Sat, 04/11/2026 01:57:13 PM SERB

1241-01
26-MED-02-0137
46810

Collective Bargaining Agreement

Between the

East Knox Local School District Board of Education

And the

East Knox Education Association

July 1, 2026 - June 30, 2029

East Knox Local School District

Home of the Bulldogs

TABLE OF CONTENTS

ARTICLE I — NEGOTIATIONS AGREEMENT **4**
101 Recognition **4**
102 Bargaining Procedure **4**
103 Statement of Understanding **5**
104 EKEA Exclusivity of Rights **5**
ARTICLE II — GRIEVANCE PROCEDURE **7**
201 Purpose and Definitions **7**
202 Grievance Procedure Steps **7**
ARTICLE III — TEACHER EVALUATION PROCEDURES **9**
301 Adoption of Standards-Based Evaluation System **9**
ARTICLE IV — TEACHING CONDITIONS **10**
401 School Day and Year **10**
402 Planning Time **10**
403 Class Size **11**
404 Special Education **11**
405 Teacher Education and Licensure **12**
406 Student Handbook **13**
407 Instructional Materials **13**
408 Teacher Participation in Conferences **13**
409 Absence of Principal from Building **14**
410 Keys and Building Access **14**
411 Students with Psychological & Medical Needs **14**
412 Calendar Committee **14**
413 Teacher Dress Code **15**
ARTICLE V — TEACHER EMPLOYMENT AND CONTRACTS **16**
501 Posting of Vacancies **16**
502 Transfer Procedures **16**
503 Supplemental Contracts **17**
504 Reduction in Force **17**
505 Continuing Contract Eligibility **19**
506 Sequence of Limited Contract Issuance **19**

507 Fair Share 20
508 Personnel File 20
509 Parent Complaint Procedure 20
510 Pay Periods 21
511 Discipline 21
512 Employment of STRS Retirees 21
513 Seniority 22
ARTICLE VI — SALARY AND FRINGE BENEFITS 23
601 Salary Schedule 23
602 Salary Schedule (Appendix A Reference) 24
603 Insurance 24
604 STRS Pickup 25
605 Tuition Compensation 25
606 Tuition Waiver for Children of Nonresident Teachers 26
607 Severance Pay 27
608 Supplemental Pay 27
609 Saturday School Pay, Summer School & Tutoring 29
ARTICLE VII — LEAVE PROVISIONS 30
701 Sick Leave 30
702 Personal Leave 30
703 Professional Leave 31
704 Jury Duty 31
705 Assault Leave 32
706 Unpaid Leaves 32
707 Sabbatical Leave 33
708 Parental Leave 33
709 Sick Leave Donation Program 34
ARTICLE VIII — LABOR-MANAGEMENT COMMITTEE 36
ARTICLE IX — DURATION 36
Appendix A1 — Salary Schedule (2026–27, 2027–28, 2028–29) 37
Appendix A2 — Salary Schedule Indeex (2026–27, 2027–28, 2028–29) 38
Appendix B — Supplemental Salary Schedule 39

ARTICLE I NEGOTIATIONS AGREEMENT

101 RECOGNITION

A. The East Knox Local School District Board of Education (hereinafter "Board") recognizes the East Knox Education Association (hereinafter "EKEA") as the exclusive representative for the bargaining unit set forth below with respect to wages, hours, and terms and conditions of employment.

B. The terms "teacher" and "bargaining unit member" mean all individuals employed by the Board whose positions require a professional educator license or certificate issued under Ohio Revised Code 3319.22, except those excluded under Section 101(C).

C. Exclusions - Excluded from the bargaining unit shall be are:
   1. the Superintendent
   2. Principals
   3. Assistant Principals
   4. Special Education Coordinator
   5. substitute teachers
   6. educational assistants (also known as teacher aides)
   7. licensed/certificated persons holding only supplemental positions
   8. tutors working less than six (6) hours per day
   9. non-licensed/certificated personnel
   10. the Athletic Director/Dean of Students, except as modified by applicable Memoranda of Agreement

D. This recognition continues until the EKEA is challenged for representative status in accordance with Ohio Revised Code Chapter 4117.

102 BARGAINING PROCEDURE

A. The Board and the EKEA shall each designate a bargaining team composed of up to four (4) members, one of whom may be an outside representative. All bargaining shall be conducted exclusively between the teams. Each team may have two (2) observers.

B. Notice to Bargain and Agenda Setting - Prior to March 15 in the year in which this Agreement expires, either party may notify the other of a desire to bargain. Within fifteen (15) days, the parties shall meet to submit issues proposed for discussion. The bargaining agenda shall be set at this initial meeting, and no additions may be made without mutual consent. All subsequent meetings shall be held at times and places mutually agreed upon.

C. Time Limits
   1. Either party may caucus for up to thirty (30) minutes.
   2. Bargaining sessions shall last a maximum of three (3) hours.
   3. These limits may be modified by mutual agreement.

D. Prior to and during bargaining, each party shall provide the other, upon written request, all regularly and routinely prepared public information concerning issues under consideration.
E. Statements to the media may be issued, as needed, by either party. A copy of any media release shall be furnished to the other party at the same time and by the same method.
F. When a tentative agreement has been reached on all issues, the agreement shall be reduced to writing and submitted to the Board and the EKEA for ratification. Upon mutual ratification, the agreement becomes binding.
G. Resolving Differences
    1. The following alternate dispute settlement procedure replaces ORC 4117.14(C)(2) through (D)(1) as provided for under ORC 4117(C)(1)(f).
    2. If agreement is not reached after thirty (30) days from the initial bargaining meeting, either party may request the assistance of a mediator from the Federal Mediation and Conciliation Service (FMCS) or any mutually acceptable alternative mediation service or professional mediator.
        a. Such a request is considered a joint request.
        b. If mediation is used, the mediation process shall last for a minimum of thirty (30) days or until the expiration date of this Agreement, whichever is less.
        c. ORC 4117.14(D)(2) and provisions thereafter shall then apply.

103 STATEMENT OF UNDERSTANDING

A. This Agreement sets forth all agreements of the parties and constitutes a binding agreement between them.
B. Neither party is obligated to negotiate with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject matter not specifically referred to or covered in this Agreement, unless otherwise mutually agreed.
C. As required by Section 3302.10(P) of the Ohio Revised Code, the provisions of Section 3302.10 are incorporated into this Agreement by reference.

104 EKEA

Exclusivity of Rights

A. The following sole and exclusive rights are granted to the EKEA.
B. Right to Payroll Deduction
    1. The Board shall deduct from employees' salaries unified union dues, assessments, fees, and political contributions.
    2. Notice of the amount of annual unified dues of the EKEA shall be transmitted by the EKEA to the Treasurer of the Board by September 15 of each year for the purpose of determining payroll deduction amounts. The Board shall promptly transmit all amounts deducted to the EKEA. Payroll deduction shall begin on the first pay following October 15 annually.
    3. Indemnification of the Board

a. The EKEA, on behalf of itself and the OEA and NEA, agrees to indemnify the Board for any cost or liability incurred as a result of implementing and enforcing this Section 104, provided that:
    i. The Board gives ten (10) days' written notice of any claim or action for which indemnification may be sought.
    ii. The EKEA reserves the right to designate counsel to represent and defend the Board.
b. The Board agrees to:
    i. Provide full cooperation and assistance to the EKEA and its counsel;
    ii. Permit the EKEA or its affiliates to intervene as a party if desired;
    iii. Not oppose the EKEA's or its affiliates' application to file amicus briefs;
    iv. Act in good-faith compliance with this payroll deduction provision. There shall be no indemnification if the Board intentionally or willfully fails to apply or misapplies this provision, except where required by court order.

C. EKEA Business

1. The EKEA shall be granted up to two (2) paid days per year for EKEA/OEA activities. Leave may be used in one-half-day or full-day increments.
2. Duly authorized EKEA representatives may transact EKEA business on Board property before, after, or during the regular workday, provided such business does not interfere with assigned duties.
3. The EKEA may use Board-provided equipment (e.g., computers, duplicating equipment, audiovisual equipment) when not otherwise in use.
4. The Board will make available its facilities for EKEA meetings.
5. The EKEA President or designee shall be routinely provided speaking time on the Board's meeting agenda. Topics must be submitted in writing to the Superintendent three (3) workdays prior to the meeting.
6. The EKEA President shall receive, no later than the day prior to the meeting, one (1) copy of the Board's agenda, minutes, and other applicable documents provided to Board members.
7. The EKEA and Board will hold Labor-Management meetings at the request of either party as needed.
8. The EKEA may use the inter-building mail system and any electronic mail system available to teachers.
9. The EKEA President shall be granted up to one (1) day per semester to conduct EKEA business.
    a. Time may be used in one-half (1/2) or one-fourth (1/4) day increments.
    b. Advance notice of at least three (3) workdays is preferred when feasible and coverage of the President's normal job duties is obtainable.

ARTICLE II GRIEVANCE PROCEDURE

201 PURPOSE AND DEFINITIONS

A. A grievance is an alleged violation, misinterpretation, or misapplication of this Agreement. Disagreements on non-negotiated items shall be discussed with the appropriate administrator and, if not resolved, shall be discussed at a Labor-Management meeting within thirty (30) calendar days.

