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AGREEMENT BETWEEN

THE BOARD

OF THE MAUMEE CITY SCHOOL DISTRICT

AND

THE MAUMEE EDUCATION ASSOCIATION

JULY 1, 2026

TO

JUNE 30, 2029

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

This Agreement is effective as of 12:01 A.M. this first day of July 1, 2026, between the Board of the Maumee City School District (hereinafter referred to as the "Board") and the Maumee Education Association (hereinafter referred to as the "Association") as follows:

Three-year contract beginning July 1, 2026 and ending June 30, 2029.

ARTICLE I
RECOGNITION

1.01 a. The Maumee Board recognizes the Maumee Education Association (in affiliation with the Ohio Education Association/National Education Association) as the sole and exclusive bargaining agent, for the purpose as defined in Chapter 4117 ORC (Ohio Revised Code), for all Certificated Licensed Staff Members (herein referred to as CLSMs) who are non-supervisory personnel and who are employed by the District in both full and part-time (but not substitute) capacities including, but not limited to: classroom CLSMs, K-12 counselors/attendance-discipline coordinators, psychologists, speech-language pathologists, librarians, school social workers, coordinators, department heads, certificated/licensed tutors, occupational therapists, physical therapists, and teacher/staff development persons. The Association recognizes that the Superintendent, Assistant Superintendent, Director and Assistant Director of Teaching and Learning, Administrative Assistant, Principals, and other Administrative personnel as defined by Chapter 4117 ORC, as well as vocational units funded by the local Joint Vocational School District (JVSD)(Penta Career Center, i.e.: Marketing Education, Career Based Intervention (CBI), etc.) are excluded from the bargaining unit.

Further, all positions within the bargaining unit as of the 2000-2001 school year shall remain within the bargaining unit throughout the life of this Agreement; however, the numbers of these positions may be changed.

b. When a new position is created, the Superintendent shall meet and discuss with the Association this position and its possible inclusion in the bargaining unit. Should any disagreement arise between the Board and the Association regarding the placement of the newly created position(s) in or out of the bargaining unit, the issue shall be submitted to the State Employment Relations Board (SERB) for unappealable unit determination (4117.06 ORC).

1.02 Representation elections shall be conducted under rules promulgated by SERB Administrative Rule 4117-5.

1.03 The Association shall provide the Board the following information by June 1 of each year:

1) The name and mailing address of the Association.

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

3) The name, title, and home mailing address of each officer in the Association.

4) All documents required to be filed with the State Employment Relations Board pursuant to ORC 4117.19 (A), (B) and (G).

1.04 The Board shall not reduce in force bargaining unit CLSMs as a direct result of subcontracting.

ARTICLE II

MEMBERSHIP

2.01 AGENCY SHOP AND DUES

a. Membership in the Association shall be voluntary. Such membership by any CLSM may be maintained consistent with the terms and conditions prescribed for such membership. It is further agreed that there shall be no discrimination regarding such Association membership.

b. In recognition of the Association's services to the bargaining unit and the Association's role in helping develop a more harmonious and stable labor relationship between the bargaining unit employees and the Board, CLSMs may choose to become a member of the Association within thirty (30) days from the first paid day of employment with the Maumee City Schools.

c. The Board shall deduct current Association dues in equal increments from the paychecks of employees within the bargaining unit as set forth in the Article I recognition clause who have signed the proper authorization cards authorizing such deductions from the paychecks of the employee. Such deductions shall be made from each paycheck each month for which current dues (each payable in advance) are due to the Association.

d. The Board shall remit dues to the Treasurer of the Association deducted from the paychecks of the employees covered herein before the fifteenth (15th) day of each month. The Board shall provide, at reasonable intervals upon request by the Association, a list of those members on payroll deductions.

e. Nonpayment of dues may be pursued by the Association at its option through collection or other remedies permissible under Ohio law. The Board will deduct any arrears in unpaid Association dues owed to the Association if and only if the Board has made an error in failing to deduct such dues during a former payroll period, or if the Board receives a court order requiring the same.

f. Payment of dues shall not be a condition of continued employment.

g. The Association shall indemnify and hold the Board harmless against any liability that may arise out of, or by reason of, any action taken by the Board for the purpose of complying with the provisions of this Agency Shop provision. In the event that the Board is held to be responsible for the repayment of monies paid to the Association pursuant to this Agency Shop provision, the Association shall reimburse to the Board, or designated employee, the amount of monies actually received by the Association from the Board and/or the designated employees involved.

h. If any portion of this Agency Shop provision is rendered invalid under Federal or Ohio law, said provision shall be modified to comply with the requirements of said Federal or Ohio law.

i. An administrator who previously was a Maumee Education Association member, and chooses to become a member of the Maumee Education Association again will adhere to the following criteria:

   a) The administrator must have continuous work in Maumee City Schools.

   b) He/she will receive the years of service they had before they became an administrator.

   c) Their placement on the Maumee Education Association seniority list will be their hire date minus the time period they were on leave from the Maumee Education Association, which began when the person became an administrator.

      For example, if the original hire date is 2000, the CLSM leaves the classroom after 12 years of teaching, and is an administrator for 4 years, then the new hire date is 2004 and the years of service is 12.

   d) The administrator shall not cause a RIF in the year in which they are hired back into the district as a member.

j. The provisions listed above apply to all CLSMs of the bargaining unit.

2.02 PAYROLL DEDUCTIONS

a. CLSMs shall be permitted to utilize payroll deductions for Association dues. Such deductions shall be prorated over eighteen (18) pays beginning with the last paycheck of September. CLSMs choosing to use payroll deductions must authorize deduction in writing to the Treasurer of the Board through the Association.

b. CLSMs using payroll deduction of dues further authorize the continuous deduction of said dues from year to year thereafter in the amounts to be certified by the Association. Said deductions shall continue without further authorization from the CLSM until his/her employment is terminated or until he/she submits written notice to the Treasurer of the Board to discontinue or modify the deductions. Such notice will be forwarded by the Board Treasurer to the Association Treasurer. Once withdrawn, dues deductions cannot be reinstated until the following enrollment period September 1 through September 30.

c. The Board shall not be responsible in any way for the collection of unpaid or delinquent dues.

d. Upon the CLSMs notification to the Board of his/her intent to terminate employment, it shall be the responsibility of the Association to notify all pertinent agencies.

ARTICLE III
NEGOTIATIONS PROCEDURE

3.01 Either the Association or the Board may initiate negotiations by letter of submission forwarded by the Association to the Superintendent or by the Superintendent to the President of the Association. In the absence of the Superintendent, requests shall be submitted directly to the Board. The letter of submission must be forwarded to the other party by March 15 of the year in which this Agreement expires.

3.02 a. The parties shall hold their first negotiation session by April 1, unless a mutually satisfactory earlier or later date is agreed upon. At the initial session, the parties will exchange their complete proposals. Each proposal shall fully set forth that to which agreement is sought. Submission of topical listings will not be permitted. After the initial session, new proposals may not be submitted, except by mutual agreement.

b. A minimum of two bargaining sessions will occur during the workday. All participants are to be released from normal duties to attend these sessions. Any further sessions must be mutually agreed upon.

3.03 Each negotiating team may consist of no more than five (5) persons, one of whom may be a consultant. Either party may use a consultant as spokesperson for its team; no substitutes will be permitted without the consent of the other party.

3.04 Prior to the completion of each negotiation session, a mutually agreeable time, place, and date shall be set for the next negotiation session.

3.05 When the parties reach tentative agreement, the Agreement shall be presented to the Association for its approval. Upon ratification by the Association, the Agreement will be presented to the Board for adoption.

3.06 Unless otherwise mutually agreed by the parties, all costs and expenses, including payment of consultants, shall be borne by the party incurring the cost or expense.

3.07 Alternate Impasse Procedures

Pursuant to Section 4117.14 (C l, f) and 4117.14 (E) of the Ohio Revised Code, the parties have established the following mutually agreed-upon dispute resolution procedures. The parties further agree that all other sections of ORC 4117 and 4117.14 not specifically referred to in these procedures will apply.

The parties mutually agree that if progress toward an agreement is not being made, the Federal Mediation and Conciliation Service (FMCS) will be contacted to provide mediation service, but such contact will be made no earlier than the second Monday in April. Both the Board and the Association will make every reasonable effort to encourage mediation to begin on or immediately after the last Monday in April.

During the period before the FMCS personnel are available to work with the parties, the parties shall continue to negotiate.

If an agreement is not reached by the second Monday in May through the mediation process described in 3.07, either the Board or the Association may request that a fact-finding panel be created. The panel will be formed within seven (7) days following such a request, unless there is a mutual agreement to extend the deadline.

The selection of fact-finding panel members shall be as follows:

a. The Board shall select one member.

b. The Association shall select one member.

c. These two members will select a third member who will serve as chairperson. Should they fail to agree, the third party shall be obtained through the American Arbitration Association according to its voluntary rules and regulations.

d. This panel will have the authority to call witnesses, hold hearings, and confer with any parties deemed advisable to effect a recommendation to the Board and to the Association.

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

f. The panel shall confer with both parties and shall submit a written report of its recommendations to the Board and the Association within fourteen (14) days after the chairperson is selected unless the Board and the Association agree to a later date. The fact-finding panel may make recommendations for settlement of issues at any time during this fourteen (14) day period. The Board and the Association shall accept or reject the recommendation within seven (7) days after receipt of the panel's report. The recommendation of the fact-finding panel is not binding on the Board or the Association.

g. Each party will pay the expenses of its own representative on the fact-finding panel. The expenses of the chairperson will be shared equally by the Board and the Association.

3.08 All provisions of this Agreement are deemed bargained after April 1, 1984.

ARTICLE IV
NONDISCRIMINATION

4.01 It is a condition of this Agreement, as agreed by both parties, to provide equal opportunity to all employees and to prohibit any discrimination because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, or other status protected by applicable law.

Nothing in this contract shall provide, however, any additional rights, privileges, recourse or remedy other than those already provided by State and Federal laws. Grievances alleging breach of this provision shall be processed only through Level 3 of the grievance procedure and shall not be submitted to arbitration.

ARTICLE V
GRIEVANCE PROCEDURE

5.01 TIME LIMITS

a. The number of workdays indicated at each level shall be the maximum. Workdays as used in this article will be defined as days when school is regularly in session. The last day for filing grievances alleged to have occurred in a school year is thirty (30) calendar days after the last student day of that school year. Every effort shall be made to expedite the process.

b. A grievance shall be filed with the Principal or appropriate supervisor within fifteen (15) workdays after the grievant knew, or reasonably should have known, of the occurrence giving rise to the grievance. The grievance shall state all contract sections claimed to be violated.

c. The time limits may be extended by written mutual agreement of the parties.

d. If a decision on a grievance is not appealed within the time limits specified at any level of the procedure, the grievance will be deemed settled on the basis of the disposition at that level and further appeal shall be barred.

e. Failure at any level of these procedures to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next level.

f. All notices of hearings and dispositions of grievances shall be delivered with signed receipt mandatory and date of receipt recorded thereon.

g. If a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, all parties shall use their best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

h. The Association shall have the right to attend all meetings and to be informed of all meetings. A written conditional waiver of the provisions of (h) may be entered into by the grievant.

i. It shall be the Association's exclusive right to issue grievance forms and to process a grievance to arbitration.

5.02 PROCEDURE

Level 1: If a member of the Association believes there is cause for a grievance he/she may submit a completed Grievance Form to the supervisor having authority to settle the grievance. Within three (3) workdays of receipt of the Grievance Form, the supervisor shall meet with the grievant. The grievant may request an Association Building Representative or a member of the Association

Grievance Committee to be present. The supervisor shall provide the grievant and the President of the Association with a hand delivered written disposition of the grievance within three (3) workdays after the meeting. If both parties are in agreement, they can forego a level 1 grievance and move immediately to level 2.

Level 2: If the grievance is not resolved at Level 1, the Superintendent, or designated administrator with the authority to settle the grievance, shall arrange for and preside at a hearing of not more than one day's duration to take place within ten (10) workdays after receipt of the Grievance Form. If both the Superintendent or designated administrator are out of the school district when the Grievance Form is received in the Administration Building, the hearing shall take place as soon as possible, but not later than five (5) workdays after the return to the district of either person. The Superintendent or designated administrator shall hand deliver notice of the hearing to the President of the Association who, together with the grievant, shall determine those individuals to be present in order to present the facts pertinent to the grievance. The Superintendent, or designated administrator, may also arrange for individuals to be present for the same purpose. Within five (5) workdays after the hearing, the Superintendent or designated administrator will present a hand delivered written disposition to the grievant and the President of the Association.

Level 3. If the grievant is not satisfied with the disposition of the grievance at Level 2, the grievant shall, within ten (10) workdays of such disposition, complete the Grievance Form and submit the same to the Board. The grievant shall also submit with the Grievance Form documents, written statements, and other items which will enable the Board to make a disposition of the grievance. The Association shall have the opportunity to present the grievance to the Board and determine the individuals to be present at a hearing in order to present the facts pertinent to the grievance. The Board shall make a written, hand delivered disposition which shall be within thirty (30) workdays of the Board's receipt of the said statement/items.

