadership Team members will collaborate to build TBT schedules for the school year.

F. LUNCH PERIOD

All teachers will have a thirty (30) minutes uninterrupted duty free lunch period.

G. PLANNING TIME

1. Teachers in grades K-5 will have scheduled time for instructional planning, evaluation, and conferences and collaboration to equal two hundred and forty-five (245) minutes per week plus duty free recess of no less than twenty (20) minutes per day.

2. Teachers in grades 6-12 will have one duty free planning period per day.

3. Title Tutors will have scheduled time for instructional planning, evaluation, and conferences and collaboration to equal one hundred and twenty (120) minutes weekly.

4. In each elementary school, student lunch supervision may be performed by one (1) licensed teacher and one (1) non-licensed monitor.

5. Special Education Staff: to include Intervention teacher, ED, MD Autism units included, SLP, OT shall receive 3 full days of release time not to exceed 1 day per quarter, with the exception of Fridays, for the purpose of conducting IEP Meetings, Caseload Work, etc., to be done in district buildings. Intervention staff must respond to the survey administered by Federal Programs by the date provided. Upon approval of case release days the intervention teacher will enter the absences into the attendance system within two (2) working days of the approval date. No half-days or roll over of days into subsequent grading periods. A total of three (3) release days, regardless of the number of grading periods.

H. TEACHER WORK DAY

The work day for teachers inclusive of recess, planning and preparation time, and lunch period shall not exceed seven (7) hours and fifteen (15) minutes, including a minimum of ten (10) minutes before and a minimum of five (5) minutes after the instructional day. "Working Days" as used in this Agreement exclude Saturdays, Sundays, Board observed holidays and all school vacation periods.

Grade/Building	Report Time	Leave Time
PK-3	8:50 AM	4:05 PM
4-5	8:00 AM	3:15 PM
6-8	7:05 AM	2:20 PM
9-12	7:30 AM	2:45 PM

Any Work Based Program (Ie. STEP, Hospitality) hours may be modified provided the teacher fulfills the 7.25 hour contractual time.

In order to support effective district operations, modifications may be made through mutual agreement between the SEA President and the Superintendent.

I. TRANSPORTATION OF STUDENTS

Teachers will not be required to transport students to activities which take place away from the school building.

J. SUCCEEDING YEAR'S SALARY & WORK ASSIGNMENT

Annual written salary notices will be given only after a new salary schedule is adopted although an individual will be given his/her next year's salary schedule upon request.

All teachers shall be provided the following information concerning their next year's assignment in writing by the last teacher work day of the current school year:

1. Type of contract employee is under and duration.

2. Number of pay days and dates of the same.

3. The school calendar in days and inclusive dates.

4. Tentative room assignment, subject(s) and grade(s) to be taught if different from previous year.

5. Provision for the signature and date of the teacher receiving the contract or notice.

K. LEADERSHIP TEAMS

1. The following breakdown will be used for Building Leadership Teams that report directly to the principal and are responsible for, but not limited to, implementation of the Ohio Improvement Process, within each building.

   The committee structure within each building is as follows:
   a. Crissey Elementary - 3 members
   b. Dorr Elementary - 3 members
   c. Holloway Elementary - 3 members
   d. Holland Intermediate - 4 members
   e. SMS - 5 members
   f. SHS - 5 members

2. Elective Area Consultants - There will be four (4) Elective Area Consultants that will be selected by and will report to the Curriculum and Instruction Department:
   a. Art/STEAM - 1 representative
   b. Music - 1 representative
   c. PE/Health/JROTC - 1 representative
   d. Career and Technology Education - 1 representative

L. BUILDING TEMPERATURE & WATER SUPPLY EMERGENCIES

Whenever an emergency exists regarding building temperature or water supply, the staff will be kept informed by the principal on progress in correcting the situation.

M. PARENT-TEACHER CONFERENCES

One day devoted to Parent-Teacher Outreach. In an effort to enhance parent-teacher communication, teachers will communicate with parents throughout each grading period using various methods (email, phone, face-to-face meetings, mailings, etc.) and address any concerns raised by either party. Contact logs will be maintained and shared electronically at the beginning of the school year with the building principal and counselors. Communication and outreach will be performed outside the teacher contracted work time.

- High School/SDA - parent-teacher contact logs will be maintained and shared electronically at the beginning of the school year with the building principal and counselors. Communication and outreach will be performed outside the teacher contracted work time. It is expected that a teacher will devote a minimum of 2¼ hours per trimester communicating with parents and logging all attempts, successful or not.

- Middle School - For core area teachers, it is expected that a teacher will devote a minimum of 3½ hours first trimester and 3¼ hours second trimester communicating with parents and logging all attempts, successful or not. For special area teachers and Title teachers, it is expected that a teacher will devote a minimum of 2¼ hours per trimester communicating with parents and logging all attempts, successful or not.

- Intermediate Building - It is expected that teachers will have 4.5 hours of time completed by the end of November, logging all attempts, successful or not. Teachers may utilize this time to hold regular face-to-face conferences. Buildings will be open on the 4th Monday of November, with administrator support until 6:45 PM. ***Efforts will be made to contact and coordinate conference scheduling with counselors, school psychologists, occupational therapists, speech therapists, physical therapists, and special area teachers who serve grades 4-5.*** Teachers will have the option to log the remaining 2.25 hours by the end of March, logging all attempts, successful or not, or teachers may hold regular face-to-face conferences with administrator support. Dates for conferences will be determined by each building administrator.

- Elementary Buildings - It is expected that teachers will have 4.5 hours of time completed by the end of November, logging all attempts, successful or not. Teachers may utilize this time to hold regular face-to-face conferences. Buildings will be open on the 4th Monday of November, with administrator support until 8:15. Efforts will be made to contact and coordinate conference scheduling with counselors, school psychologists, occupational therapists, speech therapists, physical therapists, and special area teachers who serve grades PK-3. Teachers will have the option to log the remaining 2.25 hours by the end of March, logging all attempts, successful or not, or teachers may hold regular face-to-face conferences with administrator support. Dates for conferences will be determined by each building administrator.

N. SCHOOL CALENDAR

1. The Superintendent or his/her designee shall provide a copy of a proposed school calendar(s) at least two (2) weeks prior to an SEA Executive Committee meeting, and at least one (1) month prior to School Board approval, for membership input.

2. To the extent practical, the parties will endeavor to avoid scheduling Friday as the first teacher work day, unless this would cause a Monday to be the last teacher workday.

ARTICLE IV
FACILITIES AND PRIVILEGES

A. FILING CABINETS
Every teacher will be provided with a two-drawer filing cabinet with a workable lock and key.

B. STORAGE
Space will be provided where a teacher may store instructional materials and personal belongings.

C. TEACHERS' LOUNGE
A teachers' lounge will be provided in each building that will also be suitable as a lunch facility separate from the student lunch facility.

D. COMMUNICATION TOOLS
Communication Tools, such as email and telephone (voicemail), will be provided to all teachers. Every attempt will be made to adequately respond to parent/guardian communication in a timely, professional manner.

1. Electronic Grade Book
   In response to the important role that progress monitoring plays with respect to a student's academic growth, electronic grade books will be updated on a regular and timely basis.

E. INSTRUCTIONAL MATERIALS WORK AREA
Work areas will be provided within each school for required preparation of instructional materials by the staff. Procedures for use of restricted equipment will be developed in each building and communicated to staff members.

F. ATHLETIC EVENTS
All teachers will be entitled to attend free of charge all home athletic events.

G. TEACHER MAILBOX
Each teacher will be provided an individual mailbox.

H. USE OF SCHOOL FACILITIES
The Springfield Education Association as sole and exclusive bargaining agent shall have the exclusive right to the use of faculty mailboxes, faculty bulletin boards, and meeting rooms for teacher organization meetings.

ARTICLE V
JOB DESCRIPTIONS

The Association will have an opportunity to provide input in the development or revision of job descriptions affecting positions within the bargaining unit.

ARTICLE VI
SUPERVISION OF UNIVERSITY STUDENTS

A. ASSIGNMENT OF STUDENT TEACHERS

Teachers will not be assigned student teachers or any pre-service field experience participants unless they voluntarily consent to such assignment. Assistant Superintendent will, upon request, provide the Association with a current list of all such students, their assignments, and their cooperating teachers. Assignments will originate and student- teachers will be placed through the office of Curriculum, Instruction and Assessment (CIA). Teachers interested in student- teacher assignments for the succeeding school year shall notify the CIA of their interest by January 1st of the current school year.

B. SUPERVISING COMPENSATION

All monetary remuneration received by cooperating teachers for supervising student teachers and/or pre-service field experience participants shall be the property of the cooperating teachers.

Disposition of all non-monetary remuneration received by cooperating teachers for supervising student teachers and/or pre-service field experience participants shall be agreed upon by union and administration prior to the start of the school year.

C. STUDENT TEACHER MATERIALS

The Board agrees to make available to student teachers copies of texts, guides and building policies to assist them during their student teaching period if at all possible.

D. TERMINATION OF STUDENT TEACHER

In the event of serious problems which may result in termination of a student teaching assignment, the cooperating teacher shall, through the building principal, contact the Assistant Superintendent who shall immediately arrange for a conference between the cooperating teacher, the student teacher, the university supervisor and the building principal.

ARTICLE VII
CLASS SIZE AND STANDARDS

A. CLASS SIZE

1. Grades K-3

Class size	Grades K-2: The ratio of teacher to pupil shall be one full-time equivalent teacher per 25 pupils in ADM. Grade 3: The ratio of teacher to pupil shall be one full-time equivalent teacher per 28 pupils in ADM.
ADM	Said ratios shall be calculated in accordance with Sections 3317.02 and 3317.023 of O.R.C.
Remedies	When a class size exceeds the ADM limit, one of the following remedies will be exercised by administration: ● Leveling at the appropriate grade level within the building ● Employment of a licensed instructional assistant ● Employment of an additional teacher ● Employment of an additional adult assistant/assistance ● Exceptions with regards to numbers will be considered by a committee consisting of the principal, SEA designee, and affected teachers. Consensus on the decision will be reached in consultation with the Superintendent.

2. Grades 4-5

Class size	The ratio of teacher to pupil shall be one full-time equivalent teacher per 28 pupils in ADM.
ADM	Said ratios shall be calculated in accordance with Sections 3317.02 and 3317.023 of O.R.C.
Remedies	When a class size exceeds the ADM limit, one of the following remedies will be exercised by administration: ● Leveling at the appropriate grade level within the building ● Employment of a licensed instructional assistant ● Employment of an additional teacher ● Employment of an additional adult assistant/assistance ● Exceptions with regards to numbers will be considered by a committee consisting of the principal, SEA designee, and affected teachers. Consensus on the decision will be reached in consultation with the Superintendent.