B. A grievant may be
   1. an individual bargaining unit member
   2. a group of bargaining unit members, or
   3. the EKEA, when authorized in writing by the affected member(s).

C. To facilitate the processing of grievances, the number of days indicated at each level shall be considered a maximum, and every effort should be made to expedite the process. Time limits may be extended by mutual written agreement.

D. For grievances filed after June 1, the grievance procedure will follow its regular pattern except during the immediate supervisor's or administrator's vacation periods. The grievant must notify the appropriate administrative parties when the vacation ends so the grievance may resume.

E. An employee has the right to request to be, or refuse to be, represented at any level of this grievance procedure. The employee must be present during all steps of the grievance, except in EKEA-filed grievances. The grievance shall be submitted on the "Grievance Form" (Appendix A) or any substantially similar document. An EKEA representative must be present at the resolution of the grievance.

202 GRIEVANCE PROCEDURE STEPS

A. The grievant or grievants shall first discuss such grievance with the immediate supervisor and said employee(s) shall have the right to request to be, or refuse to be, represented at such conference in accordance with Section 201 E above.

B. If the discussion does not resolve the grievance to the satisfaction of the grievant(s), such employee(s) shall have the right to lodge a written grievance with the grievant's immediate supervisor
   1. within thirty (30) calendar days of the date of the alleged violation, with the following exception:
   2. If the immediate supervisor is on vacation, this thirty (30) day time limit shall be extended the length of the vacation.
   3. A meeting shall be mutually agreed upon between the grievant and the administrator within five (5) instructional days of the filing of the grievance.
      a. Both the grievant and the administrator may have present at such a meeting those people who may provide information related to the grievance.

b. Both parties involved shall be informed of those to be in attendance at the meeting. Discussion at this meeting shall be confined to the issues as stated in the grievance and the relief sought.
c. The immediate supervisor or building principal shall take action on the written grievance within five (5) instructional days after the conclusion of said meeting.
d. The action shall be reduced to writing and a copy provided to the employee(s) involved.

C. If the action taken by the immediate supervisor or building principal does not resolve the grievance to the satisfaction of the grievant(s), such employee(s) may appeal to the superintendent by submitting a written grievance and requesting a meeting.
1. Said appeal to the superintendent shall be made within five (5) instructional days of the receipt of the written response under Section 202 B above.
2. The meeting between the superintendent and the grievants shall be within five (5) instructional days of receipt of the request.
3. The grievant(s) and the superintendent shall have the right to be represented at such hearing by counsel or representative of a professional organization.
4. Both parties shall be informed of those to be in attendance during the meeting at least two (2) instructional days prior to the meeting.
5. The superintendent shall take action on the written grievance within five (5) instructional days after the conclusion of said meeting.
6. The action shall be reduced to writing and a copy provided to the employee(s) involved.

D. Intent to Proceed to Arbitration
1. Within five (5) instructional days of receipt of the response under paragraph C, the EKEA shall notify the superintendent of its intent to proceed to arbitration.
2. **Selection of the Arbitrator** - The arbitrator shall be selected by the alternate-strike method (with the party striking first determined by the flip of a coin) from a list supplied by the Federal Mediation and Conciliation Service (FMCS).
3. **Authority of the Arbitrator** - The arbitrator shall not have the authority to add to, subtract from, modify, change, or alter any of the provisions of this Agreement, nor add to, subtract from, or modify the language therein in arriving at a determination of any issue presented. The arbitrator shall be confined to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issue(s). The decision of the arbitrator shall be final and binding.
4. **Costs of Arbitration** - The costs for the arbitrator and the hearing room shall be paid by the losing party. In cases with split decisions, the costs shall be shared equally. The FMCS administrative fee shall be paid by the Board and EKEA in equal shares.

ARTICLE III TEACHER EVALUATION PROCEDURES

301 Adoption of Standards-Based Evaluation System

A. The Board shall evaluate teachers using a standards-based evaluation system that complies with Ohio Revised Code 3319.111, 3319.112, and all requirements of the Ohio Teacher Evaluation System ("OTES") as adopted and amended by the State Board of Education.

B. Incorporation of Board Policy

1. Teacher evaluations shall be conducted in accordance with the Board's adopted teacher evaluation policy and any accompanying administrative guidelines, as those documents may be amended to remain in compliance with state law and OTES requirements.
2. In the event of a conflict between Board policy and this Agreement, the provisions of this Article shall control only to the extent permitted by law.

C. Consultation with EKEA

Prior to adopting or materially revising the teacher evaluation policy, the Board shall consult with the EKEA through the Evaluation Policy Consultation Committee or another mutually agreed-upon joint committee.

D. Evaluation Documentation and Access

Each teacher shall be provided access to all evaluation documents, including observation reports, walkthrough summaries, and final summative ratings, in accordance with Board policy and applicable law.

E. Flexibility in Implementation

1. Timelines, observation requirements, and procedural steps shall follow Board policy and OTES guidance.
2. The Superintendent or designee may adjust timelines when permitted by law, including in cases of teacher absence, administrator absence, or school closure.
3. If a teacher is on a leave of absence, the board shall not be required to complete any remaining observations and all such remaining observation requirements are waived.
4. The following evaluation procedures will be followed.
    a. The first observation will be completed by January 15th.
    b. The second observation will be completed by May 1st.
    c. There will be at least three (3) calendar weeks between observations.
    d. All formal observations will be preceded by a conference between the evaluator and the teacher unless mutually agreed upon to not have a conference.
    e. All observations will be announced.

ARTICLE IV TEACHING CONDITIONS

401 SCHOOL DAY AND YEAR

A. The school year for teachers shall consist of 185 days as shown below:
    1. Days with pupils: 177
    2. Parent-Teacher Conferences: 2
    3. Professional days: 4 - A Professional Day is district-directed
    4. Teacher workdays: 2 - A Work Day is designed for teacher-directed
    5. The teacher's workday shall not exceed seven and one-half (7.5) hours.

B. In addition, every teacher is required to attend one (1) open house/orientation per school year unless the teacher is on approved leave for that day or has been excused from attendance due to documented extraordinary circumstances.

C. Teachers shall have two (2) hours of release time per grading period for three nine-week grading periods per school year as scheduled by the District Leadership Team.

D. Teachers shall have one work day and two professional days before the first day of school for students. One professional day will be dedicated to safety and wellness training.

E. Teachers shall have one professional day at the end of quarter one with two hours of time dedicated as scheduled by the District Leadership Team.

F. Teachers shall have one professional day at the end of quarter two with two hours of time dedicated as scheduled by the District Leadership Team.

G. Teachers newly employed by the district shall attend new staff orientation, prior to the start of the regular teacher work year and shall be paid $200 per day for such attendance. EKEA may meet with the newly employed teachers for one hour during the new staff orientation.

402 PLANNING TIME

A. The teacher work day shall contain a 30-minute duty-free lunch.

B. Teachers shall have at least two hundred (200) minutes of planning time per week.

C. Teacher planning time shall occur during the student day unless there is mutual agreement between the teacher and Administration for an alternative arrangement.

D. Each teacher may be required to attend one (1) grade-level or subject-specific meeting once each week during the teacher's scheduled time.

E. The Administration may ask bargaining unit members to instruct students assigned to other classes during their scheduled planning period when no substitute teacher is available. Bargaining unit members who perform instructional duties in lieu of their scheduled planning period shall be paid thirty dollars ($30.00) per planning period.

F. A bargaining unit member may decline to relinquish their planning period except for the one (1) required weekly grade-level or subject-specific meeting.

403 CLASS SIZE

A. Class size, except for music and physical education within a reasonable limit, shall not exceed at or below the number of pupils per teacher as set forth below:
    1. K-2 23 pupils per period
    2. 3-6 25 pupils per period
    3. 7-12 27 pupils per period

B. When the number of students per teacher per day in grades 7-12 reaches 170; a meeting will be held with the Superintendent, Building Principal, and departmental members to recommend a course of action to adjust student numbers to work towards a goal of no more than 175 students per teacher per day in grades 7-12. This meeting will be held within ten (10) days of the teacher notifying the Administration of the overage, and a recommendation for the course of action will be made within three (3) days of the meeting above.

C. An extra classroom section will be added when enrollment exceeds eighty (80) students in a grade level K-6 by August 1st if space is available. A meeting will be scheduled in the same manner above if the Administration determines that space is not available.

D. In classes where physical limitations exist as to the number of functional student work stations, the number of students shall not exceed the number of functional stations or classroom size limitations without teacher agreement, nor shall it exceed the limits above. Among such classes are art, science laboratories, typing, industrial arts, home economics, and although not listed, classes in which instruction is largely dependent upon the use of special equipment, machines or other mechanical devices or special work stations of a highly individualized nature.

E. In regular classrooms, no class size shall exceed the number of desks which can be comfortably accommodated in the room, nor shall any class exceed the physical facilities necessary to provide effective instruction. The Board will provide instructional materials for all students assigned to a classroom.