Level 4. If the grievant is not satisfied with the disposition of the grievance at Level 3, the President of the Association shall, within ten (10) workdays complete the Grievance Form requesting arbitration. Within five (5) workdays following receipt of the grievant's request for arbitration, the Superintendent or designated representative and the grievant or his/her designated representative shall meet to select an arbitrator. If the parties cannot agree on the selection of an arbitrator, they shall mutually petition the American Arbitration Association (AAA) to provide both parties with a list of seven (7) names from which an arbitrator will be selected by the alternative strike method and notified in accordance with the rules of the AAA. A second list of seven (7) names may be requested by either party. A toss of a coin shall determine who strikes first.

Once an arbitrator has been selected, he/she shall conduct a hearing on the grievance in accordance with the rules and regulations of the AAA.

The arbitrator shall hold the necessary hearing promptly and issue the decision

within such time as may be agreed upon. The decision shall be in writing and a copy sent to all parties present at the hearing. The decision of the arbitrator shall be binding on the Board, the Association, and the grievant.

The arbitrator shall not have the authority to add to, subtract from, modify, change, or alter any of the provisions of the Agreement nor add to, subtract from, or modify the language herein in arriving at a decision concerning any issue presented that is properly within the limitations expressed herein. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to decide any other issue(s) not submitted to him/her or to submit observations or declarations of opinion which are not directly essential in reaching a decision.

The arbitrator shall in no way interfere with management prerogatives involving the Board's discretion, nor limit or interfere in any way with the powers, duties, and responsibilities of the Board under its policies, applicable law, and rules and regulations having the force and effect of law.

The costs of arbitration shall be shared equally by the parties.

5.03 MISCELLANEOUS

a. Hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend, but not during the school day, unless the parties otherwise agree.

b. The Association shall have the right to attend all meetings and to be informed of all meetings. A written conditional waiver of the provisions of 5.01 (h) may be entered into by the grievant. No CLSM shall be represented by any organization other than the Association in any grievance.

c. No CLSM shall be denied the right to legal advice and/or representation by counsel at any of the formal levels listed above. A grievance may be withdrawn at any level without reprisal. Copies of all written decisions of grievances shall be sent to all parties involved, including the President of the Association. Copies of all documents, communications, or records dealing with a grievance shall be furnished to all parties to a grievance. Forms for filing and processing grievances shall be designated by the Superintendent and the President of the Association and shall be given appropriate distribution so as to facilitate the operation of the grievance procedure.

d. Nothing contained in this procedure shall be construed as limiting the individual right of an employee having a complaint or problem to discuss the matter informally with members of the administration through normal channels of communication.

e. There shall be no reprisal of any kind against any party participating in the grievance procedure.

f. It shall be the Association's exclusive right to issue Grievance Forms and to process a grievance to arbitration.

g. The Association has the right to file a class action grievance in the case of an alleged contract violation that affects three (3) or more members of the bargaining unit. Such class action grievances shall be initiated at Level 2 (see 5.02) and all procedures and timelines specified in Levels 2, 3, and 4 shall be observed.

ARTICLE VI
Salary and Compensation

6.01a. SALARY SCHEDULE (APPENDIX A)

1) The salary schedule shall reflect the following base rates of pay:

Effective July 1, 2026 (2.75%)	$48,044
Effective July 1, 2027 (2.5%)	$49,245
Effective July 1, 2028 (2.00%)	$50,230

2) Keep current ratio (21%) for the Supplemental Contracts for the duration of the Agreement.

3) Each CLSM will be eligible for a one time $2000 stipend when reaching 30 years of service as defined on the salary schedule beginning July 1, 2023. Any CLSM having already reached these years of service prior to July 1, 2023 will receive such stipend retroactively. Payment will be made the 2nd pay of July.

6.01b. SALARY SCHEDULE COLUMN ADVANCEMENT

CLSMs must have an approved Individual Professional Development Plan (IPDP), per the Local Professional Development Committee (LPDC), in order to advance to columns beyond the Bachelor's degree.

6.02 SUPPLEMENTAL CONTRACTS

a. All qualified CLSMs, regardless of building assignment, may be eligible for any supplemental contract provided that appointment to such assignment does not conflict with the individual's regular teaching/supervisory assignment or with the hours of the Board established teaching day in the Maumee City School District. Exceptions to this section must be approved by the Superintendent.

b. All CLSMs interested in supplemental contracts shall notify the appropriate Building Principal or Activity Director of their interest by applying during the internal posting window or via the designated digital online tool (if the district prefers this method) for Fall Athletics by November 15, Winter Athletics by March 20, Spring Athletics by June 15 and year-long supplementals by April 1.

c. The names of all CLSMs recommended by the Superintendent for positions on the Supplemental Contract Schedule (Appendix B) shall be submitted to the Board for approval. All such assignments shall receive compensation as listed in the Supplemental Contract Schedule (Appendix B). A CLSM may accept one (1), two (2), or three (3) assignments. Except where no other arrangements can be

made, no CLSM shall be assigned to more than three (3) supplemental contracts.

d. When a paid supplemental contract is assigned, a supplemental contract between the Board and the CLSM will be issued at that time. All supplemental contracts will be for one (1) year except as otherwise approved by the Board. All contracts for supplemental positions will be accompanied with a written job description.

e. All supplemental contracts shall automatically expire at the end of their term without further action or notice by the Board, notwithstanding Ohio Revised Code 3319.11.

   Any individual who will not be rehired under a supplemental contract will be notified by the Superintendent by April 30 of each year, except in the case of advisors/coaches of supplemental contract activities who would be involved in the bulk of their responsibilities at said date. An individual involved in such activity who will not be rehired for the next school year shall be notified by the Superintendent within fourteen (14) calendar days of the completion of the last contest, activity, or responsibility.

f. Evaluations and performance of contracted supplemental positions shall not adversely affect the CLSMs regular teaching/supervisory assignment.

g. Employees who are on leave or otherwise are unable to perform their duties under a supplemental contract shall not receive any compensation under the supplemental contract. When an employee becomes unable to perform the supplemental duties during the term of a supplemental contract, compensation under the contract will be prorated. A substitute will be secured (if possible) and will receive the remaining prorated compensation.

h. If, for any reason, a CLSM who holds a supplemental in the next school year leaves the employment of the Maumee City Schools, any awarded supplemental(s) is vacated and the supplemental(s) is re-posted. The former CLSM can apply for the re-posted supplemental(s) and will be treated as a potential lay coach with no protections provided a CLSM under 6.02.

i. No lay person shall be employed on a supplemental contract if a CLSM meets minimum requirements and has no formal written evaluation and/or letter of reprimand from the Superintendent or Building Administrator indicating a past problem in any supplemental position previously held. If said documentation does exist, the Superintendent or designee has the authority to determine that the employee is not qualified for the supplemental position. The Superintendent or designee's decision is not grievable.

6.03 DEPARTMENT / TEAM / TEACHER LEADERS

a. CLSMs who desire to serve as leaders may apply for the position as a supplemental on an annual basis. These positions will be subject to annual review via Appendix E. These reviews will be completed prior to March 31st. CLSMs that serve as leaders will be subject to a term limit of two (2) consecutive years unless no other CLSM applies for the position.

b. At each school with grades kindergarten through third, there shall be one (1) leader for every grade level. At the fourth and fifth grade school, there shall be two (2) leaders for every grade level. CLSMs assigned to Intervention Specialist and Reading Specialist positions will be assigned to a team and be considered for these positions.

c. At the middle school, there shall be one (1) leader for each academic team. In addition, there shall be one (1) leader for the Intervention Specialist Department, Related Arts Department, Language Arts Department, Mathematics Department, Social Studies Department, and Science Department.

d. At the high school, there shall be a leader for each department consisting of at least three (3) members. Department leaders must be chosen from the department in which they teach.

e. There shall be one (1) Music 6-12, and one (1) K-5 Related Arts (STEAM, Art, Music, PE) leader to represent their department district wide.

6.04 AUTHORIZED CLUBS

Authorized clubs shall be recommended by the Supplemental Contract Committee. All authorized clubs shall have at least fourteen (14) meetings per year plus one (1) major project and/or activity as determined by the advisor; all club meetings shall be attended by and supervised by the club advisor unless a request to the contrary has been submitted and approved, in advance, by the advisor's immediate supervisor. No club with less than ten (10) student members will be authorized without the express approval of the Board, and no club with less than fifty (50) members shall have an assistant advisor. Two reports of the yearly meetings and projects will be submitted to the appropriate Supervisor/Building Principal. The due dates for these reports will be determined by the appropriate Supervisor/Building Principal.

6.05 SUPPLEMENTAL CONTRACT COMMISSION

a. The Supplemental Contract Commission shall be made up of two (2) elementary CLSMs, two (2) middle school CLSMs, two (2) high school CLSMs, and four (4) administrators one (1) of whom shall be the High School Athletic/Activities Director). The administrative members of this commission shall be appointed by the Superintendent, and the CLSMs shall be selected by the Association. Commission members will be selected prior to October 1 of each school year. A chairperson shall be elected by majority vote of the members of the commission, and shall serve a term of one (1) school year. There shall be a term limitation of one (1) school year for any chairperson of said commission.

b. There shall be a meeting of said commission providing there has been at least one (1) appeal presented, in writing, no later than fifteen (15) days before Winter Break or fifteen (15) days prior to the end of the school year, whichever is closer. Said meetings shall be communicated to the membership via email by the commission chairperson at least seven (7) days prior to the meeting. Each individual or activity submitting an appeal will be invited to attend the meeting at which the appeal is to be heard, and given the chance to make a presentation. The chairperson shall assign a member of the commission to be responsible for taking minutes and communicating them to the membership via email within seven (7) days after each commission meeting that is held.

c. This commission will remain in existence through the life of this Agreement to consider any requests presented for positions to be added to or deleted from the Supplemental Contract Schedule. The commission will also consider issues related to compensation. There shall be a limit of one (1) appeal per school year regarding any position.

d. The chairperson of said commission shall present the recommendations of the Commission to the Superintendent within ten (10) days after each Commission meeting. The Superintendent shall respond, in writing, to the chairperson within ten (10) days after the chairperson makes his/her report. If four (4) or more members of the Supplemental Contract Commission are dissatisfied with the Superintendent's response, the commission chairperson shall then present the matter to the appropriate committee of the Board.

e. Any deletions or monetary modifications in the Supplemental Contract Schedule shall be submitted to the respective parties to this Agreement for ratification, even if during the term of this Agreement.

f. When the Board agrees to participate in a sport which is a Northern Buckeye Conference sanctioned sport, the coach(es) for said sport will be hired and compensated by the Board. The salary for any new supplemental contract position created by the Board shall be recommended by the Supplemental Contract Commission.

6.06 SPECIAL RATES OF PAY

a. Home instruction, planning period substitution, summer school, detentions beyond contractual hours, and any other teaching assignments beyond the CLSMs regular class schedule [except for situations provided for in 6.06b will be compensated at the hourly rate of 0.13% of the base rate of pay. Summer school teachers who have more than thirty-five (35) students in a class will be paid an additional ten percent (10%).

b. A CLSM teaching at Maumee High School who voluntarily agrees to an administrative request to teach an extra assignment beyond the normal class load for one, two, or three trimesters shall be compensated at the rate of 0.3% of the base rate of pay per day of such assignment. A CLSM teaching at Gateway Middle School who voluntarily agrees to an administrative request to teach an extra assignment beyond the normal class load shall be compensated at the rate of 0.2% of the base rate of pay per day of such assignment.

   There shall be no reduction in force (RIF) associated with paying CLSMs to teach extra assignments according to this Section.

c. CLSMs designated to participate in curriculum design and textbook selection beyond the normal requirements of their regular duties shall receive additional compensation at the hourly rate set forth in 6.06a above or may be granted released time in lieu thereof. This sentence above shall not be construed to relieve CLSMs of all curriculum and textbook selection studies as part of their regular duties, but will provide for those situations where service is required beyond CLSMs' normal workday as defined in Section 10.07.

d. State-Mandated Test Grades K-5

   If the state requires the whole class to be tested with a State-approved State-Mandated Test, teachers will be compensated per 6.06a for scoring tests outside the workday a maximum of ten (10) minutes per subject test per student, not to exceed 750 minutes total. The form to be completed to receive this compensation is found in the Appendix D of this Agreement.

e. Teachers who instruct College Credit Plus (CCP) courses shall receive compensation in the amount of five hundred dollars ($500) per CCP course taught, up to one thousand dollars ($1,000) per CLSM per school year. Such stipend shall be paid in the second (2nd) pay in June.

6.07 EXTENDED TIME

When assigned for extended service and in consideration of the duty to be performed, the Board agrees to pay a CLSM an amount based on his/her placement on the appropriate Salary Schedule at a per diem rate. For employees hired to perform extended time positions, for the first time, after December 31, 1995, extended time schedules will be solely determined by the Superintendent or designee. Employees may not use personal leave days when working extended time days. For employees hired for extended time positions prior to December 31, 1995, during the life of this Agreement, the Board shall not reduce the extended time of any individual approved for such time for the 1995-96 school year from the level for which he/she was being compensated in that school year.

The Association President shall be informed, in writing, of any increases in extended time for persons receiving it in 1995-96 and/or of any additional persons approved by the Board to receive extended time.

6.08 TUITION REIMBURSEMENT

Non-administrative CLSMs who pursue graduate college credit beyond a master's degree plus forty (40) semester hours will be reimbursed the tuition and required educational fees of such college course work according to the following guidelines. To qualify for tuition reimbursement, eligible staff members must have an approved Individual Professional Development Plan (IPDP) per the Local Professional Development Committee (LPDC). The district reserves the right to offer reimbursement of tuition for graduate coursework of CLSMs with less than a master's degree plus forty (40) semester hours when it is mutually agreed upon by the CLSM and the board for the CLSM to take course work in a desired certification/licensure area. Such a request may be initiated by either party.

