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NEGOTIATIONS AGREEMENT

BETWEEN

THE WEST CARROLLTON BOARD OF EDUCATION

AND

THE WEST CARROLLTON EDUCATION ASSOCIATION

EFFECTIVE

JULY 1, 2026

THROUGH

JUNE 30, 2029

CONTRACT COVENANTS

As a prelude to the bargaining of this Negotiated Agreement, members of the West Carrollton Education Association (WCEA) and representatives of the West Carrollton Board of Education jointly agreed to the following beliefs and concepts. In general, both parties agree the pursuit of educational excellence requires a strong future orientation and a willingness to make long-term commitments together. These embedded core beliefs provide a framework that defines the relationship between the WCEA and the Board of Education.

- To continuously improve open, honest communication based on trust and mutual respect.
- To continuously promote long-term financial stability.
- To continuously improve student achievement.
- To continuously improve professional development that meets the needs of faculty and benefits students
- To continuously promote a healthy, safe, learning and working environment

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1.00 ASSOCIATION RIGHTS

1.01 RECOGNITION

The West Carrollton Board of Education recognizes the West Carrollton Education Association (OEA-NEA) as the sole and exclusive bargaining agent for the teacher members of the certificated staff of the District; but excluding education aides, substitute teachers, media clerks, non-certificated or licensed and/or classified civil service personnel and the following administrative and supervisory personnel.

Superintendent
Directors
Administrative Assistants
Principals
Assistant Principals
Deans
School Psychologists
Other Administrative and Supervisory Personnel

Other Administrative and Supervisory Personnel shall include any certificated or professional employee having the authority to responsibly direct other certificated or professional employees and/or the authority to hire, transfer, assign, promote, discharge, reward or discipline other certificated or professional employees.

1.02 MEETINGS

The Association may conduct conferences with teachers on school time, with permission of the building principal. The conduct of such business shall not interfere with the program of instruction.

1.03 BULLETIN BOARDS

The District shall provide a teacher bulletin board in every school building. The Association shall have the right to post notices of its activities and matters of Association concern on such bulletin boards.

1.04 EQUIPMENT USE

The Association, or any committee thereof, shall have the right to use the following school owned equipment on school premises without charge: typewriters, copy machines, computers, and audio-visual equipment. The Association will reimburse the Board for supplies used and shall assume the financial responsibility for loss or damage to said equipment while in use by the Association.

1.05 FACILITIES USE

The Association, or any committees thereof, shall have the right to use school buildings and facilities without charge for professional meetings at times when a custodian is normally on duty.

At other times the Association may use the buildings according to regulations established by the Business Office.

1.06 INTERNAL MAIL SYSTEM

The Association may use the internal mail system of the school and place Association communications in the mailboxes provided each teacher in the system. The Association may also use the District's electronic mail system for communicating with teachers. The District's mail systems shall not be used for the distribution of materials which are harassing, abusive, or threatening toward any individual or group.

1.07 BUDGETING

The District agrees to review, through its agent, the Superintendent, with the West Carrollton Education Association, through its agent, the president, matters which affect budgeting or appropriations of funds that affect teacher welfare.

1.08 BOARD MINUTES

As provided by Ohio Revised Code, Section 3313.26, the Board of Education shall provide the president of the West Carrollton Education Association a copy of Board meeting minutes of the previous meeting after such minutes have been approved by the Board.

1.09 ASSOCIATION PROFESSIONAL LEAVE

The Association President or his/her designee shall be granted sixteen (16) days leave to attend and participate in professional meetings as indicated by Section 3313.20 of the Ohio Revised Code. The Association President or his/her designee may use such leave for conducting Association business as deemed necessary by the Association President. Such leave will be granted if submitted in writing to the Association President's or his/her designee's immediate supervisor two (2) working days prior to the date of the leave. The Superintendent or his/her designee may agree to less notice in the case of an emergency.

The sixteen (16) days of leave granted herein shall be with pay, and the District will assume the cost for the substitute teacher(s) but will not be obligated to pay any expenses incurred in attending the meeting(s).

Additional Association Professional Leave as above may be granted to the Association President or his/her designee at the discretion of the Superintendent, provided a timely written request is submitted by the President with full description of the place, function, and purpose of such leave and the assumption by the Association of the costs for necessary substitutes. Any additional days granted under this paragraph shall be with pay, but the District shall not be obligated for the cost of substitute teacher(s) or any other expenses.

1.10 DISTRICT DOCUMENTS

The Association president or his/her designee shall be placed on the mailing list to receive a copy of all financial statements and other pertinent reference materials, excluding privileged

materials and confidential personnel material, on the same date that the Board of Education and its agents receive the financial statements and other reference materials. At all meetings of the Board, the Board will supply to the Association all such attachments and reference material utilized during the conduct of the meeting, excluding the privileged and confidential personnel materials. The tentative agenda for all regularly scheduled Board meetings will be made available to the Association president or his/her designee on the same day that it is provided to the Board.

1.11 ASSOCIATION DUES DEDUCTION

Association dues shall be deducted from a teacher's paycheck upon the Association's providing the Treasurer of the Board a payroll deduction/signed authorization form. Such deductions shall be continuous, unless canceled by the teacher, while the teacher is in the employ of the District.

Deductions shall be made equally from each pay for all teachers authorizing such deductions. Dues deducted by the Treasurer of the Board shall be transmitted to the Association treasurer in twenty (20) payments by the first of each month beginning with the month of October. Each payment shall include a listing of the name of, and amount for, each teacher for, each teacher for whom transmittal is being made.

1.12 EXCLUSIVE RIGHTS

No other organization representing or claiming to represent, teachers for the purpose of collective bargaining shall have the organizational rights set forth in Sections 1.02, 1.03, 1.04, 1.05, 1.06, 1.07, 1.09, 1.10, 1.11, 1.13.

2.00 BOARD RIGHTS

2.01 BOARD RIGHTS

The Board, by mutual agreement with the Association, commits itself to such Association rights and other conditions of employment as incorporated in the negotiated Agreement; and the Board, on behalf of the electors of the district, retains and reserves unto itself the ultimate responsibilities for proper management of the school district conferred upon and vested in it by the Revised Code of Ohio and the Constitutions of the State of Ohio and the United States including the responsibility for and the right:

A. To maintain executive management and administrative control of the school system and its properties and facilities, and the professional activities of its employees as related to the conduct of school affairs;

B. To hire all employees and, subject to the provisions of the law and the negotiated Agreement, to determine their qualifications and the conditions or their continued employment, or their dismissal or demotion; and to promote and/or transfer all such employees;

C. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board;

D. To delegate authority through recognized administrative channels for the development and organization of the means and methods of instruction according to current written Board policy, the selection of textbooks and other teaching materials, and the utilization of teaching aids of all kinds;

E. To determine class schedules, the hours of instruction, and the duties or responsibilities, and assignments of the teachers and other employees with respect thereto, and non-classroom assignments and the terms and conditions of employment consistent with the terms of the Negotiated Agreement; and

F. All powers, rights, authorities, duties and responsibilities conferred upon and vested in the Board by law are expressly retained and reserved by the Board, except as limited by this Agreement.

3.00 DEDUCTIONS

3.01 PAYROLL DEDUCTIONS

The Treasurer of the Board shall make payroll deductions for required items, such as federal income tax, state and local income tax, and retirement. In addition, payroll deductions will be made upon request for dues and assessments for WCEA and affiliates; annuity funds when conditions have been met; an authorized financial institution; authorized insurance benefits; after tax purchase or restoration of STRS credit; and a contribution to a political organization, party or non-partisan issue. Additional deductions for political organizations, parties and non-partisan issues shall be subject to a uniform amount determined by the Treasurer of the Board to be necessary to defray the actual cost of making such deduction. Any further payroll deductions will be at the discretion of the Board.

3.02 DUES DEDUCTION

Teachers who desire to cancel Association dues deduction shall obtain from the Association a "Cancellation of Dues Deduction" form, complete it, and return it to the Association. The Association shall transmit the original of such cancellation promptly to the Treasurer of the Board. Under no circumstances shall the Association deny the right of any teacher to revoke an authorization of payroll deduction of union dues.

The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits or other forms of liability including, by way of example and not limitation, the cost of any judgment against the Board and the reasonable value of any fees incurred, that may arise out of or by reason of action taken by the Board or not taken by the District for the purpose of complying with any provision of this section.

3.03 TAX DEFERRED PAYROLL DEDUCTION PLAN TO RESTORE OR PURCHASE STRS CREDIT

The Internal Revenue Code (IRC) Section (414)(h)(2) permits District "pick-up" of the teacher portion of contributions to a retirement plan, thereby resulting in tax deferral of teacher contributions.

Under the State Teachers' Retirement System of Ohio (STRS) laws and rules, teachers may: (1) re-deposit contributions previously withdrawn plus interest, and/or (2) purchase eligible service credit.

In order to permit tax deferral for these additional amounts, any teacher who wishes to purchase or restore STRS credit by payroll deduction must enter into a binding irrevocable payroll deduction authorization, and such teacher shall not have the option of choosing to receive the amount directly instead of having them paid by the District to STRS.

Additional amounts herein specified, through payroll deductions from salary, are designated as being picked up by the District and paid by the teacher in accordance with Internal Revenue Code requirements.

3.04 DIRECT DEPOSIT

All paychecks will be direct deposited.

4.00 LEAVES

4.01 PERSONAL LEAVE

Within a given school year, a full-time teacher shall be entitled to one (1) day of personal leave to conduct personal business for each sixty-one (61) days or major fraction thereof for which the teacher is contracted. Personal leave shall not be granted for the following days:

A. The first and last day of school.

B. The school day preceding or following a day (or days) when school is closed for holidays. A teacher may be granted a waiver to this restriction by notifying the building principal and by presenting the Application for Use of Leave form and seeking authorization for such leave from the Superintendent.

C. Professional conference days.

Request for approval for such leave with pay shall be made by electronic entry and submitted for approval to the principal of the building to which the teacher is assigned at least two (2) days prior to the intended absence. Unusual circumstances may make it impossible to submit the request two (2) or more days in advance. Under such conditions, the request should be made orally in person, by telephone, or other means, and then confirmed later by submission of a completed leave form.

Personal leave shall not be regarded as paid vacation days and shall not be used for recreation, attending sporting events, shopping, or similar purposes, but shall be used to allow for absences without loss of pay for occasions when the teacher has legitimate and pressing matters which prevent attendance in the teaching assignment.

In requesting personal leave, the teacher shall indicate one of the reasons listed on the electronic entry.

The Board reserves the right to investigate an alleged abuse of personal leave used, and such abuse shall be subject to disciplinary action.

Unused personal leave shall be purchased by the Board at the end of the school year at one-third (1/3) of each unused day at the teacher's per diem rate.

4.02 SICK LEAVE

Accumulation of Sick Leave

One and one-fourth (1-1/4) days of sick leave shall be granted for each completed month of employment to a maximum of fifteen (15) days per year. Sick leave is cumulative to a maximum of four hundred thirty-five (435) days. Teachers who render part-time, seasonal, intermittent, per diem, or hourly service shall be entitled to sick leave for the time actually worked at the same rate as that granted like full-time teachers, and shall accumulate on such prorated basis to the same maximum.

Advance of Sick Leave

Each full-time, annually contracted teacher shall receive on the first work day in the school year an advance of five (5) days of sick leave and again on the first day of January (first day of

October for alternate attendance plan school) an additional advance of five (5) days for a total annual advance of ten (10) days. The Board shall advance the second five (5) days (including the first five (5) day advance) when requested by the teacher. Receipt of payment for sick leave not earned under the law, followed by failure to complete contractual obligations by the teacher, shall result in a financial obligation to reimburse the Board of Education for any such overpayment. Advancement on a pro-rated basis shall be made available for teachers who are regularly employed on a part-time basis or hourly service under annual contracts. Teachers rendering seasonal, intermittent, or casual services shall not be entitled to sick leave advancement except as required by statute.

Use of Sick Leave

All of a teacher's accumulated sick leave may be used for absence due to:

1. Personal illness, incapacitation due to pregnancy, injury, or exposure to contagious disease which could be communicated to others.

2. Illness, injury, or death of members of teacher's immediate family. Immediate family is defined as father, mother, spouse, brother, sister, child, in-law, or dependent relative living in the same house as the teacher covered by the sick leave policy. Guardian, stepparents or stepchildren and foster parents or foster children shall also be considered as immediate family for this purpose.

Applying for Use of Sick Leave

In order to have days of absence credited to sick leave, a teacher must submit the absence by electronic entry. The application will be approved or disapproved by the principal or supervisor.

Teacher Justification for Utilization of Sick Leave

If a teacher is absent from duty because of illness, injury incapacitation due to pregnancy, death of members of teacher's immediate family, or death of relative as stipulated in Bereavement Leave, the teacher shall submit the absence by electronic entry in advance if possible, but if not, upon return.

If medical attention is required, the teacher shall furnish a written statement on such form as prescribed by the Board as follows:

1. Name of attending physician.

2. Address of attending physician.

3. Dates the attending physician was consulted.

Falsification of a statement is grounds for suspension or termination of employment under Sections 3319.081 and 3319.16 of the Revised Code.

4.03 SICK LEAVE CO-OPERATIVE

The purpose of the Sick Leave CO-OP is to provide paid days to bargaining unit members who have exhausted their accumulated sick days and who are experiencing prolonged catastrophic personal or family illness or injury, or catastrophic illness or injury in the immediate family (mother, father, spouse, child). Allotments will be limited to cases of catastrophic illness, injury or non-elective surgery occurring under unusual, severe or emergency conditions as determined by the Sick Leave CO-OP Committee (SLCC).

A. Sick Leave CO-OP Committee

1. The superintendent or his/her designee.

2. Three (3) members of WCEA appointed by the WCEA President. One member so appointed will be the Chairperson of the Committee, responsible for making the solicitation of days and reporting data concerning the Sick Leave CO-OP to the district treasurer.

3. The SLCC shall review the operation of the Sick Leave CO-OP annually, and shall make recommendations, if necessary, for modifications of the plan to the negotiating teams of the WCEA and the Board.

B. Procedures

1. Allotments will be limited to use for personal catastrophic illness or injury, or for catastrophic illness or injury in the immediate family (mother, father, spouse, child). A doctor's statement describing the illness or injury is required with the Application for Use of Sick Leave form in order for the request to be considered, and a second doctor's statement is required for reapplication over 30 days.

2. Once a request has been made, the SLCC will meet to determine if the request falls under the rubric of prolonged catastrophic personal illness or injury, or catastrophic illness or injury in the immediate family (mother, father, spouse, child).

3. Should the SLCC determine that the request falls under the provisions of paragraph one **1** of this section, the chairperson of the SLCC will communicate with all members of the bargaining unit to solicit donations of sick leave. If less than thirty (30) days are contributed from members of the bargaining unit, the applicant will receive only that amount of days. Should more than thirty (30) days be contributed, the Chairperson of the SLCC will report the first thirty (30) days received to the district treasurer. The date/time stamp on each e-mail reply will determine the chronological order in which the first thirty (30) days were donated. Once the Chairperson has determined who has contributed the thirty (30) days, each contributor will be sent the Sick Leave CO-OP Donation form to be executed, authorizing the deduction. Upon receipt of such written authorizations, the Chairperson will forward them to the district treasurer. Sick days that have been donated that are unused will be re-credited to their original holder.

4. The Chairperson will use the internet to solicit contributions. To the extent possible, e-mails will be sent to all bargaining unit employees simultaneously, after school hours. To protect the confidentiality of the applicant's reason for requesting leave from the SLCC, the solicitation e-mail will contain only the fact that the SLCC has certified the applicant's eligibility to receive donations of sick leave.

5. A member of the bargaining unit may apply for up to thirty (30) days of donated leave each school year. The Superintendent may approve up to thirty (30) additional days in extenuating circumstances.

6. Allotments from the Sick Leave CO-OP will be made only for absences under a member's regular teaching contract. Allotments will not be made for absences in programs such as summer school, extended services, supplemental contracts or any other part-time or second position the member may hold.

7. Days may not be received from the CO-OP for absences due to injuries or illnesses that qualify the member for Workers Compensation benefits.

8. No employee may contribute more than five (5) sick days per request.

9. The determination of the SLCC and the Superintendent will be final, and will not be subject to the Grievance Procedure contained in the Negotiations Agreement.

4.04 LEAVE OF ABSENCE

A. Definition

A leave of absence is understood to mean a period of extended absence from duty by a teacher for which written request has been made and formal approval has been granted by the Board of Education.

B. Purposes for Which Leave of Absence May be Requested

A teacher employed by the Board of Education for two (2) complete and consecutive school years of one hundred eighty (180) days of instruction or who meets the equivalent through part-time teaching may request a leave of absence without pay for educational advancement of a full-time student schedule, educationally related travel or research, or Association office. Thereafter, a teacher is eligible to request a leave of absence after each seven (7) years of completed and consecutive service with the West Carrollton School District.