404 SPECIAL EDUCATION

A. **Definitions and Inclusion Practices** - Inclusion means adapting the general education curriculum to meet the needs of students with disabilities in accordance with their Individualized Education Programs (IEPs), including the provision of specially designed instruction, related services, and accommodations.

B. **IEP Team Participation** - All teachers serving or receiving a student with an IEP will collaborate with each other and with administrators as needed to draft amendments to the IEP language, to propose to the parents at IEP team meetings, to ensure the IEP is reasonably calculated to provide the student with a free and appropriate public education. Among these teachers, at least one special education teacher and each general education teacher who will be serving or receiving a student will be invited to the IEP meeting for that student.

C. Equitable Distribution

1. Administrators and bargaining unit members shall work collaboratively to achieve an equitable distribution of students with disabilities among course sections or grade levels, taking into account relevant circumstances and recognizing that the interests of the student are paramount.
2. A teacher shall never refuse to accept any student assigned to his/her classroom, regardless of whether the student is identified as a student with a disability or not.

D. Medical Procedures - Bargaining unit members, except the school nurse, shall not be required to administer medication or perform medical procedures (e.g., catheterization), but are required to take reasonable measures to ensure student safety.

E. Lifting and Personal Care - Classroom teachers shall not be required to perform medical or personal care procedures for students who require medical or personal care needs including but not limited to lifting, diapering, or toileting.

F. Access to IEPs - Teachers serving students with IEPs shall be provided copies of the student's IEP.

G. Release Time for IEP Preparation - Intervention specialists responsible for writing IEPs may receive two (2) days of release time per school year for IEP preparation. Scheduling shall be arranged between the teacher and principal, with work performed on campus.

405 TEACHER EDUCATION AND LICENSURE

A. **Licensure Maintenance** - A bargaining unit member shall maintain all teaching certificates/licenses required for their assignment at the time of initial employment and shall maintain any subsequent licenses for which the employee received tuition reimbursement.

B. Local Professional Development Committee (LPDC)

1. The LPDC shall consist of at least six (6) members, four (4) of whom shall be teachers.
2. The EKEA shall select the teacher members.
3. Administration members shall be selected by the Superintendent.
4. The EKEA shall determine the method of recalling or replacing teacher members.
5. The LPDC shall determine recall and replacement of non-teacher members.
6. If the LPDC joins a Collaborative Professional Development Committee (CPDC), the term shall not exceed one school year (September–June).
7. The EKEA shall determine terms of office for teacher members.
8. The LPDC shall determine terms of office for non-teacher members.
9. The LPDC shall determine its structure (e.g., chairperson, vice-chair).
10. Decisions shall be made by majority vote or consensus.
11. The LPDC shall determine its meeting schedule.
12. LPDC members shall be released without penalty during the regular school day when meetings are scheduled.
13. Each LPDC member shall be paid $1,000.00 per year paid according to the supplemental pay schedule for year-long activities. One-half (1/2) of their

payment the first payroll of December and the remaining one-half with the second payroll of June).

14. The LPDC shall determine an appeals procedure consistent with law.
15. The LPDC shall approve CEU programs, coursework, and related activities and establish criteria for approval.
16. The LPDC shall determine the extent of record retention. Teachers are responsible for maintaining their own records.
17. If an administrator's Individual Professional Development Plan is under review, the administrator may request that the LPDC composition be adjusted so that administrators constitute a majority. Such a request shall not be denied.

C. **Authority Limitations** - Neither the LPDC nor the Entry Year Committee (EYC) shall have authority to revise, change, delete, or modify any article or section of this Agreement except as permitted by ORC 4117.10(C) or as otherwise provided herein.

D. Resident Educator Program - A committee of three (3) EKEA-appointed members and three (3) Superintendent-appointed administrators shall address issues arising from the Resident Educator Program that affect terms and conditions of employment. The committee shall convene upon publication of the Educator Standards Board's criteria and standards.

E. Professional Development Committee - A Professional Development Committee composed of each building principal, the superintendent (or designee) and two teachers from each building, selected by EKEA, will plan and develop the content for the district's professional development activities. The committee will provide the professional staff with a tentative schedule and activities for the subsequent school year by May 31 annually.

406 STUDENT HANDBOOK

Prior to the distribution of a revised student handbook or revised student rules each school year, a review committee composed of building teachers shall receive a copy of the proposed revisions and be allowed five (5) working days to provide input to the Administration.

407 INSTRUCTIONAL MATERIALS

In each building, a committee shall meet to determine how the supply budget will be dispersed. Teachers shall be notified of their budget in March of each year. The committee must consider building and department curriculum cycles, a rotation process that ensures equitable distribution of the supply budget, and must comply with Section 403.

408 TEACHER PARTICIPATION IN CONFERENCES

Released time shall be provided for IEP, IAT, MFE, or other equivalent types of conferences held during the regular student day.

A. If such conferences must be held outside the regular teacher day, participants shall receive: $30.00 per hour (or major fraction thereof, prorated to the nearest quarter hour) for their participation.
B. Conferences held during the teacher's regular workday but outside the regular student day shall not qualify for compensation.
C. Teachers shall not be required to give up preparation time during the student day to cover another teacher's participation in a conference.
D. At least one (1) week's notice shall be provided for such meetings.
E. After-school meetings shall not be scheduled on the day immediately preceding a scheduled break in the school calendar (e.g., Thanksgiving, winter break, spring break) unless delaying the conference would negatively impact the student.

409 ABSENCE OF PRINCIPAL FROM BUILDING

Protocols shall be developed to address the absence of a principal from their building. Such protocols shall be posted in each building and written copies provided to teachers.

410 KEYS AND BUILDING ACCESS

A. Teachers shall be provided with the necessary keys to access their building, room(s), and work center(s). Keys shall be provided at the beginning of the school year. New keys required due to a change in working conditions shall be provided within ten (10) calendar days.
B. Access to buildings during the student day shall be controlled so that visitors must enter through the building office

411 STUDENTS WITH PSYCHOLOGICAL AND MEDICAL NEEDS

Teachers shall be informed of educationally necessary psychological and medical information for all students assigned to their classes or duties, to the extent permitted by law and consistent with student privacy rights.

412 CALENDAR COMMITTEE

A. The Superintendent shall provide a copy of a proposed school calendar to the EKEA President at least two (2) weeks prior to the Board meeting at which the calendar is scheduled for adoption.
B. The EKEA President shall provide any desired input in writing to the Superintendent at least one (1) week prior to the Board meeting.
C. It is recognized that the Board retains final authority to adopt the school calendar.
D. If the Board rejects the EKEA's recommendations, in whole or in part, the Superintendent shall communicate the reasons for the rejection(s) to the EKEA President within five (5) business days after the Board meeting.

413 TEACHER DRESS CODE

A. General Standard - Employee attire shall reflect professionalism and be appropriate for an educational environment. Clothing should support the employee's role as a model for students and contribute to a positive, respectful school climate.
B. Professional Appearance Expectations - Employees shall wear clothing that is:
    1. Clean, neat, and in good repair
    2. Appropriate for the employee's duties and work setting
    3. Not excessively casual, distracting, or disruptive to the educational process
    4. Safe and functional for the tasks being performed
C. Examples of Acceptable Professional Attire - The following examples are intended as guidance, not an exhaustive list:
    1. Collared shirts, blouses, sweaters, or other professional tops
    2. Slacks, khakis, dress pants, or professional-length skirts/dresses
    3. Professional-length shorts when appropriate for the season or assignment
    4. Footwear appropriate for the work environment (e.g., closed-toe shoes, professional sandals)
D. Items Generally Not Permitted unless otherwise authorized (e.g., dress-down days), employees shall not wear:
    1. Clothing with rips, tears, or excessive wear
    2. Flip-flops, slides, or slippers
    3. Clothing that is excessively revealing or inappropriate for a school setting
    4. Pajamas or loungewear
    5. Graphic t-shirts unrelated to school activities
    6. Sweatpants, wind suits, or athletic wear unless required by job duties
E. Job-Specific Exceptions
    1. Certain positions may require attire that differs from the general standard. For example:
        a. Physical education teachers
        b. Art, science, or CTE teachers
        c. Staff supervising outdoor or hands-on activities
    2. These employees may wear clothing that is safe, functional, and appropriate for their instructional responsibilities.
    3. Employees should consult their Building Administrator for clarification or exceptions.
F. Dress-Down Days shall be designated by Administration and shall generally occur on the last scheduled workday of each school week. Acceptable dress-down attire includes:
    1. Jeans
    2. Athletic or casual footwear
    3. School-spirit shirts, polos, or sweatshirts
    4. Other attire approved by Administration
    5. Administration may authorize additional dress-down days as appropriate.