1. The course work must be directly related to the staff member's full-time professional responsibility.

2. The course work must be approved in advance by the Superintendent or designee.

3. The CLSM must provide an official transcript to the Superintendent.

4. Calendar date of the official transcript determines the calendar year of payment.

Such tuition and required educational fees reimbursement shall be limited to a maximum of eight (8) semester hours or twelve (12) quarter hours per calendar year. This reimbursement will follow the guidelines in 7.03.

6.09 MILEAGE

CLSMs who are required to use their personal automobiles for Board business shall

be compensated at the current Internal Revenue Service (IRS) rate per mile.

6.10 CERTIFICATED/LICENSED TUTORS

a. Certificated/licensed tutors employed by the Maumee City Schools shall be compensated for hours worked during the first year of employment based on a proportionate amount of the salary specified in the negotiated Salary Schedule, per their training and experience. Thereafter, movement on the Salary Schedule shall be governed by Section 6.01a of this Agreement, up to a maximum of a BA+18 and five (5) years of experience.

b. Tutors who are scheduled to work at least fifty-five percent (55%) or more of the teacher's regular workday as defined in this Agreement for at least 120 days or more per year shall be guaranteed all rights and benefits contained within this Agreement. Tutors who work less than fifty-five percent (55%) of the teacher's regular workday shall receive only those benefits specified in Section 11.05 of this Agreement.

c. English Language Learner (ELL) tutors' hourly rate as defined in 6.10a is set based on placement on the Salary Schedule (Appendix A).

   The maximum paid planning time for the ESL tutor will not exceed the weekly planning time for a full-time high school staff member per 10.07b of the negotiated agreement.

d. Tutors who work at least one (1) hour per day for 120 days or more each year shall be eligible to be recommended for Continuing Contract under the same provisions as are other CLSMs, but will have bumping rights under Article XII (Personnel) applicable only to other tutoring positions at the same percentage or less.

e. All CSLMs and tutors who are presently employed at less than full-time and have a continuing contract will be granted the next available full-time position in an area for which they have the appropriate certification and meet the minimum posted requirements.

f. When a part-time CLSM having a continuing contract is in a position that is eliminated, that CLSM will be offered a full-time vacant position for which he/she is certified. Refusal of that position will terminate employment for the following school year.

g. Tutors who are not offered contracts for the following school year shall be considered subjected to a reduction in force (RIF), unless non-renewed for cause, and if subjected to a reduction in force (RIF) shall be subject to the provisions of Article XII (Personnel) and 6.10e.

6.11 OUTDOOR EDUCATION

a. When an Outdoor Education Program is held, extra compensation shall be

given to CLSMs who participate in the program in the amount of one hundred fifty dollars ($150.00) per night for each night spent at camp, not to exceed a total of six hundred dollars ($600.00) per CLSM, per Outdoor Education session. This compensation will be paid by the Board in one sum to be included in a paycheck issued within thirty (30) days after the completion date of the Outdoor Education program in which the CLSM participated.

b. The high school CLSM responsible for recruiting, screening, and assigning student counselors for the Outdoor Education Program will receive a stipend of one hundred fifty dollars ($150) each year he/she carries out these responsibilities. This stipend will be included in a paycheck issued within thirty (30) days of the completion of the Outdoor Education Program.

6.12 PLANNING PERIOD SUBSTITUTION

a. Assignment of a CLSM during his/her planning period to substitute for an absent colleague shall ordinarily be on a voluntary basis; however, a CLSM may be required to substitute during his/her planning period when the Administration determines an emergency situation exists which necessitates such assignment.

b. The hourly rate in Section 6.06a will be paid to any CLSM in grades K-12 who is requested by a building administrator to be responsible for additional classroom supervision in lieu of the hiring of a substitute. This includes but is not limited to:

1) placing a class in a study hall, commons or library;

2) “doubling up" on classes;

3) substituting during one's conference and planning period; and

4) supervising elementary noon recess when a non-CLSM is unavailable.

The building administrator shall be responsible for the confirming of said substitutes in all cases.

6.13 SEVERANCE PAY

a. The Board authorizes severance pay for all CLSMs eligible under either of the following two conditions (1) or (2) below:

   1) An eligible CLSM is a CLSM who has a minimum of ten (10) years of service in the Maumee City School District, the State or any Ohio political subdivision, has left employment with the Maumee School District, and has immediately thereupon been accepted and approved for retirement benefits from the State Teachers Retirement System (STRS), or who has died while in employment with the Maumee City School District, in which case the payment authorized shall be made to the estate of the deceased. An eligible CLSM shall receive his/her payment within thirty (30) days following receipt of his/her first check from the State Teachers Retirement System (STRS) or at a mutually agreed upon later date within one (1) year of eligibility.

   2) Or an eligible CLSM is one who has a minimum of fifteen (15) years service in the Maumee City School District, and who has submitted a written, notarized statement expressing his/her intent to permanently discontinue active service with any agency of state government. An eligible CLSM shall receive his/her payment within thirty (30) days of request or at a mutually agreed upon later date within one (1) year of eligibility. In case of death after meeting this condition of eligibility, severance payment will be made to the estate of the deceased.

b. During the life of this Agreement, the Board shall provide severance pay to eligible CLSMs in an amount equal to twenty-seven percent (27%) of each member's accumulated sick leave.

c. The daily rate of pay will be the eligible CLSMs per diem pay in effect at the time of retirement or death, calculated on the annual base salary plus longevity. Three (3) additional days of severance pay will be granted to any CLSM who submits his/her retirement letter prior to January 1.

d. No CLSM shall collect severance pay more than once. Receipt of severance pay under this provision shall eliminate all accumulated sick leave credit.

e. The Board and the Association agree to provide an Accumulated Leave Plan for retiring employees. This plan is not an option but, per the rules of the plan, will serve the Association members who retire and are 55 years of age or over.

   Prior to the May Board meeting, the Board and the Association will annually review participation in the Accumulated Leave Plan.

6.14 PROFESSIONAL DEVELOPMENT STIPENDS

a. A stipend will be paid to each CLSM, who participate in at least fifteen (15) clock hours of professional development activities related to the individual's approved individual professional development plan (IPDP) proposal per the LPDC, or the District's Strategic Initiatives. Up to thirty (30) clock hours may be completed. Payment will be made per the following schedule: fifteen (15) hours $500, twenty one (21) hours $700, and thirty (30) hours $1,000. These professional development activities must:

   1) occur between June 1 through May 31, and outside of the CLSM work day,

   2) be related to the individual's professional responsibilities with the Maumee City Schools,

   3) be approved through submission of the appropriate request form,

   4) be approved if it is not denied within 30 days of submission,

   5) be activities for which no reimbursement is made to the participant nor any expenses incurred by the Board as a result of the individual's participation in the activity,

   6) only include course work and Continuing Education Units (CEUs) if they are not used to advance on the Salary Schedule (Appendix A), and

   Such stipend shall be paid in the second (2nd) pay in June.

6.15 MENTORSHIP

Per Ohio Administrative Code (OAC) 3301-24-04, a mentor will be provided to teachers required by law to have a mentor. Teachers must be certified in accordance with State requirements to serve as mentors. The teacher will receive the equivalent of three (3) release days per year to fulfill the duties of the mentorship program established by the district, which includes participation in all Resident Educator Consortium sessions held by the Educational Service Center. The provision continues only so long as the State requires by law a mentor program for entry year teachers. The mentor will be recommended by building principal with approval of the Superintendent.

ARTICLE VII
PAYROLL PROCEDURES

7.01 PAY PERIODS

a. Salaries will be paid on the fifteenth (15th) and thirtieth (30th) of each month. If a pay date occurs on a weekend or holiday, salaries will be paid the previous business day.

b. The Board will pay first time CLSM employees of the district their salary in 25 pay periods instead of the 24 pays of returning employees. After their initial year these CLSMs will be receiving their pay in 24 pays. This is the second pay in August.

c. Paycheck Direct Deposit

All CLSMs will be paid by direct deposit into a checking or savings account at a financial system that is part of the Federal Reserve System.

Funds will be credited to the individual participating employee's account on each of the paydays. Once funds have been transferred to the receiving bank(s), the bank(s) become responsible for deposits into the employee's account. Participants in direct deposit will receive only an electronic (e-mail) Notification of Direct Deposit each pay date with the same information as regular paychecks.

d. Credit Union / Tax Sheltered Annuities

1) Credit Union

Payroll deductions for credit unions will be permitted only for the Educational Community Alliance Credit Union.

2) Tax Sheltered Annuities

The Treasurer's Office will continue to provide payroll deductions for tax-sheltered annuities for the companies on file only so long as the current participants are employees of the Maumee City Schools.

Any changes to annuities shall be in accordance with Internal Revenue Service (IRS) regulations.

e. Additional Payroll Deductions

During the life of this Agreement, no new voluntary payroll deductions will be implemented except those related to participation in Section 125 of the Internal Revenue Code.

All deposits into tax sheltered annuities and Section 125 accounts will be made within thirty (30) days of the pay period from which the deductions were made.

7.02 SALARY NOTICE

The Board will provide an electronic salary notice to all CLSMs. (This is governed by ORC 3319.12, which currently requires an annual reporting not later than July 1.)

7.03 TIMELY REIMBURSEMENT/OTHER COMPENSATION

The Board shall reimburse personnel for monies earned (curriculum study, etc.) and spent (mileage, Board-approved professional meeting expenses, etc.) by separate check within fourteen (14) days from the date authorized documentation is received in the Treasurer's Office, and barring extenuating circumstances such as snow days, machine breakdown, etc.

7.04 STRS PICK-UP

The Board will effect a paper (pre-tax) pick-up of the STRS for all CLSMs.

ARTICLE VIII
SALARY SCHEDULE PLACEMENT

8.01 ALTERNATIVE CREDITS

a. Travel - Application for travel must be filed with the Superintendent thirty (30) days prior to the time for which the CLSM requests credit. The application is to contain an outline of the proposed trip and the values to be derived in relationship to professional assignment. The Superintendent will evaluate the proposal according to the following criteria:

   1) Professional Assignment - values directly related

   2) Purpose of travel

   3) Length of time and mode of travel

   Credit hours may be awarded as follows:

   1) Maximum of three (3) semester credit hours for any one trip.

   2) Maximum of five (5) semester credit hours within a five-year period.

   Approved hours will only be granted once a written summary is provided.

b. Articles Published in Professional and Non-Professional Journals

   Criteria for granting credit:

   1) Scope of Journal-national, state, etc.

   2) Article to be evaluated as to quality by the Superintendent and Building Principal.

   3) One (1) semester credit hour for each article - maximum of three (3) semester credit hours within a five-year period.

c. Office held in professional organization other than the Maumee Education Association, Ohio Education Association, National Education Association, or other organizations representing CLSMs- one (1) semester credit hour for each office; maximum of three (3) semester credit hours within a five-year period.

d. A CLSM to advance horizontally on this schedule must have a minimum of five (5) semester hours of additional educational training. No advancement can be made by Alternative Credit alone.

e. Credit will not be allowed toward salary adjustment in the current school year for any event, as described in 8.01 a, b, and c above, occurring or completed after the school year officially begins.

8.02 COLLEGE CREDIT

a. Credit hours will not be allowed toward salary adjustment for additional hours beyond the requirements of the degree, but taken prior to the degree date.

   Example: Degree received on June 1, 1981. Credit on schedule for training cannot be higher than level of degree even though additional hours beyond those necessary for the degree were taken prior to the degree date.

b. College credit, for purposes of advancement on the salary schedule, must be graduate hours. The institution that they are granted from must qualify as an approved institution for licensure renewal or advancement by the State Board of Education of Ohio at the time of enrollment in the course.

8.03 PLACEMENT ON SALARY SCHEDULE

After placement on the salary schedule has been determined at the time of a CLSMs employment with the Maumee City Schools, his/her movement on the salary schedule will be governed by 8.04 below.

8.04 MOVEMENT ON SALARY SCHEDULE

a. Upon the submission of an official transcript of additional training credit, adjustments shall be made for CLSMs who complete additional course-work and wish to advance on the salary schedule during the school year at the semester break. The official transcript shall be submitted to the Superintendent four (4) weeks after the end of the first semester. Payment will be one-half the yearly increment allowable, and the adjustment will be reflected in the first regular pay in March.

b. If the CLSM provides an official transcript to the Superintendent's office by September 1, the CLSM will qualify for 100% of the yearly increment allowable and receive their pay adjustment beginning with the first regular pay in September. If the official transcript is received September 2-October 1, the CLSM will qualify for 100% of the yearly increment allowable, and the adjustment will be reflected in the second regular pay in October. Delivery of these materials must be timestamped by the above dates.

c. Movement to the Master's column of the salary schedule shall occur, according to the above time schedule, based on the date of graduation or evidence on an official transcript indicating that the Master's degree has been awarded.

d. Further, any CLSM who has one hundred twenty (120) days or more of experience within one (1) school year shall be granted a one-year experience increment on the salary schedule. Additionally, any CLSM who earns 90+ days credit in each of two (2) or more school years in Maumee City Schools shall be granted a one-year experience increment on the salary schedule.