If a teacher does not use the leave of absence for the purpose for which the leave was granted, the decision regarding the teacher's return should be placed at the discretion of the Superintendent.

C. Length of Leave of Absence

A leave of absence for any purpose, except military leave, shall not be requested to extend beyond two (2) semesters. Said leave of absence may be renewed upon request. Renewal may accrue up to four (4) semesters.

D. Compensation During Leave of Absence

For all leaves which are without pay, fringe benefits may be continued at the expense of the teacher upon making the proper arrangements with the Treasurer. College or university credits from an accredited school actually granted to the teacher during leave for travel, study, or research will be utilized in placing the teacher on the salary schedule upon return. No credits will be given for research or travel, political or Association office, or volunteer service. The teacher will not be eligible for any additional years of experience on the salary schedule by reason of such leave.

E. Returning From Leave of Absence

Any teacher who is on leave of absence who wishes to return to his/her teaching duties at the beginning of the school year shall notify the Superintendent or his/her designee in writing of such intention no later than March **1,** preceding the commencement of the next school year.

Any teacher who takes a leave of absence shall be guaranteed the return to a comparable teaching position held prior to such leave.

If notice is not received by March 1, it is assumed that the person on leave of absence has no desire to return, thereby terminating the leave and employment.

4.05 MATERNITY/CHILD CARE LEAVE

The Board of Education shall grant a leave of absence for maternity or child care without pay to any full-time teacher who has been employed for two (2) complete school years.

A. A teacher may request a leave of absence without pay for the purpose of maternity or child care. Such request must be submitted to the Superintendent or his/her designee at least thirty (30) days prior to the start of the requested leave of absence, except in emergency situations. Return to a comparable classroom position is guaranteed but shall be limited to the beginning of a grading period under which the teacher taught.

B. The duration of a maternity or childcare leave of absence shall be no longer than two (2) years, renewable annually by March 1.

C. Where sick leave is used for maternity, the use of sick leave for maternity shall end on the date that the teacher's physician certifies that the teacher may return to work.

D. Maternity or child care leave may be used in lieu of sick leave when the teacher has determined that a transfer from sick leave to maternity leave is desirable.

E. Should there be a change in the situation which eliminates the need for maternity or child care leave of absence, the teacher shall be eligible to return to the classroom at the beginning of the next nine (9) week grading period, if such position is available. If no comparable teaching position is available, the teacher will not be eligible to return until the date specified in the initial leave request.

F. 1. Any teacher who takes a leave scheduled to terminate before the end of the school year must notify the Superintendent or his/her designee in writing of the teacher's intent to return to teaching duties at least four weeks prior to the requested return date. Failure to so timely notify shall place the decision regarding return at the discretion of the Office of the Superintendent.

2. Any teacher who is on maternity leave of absence through the remainder of the current school year and who wishes to return to teaching duties at the beginning of the next school year shall notify the Superintendent or his/her designee in

writing of such intention no later than March 1, preceding the commencement of the next school year. If the leave is granted after March 1, the teacher shall notify the Superintendent or his/her designee in writing of such intention to return at the time that the leave is requested. Failure to so timely notify shall place the decision regarding return at the discretion of the Office of the Superintendent.

G. The continuing contract status of any such teacher shall not be adversely affected by maternity or child care leave. A teacher returning from a maternity or child care leave of absence shall be placed on the salary schedule at the step at which previously recognized non-West Carrollton experience plus West Carrollton experience, calculating the total of fractional years, entitles the teacher.

H. While the teacher is exercising the rights to maternity or child care leave of absence, the teacher may make monthly advance premium payments to the office of the treasurer for the fringe benefits of the teacher's choice.

4.06 MILITARY LEAVE

Teachers shall be granted military leave in compliance with O.R.C. Sections 3319.13, 3319.14, 5923.05 and related statutes.

4.07 SABBATICAL LEAVE OF ABSENCE

Sabbatical leaves of absence for educational activities related to their teacher area shall be granted by the Board of Education to full-time, annually contracted teachers under the following conditions.

A. In order to apply for sabbatical leave the teacher must have a bachelor's degree, must be properly certificated in his/her area of instruction, and must have completed seven (7) consecutive years of regular employment in the West Carrollton School District immediately prior to application. After completion of the seven (7) consecutive years of regular employment, the teacher must have completed at least two (2) years of regular employment following a district-approved leave of absence (maternity/child care). Involuntary military service will be included in the seven (7) consecutive years of service.

B. Each year up to five (5) percent of the eligible teaching staff may be granted such sabbatical leave of absence.

C. The applicant must not have been granted a sabbatical leave of absence from the West Carrollton School District during the seven (7) consecutive years of service immediately preceding current application.

D. The applicant must sign an agreement to return to service in the West Carrollton City School District immediately upon termination of the sabbatical leave and continue in such service for a period of two (2) years, or to refund all of the compensation received from the District during the sabbatical leave of absence.

E. All provisions of the Ohio Revised Code, Section 3319.131, shall be adhered to by all parties except as further provided herein. If the replacement teacher's pay is less than the pay of the regular teacher who is on leave, the teacher on leave shall receive the difference. No other compensation or fringe benefits will be provided at Board expense except that the teacher will be kept on the eligible rolls for medical and term life insurance if possible and will be reimbursed for the appropriate amount of the cost of such insurance if the teacher returns to duty and completes the remainder of the contract year.

F. Application for sabbatical leave shall be made in writing to the Superintendent or his/her designee not later than March 15 preceding the initial summer term during which the leave is desired. The application shall include an acceptable plan for spending the leave in a manner of study calculated to contribute to the professional effectiveness of the applicant as a teacher.

G. A teacher on sabbatical leave shall not render teaching service for compensation in another educational institution, except an assistantship, a fellowship, or a grant.

H. Upon completion of sabbatical leave the teacher shall file within sixty (60) days with the Superintendent or his/her designee a written report of his/her educational pursuits while on sabbatical leave.

I. The teacher returning from sabbatical leave shall be placed in a teaching position comparable to the one held prior to going on leave but shall have no right to resume supplemental duties except as assigned and approved by the Superintendent after the teacher's return to this district.

J. A leave of absence shall be granted to a teacher who agrees to receive three-fourths of his/her annual salary for three years prior to the year's leave of absence. During that leave of absence, the teacher will be paid three-fourths of the salary he/she would have earned. Health and term life insurance benefits will be maintained as if the teacher were actually teaching.

Prior approval is required with consideration given to the availability of a replacement for one (1) year when the teaching area is highly specialized.

4.08 BEREAVEMENT LEAVE

A leave of absence, chargeable to sick leave, shall be allowed for absence due to the death of a relative not included under the definition of "Immediate Family" as defined in Article 4.03 Sick Leave. Up to three (3) days of such leave is available for making arrangements, travel and/or attending a service or funeral, but may be extended under unusual circumstances by the Superintendent or his/her designee.

Should the death in the above situation occur at a distance greater than two hundred fifty (250) miles from West Carrollton, travel time shall be allowed and charged to sick leave.

4.09 ASSAULT LEAVE

A. 1. The Board may grant Assault Leave, subject to the procedure in Paragraph 3, to any teacher who must be absent from assigned duties due to any disability which results from bodily injury incurred while teaching or engaging in carrying out school related duties -- on or off school property -- to which the teacher was assigned before, during or after normal classroom instructional hours. Injuries incurred from natural, accidental, or any other cause not directly related to the execution of assigned duties are excluded.

2. The following condition shall serve to determine eligibility for Assault Leave:

   a. Any teacher who must be absent from assigned duties due to a disability which results from reasons stated above shall be paid the full scheduled compensation for a period of time not to exceed forty-five (45) days, subject to Paragraphs 3, 4, 7 & 8.

   b. The time missed shall not be deducted from the accumulated sick leave of the teacher.

3. The Superintendent shall determine eligibility for Assault Leave and such eligibility shall be based upon information which shall include, but not be limited to the following:

   a. A statement of the nature of the disability or injury.

   b. Notice of the date and time of the incident.

   c. Identification of the individual(s) who caused the disability or injury, if known.

   d. A full statement of the facts and circumstances related to the event which caused the disability or injury.

   e. A statement from a certified physician describing the nature of the disability or injury, the anticipated duration of the disability or injury, and how the disability or injury prohibits the performance of assigned duties and for how long.

   f. A statement indicating willingness to participate and cooperate with the Board, to the degree possible dependent upon the severity of the disability or injury, if the Board should decide to take legal action against the individual(s) responsible for the disability or injury.

4. Payment for Assault Leave shall be discontinued on the date the individual is no longer under contract to the West Carrollton Board of Education.

5. A teacher may not accumulate Assault Leave.

6. Payment for Assault Leave shall be at the applicant's current scheduled rate of pay at the time of eligibility or at the rate of pay for which the applicant may become eligible during the course of the leave period. All other benefits are to remain in full force and effect during the full period of the leave.

7. In the event of disability in excess of fifteen (15) working days, the Board shall have the right to request the individual to submit to an examination by a physician of the Board's choice for the purpose of making a determination of the continued eligibility for Assault Leave benefits. If the decision of the Board's physician is contradictory to that of the applicant's physician, then a third physician, agreeable to both the Board and the applicant, shall be employed to make an examination, and the decision of this third physician shall be binding on both the Board and the applicant as related to the continuation or termination of leave. Costs of the third examination shall be mutually shared by the Association and the Board.

8. Falsification of either a signed statement or a physician's certificate is to be reason for immediate suspension or termination of contract.

4.10 COURT APPEARANCE LEAVE

Teachers who have the responsibility to perform jury duty or are subpoenaed or summoned to court shall receive his/her regular pay. The allotment for serving in such a capacity shall be turned over to the District.

5.00 ATTENDANCE AWARDS

A. Unused personal leave shall be purchased by the Board at the end of the school year at one-third (1/3) of each unused day at the teacher's per diem rate.

B. Definition of Perfect Attendance. Perfect attendance shall be defined as no use of sick days, personal days or dock days (professional leave and court appearance leave are the only acceptable days to be considered as days worked towards perfect attendance).

C. Definition of Superior Attendance. Superior attendance shall be defined as a maximum of up to three (3) days of absence (any combination of sick days, personal days, or dock days).

D. The District will pay an employee one day's pay at the per diem rate for perfect attendance, and one-half (1/2) day's pay at the per diem rate for superior attendance. Said payment will be made in September of the year following the year that perfect or superior attendance is earned to teachers who remain on the payroll, and to teachers who have retired.

6.00 HEALTH INSURANCE

6.01 HEALTH INSURANCE

A. Employees of the Board shall be eligible to participate in a Board-approved healthcare plan.

B. The District will offer a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) or Health Reimbursement Account (HRA).

C. Effective September 1, 2018, the Board will make the following contributions toward the monthly premium for individual or family healthcare coverage, based on the number of hours the employee is regularly scheduled to work:

7.5 hours or more	85%
5 to 7.5 hours	70%
4 to 5 hours	45%
Less than 4 hours	0%

Effective each calendar year, the Board's share of the premium increase over the prior year, will be limited to 10%. The employee will be responsible for the excess of the increase over 10% , except to the extent that such increases are offset by cost containment measures as determined by the Insurance Committee (see Section 21.03), by using the following options:

1. Changes to benefits or co-pays

2. Changes in carrier(s)

3. Any other viable cost reduction method.

The recommendation of the Insurance Committee will be submitted to the Association and the Board for approval.

D. The employee portion of health insurance premiums shall be deducted from the employee paychecks on a twice-monthly basis. The employee portion of the dental and vision insurance premiums shall be deducted from the employee paychecks on the second pay of each month.

E. Coverage shall be from the first day of employment, provided that the teacher properly and timely completes the application for coverage and files it with the Treasurer. Current employees who are not covered by the plan may apply during open enrollment as determined by the District and carrier, and coverage shall become effective on the date of acceptance by the carrier. Teachers returning from a leave of absence from the District must re-enroll for coverage if not currently enrolled in a plan, as it is not automatic.

F. An HSA shall be established by each eligible employee participating in the HDHP. Employees with an HSA who wish to also have a Section 125 Flexible Benefit Plan may enroll in a limited-purpose flexible spending account (FSA).

G. Per IRS regulations, employees who are enrolled in Medicare or covered under another healthcare plan are ineligible for an HSA. Such employees shall annually certify to the Board whether they are eligible for an HSA for the entire upcoming calendar year. Employees shall immediately notify the Treasurer's office when they enroll in Medicare or another healthcare plan.

H. The Board shall provide a Health Reimbursement Account (HRA) for those employees who are ineligible for an HSA. The amount of the annual Board contributions to the HRA will be the same as those made to the HSA.

I. The Board shall annually contribute the following amount to the HSA or HRA of employees enrolled in the District's HDHP:

7.5 hours (full-time)	$1500 single; $3000 family
5 to 7.5 hours	$1250 single; $2500 family
to 5 hours	$ 833 single, $1667 family

The Board's annual contribution to the member's HSA will be made as follows:

> Fifty percent (50%) of the annual amount on the first payroll in January; Twenty-five percent (25%) of the annual amount near July 1; and Twenty-five percent (25%) near October 1.

The Board's entire annual contribution to the member's HRA will be made on the first payroll in January.

An employee must be employed and enrolled in the plan at the time the contribution is made in order to be eligible to receive the contribution.

J. An employee can request that the Board make an advance deposit into the HSA account up to the total annual Board contribution when the employee has incurred medical and pharmacy expenses that approximate 90% of what the Board has previously deposited for the year.

K. Teachers hired after January 1 of any year shall receive a prorated Board contribution based on the number of months of District employment during the initial year.

L. Board contributions will be adjusted on a pro rata basis (per diem, if mid-month), if an employee changes coverage, or if an employee's scheduled work hours are changed.

M. The District, upon thirty (30) days notification to the Association, may change the health insurance carrier provided that the coverage is substantially equal to or better than the coverage now provided. If the District decides to change carriers, the parties shall meet to

discuss such change within ten (10) days notice to the Association of such intent to change carriers.

N. The schedule of benefits for the HDHP is attached to this Agreement as Appendix

6.02 TERM LIFE INSURANCE

The District will provide $50,000 term life insurance for all half time or more teachers. Teachers working less than one-half time shall receive $25,000 coverage.

The District shall also provide accidental death and dismemberment insurance coverage consistent with the above categories.

6.03 DENTAL INSURANCE

The District shall pay eighty (80) percent and the teacher twenty (20) percent of the premium cost for the dental insurance program:

6.04 VISION INSURANCE

The District shall make a vision insurance program available to teachers, with teachers paying 100% of the premium cost.

6.05 IRS 125 PLAN

The benefits provided to employees by Section 125 of the Revenue Act of 1978 shall be made available to all teachers. An amount may be set aside under Section 125 of the Internal Revenue Code to cover the amount paid for eligible expenses which include:

Part A: Insurance premiums

Part B: Medical spending account

Part C: Dependent care account

7.00 SPECIAL MEDICAL PROVISIONS

7.01 REQUIRED PHYSICAL AND/OR PSYCHIATRIC EXAMINATION

When a teacher is required to submit evidence of good physical and/or mental health, the Board shall select the physician and assume the cost of the required physical and/or psychiatric examination.

8.00 LIMITED CONTRACT TEACHERS

8.01 RE-EMPLOYMENT

If a teacher is on limited contract, the re-employment of such teacher will be at the discretion of the Board, except that the teacher shall have the due process rights under Ohio Revised Code 3319.11. A teacher whose contract is non-renewed can appeal such non-renewal pursuant to Ohio Rev. Code Section 3319.11, but may not grieve such non-renewal under Article 18 of this Agreement.

8.02 NOTICE OF POSSIBLE NON-RENEWAL OF CONTRACT

Non-tenured teachers, who in the opinion of the teacher's administrative supervisor may face non-renewal of their contracts for reasons of teaching performance, shall have the benefit of the following procedure conducted by the teacher's administrative supervisor:

A. A conference with the teacher shall be held, during which the teacher must be advised of the cause for possible non-renewal.

B. The substance of this conference shall be confirmed in writing to the teacher within five (5) working days of the conference completion.

If the Board does not give the non-tenured teacher written notice on or before June 1st of its intention not to re-employ the teacher, the teacher is considered re-employed for the following school year.

8.03 NON-RENEWAL OF LIMITED CONTRACTS

A. Any limited contract teacher shall be entitled to notice of the Superintendent's intention to recommend non re-employment ten (10) working days before the Board meeting at which such recommendation is to be made. Such teacher shall be entitled to meet with the Superintendent or his/her designee or the Superintendent to discuss the matter before the Board meeting and shall, upon request, be furnished the reasons in writing for the recommendation. (If incidents or conditions occur or arise during the month of May which cause a recommendation of non re-employment, the teacher shall be notified immediately and given the reasons in writing if requested.)

