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Collective Bargaining Agreement

between

Crooksville Exempted Village School District, Board of Education

and

Crooksville Federation of Teachers



July 1, 2026 through June 30, 2029

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PREAMBLE

This Agreement is entered into by and between the Board of Education of the Crooksville Exempted Village School District and the Crooksville Federation of Teachers. Throughout this Agreement, unless otherwise specified:

A. "Association" means the Crooksville Federation of Teachers Association.

B. "Board" means the Board of Education of the Crooksville Exempted Village School District.

C. "Casual substitute" means an employee who substitutes on an as-needed basis for an absent teacher and who is not assigned to one (1) specific teaching position for sixty (60) or more consecutive days; an employee whose initial employment date is no later than October 1 in a particular school year and who is hired to fill a temporarily vacant position that is known at the time of hire to be for at least one hundred twenty (120) days, however, will not be considered a casual substitute.

D. "Days" means calendar days.

E. "District" means the Crooksville Exempted Village School District.

F. "Initial employment date" means the day the employee actually began work for which the employee received pay.

G. "ORC" means the Ohio Revised Code.

H. "S.T.R.S." means the State Teachers Retirement System established under Chapter 3307 of the ORC.

I. "Superintendent" means the District Superintendent.

J. "Treasurer" means the District Treasurer.

K. "Unit member" means a certificated employee within the bargaining unit described in Article I, Section 1.01 of this Agreement.

PREAMBLE

Joint Commitment to Professionalism

We, the Crooksville Federation of Teachers Association and the Crooksville Exempted Village School District Board of Education, are committed to a new beginning. We embrace our responsibility of creating a more successful educational system for our students, schools and community. Each individual bears the responsibility to be an active part of this collaborative effort. To this end, we need to concern ourselves with how we act as professionals.

This contract contains responsibilities and benefits. While professional conduct guidelines are a part of Ohio law, more importantly, how we choose to fulfill these responsibilities and use these benefits greatly impact our students as well as the perception of us by parents, colleagues, and community members.

This agreement embodies the spirit of collaboration between the Crooksville Federation of Teachers Association and the Crooksville Exempted Village School District Board of Education. Honest fulfillment of our responsibilities under this collective bargaining agreement is the foundation to a successful vision of the future.

Professionalism is a key ingredient to this perception.

ARTICLE I
RECOGNITION AND BARGAINING PROCEDURE

1.01 The Bargaining Unit

The Board recognizes the Association as the exclusive collective bargaining representative for a bargaining unit composed of all regularly employed part-time and full-time certificated employees of the District, but excluding the superintendent, principals, school psychologists, teacher aides, classroom aides, casual substitutes, all supervisors and management-level employees and all non-certificated employees.

1.02 Dues Deductions

The Board will deduct from the paycheck of each unit member who signs and submits to the Treasurer an Association dues authorization card the annual dues for membership in the Association. Subject to the last paragraph of this provision, this amount shall be divided equally and deducted from each paycheck during the months of September through August of each school year. If a unit member receives a lump-sum payment for earnings otherwise allocable to summer months, deductions will be made for such summer months. The Association shall notify the Treasurer of the amount of such dues and of any changes.

A check in the amount of the total dues withheld from those unit members authorizing dues deduction will be tendered to the Association's Treasurer within ten (10) days of the date of making the deductions. A list of those from whose paychecks the deductions were made will accompany the check.

Deductions will begin with the first regular payday of the month following submission to the Treasurer of the dues authorization card. If a unit member revokes authorization for deducting dues, deductions will cease with the first regular payday of the month following notice to the Association's Treasurer by the District's Treasurer of receipt of the written revocation. The Board is not responsible for deduction of dues owed prior to the Treasurer's receipt of the unit member's authorization card or subsequent to revocation of such authorization.