8.05 RE-EMPLOYMENT OF STRS RETIRED TEACHERS

a. The Board may, but is not obligated to, re-employ teachers who retire under STRS. If an STRS teacher is re-employed, that teacher is considered a new teacher to the district and has no previously accumulated seniority or service credit for purposes of severance. The Board may elect, in lieu of providing health insurance, to pay the additional cost of an STRS health insurance plan. Re-employed STRS retired teachers are not eligible for a continuing contract.

b. All STRS retired CLSMs who are re-employed by the Board with less than eighteen (18) hours past his/her Bachelor's degree, will be paid at Step 0, Bachelors +0. CLSMs who have eighteen (18) or more hours of credit beyond a Bachelor's Degree or a Master's Degree will be paid at Bachelor's +18. STRS retired teachers who are re-employed by the Board after the effective date of this agreement will not advance on the salary schedule (vertically or horizontally).

ARTICLE IX
LEAVE PROVISIONS

9.01 GENERAL LEAVE PROVISIONS

a. CLSMs on any approved unpaid leave may continue any and all of their group benefits for the duration of said leave providing they reimburse the Board for premium costs. Those individuals on paid leaves shall have their insurance premiums paid by the Board.

b. Should a CLSM deem it necessary to request that an approved leave of absence be adjusted or terminated prior to the expected date of termination, he/she should immediately make said request to the Superintendent. The Superintendent will make reasonable efforts to accommodate the request of the CLSM. Employees on leave will return only to vacant positions for which they are qualified. In the event that no such vacant position exists, the reduction in force (RIF) procedures of this Agreement shall apply and the Board may elect the program(s) in which the RIF is to occur.

c. A leave of absence will terminate automatically if the CLSMs contract is not renewed as a result of a reduction in force.

9.02 SICK LEAVE

a. Unused sick leave is cumulative to a maximum of 335 days.

b. CLSMs shall earn one and one quarter (1.25) sick leave days for each month of the calendar year. The sick leave days earned in a particular month shall be available for use in accordance with this Article on the first day of the month after it is earned. The Board may advance sick leave days upon written request from a CLSM, such days subsequently to be earned through future teaching service.

c. CLSMs who are new to the Maumee City Schools and who do not have a prior sick leave accumulation or have not yet been given credit for the transfer of an accumulation of sick leave from a previous employer will be advanced five (5) sick leave days at the beginning of their employment.

d. The Treasurer will provide not later than the first day of July, a digital or electronic absence report on the current district software platform for each CLSM listing all absences during the school year.

e. Additional sick leave will not be credited for overtime service. Overtime service shall be interpreted to mean extra time employed beyond the workday established in 10.07 of this Agreement.

f. Sick leave shall be paid for absence due to the following:

1) Personal illness

2) Personal injury off the job, except when injury occurs on another job for which pay is received

3) Quarantine

4) For death in the family, each CLSM is entitled to as many days' leave without loss of pay as the Superintendent may approve; this, however, shall not be less than the following:

   a) Death in the immediate family of the CLSM – five (5) days

   b) Death in the family of a close relative – three (3) days

   c) Death of a friend or associate – one (1) day

5) For illness in the immediate family. Use of sick leave to care for a sick grandchild is limited to one day per year.

6) For pregnancy, childbirth, or related medical conditions provided either that the employee is ill or that the treating physician, for medical reasons, requires in writing that the employee remain absent from work.
   NOTE: For Unpaid Child Care Leave, see 9.07.

7) For the birth of a child, a non-birthing parent may take up to two (2) weeks of sick leave. The two week period will commence on the date of the child's birth.

8) For the adoption of a child, the adoptive parent may take up to two (2) weeks of sick leave. The two week period will commence on the date the employee takes custody of the child.

g. Absences chargeable to sick leave shall be reported by the CLSM on the Maumee City Schools digital form.

h. Each CLSMs accumulated sick leave is reported on their digital pay statement.

i. A new CLSM beginning employment with the Maumee City Schools shall become eligible for all benefits of this policy upon signing a contract.

j. New CLSMs in Maumee City Schools with accumulated sick leave from another system in Ohio are to have their former employers certify to the Board their accumulated sick leave to date.

k. If the Superintendent has substantiated grounds to believe that sick leave is being abused, the Superintendent may require any CLSM requesting paid sick leave to furnish reasonable evidence or a statement from his/her attending physician certifying that absence from work was required for one of the reasons set forth in this Article. Abuse of sick leave may be grounds for suspension or termination of employment.

l. A CLSM on leave shall have the right to voluntarily monitor the progress of the students, help the substitute, meet with parents, etc… during the course of the sick leave, but such arrangements are not to be conditions of said leave, and are totally at the discretion of the CLSM.

m. CLSMs anticipating long-term leave shall work with their substitute, once secured by the district, to identify a plan for the duration of the leave, including instruction and how and when communication between the CLSM and the substitute may occur. The building principal will make a reasonable effort to provide time for connection between the CLSMs and the long-term substitute prior to the anticipated leave. The only exception to this provision is if the CLSM is not able to anticipate the long term leave.

9.03 SICK LEAVE POOL

a. The established sick leave pool shall be continued. The purpose of this pool shall be to provide a CLSM a leave for catastrophic illness or injury. To be eligible, a CLSM must have exhausted all accumulated sick leave (or other eligible leaves with pay).

b. Application to draw days from this pool shall be made on the appropriate form to the Superintendent through the Association President and depending on the extent of the injury/illness and prognosis for return to regular employment, they may grant up to the maximum number of accumulated days currently in the pool.

c. The maximum days to be carried in the pool shall be 185 days per school year, and each CLSM may donate up to two (2) days of sick leave from his/her individual sick leave accumulations each year to be added to this pool. The Superintendent shall be notified in writing by the Association of all such donations.

d. Once the total accumulation in the pool drops below one hundred (100) days the Association President shall solicit additional days from CLSMs in the district, provided they have not already donated their maximum number of two (2) days each in the current school year.

e. Any misuse of this leave provision may result in disciplinary action.

9.04 PERSONAL LEAVE

a. Each CLSM may apply for a personal leave day as the need arises. This leave shall be granted for emergencies or for those items of business which cannot be completed during off-duty hours. It is intended that such leave shall not be taken for conducting other business for profit, outside employment, or political activity.

b. The CLSM shall submit a signed request for personal leave on the Maumee City School digital form at least two (2) days in advance of the leave except in cases of emergency.

c. Use of leave provided by this Article under false pretense, or using leave for purposes not approved by the Article, may be grounds for discipline including, but not limited to, termination of employment.

d. Personal leave days are limited to three (3) days for any CLSM during any school year. Not more than 10% of a building's CLSMs may be out on personal leave requiring a substitute on any given day during the month of May. Personal leave will be granted on a "first applied for" basis. A CLSM may request additional personal leave days in the event of unusual circumstances not covered by any other type of leave. Requests for these restricted days shall be submitted to the Superintendent, in writing, stating the reason(s) for the leave. Each request shall be considered on its individual merits. This section shall not be interpreted to mean that a CLSM who has used his/her three (3) personal days will automatically be granted additional leave on request.

e. CLSMs who are practicing members of a religious faith shall be given the opportunity to observe religious holidays pursuant to the following procedures: Such CLSMs shall request to be absent on the religious holidays determined jointly between member and administration. Any Personal Leave days, up to a maximum of three (3), used in observance of the specified religious holidays will not be deducted from the balance of unused personal leave days, nor will the use of said days for said purpose eliminate said CLSM from eligibility for any and all attendance awards.

f. CLSMs may select either of the following:

- Any unused personal leave days which remain at the end of the school year may be added to a CLSMs accumulated but unused sick leave, effective on June 30 of each year.

Or

- Three (3) personal days unused at end of school year – one hundred fifty dollars ($150.00)

- Two (2) personal days unused at end of school year – one hundred dollars ($100.00)

- One (1) personal day unused at end of school year – fifty dollars ($50.00)

Unused personal time will be added to accumulated sick leave unless a written request for payment is submitted to the Treasurer by June 10. Payment will be received in the second pay in June.

9.05 ASSAULT LEAVE

a. A CLSM of the bargaining unit who is required, upon written recommendation from a licensed physician, to be absent due to physical disability or emotional stress resulting from a student assault which occurs in the course of Board employment, shall, after using three (3) days of accumulated and unused sick leave, be eligible to apply to the Superintendent for assault leave. Where the CLSM has no unused sick leave, this condition will be waived. If assault leave is granted, the three (3) days of sick leave will be returned to the CLSMs sick leave balance.

b. Upon determination of eligibility, the Superintendent shall grant such leave for a period not to exceed thirty (30) days at a time, provided the CLSM delivers to the Superintendent's office a signed statement containing the nature of the assault and the resulting injury, the date of occurrence, the identity of the individual(s) causing the assault (if known), and the facts surrounding the assault. Said CLSM will be encouraged by both parties to this Agreement to participate in pursuing legal action against the assailant(s) and the Board will cooperate with the CLSM in such efforts. If medical attention is required, the CLSM shall also supply documentation from a licensed physician stating the diagnosis of the disability, prognosis for recovery, and the anticipated date of return to employment. When deemed necessary, the Board reserves the right to request a second medical opinion. Assault leave shall not be granted for any injury or disability caused by the negligence of the injured CLSM.

c. Full payment for assault leave, less worker's compensation, shall not exceed the CLSMs per diem rate of pay and will not be approved for until the documentation referred to in 9.05b is supplied to the Superintendent's office. Falsification of either the signed statement or a physician's documentation is grounds for suspension or termination of employment under ORC 3319.16.

9.06 LEGAL OBLIGATION LEAVE

a. In the case of jury duty, or when subpoenaed by a court, the Board will grant a leave for legal purposes. Pay for days of jury service shall be based on the difference between the CLSMs regular compensation and the remuneration received for serving as a juror.

b. When the CLSM is the plaintiff or defendant in a suit involving court action resulting from other employment or business venture, he or she will not be granted legal obligation leave.

9.07 CHILD CARE LEAVE OF ABSENCE

a. The Board will follow all provisions of the Family and Medical Leave Act (FMLA).

b. Any CLSM who has completed one (1) school year with the Maumee City School District and who is expecting a child or is adopting a child less than school age may apply for an unpaid childcare leave of absence. Such leave shall be granted for a period not to exceed the remainder of the school year in which application is made. However, in the case of an adoption or maternity leave commencing after May 15 of any year, the unpaid childcare leave shall not exceed the remainder of that school year plus the next school year. Application for the child care leave in the case of childbirth shall be made by the end of the sixth month of pregnancy and shall contain the expected date of birth, the date on which the leave is to commence, and the date the CLSM anticipates returning to service. Upon return to work, the CLSM shall be placed in a vacant position comparable to that which he/she had before the leave was taken. Also, upon return to service, a physician's certificate permitting return must be presented prior to reassignment. In the event no vacant position exists, the reduction-in-force (RIF) procedures of this Agreement shall apply and the Board may elect the program or programs in which the reduction is to occur.

c. Application for child care leave in the case of adoption shall contain a statement of the anticipated date of obtaining custody, the date on which the leave is to commence, and the date the CLSM anticipates returning to service.

d. A CLSM shall have the right to voluntarily monitor the progress of students, help the substitute, meet with parents, etc., during an unpaid child care leave, but such arrangements are not to be conditions of said leave, and are totally at the discretion of the CLSM.

e. CLSMs anticipating a long-term leave shall work with their substitute, once secured by the district, to identify a plan for the duration of the leave, including instruction and how and when communication between the CLSM and the substitute may occur. The building principal will make a reasonable effort to provide time for connection between the CLSM and the long-term substitute prior to the anticipated leave. The only exception to this provision is if the CLSM is not able to anticipate this long-term leave.

ARTICLE X
SCHOOL CALENDAR AND WORK HOURS

10.01 CALENDAR COMMITTEE

Every year a district-wide Calendar Committee of one (1) administrator and a CLSM and a CLSM from each of the five (5) buildings will meet to make recommendations and develop calendar options for the academic year following the most recently adopted calendar. The committee will distribute these calendar options to both the CLSMs and operational staff members so they can vote for their preferred choice. The highest voted calendar option will then be presented to the Board for deliberation, review, and final action.

10.02 SCHOOL YEAR

The work year for CLSMs shall not exceed one hundred-eighty (180) days with students or in parent-teacher conferences or Kickstart, plus five (5) days for meeting/in-service/workdays for a total of one hundred eighty-five (185) contract days. For elementary and middle school staff, one (1) teacher report day shall be scheduled at the end of the first semester, one (1) at the end of the second semester, and one (1) that may be taken by an individual CLSM either before the opening day meeting but after the Building Principal/Director of Educational Services is scheduled to report, or at the end of the school year. For high school staff, one (1) teacher report day shall be scheduled at the end of each trimester. In the event of State-mandated requirements that extend the work year, a re-opener of all sections of this Agreement that are affected by the mandate shall be implemented within one (1) month of enactment of such requirements.