3. Grades 6-12

Class size	The ratio of teacher to pupil shall be one full-time equivalent teacher per 28 pupils in ADM. Every effort will be made at the secondary level so that no teacher shall be assigned more students to any particular class than there are workstations in that particular room.
ADM	Said ratios shall be calculated in accordance with Sections 3317.02 and 3317.023 of O.R.C.
Remedies	● Leveling at the appropriate grade level within the building ● Employment of a licensed instructional assistant ● Employment of an additional teacher ● Employment of an additional adult assistant/assistance ● Exceptions with regards to numbers will be considered by a committee consisting of the principal, SEA designee, and affected teachers. Consensus on the decision will be reached in consultation with the Superintendent.

4. School Psychologist, Speech and Language Pathologist (SLP), Occupational Therapist (OT), Building Assignment and Outside District Responsibilities
   a. The Springfield Board of Education (Board) or its designee will develop draft Psychologist, Speech and Language Pathologist (SLP), Occupational Therapist (OT) caseloads utilizing the input from the Springfield Education Association (or its designee) and provide said draft to the Association.
   b. Prior to the change of the Psychologist, Speech and Language Pathologist (SLP), Occupational Therapist (OT) caseload, the Board shall meet and discuss the proposed changes with the affected Psychologist(s). The purpose of this meeting will be to discuss the balancing of caseloads and travel time for moving between buildings.
   c. The signature and date of the Psychologist, Speech and Language Pathologist (SLP), Occupational Therapist (OT) receiving the plan of change shall be included on the final plan.
   d. The final decision for Psychologist, Speech and Language Pathologist (SLP), Occupational Therapist (OT) caseloads will be determined by the Board and provided to the affected Psychologists by the last teacher workday of the current school year.

B. STUDENT ADDITIONS TO CLASS

1. Students being added to a class on a short term basis due to the unavailability of a substitute teacher for a given day or class period shall be made after prior consultation with the receiving teacher before the addition of the students.

C. SPECIAL AREA CLASSES

The Assistant Superintendent for Instruction and Personnel will coordinate the areas of Art, Physical

Education, Music and Computer Education for grades K-5.

Reasonable effort will be made to balance the class sections in these areas on a system-wide basis.

Every effort will be made to implement special area schedules on the first day of school.

D. ACADEMIC FREEDOM

In keeping with the best traditions of education, the Board and the Association agree that teachers should have the right to teach without interference, harassment, pressure, or intimidation from persons or sources outside the educational community. It is mutually recognized that teachers do have a responsibility to present all material to their classes in such a way as to contribute to the overall intellectual growth and general development of each child. Teachers shall be given adequate encouragement so that topics of a controversial nature may be explored openly and adequately within the classroom.

E. ADMINISTRATION OF MEDICAL PROCEDURES

Members of the Association shall not be required to provide medical services for which health care licensure or license is required.

ARTICLE VIII
PERSONNEL FILES

1. Items to be placed in the teacher's permanent personnel file shall be discussed between the teacher and the administrator and shall be signed by the teacher to signify notification that the item will be placed in the file but not necessarily agreement with the content of the item.
   a. Such notice shall not be required for any document presented by the teacher for filing or for any of the following documents: Employment and supplemental contracts, salary notices, Ohio teaching license, college transcripts, military records, medical records, evaluation documents (i.e. Professional Growth Instrument).
   b. The teacher shall be provided the opportunity to write a rebuttal to the Administrator's conclusions. Written notice of intent to rebut must be given within three (3) working days and the rebuttal must follow within five (5) working days.
   c. All materials placed in the teacher's personnel file after initial employment will be open to the teacher except for those confidential recommendations from outside the district.
   d. All rebuttals will be added to the personnel file in appropriate chronology.

2. Employees who wish to review their own personnel file shall:
   a. request access in writing
   b. review the record in the presence of the administrator designated to maintain said records or designee,
   c. make no alterations or additions to the record nor remove material therefrom,
   d. sign and date a log attached to the file as referenced in BOE AG8320 and PO8320.

ARTICLE IX
LEAVES

A. PERSONAL

All requests for personal leave must be submitted electronically via the teacher absence system.

1. At the start of a school year, 3 days of personal leave shall be granted. Personal days may be taken in ¼ day increments. All requests for personal leave must be submitted electronically via the district absence management system at least 72 hours in advance of the leave, if possible. The employee requesting such leave shall be notified of the approval or disapproval within 24 hours after the time of request, if possible.

2. No leave day or portion thereof will be granted to any staff member on the day immediately prior to or following a school holiday or vacation. The Superintendent may grant an exception to this restriction if a written application is made explaining the situation and when the need for the leave the day before or after a holiday or vacation is due to circumstances beyond the control of the staff member.

   Consecutive day use of personal leave days in May requires submitting a written request stating the reason for the request and Superintendent approval. Any request for use of consecutive days greater than 3 shall require a written request and prior approval by the Superintendent.

3. At the end of the school year up to 2 unused personal days may be rolled over to the following year. Total accumulated personal days may not exceed 6 days per school year.

4. SICK LEAVE INCENTIVE - Any teacher that is absent no more than 2 days, not inclusive of personal/professional days, will be granted an additional personal day for the following school year. Any teacher that is absent more than 2 days but less than or equal to 4 days will be granted an additional ½ personal day for the following school year.

5. Personal leave for personal financial gain may result in termination of employment.

B. SICK

1. **LEAVE ACCUMULATION**

   Licensed staff members shall accumulate sick leave at the rate of 1.25 days per month to a maximum of fifteen (15) days in any school year to be used for any of the following reasons:

   a. Personal illness.
   b. Pre-arranged physician or dental appointments for which a doctor's statement is provided may use sick leave.
   c. Serious illness in the immediate family.
      i. Serious illness is defined as an illness which requires the teacher's presence.
      ii. Immediate family is defined as husband, wife, significant other, children/step/in-law, or other members of the same household, or father/step/in-aw, mother/step/in-law, brother/step/in-law, sister/step/in-law, and biological/step grandmother/grandfather/grandchild/step.
   d. Death in the immediate family (as defined in c-ii above).
      i. Five (5) days of sick leave may be used.
   e. In case of the death and burial of less immediate family, absence will be allowed for one (1) day. In extenuating circumstances, the Superintendent or his/her designee may grant additional days which shall be counted as personal day(s), if available.

2. **UNUSUAL CIRCUMSTANCES**
   Unusual circumstances shall be referred to the Superintendent of Schools for consideration.

3. **AFFIDAVIT**
   The Superintendent may require a teacher to furnish an affidavit indicating the teacher was absent for just cause and the circumstances contained in the affidavit may be verified as appropriate. Falsification of sick leave will result in termination of employment.

4. **SICK LEAVE ADVANCEMENT**
   Up to five (5) days of sick leave may be advanced one (1) time to a teacher after one (1) day of duty during the length of the negotiated agreement

5. **MEDICAL LEAVE OF ABSENCE**
   When an employee requests a medical leave of absence of more than five (5) school days, a second medical opinion may be required by the Superintendent prior to placing an employee on a medical leave. The Board will designate and pay the physician for this examination.

   If the opinion of the employee's physician conflicts with that of the Board's physician, then the two physicians shall jointly select a third physician to provide an opinion which shall be controlling. The cost of the third physician shall be paid by the Board.

   Leave will run concurrent with FMLA leave.

6. **FORWARDED SICK LEAVE**
   Licensed staff members entering the Springfield Local School System from any other Ohio Public school system shall see that a statement of their accumulated sick leave is forwarded from their former system to the Treasurer of the Springfield Local Schools.

7. **MAXIMUM SICK LEAVE**
   Sick leave will accumulate to a maximum of 260 days. However, the maximum days of sick leave for the purposes of payment for unused sick leave/severance pay shall not exceed 240 days.

8. **SICK LEAVE POOL**
   a. Establishment
      A Sick Leave Pool shall be established for the purpose of providing bargaining unit members with continued paid leave when he/she has exhausted all other normally accrued paid leaves (including personal time). This includes the advancement of five (5) sick days beyond the exhaustion of all sick leave as a result of a catastrophic illness or injury of the employee, the employee's spouse or the employee's child or a catastrophic natural disaster affecting the employee.

   b. Application
      Application to draw days from this pool shall be made on the appropriate form to the Association President and depending on the extent of the injury/illness and prognosis for return to regular employment, they may grant up to a maximum of thirty (30) days from the pool and every 2 years from the last date of use.

   c. Maximum Days
      The maximum days to be carried in the pool shall be one hundred eighty (180) days per school year and in the aggregate at any time. Each licensed staff member may donate up to three (3) days of sick leave from his/her individual sick leave accumulations each year until such maximum is attained. If a certified staff member declares and submits their resignation due to retirement, and the resignation is accepted by the Board of Education, that member may donate up to a total of fifteen (15) sick days to the pool. The Superintendent shall be notified in writing by the Association of all such donations.

C. CHILD CUSTODY/MATERNITY/PATERNITY

A member of the professional staff who has been employed by the school district for at least two years and who becomes pregnant or adopts and/or assumes legal custody of a child under five (5) years of age shall be granted a leave of absence for a period of not more than the rest of the contractual year. A one-year extension of such leave may be granted for the following contractual year.

Maternity (sick) leave may be used for a period of six weeks after the birth/adoption of a child. Any unpaid extension of maternity leave must be approved by the Board and is considered a leave of absence for the remainder of that contractual year.

Application for the leave shall be in writing and (unless bona fide and religious belief precludes consulting a physician) shall contain a written physician's statement of the expected date of birth, or the date of obtaining custody, the date on which the leave is to commence and the intended date of return to service. The application for the leave shall be submitted to the Assistant Superintendent at least three (3) weeks prior to the commencement of the leave, if at all possible. While on maternity leave, sick leave may be used while under a physician's care (normally six (6) calendar weeks). A doctor's statement is required if additional time is needed because of complications of mother or additional time is needed because of complications of mother or child.

Upon return to duty after the initial leave, the staff member shall return to his/her former assignment. Upon return to duty after a one-year extension, the staff member may return to a vacant position within the staff member’s license and licensure area at the conclusion of the contractual year.

A licensed staff member on a child custody/maternity leave who wishes to change the intended date of return to service shall notify the Assistant Superintendent at least two weeks prior to the new or old date of return, whichever is earlier. If the licensed staff member is requesting a return to service following a maternity leave, she must present a physician's statement indicating her ability to perform normal duties. Licensed staff members returning early from leaves will be given first consideration in filling vacancies or positions as they become available.