The Association, on behalf of itself and the OFT/AFT, shall indemnify and hold the Board, its members, and its administrative and supervisory non-bargaining unit members, including but not limited to the Board's Treasurer and Superintendent and or its representatives, harmless against any and all liability, damages, expenses (including legal fees at customary rates in the community), costs, claims, demands, suits, or other liability arising out of any action taken by, or on behalf of any member of the bargaining unit that may arise out of or by reason of any action taken by the Board in carrying out the provisions of this Article and the deduction and transmittal of dues to the CFT.

1.03 Labor Management Committees

There shall be two levels of labor management committees: one district wide and one for each building. The building level committee shall consist of the principal and two unit members. The district wide committee shall consist of the Superintendent, other administrators, the CFT President and other unit members.

Upon mutual agreement, these committees may meet in conjunction with the district's leadership committees. When the meetings are not held in conjunction with the district's leadership committees, a mutually agreeable date, time and place shall be established and the meeting shall be on an as need basis.

The CFT representative and principal shall establish the agenda at least three days in advance of the building level meeting, and the CFT President and Superintendent shall establish the agenda at least three days in advance of the district wide meeting.

Committee meetings shall not be construed as negotiations and shall have no effect on the provisions of the negotiated agreement.

1.04 Bargaining Procedure

A. Initiation of Bargaining

1. If either party desires to initiate bargaining for a successor agreement, it shall notify the other party in writing no later than May 1st nor earlier than March 15th of the year in which this Agreement expires. Notification from the Association shall be to the Superintendent, and notification from the Board shall be to the Association President.

2. The parties shall set a date for an initial meeting which will be no later than fifteen (15) days after receipt of the initial notice.

3. Typed proposals shall in form and detail specify that to which agreement is sought. The mere topical listing of items may be disregarded. All proposals will be exchanged at the first bargaining meeting; no additional proposals may thereafter be submitted except by mutual agreement. Provisions of this Agreement that are not implicated by either party's initial proposals will become a part of any successor agreement.

B. Meetings

1. Meetings shall be scheduled at reasonable intervals, places, and times to avoid, as nearly as practicable, conflict and interference with school and employment schedules. Either party may require a decision on the date, time, and place of a subsequent meeting.

2. Meetings shall be closed to the press and the public.

3. Either party may caucus for a reasonable period at any time.

4. Notes regarding meetings may be kept by each party in such form and detail as it chooses. Bargaining sessions will not be recorded by any mechanical device.

C. Teams

Bargaining teams shall be limited to five (5) representatives of the Board and five (5) representatives of the Association.

D. News Releases

Neither party shall make a release to the news media regarding bargaining prior to a declaration of impasse.

E. Agreement

1. Tentative agreements on bargained items shall be reduced to writing and initialed by each party, but such initialing shall not be construed as final agreement.

2. When tentative agreement is reached on all items, the full agreement will promptly be submitted to the Association for ratification and thereafter promptly submitted to the Board for ratification. Upon such ratification by both parties, the successor agreement will be executed.

F. Impasse

If the parties are unable to reach tentative agreement on all items by June 15 of the year in which this Agreement expires, either party may declare a bargaining impasse, in which case the parties will mutually request the services of a mediator from the Federal Mediation and Conciliation Service (FMCS) or alternatively, if FMCS is no longer providing services, the Parties will select a mutually agreeable mediator . The mediation period will end with the expiration of this Agreement unless extended to some subsequent date certain by mutual agreement. Mediation, as described herein, constitutes the parties' mutually agreed alternative dispute resolution procedure under Section 4117.14 of the Ohio Revised Code and shall operate in lieu of all procedures specified in that statute, which procedures are hereby waived. Upon expiration of the mediation period provided for above, the Association may exercise its rights under Section 4117.14(D)(2) of the Ohio Revised Code.

ARTICLE II
GRIEVANCE PROCEDURE

2.01 Definitions

A. "Grievance" is a claim by a unit member that there has been a violation, misapplication, or misinterpretation of a provision of this Agreement.