10.03 REQUIRED MEETINGS AND ACTIVITIES

A CLSM may be required to attend up to two (2) hours per month, plus up to an additional two (2) hours for the school year of administratively-required meetings (excluding IEP/MFE/IAT meetings) and/or school-related activities outside of the regular teacher workday, except for short meetings of (10) minutes or less) that may be called before or after school hours. CLSMs shall be given notice of said short meetings at least two (2) hours in advance, and given the opportunity to reply to said request, explaining the circumstances that may prevent meeting on that day. All administratively-required meetings shall be clearly identified as “required.” CLSMs must receive a minimum notice of ten (10) workdays prior to the scheduled meeting. CLSMs shall be compensated at the hourly rate in 6.06a for attending administratively-required meetings in excess of two (2) hours per month. To receive payment, CLSMs shall submit documentation electronically for all meetings attended. Payment will occur by the second pay of the following month.

10.04 PAID REQUIRED MEETINGS

Any meeting identified as required by the building administrator or Central Office Administrator and scheduled outside the workday for CLSMs or during a CLSMs thirty-minute (30) lunch period shall be compensated at the special rate of pay as specified in 6.06a of this Agreement. Such meetings shall be scheduled during the regular CLSMs workday whenever possible. The Maumee City School District Compensation for Required Meeting form to be completed in order to receive this compensation is found in Appendix C of this Agreement.

10.05 COMPENSATION

CLSMs will be paid a minimum of one hour of compensation for excess meeting time of thirty (30) minutes or more up to sixty (60) minutes and one-half hour of the compensation for excess meeting time of up to thirty (30) minutes. Any time spent in meetings that exceed sixty (60) minutes beyond the allowable amount shall be compensated with a minimum of fifteen (15) minutes, as calculated in quarter hour increments:

1-15 minutes	1/4 hour
16-30 minutes	1/2 hour
31-45 minutes	3/4 hour
46-60 minutes	1 hour

10.06 OPEN HOUSE AND SPECIAL EVENTS

In addition to the hours described in 6.03, CLSMs will be required to attend one (1) Open House and one (1) other special event for the school community, each with a duration of two (2) hours or less, which may be scheduled in each building each year, and these two (2) events shall be exempted from the two (2) hour per month limitation specified above. No CLSM will be required to attend more than one (1) open house/parent orientation per year (in the fall). If a CLSM works in more than one (1) building they will attend the open house in the building where they teach the greatest number of students. If the number is equal, it will be decided by the Superintendent.

10.07 THE IN-PERSON TEACHING WORKDAY

a. The workday for CLSMs shall begin at least ten (10) minutes before and end at least five (5) minutes after, the student day as established by the Board, except as specified elsewhere in this Section for Maumee Middle and Maumee High School staff members. The CLSMs workday shall not exceed seven (7) hours and five (5) minutes per day, including a thirty (30) minute uninterrupted lunch period. It is agreed that exceptions to the provision above may be made with reasons presented to the Principal. If the exception(s) result(s) from a personal/confidential/emergency situation, reasons may not be given, but the Principal shall be notified of the member's late arrival/early departure.

   CLSMs shall not be required to supervise students outside of the official teacher workday.

b. CLSMs at the high school will normally report ten (10) minutes before the student day and remain eight (8) minutes after the student day. The “normal class load" for high school staff members will be no more than four 70-minute class periods and/or non-teaching assignments per day with no additional non-teaching assignments.

   Any assignment over the "normal class load" at the high school, as defined above, will be implemented in accordance with Section 6.06 of this Agreement, but also subject to the following provisions:

   If any additional staff is needed to teach extra classes, the district will first attempt to meet this demand through voluntary interest by CLSMs. If it is not possible to fill the assignment based on voluntary interest, CLSMs currently teaching within the department where the need exists may be assigned to teach the extra classes. This assignment will be decided in the best interest of students in accordance with ORC 3319.173, with consideration given to seniority as listed in 12.04. The CLSMs full class load cannot exceed the number of class periods in the school day. If it is not possible to fulfill the demand with voluntary or assigned staff, then additional staff will be hired.

c. Any proposal to adopt a homeroom period at the high school must be presented yearly to the high school staff no later than the May faculty meeting. A vote on the proposal will take place three (3) school days after return from spring break, but no later than May 15, and 3/5 majority would be needed to adopt the proposal. Homeroom student activities during this homeroom period are limited to: Link Crew, PBIS, student make-up work, class meetings/assemblies, and student elections. During this homeroom period, teacher duties are limited to supervision and implementation of the above classroom activities and distribution of materials (student schedules, surveys, and other school notices). Implementation of activities shall not require planning or grading on behalf of the classroom teacher. All plans and materials

to implement these activities are to be provided to the classroom teacher.

d. CLSMs at Maumee Middle School will normally report twenty (20) minutes before the student day and remain five (5) minutes after the student day.

The normal workday at the middle school shall consist of no more than 265 minutes of student contact time, with no fewer than 41 minutes of individual preparation or conference time, no fewer than 41 minutes of team planning time, and 30 minutes of uninterrupted lunch, excluding teachers of special education and vocational programs which are governed by State or Federal rules.

The middle school master schedule shall reflect implementation of the middle school concept of team teaching, which includes an academic assist period (academic assist is a student contact period), team planning period, and individual planning period.

10.08 THE REMOTE TEACHING WORKDAY

a. CLSMs will report to their school buildings 5 days a week during normal student attendance hours.

b. Traveling staff will collaborate with their supervising administrator(s) to create a schedule for which building they will report to each day.

c. CLSMs will work 35 hours and 25 minutes a week.

d. CLSMs will flex some of their hours. Depending on the needs of students and families, the minimum amount of time per week to be flexed is 5 hours and 25 minutes up to a maximum of 10 hours and 25 minutes. Time flexed can be done so Monday through Sunday.

For example

Hours worked in the building each day	Hours flexed each week
6 hours	5 hours and 25 minutes
5.5 hours	7 hours 55 minutes
5 hours	10 hours and 25 minutes

10.09 PROCESS FOR CHANGING THE MASTER SCHEDULE

a. Either the Board or CLSMs may initiate studying possible options to reformat the existing school day schedule and resulting changes to the CLSM workday negotiated in Section(s) 10.07 (a) and/or 10.07(d).

   After study, the Board or the Association may propose to the School Day Format Commission any format plans that it wishes to have officially considered. Such presented format plans must include clear indication of any changes to the workday and/or teaching load assignments of CLSMs as established in Section(s) 10.07(a) and/or 10.07(d).

b. The School Day Format Commission shall be composed of the Superintendent or his/her designee, and two (2) administrative members from the building(s) to be affected, along with three (3) members appointed by the Association. The School Day Format Commission shall convene when a reformat plan is proposed by the Board or the Association. The School Day Format Commission must take action within ten (10) days to either reject the proposal or to endorse it with a simple majority vote of the School Day Format Commission members.

c. Any plan that has been endorsed by the School Day Format Commission shall be posted electronically by the Superintendent to all CLSMs in the affected building within three (3) days. Counting from the date of the electronic posting, an election will be conducted after ten (10) days but not later than fifteen (15) days of all Association members in the affected building. Any CLSM who is assigned part-time to the affected building shall have a half (1/2) vote. Any CLSM who is to be absent on the day of the election may make provision with the President of the Association for an absentee ballot. Any CLSM who is absent and/or fails to cast a ballot by the close of the workday on the designated election date shall forfeit their right to vote on the proposal. The election shall be conducted by the Association and the results, tallied in the presence of an Administrator, then reported within three (3) days by the President to the Superintendent. Any proposed plan endorsed by the School Day Format Commission and put to a vote of a building's CLSM Association membership must pass by three-fifths (3/5) majority of those Association members in order to be put into effect without further negotiation during the life of this contract.

10.10 ELEMENTARY PLANNING TIME

a. Elementary planning time is time within the normal student day during which the CLSM, whether a regular classroom teacher or special area teacher, has no responsibilities for either student contact/supervision or an administratively assigned task. For regular elementary classroom teachers, planning time shall be calculated by adding the number of minutes for special area classes, plus the number of minutes during the CLSMs lunch period in excess of the thirty (30) minute mandated lunch period.

   If an elementary CLSM, during the life of this Agreement, loses any planning period that is provided to him/her through the special area classes (examples include but are not limited to art, vocal music, physical education, library check-out) or through any other time during the student day that is designated as planning time, he/she will be compensated at the agreed upon rate stipulated in Section 6.06a.

b. Each elementary CLSM not assigned to special areas shall be guaranteed a minimum of three hundred-twenty (320) minutes per week of planning time during the student day, with at least forty (40) consecutive minutes being scheduled each day as planning time. At least one special area class shall be scheduled on any one day of the week for an individual regular elementary classroom.

c. Special area elementary teachers will also have a minimum of three hundred-twenty (320) minutes of planning time per week, with a minimum of thirty (30) consecutive minutes of planning time per day. Whenever possible, special area elementary teachers will be given a minimum of forty (40) consecutive minutes of planning time per day and at least fifteen (15) minutes of travel time.

   CLSMs must be allotted a minimum of twenty (20) minutes, from the end time of one teaching assignment to the beginning time of another teaching assignment, when moving between buildings.

   For special area elementary teachers, planning time shall be calculated by adding the number of minutes during which they are not responsible for students excluding the thirty (30) minute mandated lunch period. The thirty (30) consecutive minutes of planning time each day may be waived for special area teachers in order to gain five (5) minutes between classes for these teachers if this is mutually agreed upon by the special area teacher and the building administrator.

d. Morning or afternoon recess times in the elementary buildings will be at least fifteen (15) minutes per day and will be specifically excluded from what is considered a CLSMs planning time as described in paragraph (b) above.

10.11 PARENT CONFERENCES

a. Parent-teacher conferences in grades K-8 will be scheduled for two (2) days in the Fall. Three (3) hours of evening conferences (after 5:00 p.m.) shall be scheduled on one (1) of the Fall conference days. The total hours for Fall conferences will not exceed the total hours of two (2) regular workdays. Additionally, February conferences will be held K-8 in the evening for a total of four (4) hours. CLSMs will be responsible for determining which students/parents to conference with this evening and scheduling these conferences.

b. Each CLSM in grades K-5 shall make every reasonable effort to confer with the parent/ guardian of every student in his/her class during the two (2) conference days in the fall.

d. Parent-teacher conferences in grades 9-12 will be scheduled for one (1) day in the Fall four (4) hours, one (1) day in the Winter three point five (3.5) hours, and one (1) day in the Spring three point five (3.5) hours. The length of the day will be as determined and defined by Section 10.07(b) of this Agreement. At least two (2), but no more than three (3), hours of evening conferences (after 5:00 p.m.).

10.12 SUMMER PROFESIONAL DEVELOPMENT FLEX TIME

CLSMs who complete professional development related to district committees or initiatives in the summer may take off the equivalent number of inservice days, as referenced in 10.02, if mutually agreed upon with the Department of Teaching and Learning. These hours cannot be used as hours of professional development towards the stipend in 6.14.

10.13 KICKSTART

Beginning with the 2026-2027 school year, CLSMs are permitted to block three (3) time slots over the three (3) Kickstart Days. CLSMs have the discretion of when the three (3) time slots are blocked, as long as these occur during the student day as established by the Board. This time will be used for teacher, classroom and/or student related responsibilities along with preparation for the student's first day of instruction.

Two (2) of the three (3) established Kickstart days will operate during the Board established school day**.** The third day schedule will run no more than 120 minutes after the normal established start time and will not exceed more than two (2) hours longer than the seven (7) hours and five (5) minutes established work day referenced in 10.07. The extended day for CLSMs shall not occur the day before the first student day of instruction.

When a Kickstart day does not exceed the total hours of a regular workday, a thirty (30) minute uninterrupted lunch/dinner and fifteen (15) minute break is included. When a **K**ickstart day exceeds the total hours of a regular workday by two (2) or less hours, a thirty (30) minute uninterrupted lunch/dinner and two (2) ten (10) minute breaks are included.

The parties acknowledge that this additional two (2) hours replaces the Open House contracted time in 10.06, plus the additional two (2) hours from 10.03.

ARTICLE XI
INSURANCE

11.01 INSURANCE CARRIERS

a. The Board may change carriers on any insurance program during the life of this Agreement only after consultation with the President of the Association and approval by the MEA Executive Council. Any such consultation by the Board shall include the reasons, in writing, for seeking a change in carriers, an analysis of the new carrier benefits, and a comparison of the proposed and present carrier benefits and service record. It shall be the intent of the Board to maintain a consistent level of insurance benefits throughout the life of this Agreement.

b. In any such change in insurance carriers, the Board shall seek and receive from the new carrier a guarantee that the levels of benefits shall remain consistent with the level provided by the previous carrier.

c. If the level of benefits and services drops below that level guaranteed by the carrier, the Board shall pursue appropriate action against the carrier.

11.02 MEDICAL INSURANCE

a. The Board shall provide group hospitalization, surgical, and major medical insurance for eligible CLSMs as defined in Section 11.05 below. Eligible CLSMs shall be eligible for family coverage if they have eligible dependents; otherwise, they shall be eligible for single coverage only.

b. Medical insurance will be provided by the Board to CLSMs who are employed at least fifty-five percent (55%) of the established workday for at least one hundred and twenty (120) CLSM workdays.

c. All employees eligible for insurance may choose from two (2) options: (1) Plan B (employee pays 14% of premium). The benefits of Plan B are specified in Appendix F of this document. (2) The HSA (Health Savings Account) Option with deductible at $2000/$4000 with seed money when an employee joins the HSA: $1200 in year one, $700 in year two, and $500 in year three. There shall be a sixty (60) - day notice period for change of insurance.

11.03 LIFE BENEFIT PAYMENT

The Board shall provide payment for accidental death and dismemberment in the amount of sixty-thousand dollars ($60,000.00) for each CLSM in accordance with Appendix G.