Certified staff may take up to a maximum of five (5) days for paternity leave. Additional leave not to exceed a total of ten (10) days may be approved by the superintendent, or his or her designee.

Any leave by the father for the birth/adoption of a child will be governed by the provision for use of sick leave and FMLA.

Leave will run concurrent with FMLA leave.

D. ASSOCIATION

Released time will be granted to the president and vice president of the Association for the purpose of conducting Association business. The number of days is not to exceed a combined total of six (6) in any given school year.

Association business shall not be conducted during regular classroom instruction time nor in such a manner that interferes with normal school operations.

Delegates or alternates attending NEA, OEA, or NWOEA meetings shall receive leave for such attendance without loss of pay, or sick, or personal leave time and a substitute shall be provided when school is in session; however, expenses for the delegates shall not be paid by the Board.

E. PROFESSIONAL

1. Leave requests shall be submitted to the Assistant Superintendent for education related conferences, professional meetings, attendance of school related business or visits to other schools. Approved absences shall be without loss of pay and shall not be deducted from sick or personal leave. Falsification of professional leave will result in termination of employment.

2. Reimbursement for travel, rooms, meals (associated with overnight accommodations), and other meeting expenses shall be made, within budgetary constraints, on the basis of itemized expense accounts and submitted on district approved form(s). Under no circumstances will staff members be reimbursed for the purchase of alcoholic beverages." BOE AG3243

F. ASSAULT LEAVE

Notwithstanding the provision of Section 3319.141 of the O.R.C., the Board will grant assault leave to cover licensed staff members absent due to any physical disability resulting from an assault under the following conditions:

1. Any licensed staff member who must be absent from his or her duties due to physical disability resulting from an assault by a student, an intruder on school property, or the parent or legal guardian of a student, while teaching or performing administrative duties, or in school related activities, on or off school premises before, during or after school hours, will be paid his or her full scheduled compensation during his or her period of disability. If permanently disabled, the licensed staff member must apply for disability retirement and no assault leave shall be granted after such retirement has been approved. The period of such absence, as defined in this provision, shall be termed "assault leave", and shall not exceed twenty (20) days.

2. Before assault leave can be approved, the licensed staff member (if physically able) shall furnish to the Superintendent a written, signed statement describing the circumstances and events surrounding the assault, the cause thereof, including the location and time of the assault, names and addresses of victims and witnesses, and a description of the injuries sustained by each victim of the assault. If medical attention is required or sought, the licensed staff member shall also furnish to the Superintendent a statement of the nature of the disability and its probable duration which has been signed by a licensed physician.

3. Falsification of either the written, signed statement of the events or circumstances surrounding the assault, or the physician's statement, shall be grounds for suspension or termination of employment under 3319.16 O.R.C.

4. Assault leave, which is approved by the Superintendent, shall not be charged against sick leave earned or earnable by the licensed staff member or leave granted under regulations adopted by the Board, pursuant to 3319.08 O.R.C., or any other leave to which the licensed staff member is entitled. Covered licensed staff members will receive their full scheduled compensation under assault leave benefits for the period of disability not to exceed twenty (20) days, less any amounts received by the licensed staff member as compensation under the Workers' Compensation Act of Ohio for disability payments during the aforesaid period.

5. No payment shall be made or required for any period which the licensed staff member elects to take sick leave; however, the licensed staff member may also use sick leave after assault leave has been exhausted.

6. Nothing in this section or otherwise shall prohibit the licensed staff member's right for all benefits of every kind, nature and description prescribed by law (medical, partial and permanent benefits) exclusive of assignment as described in paragraph 4 above.

7. Payment of assault leave shall be at the regular rate of pay at the time of the assault, plus any adjustments granted if the teacher has been in regular service.

8. Payments shall be discontinued in the event that the licensed staff member begins to receive retirement benefits under the State Teachers Retirement System. In all other respects not covered by this section, the provisions of 3319.143 O.R.C. shall apply.

9. Nothing in this section shall be construed to cover injuries resulting from instances of negligence only.

G. LEAVE OF ABSENCE

1. A leave of absence is defined as a period of extended absence from duty by a staff member for which a written request is submitted and approval is given by the superintendent and the Board of Education. Any member of the professional staff who has served in the Springfield Local Schools for at least two (2) years may be granted a leave of absence

    a. Initial: Up to the remainder of the contractual year.
    b. A one-year extension of the leave of absence may be granted upon a recommendation of the Superintendent with approval of the Board of Education.

2. Requests for such leave shall be in writing and contain the following: the reasons for the request, the date on which the leave is to begin; and the date on which the staff member will return to duty. The request shall be submitted to the Superintendent at least four (4) weeks prior to the identified date on which the leave is to begin, and earlier if possible.

3. During the leave, the staff member shall not lose seniority status but will be responsible for maintaining the full cost of the health insurance program on an individual or a family plan, provided the leave is not eligible for family leave under section H. Also, while on leave, the staff member shall receive no compensation or experience credit on the salary schedule. No leave of absence shall be granted for employment in another occupation or business.

4. At the end of the leave and return to duty, the staff member shall notify, in writing, the Assistant Superintendent and confirm the date of return. Such notification shall be in writing by April 1st of their intent to return or not return unless other arrangements are made in writing and mutually agreed upon.

5. Upon return to duty, after the initial leave, the staff member shall return to his/her former assignment. Upon return to duty after a one-year extension, the staff member may return to a vacant position within the staff member’s license and licensure area at the conclusion of the contractual year.

6. Notification of approval of this leave request shall be made in writing by the Superintendent within two calendar weeks (14 days) of the date of the first board meeting held after receipt of the request by the Superintendent. Disapproval of leave request shall not be arbitrary or capricious.

7. Staff members shall be granted a medical leave of absence where illness or other disability is the reason for the request and is documented by a physician's statement. When the staff member has used all accumulated sick leave days and is still unable to return to work because of a continuing illness or medical problem as documented by a physician's statement, that staff member shall automatically be granted an unpaid leave of absence by the Board of Education subject to other relevant provisions of this policy as stated above, including the time limitations in paragraph 1 above. When an employee requests a medical leave of absence of more than five (5) school days, a second medical opinion may be required by the Superintendent prior to placing an employee on a medical leave. The Board will designate and pay the physician for this examination. If the opinions of the employee's physician conflicts with that of the Board's physician, then the two physicians shall jointly select a third physician to provide an opinion which shall be controlling. The cost of the third physician shall be paid by the Board.

8. Leaves of absence under this section G. may not be taken more frequently than once each five (5) consecutive years.

9. When appropriate leave will run concurrently with FMLA leave.

H. FAMILY LEAVE

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 and Medical Leave Act. To the extent that the Family and Medical Leave Act mandates leave rights and benefits beyond those provided in this Agreement, those incremental leave of absence rights and benefits shall be accorded to teachers eligible therefore under the Act and regulations issued pursuant to it.

The twelve (12) month period, for purposes of FMLA, is measured forward from the date the employee's first FMLA leave begins (i.e. the "leave year" is specific to each individual employee.)

Each employee utilizing FMLA is required to "substitute" (i.e. run concurrently) any of his/her earned or accrued paid leave (e.g. sick leave, personal leave, assault leave) for unpaid FMLA leave. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the normal leave policy. An employee electing to use any type of paid leave concurrently with FMLA leave must follow the same terms and conditions that apply to other employees for use of such leave. The employee is always entitled to unpaid FMLA leave if s/he does not meet the conditions for taking paid leave. On occasion the Board may waive any procedural requirements for the taking of any type of paid leave.

I. RELIGIOUS ABSENCE

1. The Superintendent will grant religious leave with pay to an educator upon application for a religious holiday as identified by a duly constituted religious body.
   a. Applications must be submitted at least five (5) days prior to the holiday.
   b. Absence for such will not exceed three (3) days per school calendar year.
   c. Such days will not be deducted from any other leave.

J. JURY DUTY

Any SEA Member selected for jury duty will not be charged any PTO, regardless of the length of jury duty. Enter absence into the online absence portal. Report to work if you are not required to serve on jury duty. If you are released before noon from jury duty, report to work. If you are released after noon from jury duty, you may go home. Falsification of jury duty, may result in termination.

If you are paid for Jury Duty follow these steps:

1. Make check payable to Springfield Local Schools on back – "Payable to Springfield Local Schools"
2. Sign your name below
3. Turn into Treasury Office

ARTICLE X
ASSIGNMENTS, VACANCIES, TRANSFERS, DISPLACEMENTS AND TEACHERS ON SPECIAL ASSIGNMENT

A. DEFINITIONS:

1. The word "assignment" denotes teaching area or subject or grade level.

2. The word "reassignment" denotes a change in teaching area or subject or grade level within a building.

3. The word "transfer" denotes a change from one building to another.

4. The word “displacement” refers to when a teacher is moved due to reduction in student enrollment.

5. "Seniority" is the number of years of continuous service in the Springfield Local School District, including time spent on approved leaves of absence.

6. The term "vacancy" denotes any of the following:
   a. a newly created teaching position
   b. a teaching position (one that increases the total number of building teaching positions); or
   c. a teaching position created by transfer, approved resignation, retirement, or leave of absence, or which is to be filled.
   d. an extracurricular position created by transfer, approved resignation, retirement, or leave of absence and which is to be refilled.

B. PROCEDURE FOR ANNOUNCING VACANCIES

1. **VACANCY**

   a. The Assistant Superintendent will notify all members of the licensed staff as soon as a written resignation has been received and approved by the Board, provided that a decision has been made to fill the vacancy. In the event that a decision to fill the vacancy is made, subsequently, the staff will be notified through the posting process as soon as the decision is made and the provisions of this Section will be followed. Vacancies will be posted electronically through the district employment portal. Internal and external postings will occur concurrently to maximize the applicant pool and promote interest. All postings will remain open for four (4) calendar days internally. If one or more qualified internal candidates apply for the vacancy during the posting period, those internal candidates will be given an interview for the position before external candidates are reviewed and/or interviewed.

   b. All eligible teachers will be permitted to accept no more than two (2) posted positions between March 1st and the date, ten (10) business days prior to the first teacher work day of the subsequent school year. Any post that is made within ten (10) days of the start of the school year will be reposted the first Monday of March in the following school year.

   c. Where a vacancy occurs because of expiration of a leave of absence (or resignation, retirement or death of the employee on leave), the position shall be posted and filled pursuant to this section provided that no employee shall be permitted to take a vacancy where the result is to cause the layoff or prevent the recall of another employee.