B. "Grievant" is the unit member who files a grievance. Where a grievance involves three (3) or more unit members, it need only be signed by one (1) grievant if the grievance clearly identifies (either by name, classification, or category) who the grievants are.

2.02 Informal Step

A unit member shall first meet informally with his/her immediate supervisor in an effort to resolve the problem. The employee shall indicate that the meeting is to be considered activation of the informal step of the grievance procedure.

2.03 Step 1

A. If the grievance is not resolved informally, the grievant may within twenty (20) days of when the unit member knew or should have known of the circumstance that is the cause of the grievance file a formal grievance in writing, on the form appearing in Appendix C, with his/her building Principal. The grievance shall be signed and specify both the provision(s) of this Agreement alleged to have been violated, misapplied, or misinterpreted and the remedy sought.

B. Within fourteen (14) days of receipt of the grievance, the Principal will meet with the grievant at a mutually agreed time and place. The Principal will furnish a written response to the grievance within seven (7) days after the meeting.

2.04 Step 2

A. If not satisfied with the response at Step 1, the grievant may appeal the grievance in writing to the Superintendent within seven (7) days of receipt of the Step 1 response.

B. Within seven (7) days of receipt of the appeal, the Superintendent will meet with the grievant at a mutually agreed time and place. The Superintendent will furnish a written response to the grievance within seven (7) days after the meeting.

2.05 Step 3

If not satisfied with the response at Step 2, the grievant may, within fourteen (14) days of receipt of the Step 2 response, appeal the grievance by submitting a written request for arbitration to the Association, with a copy to be furnished to the Superintendent. The Association shall decide whether or not to file for arbitration. If the Association decides to proceed to arbitration, it shall send a written request to the American Arbitration Association (AAA), with a copy to be furnished to the Superintendent, for a list of seven (7) arbitrators from which the parties shall select an arbitrator by the alternate strike method. Either party may request that a second list of seven (7) names be furnished. A toss of a coin shall determine who shall strike first. The arbitrator shall have no power to add to, subtract from, modify, or alter any provisions of this Agreement. The fees and expenses of the arbitrator shall be borne solely by the losing party; if the losing party is not clearly identifiable, the arbitrator shall apportion his fees and expenses between the parties. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expenses of witnesses called by the other party. The decision of the arbitrator shall be final and binding.

2.06 General Provisions

A. Copies of all written decisions on grievances shall be sent to: the Association President, the grievant, and the Superintendent.

B. If a grievance is not filed or appealed within the time limits specified at any step of the procedure, the grievance shall be deemed waived or settled on the basis of the most recent disposition and any further appeal shall be barred.

C. If the Administration fails to respond to a grievance within the time limits specified at any step of the procedure, the grievance may immediately be processed to the next step of the procedure.

D. Meetings and arbitration hearings held under this procedure shall be scheduled so as not to interfere with the work obligations of unit members, unless otherwise mutually agreed.

E. At any step of the procedure, except arbitration, the grievant may speak on his/her own behalf or choose to be represented by a designee of the Association; in any case, however, a designee of the Association may be present at each step of the procedure. At any arbitration, the grievant must be represented by a designee of the Association.

F. All grievance meetings and arbitration hearings shall be in private. No one other than those involved with the grievance shall be entitled to attend.

G. The ultimate disposition of any grievance may be announced to the Board and unit members. No grievance settlement may be inconsistent with the terms of this Agreement unless otherwise mutually agreed by the Board and the Association.

H. If a grievance arises from action the grievant's Principal lacks authority to control, the grievance may be filed with the Superintendent at Step 2. In such a case, the twenty-day filing time limit appearing in Section 2.03 of this Article shall apply.

ARTICLE III
ASSOCIATION USE OF FACILITIES

3.01 A. The Association may use school buildings for meetings, provided such meetings are not held during employee work time within the regularly scheduled work day and do not interfere with other school-related activities. Except in emergency situations, a courtesy written notice will be given to the building principal at least twenty-four (24) hours in advance of the use.