ARTICLE V Teacher Employment and Contracts

501 POSTING OF VACANCIES

A. Each time vacancies in teaching, supplemental, or administrative positions become open by resignation, retirement, death, transfer, promotion, disability, leaves of at least one school year duration, or termination, or new positions are created, they shall be posted on the District's website.
B. In addition, a global email notice of such vacancy or new position shall be sent to the school email address of each bargaining unit member. Except as otherwise specified in paragraph B below, the vacancy or new position shall not be filled until at least five (5) workdays after sending the email. A printed copy of all postings shall be sent to the EKEA President.
C. Teachers who want to receive postings for vacancies occurring between the end of the teacher work year and the opening of school each year must provide written verification and self-addressed postage-paid cards or an alternative personal email address to the Board prior to June 1.
D. Teachers applying for vacancies during these dates must notify the Board of their application within three (3) calendar days of the postmark or date that the email was sent, during which the vacancy shall not be filled.

502 TRANSFER PROCEDURES

A. Voluntary Transfers

1. Teachers may be shifted within a building before a vacancy is declared and posted externally.
2. Teachers requesting a transfer shall notify the Superintendent and Principal in writing.
3. Teachers applying for the vacant positions shall be given the opportunity to meet with the Principal of the building where the vacancy exists before interviews begin.
4. The final decision on transfers shall be made by the Superintendent or designee.

B. Involuntary Transfers

1. Teachers being considered for involuntary transfer shall have the right to request in writing an informal meeting with the Superintendent to discuss the impending transfer. Such a request must be made within ten (10) instructional days of notification.
2. Teachers shall not be involuntarily transferred after the start of the teacher work year except when required due to enrollment shifts, licensure needs, or other legitimate educational reasons.
3. The Administration shall make a reasonable effort to avoid transferring a teacher two (2) years in a row.
4. Written notification of the Superintendent's final decision shall be provided within five (5) instructional days following the meeting.
5. No member shall be involuntarily transferred for disciplinary reasons except for just cause, and no transfer shall be made for the purpose of harassment.

503 SUPPLEMENTAL CONTRACTS

A. Supplemental duties are defined as those duties which are performed during time in excess of the workday, work week, work year, or in addition to the employee's regular duties.
B. Employees performing supplemental duties shall be issued written individual limited contracts that include:
    1. Duration of supplemental contract
    2. Title of supplemental position
    3. Amount of supplemental compensation
    4. Supplemental job description
C. Posting and filling of supplemental positions shall follow the posting procedures in Section 501.
D. Acceptance of a supplemental contract is voluntary.
E. Compensation for Supplemental Positions - Compensation for supplemental duties shall be as set forth in this Agreement and shall be determined solely according to the principle of equal pay for equal work, without discrimination based on any protected class as defined by state or federal law.
F. Nonrenewal of Supplemental Contracts
    1. All supplemental contracts are one-year limited contracts and automatically expire at the end of the school year unless the Board expressly renews them.
    2. All supplemental contracts shall be subject to the following stipulations:
        a. If an employee's regular limited contract is non-renewed, then any supplemental contracts are automatically non-renewed.
        b. If an employee resigns a regular contract, any supplemental contracts held become void as of the date of resignation.
    3. The Administration shall develop and adopt a procedure and form for application for supplemental contracts. Such procedure and form shall be used by all applicants for an open position.

504 REDUCTION IN FORCE

A reduction in force shall only be done shall be conducted in accordance with the following provisions and in compliance with R.C. 3319.17.

A. Reasons for RIF
    1. Decrease or shift in enrollment.
    2. Return to duty of a regular teacher after a Board-approved leave of absence.
    3. By reason of suspension of schools or territorial changes affecting the District.
    4. For financial reasons.
B. Procedure
    1. Each individual who is the subject of a staff reduction shall receive written notice no later than thirty (30) days prior to any staff reduction. Such notification shall include:
        a. the reasons for the reduction, and
        b. the reason for the selection of said individual.
        c. Reductions shall be done in the following sequence:
        d. The Board shall first handle all staff reductions through normal attrition.
        e. If additional reductions are needed, the Board shall proceed with contract

status

2. When a reduction in force becomes necessary, the following procedure shall be followed:
    a. Limited contract teachers shall be reduced first utilizing the following order:
        i. Certification/Licensure within the affected teaching field
        ii. Comparable evaluations as defined in this Agreement
        iii. When evaluations are comparable, seniority in the district shall prevail, with the contract of the least senior limited contract teacher in the affected teaching field being the first to be suspended.
    b. Only when the necessary reduction of staff required exceeds the number of limited contract teachers in the affected field shall continuing contract teachers be reduced by utilizing the following order:
        i. Certification/Licensure within the affected teaching field
        ii. Comparable evaluations as defined in this Agreement
        iii. When evaluations are comparable, seniority in the district shall prevail, with the contract of the least senior continuing contract teacher in the affected teaching field being the first to be suspended.
3. Comparable Evaluations
    a. For the purpose of determining which evaluations are “comparable”, all members rated "accomplished” and “skilled”.
    b. All members rated “developing" shall be comparable to one another.
    c. All members rated "ineffective" shall be deemed comparable to one another.
4. Recall shall occur in reverse order:
    a. Continuing contract teachers with the most seniority first, then
    b. Limited contract teachers with the most seniority first
    c. Recall shall be to a position for which the individual is properly licensed/certificated, or can become licensed/certificated by the beginning date of work for the position, consistent with law.

C. Rights While on Suspension
1. If recalled, the individual shall retain the right to return to the same:
    a. contract status,
    b. seniority level,
    c. sick leave accumulation, and
    d. any other benefits of employment that had accrued prior to suspension.
2. Pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees have the right to be retained on the District’s insurance programs to the extent provided by federal law.

D. Recall Rights
1. Employees whose contracts are suspended remain on the recall list for twelve (12) months, with an option for an additional twelve (12) months if a letter of intent is filed before the end of the first year.
2. An employee may be removed from the recall list if he or she:
    a. Waives his or her right to recall in writing.

b. Resigns.
c. Fails to accept recall to a position for which he or she is licensed/certified.
d. Fails to report to work after receipt of notice of recall, unless notification is given to the Superintendent that the individual is sick or injured.
e. Fails to maintain an updated address and telephone number with the Superintendent.

3. The individual affected by a staff reduction is responsible for keeping an updated address and telephone number on file in the Superintendent's office.
4. All recall notices shall be sent by registered or certified mail or hand delivered.

505 CONTINUING CONTRACT ELIGIBILITY

A. A teacher who believes he/she will be eligible for a continuing contract if renewed at the end of his/her current limited contract must, as a condition of receiving consideration for a continuing contract, give written notice of such anticipated eligibility to the superintendent by October 15 of the last year of the limited contract. If such notice is not given, any renewal of the limited contract will result in issuance of a new limited contract in accordance with the provisions of Section 506 below.
B. The Board will give notice of the statutory and contractual requirements for continuing contract eligibility via email to all bargaining unit members by October 1 annually.
C. The Board shall rely upon licensure or notification of application for licensure on file by April 1 when making determinations about any teacher's contract status. It shall be the teacher's responsibility to maintain licensure and to be certain the files contain the most recent licensure documentation.

506 SEQUENCE OF LIMITED CONTRACT ISSUANCE

The Board shall issue limited contracts in accordance with the following sequence and in compliance with R.C. 3319.11.

A. Sequence of Full-Time Limited Contracts
    1. Teachers new to East Knox shall receive an initial contract for one (1) year.
    2. Upon reemployment, the second contract shall be for one (1) year.
    3. Upon reemployment, the third contract shall be for one (1) year.
    4. Upon reemployment, the fourth contract shall be for one (1) year.
    5. Thereafter, contracts shall be for three (3) years unless otherwise permitted under R.C. 3319.11 for teachers eligible for extended limited contracts.
    6. Teachers working less than six (6) hours a day or working on a temporary license/certificate shall receive a one (1) year contract for the initial and succeeding contracts.
    7. Any teacher on or eligible to receive a multi-year contract may be offered a contract of less duration based on reason(s) that have been identified in the evaluation process and consistent with R.C. 3319.111.
    8. No item in this section supersedes or interferes with Section 504 – Reduction in Force.
B. Teacher Nonrenewal
    Teachers who have not completed four (4) years of service (four one-year limited contracts), the sole requirement for contract nonrenewal shall be receipt of written notice of nonrenewal by the June 1 deadline appearing in ORC 3319.11. The parties agree that

all other procedures and provisions outlined in ORC Section 3319.11 are not applicable to the nonrenewal of such teachers.

507 FAIR SHARE

A. Should the United States Supreme Court's decision in Janus v. AFSCME be overruled by the United States Supreme Court in the future, the 2017–2020 Negotiated Agreement, Section 507 Fair Share Language may be reinstated upon mutual agreement of the parties and to the extent permitted by law.
B. It is specifically understood that this language applies to Section 507 Fair Share only and does not apply to any other provision within this Agreement.

508 PERSONNEL FILE

A. Only one (1) personnel file shall be maintained for each employee. The file shall contain work performance, discipline, and routine personnel data.
B. All file entries other than routine data must be signed and dated by the supervisor submitting the entry, and the bargaining unit member shall receive a copy when the entry is made.
C. In the case of performance and discipline data, the employee shall sign all materials prior to placement in the file to acknowledge receipt, not agreement.
D. When commendations are made, the employee's signature is not required for inclusion in the file.
E. The employee shall be permitted to review the contents of the their file. A record shall be maintained of those other than district officials and personnel who review the file, if known, and the date of the review. This information shall also be available to the employee.
F. No misleading, inaccurate, invalid information, or anonymous documents shall be included in the file.
G. The employee has the right to rebut or add written comments to any information in the file.
H. Teachers may remove disciplinary documents from their files from the date of filing, provided the employee has not been guilty of similar infractions within that time period as follows:
    1. Notice of Suspension – five years
    2. Written Letter of Warning – four years
    3. Parental Letters – three years
    4. Documentation of Discussion – three years
I. This provision does not apply to documents relating to student/child abuse, or matters pertaining to a crime.