2. **INVOLUNTARY TRANSFERS AND INVOLUNTARY RE-ASSIGNMENTS**

   a. <u>Involuntary Transfers</u>

      i. Notice of involuntary transfer will be given to teachers as soon as possible and prior to June 30th, unless an emergency situation develops after that date.

ii. An involuntary transfer will be made only after a meeting between the teacher involved, the Assistant Superintendent, and at the teacher's election, a representative of the teacher's choosing from the Association.
iii. A staff member shall not be involuntarily transferred more than once in any three (3) year period unless they are the only staff member certified to fill a position.

b. Reassignments

i. Notice of re-assignment will be given to teachers as soon as possible and prior to June 30th, unless an emergency situation develops after that date.
ii. A re-assignment will be made only after a meeting between the teacher involved, the building principal, and at the teacher's election, a representative of the teacher's choosing from the Association.
iii. A staff member shall not be re-assigned more than once in any two (2) year period unless they are the only staff member certified to fill a position.
iv. Employment opportunities for summer school, evening school, grant programs, and other instructional programs administered by the Springfield Local Schools will first be offered to staff members following the procedures stated in this Article.

c. No assignment, reassignment, or transfer shall be made:

i. As a form of discipline
ii. In retaliation for protected activity
iii. In a manner inconsistent with licensure requirements
iv. To circumvent evaluation discipline, or due process provisions of this contract or Ohio law
v. For arbitrary or capricious reasons; or,
vi. In violation of the terms of this collective bargaining agreement

C. TEACHERS ON SPECIAL ASSIGNMENT

A staff member may be assigned to a Teacher on Special Assignment position for a period of one school year. The staff member must remain in the special assignment for the entire school year. During the special assignment, the staff member shall not lose seniority status.

1. At the conclusion of the first year of a special assignment, the staff member may return to his/her former assignment. The staff member is required to submit notification of whether they wish to continue in the position or return to their former assignment. Such notification must be received by the Assistant Superintendent by April 1st, 4:00 pm EDT, of the staff member's special assignment period. Failure to submit a notification will result in the teacher remaining in the Special Assignment for the next school year.

   If the staff member remains in the special assignment for more than one (1) school year, the staff member may return to a vacant position within the staff member's license and licensure area at the conclusion of the special assignment.

D. DISPLACEMENTS

Except in the case of a one year posted position, prior to affecting an involuntary transfer, the following procedures shall be utilized when displacement of a teacher will occur as a result of a reduction in student enrollment:

1. The position to be displaced will be identified by the superintendent and/or a designee. The SEA president and/or designee will be notified of the need for displacement and the potential certified staff position(s) impacted. The standards to be utilized by the superintendent and/or designee shall include that it be fair/equitable, workable/manageable, legal, affordable/cost effective, mutually beneficial, acceptable/ratifiable, and understandable/simple. The following guidelines may be used, however, from time to time modified guidelines may be utilized to assist in carrying out the purpose of the displacement.

Displacement Guidelines:

i. Experience in the subject and/or grade band
ii. Years of service in the district
iii. Professional judgment of administration as to which staff member is best suited to the unique features of the position.

2. When a vacancy occurs, that building principal may assign a currently displaced teacher from the same building into the opening.

3. In the event no positions are open in the staff member's current building, the teacher displaced hereunder shall have the first right to and must select any current open position for which s/he is licensed before vacant positions are posted for bidding under the contract. In the event of a subsequent opening, the teacher shall have the same right to bid the vacancy as exists under contract. If the position from which the teacher is displaced is restored at least ten days prior to the first teacher workday of the ensuing school year s/he shall be given the option to return to that position.

**Nothing in this article shall supersede the provisions of ORC 3319.173

ARTICLE XI
EVALUATION

1. All educators shall be evaluated according to the Professional Growth Instrument (PGI). Feedback and assistance will be provided to promote professional growth for all, and to improve performance where required. Evaluation shall be in writing and signed by the educator and evaluator.
   a. Teachers will be evaluated per the current OTES Model
   b. Counselors will be evaluated per the current OSCES Model
   c. Related Services and Instructional Coaches will be evaluated per the current model defined within the PGI.

2. Every teacher will be provided with a copy of the formal observation report(s) and final evaluation summary and a right to rebut either. Notice of Intent to write a rebuttal must be given within three (3) working days with the rebuttal to follow within five (5) working days of the notifications.

3. All evaluations of the teacher's activities will be conducted openly and with the teacher's full knowledge and awareness.

4. Formal Observation and Evaluations will continue regularly throughout the teacher's service.

5. The Professional Growth Instrument, developed and reviewed by a joint committee (six members consisting of three teachers and three administrators) shall be utilized. Any changes made will be made in consultation with the joint committee

ARTICLE XII
FAIR DISMISSAL

A. TERMINATION OF CONTRACT DURING CONTRACTUAL PERIOD

The reasons and procedures for termination of a teacher's contract are set forth in O.R.C. Sections 3319.16 and 3319.161. If during the term of this Agreement any revisions or additions to the above sections are made, representatives of the Board and the Association shall meet to mutually adopt provisions consistent with Ohio Revised Code as revised.

B. NON-RENEWAL OF LIMITED TEACHING CONTRACTS

The procedures for non-renewing a teacher's limited contract are set forth in O.R.C. Section**s** 3319.11 and 3319.111.

C. LENGTH OF LIMITED TEACHING CONTRACTS

The length of limited teaching contracts shall be as follows:

1. First Contract, one (1) year
2. Second Contract, one (1) year
3. Third Contract, one (1) year
4. Fourth Contract and succeeding, three (3) years.

D. LIMITED SUPPLEMENTAL CONTRACTS

All supplemental contracts shall be limited contracts, for a period of one (1) year, and shall be deemed not renewed at the end of their term without further notice to the employee. The provisions of Section B, above, regarding reasons and hearings shall not apply to supplemental contracts. At its discretion the Board may re-employ incumbents in supplemental positions without first posting same as vacant.

E. DISCIPLINE/DISCHARGE/TERMINATION

Discipline, demotion, discharge or termination shall be only for just cause. The employer agrees to the application of the common standards of progressive discipline and these principles shall be followed. This section does not apply to non-renewal, nor does it diminish the rights of an employee under Fair Dismissal. All disciplinary charges must be presented to the employee and the Association in writing within ten (10) school days of the Employer's knowledge of the occurrence of the incident or offense. Such notice should be delivered to the employee and the SEA President or Vice-President. In exceptional circumstances where information cannot be obtained in ten (10) school days due to circumstances beyond the control of the Employer, the Employer shall, within the time limit set forth above, present notice to the affected employee and SEA that an investigation is underway, and that charges will be presented as soon as practical. Any hearing that is required under this section shall be held as soon as practical. Notice of disciplinary action or lack thereof will be completed in a reasonable amount of time depending upon the complexity of the allegations. If the findings of the investigation take longer than ten (10) school days, the Employer will notify the employee and SEA in ten (10) school day increments. Discipline may follow the progression below or, where appropriate, steps may be skipped. The Superintendent or designee may assign alternative consequences related to the infraction.

1. Verbal warning
2. Written warning
3. Suspension with or without pay
4. Termination

F. ASSOCIATION REPRESENTATION

Whenever any bargaining unit member is required to meet with any employer representative concerning a disciplinary matter, the employee will be given prior notice of the time, place and nature of the meeting and shall be entitled to have present an Association representative.

ARTICLE XIII
GRIEVANCE PROCEDURE

A. DEFINITION

A "Grievance" is defined as a claim by a bargaining unit member or the Association (hereinafter called the grievant) that there has been a violation, misinterpretation or misapplication of any provision of this Master Agreement or the application of a Board policy which has resulted in discipline to a bargaining unit member without just cause.

A "school day", for purposes of this Article, shall be defined as a date in which school is in session for students.

B. INFORMAL PROCEDURE

In the event that the grievant believes there is a basis for a grievance, the employee must first discuss the alleged grievance with the immediate administrative person who has the authority to bring about a resolution of the alleged problem within ten (10) school days. Said discussion may be held confidentially and personally by the grievant, and/or Association representative.

If no resolution is reached, then the Association may move to Formal Procedure - Step I.

C. FORMAL PROCEDURE

1. **STEP I**

   No later than ten (10) school days after the occurrence of the alleged violation giving rise to the grievance, the grievant may submit to the proper immediate administrative authority, who has the authority to bring about a resolution of the alleged problem, a completed and signed Step I grievance. A copy of the completed form shall be given to the grievant and to the Association. Within three (3) school days of receipt of the Grievance Report, the Administrator shall meet with the grievant and/or Association Representative in an effort to resolve the grievance. The Administrator shall indicate, in writing, the disposition to the grievant and the Association within three (3) school days after such meeting.

   Alleged violations which occur during the period of time beginning after the last working day of the school year and extending to the first day of classes of the following school year shall be subject to the following provision:

   a. The employee shall have ten (10) school days from the first teacher day to submit a grievance at Step I.

2. **STEP II**

   If the grievant is not satisfied or if no disposition of the grievance has been made within the time limits set forth in Step I, the grievant, and/or the Association representative shall complete a written Grievance Report Form, Step II, and submit the same to the Superintendent within five (5) school days of completing the timeframe as established in Step I. Within three (3) school days, the Superintendent or a designated representative shall meet with the grievant and/or Association representative. Within three (3) school days of the meeting, the Superintendent shall indicate, in writing, his disposition and forward a copy thereof to the grievant, the Association and Administrator(s) involved.

3. **STEP III**

   If the grievant and/or Association is not satisfied with the disposition of the Superintendent, or if no disposition has been made within the above stated time limits in Step II, the grievant and/or Association representative may submit the grievance to an impartial arbitrator by filing with the Superintendent, within five (5) school days from the Step II answer, request for arbitration. A request for a list of nine (9) arbitrators shall be submitted to the Federal Mediation and Conciliation Service in accordance with its rules. The arbitrator shall have no power to alter, add to, or subtract from this agreement and rights herein contained, and the award shall be final and binding upon the parties. No more than one grievance at a time shall be heard at Step III without consent of the parties. The fees and expenses of the arbitrator shall be shared by the Board and the Association.

D. GENERAL PROVISIONS

1. **MULTIPLE BUILDING GRIEVANCES**
   Grievances that relate to more than one building shall commence at Step II.

2. **TIME LIMITS**
   The time limits provided for this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may result in hardship to any party, the Superintendent shall use his/her best efforts to process such grievance prior to the end of the school term or as soon thereafter as reasonably possible

ARTICLE XIV
LABOR MANAGEMENT COMMITTEE

A. CHAIN OF COMMAND

All communications relating to the business and operation of the Springfield Local Schools shall be relayed through the normal chain of command, i.e. to the building principal, then to the appropriate director or coordinator, next to the Superintendent and finally to the Board of Education.