B. Ohio Revised Code 3319.111 is superseded by Appendix C as outlined in Article 15.10.

C. The provisions of this procedure shall apply only to regular teaching contracts not supplemental contracts.

9.00 REDUCTION IN TEACHING STAFF

9.01 SUSPENSION OF CONTRACTS

When in the judgment of the West Carrollton Board of Education it becomes necessary to reduce the teaching staff because of decreased enrollment of pupils, return to duty of regular

teachers after leaves of absence, suspension of schools, territorial changes affecting the district, or for financial reasons, such reduction will be made by suspension of contracts. In making any such reduction, the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent who shall, within each teaching field affected, give preference to teachers on continuing contract. Teachers with provisional, resident, or professional licenses will be given preference over those with alternative or supplemental licenses. Seniority shall not be the basis for a decision to suspend a contract except when making a decision between teachers who have comparable evaluations.

9.02 DISPLACEMENT RIGHTS

Seniority shall not be the basis for a decision to retain a teacher, except when making a decision between teachers who have comparable evaluations and provided that ability, recent experience, and individual qualifications are substantially equal. In order for a teacher's area(s) of certification/licensure to be considered, that teacher's certificates/licenses showing such area(s) must be in the teacher's official personnel file.

9.03 VOLUNTARY/INVOLUNTARY TRANSFER

A. It is understood that voluntary transfer requests may be considered, and involuntary transfers effected, in order to assign teachers whose contracts have not been non-renewed or suspended so as to meet the staffing needs of the District.

B. When it becomes necessary to reduce the number of teachers in an elementary grade level (1-5) in a particular building, the ability, recent experience, and individual qualifications of the teachers will be considered in determining which teacher will be reassigned in meeting the staffing needs of the District. If these factors are substantially equal among the affected teachers, the least senior teacher will be reassigned as a result of the reduction.

9.04 SENIORITY

A. When used in this section, seniority is defined as years of continuous employment in the bargaining unit in the District. Where seniority among two (2) or more affected teachers is equal under this definition, preference shall be given in the order of seniority number assigned at the time of employment.

B. Continuous employment shall include all time on leave paid by the District, including sick leave and sabbatical leave, all time on military leave of absence, all time on disability retirement to a maximum of five (5) years, and all time during suspension if the teacher is reinstated. Time on unpaid leave of sixty (60) days or less shall be treated as continuous employment in the District.

Where employment under this section is not continuous because of an unpaid leave or recall status following layoff, length of service (seniority) shall be bridged which means that the period of unpaid leave or recall status following layoff status shall not be included in the calculation of length of service (seniority).

C. Seniority shall be lost when a teacher resigns (except as provided in Section 9.06) or leaves the employ of the Board due to non-renewal or termination of contract, except that teachers who have had their contracts non-renewed or suspended due to a reduction in staff shall have recall rights as provided in this section. Teachers who resign and are subsequently rehired shall retain their years of seniority accumulated before their resignation.

D. A teacher who moves to an administrative position and who thereafter returns to the bargaining unit carries all seniority credit accrued as a teacher in the school district, notwithstanding the break in bargaining unit service; and, if an administrator returns to the bargaining unit after no more than two (2) years as an administrator, the administrator also carries up to two years additional seniority credit.

Seniority shall determine employment provided teachers have comparable evaluations and provided that ability, recent experience, and individual qualifications are substantially equal.

E. A teacher who holds a provisional, resident educator or professional license shall begin to accumulate seniority upon being hired as a regularly employed teacher. A teacher who has taught in the District on a provisional, resident educator, or professional license, and then is assigned to a position on an alternative or supplemental license, will continue to accumulate seniority based on continuous employment in the District.

9.05 RECALL RIGHTS

Teachers whose contracts have been suspended because of a reduction in force shall have rights to recall as follows:

A. All rights provided in this provision for teachers on a recall status shall be limited to twenty-four (24) months from the beginning of the ensuing traditional school year.

B. Teachers whose contracts were suspended shall be recalled in the order in which their contracts were suspended as positions become available in their area of certification or licensure, provided that ability, recent experience, and individual qualifications are substantially equal.

Teachers who held full-time positions at the time their contracts were suspended may, without terminating recall rights, refuse to accept part-time positions. Likewise, teachers who held part-time positions at the time of contract suspension may refuse to take full-time positions.

C. As teaching positions become available, teachers who have been reassigned as a result of the reductions of other personnel may again be reassigned to a teaching position more closely conforming to their assignment prior to reduction transfer. (More closely conforming is not intended to include geographical location of assignment.)

D. While school is in session, notification of recall shall be in writing and delivered by the Superintendent or his/her designee. If the teacher to be recalled is not readily available,

notification of recall shall be by certified mail to the teacher's last known address. For this purpose, teachers on recall status shall have the responsibility for keeping the Superintendent or his/her designee informed of their current address, name change, and telephone number. Failure of the teacher to contact the Superintendent or his/her designee to accept such a recall within ten (10) calendar days of the date of such mailing shall remove the teacher from recall status. Failure of the teacher who is under contract to teach in another school district to contact the Superintendent or his/her designee to accept such a recall within ten (10) calendar days of the date of such mailing shall permit the Superintendent or his/her designee to bypass that teacher and to fill that position temporarily for the remainder of that school year (that teacher shall remain on the recall list in accord with paragraph A).

E. Teachers on layoff status who properly apply for substitute status and are employed in that capacity shall be placed on the substitute list and be given preference to be called as a substitute teacher. Teachers on layoff status who have served as substitute teachers for thirty (30) consecutive school days in any assignment or for a total of forty-five (45) school days in a school year shall receive their daily rate as determined by their placement on the salary schedule had they been recalled, rather than the daily rate generally provided for substitute teachers.

F. A teacher on a leave of absence shall be considered on layoff status if, during the period of such leave of absence, the teacher would have been laid off under the provision of this section had the teacher been on regular teaching duties. Such teacher shall be recalled as other teachers on recall status as provided in this section.

G. Pursuant to COBRA, a teacher on layoff shall have the right to group insurance by the teacher's paying total cost of such monthly premiums upon approval of the insurance carrier.

9.06 NOTIFICATION TO TEACHER AND ASSOCIATION

At such time as the Administration determines that a teacher may have his/her contract suspended because of a reduction in teaching staff, the Association and the teacher shall be informed of that possibility.

9.07 SENIORITY LIST

A seniority list showing teachers in order of employment by the Board shall be given to the Association each year by November 1.

10.00 COMPENSATION

10.01 SEMESTER HOURS BEYOND MASTER'S DEGREE

Graduate semester hours earned from a fully accredited college or university (approved or on the membership list of one of the six (6) regional Associations of Colleges and Secondary Schools —New England, Middle States, Southern, North Central, Northwestern or Western — or by the National Council for Accreditation of Teacher Education) beyond the Master's Degree

will be credited toward placement on the MA + 15 semester hour column or MA + 30 semester hour column if any one of the following applies:

A. The hours are in the person's teaching field(s)

B. The hours are in education methods courses

C. The hours are in courses which are accepted by the State Department of Education for certification or licensure in teaching or administrative fields for elementary or secondary schools.

D. Teachers may move from one training column to another on the salary schedule at two times during the year. These times are the start of the traditional school year and at the beginning of the second half of the traditional school year.

To be eligible, a person must have on file an official college transcript validating the credit hours which entitle him/her to his/her position on the salary schedule. These credits must be earned prior to the effective date of the increase.

10.02 LONGEVITY

The time to be included in considering longevity placement for the 19th, 23rd, and 26th steps shall be the total number of years of teaching.

10.03 DAILY RATE

A teacher's daily rate shall be calculated by dividing the teacher's base teaching salary by one hundred eighty-four (184) days.

10.04 HOURLY COMPENSATION RATES

		2026-2027	2027-2028	2028-2029
Voluntary In-service		$20.77	r/o	r/o
Curriculum Writing and LPDC		$24.87	r/o	r/o
Summer Studies		$36.70	r/o	r/o
After School / Intervention Tutor		$36.70	r/o	r/o
Saturday School / Friday Intervention		$36.70	r/o	r/o
Study Table		$36.70	r/o	r/o
Intersession Teacher / Home Instruction		$36.70	r/o	r/o
Covering a Class		$36.70	r/o	r/o

10.05 SALARY SCHEDULES

There will be a base salary increase of 2.50% for the 2026-2027 school year on the Teacher Index And Salary Schedules, included as Appendix A. Salary schedules for the 2027-2028 and 2028-2029 school years are the subject of a reopener provision contained within Article 26.

10.06 SALARY SCHEDULE PLACEMENT FOR NEW TEACHERS WITH NO EXPERIENCE

A teacher who is hired with no experience shall be placed on Step 1 of the Salary Schedule, and shall remain there for the first two (2) years of employment.

10.07 SALARY SCHEDULE PLACEMENT FOR TEACHERS WITH A MASTERS OF FINE ARTS DEGREE

A teacher with a Masters of Fine Arts Degree will be placed on the Masters plus 30 column of the Salary Schedule.

10.08 BOARD "PICK-UP" OF TEACHER RETIREMENT CONTRIBUTIONS

The Board shall designate each teacher's mandatory contribution to the STRS of Ohio as "picked-up" by the Board as contemplated by IRS Revenue Rulings 77-462 and 81-36 (although they shall continue to be designated as teacher contribution as permitted by OAG Opinion 82-097) in order that the amount of the teacher's income reported by the Board as subject to Federal and Ohio income taxes shall be the teacher's total gross income reduced by the then current percentage amount of the teacher's mandatory STRS contribution which has been designated as "picked-up" by the Board. The amount designated as "picked-up" by the Board shall be included in computing the final average salary for retirement purposes, provided that no teacher's total gross income is increased by such "pick-up" nor is the Board's total contribution to the STRS of Ohio increased thereby. The amount designated as "picked-up" by the Board shall be included in computing the teacher's daily rate for the purpose of sick leave conversion upon retirement.

10.09 EXPERIENCE CREDITS

A. Teachers shall be granted experience credit for up to five (5) years of active military service. Teachers shall be granted experience credit for actual full time teaching service or a combination of active military and teaching service grades Pre K-12 in other chartered public or non-public schools in Ohio or other states, substitute teaching in the same district, or teaching experience at the college or university level at a minimum of ten (10) years. One hundred twenty (120) days or more of full-time teaching experience in the same school year or a full school year of teaching at least two thirds (2/3rds) time shall count as one (1) year.

B. When a teacher who has not been able to move to a higher experience step on the salary schedule moves from one training column of the salary schedule to a higher training category, the teacher will be placed on the step of the salary schedule to which he/she

would have moved had limitations on the lower training column not existed. The teacher will move down as well as across when earned.

C. From the experience level at which he/she is initially hired, each full-time teacher shall be advanced one experience step on the salary schedule for each school year of at least 120 days. Such advancement will occur at the beginning of the following school year.

10.10 FULL-TIME EQUIVALENCY

A. A full-time teacher has seven-and-a-half hours per day of duty time with time set aside for lunch in compliance with ORC Section 3319.11.

B. Less than full-time teachers shall receive a salary proportional to the amount of time they are expected to be on duty.

Salary schedules are found in Appendix A.

11.00 SUPPLEMENTAL SALARIES

11.01 SUPPLEMENTAL POSITIONS & CONTRACTS

The District and Association mutually agree to establish supplemental positions both athletic and non-athletic as necessary. The establishment of a position does not require the Board to fill the position.

11.02 SUPPLEMENTAL COMPENSATION SCHEDULE

The dollar value of a supplemental contract is determined by multiplying the Step Factor of that particular supplemental position times the first step of the B.S. salary schedule.

Experience and training will be used to place coaches new to the district on the supplemental salary schedule.

Final payment will be made within thirty (30) calendar days after the sponsor files a brief written report of the year's activities with the appropriate principal.

The athletic and non-athletic supplemental salary schedules are found in Appendix B.

11.03 NOTIFICATION

Upon Board approval, a copy of the supplemental contract will be provided to the teacher. It is the intent of the Board to approve supplemental contracts prior to work commencing.

12.00 RETIREMENT

12.01 CONVERSION OF SICK LEAVE TO LUMP SUM RETIREMENT PAY

Upon retirement (including disability or death) any teacher eligible to receive retirement pay who has been employed in the West Carrollton School System for a period of eight (8) years

shall be paid an amount of money calculated on the basis of his/her last daily rate of pay times one-fourth (1/4) of his/her accumulated sick leave days up to a maximum of one hundred twenty (120) days; and shall also be paid an amount of money calculated on the basis of his/her last daily rate of pay times one-fourth (1/4) of his/her accumulated sick leave in excess of two hundred (200) days up to a maximum of four hundred thirty-five (435) days. The retiree must present proof of receiving retirement benefits within one hundred twenty (120) days following his/her last day of employment. Unless the retiree elects not to be paid for such sick leave days or asks that the accumulated sick leave be transferred to another employer the treasurer shall proceed to make payment to the retiree or to the retiree's estate, if deceased. Such payment shall be made only once to any teacher and shall eliminate all sick leave credit accrued by the teacher at that time.

12.02 RETIREMENT INCENTIVE

A teacher, hereinafter referred to as qualified certificated employee, who has been continuously employed in the District for at least ten (10) years and who meets one of the following requirements for the first time and is otherwise eligible to retire under the rules of the STRS shall be qualified to receive, in addition to and separate from the severance pay provisions of Section 12.01 of the Negotiations Agreement, a retirement incentive:

For Retirement Dates	Minimum Age and Years of STRS Service Credit
10/02/2025 to 5/01/2030	Any age and 32 years (32.0 to 32.49) or age 65 and 10 years

A qualified certificated employee must meet the following terms and conditions:

A. A qualified certificated employee must declare intention to retire by giving written notice to the Superintendent on or before February 1 of the school year of intended retirement and must retire no later than the commencement of the following school year.

B. A qualified certificated employee will be paid an amount of money calculated on the basis of his/her last daily rate of pay times one-fourth (1/4) of his/her accumulated sick leave between one hundred twenty (120) and two hundred (200) days.

C. A qualified certificated employee will be paid an amount of $10,000.

D. The District will pay this incentive to the qualified certificated employee in one lump sum payment. Such payment shall be made when the amount of the incentive has been recouped, as determined by the Treasurer, but no later than twelve (12) months following the effective date of retirement.

E. Eligibility for this retirement incentive will be determined using the service credit calculation provided by STRS in the employee's Final Statement of Estimated Benefits.

13.00 MILEAGE PAYMENT FOR TRAVELING TEACHERS

13.01 ELIGIBILITY

All teachers who are required to use a private automobile in the normal and regular course of completing their assigned duties will be entitled to receive mileage payments for use of said automobile.

Examples of teachers in this category would include: teachers traveling between campuses to complete their classroom teaching assignments, school nurses, and teachers making home visits as required by the student's IEP.

Irregular or occasional required work-related travel will also be reimbursed, but must be approved by the building principal prior to the trip.,

13.02 SPECIFICATION

A. Rate: Mileage reimbursement is the amount established by the IRS

B. Distance: Measured to the nearest 1/10th of a mile between the person's building or office and the destination of any job-related trip or between two such destinations if they are combined in one trip. Where mileage between buildings is to be recorded, the mileage determined by the business manager will be used.

C. Procedure: In order to receive payment for mileage, teachers covered by this policy shall turn in to the building principal a mileage log/voucher itemizing the mileage driven during the preceding quarter. Payment will be made as soon as possible. All mileage will be reimbursed based on logs/vouchers prepared by the teacher and submitted to the building principal who should forward the log/voucher to the Superintendent or his/her designee.

13.03 LIMITATIONS

This policy does not apply to mileage to conferences or to meetings whether in the district or elsewhere, but does apply to all other job-related trips which teachers must make.

14.00 PLANNING TIME/DUTY DAY

14.01 PLANNING TIME FOR TEACHERS

A. A daily planning period of no less than forty-five consecutive minutes will be provided to each K-12 teacher during which the teacher will plan instruction which improves student achievement, conduct student-teacher conferences, or participate in professional development activities. Each Pre-K teacher will be provided a minimum of 225 minutes of planning time each week of school during which the teacher will plan instruction which improves student achievement, conduct student-teacher conferences, or participate in professional development.

B. It shall be the obligation of the administration to provide an equitable distribution of planning time to each elementary teacher as may be made possible using the schedule of specialist teachers (including art, physical education, music, technology), multi-media specialists, or other means.

14.02 DUTY DAY

It is the intent of the Board to provide the optimum teaching conditions in order to assure the best learning situation for the children of this District.

School Day Guidelines

Teacher duty hours shall be seven and one-half (7 1/2) hours per day and will include time set aside for lunch in compliance with ORC Section 3319.072, planning and/or conference period. With the exception of emergency, no more than four (4) building meetings shall be scheduled in any calendar month, up to a total of twenty (20) meetings per year.

A. Teachers of music, art, and physical education; librarians; speech therapists; reading consultants; special education teachers and other such teachers having classroom or group instructional assignments shall be subject to the same regulations cited above for regular classroom teachers.