11.04 DENTAL

a. The Board shall provide and pay for a dental insurance plan for each eligible CLSM. The "Usual, Customary, and Reasonable" (UCR) dental plan benefits in effect during this Agreement are listed below, subject to the plan's limitations and exclusions. The maximum benefit per patient per each calendar year is one thousand-five hundred dollars ($1,500), with a lifetime maximum orthodontic benefit of one thousand-five hundred dollars ($1,500) per patient whether adult or child. Deductibles are twenty-five dollars ($25) per individual, fifty dollars ($50) per family per calendar year, but are not applicable to diagnostic, preventative and orthodontic procedures.

b. For more complete information, please refer to the Dental Care Program plan. The Board retains the right to rebid the insurance policy to obtain the best possible price for the same or greater benefits as specified in the present plan.

Paid by Plan	Procedures	Paid by Plan	Procedures
100%	Diagnostic	80%	Oral Surgery
100%	Preventative	80%	Periodontics
80%	Restorative	60%	Prosthodontics
80%	Endodontics	60%	Orthodontics

11.05 ELIGIBLE CLSM

a. "Eligible Certificated/Licensed Staff Member" shall mean a regular CLSM employed to work at least 55% of the established workday for at least one hundred-twenty (120) CLSM workdays.

b. CLSMs employed at less than fifty-five percent (55%) shall be given the option of purchasing medical, dental, and life insurance, with the Board paying a percentage of the premium rate equal to the percentage of the CLSMs employment percentage. (i.e. a CLSM employed at 45% would have the option of purchasing medical and dental coverage by paying 55% of the premium of the plan chosen, and the Board paying 45%.)

11.06 RELATED STAFF MEMBERS

If two (2) bargaining unit members are related and eligible to be covered under one (1) Board family insurance plan the bargaining unit members shall be entitled only to one (1) Board family plan and no single plan subject to the limitations in Section 11.02a.

11.07 COMMENCEMENT AND TERMINATION OF COVERAGE

Board participation in coverage begins on the first day of the eligible employee's service and terminates on the last day of the last month in which the employee received their last pay.

11.08 REVIEW AND EDUCATION

The Board may institute and pay for private review and/or educational programs similar to "Pre-view" or "Cost Care" programs.

11.09 LIABILITY INSURANCE

The Board shall provide liability coverage for one (1) or more of its employees pursuant to Ohio law.

11.10 HEALTH CARE COST CONTAINMENT COMMITTEE

The parties agree to maintain a committee which shall be charged with investigating insurances in an effort to control future costs while providing the best possible levels of coverage to employees.

11.11 PAYMENT FOR DECLINING INSURANCE

If a bargaining unit member who is not married to another bargaining unit member elects to decline insurance, the CLSM will receive quarterly payments totaling 50% of the district's cost of the premium for which they qualify. If two bargaining unit members are married and do not have dependents, and each has enrolled in a single plan as per 11.02a, the married couple will be eligible for reimbursement of 50% of the board's portion of a single plan. If two bargaining unit members are married and have dependents, and have enrolled in a family plan as per 11.02a, the married couple will be eligible for reimbursement of 50% of the board's portion of a family plan. When a married couple is eligible for reimbursement as described in 11.11, the married couple will notify the Treasurer which employee's spouse shall receive the reimbursement described in 11.11.

Once insurance is declined, the CLSM will continue to receive quarterly payments yearly until he/she changes enrollment status.

ARTICLE XII
PERSONNEL

12.01 REDUCTION IN FORCE

a. A reduction in force (RIF) may occur for the following reasons:

1) decreased enrollment of pupils; or

2) return to duty of regular CLSMs after leaves of absence; or

3) suspension of schools; or

4) territorial changes affecting the Maumee City School District; or

5) elimination or reduction of a non-mandated program(s).

6) financial reasons.

b. When the Board deems it advisable to initiate a RIF by suspending employment contracts, it shall notify the Association of the positions intended to be reduced at least twenty-five (25) days prior to the effective date of the RIF. Sections 12.01 through Section 12.11 apply to a RIF.

12.02 Where known and where possible, the number of persons affected by a RIF will be kept to a minimum by not employing replacements insofar as practicable for CLSMs who retire or resign or whose limited contracts are not renewed.

12.03 In suspending contracts, first preference within each area of certification shall be given to the retention of CLSMs on continuing contracts in the order of seniority and second preference shall be given to the retention of CLSMs on limited contracts in the order of seniority.

12.04 a. Wherever seniority is referred to within this Agreement, it shall be defined as follows:

Seniority shall be system-wide (rather than by building) and shall be determined by placing all CLSMs on seniority lists within their area or areas of certification.

b. Seniority shall be computed based upon continuous years and days of service (less any approved leaves of absence) from the date of the first CLSM workday of the school year in which the CLSM is employed unless he/she is hired after the first CLSM workday, in which case seniority will start from the individual's first paid day of employment with the Maumee City Schools.

Neither extended time nor summer break days between school years shall be used in computing seniority.

Leaves of absence granted by the Board shall not be counted toward seniority nor shall they break continuous years of service,

c. If two (2) or more CLSMs have the same years and days of continuous service seniority shall be determined by the actual (absolute and unadjusted) date of the Board meeting at which the CLSM was hired.

   If two (2) or more CLSMs are hired at the same Board meeting and have the same beginning date of seniority in accordance with 12.04b., the greater seniority will be determined by a lottery, with the most senior employee being the one whose name is drawn first, etc. This procedure shall be implemented within sixty (60) days of the involved CLSMs first compensated workday, in the presence of a designated representative assigned by the Association and the Superintendent or designee.

d. Seniority for half-time or part-time CLSMs shall be credited on the basis of a half-year seniority for half-time service or less and a full year for more than half-time service.

12.05 A CLSM who has been or will be reduced cannot displace a CLSM in another area of certification, e.g., special education to regular class, English to social studies, etc., unless said CLSM is certificated/licensed in the affected area and has had successful experience in that area within the preceding two (2) years, or is certificated/licensed in the affected area and submits to the Superintendent or designee within thirty (30) days of notification of RIF a plan for updating himself/herself in the discipline and implements said plan within the following calendar year.

12.06 A CLSM whose name appears on the RIF list shall be offered re-employment when a position becomes available for which he/she is certificated/licensed and qualified as in Section 12.05. CLSMs shall be returned to active employment in the reverse order of their reduction to fill vacancies for which they are certificated/licensed and qualified. Personnel holding dual certification may return in either field if qualified. The seniority of a CLSM reduced and returned to employment shall be calculated as if the CLSM had been on a leave of absence.

12.07 Notice of recall shall be given in person, by telephone or registered mail to the last telephone number or last address given by the CLSM to the Superintendent. It shall be the responsibility of the CLSM to keep the Superintendent advised in writing of a telephone number and mailing address at which he/she can be reached. If a CLSM fails to accept re-employment in writing postmarked fifteen (15) days from the date of said notification, said CLSM shall be considered to have rejected the offer and shall be removed from the RIF list.

12.08 Each CLSM shall remain on the RIF list for two (2) years from his/her last day of active service in the Maumee City School District, unless he/she fails to accept a recall or waives his/her recall rights in writing. After one (1) year on the RIF list, each CLSM must notify the Superintendent of his/her continued interest in re-employment. Any CLSM who fails to so notify the Superintendent shall be deemed to have waived his/her recall rights.

12.09 Exceptions to preference for retention or recall based on seniority may be made when necessary to do so in order to comply with State and Federal laws regarding employment.

12.10 Only the procedure by which a RIF is carried out shall be subject to the arbitration provisions of this Agreement. Thus, for example, the reasons for RIF as determined by the Board are not subject to the arbitration provisions of this Agreement.

12.11 Nothing contained herein shall abridge the Board's right to non-renew the limited contract of a CLSM in accordance with Ohio Revised Code Section 3319.11 or to utilize the procedures provided for in Ohio Revised Code Section 3319.17.

12.12 SENIORITY LIST

a. The Superintendent and the Association President (or their designees) will meet yearly, no later than November 15, to develop an updated list of all CLSMs, their major field(s) of certification, and the number of years and days of seniority within the Maumee City School District.

b. This tentative list will be in the established posting location of each building no later than December 1 of each year. CLSMs will then have until December 10 to appeal, in writing to the Superintendent, the posted seniority ranking. Space will be provided on the seniority listing for the signatures of those who wish to appeal their position on the listing. Each building list shall be updated daily from December 1st to December 10th by the Association noting the appeals from CLSMs in other buildings.

c. By December 15, the Association President and the Superintendent (or their designees) will meet to resolve any dispute(s). If the parties are unable to reach agreement on the appropriate seniority ranking(s) they shall then immediately submit the dispute(s) to a mutually-agreed upon third party who shall render a binding and non-appealable decision within three (3) workdays of a scheduled hearing. Every attempt will be made to schedule the hearing as expeditiously as possible.

d. The third party shall be chosen from a list of five (5) mutually-agreed upon persons by the alternate strike method.

e. This procedure will supersede all other appeal processes.

f. Once the final list has been established, it shall be posted and remain posted in each of the five (5) school buildings for a minimum of fifteen (15) workdays.

12.13 VACANCY POSTING

a. A vacancy shall be understood to have occurred when there is a position within the bargaining unit that is unoccupied and there is no one who has a lawful right to continue therein. The Board has the right to determine whether or not to fill a vacancy.

b. Vacancies occurring within the bargaining unit, including newly created positions and Supplemental Contract Schedule positions, shall be emailed to all CLSMs at their work email address. CLSMs will have five (5) workdays from the date of such postings to apply in writing using the online application system for the position(s) described thereon.

c. During the summer months, from the last CLSM workday of one (1) school year to ten (10) workdays prior to the first teacher workday of the succeeding school year, vacancy postings will be sent by e-mail to all CLSMs. CLSMs will have ten (10) workdays from the date of each posting mailed in the summer to apply in writing for the position(s) described therein.

   Vacancies occurring after July 31 and ten (10) days prior to the first CLSM workday of the school year shall be posted for only five (5) workdays. Vacancies occurring in the ten (10) days prior to the first CLSM workday of the school year shall be posted for only two (2) workdays. These time frames may be adjusted if mutually agreed upon.

d. CLSMs who apply, using the online application system by the stated deadline, will be guaranteed an interview when a vacancy is available in an area for which they have the appropriate certification and meet the posted requirements.

12.14 SUMMER SCHOOL ASSIGNMENTS

a. Each year summer school teaching assignments shall be posted and emailed to all CLSMs at their work email address at least fifteen (15) workdays prior to the first summer school session with students. MEA CLSMs shall be given preference to non-MEA CLSMs for teaching positions.

12.15 ELEMENTARY PLAYGROUND SUPERVISION

The supervision of elementary students during the noon recess period, whether it be held indoors or outdoors, shall be done by the playground supervisor(s). When noon recess is held indoors, it shall be the same length of time as the noon recess held outdoors. Recess times will remain the same length of time as currently in practice in each building. It shall be the goal of the Administration to use CLSMs for noon recess supervision only when non-certificated/licensed staff are not available. When said circumstances exist, the hourly rate specified in Section 6.06a will be paid to any CLSM who is requested to supervise noon recess.

12.16 PERSONNEL FILES

a. Any materials in a CLSMs personnel file may be reviewed by the CLSM at all reasonable times during regular business hours. Said CLSM may have a representative of his/her choosing accompany him/her during such review.

b. Prior to placement of any material in personnel files, written notification of intent, along with the material, and any referenced information contained within an administration's letter, must be given to the CLSM. The CLSM shall have seven (7) workdays to respond. Also, the CLSM shall receive, upon request, a copy of any material in said file within seven (7) workdays or less.

c. Any and all anonymously submitted letters, and/or reports referencing any incidents, shall not be included in any evaluation nor placed in the CLSMs personnel file. Files shall be limited to work-related items, employment-related financial information, and/or personnel data.

d. All entries in the personnel file shall be dated with the date the material was written and the date the material was placed in the file.

e. A CLSM may respond in writing to any document placed in his/her personnel file and may have this response affixed to the document.

f. There shall be only one official personnel file in the district. Any and all materials pertaining to the employment of each CLSM shall be contained in that file; otherwise said or alleged materials are deemed not to exist for disciplinary purposes.

g. Materials from parents or others outside the educational field or administrative letters referencing past communication shall not be placed in school or personnel files under any circumstances until the CLSM has had an opportunity to review and to reply in writing if he/she so desires. Such reply shall be affixed to the file copy. Under no circumstances shall unsigned material be put in the file.

h. Any incident which has not been reduced to writing and placed in a CLSMs official personnel file within thirty (30) days of the Administration becoming informed of the incident may not be included in the file.

i. When a report is filed with the Office of Professional Conduct and the State

Board of Education does not pursue disciplinary action against the reported employee, the Board will follow all guidance as prescribed by the State Board of Education of Ohio.

12.17 DISCIPLINARY MEETINGS

CLSMs shall be notified of a meeting related to administrative concerns regarding staff performance or behavior at least twenty-four (24) hours prior to the meeting, unless said staff member voluntarily waives said time requirement, and such notification will include a general description of the concerns to be discussed. CLSMs may have a representative of their choice at the meeting or the opportunity to request said representative during the meeting. The right of representation shall be clearly contained in the notice communicated to the CLSM. Any oral notice shall be confirmed in writing by the administrator.