B. MEETING AGREEMENT

The Educators & Administrators Resolving Situations (EARS)**,** Committee and/or its representative(s) agree to meet during the school year and discuss with each other issues including but not limited to those in this Contract.

ARTICLE XV
REDUCTION IN FORCE

A. REASONS

When necessary, the Board of Education may reduce the number of teaching positions, but such reductions shall be limited to such reasons as:

1. Decline in student enrollment.

2. Return to duty of regular teachers after a leave of absence.

3. Suspension of schools or territorial changes affecting the school district.

4. Financial Reasons

5. Reasons permitted by Ohio State Law.

B. REDUCTION STEPS

In making such reduction, the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent of Schools. Teachers whose contracts are suspended shall have the right to restoration to active service status in the reverse order of layoff when teaching positions become vacant or are created in which any of such teachers are/or become qualified. Teachers who had evaluations rated at “Ineffective” at the time of the reduction in force will not have recall rights.

Steps to Determine “Preference to Teachers”

Licensure: Licensure will be defined as all types of licensure/licensure that are approved by the Ohio Department of Education.

Reduction in Force will be made in the following order unless prohibited by law:

1. Teachers on 1-year limited contracts who have received an “ineffective” rating based on formal observations and/or summative (year-end) evaluations within the last two years.

2. Part-time

3. Should an additional reduction in force need to be made to Full-time Limited Contract Teachers, a committee consisting of the Superintendent and designee, SEA President and designee, will conduct a blind review of the remaining teachers based upon all of the following criteria (in rank order):

    a. Teaching licensure, certification(s), and endorsement(s)

    b. The earned OTES rating as evidenced by their most recent Holistic Formal Evaluation. Ratings will be classified in the following categories:

        i. Teachers earning either a rating of Accomplished and/or Skilled will be considered as equivalent to one another through the Reduction in Force (RIF) process, and will be classified above a teacher rating of Developing.

        ii. A teacher earning an OTES rating of Developing will be classified above a teacher earning a rating of Ineffective.

    c. Years of Service within the district

    d. Education level (i.e. Bachelor’s, Master’s Degree, etc.)

4. Continuing Contracts based on criteria in #3 above.

5. Administrative Guidelines:
    a. If an administrator who holds a continuing contract becomes the subject of a Reduction In Force (RIF) and an open position exists that they are certified for, they will return to the classroom at zero (0) on the seniority scale and retain all of their years of service for placement on the salary scale.
    b. In the event that an administrator is the final candidate for a certified position the above language will be applied. Excluding the RIF language above, an administrator returning to the classroom that was not previously employed by Springfield Local Schools will receive up to a maximum of fifteen (15) years on the salary scale.

C. RECALL RIGHTS

Teachers whose contracts have been suspended shall have recall rights if and when teaching positions become vacant or are created for which they are certified, as follows:

1. The recall list for non-tenured teachers shall be maintained for a period of two (2) years, after which an employee whose limited contract has been suspended shall lose his/her right of recall.

2. Any employee who is on the Reduction in Force list and teaches in a nonpublic school district in their certified area, will be granted salary credit on the most recent salary schedule upon recall. This does not supersede the 2-year Reduction in Force list.

    a. Certified staff members who are recalled from the Reduction in Force list will be returned at the subsequent step on the salary scale at the last step earned. However, seniority is frozen during the time that the employee is on the Reduction in Force list.

3. Right to recall shall automatically terminate upon employment in another Ohio public school district. Teachers who had “ineffective” evaluations at the time of the reduction in force will not have recall rights.

D. NOTICE OF INTENT

When staff reduction under this Article is necessary, the Superintendent shall give notice of the intent to recommend suspension of contracts to the Association and to all teachers so affected at least forty-five (45) calendar days prior to the effective date of the Board action to reduce staff.

E. COBRA AVAILABILITY

The provisions of COBRA shall be followed exclusively for continuation of health benefits. Those provisions shall be made available to each employee.

**Nothing in this article shall supersede the provisions of ORC 3319.173

ARTICLE XVI
NON-DISCRIMINATION

The provisions of this Contract, and the wages, hours, terms and conditions of employment shall be applied in a manner which is not discriminatory and without regard to race, creed, religion, national origin, sex, age, disability, marital status, or any other characteristic protected by federal, state or local laws.

ARTICLE XVII
SENIORITY

"Seniority" shall mean length of continuous service in the district, shall begin with the first date the teacher reported for duty, and shall include all time on sick leave, all time on Board-approved leave of absence, all time on military leave of absence, all time on disability retirement to a maximum of five (5) years, and all time during which the teacher's contract has been suspended if the teacher is reinstated.

1. Seniority shall be lost when a teacher resigns or voluntarily retires.

2. If two or more teachers have the same length of continuous service in the district, seniority shall be determined by:

    a. The date of the Board meeting at which the teacher was hired, and then by

    b. The date the teacher signed his initial limited contract in the district, and then by

    c. The date on which the teacher submitted the first completed job application within the two-year period preceding the effective date of the teacher's first teaching contract in the district;

    d. If any ties remain after a, b, and c, they shall be broken by lot.

ARTICLE XVIII
PROVISIONS CONTRARY TO LAW

The parties have intended to negotiate to the full extent permitted by ORC 4117.10. If any provision of this Contract is found to be contrary to law by the Supreme Court of the United States, or by any court of competent jurisdiction from whose judgment or decree no appeal has been taken within the time provided for doing so, such provision shall be modified forthwith by the parties hereto to the extent necessary to conform thereto. In such case, all other provisions of this Contract shall remain in effect.

ARTICLE XIX
ASSOCIATION MEMBERSHIP/DUES

1. The SEA as bargaining agent shall be entitled to the exclusive right of payroll deduction for educator union dues.

2. Two weeks prior to the first payroll of October, the Association will deliver to the office of the Treasurer written authorization from each educator to deduct union dues and, in accordance with directions supplied by the Treasurer, a listing of the employees and the amount to be deducted for each member. Once an educator is on the list, his/her name need not be repeated.

3. One-twenty-fourth of the annual amount will be deducted as a single deduction over twenty-four (24) consecutive payrolls, beginning with first payday after October 1st. Educators not enrolled by October 1, will have their dues deducted in equal installments over their remaining pay periods for that year, provided that written authorization has been received by the Treasurer; the union will inform the Treasurer of the total amount of dues to be deducted for each such educator.

4. If an educator does not have enough earnings to cover the deduction for dues on a particular payroll, it will be the responsibility of the Association to collect the missed installment from the educator.

5. In the event an educator leaves active employment of the school district or goes on an approved leave of absence before the entire dues have been paid through payroll deduction, the Board will deduct the balance still owed to the extent funds are available from the final contract settlement paid to the educator. If an educator begins a school year but goes on unpaid leave before dues deductions are completed and then returns before the end of the school year, the remaining dues deductions shall be spread over the remaining pays for that school year. The President of SEA may determine a waiver of this provision and will promptly notify the Treasurer if such a waiver is granted.

6. The Board will mail dues that have been deducted to the Association within ten days. The Association will be responsible for the disbursement of the dues to its affiliates.

7. Any educator may cancel his/her authorization for dues deduction by giving written notice to the Association's Treasurer and the District Treasurer. Unless written notification is received, SEA dues will be deducted automatically.

8. The Association will reimburse any educator for any dues that have been deducted in excess of the proper amount, provided that the Board has paid the excess to the Association. The Association

agrees to indemnify and hold the Board harmless from all claims of excessive dues deduction.

9. The Board will not be responsible for any Association errors or for any other financial liability in complying with the above.

10. The SEA, on behalf of itself and the OEA and NEA, agrees to indemnify and defend the Board for any cost or liability incurred as a result of implementation and enforcement of payroll deduction of dues provided that:
    a. The Board shall give written notice of any claim made or action filed against employer for which indemnification may be claimed;
    b. The Board agrees to:
        i. Give full and complete cooperation and assistance to the Association and its counsel at all levels of proceeding
        ii. Permit the Association or its affiliates to intervene as a party if it so desires, and/or
        iii. To not oppose the Association or its affiliates' application to file briefs amicus curiae in the action.
    c. The Board acted in good faith compliance with the dues deductor provision of this Agreement; however, there shall be no indemnification of the Board if the Board intentionally or willfully fails to apply (except due to court order) such dues deduction provision herein.

    d. The membership year for Association memberships shall begin on September 1st and conclude on August 31st of the following year.

ARTICLE XX
COMPENSATION, FRINGE BENEFITS AND REIMBURSEMENTS

A. BASIC SALARY

To be granted a year's experience on the salary schedule, an employee must have taught at least one hundred twenty (120) days for the Springfield Local Schools during the preceding school year(s) as listed in O.R.C. 3317.13 and 3317.14.

Placement on the salary schedule at Master's + 15 Semester Hours and Master's + 30 Semester Hours shall be for graduate credit earned after a Master's degree is received. The effect of this sentence is not to disallow previous coursework that would have been recognized under the District's rules.

The Superintendent may expressly supersede ORC 3317.13 and offer up to fifteen (15) years for prior service or experience.

1. If a certified staff member returns to the district after resigning (excludes anyone receiving STRS) within five years, they return to a step no lower than the most recent salary step, not to exceed step 18, upon exit from Springfield, excluding seniority credit.

Credit Recovery Instructor(s) will be paid at a rate of $30.00 per hour.

Any teacher covering outside of their regular assignment or planning time will be compensated $30 per hour up to a maximum of the daily sub rate.

B. EXTRACURRICULAR SALARY SCHEDULE

Extracurricular salary schedule as attached. Supplemental base salary stays in effect for the 2023-2024 school year and updates for the 2024-2025 school year. Teacher participation in extracurricular activities shall be strictly voluntary.

Coaching positions will not be filled if there is not a team.

Supplemental contracts will only be divided in half (2 people 50/50). When a stipend is divided in half, it is expected that each person under the one contract will do half the work.

C. PAY DAYS

1. Pay days shall be bi-weekly.

2. In any fiscal year in which the payroll schedule will create twenty-seven (27) pay dates, the last pay in June will be adjusted to the first working day of the new fiscal year. Pay periods shall then resume on a bi-weekly pay cycle two weeks from the first Friday in July.