B. The Board shall allow the Association to place bulletin boards in each building to be located in each teacher's lounge. The size will be approximately two feet by two feet or smaller. The Association shall be responsible for the care and maintenance of the bulletin board space. It is understood that the location of the bulletin board in the High School will be the teachers dining room; in the

Middle/Elementary will be in the teachers dining room; in the Pre-school will be in the work room which also houses the Pre-school secretary.

C. The Association will be permitted to announce membership meetings and make other pertinent announcements at faculty meetings, providing the association president or his/her designee has requested placement on the agenda in advance of the meeting.

D. The Association may use school equipment, with prior notice to the appropriate building administrator. The district may charge for any consumable supplies used by the Association at the same rate charged to others as established by Board policy.

ARTICLE IV
BOARD RIGHTS

Except as modified by an express provision of this Agreement, the Board reserves and retains all authority conferred upon it by law to manage the affairs of the District including, but not limited to, the authority specified in Section 4117.08 of the ORC. The exercise of judgment and discretion by the Board and its agents with respect to such managerial authority requires neither advance consultation with, nor the agreement of, the Association with respect to either the managerial decision or its effects.

ARTICLE V
LEAVES OF ABSENCE

5.01 Sick Leave

A. In accordance with Section 3319.141 of the ORC, each unit member shall be entitled to sick leave earned at the rate of one and one-quarter (1-1/4) days per month, which equals fifteen (15) days per year. The maximum accumulation shall be two hundred eighty-five (285) days. If a part-time unit member becomes a full-time employee, or vice versa, the number of accumulated days will be adjusted because of such change in status on a prorate basis (*e.g.*, a half-time unit member with forty (40) days of accrued leave who becomes a full-time employee will be credited with twenty (20) days of accrued leave).

B. Each unit member who has not yet earned sick leave will be advanced five (5) days of leave. Any unit member who exhausts sick leave will be advanced such sick leave as is necessary to ensure that the employee has at least five (5) days of leave available in that school year. Any advancement shall be charged against the unit member's future accumulation of sick leave. Should the unit member not return to work, the employee shall be obligated to reimburse the District for the number of days advanced.

C. Sick leave shall be used in full day blocks of time, unless a unit member receives prior approval of the Superintendent.

D. Unit members may use sick leave for personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absences due to serious illness or injury, in the employee's immediate family. Unit

members may use up to two (2) days of leave, not chargeable against sick leave, due to death in the employee's immediate family of the employee's spouse, parent, child, sibling, grandchild, or any other relative approved by the Superintendent. Additional days may be requested, and if approved by the Superintendent, deducted from sick leave.

E. For purposes of serious illness or injury in Section D., above, "immediate family" means parent, parent-in-law, brother, sister, son, daughter, spouse, a relative residing in the employee's home or any other relative approved by the Superintendent. For purposes of death in Section D above, "immediate family" means spouse, parent, child, sibling, grandparent, grandchild, aunt, uncle, in-laws or any other relative approved by the Superintendent.

F. Each unit member shall furnish a written, signed statement on the District's sick leave form to show why leave was used. Falsification of information on the form is grounds for appropriate disciplinary action up to and including termination. If a unit member has established a pattern of short-term intermittent absences or who has been absent from work for a period of three consecutive days, the employee may be required to furnish a doctor's certification regarding a future absence for which sick leave is claimed; written notice of such a requirement will be furnished to the employee prior to its implementation, and the requirement will not be continued beyond the time necessary to establish that sick leave is not being abused.

G. A unit member who is to be absent on sick leave shall follow the designated district procedures as soon as possible under the circumstances far in advance as possible when the absence is for a known medical reason such as a doctors appointment and, otherwise, at least one and one-half (1½) hours before the start of the school day so that a substitute teacher can be notified in time. Calling within the one and one-half (1½) hour period due to a late morning need for sick leave should be avoided.