12.18 EVALUATION PROCEDURES for CLSMs

The District will follow the procedures, guidelines, and timelines contained in the CLSMs applicable evaluation system.

12.19 INVOLUNTARY TRANSFER

a. When a transfer is deemed necessary, the Superintendent shall first provide CLSMs who are qualified for the transfer the opportunity to express interest voluntarily. If the transfer is not voluntary, the Superintendent will transfer the CLSM determined to be in the best interests of students in accordance with ORC 3319.173, with consideration given to seniority as listed in 12.04.

12.20 ADMINISTRATION OF MEDICAL PROCEDURES

As a part of teaching duties CLSMs are not expected to dispense student medication or perform medical procedures. Guidelines jointly developed to address field trips and emergency situations will be followed. Any changes in these guidelines shall be made through consensus of a review committee comprised of equal numbers of Administrators appointed by the Superintendent and CLSMs appointed by the Association President, subject to the approval of the parties of this Agreement. The Board will make available a copy of the guidelines to every CLSM each year prior to the first student day and at any time during the school year when any changes are made by the review committee.

ARTICLE XIII
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

13.01 ESTABLISHMENT OF A LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

The Maumee City Schools Local Professional Development Committee (LPDC) will consist of five (5) members who are employees of the Board. Three (3) members will be members of the Association and shall be appointed by the Association President with one (1) member each from the elementary, middle school, and high school levels. Members shall serve for two (2) years. The Superintendent shall appoint non-bargaining unit members of the LPDC. Vacancies shall be filled in the manner of the original appointment.

In accordance with the statute, committee members will elect a chairperson and a secretary by majority vote. When meeting on an Administrator's license, the Association committee membership will be decreased by two (2).

13.02 LPDC MEETINGS

The LPDC will meet quarterly during the school year and at other times on an "as needed" basis.

A quorum shall consist of three (3) members, two (2) of whom must be Association members. All LPDC decisions require a majority of the members present.

All LPDC meetings shall be open meetings and all records shall be public records. Minutes of meetings and records of LPDC business shall be prepared and maintained in compliance with the laws governing the operation of committees of public bodies.

13.03 LPDC DUTIES AND POWERS

LPDC duties shall be strictly limited to the review and approval of professional development plans and renewals of certificates and licenses. The Board must approve any expenditure of Board funds.

13.04 APPEAL OF AN LPDC DECISION

With reference to LPDC Policies and Procedures, the committee shall provide provisions for the appeal of an LPDC decision. After exhausting the local appeals process, (appeal before two (2) Association appointed staff; one (1) Administrator appointed by the Superintendent) decisions may be appealed to the Lake Erie West Educational Service Center's LPDC Appeals Committee whose decision is final.

13.05 LPDC STIPEND

LPDC bargaining unit members shall be paid at the hourly rate as set in Section 6.06a - Special Rates of Pay for meetings held outside the school workday and/or school calendar, up to thirty (30) hours per Association LPDC member per year, and two hundred (200) hours for the Association committee member who is LPDC chairperson. The Superintendent must approve any additional hours.

If it is necessary for the LPDC to meet when school is in session (mutually agreed upon by both the Association President and Superintendent), and bargaining unit members need to prepare lessons for a substitute, they will be paid a one (1) hour preparation/records/grading fee at the Special Rate of Pay - Section 6.06a. Additionally, if the committee meets on a teacher report day, (mutually agreed upon by both the Association President and Superintendent), bargaining unit members will be paid the hourly rate as set in Section 6.06a of this Agreement. The LPDC may meet during school hours twice (limited to two (2) hours for each meeting) without the Superintendent's approval. Additional meetings during the school day require the Superintendent's approval.

13.06 LPDC TRAINING

LPDC members shall be afforded the opportunity to attend training on the purpose, responsibilities, function, and legal requirements of LPDCs. Members of the LPDC may be granted release time if the training is during the normal school day. Any and all fees required for this training shall be paid by the school district. Members who are asked to attend training outside the school year shall be paid at no less than the hourly rate as set in Section 6.06a of this Agreement not to exceed two (2) hours. The Superintendent and Association President shall jointly agree on necessary training.

13.07 SECRETARIAL SERVICES/STORAGE OF DOCUMENTS

The Board will provide secretarial assistance as needed and will store LPDC documents at the Board Office as needed.

13.08 ANNUAL REVIEW OF POLICIES, PROCEDURES, AND CONTRACT LANGUAGE

If necessary, the Board and the Association agree to meet annually at the end of the school year to review LPDC policies and procedures.

ARTICLE XIV
TUITION WAIVER

14.01 The Maumee City School District shall permit the student enrollment of the dependent(s) of any full-time CLSM, regardless of the school district in which they reside and the enrollment of such dependent(s) shall be without any tuition charge, provided the CLSM completes the open enrollment application process. Assignment of students to a building and class shall be at the Superintendent's discretion.

ARTICLE XV
MANAGEMENT RIGHTS

15.01 It shall be the right and responsibility of the Employer to:

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

b. Direct, supervise, evaluate, or hire employees;

c. Maintain and improve the efficiency and effectiveness of Employer operations;

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

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

f. Determine the adequacy of the work force;

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

h. Effectively manage the work force;

i. Take actions to carry out the mission of the Employer as a governmental unit.

ARTICLE XVI
CLASS SIZE

16.01 a. Beginning with the 1996-97 school year, the elementary CLSM of a combination class will receive special rate of pay as stipulated in 6.06a in addition to the regular salary. This does not include multi-aged classes. Combination and multi-aged classes are defined below.

b. A combination class is defined as an elementary class composed of two (2) grade levels created to balance enrollment at a grade level. A multi-aged group class is defined as an elementary class composed of various age groups designed to implement a developmental approach to learning.

b. In remote teaching, CLSMs who have more than thirty five (35) students per class or period, will be:

1) paid an additional ten percent (10%), or
2) be provided with extra adult assistance, or
3) another section will be added.

ARTICLE XVII
MAINTENANCE OF THE AGREEMENT

17.01 WAIVER OF NEGOTIATIONS

The Board and the Association acknowledge that during negotiations resulting in this Agreement, each party had the right and the opportunity to make demands and proposals with respect to any matter, and that this Agreement was arrived at by the parties after the exercise of that right and opportunity. The Board and the Association shall voluntarily waive, during the life of this Agreement, said rights and each agrees that the other shall not be obligated to negotiate with respect to any subject or matter irrespective of whether such matter or subject is specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time negotiations were being conducted or at the time the party signed this Agreement.

17.02 ENTIRE AGREEMENT CLAUSE

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

17.03 CONFLICT WITH LAW CLAUSE

If the State Employment Relations Board or any court of competent jurisdiction determines, after all appeals or times for appeal are exhausted, that any provision of this Agreement, or any application of the provisions of this Agreement, or any agreement reached under its terms, conflicts with any Federal or State law, regulation, ruling, or order, now or hereafter enacted or issued, such provisions, applications, or agreements shall be inoperative but the remaining provisions hereof shall remain in full force and effect. The parties shall meet within twenty (20) school days after all appeals or times for appeal are exhausted for the sole purpose of attempting to renegotiate such provision(s) determined to be inoperative. Failure to reach an agreement over the affected provision within sixty (60) days after the first meeting will mandate use of the Alternative Impasse Procedures, Section 3.07 of this Agreement. No strike or lockout will occur during the term of this Agreement.

17.04 COMPLETE AGREEMENT CLAUSE

All articles and sections in the present Agreement which are not under consideration through either the Association or the Board's proposals, will continue in full force and effect for the length of agreed-to agreement beginning July 1, 2026.

17.05 AGREEMENT (Signed-Published-Distributed)

a. This Agreement shall be signed by the officers and members of the Board as well as by the Association's officers and its negotiating team.

b. This signed Agreement shall be published and distributed to all CLSMs as close as possible to the date on which the Agreement goes into effect.

c. The Association shall be provided with 200 copies of this Agreement, and the Board will be provided with 50 copies.

d. The Board and the Association shall share the cost of publication of this Agreement equally.

e. The Board shall provide all new and newly-rehired CLSMs with a copy of this Agreement upon employment.

17.06 DURATION OF AGREEMENT

This Agreement shall become effective July 1, 2026, and shall continue in full force and effect until midnight, June 30, 2029.

SIGNATURE PAGE

SIGNATURE DOCUMENT

For the Board

By

Board President

Superintendent

Treasurer

For the Association

By

MEA President

Member, MEA Negotiating Team

Member, MEA Negotiating Team

Member, MEA Negotiating Team

Member, MEA Negotiating Team

Member, MEA Negotiating Team

APPENDIX A
SALARY INDEX

Degree Step	BS Index	BS+18 Index	MA Index	MA+20 Index	MA+40 Index
0	1.0000	1.0805	1.1665	1.2123	1.2599
1	1.0392	1.1230	1.2123	1.2599	1.3094
2	1.0800	1.1671	1.2599	1.3094	1.3608
3	1.1224	1.2129	1.3094	1.3608	1.4142
4	1.1665	1.2605	1.3608	1.4142	1.4697
5	1.2123	1.3100	1.4142	1.4697	1.5274
6	1.2599	1.3615	1.4697	1.5274	1.5874
7	1.3094	1.4149	1.5274	1.5874	1.6497
8	1.3608	1.4704	1.5874	1.6497	1.7144
9	1.4142	1.5282	1.6497	1.7144	1.7817
10	1.4697	1.5882	1.7144	1.7817	1.8517
11	1.4697	1.6505	1.7817	1.8517	1.9244
12	1.4697	1.6945	1.8517	1.9244	2.0000
13	1.4697	1.7178	1.9244	2.0000	2.0785
14	1.4697	1.7178	2.0000	2.0785	2.1601
15	1.4991	1.7522	2.0400	2.1201	2.2033
20	1.4991	1.7522	2.0807	2.1625	2.2474
25	1.4991	1.7522	2.1224	2.2057	2.2923

APPENDIX A
SALARY SCHEDULE

7/1/2026					
Degree Step	BS Index	BS+18 Index	MA Index	MA+20 Index	MA+40 Index
0	48,044	51,912	56,043	58,244	60,531
1	49,927	53,953	58,244	60,531	62,909
2	51,888	56,072	60,531	62,909	65,378
3	53,925	58,273	62,909	65,378	67,944
4	56,043	60,559	65,378	67,944	70,610
5	58,244	62,938	67,944	70,610	73,382
6	60,531	65,412	70,610	73,382	76,265
7	62,909	67,977	73,382	76,265	79,258
8	65,378	70,644	76,265	79,258	82,367
9	67,944	73,421	79,258	82,367	85,600
10	70,610	76,303	82,367	85,600	88,963
11	70,610	79,297	85,600	88,963	92,456
12	70,610	81,411	88,963	92,456	96,088
13	70,610	82,530	92,456	96,088	99,859
14	70,610	82,530	96,088	99,859	103,780
15	72,023	84,183	98,010	101,858	105,855
20	72,023	84,183	99,965	103,895	107,974
25	72,023	84,183	101,969	105,971	110,131

APPENDIX A
SALARY SCHEDULE

7/1/2027					
Degree Step	Step BS Index	BS+18 Index	MA Index	MA+20 Index	MA+40 Index
0	49,245	53,209	57,444	59,700	62,044
1	51,175	55,302	59,700	62,044	64,481
2	53,185	57,474	62,044	64,481	67,013
3	55,273	59,729	64,481	67,013	69,642
4	57,444	62,073	67,013	69,642	72,375
5	59,700	64,511	69,642	72,375	75,217
6	62,044	67,047	72,375	75,217	78,172
7	64,481	69,677	75,217	78,172	81,239
8	67,013	72,410	78,172	81,239	84,426
9	69,642	75,256	81,239	84,426	87,740
10	72,375	78,211	84,426	87,740	91,187
11	72,375	81,279	87,740	91,187	94,767
12	72,375	83,446	91,187	94,767	98,490
13	72,375	84,593	94,767	98,490	102,356
14	72,375	84,593	98,490	102,356	106,374
15	73,823	86,287	100,460	104,404	108,502
20	73,823	86,287	102,464	106,492	110,673
25	73,823	86,287	104,518	108,620	112,884

APPENDIX A
SALARY SCHEDULE

7/1/2028					
Degree Step	Step BS Index	BS+18 Index	MA Index	MA+20 Index	MA+40 Index
0	50,230	54,274	58,593	60,894	63,285
1	52,199	56,408	60,894	63,285	65,771
2	54,248	58,623	63,285	65,771	68,353
3	56,378	60,924	65,771	68,353	71,035
4	58,593	63,315	68,353	71,035	73,823
5	60,894	65,801	71,035	73,823	76,721
6	63,285	68,388	73,823	76,721	79,735
7	65,771	71,070	76,721	79,735	82,864
8	68,353	73,858	79,735	82,864	86,114
9	71,035	76,761	82,864	86,114	89,495
10	73,823	79,775	86,114	89,495	93,011
11	73,823	82,905	89,495	93,011	96,663
12	73,823	85,115	93,011	96,663	100,460
13	73,823	86,285	96,663	100,460	104,403
14	73,823	86,285	100,460	104,403	108,502
15	75,300	88,013	102,469	106,493	110,672
20	75,300	88,013	104,514	108,622	112,887
25	75,300	88,013	106,608	110,792	115,142

APPENDIX B
SUPPLEMENTAL CONTRACT SCHEDULE

The Supplemental Contract Schedule (Appendix B) is subject to change twice a year per section 6.05 of the MEA Negotiated Agreement. Please contact the Superintendent's Office for the current Supplemental Contract Schedule.