3. Payments for coaching assignments will be made according to the number of payments designated on Supplemental Pay Schedule

D. TUITION REIMBURSEMENT

The Board will reimburse tuition and fees for a staff member who has completed graduate credit related to the education field. The amount of this reimbursement will be a maximum of $900 per year for university terms commencing on July 1, 2026 and ending on June 30, 2027. A yearly cap of $40,000 will be applied to tuition reimbursement. If the requests for tuition reimbursement exceed $40,000 during the period of July 1, 2026 – June 30, 2027 the individual reimbursement requests will be prorated to equal the $40,000 amount in any year the $40,000 amount is exceeded, subject to these conditions:

1. Teachers on a one-year contract receive the amount of compensation prorated for one year. Course work must be related to current or future areas of licensure as identified in the Individual's Professional Development Plan approved by the Local Professional Development Committee. Only coursework from universities approved by the Ohio Department of Education will be reimbursed. Teachers with alternative or CTE licenses may access tuition reimbursement beginning in their second year with SLS.

2. Prior approval of the Superintendent.

3. A grade of "B" or "S" or better is necessary for payment.

4. Payment will be made after August 1st of the completed school year.

5. No such payment will be made for courses used to meet minimum or temporary licensure requirements. This provision does not apply to retraining under RIF provisions.

6. Tuition reimbursement will be prorated based on the length of service for employees hired after the effective date of this agreement and for teachers hired for one year positions. Total tuition dollars allowed for the period of the contract may be used in any year of the contract, subject to the $40,000 cap.

7. If a stipend is paid for the course, the tuition reimbursement will be reduced by the amount of the stipend.

E. HEALTH INSURANCE

The Board will make available the three (3) Paramount health care plans with coverage for the Health Maintenance Organization (HMO).

The monthly employee HMO contribution shall be thirty six and nine tenths percent (36.9%) of the premium amount for the high option plan, fourteen and one quarter percent (14.25%) of the premium amount for the low option plan and five percent (5%) of the premium for the HSA plan based upon the coverage selected effective July 1, 2027. See memorandum of understanding concerning reopener if insurance quote comes back higher than 4% of current premiums in 2017. Effective January 1, 2027 employees will no longer be offered the high option plan.

In addition, a prescription drug plan will be provided to health care subscribers with the following co-payment schedule: Generic $10 / Preferred $20/ Brand $30. Option A under the plan with a mail order prescription plan included, co pays for mail order are: 2x/2x/3x/NA. HSA: prescription is paid for out of the employee HSA account.

Effective July 1, 2026 the Board will contribute to a health saving account at KeyBank in the employee's name the monthly amount of $62.50 for single coverage plans and $125.00 for family coverage plans. Married couples both employed by the district will receive $176.25 per month in one spouse's health savings account at KeyBank.

If a husband and wife are both employed by Springfield Local Schools, they may elect either a family or two single coverage plans. The monthly employee premium contribution for one family policy will be the difference in total yearly premiums between the HMO 1/High Option and the HMO 2/Low Option divided by twelve months. The monthly employee premium contribution for single policies will be the same as for other employees selecting the same plans. If the couple selects the HSA family plan, the Board's contribution to the family HSA will be $176.25 per month.

Married Rates for July 1, 2026

HMO 1 - 20.9% of the monthly premium
HMO 2 - 1.75% of the monthly premium
HSA - 5% of the monthly premium, plus $176.25 per month Board contribution to HSA

		Employee Rate	Married Couples in District Rate
HMO 1	Single	36.90%	20.90%
	Family	36.90%	20.90%
HMO 2	Single	14.25%	1.75%
	Family	14.25%	1.75%
High Deductible	Single	5.00%	5.00%
	Family	5.00%	5.00%
➢ HSA Contributions	Single	$62.50 per month	
	Family	$125.00 per month	$176.25 per month

1. **SPOUSAL MANDATE**
   a. Beginning July 1, 2019, when an employee whose spouse's employer or retirement provider provides and pays for at least 50% of the cost of health insurance for single coverage the spouse must enroll in the single health insurance plan offered by the spouse's employer or retirement plan. Benefits under the Board plans will not be provided to an eligible dependent spouse who

also was eligible for the type of group plan described above until the eligible spouse has a "qualifying event" under federal law (COBRA) and otherwise meets the eligibility requirements of this paragraph.

b. Employees will be required to obtain yearly written verification on spousal eligibility from their spouse's employer or retirement plan by October 31st.

c. Married couples both employed in the District are exempt from this provision.

2. **HEALTH INSURANCE OPT-OUT PAYMENT**

a. Employees currently taking District insurance that wish to remove themselves from the District health insurance plan are eligible for a yearly payment of $3,000 for dropping family coverage or $1,000 for dropping single coverage.

b. Employees currently not taking district health insurance must add the coverage for a plan year (January 1 - December 31) and then drop the coverage to be eligible for the payout

c. Payment will be made via payroll in December if the employee has been opted-out of District health insurance for the entire preceding calendar year (January 1st through December 31st).

d. For the period from July 1, 2019, to December 31, 2019, employees will be eligible for at least $1,500 for dropping family coverage or $500 for dropping single coverage pro-rated monthly at the date coverage was terminated with the District. Payment will be made in December of 2019.

e. Employees that qualify for the opt-out payment but drop coverage with the District after the open enrollment period (commencing January 1st) will be eligible for payment on a pro-rated quarterly basis commencing after the first full quarter that the employee dropped District coverage. Payment will be made via payroll in December.

f. Employees that qualify for the opt-out payment but leave employment in the District prior to the December payment will be paid on a pro-rated quarterly basis for the last full quarter that the employee worked on his/her final paycheck.

g. Quarters will consist of January through March, April through June, July through September, and October through December.

h. Employees dropping District family coverage for District single coverage do not qualify for the opt-out payment.

i. Married couples both employed in the District do not qualify for the opt-out payment.

The Board agrees to set aside $5,000 each school year for an employee wellness program to be administered by an employee/management committee.

Per Family Contract - Husband and wife one at no cost unless per Court decree two are required.

Subject to the approval of the insurance provider, as set forth below, the Board shall establish an Internal Revenue Code Section 125 plan that will permit each participating employee to select one or more of the following benefits:

1. Pre-tax hospitalization and prescription drug premium plan.

2. Medical expense reimbursement account plan to a cap of $2,400 per person

3. Internal Revenue Code Section 129 dependent care assistance plan.

The Board shall be the Administrator (as defined in ERISA) of the Section 125 plan and the plans and accounts thereunder. Establishment of this plan shall be subject to:

1. The agreement of the insurance provider to accept the duties delegated to it as third party administrator, including record-keeping, enrollment and administrative services, to be paid by the employee at the annual fee set by the insurer.

2. The agreement of the insurance provider to hold the Board harmless and risk-free under the plan; and

3. Any conditions imposed by the insurance provider.

The Board will provide a $30,000 group term/paid-up life insurance policy with AD&D in accordance with coverages provided by American United Life Insurance Company, effective November 1, 1997, for each licensed staff member.

A District wide advisory Health Insurance Committee with equal representation of labor (representatives of each unit) and Administration has the authority to negotiate coverage changes and other health insurance design modifications which shall require concurrence of the Administration and both of the bargaining units.

F. DENTAL INSURANCE

The Board shall provide group dental insurance substantially equivalent to the program outlined by Core Source. Effective January 1, 2027 married couples both employed in the District do not qualify for two family dental policies within the same family.

G. VISION INSURANCE

So long as it remains available at no cost to the Board, the Board will endorse a vision insurance policy as an elective to the insurance plans offered. The employee will pay 100% of the cost if he/she elects to participate in vision coverage. All cost increases are the responsibility of the employee.

H. BENEFITS SUMMARIES

The Board shall maintain a copy of the then current master plan agreements for all policies and carriers referred to in subsection E and F of this Article at the Administration Building and shall provide then current copies of the benefits summaries for the above-referenced plans in the office of each school building and to each teacher.

I. GUIDANCE COUNSELOR COMPENSATION

Guidance Counselor - Recognition will be given to the work of guidance counselors during the school year over and above the regular work day and they will be compensated through an appropriate extended service contract at the current per diem rate**.** Prior approval in writing by the Superintendent is required for compensation.

J. PAYMENT FOR UNUSED SICK LEAVE/SEVERANCE PAY

1. Any licensed staff member with ten (10) years or more of service with the Springfield Local Schools shall be paid for unused sick leave at his/her retirement under the State Teachers Retirement System a sum equal to the licensed staff member's daily rate of pay at termination of employment, excluding supplemental salary for sick leave in the amount of thirty-one and one-quarter percent (31.25%) up to a maximum of 240 days of the licensed staff member's total accumulated sick leave. Sick leave transferred to a subsequent employer shall not remain "accumulated" hereunder.

2. Any licensed staff member with less than ten (10) years of service with the Springfield Local Schools shall be paid for unused sick leave at retirement, a sum equal to the licensed staff member's daily rate of pay at retirement, excluding supplemental salary for 25% of the licensed staff member's total accumulated sick leave days to a maximum of 140 days.

3. The resignation date from Springfield Local Schools and the retirement date from the State Teacher Retirement System must be consecutive calendar days in order to qualify for severance.

4. For the purposes of this section, retirement shall mean disability or service retirement under the State Teachers Retirement System. Severance will include death. In the case of death, severance will be paid to the beneficiary(ies) designated by the employee on the appropriate form, or if none, to the surviving spouse of the employee if permitted by law, or if not permitted by law to be so paid, then to the estate of the deceased employee.

5. Payment under this section shall be made to the employee in one of the following manners:
   a. Payments under this article of $1,000 or more shall be made to the employee in one lump sum to a Board of Education approved accumulated benefits plan.
   b. Payments under $1,000 shall be made directly to the employee.
   c. To receive payment, employees must submit their first State Teacher Retirement System (STRS) pay stub to the Treasury Department. This stub serves as required proof of retirement, after which funds will be released to the employee or their accumulated benefits plan.
   d. Payments will be made 30 days after the retirement date as long as the pay stub has been submitted.

Payment to the plan or the employee shall be considered to eliminate all sick leave credit accrued but unused by the employee at the time of payment.

In addition to severance pay described in K-1, an additional day's pay shall be provided to a teacher who retires effective on the last contracted teacher day and who provides notification of that retirement to the superintendent by March 15 of the current school year.

K. MILEAGE REIMBURSEMENT

Employees required to drive as part of their teaching duties will be reimbursed at the then current IRS rate upon approval of the Superintendent or his/her designee.

L. MOVEMENT ON PAY SCHEDULE

When a teacher has qualified for a higher salary bracket, he/she must file an official transcript indicating the additional training. Licensed staff members will be placed in the appropriate bracket the first pay in the month following receipt of an official transcript.

M. BUS DUTY

If elementary bus duty for the licensed staff member assigned to that duty on a given day extends beyond the established teacher work day by more than one-quarter (1/4) hour, the licensed staff member shall be compensated at the rate of $17 per hour for each hour or portion of an hour beyond the first quarter-hour of extended duty.