B. Travel time between campuses is considered part of the teacher's hours and shall be at least twenty (20) minutes. The District has three campuses: 1) Grades Pre-K through 4; 2) Grades 5-6; and 3) Grades 7-12. Travel time between the ECC and the Elementary School shall be fifteen (15) minutes.

15.00 AIDES

15.01 PLAYGROUND AND CAFETERIA SUPERVISION AIDES

A. Playground and/or cafeteria supervision aides shall be provided for each elementary school. The number, and assignments of playground and/or cafeteria supervision aides is a matter for administrative and Board action. Efforts to maintain existing level of playground and/or cafeteria supervision aides will be made dependent upon individual school needs, effectiveness of the playground and/or cafeteria supervision, and the economic status of the West Carrollton City School District.

B. The principal in each elementary building will determine the specific assignment of the aide. A certified staff member will assume the specific assignment of the elementary school aide when the school aide is unavailable.

C. The School Board and the Association agree that aides will not be used to replace classroom teachers for instructional purposes. Aides will be used to provide a continuous 30-minute period of duty free lunch and/or non-student time for elementary teachers.

16.00 CONDITIONS OF EMPLOYMENT

16.01 ACADEMIC FREEDOM

A. The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning and in which academic freedom for teacher and student is encouraged.

B. No special limitations shall be placed upon study, investigation, presentation and interpretation of facts and ideas concerning man, human society, the physical and biological world, and other branches of learning, subject only to accepted standards of professional educational responsibility by members of the professional staff. Freedom of individual conscience, association, and expression will be encouraged and fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate examples the basic objectives of a democratic society.

C. Academic freedom requires that all sides of an issue should be explored and deliberate or negligent failure to present issues in a fair manner will not be acceptable. Opinions or theories should be identified as such to students and professional staff members.

16.02 INDIVIDUAL RIGHTS

A. There shall be no discrimination in regard to race, color, sex, national origin, religion, age, equal pay, disability, genetic information, sexual orientation, or political persuasion.

B. No teacher shall be the subject of discrimination or coercion as a result of membership in or participation in the activities of any organization of which he/she may be a member so long as such activities of the teacher are not deemed illegal by a court of competent jurisdiction.

16.03 CONTRACT DAYS

A. There shall be one hundred eighty-four (184) days in a basic full-year teaching contract. Days beyond one hundred eighty-four (184) shall be considered part of an extended contract and shall be compensated on a per diem basis. The per diem rate shall be calculated on the basis of 1/184 of the teacher's base salary.

B. The school year will consist of one hundred eighty-four (184) days, to consist of work days, one (1) day for pre-school faculty meetings and preparation for the first day of school, and one (1) post-school day for recordkeeping and end-of-year activities.

C. It is undesirable to force a teacher to take an extended contract, nor should the Board of Education be obligated to offer an extended contract to a teacher who had an extended contract the previous year.

D. Annually contracted Alternate Attendance Plan teachers shall not involuntarily receive a contract for fewer than the one hundred eighty-four (184) day basic full-year teaching contract or its equivalent as a result of year-to-year variations in the Alternate Attendance Plan calendar.

16.04 PERSONNEL FILES

Subject to the Public Records Act of Ohio, ORC 149.43, a teacher's permanent file shall be confidential. It shall be opened for professional use only to the Board of Education, Superintendent, members of the central office staff under the authority of the Superintendent or his/her designee and the supervising principal. The Superintendent or designee will notify teacher of any requests from the public to view or copy their permanent files under the Public Records Act of Ohio.

An individual teacher shall have the right to examine his/her file after confidential personal references for initial employment have been removed. The teacher shall be entitled to have a representative of his/her choosing accompany him/her during such review. If the teacher desires copies of any of the contents so examined in his/her file, such copies will be made at the teacher's expense.

If the teacher feels any material in his/her personnel file is derogatory to his/her conduct, service, character, or personality, he/she shall have the right to submit a written answer to such material and his/her answer will be reviewed by the Superintendent or his/her designee and attached to the file copy.

If and when a teacher and the Superintendent or his/her designee agree that there is evidence that material shall be removed from the file or corrected, then it shall be done.

If agreement cannot be reached by the teacher and the Superintendent or his/her designee on the materials considered irrelevant, inappropriate, incorrect and to be removed from the teacher's file, the teacher may file a grievance on the matter at Step Three of the grievance procedure and if the teacher is not satisfied with the action taken in Step Three, an appeal my be made as provided in Step Four of the grievance procedure and the arbitrator provided for therein shall review the matter, hold a hearing with the employee if requested, and make a decision and submit his/her decision to the Board as to whether or not the material should be removed from the teacher's file. The final action on the matter shall be in accordance with the final step of the grievance procedure.

16.05 REFERENCE LIBRARY

The District and the Association mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level of professional performance. In furtherance of that recognition, the Board shall develop or cause to be developed a reference library. Items to be contained in the library shall include catalogs; periodicals, old, current and new textbooks; courses of studies for each grade level by subject matter; and new complementary textbooks.

16.06 INSTRUCTIONAL FACILITIES

The Board shall provide a work space, access to a laptop and/or computer, and a file cabinet with drawers for every teacher.

16.07 SUBSTITUTING FOR TEACHERS

If a teacher is absent, every reasonable effort will be made to provide a substitute teacher so as not to cause loss of planning time. If a full day substitute teacher cannot be obtained, teachers who cover classes or absorb another teacher's class, or part of their class, into their own class, will receive compensation for the loss of planning time and additional student responsibilities.

Compensation is determined as set forth in Section 10.04 Hourly Compensation Rates.

The Administration and Association agree to cooperate in recruiting substitute teachers so that an adequate substitute list will be made available for call when needed.

16.08 PROFESSIONAL DEVELOPMENT

The District and the Association agree that local professional development for all instructional staff will enhance the District's educational program.

A. The District and the Association recognize the necessity for both individual and District-wide professional development education in order to enhance instructional skills and improve student achievement.

B. Teachers may attend professional conference subject to budget allocations, approval of the building principal and the Superintendent or his/her designee.

Prior to conference attendance, the building principal and teacher will reach agreement concerning expenses such as, but not limited to:

- Hotel and parking
- Transportation cost established by the IRS for mileage when using a personal car or agreed to costs when using a commercial carrier.
- Registration fees
- Meals which are a part of the conference
- Substitutes when necessary *and* available.

C. The District will establish and post a list of required activities for approved in-service hours. The District will develop a process for approving alternate activities for in-service hours. The District and Association recognize the need to develop and enhance professional development university partnerships.

D. On professional development days, teachers shall be afforded two hours within the workday to be used for Teacher-Based Team (TBT) work time, inclusive of forty-five

(45) consecutive minutes individual teacher preparation time, unless this time is modified or waived through mutual agreement of the Association representatives and Administration representatives of the Professional Communications Committee.

16.09 INSTRUCTIONAL GOALS

The District and the Association agree that the following concepts will help define instructional goals:

A. 100% of the students in grades PK-12 will be assessed using Standards Based Assessments. The goal of this collaborative process will be to increase student achievement for all students and to meet and exceed ever-changing instructional needs.

B. 100% of students will increase achievement as a result of the WCSD staff professional development program;

C. 100% of students will participate in a curriculum that is aligned with Ohio's Academic Content Standards in each content area. For content areas in which Ohio standards have yet to be implemented, National Standards may be applied.

D. 100% of the students will receive differentiated instruction based upon their individual needs as determined by formative student assessment.

16.10 STAFF EVALUATION

A. Staff evaluation procedures have been agreed to by the parties and are incorporated by reference as if fully rewritten herein.

B. If a disagreement arises between teacher and evaluator over summative judgments, opinions or conclusions drawn by the evaluator concerning the teacher's performance, the teacher's first line of appeal will be to the evaluator. If the issue is not resolved at this level, the teacher may appeal to the Superintendent or his/her designee.

C. If a teacher believes that the evaluation procedural matters in the staff evaluation process have been violated, he/she may file a grievance as set forth in Article 18 of this Agreement.

D. As it is used in this and all other related documents the term "comparable evaluations" shall mean evaluations that have the same ranking: accomplished to accomplished, skilled to skilled, developing to developing, and ineffective to ineffective.

E. The teacher retains his/her due process rights as outlined in ORC 3319.11.

F. Evaluation Committee. The Association and the Board agree to establish a standing joint Evaluation Committee for the purpose of regularly reviewing the evaluation procedure and process, including the evaluation instrument and High-Quality Student Data.

The committee shall be comprised of seven (7) members appointed by the Association, and seven (7) members appointed by the Superintendent. In addition, each party may appoint up to one (1) ad hoc member to assist and/or attend committee meetings.

The committee shall be chair jointly by a committee member from the Association and a committee member from the Administration.

Members of the committee shall be offered the opportunity to attend the Ohio Department of Education Ohio Teacher Evaluation System training.

The committee shall meet a minimum of once a year.

The committee shall establish, by mutual agreement, a meeting calendar, tasks for the committee to complete, and timelines for the completion of specific tasks. All decisions of the committee shall be reached by consensus. The committee's framework shall govern the local Ohio Teacher Evaluation System processes and procedures as permitted by law. An evaluator's departure from the framework reached by the committee shall be brought to the Superintendent and addressed with the evaluator by the Superintendent or his or her designee.

Members of the committee shall receive release time for committee work and training.

16.11 PROFESSIONAL ASSIGNMENT EXCHANGE

A teacher may apply to exchange work days with another teacher who is qualified to teach in the same assignment area. The application shall be made in writing to the principal or principals involved. The principal(s) involved shall consult with the teachers involved and may grant permission for the exchange if it appears justified. The educational program of the students involved in the exchange shall be a major factor in the decision of the principal(s). Exchange shall not be permitted more than once per year for any teacher.

16.12 CONFERENCE TIME

Students shall be dismissed from school on an equivalent of two (2) days for the purpose of conducting parent-teacher conferences. The building principal and staff shall cooperatively plan parent-teacher conferences that align with the adopted school calendar. These conferences shall include the opportunity for parents to meet with teachers in the evening.

16.13 OPERATIONAL GUIDELINES ALTERNATE ATTENDANCE PLAN

A. Parent-teacher conferences shall be scheduled during the ninth week of instruction when an alternate attendance plan vacation period immediately follows said nine-week instructional period.

B. For a teacher residing in the West Carrollton School District all elementary student members of the family will be placed on the alternate attendance plan if the family so desires.

16.14 TEACHER VISITATION

A teacher may submit a plan for one or more days (if necessary) of visitation per school year to visit other schools, classrooms, and teachers or to observe and to consult with other teachers about new programs, methods, or innovations which substantially contribute to his/her competence in his/her teaching assignment. Such plan will be reviewed by the building principal and Superintendent or his/her designee; and, if approved, the leave shall be granted.

Each teacher who is granted a planned day(s) of visitation will prepare a written summary of his/her visitation, observations, and consultations, listing strengths, weaknesses, and areas of continued study. A copy of this critique shall be given to the principal and the Superintendent or his/her designee within ten (10) days following the date of visitation.

The above will be considered the same as a professional conference and follow the same provisions and limitations. However, in case more than one teacher has reason to visit another school under this policy, the principal involved shall recommend sending as many persons as he/she deems advisable.

16.15 EMPLOYMENT PRACTICES

A. The Board reconfirms its position of seeking teachers who hold at least the bachelor's degree and at least a standard license in the field in which they will be teaching; but it also recognizes that there are times when a teacher who holds a supplemental or substitute license may be the best teacher available and, therefore, should be hired.

B. All nine-month teachers shall be given written notice of their instructional assignments for the forthcoming year no later than the preceding first day of June.

C. As long as the Alternate Attendance Plan schedule begins before September, Alternate Plan teachers, except for traveling teachers, shall be given written notice of their building assignments for the forthcoming year no later than the preceding fifteenth day of February. If an Alternate Attendance Plan teacher has not received a written notice of a change in building assignment by February 15, he/she shall assume that there will be no change in the following contractual year and may make definite vacation plans during the designated interim vacation period(s). If a change is subsequently directed, no written or verbal reprimand will be given for honoring previous vacation commitments, and that teacher shall be excused without pay to take such vacation.

D. The group announcement of assignments shall be provided to teachers and shall indicate grade level(s) and/or subject area(s) and the building(s) in which the assignment is to take place. Due to the fluidity of the scheduling, traveling teachers will be notified only of subject areas. Such assignments shall be announced with the express understanding that such assignments may be revised. Any revision of assignment will be made in accordance with the involuntary transfer section 15.20 of this Agreement.

E. Any assignment in addition to the normal teaching schedule during the regular school year - including adult education courses and summer school courses - shall not be

obligatory but shall be with the consent of the teacher. Preference in making such assignments will be given to teachers regularly employed in the district.

F. The provisions of Board policies and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious or discriminatory.

G. Negotiated policies on employment practices shall supersede any former rules, regulations, or practice of the Board which are contrary to or inconsistent with such negotiated Agreement. The policies of the negotiated agreements concerning employment practices shall be incorporated into and be considered part of the established policies of the Board.

16.16 POSTING OF VACANCIES

The Superintendent or his/her designee shall post vacancies in all buildings, including during a summer vacation period, and supply a copy to the Association president. An electronic posting may also be available. Such listings of teaching vacancies shall be posted for a minimum of one week.

A position shall be considered vacant when the Superintendent or his/her designee receives a letter of resignation or a request for leave of absence from a member of the current staff, and the Superintendent determines to fill the position, or when it is known that an additional teacher will be needed in a department/grade level the following year.

16.17 VOLUNTARY TRANSFER

No vacancy shall be filled until it has been posted for at least one (1) week. If a teacher wishes to be considered for any posted vacancy, the teacher shall submit in writing to the Superintendent or his/her designee within one (1) week of the posting date a letter of interest in transferring to the posted position. Such request represents consent to be transferred and may be acted upon without further consultation with the teacher.

Each request for transfer shall be given careful consideration, and the principal of the building in which the vacancy exists shall interview those teachers who have filed requests for transfer. A request for transfer may be denied if, in the opinion of the Superintendent or his/her designee, and other administrators who have interviewed the teacher requesting transfer, the transfer is not in the best interest of the school system. Upon the request of the teacher, the Superintendent or his/her designee will provide a brief written explanation of the reason for the denial.

When vacancies occur at times other than at the end of the school year, a replacement teacher may be employed with the understanding that a currently employed teacher, who has applied for the posted position and who is qualified, will receive first consideration for permanent placement in the above-mentioned vacant position at the beginning of the following school year.

16.18 INVOLUNTARY TRANSFER

In order to meet the staffing needs of the district, it may be necessary to reassign a teacher involuntarily. Such transfer shall be made with consultation by the Superintendent or his/her designee with the principals, supervisors, and members of the instructional staff directly involved.

16.19 REQUEST FOR TRANSFER

A teacher wishing to be considered for a change in assignment for the following year shall request a transfer no later than February 28. The principal of a building in which a vacancy is known to exist by June 1 will interview those teachers who have expressed a desire to transfer. The decision to transfer will be based upon maintaining a balance of staff training, experience, and the like within the West Carrollton Schools.

16.20 DEPARTMENT CHAIRPERSONS/TEAM LEAD

A. Only departments of two or more persons shall have a department chairperson, including district-wide departments such as teachers of students with disabilities.

B. Team Leads shall serve at the discretion of the building principal to coordinate and implement initiatives developed by building leadership.

C. Department chairperson/Team Lead positions are supplemental positions which expire annually.

D. Department chairpersons/Team Leads are employed as a coalition of leaders who share a commitment to the success of the District as outlined in the District's Board-adopted West Carrollton City School District Job Descriptions.

16.21 JOB SHARING

A. Job sharing shall refer to a voluntary option available to two bargaining teachers in like job classifications (certification) to share one (1) full-time position. Priority for job-sharing opportunities shall be given to teachers on a first come, first serve basis, other conditions permitting.

B. Job sharing opportunities shall be granted completely at the discretion of the superintendent.

C. Application, in the form of a written request, must be submitted to the Assistant Superintendent by March 1 of each school year.

D. Job sharing assignments shall not exceed one (1) school year; however, teachers may request renewal of their job-sharing schedule. Renewal requests must be submitted to the Assistant Superintendent by March 1.

E. It shall be the primary responsibility of the bargaining unit member seeking job sharing to find an acceptable job-sharing partner. No teacher shall be required to job share or be involuntarily reassigned or transferred for the purpose of job sharing.

F. At the conclusion of a job sharing assignment the teacher who vacated his or her assignment to assume part-time status will be reassigned to a full-time position in his/her certification area. The teacher who retained his/her assignment will assume full-time status in the same position that was occupied by the team.

G. Teachers who job share shall receive one (1) year of seniority credit. Each two (2) years of job sharing shall count as one (1) year toward salary placement experience.