Payment for supplemental contract duties will be conducted in three installments over the duration of the contract(s). The beginning, middle and end dates for the athletic seasons will be as follows:

Fall
August 15 – September 19 – November 7

Winter
November 14 – January 16 – March 5

Spring
March 20 – April 23 – June 4

Compensation installments will be issued on the first pay period following these dates. The Maumee City Schools issue payment on the 15th and 30th of each month.

APPENDIX C

3440 F2

MAUMEE CITY SCHOOL DISTRICT

COMPENSATION FOR REQUIRED MEETING

Name _____ Today's Date_____

Building _____

Date of IEP/MFE/IAT meeting: _____

Time of meeting: Start _____ End _____

Number of minutes: _____

Was this meeting held outside your regular workday? _____Yes _____ No

Was this meeting held during your 30-minute uninterrupted lunch time? _____Yes _____ No

Was your attendance at this meeting required? _____Yes _____ No

_____
Employee Signature

Approved: _____
Building Administrator or Director of Student Services

APPENDIX D

MAUMEE CITY SCHOOL DISTRICT

COMPENSATION FOR GRADING OF STATE-MANDATED TESTS

Name _____ Today's Date _____

Building _____

Date of testing: _____

Number of students: _____

Number of minutes per student: _____

Total time: _____

Was this grading held outside your regular workday? _____Yes _____ No

_____
Employee Signature

Approved: _____
Building Administrator

APPENDIX E

MAUMEE CITY SCHOOL DISTRICT

PERFORMANCE EVALUATION - DEPARTMENT CHAIR / TEAM LEADER / TEACHER LEADER

Name: Date: Department/Team:

Evaluator Name:

CHOOSE AN AREA OF REINFORCEMENT AND AN AREA OF REFINEMENT

Reinforcement	Refinement	Category	Reinforcement	Refinement	Category
		Leadership and Collaboration			Professional Development and Mentorship
		Strategic Planning and Implementation			Family and Community Engagement
		Instructional Leadership and Student Achievement			Commitment to Leadership and Professionalism

Comments Related to Categories

- ☐ Satisfactory - You are encouraged to apply for the Department/Team/Teacher Leader position for the next school year.
- ☐ Probationary - You may apply for the Department/Team/Teacher Leader position for the next school year but will be required to attend additional leadership training PD as assigned by the principal or other administrator.
- ☐ Unsatisfactory - You are not encouraged to apply for the Department/Team/Teacher Leader position for the next school year.

I acknowledge that the above evaluation has been discussed with me and understand my signature does not imply agreement or disagreement. Employee written remarks may be added to this document.

_____ _____

Employee's Signature Date Evaluator's Signature Date

APPENDIX F

HEALTH BENEFIT PLAN OPTIONS
Paramount Health Care
MAUMEE BOARD OF EDUCATION
2020

	HMO OPTION	HSA OPTION	
PRIMARY CARE PHYSCIANS VISITS		*In-Network*	*Out of Network*
Office Visits	$20 copay	CIF after ded	30% after ded
Preventive Services	Covered in Full	Covered in Full	30%
Diagnostic Outpatient Testing	No copay	0% after ded	30% after ded
Physical and Occupational Therapy	$10 copay/V, 60 visits	0% after ded, 60 visits combined w/ ST	30% after ded
Speech Therapy	$10 copay/V, 60 visits	0% after ded, 60 visits combined w/ PT/OT	30% after ded
Chiropractic	$20 copay/V, 20 visits	0% after ded, 12 visits	30% after ded
SPU Surgery	No copay	0% after ded	30% after ded
HOSPITALIZATIONS	$500 copay	0% after ded	30% after ded
EMERGENCY ROOM (Copay waived if admitted)	$150 copay	20% after ded	20% after ded
MATERNITY			
First Visit	$20 copay	0% after ded	30% after ded
Hospital	$500 copay	0% after ded	30% after ded
MENTAL HEALTH			
Inpatient	$500 copay/A	0% after ded	30% after ded
Outpatient	$20 copay/V	0% after ded	30% after ded
SUBSTANCE ABUSE			
Inpatient Rehabilitation	$500 copay/A	0% after ded	30% after ded
Outpatient Rehabilitation	$20 copay/V	0% after ded	30% after ded
PREVENTIVE CARE			
Routine Eye Exam (per benefits schedule)	No copay	Covered in full for preventative	30%
Routine GYN Exam (1 per calendar year)	No copay	Covered in full for preventative	30%
PRESCRIPTIONS	$15/$25/$45, 30 day	10% coinsurance Generic & Pref $150 max / 25% Non-Pref $150 max	50% of allowed amount
Contraceptives	Covered	Covered	
Diabetic Supplies	Covered	Covered	
31-90 Day Supply (MOD only)	$30/$50/$135 copay	10% coinsurance Generic & Pref $300 max / 25% Non-Pref $450 max	50% of allowed amount
Specialty Drugs	20% coinsurance $100 max	25% coinsurance $150 max	50% of allowed amount
DURABLE MEDICAL EQUIPMENT	No copay	0% after ded	30% after ded
IN-NETWORK DEDUCTIBLE			
Single/Family	n/a	$2000/$4000	$2000/$4000
COINSURANCE LIMIT			
Single/Family	$1500/$3000	$1000/$2000	$2500/$5000
OUT OF POCKET MAX			
Single/Family	$1500/$3000	$3000/$6000	$4500/$9000
IN-NET LIFETIME MAXIMUM	n/a	n/a	n/a
BARIATRIC SURGERY	Not covered	Not covered	Not covered

APPENDIX G
LIFE BENEFIT PAYMENT

What benefits does Accidental Death and Dismemberment (AD&D) provide?

If you're accidentally injured on or off the job, you may receive a benefit equal to your life benefit.

Loss	AD&D Benefit
Loss of life, loss of both hands or both feet or one hand and one foot, or loss of sight of both eyes	100%
Loss of one hand, or one foot, or sight of one eye	50%
Loss of thumb and index finger on the same hand	25%
Seatbelt / airbag - If you die in a car accident while wearing a seat belt or protected by an airbag	$10,000
Repatriation - If you die at least 100 miles from your home	Up to $2,000
Education - If your children are enrolled in an accredited post-secondary school at the time of your death	$3,000/year for up to 4 years
Loss of use or paralysis - total loss of movement for 12 consecutive months or permanent paralysis	
Quadriplegia	100%
Paraplegia, hemiplegia, or loss of use of both hands or both feet or one hand and one foot.	50%
Loss of use of one arm, one leg, one hand or one foot	25%
Loss of speech and/or hearing - total loss for 12 consecutive months	
Loss of speech and hearing in both ears	100%
Loss of speech or hearing in both ears	50%
Loss of hearing in one ear	25%

Additional benefits:

Accelerated death benefit	If you're terminally ill, you may be able to receive a portion of your life benefit.
Coverage during disability	If you're disabled, you may be able to continue your coverage and not pay premium.
Conversion of terminated coverage	If coverage terminates, you may be able to convert coverage to an individual policy.

APPENDIX H
IMPORTANT DATES

DL = deadline

July 1, 2023: Effective date of Agreement

Fourth week after first semester:	:	DL to submit official transcripts for movement *on salary schedule* - 8.04.
February 1 to March 31	:	Time period during which the second or successive assessment(s) of staff members on Limited Contracts must be completed.
March 31	:	DL for Department/Team/Teacher leader reviews to be completed.
January 1	:	DL to submit letter to receive three (3) additional days of service - 6.13b.
April 1	:	DL to request a *supplemental contract* - 6.02b
April 1	:	DL for notifying Superintendent of intention to enroll one's out-of-district dependent(s) in the Maumee City Schools during the succeeding school year.
April 30	:	DL for Superintendent to notify those not rehired under a *supplemental contract* - 6.02e.
April 30	:	DL for Superintendent to *notify non-tenured teachers* of continued employment (ORC 3319.11)
May 1-31	:	Committee meets to establish guidelines for modifications of the elementary conference periods on the five (5) special activity days 10.10e.
June 1	:	DL for Association to send Board *information on officers,* etc. - 1.03
End of first year on RIF list:	:	RIFed members must reapply to remain on list – 12.08
June 10	:	DL to notify treasurer's office for unused personal leave payment 9.04f
July 1	:	Salary designation sheets sent to staff -7.02
July 10	:	DL to notify Board of *Resignation.* (ORC 3319.15)
Second pay In August:	:	Stipend for *professional development* activities – 6.14

September 1-30 : Window to modify/reinstate *dues deduction* - 2.02b

October 1 : DL to submit official transcripts for advancement on salary schedule - 8.04b

November 15 : DL for Association President & Superintendent to meet to formulate *seniority lists* - 12.12a

December 1 : DL to post *Seniority lists* - 12.12b

December 10 : DL to *appeal placement* on seniority lists -12.12b

15th of each month : DL for Board to remit to Association treasurer dues deductions - 2.01d

15 work days after knowledge of act/conditions upon which grievance is based--
DL for presenting grievance to appropriate supervisor - 5.01b

Two days prior to Personal Leave –
DL to submit a signed request for *Personal Leave* on the Maumee City School digital form at least two (2) days in advance of the leave except in cases of emergency.9.04b

APPENDIX I
DEFINITIONS

ASSAULT, STUDENT (9.05):
Student assault is a physical attack on a CLSM by a student.

CATASTROPHIC ILLNESS OR INJURY (9.03a):
To qualify for use of the sick leave pool, a member must be experiencing an illness or injury of a serious, protracted nature and one that is resulting in severe financial hardship. (A normal pregnancy is not classified as a catastrophic illness.)

CLSM:
Certificated/Licensed Staff Member

COMPARABLE POSITION (9.07b):
A comparable position is one with "like seniority, status, and pay" (ORC 5903.03) to the position previously held by the certificated/licensed staff member.

CONTACT HOURS (10.07):
Contact hours are the actual clock hours a class, workshop, etc., is in session, exclusive of time devoted solely to a meal.

DAYS:
Whenever this word is used alone it refers to calendar days.

WORKDAYS, CONTRACT DAYS, SCHOOL DAYS:
These synonymous terms refer to those days for which CLSM are compensated (includes days when students are in session and teacher workdays).

DEPARTMENT (Article VI):
A department is a curricular/specialty area (or a combination of areas when the separate areas have fewer than 3 members each) recognized as distinct from other curricular/specialty areas.

DESIGNATED TO PARTICIPATE (6.06c):
This phrase means "asked or assigned to" participate in curriculum design and/or textbook selection. Clarification as to reimbursement or released time, if any, can be obtained prior to beginning the designated task(s).

ELEMENTARY:
Elementary includes all CLSMs K-5.

ELIGIBLE CERTIFICATED/LICENSED STAFF MEMBER (11.05):

EXTENUATING CIRCUMSTANCES (7.03):
Extenuating circumstances are those unusual occurrences that prevent the timely processing of the payroll. However, if a reasonable effort can overcome an extenuating circumstance, such circumstance shall not be grounds for a delay in paycheck delivery.

IMMEDIATE FAMILY (9.02 f 5):

The immediate family is defined as including “step” and “in-laws”, dependent relations residing in the same household as the staff member prior to the illness, or parents, or spouse, or children or grandchildren regardless of where they reside.

KICKSTART:

Time at the beginning of the school year for CLSMs to meet individually with students/guardians.

NEW POSITION (1.01b):

A new position is one which has not existed before in this school district, or carries a new job title and description.

ONLINE TEACHING:

Anytime a teacher is working with students online and students are not required to attend face to face in a classroom.

PER DIEM RATE:

As used in 6.07, per diem rate means the CLSMs base pay (exclusive of pay for supplemental contract assignments, extended time, or other extra pay) divided by 185 days.

As used in 6.13a, per diem rate refers to the CLSMs base pay plus longevity divided by 185 days.

As used in 9.05c, per diem rate refers to the certificated/licensed staff member's total annual pay (base pay plus pay for supplemental contract assignments, extended time, etc.) divided by the total number of days he/she is on duty each year (185 + number of days of extended time).

PLANNING TIME:

The specified number of minutes within the normal student day during which the CLSM has no responsibility for either student contact/supervision or as administratively-assigned task. CLSMs may, however, voluntarily work with students or assume tasks during their planning time.

PROFESSIONAL DEVELOPMENT ACTIVITIES (6.14):

These are planned activities, which can be demonstrated to contribute to a CLSMs skills related to his/her professional assignment(s). Generally, such activities have been approved in advance on the "Request for Approval of Professional Development Activity" form or the pink "Request for Attendance at a Professional Meeting" form. (forms to be jointly developed)

RELATED ARTS:

(K-5) CLSMs assigned to teach STEAM, art, music, and physical education; (6-8) STEAM, Art, Music, Health, Family Consumer Science, Study Skills and Physical Education.

RIF:

Reduction In Force

SELF-CONTAINED INTERVENTION SPECIALIST:

Intervention Specialist CLSM assigned to teach core content to student with the most significant cognitive disabilities.

SENIORITY (12.04):

See section 12.04 for definition.

SPECIAL AREA CLASSES

See Related Arts

VACANCY (12.13):

In this Agreement a vacancy is defined as a position within the bargaining unit that is unoccupied and for which no one has a lawful right to continue therein.

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