H. The amount of sick leave days, used and unused, shall be shown on each pay stub of the unit member.

5.02 General Leave

Upon written application of a unit member, the Board may grant an unpaid leave of absence for a period of not more than two (2) consecutive school years for educational, professional or other purposes. The Board will grant such leave where illness or disability is the reason for the request and satisfactory medical verification is provided. Without application, the Board may grant such leave in accordance with Section 3319.13 of the ORC because of physical or mental disability, subject to the unit member's right to a hearing on such unrequested leave in accordance with Sections 3319.13 and 3319.16 of the ORC and any equal employment opportunity law that might be implicated. Such remedy shall be in lieu of the provisions of Article II of this Agreement.

5.03 Personal Leave

Except as set forth below, each unit member shall have three (3) days personal leave per school year, which shall be unrestricted except for the following guidelines:

1. Unless otherwise approved by the Superintendent, (except in emergency situations) personal leave shall not be used without the submission of at least three (3) days advance written notice to the employee's immediate supervisor. Unless otherwise approved by the Superintendent, personal leave shall only be used in full day increments.

2. No more than ten percent (10%) of the unit members in a building may be granted personal leave on the same day. It is mutually recognized that attendance at the annual OFT/AFT convention is a permissible use of personal leave. Falsification of personal leave information is grounds for appropriate disciplinary action up to and including termination. A unit member whose bargaining unit status is established on or after November 1 shall not be eligible for personal leave during that school year; if a unit member is on an unpaid leave for part or all of a school year, the employee must be on paid status during that school year for at least one hundred twenty (120) work days to be eligible for personal leave and will receive only two (2) such days unless on paid status for at least one hundred fifty (150) work days; in no event, however, will the Board attempt on the basis of this sentence to recoup a personal leave day already taken.

3. On staff work days, personal leave may only be used for business which cannot be conducted outside the school day.

4. At the end of the fiscal year, unused personal leave will be carried to the next school year, with an individual maximum of four (4) total personal days in any given school year. Any additional personal days may be converted to sick leave, not to exceed the maximum accumulation of sick days, as approved in Section 5.01A. In lieu of converting additional personal days to sick leave, at the end of the school year, a unit member may convert unused personal leave to an amount equal to one hundred seventy-five dollars ($175). Should a unit member elect to convert unused personal leave to an amount equal to one hundred seventy-five dollars ($175), the unit member must notify the Treasurer, in writing, of such election between the last day of school and June 15th of each school year. Payment will be made to the unit member during the first pay in July of each school year.

5. Notwithstanding anything to the contrary set forth in this agreement, any unit member who utilizes more than twelve (12) sick days in a school year shall forfeit one (1) personal day the following school year. This excludes board approved pregnancy leave and the use of sick leave that also qualifies for FMLA, referenced in Article V of this agreement, as well as forced quarantine pursuant to Section 3707.08 of the ORC due to a pandemic. This forfeiture may be waived at the Superintendent's discretion.

   Each month, the Superintendent will run a report and contact each staff member who has taken eight (8) or more sick days for the school year and offer to meet with the staff member to discuss their use of sick leave. The staff member may present any information to justify their use of sick leave

and the Superintendent may waive any sick leave days in his sole discretion.

5.04 Jury Duty/Hearing Leave

Any unit member summoned for jury duty will suffer no loss in pay, provided the employee submits any payment or fees received for such duty to the Treasurer. A unit member subpoenaed to appear in court with respect to Board-employment-related litigation (except for litigation where the employee and Board are opposing parties) will suffer no loss in pay. An employee subpoenaed to appear in an administrative hearing will, for pay purposes, be treated in accordance with the laws and regulations applicable to such proceedings. It is mutually recognized that a court or administrative hearing appearance not covered by this Section constitutes a permissible use of any personal leave that may be available to the unit member under Section 5.03 of this Article.