H. Salary and benefit levels shall be based on the division of job responsibilities.

I. Job sharing participants will each be responsible for participating in open houses, parent-teacher conferences, staff meetings, etc. to the extent regular full-time teachers are responsible for the same.

J. Each half day assignment will be extended by fifteen minutes so that each job sharing participant can participate in coordinated planning.

16.22 TUITION REIMBURSEMENT

Any bargaining unit member may take additional credit hours at any fully accredited college or university and receive tuition reimbursement from the Board under the following conditions. "Fully accredited" as used herein shall mean approved or on the membership list of one of the six (6) regional associates. These are the New England, Middle States, Southern, North Central, Northwestern or Western Association of Colleges and Secondary Schools. Professional accreditation by the National Council for Accreditation of Teacher Education shall also be recognized.

A. An employee is eligible for reimbursement for tuition fees for college credits earned in any course completed beginning on or after September 1 through August 31 of the year during which reimbursement is sought.

B. The Board shall provide $50,000.00 annually for tuition reimbursement. Board payment will be based on fifty (50%) percent of the undergraduate and graduate tuition rates in effect at Wright State University at the time the courses were taken. In computing the rate, any semester hours will be converted to quarter hours at the conversion rate of two (2) semester hours equaling three (3) quarter hours. The amount of reimbursement to each employee shall be prorated and determined by the number of members participating and the amount of course work approved during the previous year, but in no case shall reimbursement exceed 50% of the cost of tuition, and in no case shall an employee be reimbursed for more than eighteen (18) quarter hours or twelve (12) semester hours per year.

C. The maximum amount paid to the employee as reimbursement may not exceed fifty (50%) percent of the Wright State University tuition fee schedule.

D. Payment will be made on the first pay date in December, provided the employee is employed in the District and working on active pay status at the time of payment. Proof of credit (transcript) and receipt of payment, and the completed application for tuition reimbursement form, must be submitted to the Assistant Superintendent by October 30th of the year in which reimbursement is sought.

E. Employees receiving outside assistance from grants, scholarships, student certificates, or similar assistance programs may apply for any difference between the amount of aid received and the Board rate of reimbursement.

F. Payment will not be made for course work completed or under way prior to the beginning date of employment.

G. Payment will be made for the tuition expense only and will not include payment for such items as books, materials, laboratory fees, meals, parking fees, application fees, graduation fees, or other miscellaneous fees.

H. Employees will be eligible for tuition expense reimbursement for courses that have a direct relationship to the current teaching responsibility or certification area(s) of the employee.

I. Reimbursement will not be made for grades lower than a "B." Reimbursement will be made for successfully completed courses taken for "credit" (if ungraded).

16.23 SPECIAL EDUCATON TEACHERS

A. Employees teaching in the area of Special Education shall be provided with one (1) day per semester, of release time, as arranged through their building principal, for the performance of related duties specifically associated with their work as special education teacher such as preparation of I.E.P.s, evaluation, testing, and assessment responsibilities.

17.00 CONTRACTS

17.01 TEACHER CONTRACTS

The Board of Education shall provide written contracts for periods not to exceed one (1) year for teachers on limited contracts and for teachers performing additional duties under supplemental contracts. Teachers on continuing contract shall be given a salary notice each year. Annually contracted teachers shall be paid biweekly in twenty-six (26) equal installments unless a change is made by mutual agreement between the West Carrollton Education Association and West Carrollton Board of Education.

Teachers' limited contracts shall include the following:

Name of school district
Type of contract: limited, continuing or supplemental
Name of teacher
The school year for which the contract is effective

The number of workdays covered by the contract
Annual compensation
Starting date of contract year
Maximum number of days in contract
Number of pay days
Sequence of pay days

Statement that the contract becomes valid upon the filing of the proper teacher's certificate, with the exception as provided in Section 3319.36 of the Ohio Revised Code

Statement that the appointment is subject to all rules, regulations, and policies now in effect or hereafter adopted by the Board of Education.

Statement that the written acceptance must be filed with the treasurer within ten (10) days from the date hereof

Signature of the Board President
Signature of the Treasurer

Statement that teacher accepts the appointment for the school year as indicated above, which appointment and acceptance are conditioned upon the teachers agreeing to the provisions of the State Teachers' Retirement System in accordance with Sections 3307.01 et seq., Ohio Revised Code.

Blank for signature of teacher and date of signature

A copy of the contract or annual notice of salary will be sent to the teacher.

17.02 AMENDED CONTRACTS

A. When individual teachers are placed on a different step of the salary schedule due to educational qualifications, experience credit, changes in extended time, changes of placement in the supplemental salary schedule or athletic salary schedule, or similar changes which affect the rate of, or total compensation of, the teachers, a notice of the amount and nature of such change in compensation will be given the teachers before or at the time of the second pay following such change. The changed rate of compensation will be equally distributed over the remaining pay periods in the current school year.

B. When a change is made in the general salary schedule in effect for the teaching staff in the district, the teachers will be given an amended salary notice twenty (20) working days after the effective date of the change in the general salary schedule.

17.03 SUPPLEMENTAL CONTRACTS

A. Teachers performing additional duties under supplemental contracts will be paid in accordance with the schedule contained in the supplemental contract.

B. Teachers and related service providers shall be paid for hours worked on a per task basis based on his/her per diem rate for activities as directed and approved by the building principal and the superintendent or his/her designee.

17.04 CONTINUING CONTRACT

Attainment of continuing contract status must be by recommendation of the Superintendent of the Board of Education, and cannot be attained automatically, or by operation of law. A teacher must apply in writing to the Building Principal by September 15 of the school year in which he or she becomes eligible for continuing contract status, so that evaluation procedures can be completed that year using the appropriate District Evaluation System. Such evaluation will then become the basis upon which the Superintendent will make a recommendation to the Board of Education concerning contract status. This provision of the negotiated agreement supersedes the provisions of Ohio Rev. Code §§3319.08 and 3319.11 related to the attainment of continuing contract status.

18.00 CLASS SIZE

In an effort to maintain quality schools, the District recognizes that an extreme number of student in a class is not in the best interest of good education or teaching conditions. The district hereby agrees to keep class size at an acceptable level with particular emphasis on K-3 as deemed feasible.

A. The District will create a new category of aide (Classroom Instructional Aide) who will work a minimum of seven (7) hours daily. An aide will be used when sections are balanced and classroom sizes reach the following levels:

Kindergarten	24 students
Grades 1-4	27 students
Grade 5	29 students
Grades 6-12	30, but with no aide provided

At the discretion of the Superintendent, special consideration for assignment of an aide may be given on an individual basis based on student needs.

B. Numbers will be determined beginning with the third week of the school year and the assignment of aides will be reviewed each nine weeks and adjusted as numbers may change.

C. Determination as to the assignment of aides will be a mutual decision between the building principal and affected staff.

D. All effort will be made to maintain balanced and equitable class sizes at the secondary level.

E. If specials classes (art, music, and physical education) become unreasonably large so that the educational process is impaired, building principals will adjust staff as needed and as

available to provide additional supervision and support. If a class of students from kindergarten through grade 5 is assigned a classroom aide, the aide will accompany the students to specials classes at the request of the specials teacher and at the discretion of the principal.

19.00 ADMINISTRATION

19.01 ADMINISTRATORS IN THE CLASSROOM

District administrators are encouraged to periodically teach to improve evaluation skills and help develop a model teacher program. Teachers are encouraged to invite administrators into their classrooms to teach lessons, speak on selected topics, team teach with the regular teacher or in other ways be involved in classroom activities.

20.00 GRIEVANCE PROCEDURE

20.01 GENERAL

A. Purpose of procedure

The Board recognizes that in the interest of effective personnel management, a procedure is necessary whereby its teachers can be assured of a prompt, impartial, and fair hearing on their grievances. Such procedures shall be available to all teachers, and no reprisals shall be taken against any teacher initiating or participating in the grievance procedure.

B. Grievance Defined

A grievance is a complaint involving the violation, interpretation, or application of the Negotiated Agreement between the parties.

C. Parties

A "grievant" is the party making the complaint. A "party of interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim. The individual teacher shall have the right to file a grievance.

D. Class Action Grievance

A class action grievance may be filed by the Association if a class or group of teachers is affected by the grievance, and the matter is one that cannot be resolved by the teachers' immediate supervisor. The Association may submit such grievance in writing to the Superintendent, identifying the teachers for whom the grievance is brought, and the processing of such grievance shall be commenced at Step Three.

20.02 GRIEVANCE PROCEDURE STEPS

A. Step One:

Within fifteen (15) days after a teacher knows or should have known of an event or condition that the teacher considers a grievance the teacher shall discuss the matter with the appropriate administrator. The teacher may do this alone or with a representative of the Association present. During this meeting a Step One grievance form shall be completed, signed, and dated by all present at the meeting. All attendees will receive a copy of the completed Step One form.

B. Step Two:

If the discussion does not resolve the grievance to the satisfaction of the teacher, the teacher shall have fifteen (15) days from the date of the discussion in Step One to complete a Step Two grievance form and submit it to the appropriate administrator. A copy of the grievance forms shall be submitted to the Association's president and grievance chairperson and to the Superintendent's designee. The Step Two grievance form shall contain a concise statement of the facts upon which the grievance is based and a reference to the specific provision of the negotiated agreement allegedly violated, misinterpreted or misapplied. The teacher shall have a right to request a hearing with the appropriate administrator. If the teacher does not request a hearing the administrator shall provide a written response within five (5) days after the receipt of said grievance. If the teacher does request a hearing, the hearing shall be conducted with five (5) days of the request and the administrator shall provide a written response within five (5) days after said hearing. The action taken by the administrator and the reasons for the action shall be submitted in writing and copies sent to the teacher, the Superintendent/designee, and the Association's president and grievance chairperson.

C. Step Three:

If the action taken in Step Two by the appropriate administrator does not resolve the grievance to the satisfaction of the teacher or no decision has been rendered by the administrator within five (5) days after the due date of the written response to the grievance or the hearing, such teacher may proceed in writing to Step Three of the grievance process. The teacher shall submit the Step Three grievance form to the Superintendent within five (5) days of receipt of the Step 2 response, or within five (5) days of the due date of the Step 2 response, if no response was given. A copy of this form will be submitted to the Step Two administrator, the Association's president and the grievance chairperson. Upon request, a hearing shall be conducted by the Superintendent/designee within five (5) days after the receipt of the request.

If the teacher does not request a hearing, the Superintendent shall take action and provide a written response within five (5) days after the receipt of said Step Three grievance. If the teacher does request a hearing, the Superintendent shall conduct a hearing within five (5) days of receipt of the grievance, and take action and provide a written response within five (5) days after said hearing. Copies shall be sent to the

teacher, the Step 2 administrator, the Association's president and the grievance chairperson.

D. Step Four:

If the action taken in Step Three by the Superintendent does not resolve the grievance or no decision has been rendered by the Superintendent within ten (10) days of the receipt of the Step Three grievance form or within five (5) days of the hearing date, whichever is applicable, the Association may proceed to Step Four of the grievance process. The Association will notify the Superintendent in writing within ten (10) days of the Superintendent's Step 3 response, or within ten (10) days of the due date of the Step Three response if no response is given, of the intent to submit to arbitration.

Grievances submitted to arbitration shall be filed pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association and the selection of the arbitrator shall be pursuant to such rules.

The arbitrator's authority shall be limited in scope to the negotiated contract between the parties. The arbitrator is specifically prohibited from making any decision that is inconsistent with the terms of the Agreement or contrary to law.

The arbitrator's decision shall be binding on the parties, except as otherwise provided in this Agreement.

Costs of the arbitrator shall be borne equally by the Board and the Association.

20.03 MISCELLANEOUS PROVISIONS

A. The term "day" is defined as the aggrieved teacher's working day during the school year or weekdays (excluding holidays) during vacation periods.

B. Nothing in this procedure shall be construed to deny the Association or its representatives the right to redress before an appropriate administrative agency or through the courts. Nothing contained herein shall deprive any teacher of any legal right which he/she presently has, provided that if a teacher elects to pursue any legal or statutory remedy such election shall bar any further or subsequent proceedings for relief under the grievance procedure.

C. The aggrieved teacher, the Board, and/or the representative of either may not be denied the right to advice, counsel, and/or representation in any of the levels listed above.

D. A grievance may be withdrawn at any level without prejudice or record.

E. No teacher shall file a grievance after the effective date of his/her resignation except for the limited purpose of claiming earned salary or fringe benefits to which he/she may be entitled.

F. The following items shall not be the basis of any grievance filed under this grievance procedure:

1. Failure to re-employ any limited contract teacher. A teacher whose contract is non-renewed can appeal such non-renewal pursuant to Ohio Rev. Code §3319.11.

2. Termination of the contract of any limited or continuing contract teacher. A teacher whose contract is terminated can appeal such termination pursuant to Ohio Rev. Code §3319.16.

3. Any claim or complaint for which there is another remedial procedure forum established by law or regulation having the force of law.

G. Processing of grievances shall be during non-school hours except as otherwise approved by the Superintendent or the Board.

H. Forms for processing grievances shall be made available through all administrative offices, the central administration office, Association officers, and representatives.

I. While a grievance is in process of resolution, records of the grievance procedure shall be confidential information.

J. Upon resolution of the grievance, official records of the grievance proceedings should be kept in confidential separate file by the treasurer of the Board. Access shall be made only by mutual consent of the Superintendent and the president of the Association or by a court order. All records or proceedings shall be destroyed after three (3) years of the date formal proceedings were inaugurated.

K. No records, documents, or communications concerning a grievance shall be placed in the personnel file of any of the participants in the procedures described in the Agreement except as may be so directed in an arbitration award.

L. Action and official position of the Association may take place at any level of the proceedings, but no grievance shall go to Step Four except with the consent of the Association and the assumption by the Association of one-half (1/2) of the cost of the arbitrator.

M. Time lines stated may be extended by mutual written agreement of the grievant and appropriate administrator.

N. Failure of an administrator to act or respond within the time stated shall be cause for the grievant to move the grievance to the next step and a 5-day extension stated response time.

O. Failure of the grievant to act or move the grievance within the time lines stated shall be cause for the grievance to be considered terminated.

21.00 COMMITTEES

The Board and the WCEA are dedicated to working together collaboratively to provide quality educational opportunities for students. The Professional Communications Committee is a tool for maintaining this relationship. The parties have developed and intend to maintain a working relationship built on trust and the sharing of information essential to resolving concerns that address everyone's interests.

The parties are mutually interested in aligning curriculum, instruction and assessment with the School District's strategic plan and building site plan, and with state standards. They are also mutually interested in continuing the collaborative model of decision making, and to make decisions that are well-researched and data-driven.

In furtherance of their mutual interests, the parties agree that District committees will use the Baldrige Criteria and PDSA (Plan, Do, Study, Act) cycle to process and resolve issues. The goal of each resolution will be to increase achievement for all students. Each committee will insure that site plans do not overlap existing responsibilities, but are aligned horizontally and vertically. Unintended consequences of committee decisions which affect wages and conditions of employment are a matter for interim bargaining.

21.01 SCHOOL CALENDAR COMMITTEE

The WCEA President or his/her designee and four (4) teachers selected by the Association, and the Superintendent and up to four (4) administrators appointed by the Superintendent will be members of the committee that develops the recommendations for the District's school calendars. The committee may finalize two calendar drafts by consensus to be submitted to the bargaining unit members for advisory vote.

21.02 BUILDING LEADERSHIP TEAM

Each building shall establish a Building Leadership Team (BLT) to progress monitor building work aligned with the District Leadership Team (DLT). The BLT shall consist of building principal, one (1) assistant principal (as applicable), and a minimum of two (2) members of the bargaining unit as selected by building staff. The BLT shall meet at least once each month before the DLT meets.

21.03 DISTRICT INSURANCE COMMITTEE

A joint insurance committee shall be formed, consisting of five (5) members from the WCEA, WCCEA, and Administration, with duties to study hospitalization/health care plan alternatives, to review potential premiums, and to recommend the type and carrier of the health insurance program and the benefit levels to be provided. The Committee will meet at least once per quarter and meetings will be scheduled through the Business Manager's Office. Any changes in type or benefit levels of the health insurance program will be contingent on approval of the interested parties.

21.04 POSITIVE BEHAVIOR INTERVENTION SUPPORTS COMMITTEE

Each building shall establish a Positive Behavior Intervention Supports (PBIS) committee to progress monitor and reinforce data driven positive behavior intervention supports established by the DLT/BLT. The PBIS committee shall consist of building principal, one (1) assistant principal (as applicable), and Team Leads, including a minimum of one (1) members of the bargaining unit as selected by building staff. The PBIS committee shall meet at least once monthly before the DLT meets.

21.05 PROFESSIONAL COMMUNICATIONS COMMITTEE

In order to continue and promote a positive labor-management relationship, the Association and Administration shall meet regularly to discuss any matter of Association and Administrative concern. The Association and Administration shall be responsible for determining the number of representatives present from their respective memberships. Meetings shall ordinarily be scheduled monthly. Monthly meetings may be cancelled, or additional meetings may be scheduled, by mutual agreement of the parties.