509 PARENT COMPLAINT PROCEDURE

A. The Board and the EKEA recognize that interested parents may find it necessary to file a complaint regarding a member's treatment of a student, classroom policy (other than an individual student's grades), or the material being taught in a specific course. In many cases, these complaints may be resolved by direct communication between the parents and members.
B. Hence, the Board and EKEA agree that parents should resolve complaints at the lowest step of the following procedure and in this sequence:
C. Meet and discuss the problem/concern with the teacher.
    1. Meet and discuss the problem/concern with the principal and teacher.

2. Meet and discuss the problem/concern with the Superintendent, principal, and the teacher.
3. Meet and discuss the problem/concern in executive session with the Board, Superintendent, principal, and the teacher.

D. Complaints received at higher levels shall be routed to the lowest level appropriate for resolution.
E. Parental letters may be placed in the personnel file only if they are adjudged to be accurate by the administrator and are included as part of the administrative report.
F. The primary focus of all administrators and teachers in this regard shall be on the prompt and equitable solution of the complaint.

510 PAY PERIODS

A. Bargaining unit members shall be paid on the fifth (5th) day and the twentieth (20th) day of each month at a rate of 1/24 of the amount due the employee from Article VI, Section 601.
B. If a pay date falls on a holiday or weekend, the payroll shall be credited to the member's account on the prior business day in accordance with applicable banking regulations.
C. All bargaining unit members shall be paid by direct deposit.
D. Bargaining unit members shall receive their payroll deposit notices via email.

511 DISCIPLINE

A. Bargaining Unit Members may be disciplined for infractions deemed by the Administration to be serious enough to warrant the formal documentation of such infraction.
B. Disciplinary actions may include, but are not limited to:
    1. Written Reprimand
    2. Unpaid Suspension
    3. Termination in accordance with ORC 3319.16
C. All disciplinary action shall be subject to the grievance procedure.
D. Any written record of disciplinary action shall be kept in the employee's active personnel file.

512 EMPLOYMENT OF STRS RETIREES

A. This section governs the terms and conditions of employment of any STRS retiree whom the Board may choose to regularly employ in a position that falls within the description of the bargaining unit appearing in Article I of this Agreement. Except as otherwise specified below, any such employee shall become a bargaining unit member upon employment and be subject to the provisions of this Agreement.
B. For initial placement purposes on the teachers' salary schedule, the employee shall receive horizontal and vertical credit as determined by the Superintendent and shall not thereafter advance on the salary schedule.
C. The employee shall receive a one-year limited contract of employment (if employed after the start of the school year, such contract shall be for the remainder of that school year). If subsequently reemployed, the employee shall be awarded successive one-year limited contracts. In no event shall the employee qualify for a continuing contract or a multi-year limited contract.
D. The employee's limited contract received under paragraph 2 above is automatically nonrenewed as of the end of the school year and no action is required of the Board to effect such automatic nonrenewal. The procedures appearing in ORC 3319.11, including

the post-nonrenewal procedures appearing in 3319.11(G), do not apply to any such contract nonrenewal.

E. Upon employment, the employee shall be credited with zero (0) years of seniority and thereafter shall not accumulate seniority for any purpose under this Agreement.
F. The employee is not eligible to participate in any insurance fringe benefits offered under Article VI of this Agreement if the employee can participate in insurance benefits through STRS. If STRS policy precludes such participation, the provisions of Article VI shall apply.
G. The employee shall not qualify for tuition reimbursement, pay in lieu of participation in insurance benefits, life insurance, or severance pay under Article VI or sabbatical leave under Article VII of this Agreement.
H. The provisions of this section supersede and prevail over any inconsistent terms that may appear elsewhere in this Agreement or in any part of the Ohio Revised Code.

513 SENIORITY

A. For the purpose of this Agreement, seniority shall be defined as is defined as the number of consecutive years of service with the East Knox Local Schools. (A Board-approved leave of absence does not break a teacher's consecutive years of service.)
B. Part-time teachers' seniority shall be determined on a percentage basis. The percent of seniority equals the percent of part-time employment.
C. If two or more individuals have equal seniority, then the following shall apply:
    1. The date of the Board meeting at which they were hired, then by;
    2. The first day worked as a regular bargaining unit employee;
    3. If a tie still exists, then a single coin toss (in the presence of the EKEA President and Superintendent, or their respective designees) occurring prior to February 1 of the year in which the tie occurs and thereafter deemed conclusive as to the affected employees.
D. An updated seniority list shall be provided to the EKEA by February 1 of each year ranking teachers by name (from the most senior to the least senior) and also indicating the following information as to each individual:
    1. Date of initial hire (by official Board action) into a bargaining unit position;
    2. First day worked as a regular bargaining unit employee;
    3. Type of contract (limited or continuing);
    4. All areas of certification/licensure.
E. Any corrections to such information shall be submitted by the EKEA President or designee to the Board's Treasurer by not later than the following February 28, at which point all information on the list shall be deemed conclusive until the following February 1.

ARTICLE VI SALARY AND FRINGE BENEFITS

601 SALARY SCHEDULE

A. Implementation of Unified Schedule: Effective July 1, 2026, the "Standard" and "Alternate" salary schedules shall be consolidated into a single Unified Salary Schedule (Appendix A). All bargaining unit members, regardless of hire date, shall be placed on this unified schedule.

1. Placement and Transition Logic: To ensure an equitable transition to the Unified Salary Schedule, members shall be placed according to the following criteria:
    a. Step Alignment: Each member shall be placed on the Unified Salary Schedule at the exact same step and educational column they occupied immediately prior to the consolidation, ensuring full credit for all completed years of service and academic attainment.
    b. Vertical Movement: Following initial placement on the Unified Schedule, all members shall resume normal annual vertical movement on July 1 of each subsequent contract year. For example, if a member is on step 5 of the MA+15 column of the alternate schedule for the 2025-26 school year, that member shall advance to step 6 of the MA+15 of the unified schedule start of the 2026-27 school year.
    c. Any member who was placed in column MA+30 or MA+45 of either the standard or alternate salary schedule shall be moved to the MA+15 column of the Unified Salary Schedule at the exact same step that they occupied immediately prior to the consolidation.
    d. Horizontal Movement
        i. To move horizontally on the salary schedule, the bargaining unit member must submit official transcripts of college credits or other valid proof of such completed semester hours along with written request for advancement on the scale to the Treasurer on or before September 15 for the first semester and January 15 for the second semester, said teacher shall then qualify for the higher classification beginning with the first day of either the first or second semester. The salary adjustment will not become effective until all materials are received by the deadline.
        ii. For purposes of placement and advancement on the salary schedule, and regardless of the granting institution, one (1) semester credit hour shall be defined as being equivalent to thirty (30) contact or clock hours and shall be credited accordingly. Partial credit hours will not be given for fewer than thirty (30) contact or clock hours. When submitting the

application for salary advancement and reimbursement, the bargaining unit member must provide proof that the education institution grants one (1) semester credit hour for thirty (30) contact or clock hours.

2. No bargaining unit member shall suffer a reduction in base salary as a result of the transition to the Unified Salary Schedule.
    a. If a member's placement on the Unified Salary Schedule would result in a base salary lower than what they would have earned under their previous respective schedule (Standard or Alternate), the member shall be placed at the first step on the Unified Schedule that results in a salary increase, or at minimum, maintains their current salary.
    b. Salary Maintenance: In the event a member's current salary exceeds the highest step of the Unified Schedule for which they qualify, they shall be "red-circled" and maintain their current salary until the Unified Schedule meets or exceeds that amount through future negotiated base increases.
3. Step 30 Bonus: Eligibility: Members who have reached and exceed Step 30 of the salary schedule shall receive a 3% salary increase of their current annual base salary in the 2026 - 2027, 2027 - 2028, and 2028 - 2029 school years.

602 SALARY SCHEDULE

Salary Schedule: Appendix A

603 INSURANCE

A. The Board shall continue to make available health, dental, vision, and life insurance coverages for bargaining unit members. Coverage and benefit levels shall be maintained except as otherwise mandated by applicable law or as otherwise mutually agreed. A standing joint insurance committee shall be formed to study cost-saving options or alternative coverage and make recommendations to the Board and the EKEA. The Insurance Committee shall be composed of the Treasurer, two (2) other Board representatives, the EKEA President or designee, and two (2) other EKEA representatives.
   Effective with October 2013 coverage (for which employee contributions are deducted in September), the Board shall pay 85% of the single or family health insurance premium, whichever is applicable, for medical insurance. The Board shall also pay 85% of the single or family premium for dental and vision insurance.
   The Board shall offer a High Deductible Health Plan (HDHP) and Health Savings Account (HSA) as an option for bargaining unit members in addition to the current health insurance plan.
B. The Board shall provide a forty-thousand-dollar ($40,000.00) term life insurance policy to regular full-time and regular part-time bargaining unit members.