All requests for compensation under this provision shall be on the standard Extra Bus Duty form, signed by both the requesting teacher and the principal, and forwarded to the Superintendent's office within ten (10) calendar days of the date of the extended bus duty.

N. SALARY AND BENEFITS FOR PART-TIME CERTIFICATED STAFF MEMBERS

Fringe benefits for regular part-time licensed staff members who work 20 hours or more per week shall be on a prorated basis. Members of the bargaining unit who are employed less than full time will be paid on a prorated basis for instructional and planning time.

O. DETENTION SUPERVISOR

The After School (or Saturday) Detention Supervisor will be compensated at a rate of $21 per hour.

P. CURRICULUM WORK AND STUDENT TUTORING

1. Teacher participation in Superintendent approved committee work and/or tutoring shall be strictly voluntary. Teachers shall be granted release time or be paid $25 per hour for committee work or student tutoring outside the instructional work day.

2. Teachers may be paid an additional $25 per hour for committee work outside the committee meetings and instructional day, per authorization of the supervising administrator.

Q. STRS PICK-UP UTILIZING THE SALARY REDUCTION METHOD

1. The Board of Education of the Springfield Local School District herewith agrees with the Springfield Education Association to pick-up at no cost to the Board and utilizing the salary reduction method, contributions to the State Teachers Retirement System paid on behalf of unit members under the following terms and conditions:
   a. The amount to be "picked-up" on behalf of each employee shall be the prevailing rate per the Ohio Revised Code, of the employee's gross annual compensation. The employee's annual compensation shall be reduced by an amount equal to the amount "picked-up" by the Board for the purpose of State and Federal tax only.
   b. The amount shall be uniformly applied to all members of the bargaining unit.
   c. The pick-up shall become effective on the date of signing of this Contract and shall apply to all compensation including supplemental earnings thereafter.

2. Each teacher will be responsible for compliance with Internal Revenue Service salary exclusion allowance regulations with respect to the "pick-up" in combination with other tax deferred compensation plans.

3. If the foregoing "pick-up" provisions are nullified by subsequent Internal Revenue Service Rulings, Ohio Attorney General Opinions, or other governing regulations, the Board will be held harmless and this article of the Agreement shall be declared null and void.

R. ENROLLMENT OF CERTIFIED EMPLOYEES CHILDREN

1. Effective July 1, 2019, all full-time certified employees' natural, adopted, or custodial children may attend grades kindergarten through twelfth grade in the Springfield Local School District without tuition liability with the following conditions:
   a. Employees shall be responsible for daily transportation to and from the building of attendance/service.
   b. The student will establish district rights upon the acceptance of the completed enrollment packet.
   c. The employee is responsible for all school related curricular, co-curricular, and extracurricular student fees.

   d. The student may remain enrolled in the district provided they maintain attendance and behavior expectations. The Superintendent has final discretion with respect to continued enrollment.

2. The student may remain enrolled if the employee retires per STRS guidelines, or in the event of the employee's death.

3. The enrollment request must be submitted no later than April 15th of the preceding school year.

4. The employee is responsible for all College Credit Plus, or similar programs, cost.

5. All outstanding school fees must be paid by May 1st of the current school year or arrangements have been made with the Superintendent for the application to be approved

S. ACCOMMODATIONS FOR SPECIAL EDUCATIONS NEEDS

Employees having IEP's scheduled outside the normal school day with approval of the Superintendent's designee will be compensated in the same amount as is provided for curricular work. The Superintendent or designee shall have the discretion to provide release time, as needed by extraordinary special education duties.

T. EXTRA CURRICULAR COMMITTEE

A committee to look at extra-curricular activities will be convened to make recommendations to the negotiating committee.

U. SEA STIPENDS

Consistent with Rule 3307-6-01 of the Ohio Administrative Code, the Board will pay a stipend to the local SEA members according to the SEA Constitution and Bylaws for their service in such offices for the SEA locally. The Association shall certify the stipend amounts to the Board's Treasurer/CFO, which can in no event exceed the maximum allowed by Rule 3307-6-01. The Association shall promptly and fully reimburse the Board upon invoice from the Treasurer/CFO for the total cost of stipends, including any applicable retirement and other payroll costs.

ARTICLE XXI
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC) SPRINGFIELD SCHOOLS

A. The purpose of the Springfield Schools LPDC is to oversee and review:
1. Individual Professional Development Plans. Individual Professional Development Plans need to be relevant to the goals of the educator, the school and/or the district. District level goals and building level goals shall be used by the LPDC for their work in reviewing professional development plans.
2. License Renewal Plans for course work, continuing education units, and/or other educational activities.
3. Renewal of teacher/administrator licenses and licenses.

B. The membership of the Springfield Schools LPDC shall consist of five members, three of whom are teachers and two who are administrators for the review of teachers' Professional Development Plans. The teacher members shall be appointed by the SEA, and the administration members, by the superintendent. In the event of a vacancy, the committee member shall be replaced by appointment, teacher by the SEA, administrator by the superintendent.

C. Members of the committee must have three years of experience in the Springfield Schools.

D. The filling of teacher committee positions will not be subject to any other procedure included in this contract between the SEA and the Administration. Committee members, beginning new terms, shall be selected by April 15th.

E. The chairperson of the committee shall be determined by a majority vote of the committee members. A secretary shall be selected in the same manner.

F. The term of office for members on the committee shall be two years. Terms will be staggered with two teachers and one administrator appointed in the first year for three year terms, and one teacher and one administrator appointed in the first years for two year terms.

G. The LPDC shall meet monthly during the school year on the same day of the month and also on an "as needed" basis including the summer months. LPDC meetings will be held after school hours.

H. All decisions require a majority vote. A quorum shall consist of four members present in order to conduct LPDC business.

I. Whenever an administrator's licensure plan is to be considered for approval, the majority of the LPDC for that purpose must consist of administrators.

J. All meetings of the LPDC shall be open meetings. All records of the LPDC shall be public records. Minutes of the meeting and record of actions of the LPDC shall be prepared and maintained in compliance with the laws governing the operation of committees of public bodies. Storage of LPDC files and materials will be maintained in a secure location.

K. The first meeting after the April 15 selection of new members shall include both current and new LPDC members. This meeting will be the last meeting for members whose term is completed.

L. Appeals shall be handled by the Lucas County Educational Service Center LPDC as long as it exists. Otherwise the committee shall determine an appeals process in accordance with the Ohio Department of Education regulations/guidelines when they become available.

M. LPDC Block Grant funds will be used to support the work of the LPDC.

ARTICLE XXII
NO STRIKE, NO LOCK-OUT

Neither the Association nor any licensed staff member will directly or indirectly cause or engage in any work stoppage, strike, or "sick out", of any kind whatsoever in the performance of his/her assigned duties or those of his/her fellow licensed staff members within the bargaining unit during the term of this entire Agreement, it being the understanding that "entire Agreement" includes all monetary and non-monetary provisions.

During the term of this Agreement, the Board shall not "lock-out" members of the bargaining unit. A "lock-out" is defined as a refusal to permit employees to work for the purpose of forcing the Association to accept a contract modification.

ARTICLE XXIII
INTEGRATION PROVISION

It is understood and agreed by and between the parties that this Agreement constitutes the entire Agreement between the parties, abrogating any/and all prior verbal or written agreements or understandings whatsoever not specifically incorporated herein during the term of this Agreement.

ARTICLE XXIV
PROCEDURE OF COMPLAINT

When a complaint is received, the Procedure of Complaint in Board policy BOE PO 9130 shall be followed. Any changes to the Complaint Procedure BOE PO 9130 will be by mutual agreement between the Board and Association. Any discipline resulting from the Procedure of Complaint will be subject to the Grievance Procedure.

Article XXV - DURATION, RENEWAL

Except as specified herein, this agreement shall be in full force and effect from July 1, 2026 and shall expire at 11:59 pm on June 30, 2027.

This agreement has been executed on this 1st day of July, 2026 by:

For Springfield SEA

Chairperson of Negotiating Committee

President of SEA

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

OEA/NEA Representative

For Springfield BOE

President

Superintendent

Treasurer

Committee Member

Committee Member

SPRINGFIELD LOCAL SCHOOLS
SALARY SCHEDULE SY 2026-2027
0% raise from 2025-2026 school year
$700 lump sum for all certified members paid first pay in November 2026
Effective 7/1/2026

Base:45,297

YEARS	B.A.	B.A. w/ 150	M.A.	M.A. +15	M.A. +30	Psychologist
Step 0	45,297	49,039	51,317	53,129	54,950	56,621
	1	1.0826	1.1329	1.1729	1.2131	1.25
Step 1	48,921	51,639	53,763	55,575	57,373	59,045
	1.08	1.14	1.1869	1.2269	1.2666	1.3035
Step 2	50,733	53,754	56,168	57,980	59,792	61,463
	1.12	1.1867	1.24	1.28	1.32	1.3569
Step 3	52,545	55,860	58,578	60,376	62,202	63,873
	1.16	1.2332	1.2932	1.3329	1.3732	1.4101
Step 4	54,356	57,980	61,001	62,822	64,625	66,297
	1.2	1.28	1.3467	1.3869	1.4267	1.4636
Step 5	56,848	60,775	64,095	65,907	67,719	69,390
	1.255	1.3417	1.415	1.455	1.495	1.5319
Step 6	58,660	62,881	66,505	68,303	70,124	71,796
	1.295	1.3882	1.4682	1.5079	1.5481	1.585
Step 7	60,471	65,001	68,938	70,749	72,552	74,224
	1.335	1.435	1.5219	1.5619	1.6017	1.6386
Step 8	62,283	67,126	71,343	73,155	74,967	76,638
	1.375	1.4819	1.575	1.615	1.655	1.6919
Step 9	64,095	69,223	73,753	75,564	77,376	79,048
	1.415	1.5282	1.6282	1.6682	1.7082	1.7451
Step 10	66,587	72,022	76,855	78,667	80,479	82,151
	1.47	1.59	1.6967	1.7367	1.7767	1.8136
Step 11	68,398	74,591	79,270	81,082	82,894	84,565
	1.51	1.6467	1.75	1.79	1.83	1.8669
Step 12	70,210	76,244	81,680	83,478	85,303	86,975
	1.55	1.6832	1.8032	1.8429	1.8832	1.9201
Step 13	72,022	78,350	84,103	85,915	87,681	89,353
	1.59	1.7297	1.8567	1.8967	1.9357	1.9726
Step 14	73,834	80,457	86,526	88,338	90,150	91,822
	1.63	1.7762	1.9102	1.9502	1.9902	2.0271
Step 16	75,646	82,563	88,950	90,762	92,573	94,245
	1.67	1.8227	1.9637	2.0037	2.0437	2.0806
Step 18		84,669	91,373	93,185	94,997	96,668
		1.8692	2.0172	2.0572	2.0972	2.1341
Step 20	77,458	86,775	93,796	95,608	97,420	99,092
	1.71	1.9157	2.0707	2.1107	2.1507	2.1876
Step 23	79,270	88,882	96,220	98,032	99,844	101,515
	1.75	1.9622	2.1242	2.1642	2.2042	2.2411
Step 25			98,643	100,455	102,267	103,938
			2.1777	2.2177	2.2577	2.2946
Step 27			101,067	102,879	104,690	106,362
			2.2312	2.2712	2.3112	2.3481
Step 29	81,082	90,988	103,490	105,302	107,114	108,785
	1.79	2.0087	2.2847	2.3247	2.3647	2.4016
Step 31			105,913	107,725	109,537	111,209
			2.3382	2.3782	2.4182	2.4551