22.00 RESIDENT EDUCATOR PROGRAM

The Resident Educator Program will comply with guidelines established by ODE.

22.01 ELIGIBILITY

A. Teachers who hold a 4-year resident educator license and meet the qualifications established by the Ohio Department of Education.

B. First-year teachers, teachers who are returning to teaching after an extended absence of four (4) or more semesters, and individuals who are new to the West Carrollton School District and have less than two (2) years of teaching experience may be assigned a mentor upon agreement of the building principal and Superintendent designee.

22.02 MENTOR QUALIFICATIONS

A. District Resident Educator Coordinator (DREC)

1. Minimum of five (5) years teaching, supervisory, or administrative experience, of which three (3) must have been in West Carrollton.

2. Master's Degree

3. Must meet the Ohio Department of Education's requirements to serve as program coordinator.

4. Pay per supplemental schedule.

B. Resident Educator Mentor (REM)

1. Minimum of five (5) years teaching, supervisor, or administrative experience, of which three (3) must have been in West Carrollton.

2. Masters Degree recommended.

3. Must meet the Ohio Department of Education's requirements to serve as Resident Educator Mentor

4. Pay per supplemental schedule.

23.00 REEMPLOYMENT OF RETIRED EMPLOYEES

A. Any bargaining unit member who retires under the State Teachers' Retirement System (STRS) and subsequently is reemployed in the district shall be treated as a new employee may be granted up to ten (10) years of service credit for purposes of placement on the salary schedule. This provision expressly supersedes RC Section 3317.13 and all other applicable laws.

B. Such a rehired member is not eligible to convert accrued unused sick leave to severance upon leaving employment with the district the second time.

C. This paragraph expressly supersedes Ohio Revised Code §§3319.08 and 3319.11 and other applicable laws. A retired teacher who is rehired will be employed on a limited contract for a term of one year. Such contract will expire automatically by its own terms at the end of the school year without the necessity of a resignation from the teacher, or without the necessity of Board action. Such teacher shall not be deemed re-employed when notice of non-renewal is not given. Further employment of said teacher will be pursuant to Paragraph A of this section. A retired teacher who is rehired will not be eligible for continuing contract.

D. A retired teacher who is rehired is not eligible for the Retirement Incentive pursuant to Article 11.02 of the Negotiated Agreement, if the teacher retires a second time.

E. This provision of the negotiated agreement and such salary and contract shall not be grievable under the grievance procedures of this agreement nor through any claim or action filed before the State Employment Relations Board (SERB) or any court of law.

F. A retired teacher who is rehired will receive retirement contributions, insurance, personal leave and all other fringe benefits not specifically addressed in this article in accordance with this Negotiated Agreement.

G. Except to the extent specifically addressed in this Article, all provisions of this Negotiated Agreement apply to retired teacher who are rehired.

24.00 NEGOTIATIONS

24.01 NEGOTIATIONS PROCEDURE

A. A notice to negotiate a successor agreement or to amend, modify, or terminate this Agreement shall be issued not later than ninety (90) days prior to the expiration of this Agreement. Bargaining shall commence not later than sixty (60) days prior to such termination.

B. The parties reserve the right to mutually adopt an alternative dispute resolution procedure at any time to supersede the dispute resolution procedure provided in this Article.

C. The adoption of such alternate dispute resolution procedure shall be ratified by the parties and shall constitute an amendment to this Article.

D. The negotiating teams shall meet at mutually agreed times for the purpose of effecting a free exchange of facts, opinions, proposals, and counter-proposals in a sincere effort to reach mutual understanding and agreement on all appropriate matters submitted for negotiations. Both teams are obliged to deal openly and fairly with each other on all matters and to conduct such negotiations in good faith, but such obligation does not compel either team to agree to a proposal or require the making of a concession.

24.02 MUTUALLY AGREED DISPUTE RESOLUTION PROCEDURE

If agreement has not been reached, the issues in dispute shall be submitted to the Federal Mediation and Conciliation Service for the purpose of inducing the Board and the Association through their representatives, to make a voluntary agreement.

The format, dates and times of meetings will be arranged by the mediator, and such meetings will be conducted in closed session.

To the extent that an agreement is reached as a result of such mediation, the procedures provided in the section entitled Agreement shall apply.

In the event agreement is not reached through mediation, it shall be incumbent upon the two parties to determine the next step to resolve negotiations.

25.00 TERMS OF TOTAL AGREEMENT

A. This is an Agreement by and between the West Carrollton Board of Education and the West Carrollton Education Association.

B. This Agreement shall be subject to amendment or supplement at any time by mutual consent of the parties hereto. Any request for such mutual reopening shall be conducted in accordance with the negotiations procedure. Any such amendment or supplement agreed upon shall be reduced to writing and signed by the parties hereto.

C. In the event that all or any portion of this Agreement shall be found contrary to law, valid order of an administrative agency, valid regulations which are contained in the Federal Register, and are binding on the Board, such portion shall not be continued in effect. All other portions shall continue in full force and effect. The parties reserve the right to renegotiate any and all portions found contrary to law as they affect the Agreement.

D. WAIVER OF NEGOTIATIONS DURING TERM OF AGREEMENT: The Board and the Association shall acknowledge that during the negotiations resulting in any agreement, each party had the right, subject to the limitations of law and this procedure, and the opportunity to make demands and proposals with respect to any matter not removed thereby, that said agreement was arrived at by the parties after the exercise of that right and opportunity, and that during the term of the Agreement neither party shall be required to negotiate on any item covered in the Agreement. Further, the Board and the Association shall agree that during the term of said Agreement, neither party shall be obligated to negotiate with respect to any subject or matter not specifically referred to or covered in said Agreement.

E. The terms "teacher," "certificated staff," and "professional staff member" are interchangeable and shall mean all non-excluded certificated staff members. Reference to general shall include teachers of either gender.

F. NO STRIKE CLAUSE: There shall be no strikes (including sympathy strikes, slow downs, walkouts, refusals to perform assigned duties, picketing, boycotts or any other related activities) against the West Carrollton Board of Education by any employees in the bargaining unit represented by the WCEA during term of this Agreement.

The WCEA, its officers, agents, representatives, members and all other employees covered by this Agreement shall not in any way, directly or indirectly, authorize, assist, encourage, participate in, sanction, ratify, condone or lend support to any activity in violation of this clause. As the sole exception to the above, the Board and the Association agree that the Association retains the right to strike after serving the required ten (10) day notice of intent to strike pursuant to Chapter 4117 O.R.C. only over matters as to which the Association has the right under State law to bargain over the effect of the Board's decision on that matter.

G. OBLIGATION OF THE PARTIES: The Board and the Association agree to abide by and carry out their respective obligations in compliance with all applicable statutes and laws and agree to comply with and carry out their obligations as provided by the specific and expressed terms of the negotiated Agreement to the extent that such specific and expressed terms thereof are in conformance with the Constitution and laws of the State of Ohio and of these United States.

H. INTERIM BARGAINING: Any matter(s) that affects the wages, hours, and terms and conditions of employment of the teachers covered under this Agreement shall only be implemented after bargaining on such matter(s) has occurred between the parties.

Whereas, the West Carrollton City Schools Board of Education and the West Carrollton Education Association hereby affix their signatures attesting their agreement to the terms and conditions contained herein which have been negotiated between them:

26.00 DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2026 and shall remain in effect through June 30, 2029. There will be a reopener in the spring of 2027 and 2028 to negotiate wages and insurance for the second and third years of this Agreement.

Agreed to by the West Carrollton Education Association this 4th day of May, 2026.

FOR THE BOARD OF EDUCATION

FOR THE ASSOCIATION

APPENDICES

APPENDIX A

WEST CARROLLTON SCHOOL DISTRICT
TEACHER INDEX AND SALARY SCHEDULE
2026-27

			2.50%										
BASE SALARY:			$45,469										
		BACHELOR OF			150 SEMESTER			MASTER OF					
YEARS		SCIENCE			HOURS			ARTS		MA + 15		MA + 30	
0		1.0200	$46,378		1.0710	$48,697		1.1220	$51,016	1.1475	$52,176	1.1730	$53,335
1	*	1.0707	$48,684		1.1223	$51,030		1.1817	$53,731	1.2072	$54,890	1.2327	$56,050
2		1.1214	$50,989		1.1736	$53,362		1.2413	$56,441	1.2668	$57,600	1.2923	$58,760
3		1.1721	$53,294		1.2249	$55,695		1.3010	$59,155	1.3265	$60,315	1.3520	$61,474
4		1.2228	$55,599		1.2762	$58,028		1.3607	$61,870	1.3862	$63,029	1.4117	$64,189
5		1.2735	$57,905		1.3275	$60,360		1.4204	$64,584	1.4459	$65,744	1.4714	$66,903
6		1.3242	$60,210		1.3788	$62,693		1.4800	$67,294	1.5055	$68,454	1.5310	$69,613
7		1.3749	$62,515		1.4301	$65,025		1.5397	$70,009	1.5652	$71,168	1.5907	$72,328
8		1.4256	$64,821		1.4814	$67,358		1.5994	$72,723	1.6249	$73,883	1.6504	$75,042
9		1.4762	$67,121		1.5328	$69,695		1.6590	$75,433	1.6845	$76,593	1.7100	$77,752
10		1.5269	$69,427		1.5841	$72,027		1.7187	$78,148	1.7442	$79,307	1.7697	$80,466
11		1.5776	$71,732		1.6354	$74,360		1.7784	$80,862	1.8039	$82,022	1.8294	$83,181
12		1.6283	$74,037		1.6867	$76,693		1.8380	$83,572	1.8635	$84,731	1.8890	$85,891
13		1.6794	$76,361		1.7384	$79,043		1.8977	$86,287	1.9232	$87,446	1.9487	$88,605
14								1.9584	$89,046	1.9839	$90,206	2.0094	$91,365
18		1.7301	$78,666		1.7897	$81,376		2.0181	$91,761	2.0436	$92,920	2.0691	$94,080
22		1.7808	$80,971		1.8410	$83,708		2.0777	$94,471	2.1032	$95,630	2.1287	$96,790
26		1.8315	$83,276		1.8923	$86,041		2.1374	$97,185	2.1629	$98,345	2.1884	$99,504
29		1.8822	$85,582		1.9436	$88,374		2.1971	$99,900	2.2226	$101,059	2.2481	$102,219
31		1.9329	$87,887		1.9949	$90,706		2.2568	$102,614	2.2823	$103,774	2.3078	$104,933

* ***New teachers will be placed at 1 Year for their first year, and they will remain there during their second year.***

APPENDIX B

WEST CARROLLTON SCHOOL DISTRICT
ATHLETIC SUPPLEMENTAL SALARY SCHEDULE
2026-27

2026-27 BASE SALARY:	$45,469					
	FACTOR	0.1775	0.1832	0.1889	0.1946	0.2003
POSITION		1st	2nd	3rd	4th	5th
AUTUMN						
Varsity Football	1.00	$8,071	$8,330	$8,589	$8,848	$9,107
Asst. Varsity Football (6)	0.62	$5,004	$5,165	$5,325	$5,486	$5,647
Coach of Football Operations	0.52	$4,197	$4,332	$4,466	$4,601	$4,736
Head 8th Grade Football	0.42	$3,390	$3,499	$3,607	$3,716	$3,825
Head 7th Grade Football	0.41	$3,309	$3,415	$3,522	$3,628	$3,734
Asst. Coach of Football Operations	0.39	$3,148	$3,249	$3,350	$3,451	$3,552
Asst. 8th Grade Football	0.28	$2,260	$2,332	$2,405	$2,478	$2,550
Asst. 7th Grade Football	0.27	$2,179	$2,249	$2,319	$2,389	$2,459
Varsity Girls Volleyball	0.57	$4,600	$4,748	$4,896	$5,044	$5,191
Asst. Varsity Girls Volleyball	0.33	$2,663	$2,749	$2,834	$2,920	$3,005
9th Grade Girls Volleyball	0.31	$2,502	$2,582	$2,663	$2,743	$2,823
8th Grade Girls Volleyball	0.28	$2,260	$2,332	$2,405	$2,478	$2,550
7th Grade Girls Volleyball	0.27	$2,179	$2,249	$2,319	$2,389	$2,459
Varsity Boys Soccer	0.57	$4,600	$4,748	$4,896	$5,044	$5,191
Asst. Varsity Boys Soccer	0.33	$2,663	$2,749	$2,834	$2,920	$3,005
Middle School Boys Soccer	0.31	$2,502	$2,582	$2,663	$2,743	$2,823
Varsity Girls Soccer	0.57	$4,600	$4,748	$4,896	$5,044	$5,191
Asst. Varsity Girls Soccer (2)	0.33	$2,663	$2,749	$2,834	$2,920	$3,005
Middle School Girls Soccer	0.31	$2,502	$2,582	$2,663	$2,743	$2,823
Varsity Girls/Boys Cross Country	0.34	$2,744	$2,832	$2,920	$3,008	$3,097
Varsity Boys Cross Country	0.34	$2,744	$2,832	$2,920	$3,008	$3,097
Asst. Varsity Boys Cross Country	0.26	$2,098	$2,166	$2,233	$2,301	$2,368
7th & 8th Grade Cross Country	0.22	$1,776	$1,833	$1,890	$1,947	$2,004
Varsity Girls Cross Country	0.34	$2,744	$2,832	$2,920	$3,008	$3,097
Varsity Boys Golf	0.31	$2,502	$2,582	$2,663	$2,743	$2,823
Varsity Girls Golf	0.31	$2,502	$2,582	$2,663	$2,743	$2,823
Reserve Boys Golf	0.26	$2,098	$2,166	$2,233	$2,301	$2,368
Varsity Girls Tennis	0.31	$2,502	$2,582	$2,663	$2,743	$2,823
JV Girls Tennis	0.26	$2,098	$2,166	$2,233	$2,301	$2,368
Middle School Tennis	0.22	$1,776	$1,833	$1,890	$1,947	$2,004
WINTER						
Varsity Boys Basketball	1.00	$8,071	$8,330	$8,589	$8,848	$9,107
Asst. Varsity Boys Basketball	0.62	$5,004	$5,165	$5,325	$5,486	$5,647
Reserve Boys Basketball	0.62	$5,004	$5,165	$5,325	$5,486	$5,647
9th Grade Boys Basketball	0.43	$3,470	$3,582	$3,693	$3,805	$3,916
8th Grade Boys Basketball	0.42	$3,390	$3,499	$3,607	$3,716	$3,825
7th Grade Boys Basketball	0.41	$3,309	$3,415	$3,522	$3,628	$3,734

WEST CARROLLTON SCHOOL DISTRICT
ATHLETIC SUPPLEMENTAL SALARY SCHEDULE
2026-27

2026-27 BASE SALARY:	$45,469					
	FACTOR	0.1775	0.1832	0.1889	0.1946	0.2003
POSITION		1st	2nd	3rd	4th	5th
Varsity Girls Basketball	1.00	$8,071	$8,330	$8,589	$8,848	$9,107
Asst. Varsity Girls Basketball	0.62	$5,004	$5,165	$5,325	$5,486	$5,647
Reserve Girls Basketball	0.62	$5,004	$5,165	$5,325	$5,486	$5,647
9th Grade Girls Basketball	0.43	$3,470	$3,582	$3,693	$3,805	$3,916
8th Grade Girls Basketball	0.42	$3,390	$3,499	$3,607	$3,716	$3,825
7th Grade Girls Basketball	0.41	$3,309	$3,415	$3,522	$3,628	$3,734
Varsity Wrestling	0.75	$6,053	$6,247	$6,442	$6,636	$6,831
Asst. Varsity Wrestling	0.46	$3,713	$3,832	$3,951	$4,070	$4,189
9th Grade Wrestling	0.39	$3,148	$3,249	$3,350	$3,451	$3,552
7th & 8th Grade Wrestling	0.35	$2,825	$2,915	$3,006	$3,097	$3,188
Asst 7th & 8th Grade Wrestling	0.22	$1,776	$1,833	$1,890	$1,947	$2,004
Varsity Bowling	0.34	$2,744	$2,832	$2,920	$3,008	$3,097
Reserve Bowling	0.26	$2,098	$2,166	$2,233	$2,301	$2,368
Varsity Head Cheerleader Sponsor	0.4000	$3,228	$3,332	$3,436	$3,539	$3,643
Asst. Varsity Head Cheerleader Sponsor	0.3562	$2,875	$2,967	$3,059	$3,152	$3,244
9th Grade Head Cheerleader Sponsor	0.3562	$2,875	$2,967	$3,059	$3,152	$3,244
8th Grade Head Cheerleader Sponsor	0.3562	$2,875	$2,967	$3,059	$3,152	$3,244
7th Grade Head Cheerleader Sponsor	0.3562	$2,875	$2,967	$3,059	$3,152	$3,244
Competition Cheerleading Coach	0.3100	$2,502	$2,582	$2,663	$2,743	$2,823
Swimming	0.31	$2,502	$2,582	$2,663	$2,743	$2,823
JV Swimming	0.26	$2,098	$2,166	$2,233	$2,301	$2,368
SPRING						
Track & Field: Varsity Head	0.80	$6,457	$6,664	$6,871	$7,079	$7,286
Track & Field: Varsity Associate (2)	0.43	$3,470	$3,582	$3,693	$3,805	$3,916
Track & Field: Varsity Assistant (3)	0.35	$2,825	$2,915	$3,006	$3,097	$3,188
7th & 8th Grade Boys Track	0.35	$2,825	$2,915	$3,006	$3,097	$3,188
7th & 8th Grade Asst. Boys Track	0.22	$1,776	$1,833	$1,890	$1,947	$2,004
7th & 8th Grade Girls Track	0.35	$2,825	$2,915	$3,006	$3,097	$3,188
7th & 8th Grade Asst. Girls Track	0.22	$1,776	$1,833	$1,890	$1,947	$2,004
Varsity Baseball	0.57	$4,600	$4,748	$4,896	$5,044	$5,191
Asst. Varsity Baseball	0.33	$2,663	$2,749	$2,834	$2,920	$3,005
9th Grade Baseball	0.33	$2,663	$2,749	$2,834	$2,920	$3,005
Middle School Baseball	0.31	$2,502	$2,582	$2,663	$2,743	$2,823
Varsity Girls Softball	0.57	$4,600	$4,748	$4,896	$5,044	$5,191
Asst. Varsity Girls Softball	0.33	$2,663	$2,749	$2,834	$2,920	$3,005
9th Grade Girls Softball	0.31	$2,502	$2,582	$2,663	$2,743	$2,823
Middle School Girls Softball	0.31	$2,502	$2,582	$2,663	$2,743	$2,823