1. The Board shall pay the total amount of the basic $40,000.00 term life insurance policy.
2. A teacher may elect to purchase at their cost additional supplemental coverage.

C. Bargaining unit members may elect to forgo their right to health insurance coverage (hospitalization, major medical, prescription drug, and dental) and shall receive a $2,500.00 supplemental payment in the final pay of June.
   1. Bargaining unit members who elect to take advantage of this supplemental payment are not eligible to renew their insurance with the Board for a minimum of one (1) calendar year, with the following exceptions:
      The employee ceases to be eligible for insurance coverage under their spouse's plan through:
      a. The death of their spouse.
      b. Termination of their spouse's employment.
      c. Divorce from their spouse.
      d. Unpaid leave of absence of their spouse.
      Under any of the above conditions, the employee may immediately apply for insurance coverage from the Board.
   2. Bargaining unit members shall be permitted to enroll under the District plan during the next open enrollment period following the year for which they received the supplemental payment, unless they fall under provision 1 above.
   3. Bargaining unit members shall be permitted to utilize this supplemental cash payment once annually, with payment made at the second payroll in June.

D. The Board retains the right to change insurance carriers as long as:
   1. Any such change is discussed with the EKEA, and
   2. Any new insurance program is equal to the existing insurance in terms of benefits, coverage, and entitlements.

E. Except as otherwise required by law, any proposed modifications to the existing insurance plan must be ratified by the EKEA before any new plan is adopted.

F. IRS SECTION 125 PLAN
   Any bargaining unit member electing insurance coverage is eligible to elect to have their portion of payments deducted from their salary before taxes pursuant to a salary-reduction plan in accordance with applicable IRS regulations. The Board shall adopt a plan under Section 125 of the Internal Revenue Code.

604 STRS PICKUP

The Board agrees to continue to pick up STRS retirement contributions on behalf of bargaining unit employees using the salary-restatement method that yields favorable tax treatment to employees at no cost to the Board.

605 TUITION COMPENSATION

The Board shall reimburse teachers for college-credit coursework according to the provisions of this article.

A. Eligible teachers shall apply in writing on the appropriate form to the Superintendent for approval of the desired course(s) no later than two (2) weeks after the beginning of the course. Reimbursement for courses pertaining to the teacher's current assignment or approved Individual Professional Development Plan (IPDP) shall be approved. Other courses may be approved at the discretion of the Superintendent or the Superintendent's designee. It is the teacher's responsibility to apply for reimbursement during the appropriate fiscal year (July 1–June 30) so that they can comply with the timelines in Part B. Courses that begin prior to June 30 and end prior to July 31 are deemed to fall within the most recent fiscal year.
B. Transcripts and fee statements shall be submitted to the Superintendent on or before September 15 following the fiscal year during which the reimbursement request was submitted. Failure to comply with the timelines means that no reimbursement shall be made. The teacher must receive a grade of "B" or better, or "Pass" in a Pass/Fail course, in order to qualify for reimbursement.
C. An individual must be a licensed/certified teacher employed by the Board to be eligible to apply for reimbursement and must continue to be employed by the Board during the succeeding fiscal year to receive reimbursement, unless the employee has been RIF'd in accordance with Section 504.
D. The Board shall annually allocate $30,000 to reimburse bargaining unit members, subject to the following conditions.
    1. Teachers shall be reimbursed with the second payroll in October following the fiscal year during which the coursework was approved, if the teacher has completed the requirements in Sections A, B, and C.
    2. Reimbursement shall not exceed the teacher's documented cost.
    3. Reimbursement shall be based on semester hours, with a quarter hour worth two-thirds of a semester hour.
    4. If total reimbursement requests exceed $30,000 in any one year, the amount reimbursed shall be determined by the following formula: $30,000/ total approved hours for the previous fiscal year for which documentation has been received according to Section B.
    5. If a teacher does not meet the timelines for application, they may within one (1) month of completion of the coursework seek approval for payment. The Labor Relations Committee (LRC) may approve full or partial reimbursement for teachers who do not meet the timeline requirements by a majority vote. The voting LRC members shall be four administrators and four teachers.

606 TUITION WAIVER FOR CHILDREN OF NONRESIDENT TEACHERS

Children of full-time nonresident District employees may attend the District tuition-free. Such students must have been admitted by the first day of school in any school year and are permitted to remain for the entire school year even if the parent's employment ceases. Children admitted are counted for state-funding purposes.

607 SEVERANCE PAY

A. A teacher or their eligible STRS survivor may apply for a severance payment under any one of the following situations:
    1. Retirement from the District under STRS.
    2. Upon the death of a teacher while in active service with the District.
B. Qualifying teachers or their eligible STRS survivor(s) shall receive twenty-five percent (25%) of their accrued sick leave. In no circumstance shall this exceed a total payment of eighty (80) days. Qualifying teachers shall be credited an additional one-fourth (1/4) day of severance payment for each year of service in the East Knox Local School District, to a maximum of thirty-five (35) years of service or eight and three-fourths (8.75) additional days of severance.
C. Payment shall be based upon the per-diem rate of the teacher's base pay (not including supplemental contracts) at the time of retirement or death.
D. Payment eliminates all sick-leave credit accrued by the teacher at that time.
E. Severance pay shall be made only once to any teacher .

608 SUPPLEMENTAL PAY

A. SUPPLEMENTAL SALARY SCHEDULE - Appendix B
Note: Indices shall be adjusted vertically at 2% incremental levels for each year of experience and shall not be dependent upon the teachers' base salary schedule.
B. Groups:

Group I

Head Football Coach
Head Basketball Coach
Head Volleyball Coach
Band Director
Head Cheerleader Advisor
Yearbook Advisor
Head Track Coach (boys and girls)

Group II

Head Baseball Coach
Head Softball Coach
Head Wrestling Coach
Head Golf Coach
Head Cross Country Coach
Head Bowling Coach
Assistant Varsity/JV Football Coach (5 maximum)
Assistant Varsity/JV Basketball Coach (2 maximum)
Junior High Football Coach (7th)
Junior High Football Coach (8th)
Assistant Band Director

Group III

Junior High Basketball Coach (7th)
Junior High Basketball Coach (8th)
Junior High Cheerleader Advisor

Junior High Volleyball Coach (7th)
Junior High Volleyball Coach (8th)
Junior High Cross Country Coach
Assistant Varsity/Junior Varsity Volleyball Coach
Assistant Varsity/Junior Varsity Wrestling Coach
Freshman Basketball Coach
Junior High Bowling Coach
Junior High Golf Coach
Assistant Bowling Coach
Freshman Volleyball Coach
Junior Varsity Cheerleader Coach (If the coach is required for both seasons (football and basketball junior varsity), the full amount will be paid. If the Athletic Director determines it is only needed for one season, only half will be paid.)

Group IV

Junior Class Advisor (2)
Assistant Varsity/Junior Varsity Baseball Coach (3 maximum)
Assistant Varsity/Junior Varsity Softball Coach (3 maximum)
Junior High Wrestling Coach
Junior High Track Coach (2)
Assistant Head Track Coach (boys)
Assistant Head Track Coach (girls)
Assistant Track Coach (boys and girls)
Fall Strength Conditioning Coach (boys and girls)
Winter Strength Conditioning Coach (boys and girls)
Spring Strength Conditioning Coach (boys and girls)

Group V

Art Club
Flag Corps Director
Play Director
Majorette Advisor
Assistant Band Director/Marching Band Percussion (1st Semester)
Elementary PBIS Advisor
Junior Senior High School PBIS Advisor

Group VI

FCCLA Advisor
Spanish Club
Senior Class Advisor (2)
Assistant Play Director
High School Student Council Advisor
National Honor Society

Group VII

Spelling Bee (2)
Elementary PBIS Committee Member (4 Teachers)
Junior Senior High PBIS Committee Member (4 Teachers)

C. Any newly created supplemental positions shall be determined by agreement of the EKEA President/designee and the Superintendent.
D. Persons holding supplemental contracts for year-long activities shall be paid one-half (1/2) of their payment the first payroll of December and the remaining one-half (1/2) with the second payroll of June.
E. Persons holding supplemental contracts for less-than-year-long activities shall be paid the last pay of the months of December, March, and June, following completion of a form signed by the employee and the supervisor of the activity (principal or athletic director) attesting that the activity is completed.
F. The listing of a supplemental contract position does not necessarily mean the position will be filled.

609 SATURDAY SCHOOL PAY, SUMMER SCHOOL, AND TUTORING

The rate for the following is $30.00 per hour.

A. Saturday school teacher
B. Summer school teacher
C. Summer intervention teacher
D. After school tutoring as requested by the administration
E. Home instruction teacher
F. Teacher to provide extended school-year services in fulfillment of special education IEP requirements, pay shall be at the rate of thirty ($30.00) dollars per hour.