SPRINGFIELD LOCAL SCHOOLS

SUPPLEMENTAL SCHEDULE SY 2024-2025 & SY 2025-2026 & SY 2026-2027

Effective 7/1/2024

Supplemental Position	*Percentage*	*# of Contracts*	*# of Pays*	*2024-2025, 2025-2026 2026-2027 Base of $43,978*	
African-American Club Advisor, HS	8.50%	1	26	$3,738	$3,738.13
African-American Club Advisor, MS	8.00%	1	26	$3,518	$3,518.24
Asst. Athletic Director, HS	20.00%	1	26	$8,796	$8,795.60
Assoc. Athletic Director, HS	7.50%	1	26	$3,298	$3,298.35
Assoc. Athletic Director - SID, HS	7.50%	1	26	$3,298	$3,298.35
Athletic Director, MS	24.00%	1	26	$10,555	$10,554.72
Baseball Head Coach, HS	15.00%	1	26	$6,597	$6,596.70
Baseball Asst. Coach VAR, HS	9.50%	1	6	$4,178	$4,177.91
Baseball Asst. Coach JV, HS	8.00%	2	6	$3,518	$7,036.48
Baseball Asst. Coach FR, HS	8.00%	1	6	$3,518	$3,518.24
Basketball Head Coach, HS	20.00%	2	26	$8,796	$17,591.20
Basketball Asst. Coach VAR, HS	15.00%	2	6	$6,597	$13,193.40
Basketball Asst. Coach JV, HS	9.50%	2	6	$4,178	$8,355.82
Basketball Asst. Coach FR, HS	9.50%	2	6	$4,178	$8,355.82
Basketball Coach, MS	9.50%	4	6	$4,178	$16,711.64
BLT Members	7.00%	23	26	$3,078	$70,804.58
Bowling Head Coach, HS	10.50%	1	6	$4,618	$4,617.69
Bowling Asst. Coach - HS	6.00%	2	6	$2,639	$5,277.36
Career Tech Student Org. Chapter Advisor, HS	8.50%	1	26	$3,738	$3,738.13
Cheerleading Head Coach, HS	15.00%	1	26	$6,597	$6,596.70
Cheerleading Asst. Coach JV, HS	12.00%	1	6	$5,277	$5,277.36
Cheerleading Asst. Coach FR, HS	8.00%	1	6	$3,518	$3,518.24
Cheerleading Advisor, MS	12.00%	1	6	$5,277	$5,277.36
Class Advisor, HS	8.00%	4	26	$3,518	$14,072.96
Color Guard/Winter Guard Director, HS	9.00%	1	18	$3,958	$3,958.02
Cross Country Coach, MS	9.50%	1	6	$4,178	$4,177.91
Cross Country Head Coach, HS	15.00%	1	26	$6,597	$6,596.70
Cross Country Asst. Coach, HS	6.00%	2	6	$2,639	$5,277.36
Culture and Climate Building Committee, HS	4.00%	5	26	$1,759	$8,795.60
Culture and Climate Building Committee, MS	4.00%	5	26	$1,759	$8,795.60
Culture and Climate Building Committee, Int	4.00%	4	26	$1,759	$7,036.48
Culture and Climate Building Committee, Elem	4.00%	9	26	$1,759	$15,832.08
Dance Coach, HS	9.50%	1	6	$4,178	$4,177.91
Digital Integration Support	6.50%	6	26	$2,859	$17,151.42
Drama Asst. Director	12.00%	1	6	$5,277	$5,277.36
Drama Director -	15.00%	1	6	$6,597	$6,596.70
Elective Area Consultants	7.00%	4	26	$3,078	$12,313.84
Esports Coach, HS	8.50%	1	6	$3,738	$3,738.13
Esports Assistant Coach, HS	8.00%	1	6	$3,518	$3,518.24
Football Head Coach, HS	20.00%	1	26	$8,796	$8,795.60
Football Coordinator, HS	15.00%	4	6	$6,597	$26,386.80
Football Assistant Coach, HS	9.50%	6	6	$4,178	$25,067.46
Football Head Coach, MS	9.50%	2	6	$4,178	$8,355.82
Football Assistant Coach, MS	8.00%	2	6	$3,518	$7,036.48
Foreign Language Club Advisor, HS	8.00%	1	26	$3,518	$3,518.24
Golf Head Coach, HS	10.50%	2	26	$4,618	$9,235.38
Golf Asst. Coach JV, HS	8.00%	2	6	$3,518	$7,036.48
Gymnastics Coach, HS	8.00%	1	6	$3,518	$3,518.24
Homecoming Advisor, HS	4.50%	1	26	$1,979	$1,979.01
LPDC Chair	9.50%	1	26	$4,178	$4,177.91
LPDC Member	8.00%	2	26	$3,518	$7,036.48
Marching Band Asst. Director, HS	9.00%	1	6	$3,958	$3,958.02
Math Counts, MS	8.00%	1	26	$3,518	$3,518.24
MTSS Leader from RTI Chair	8.50%	6	26	$3,738	$22,428.78
NHS Advisor, HS	8.50%	1	26	$3,738	$3,738.13
Pep Band Director, HS & MS	4.50%	2	6	$1,979	$3,958.02
Power of the Pen Advisor, MS	7.50%	1	26	$3,298	$3,298.35
Prom Advisor, HS	9.00%	1	26	$3,958	$3,958.02

SPRINGFIELD LOCAL SCHOOLS

SUPPLEMENTAL SCHEDULE SY 2024-2025 & SY 2025-2026 & SY 2026-2027

Effective 7/1/2024

Supplemental Position	*Percentage*	*# of Contracts*	*# of Pays*	*2024-2025, 2025-2026 2026-2027 Base of $43,978*	
Quiz Bowl, MS & HS	9.50%	2	26	$4,178	$8,355.82
Radio Station Producer	9.50%	1	26	$4,178	$4,177.91
Safety Patrol, ELEM	4.50%	4	26	$1,979	$7,916.04
School Counseling Director, HS	9.50%	1	26	$4,178	$4,177.91
Science Olympiad Advisor, HS & MS	8.50%	2	26	$3,738	$7,476.26
Science Olympiad Asst. Advisor, HS & MS	8.00%	2	26	$3,518	$7,036.48
Soccer Head Coach, HS	15.00%	2	26	$6,597	$13,193.40
Soccer Asst. Coach VAR, HS	9.50%	2	6	$4,178	$8,355.82
Soccer Asst. Coach JV, HS	9.50%	2	6	$4,178	$8,355.82
Softball Head Coach, HS	15.00%	1	26	$6,597	$6,596.70
Softball Asst. Coach VAR, HS	9.50%	1	6	$4,178	$4,177.91
Softball Asst. Coach JV, HS	8.00%	2	6	$3,518	$7,036.48
Speech and Debate Team Advisor, HS	8.00%	1	26	$3,518	$3,518.24
Stomp and Shake Team Coach, HS	9.50%	1	6	$4,178	$4,177.91
Student Government Advisor, HS & MS	8.00%	2	26	$3,518	$7,036.48
Swimming Head Coach, HS	12.00%	1	6	$5,277	$5,277.36
Swimming Asst. Coach, HS	6.00%	1	6	$2,639	$2,638.68
Tennis Head Coach, HS	12.00%	2	6	$5,277	$10,554.72
Tennis Asst. Coach, HS	6.00%	2	6	$2,639	$5,277.36
Theater Manager, HS	9.50%	1	26	$4,178	$4,177.91
Track & Field Head Coach, HS	15.00%	1	26	$6,597	$6,596.70
Track & Field Asst. Coach, HS	9.50%	4	6	$4,178	$16,711.64
Track & Field Position Coach, HS	4.50%	2	6	$1,979	$3,958.02
Track & Field Coach, MS	8.00%	3	6	$3,518	$10,554.72
Volleyball Head Coach, HS (Girls)	15.00%	1	26	$6,597	$6,596.70
Volleyball Asst. Coach VAR, HS (Girls)	9.50%	1	6	$4,178	$4,177.91
Volleyball Asst. Coach JV, HS	9.50%	1	6	$4,178	$4,177.91
Volleyball Asst. Coach FR, HS	9.50%	1	6	$4,178	$4,177.91
Volleyball Head Coach, HS (Boys)	12.00%	1	26	$5,277	$5,277.36
Volleyball Asst. Coach, HS (Boys)	8.00%	1	6	$3,518	$3,518.24
Volleyball Coach, MS	9.50%	2	6	$4,178	$8,355.82
Weight Room Monitor, HS (1 per season)	4.50%	4	6	$1,620	$6,480.00
Winter Guard Director, MS	6.00%	1	12	$2,639	$2,638.68
Wrestling Head Coach, HS	15.00%	1	26	$6,597	$6,596.70
Wrestling Asst. Coach, HS	9.50%	4	6	$4,178	$16,711.64
Wrestling Coach, MS	9.50%	2	6	$4,178	$8,355.82
Yearbook Advisor, HS	8.00%	1	26	$3,518	$3,518.24
Yearbook Advisor, MS	6.50%	1	26	$2,859	$2,858.57
					$758,943.58
Each sub-varsity team must have a full regular season schedule for the supplemental position to be filled.					

*Current employees will be grandfathered at a higher rate of pay.

***Any supplemental contract can only split equally between two people
****Any supplemental contract that is split between two people they are both expected to do 1/2 the work of said position.

Supplemental Pay Schedule

Fall Pays for those with 6 pays	Winter Pays for those with 6 pays	Spring Pays for those with 6 pays
SY 2026-2027	**SY 2026-2027**	**SY 2026-2027**
8/28, 9/11, 9/25, 10/09, 10/23, 11/6	12/4, 12/18, 1/1, 1/15, 1/29, 2/12	3/12, 3/26, 4/09, 4/23, 5/7, 5/21