WEST CARROLLTON SCHOOL DISTRICT
ATHLETIC SUPPLEMENTAL SALARY SCHEDULE
2026-27

2026-27 BASE SALARY:	$45,469					
	FACTOR	0.1775	0.1832	0.1889	0.1946	0.2003
POSITION		1st	2nd	3rd	4th	5th
Varsity Boys Tennis	0.31	$2,502	$2,582	$2,663	$2,743	$2,823
JV Boys Tennis	0.26	$2,098	$2,166	$2,233	$2,301	$2,368
Middle School Tennis	0.22	$1,776	$1,833	$1,890	$1,947	$2,004
YEAR-ROUND						
Athletic: Site Supervisor	0.40	$3,228	$3,332	$3,436	$3,539	$3,643
Athletic Hall of Fame (20%)	0.15	$1,211	$1,249	$1,288	$1,327	$1,366
Athletic Eligibility (40%)	0.31	$2,502	$2,582	$2,663	$2,743	$2,823
Athletic Interscholastic Site Coordinator (Fall - 2)	0.31	$2,502	$2,582	$2,663	$2,743	$2,823
Athletic Interscholastic Site Coordinator (Winter - 2)	0.31	$2,502	$2,582	$2,663	$2,743	$2,823
Assistant Athletic Director	1.00	$8,071	$8,330	$8,589	$8,848	$9,107
Strength and Conditioning Coach (Fall)	0.16	$1,291	$1,333	$1,374	$1,416	$1,457
Strength and Conditioning Coach (Winter)	0.16	$1,291	$1,333	$1,374	$1,416	$1,457
Strength and Conditioning Coach (Spring)	0.16	$1,291	$1,333	$1,374	$1,416	$1,457
Strength and Conditioning Coach (Summer)	0.16	$1,291	$1,333	$1,374	$1,416	$1,457

WEST CARROLLTON SCHOOL DISTRICT
NON-ATHLETIC SUPPLEMENTAL SALARY SCHEDULE
2026-27

2026-27 BASE SALARY:	$45,469					
	FACTOR	0.2129	0.2186	0.2243	0.2300	0.2357
POSITION		1st	2nd	3rd	4th	5th
High School Band Director	0.55	$5,324	$5,467	$5,609	$5,752	$5,894
High School Pep Band Director	0.10	$968	$994	$1,020	$1,046	$1,072
High School Jazz Band Director	0.12	$1,162	$1,193	$1,224	$1,255	$1,286
Summer - High School Band Director	0.87	$8,422	$8,647	$8,873	$9,098	$9,324
Middle School .Band Director	0.26	$2,517	$2,584	$2,652	$2,719	$2,786
High School Marching Band Visual Coordinator	0.26	$2,517	$2,584	$2,652	$2,719	$2,786
Fall Auxiliary Choreographer (2)	0.25	$2,420	$2,485	$2,550	$2,614	$2,679
Winter Auxiliary Choreographer (2)	0.25	$2,420	$2,485	$2,550	$2,614	$2,679
Fall Percussion Instructor (2)	0.20	$1,936	$1,988	$2,040	$2,092	$2,143
Winter Percussion Instructor (0)	0.20	$1,936	$1,988	$2,040	$2,092	$2,143
Band Camp Staff	N/A	$500				
High School Marching Band Visual Technician	N/A	$2,000				
Fall Auxiliary Technician	N/A	$2,000				
Winter Auxiliary Technician	N/A	$2,000				
Middle School Show Choir Director	N/A	$1,577				
High School Vocal Ensemble	N/A	$1,752				
High School Orchestra Director	0.55	$5,324	$5,467	$5,609	$5,752	$5,894
Middle School Orchestra Director	0.26	$2,517	$2,584	$2,652	$2,719	$2,786
High School Vocal Director	0.55	$5,324	$5,467	$5,609	$5,752	$5,894
Middle School Vocal Director	0.26	$2,517	$2,584	$2,652	$2,719	$2,786
High School Show Choir Director	0.20	$1,936	$1,988	$2,040	$2,092	$2,143
High School Show Choir Choreographer	0.09	$871	$895	$918	$941	$965
Fall Drama - Director	0.14	$1,355	$1,392	$1,428	$1,464	$1,500
Fall Drama - Assistant Director	0.14	$1,355	$1,392	$1,428	$1,464	$1,500
Spring Drama/Musical - Director	0.20	$1,936	$1,988	$2,040	$2,092	$2,143
Spring Drama/Musical - Technical Theater	0.15	$1,452	$1,491	$1,530	$1,569	$1,608
Spring Drama/Musical - Choreographer	0.09	$871	$895	$918	$941	$965
Department Chair (6 or more FTE teachers)	0.32	$3,098	$3,181	$3,264	$3,347	$3,429
Department Chair (3-5 FTE teachers)	0.31	$3,001	$3,081	$3,162	$3,242	$3,322
Department Chair (2- FTE teachers)	0.12	$1,162	$1,193	$1,224	$1,255	$1,286
Curriculum Coach (for reference only-amt. incls. Past 5 days per diem & team lead pay)	0.85	$8,228	$8,449	$8,669	$8,889	$9,109
Team Leader	0.32	$3,098	$3,181	$3,264	$3,347	$3,429
Grade Level Coordinator	0.32	$3,098	$3,181	$3,264	$3,347	$3,429
National Honor Society Advisor - WCHS (2)	0.20	$1,936	$1,988	$2,040	$2,092	$2,143
National Honor Society Advisor - WCMS (2)	0.15	$1,452	$1,491	$1,530	$1,569	$1,608
Honors Assembly Sponsor - WCHS	0.06	$581	$596	$612	$627	$643
Student Council Sponsor - WCHS	0.26	$2,517	$2,584	$2,652	$2,719	$2,786
Student Council Sponsor - WCMS	0.16	$1,549	$1,590	$1,632	$1,673	$1,715
Student Council Sponsor - Elementary	0.12	$1,162	$1,193	$1,224	$1,255	$1,286
Graduation Advisor	0.15	$1,452	$1,491	$1,530	$1,569	$1,608
Asst. Graduation Advisor	0.08	$774	$795	$816	$837	$857
12th Grade Class Advisor	0.10	$968	$994	$1,020	$1,046	$1,072
11th Grade Class Advisor	0.08	$774	$795	$816	$837	$857
10th Grade Class Advisor	0.08	$774	$795	$816	$837	$857
9th Grade Class Advisor	0.08	$774	$795	$816	$837	$857

WEST CARROLLTON SCHOOL DISTRICT
NON-ATHLETIC SUPPLEMENTAL SALARY SCHEDULE
2026-27

2026-27 BASE SALARY:	$45,469					
	FACTOR	0.2129	0.2186	0.2243	0.2300	0.2357
POSITION		1st	2nd	3rd	4th	5th
Publications Advisor - WCHS	0.40	$3,872	$3,976	$4,079	$4,183	$4,287
Publications Advisor - WCMS	0.30	$2,904	$2,982	$3,060	$3,137	$3,215
Newspaper Advisor - WCHS	0.20	$1,936	$1,988	$2,040	$2,092	$2,143
PLP Coordinator	0.48	$4,647	$4,771	$4,895	$5,020	$5,144
Resident Educator Program Coord. - Secondary	0.48	$4,647	$4,771	$4,895	$5,020	$5,144
Resident Educator Program Coord. - Elementary	0.48	$4,647	$4,771	$4,895	$5,020	$5,144
Mentor: Entry Year Program	N/A	$750				
Homecoming Advisor	0.06	$581	$596	$612	$627	$643
Homecoming Dance	0.06	$581	$596	$612	$627	$643
Homecoming Parade	0.06	$581	$596	$612	$627	$643
Prom Advisor	0.06	$581	$596	$612	$627	$643
Safety Patrol (Elementary)	0.06	$581	$596	$612	$627	$643
Student Teen Leader - WCMS (4)	0.08	$774	$795	$816	$837	$857
Activity Sponsor (occurs once a year)	0.06	$581	$596	$612	$627	$643
(Intramural Basketball, Powder Puff, Talent Show, etc.)						
Club Sponsor (meets year long)	0.08	$774	$795	$816	$837	$857
(Pirate Mentoring, Voices, Muse, Media, Art, Drama, Spanish, German, etc.)						
Power of the Pen - WCMS (2)	0.20	$1,936	$1,988	$2,040	$2,092	$2,143
Academic Challenge - WCHS	0.30	$2,904	$2,982	$3,060	$3,137	$3,215
Competitive Clubs (competes outside the district)	0.20	$1,936	$1,988	$2,040	$2,092	$2,143
(Math Pentathalon, WCMS Robotics, CTE, FCCLA, etc.)						
Pirate Spirit Store	0.35	$3,388	$3,479	$3,570	$3,660	$3,751
Robotics Team Leader	0.45	$4,356	$4,473	$4,589	$4,706	$4,823
Robotics Club Assistant	0.15	$1,452	$1,491	$1,530	$1,569	$1,608

Appendix C

WEST CARROLLTON SCHOOL DISTRICT

APPLICATION FOR USE OF SICK LEAVE, PERSONAL LEAVE, JURY DUTY, VACATION, PROFESSIONAL LEAVE

SICK LEAVE

Self Spouse Parent Child Emergency Funeral

Number of Days Used _____
Reason: _____
_____

PERSONAL LEAVE (Must be filed three (3) days in advance of day requested.)

Number of Days Requested (May be taken in full or $^1/_2$ day increments only.)

Certificated:

A. Funeral of close friend.
B. Mandatory *court* appearance.
C. Legal matter(s) that cannot be attended to after school hours, on Saturday, or during vacation periods.
D. Religious holidays of the Church to which the teacher belongs.
E. Urgent family obligation (family defined as husband, wife, children, father, mother, brother, and sister) over which the teacher has no direct control, the hours of which matters conflict with the teacher's duty time.
F. Personal matters not covered in the above categories which . cannot be attended to after school hours, on Saturday or during vacation periods.

Classified:

A. Personal business which cannot be handled other than during the school day.
B. Wedding or preparation for wedding, or graduation of a member of employee's immediate family.
C. Court appearance as a litigant or witness.
D. Birth of employee's baby.
E. Attendance at ceremonies where a member of the immediate family is receiving an award.
F. Accidents in the immediate family affecting family property.
G. Physical examination f0r induction into the military service.
H. Observance of religious holidays.
I. Closing real estate transactions
J. Funeral of close friend or a relative where absence is not authorize bereavement.
K. Unusual or student emergencies which may arise over which the employee has no control.

JURY DUTY

Location and Name of Court _____

Number of Days and Dates Served: _____

Date Copy of Notice to Serve Given to Principal/Supervisor _____

OFFICE USE ONLY: Date check received in Treasurer's Office _____ Amount of Check _____ Check Dated _____

☐ **PROFESSIONAL DAY** Number of days Requested _____ Dates Requested _____

Description: _____

_____

VACATION Number of days Requested _____ Dates Requested _____

OTHER Number of days Requested _____ Dates Requested _____

Name	Social Security Number	School/Dept.	Date(s) Requested (Please denote a.m. or p.m. if :4 day used.)

I certify the above statement is true.

_____ _____

Date of Request Signature of

GRIEVANCE FORM **APPENDIX D**

Grievance No._____

Name of Grievant_____ Building_____

Basis of Grievance (include Article/Section of Agreement alleged to be violated)_____

_____

_____

(If additional space is needed, use attachment to this form and so note.)

Date of Alleged Violation: _____

Relief Sought:_____

_____

(If additional space is needed, use attachment to this form and so note.)

Step II

This matter has not been resolved in Step I during a discussion on moved to Step II.

A Step II Grievance Hearing is requested. Yes_____ No_____

_____ _____

Grievant's Signature Date

Copies to: Immediate Supervisor, WCEA President and Superintendent

Date of Step II hearing, if requested:_____

Immediate Supervisor's Response (include action taken and reason for action):

_____

_____

(If additional space is needed, use attachment to this form and so note.)

_____ _____

Immediate Supervisor's Signature Date

Copies to: Grievant, WCEA President and Superintendent

Step III

This matter has not been satisfactorily resolved at Step II and is moved to Step III.

_____ _____
Grievant's Signature Date

Copies to: WCEA President and Superintendent

Hearing Step III Hearing held on_____

Superintendent's Response (include action taken and reasons for action)

_____

_____

_____
(If additional space is needed, use attachment to this form and so note.)

_____ _____
Superintendent's Signature Date

Copies to: Grievant, Immediate Supervisor and WCEA President

Step IV

This matter has not been satisfactorily resolved at Step III and is moved to Step IV, Arbitration.

The West Carrollton Education Association gives notice of its intent to submit this grievance to Arbitration.

_____ _____
WCEA President or Grievance Chairperson Date

Copy to: Superintendent

STEP I DISCUSSION

Name of Teacher_____ Building_____

Basis of Discussion (include Article/Section of Agreement alleged to be violated)

_____

_____

_____

(If additional space is needed, use attachment to this form, and so note.)

Date of Alleged Violation:_____

This matter was discussed on _____

_____ _____

Signature of Immediate Supervisor Signature of Teacher

_____ _____

Date Date

Appendix E

West Carrollton City Schools

2018 Application for Tuition Reimbursement Form

1. Certificated bargaining unit employees are eligible for up to a 50% reimbursement of tuition fees for college credits or coursework begun on or after September 1, 2017 (Fall 2017) and ending on or before August 31, 2018 (Summer 2018), provided you were employed at West Carrollton Schools during the time of your coursework in any course where one of the following applies:

   A The hours are in the person's teaching field(s)

   B The hours are in education methods courses

   C The hours are in courses that are accepted by the State Department of Education for certification or licensure in teaching or administrative fields for elementary or secondary schools.

   D Credit hours must be earned from a fully accredited college or university approved or on the membership list of one (1) of the six (6) regional associates. These are the New England, Middle States, Southern, North Central, Northwestern, or Western Association of Colleges and Secondary Schools. Professional accreditation by the National Council for Accreditation of Teacher Education shall also be recognized.

   E Tuition reimbursements **may not exceed 50% of the tuition cost,** and in no case shall an employee be reimbursed for more than **twelve (12) semester hours** per year.

   F Proof of credit (official transcript) and original detailed receipt of payment must be submitted to the Human Resource Office by October 30th (NOTE: Late entries, unofficial transcripts or grade cards, or unoriginal receipts WILL NOT be accepted).

   G Payment will be made for the **tuition expense only** and will not include payment for such items as books, materials, laboratory fees, meals, parking fees, application fees, graduation fees, late fees, registration fees, or any other miscellaneous fees.

   H Reimbursement **will not be made for grades lower than a "B."** Reimbursement will be made for successfully completed courses taken for "credit" (if ungraded).

   I Tuition reimbursement will occur on the first pay in December 2018 provided the employee is employed in the District and working an active pay status at the time of payment. Proof of credit (transcript), receipt of payment, and this completed form must be submitted to Lisa Green, ext. 1119 by OCTOBER 30th of the year the reimbursement is sought.