ARTICLE VII LEAVE PROVISIONS

701 SICK LEAVE

A. Teachers shall earn sick leave at the rate of one and one-fourth (1¼) days per month while under contract with the Board.
    1. Maximum annual sick leave accumulation is fifteen (15) days.
    2. Sick leave shall continue to accrue with no limit.

B. Teachers new to the teaching profession and to the District who have not yet earned sick leave may be advanced up to five (5) days of sick leave during their first year of employment. After the first year, there shall be no advancement of sick leave to any teacher who has exhausted accumulated sick leave.

C. Sick leave may be used for the following reasons:
    1. Personal illness or injury
    2. Exposure to contagious disease
    3. Illness or death in the member's immediate family
    4. Pregnancy
    5. Medical appointment

D. For purposes of this article, immediate family is defined as mother, father, mother-in-law, father-in-law, daughter (natural, adopted, step, or foster), son (natural, adopted, step, or foster), daughter-in-law, son-in-law, spouse, sister, sister-in-law, brother, brother-in-law, grandmother, grandfather, or grandchildren.

E. Upon return from sick leave, the teacher shall furnish a written, signed statement on Board-prescribed forms specifying for which of the above reasons sick leave was used. In the case of exposure to a contagious disease that could be communicated to others, a physician's statement of fitness must be submitted prior to the individual's return to work. Any teacher absent for more than five (5) consecutive days shall submit a doctor's excuse if so requested.

F. If the sick leave extends beyond twenty (20) consecutive days, the Board may, at its own expense, require the teacher to be examined by a Board-selected doctor to verify the need for continuing leave.
    If the Board's doctor's opinion is different from the teacher's doctor, a third doctor selected by mutual decision shall examine the employee. The expense of the third doctor shall be shared equally between the teacher and the Board.

G. Sick leave may not be used in increments of less than one-half (1/2) day unless agreed to by the teacher's immediate supervisor.

H. Falsification or fraudulent use of sick leave may result in disciplinary action, including dismissal, pursuant to Section 511 (Discipline).

702 PERSONAL LEAVE

A. Personal leave is to be used for conducting necessary or urgent personal business that cannot be conducted outside the school day. When the form shown below is completed,

teachers shall have three (3) personal leave days, to be granted with the following exceptions:

1. No personal leave shall be taken to earn additional compensation.
2. Personal leave shall not be used to extend a school vacation, or during the first and/or last week of school, without the express approval of the Superintendent (which approval shall not be unreasonably withheld) due to the scheduling of an event outside the teacher's control.
3. No more than two (2) teachers per building shall be allowed to be absent for personal reasons on any one day, except in emergencies.
4. Personal leave shall not be used in place of sick leave.
5. Personal leave shall not be used in increments of less than one-half (1/2) day.
6. Personal Leave shall not be used during scheduled state testing. The state testing calendar will be released by October 1 of each year.
7. Falsification or fraudulent use of personal leave may result in disciplinary action pursuant to the progressive discipline policy.

B. Personal leave days are not cumulative from one school year to the next. Requests shall be made in advance except in emergency situations. All unused personal days shall be converted to sick leave days on the second pay in June each year.

703 PROFESSIONAL LEAVE

A. All professional leave requests shall be submitted on the appropriate form prior to the date of attendance at the activity and be approved by both the building principal and the Superintendent. No teachers shall be approved for more than two (2) days of professional leave in any school year. This limitation does not apply to leave occurring at the request of the Administration or leave that has traditionally been considered an inherent and integral part of the particular teacher's assignment. Teachers may request to be excused from classroom duties in order to accompany students to school functions and school-related activities which may take place during school hours and have been approved.

B. Teachers shall be entitled to one hundred twenty-five dollars ($125) each year for the purpose of professional development/leave during the term of this Agreement. Teachers may pool their funds. The maximum amount the Board shall allocate each year for professional development shall be $7500. Professional development funds shall be processed and tracked through the building principals. Required forms shall be completed online.

704 JURY DUTY

Teachers receiving notices to serve on jury duty shall promptly notify their building principal and submit a copy of the notice to the Treasurer. Teachers required to report and/or serve on jury duty shall receive their regular compensation and promptly sign over to the District any jury-duty compensation received. The absence-report form shall include a statement reminding teachers of this requirement.

705 ASSAULT LEAVE

A. Definition: An assault is an injury inflicted upon an employee as a result of performing work-related duties.
B. Entitlement
    1. An employee who suffers illness or injury that is caused by a job-related assault, be it whether off or on Board premises, shall be granted assault leave for the length of the absence.
    2. Assault leave extending beyond five (5) days must be verified with a doctor's excuse. If the assault leave extends beyond twenty (20) days, the Board may, at its own expense, require the employee to be examined by a Board-selected doctor to verify the need for continuing leave.
    3. If the Board's doctor's opinion is different from the employee's doctor, a third doctor selected by mutual decision shall examine the employee. The expense of the third doctor shall be shared equally between the teacher and the Board.
    4. Such leave shall be with full pay and shall not be charged against sick or personal leave.
C. Duration
    1. Such leave shall commence on the first day of absence and continue until the employee elects one of the following options:
        a. The employee returns to work.
        b. The employee begins to receive retirement benefits under an Ohio state retirement system.
        c. The employee resigns.
D. Procedure
    1. Employees shall immediately report all cases of assault suffered by them in connection with their employment to their supervisors or principal.
    2. The employee shall complete and sign the assault-leave form to report their use of assault leave.

706 UNPAID LEAVES

A. Family and Medical Leave
    1. The Board shall comply with the Family and Medical Leave Act (FMLA) of 1993.
    2. For purposes of family leave, a year shall be defined as a rolling twelve (12)-month period measured backward from the date an employee uses FMLA leave.
B. Military Leave - The Board shall grant military leave in accordance with law.
C. Medical Leave - The Board shall grant unpaid leaves for illness and disability in accordance with ORC 3319.13.
D. Other Unpaid Leaves
    1. The Board may, at its discretion, grant other unpaid leaves including, but not limited to, professional improvement.
    2. The Board will not approve unpaid leave for the purpose of vacation.

707 SABBATICAL LEAVE

A. Teachers who have completed five (5) years' service in the District may obtain may obtain sabbatical leave by:
    1. Having a plan of professional improvement approved by the LPDC.
    2. Submitting a written request to the Superintendent.
    3. Having the Board approve the leave upon the Superintendent's recommendation.
B. Sabbatical leave may be granted for one (1) or two (2) semesters. Upon completion of the leave, evidence of completion of the approved plan must be submitted to the LPDC.
C. To be eligible for part payment of salary, the teacher must agree in writing to return to employment in the District for at least two (2) years, with the exception of death or disability of the employee. The teacher shall reimburse the Board for all monies received in violation of Sections B or C.
D. Teachers granted sabbatical leave shall receive part salary equal to the difference between the teacher's regular contract salary for the year of the leave and the cost of the substitute employed for the teacher on leave.
E. No more than five percent (5%) of the bargaining unit may be granted sabbatical leave in any one year.
F. A teacher may not be granted a sabbatical more often than every five years, nor for a second time before other bargaining unit members have had an opportunity to make a request for such leave.
G. A teacher on sabbatical leave shall be carried on the personnel roster for insurance purposes and shall have the right to participate at their own expense in all insurance programs for which the teacher would otherwise be eligible in this Agreement.
H. Teachers on sabbatical leave shall hold the Board harmless for all contributions to STRS during the period of said leave, except those mandated by STRS on payment of part salary.

708 PARENTAL LEAVE

A. A teacher who is pregnant or adopting a child or becoming a parent shall, upon written request, be granted leave without pay for parental reasons. Such leave shall begin either between the beginning of pregnancy and delivery of the child, or at the receipt of custody of the child, and may continue up to twelve (12) consecutive months after the birth or receipt of custody. Except in a case of unforeseen and emergency circumstances, a teacher's failure to return to work by the beginning of the first grading period following expiration of the leave shall sever the teacher's employment by the Board upon recommendation of the Superintendent. In order to minimize the educational impact upon students, the teacher's return from leave shall be at the beginning of a grading period.
B. Applications for parental leave shall state in writing the expected date of birth or receipt of custody, the date requested leave is to begin, the date the staff member hopes to return to service, and the name of the attending physician or adoption official. If possible, applications should be made at least thirty (30) days in advance of the requested beginning date of the leave or requested extension, except in the case of an emergency.

C. Sick leave shall not accrue during parental leave. Staff members on parental leave shall be eligible to participate in Board-provided insurance plans at their own expense.
D. A teacher who returns to work in accordance with paragraph A above shall be granted their position held prior to leave if it is vacant. Should the position be filled, the returning staff member shall be appointed to a certificated position with equivalent contract status for which they are certificated/licensed.

709 SICK LEAVE DONATION PROGRAM

Teachers may donate paid leave to a fellow employee who is otherwise eligible to accrue and use sick leave. The intent of the leave-donation program is to allow employees to voluntarily provide assistance to co-workers who are in critical need of leave due to the catastrophic illness or injury of the employee or a member of the employee's immediate family. An individual wishing to receive a donation of sick days must complete a written application and return it to the Sick Leave Donation Committee. The Committee shall be composed of the EKEA President, two (2) EKEA designees, the Superintendent, and one (1) designee of the Superintendent. The Committee shall operate by majority vote. The decision of the Committee shall not be subject to Article II (Grievance Procedure).