Name: _____ **Date:** _____

Address: _____

Phone: _____

Building: _____ **Position:** _____

College or University Attended: _____

Total Tuition Amount: _____

☐ **Transcripts previously submitted for Salary Adjustment or are on file with HR**

Original Receipts Attached (circle one): Yes No

Official Transcripts Attached (circle one): Yes No

Course(s) Completed:

Course #:	Title:	Grade:	Sem hours:	Term:	Tuition:$
Course #:	Title:	Grade:	Sem hours:	Term:	Tuition:$
Course #:	Title:	Grade:	Sem hours:	Term:	Tuition:$
Course #:	Title:	Grade:	Sem hours:	Term:	Tuition:$
Course #:	Title:	Grade:	Sem hours:	Term:	Tuition:$
Course #:	Title:	Grade:	Sem hours:	Term:	Tuition:$

Appendix F

WCEA Use Only

Day(s)_____ of _____

_____
Sick Leave CO-OP Chairperson

Date Received _____

Sick Leave CO-OP Donation Form

To: Treasurer, West Carrollton Schools

Please deduct and donate _____day(s) of my accumulated sick leave to the sick Leave CO-OP. I understand this donation will be used by the Sick Leave CO-OP in accordance with the procedure established by the Sick Leave CO-OP Committee.

_____ _____ _____
Signature Soc. Sec. # or Employee ID# Date

Directions

The purpose of the Sick Leave CO-OP is to provide days to bargaining unit members who have exhausted their accumulated sick days and who are experiencing prolonged catastrophic personal or family illness or injury, or catastrophic illness or injury in the immediate family (mother, father, spouse, or child).

Days are donated to the sick leave bank on a case by case basis. Please indicate the number of sick days you are donating for this request.

Donated days will be used in the order in which they are received (up to 30 per each qualifying request). If more days are donated than are used, the unused days will be credited back to the individuals who donated them.

Completed forms should be returned to the Chairperson of the Sick Leave CO-OP Committee.

Your summary of benefits

Anthem
Effective: January 1, 2026

Anthem® Blue Cross and Blue Shield

Your Plan: EPC Southwestern Ohio Educational Purchasing Cncl: West Carrollton HDHP

Your Network: BlueCard PPO

Visits with Virtual Care-Only Providers	Cost through our mobile app and website
Primary Care, and medical services for urgent/acute care	No charge after medical deductible is met
Mental Health & Substance Use Disorder Services	No charge after medical deductible is met
Specialist care	No charge after medical deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use an Out-of-Network Provider
Overall Deductible	$2,500 person / $5,000 family	$2,500 person / $5,000 family
Overall Out-of-Pocket Limit	$3,000 person / $6,000 family	$5,000 person / $10,000 family
The family deductible and out-of-pocket limit are non-embedded, meaning the cost shares of all family members apply to one family deductible and one family out-of-pocket limit. The per person deductible and per person out-of-pocket limit apply to individuals enrolled under single-only coverage. All medical deductibles, copayments and coinsurance apply to the out-of-pocket limit (excluding Out-of-Network Human Organ and Tissue Transplant (HOTT), Cellular and Gene Therapy services). The In-Network and Out-of-Network deductibles are combined and accumulate toward each other. The In-Network and Out-of-Network out-of-pocket limit amounts accumulate toward each other.		
Doctor Visits (virtual and office) *You are encouraged to select a Primary Care Physician (PCP).*		
Primary Care (PCP) and Mental Health and Substance Use Disorder Services *virtual and office*	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Specialist Provider *virtual and office*	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Other Practitioner Visits		
Maternity Doctor services (prenatal/postpartum care and delivery)	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Retail Health Clinic *for routine care and treatment of common illnesses; usually found in major pharmacies or retail stores.*	No charge after medical deductible is met	30% coinsurance after medical deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use an Out-of-Network Provider
Other Services in an Office		
Allergy Testing	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Prescription Drugs *Dispensed in the office*	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Surgery	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Preventive care / screenings / immunizations	No charge	30% coinsurance after medical deductible is met
Diagnostic Services Lab		
Office	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Outpatient Hospital	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Diagnostic Services X-Ray		
Office	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Outpatient Hospital	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Diagnostic Services Advanced Diagnostic Imaging *for example: MRI, PET and CAT scans*		
Office	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Outpatient Hospital	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Emergency and Urgent Care		
Urgent Care	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Emergency Room Facility Services	No charge after medical deductible is met	Covered as In-Network

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use an Out-of-Network Provider
Emergency Room Doctor and Other Services	No charge after medical deductible is met	Covered as In-Network
Ambulance	No charge after medical deductible is met	Covered as In-Network
Outpatient Mental Health and Substance Use Disorder Services at a Facility		
Facility Fees	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Doctor Services	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Outpatient Surgery		
Facility Fees		
Hospital	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Physician and other services *including surgeon fees*		
Hospital	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Hospital (Including Maternity, Mental Health and Substance Use Disorder Services)		
Facility Fees	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Human Organ and Tissue Transplants *Cornea transplants are treated as medical procedures, with benefits and cost sharing determined by the setting in which the services are received. You must get certain covered transplant procedures from an Approved In-Network Provider to receive the In-Network level of benefits.*	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Physician and other services *including surgeon fees*	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Home Health Care *Coverage is limited to 30 visits per benefit period for Out-of-network provider.*	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Therapy Services		

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use an Out-of-Network Provider
Rehabilitation and Habilitation services *including physical, occupational and speech therapies.* *Coverage for physical and occupational therapies is limited to 60 visits combined per benefit period. Coverage for speech therapy is limited to 50 visits per benefit period.*		
Office	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Outpatient Hospital	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Manipulation Therapy *office and outpatient hospital* *Coverage is limited to 12 visits per benefit period.*	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Pulmonary rehabilitation *office and outpatient hospital*	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Cardiac rehabilitation *office and outpatient hospital*	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Dialysis/Hemodialysis *office and outpatient hospital*	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Chemo/Radiation Therapy *office and outpatient hospital*	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Skilled Nursing Care (facility) *Coverage is limited to 180 days per benefit period.*	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Inpatient Hospice *Life expectancy up to 12 months.*	No charge after medical deductible is met	No charge after medical deductible is met
Additional Services, Equipment and Devices		
Durable Medical Equipment	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Prosthetic Devices	No charge after medical deductible is met	30% coinsurance after medical deductible is met
Wigs *Coverage for wigs is limited to 1 unit per benefit period subject to Medical Necessity.*	No charge after medical deductible is met	30% coinsurance after medical deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use an Out-of-Network Provider
Hearing Aids *Coverage is limited to 1 item(s)/ear every 3 benefit periods.*	No charge after medical deductible is met	30% coinsurance after medical deductible is met

Covered Prescription Drug Benefits	Cost if you use an In-Network Pharmacy	Cost if you use an Out-of-Network Pharmacy
Pharmacy Deductible	Not covered	Not covered
Pharmacy Out-of-Pocket Limit	Not covered	Not covered
Prescription Drug Coverage **Network:** **Drug List:**		
Day Supply Limits:		
Tier 1 - Typically Generic	Not covered	Not covered
Tier 2 – Typically Preferred Brand	Not covered	Not covered
Tier 3 - Typically Non-Preferred Brand	Not covered	Not covered
Tier 4 - Typically Specialty (brand and generic)	Not covered	Not covered

Covered Vision Benefits	Cost if you use an In-Network Provider	Cost if you use an Out-of-Network Provider
This is a brief outline of your vision coverage.		
Child Vision exam	No charge	30% coinsurance after medical deductible is met
Adult Vision exam	No charge	30% coinsurance after medical deductible is met

Notes:

- Dependent Age Limit: to the end of the month in which the child attains age 26.
- Members are encouraged to always obtain prior approval when using Out-of-Network Providers. Precertification will help the member know if the services are considered not medically necessary.
- No charge means no deductible / copayment / coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing an Out-of-Network Provider, the member is responsible for any balance due after the plan payment.
- If you have an office visit with your Primary Care Physician or Specialist at an Outpatient Facility (e.g., Hospital or Ambulatory Surgical Facility), benefits for Covered Services will be paid under "Outpatient Facility Services".
- Costs may vary by the site of service. Other cost shares may apply depending on services provided. Check your Certificate of Coverage for details.
- The limits for physical, occupational, and speech therapy, if any apply to this plan, will not apply if you get care as part of the Mental Health and Substance Use Disorder benefit.
- Ohio's House Bill 388 and the Federal No Surprises Act establish patient protections including from Out-of-Network Providers' surprise bills ("balance billing") for Emergency Care and other specified items or services. We will comply with these new state and federal requirements including how we process claims from certain Out-of-Network Providers.

This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Evidence of Coverage (EOC). If there is a difference between this summary and the Evidence of Coverage (EOC), the Evidence of Coverage (EOC), will prevail.

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Questions: (855) 255-9952 or visit us at www.anthem.com

Your summary of benefits

Anthem

Your Plan: Epc Southwestern Ohio Educational Purchasing Cncl: West Carrollton HSA
Your Network: BlueCard PPO

This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate, and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

By signing this Summary of Benefits, I agree to the benefits for the product selected as of the effective date indicated.

Authorized group signature (if applicable)	Date
Underwriting signature (if applicable)	Date

We're here for you – in many languages

The law requires us to include a message in all of these different languages. Curious what they say? Here's the English version: "You have the right to get help in your language for free. Just call the Member Services number on your ID card." Visually impaired? You can also ask for other formats of this document

Spanish
Usted tiene derecho a obtener asistencia en su idioma sin cargo. Llame al número de Servicios para Miembros que figura en su tarjeta de identificación ¿Tiene alguna deficiencia visual? También puede solicitar este documento en otros formatos.

Chinese
您有權免費獲得使用您的語言提供的協助。只需撥打印於您的 ID 卡上的會員服務部電話號碼即可。視力障礙？您也可以索取本文件的其他格式。

Vietnamese
Quý vị có quyền nhận trợ giúp bằng ngôn ngữ của mình, miễn phí. Quý vị chỉ cần gọi đến số điện thoại của Ban Dịch vụ Thành viên trên thẻ ID của quý vị. Quý vị bị khiếm thị? Quý vị cũng có thể yêu cầu các định dạng khác của tài liệu này.

Korean
귀하는 귀하의 언어로 된 도움을 무료로 받을 권리가 있습니다. 귀하의 ID 카드에 있는 가입자 서비스 번호로 전화하십시오. 시각 장애인이신가요? 다른 형식으로 된 이 문서를 요청하실 수 있습니다.

Tagalog
May karapatan kang makakuha ng tulong na nasa iyong wika nang libre. Tawagan lang ang numero ng Member Services na nasa iyong ID card. May kapansanan sa paningin? Maaari ka ring humingi ng iba pang mga format ng dokumentong ito.

Russian
У вас есть право на бесплатное получение помощи на вашем родном языке. Просто позвоните в отдел обслуживания участников по номеру, указанному на вашей идентификационной карте. У вас проблемы со зрением? Вы также можете запросить этот документ в других форматах.

French Creole
Ou gen dwa jwenn èd nan lang ou gratis. Jis rele nimewo Sèvis Manm ki sou Kat ID ou a gratis Gen pwoblèm vizyèl? Ou ka mande tou pou lòt fòma nan dokiman sa a.

Arabic
لك الحق في الحصول على هذه المعلومات والحصول على المساعدة بلغتك مجانًا. فقط اتصل برقم خدمات الأعضاء الموجود على بطاقة هويتك. هل تعاني من ضعف البصر؟ يمكنك أيضًا طلب تنسيقات أخرى لهذه الوثيقة.

French
Vous avez le droit d'obtenir de l'aide dans votre langue gratuitement. Appelez simplement le numéro du Services membres figurant sur votre carte d'identité. Vous êtes une personne malvoyante ? Vous pouvez également demander à accéder à ce document dans d'autres formats.

Persian
شما حق دارید به زبان خود به صورت رایگان کمک بگیرید. فقط با شماره خدمات اعضا مندرج در کارت عضویت خود تماس بگیرید. آیا دچار اختلال بینایی هستید؟ همچنین می‌توانید فرمت‌های دیگر این سند را درخواست کنید.

Armenian
Դուք իրավունք ունեք անվճար օգնություն ստանալու ձեր լեզվով: Պարզապես զանգահարեք ձեր ID քարտի վրա գտնվող Անդամների սպասարկման համարին: Տեսողության խանգարում ունեցո՞ղ եք: Կարող եք նաև խնդրել այս փաստաթղթի այլ ձևաչափեր:

Japanese
あなたにはあなたの言語で無料で支援を受ける権利があります。ID カードに記載されている会員サービス番号にお電話ください」視覚障害をお持ちですか？他の形式でこの文書を要求することもできます。

Italian
Hai il diritto di ricevere assistenza gratuita nella tua lingua. Basta chiamare il numero del Servizio Membri presente sulla tua tessera identificativa. Hai problemi di vista? È possibile richiedere anche altri formati di questo documento.

German
Sie haben das Recht, kostenlose Hilfe in Ihrer Sprache zu erhalten. Rufen Sie einfach die Nummer des Mitgliederservices auf Ihrer ID-Karte an. Sehbehindert? Sie können dieses Dokument auch in anderen Formaten anfordern.

Polish
Masz prawo do bezpłatnej pomocy w swoim języku. Wystarczy zadzwonić pod numer Biura Obsługi Klienta podany na karcie identyfikacyjnej. Masz wadę wzroku? Możesz również poprosić o inne formaty tego dokumentu.

Pennsylvania Dutch
Du hoscht's Recht fer Hilf griege in dei Schprooch fer nix. Duh yuscht die Member Services Number uffrufe uff dei ID Card. Hoscht Druwwel fer sehne? Du kannscht des do Schreiwes in en differnter Weg griege so as du's besser sehne kannscht.

TTY/TTD:711

It's important we treat you fairly

We follow federal civil rights laws in our health programs and activities. Members can get reasonable modifications as well as free auxiliary aids and services if you have a disability. We don't discriminate, on the basis of race, color, national origin, sex, age or disability. For people whose primary language isn't English (or have limited proficiency), we offer free language assistance services like interpreters and other written languages. Interested in these services? Call the Member Services number on your ID card for help (TTY/TDD: 711) or visit our website. If you think we failed in any areas or to learn more about grievance procedures, you can mail a complaint to: Compliance Coordinator, P.O. Box 27401, Richmond, VA 23279, or directly to the U.S. Department of Health and Human Services, Office for Civil Rights at 200 Independence Avenue, SW; Room 509F, HHH Building; Washington, D.C. 20201. You can also call 1-800- 368-1019 (TDD: 1-800-537-7697) or visit https://ocrportal.hhs.gov/ocr/portal/lobby.jsf

Here's an overview of your CVS Caremark Benefits

West Carrollton HDHP – 1/1/2026

Visit **caremark.com** to access plan materials, price medications and locate pharmacies. If you have further questions about your prescription plan or costs, please call 1-888-202-1654. For TDD assistance, please call 1-800-863-5488.

	Short-Term Medicines CVS Caremark Retail Pharmacy Network (Up to a 30-day supply)	**Long-Term Medicines** CVS Caremark Mail Service Pharmacy or CVS Pharmacy Locations (Up to a 90-day supply)
Generic Medicines Always ask your doctor if there's a generic option available. It could save you money.	**$10 after deductible** for a generic medicine	**$20 after deductible** for a generic medicine
Preferred Brand-Name Medicines If a generic is not available or appropriate, ask your doctor to prescribe from your plan's preferred drug list.	**$40 after deductible** for a preferred brand-name medicine	**$80 after deductible** for a preferred brand-name medicine
Non-Preferred Brand-Name Medicines Drugs that aren't on your plan's preferred list will cost more.	**$60 after deductible** for a non-preferred brand-name medicine	**$120 after deductible** for a non-preferred brand-name medicine
Refill Limit	**None**	**None**
Annual Deductible	**$2,500 per individual / $5,000 per family (combined with medical)**	
Maximum Out-of-Pocket	**$3,000 per individual / $6,000 per family (combined with medical)**	
Specialty Medicines	Specialty medications are required to be filled through CVS Specialty Mail Order Pharmacy or at a retail CVS/pharmacy. Please contact Customer Care toll-free at 1-888-202-1654 for questions or to get started today.	
Prior Authorization	Certain medications may require prior authorization. Please contact Customer Care toll-free at 1-888-202-1654 or visit www.caremark.com for verification of prior authorization requirements.	

Copayment, copay or coinsurance means the amount a plan member is required to pay for a prescription in accordance with a Plan which may be a deductible, a percentage of the prescription price, a fixed amount or other charge, with the balance, if any, paid by a Plan.
Your feedback is important as it helps us improve our service. Please contact us with any questions or concerns at 1-888-202-1654.
If you access your pharmacy benefits information through the Caremark Web site, you can find Plan Members Rights and Responsibilities at www.caremark.com.
Your privacy is important to us. Our employees are trained regarding the appropriate way to handle private health information