A. An employee may receive up to the number of days (10 days) the employee is scheduled to work each pay period, if the employee who is to receive donated leave:
    1. (or a member of the employee's immediate family) has a catastrophic illness or injury,
    2. has no accrued sick leave.
B. Employees may donate leave if the donating employee:
    1. voluntarily elects to donate leave and does so with the understanding that donated leave will not be returned,
    2. donates a minimum of one (1) day, and
    3. retains a sick-leave balance of at least fifteen (15) days. Leave shall be donated in the same manner in which it would otherwise be used.
C. The leave-donation program shall be administered on a pay-period-by-pay-period basis. Employees using donated leave shall be considered in active pay status and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled. Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received. Donated leave shall be considered sick leave, but shall never be converted into a cash benefit.
D. Employees who wish to donate leave shall certify:
    1. the name of the employee for whom the donated leave is intended,
    2. the type of leave and number of days to be donated,
    3. the employee will have a minimum sick-leave balance of fifteen (15) days, and
    4. the leave is donated voluntarily and they understand it will not be returned.
E. No employee shall be forced to donate leave. The donation of leave shall occur on a strictly voluntary basis. Donation of leave shall not in any way affect the incentive pay for not using leave.

F. Employees who have accumulated the maximum allowable sick leave per Board policy concerning severance pay shall be given the first opportunity to donate leave.

ARTICLE VIII LABOR MANAGEMENT COMMITTEE

The Board and the EKEA agree to establish a Labor-Management Committee (LMC) composed of three (3) members appointed by the EKEA and three (3) members appointed by the Superintendent. The purpose of the LMC is to keep communications open between the EKEA and the Board. Bargaining or grievance processing shall not be a function of the LMC; however, it may agree to clarify the existing agreement, make recommendations for memoranda of understanding, and attempt to resolve issues prior to reaching the grievance process.

The parties agree to use the services of the Federal Mediation and Conciliation Service (FMCS) for the purposes of training and advice in the establishment of the LMC. The parties agree to establish mutually agreed-upon ground rules for the operation of the LMC.

ARTICLE IX DURATION

This Agreement shall be effective July 1, 2026 through June 30, 2029.

Appendix A1: Salary Schedule, 2026-27, 2027-28, 2028-29

EAST KNOX LOCAL SCHOOL DISTRICT

TEACHER SALARY SCALE

2026-2027, 2027-2028, and 2028-2029

BASE SALARY: 45,000

YEARS		BS		150		MA		MA+15	YEARS
0		45,000	4.0%	46,800	8.0%	50,544	4.0%	52,565	0
1	0.000%	45,000	0.00%	46,800	0.00%	50,544	0.00%	52,565	1
2	1.500%	45,675	1.50%	47,502	1.50%	51,302	1.50%	53,353	2
3	3.280%	47,151	3.28%	49,060	3.23%	52,961	3.30%	55,115	3
4	3.277%	48,698	3.28%	50,668	3.36%	54,739	3.30%	56,931	4
5	3.275%	50,293	3.28%	52,327	3.33%	56,562	3.28%	58,799	5
6	3.272%	51,940	3.27%	54,040	3.30%	58,431	3.26%	60,717	6
7	3.270%	53,640	3.27%	55,807	3.28%	60,347	3.24%	62,686	7
8	3.267%	55,394	3.27%	57,630	3.26%	62,313	3.24%	64,716	8
9	3.264%	57,204	3.26%	59,510	3.24%	64,331	3.23%	66,807	9
10	3.260%	59,071	3.26%	61,451	3.22%	66,402	3.22%	68,959	10
11	3.257%	60,997	3.26%	63,452	3.20%	68,530	3.21%	71,172	11
12	3.252%	62,983	3.11%	65,424	3.19%	70,715	3.21%	73,456	12
13	3.248%	65,032	3.33%	67,644	3.18%	72,961	3.21%	75,810	13
14	3.243%	67,144	3.24%	69,837	3.16%	75,269	3.20%	78,236	14
15	3.236%	69,321	3.82%	72,503	3.43%	77,851	3.79%	81,200	15
16	0.000%	69,321	0.00%	72,503	0.00%	77,851	0.00%	81,200	16
17	0.000%	69,321	0.00%	72,503	0.00%	77,851	0.00%	81,200	17
18	0.000%	69,321	0.00%	72,503	0.00%	77,851	0.00%	81,200	18
19	0.000%	69,321	0.00%	72,503	0.00%	77,851	0.00%	81,200	19
20	3.500%	71,748	3.00%	74,679	3.50%	80,575	3.00%	83,636	20
21	0.000%	71,748	0.00%	74,679	0.00%	80,575	0.00%	83,636	21
22	0.000%	71,748	0.00%	74,679	0.00%	80,575	0.00%	83,636	22
23	0.000%	71,748	0.00%	74,679	0.00%	80,575	0.00%	83,636	23
24	0.000%	71,748	0.00%	74,679	0.00%	80,575	0.00%	83,636	24
25	3.500%	74,259	3.50%	77,292	3.50%	83,395	3.50%	86,563	25
26	0.000%	74,259	0.00%	77,292	0.00%	83,395	0.00%	86,563	26
27	0.000%	74,259	0.00%	77,292	0.00%	83,395	0.00%	86,563	27
28	0.000%	74,259	0.00%	77,292	0.00%	83,395	0.00%	86,563	28
29	0.000%	74,259	0.00%	77,292	0.00%	83,395	0.00%	86,563	29
30	3.487%	76,848	3.5%	79,987	3.43%	86,257	5.32%	91,173	30

Appendix A2: Salary Schedule Index 2026-27, 2027-28, 2028-29

East Knox Local School District

BASE SALARY: 2026-27, 2027-28, 2028-29

45,000

Index

YEARS	BS	150	MA	MA+15	YEARS
0	1.0000	1.0400	1.1232	1.1681	0
1	1.0000	1.0400	1.1232	1.1681	1
2	1.0150	1.0556	1.1400	1.1856	2
3	1.0478	1.0902	1.1769	1.2248	3
4	1.0822	1.1260	1.2164	1.2651	4
5	1.1176	1.1628	1.2569	1.3066	5
6	1.1542	1.2009	1.2985	1.3493	6
7	1.1920	1.2401	1.3410	1.3930	7
8	1.2310	1.2807	1.3847	1.4381	8
9	1.2712	1.3225	1.4296	1.4846	9
10	1.3127	1.3656	1.4756	1.5324	10
11	1.3555	1.4100	1.5229	1.5816	11
12	1.3996	1.4539	1.5714	1.6323	12
13	1.4451	1.5032	1.6214	1.6847	13
14	1.4921	1.5519	1.6727	1.7386	14
15	1.5405	1.6112	1.7300	1.8044	15
16	1.5405	1.6112	1.7300	1.8044	16
17	1.5405	1.6112	1.7300	1.8044	17
18	1.5405	1.6112	1.7300	1.8044	18
19	1.5405	1.6112	1.7300	1.8044	19
20	1.5944	1.6595	1.7906	1.8586	20
21	1.5944	1.6595	1.7906	1.8586	21
22	1.5944	1.6595	1.7906	1.8586	22
23	1.5944	1.6595	1.7906	1.8586	23
24	1.5944	1.6595	1.7906	1.8586	24
25	1.6502	1.7176	1.8532	1.9236	25
26	1.6502	1.7176	1.8532	1.9236	26
27	1.6502	1.7176	1.8532	1.9236	27
28	1.6502	1.7176	1.8532	1.9236	28
29	1.6502	1.7176	1.8532	1.9236	29
30	1.7077	1.7775	1.9168	2.0261	30

Appendix B: Supplemental Salary Schedule, 2026-27, 2027-28, 2028-29

EAST KNOX LOCAL SCHOOL DISTRICT

SUPPLEMENTAL SALARY SCALE

2026-2027, 2027-2028, and 2028-2029

Years	I	II	III	IV	V	VI	VII
0	5494	3563	3348	2319	987	644	300
1	5604	3634	3416	2365	1007	657	306
2	5717	3707	3484	2412	1026	670	312
3	5831	3781	3553	2461	1047	683	319
4	5948	3857	3625	2510	1068	696	326
5	6067	3934	3697	2560	1089	711	331
6	6188	4013	3771	2611	1111	725	338
7	6312	4093	3847	2663	1133	739	345
8	6437	4174	3924	2717	1156	754	352
9	6566	4257	4002	2771	1179	769	359
10	6698	4342	4082	2827	1202	784	366

MASTER Tentative Agreement Signed

Jessi Busenburg, Treasurer — Date 4/6/2026

Ron Fannin, EKEA President — Date 4/6/2026

Ratification

Board Meeting Date 4/9/2026

Lindsay Bush, Board President — Date 4/9/2026

Jessi Busenburg, Treasurer — Date 4/9/2026

Ron Fannin, EKEA President — Date 4/9/26