5.05 Pregnancy/Adoption/Parental Leave

A. Pregnancy Leave

1. A pregnant unit member will be granted, upon written request, unpaid pregnancy leave during any pregnancy-related disability. The starting date of such leave will be determined by the unit member and her physician. The unit member shall notify the Superintendent at least thirty (30) days in advance of the starting date except when precluded because complications in her pregnancy require leave within the thirty (30) days. In such event, the Superintendent shall be notified as soon as possible of the starting date.

2. A pregnant unit member, whether disabled or not, may elect to use accumulated sick leave while pregnant, and for up to six (6) weeks (or longer if a pregnancy-related disability extends beyond this period) after the birth of the child; if the pregnancy is terminated in some other way (for example, stillbirth or miscarriage), the employee may use sick leave subsequent to such termination for the period of any pregnancy-related disability.

B. Adoption Leave

1. A unit member who adopts a child under six (6) years of age shall be granted, upon written request, unpaid leave for up to twelve (12) weeks.

2. A written request for adoption leave shall be made to the Superintendent at least thirty (30) days in advance unless the unit member becomes aware of the date of receiving the child during the thirty (30) day period in which case the Superintendent shall be notified as soon as possible.

C. Parental Leave

1. Subsequent to pregnancy or adoption leave, a unit member will be granted, upon written request, unpaid parental leave for the remainder of the school year in which the pregnancy or adoption leave ended and up to

one (1) additional school year. Unless otherwise mutually agreed, reinstatement from leave must coincide with the beginning of a school year or a semester. A male unit member whose spouse gives birth to a child may use unpaid parental leave in accordance with these provisions if such leave is requested before the child is one (1) year of age.

2. A written request for parental leave shall be made to the Superintendent at least thirty (30) days in advance.

D. FMLA Leave

For purposes of the Federal Family and Medical Leave Act, the twelve (12) month period during which an eligible unit member may use up to twelve (12) weeks of unpaid leave is a rolling twelve (12) month period measured backward from when the employee begins FMLA leave.

5.06 Assault Leave

A unit member disabled during the course and scope of Board employment by a physical assault shall be granted up to ninety (90) days of assault leave, with pay, for the purpose of recovery. Such days will not be counted against the unit member's accumulated sick leave. The unit member shall provide the Board with a statement from a doctor certifying the nature of the disability and the period for which the employee should not return to work. The Board, at its expense, may elect to verify the unit member's disabled status by requiring that the employee undergo an examination by a Board-approved doctor. If the doctors disagree, a third doctor will be mutually selected whose opinion shall be final. The Board will provide a unit member who uses assault leave with the appropriate workers' compensation forms. An assault reimbursement fund in the amount of five hundred dollars ($500.00) shall be established to reimburse teachers for items damaged as a result of an assault, up to a total of five hundred dollars ($500.00). Payment will be made upon submission of a receipt and approval of the Superintendent following an assault.

5.07 Military Leave

A unit member will be granted military leave in accordance with the provisions of Section 3319.14 and Chapter 5903 of the ORC.

5.08 Status upon Return from Leave

Upon return to service following leave under this Article, the unit member shall resume the employment status held when leave began. Such return will include vertical advancement on the salary schedule for each school year in which the employee's paid-status days total at least one-hundred twenty (120).

5.09 Leave without Pay

Leave without pay may be granted at the sole discretion of the superintendent and only after the exhaustion of other appropriate leave. Unless otherwise approved by the superintendent, (except in emergency situations) a day without pay shall not be used

without the submission of at least three (3) days advance written notice to the employee's immediate supervisor.

5.10 Insurance Fringe Benefits While on Leave

Insurance fringe benefits will be maintained for any unit member eligible for such benefits under the terms of Article IX of this Agreement for such time as the employee is on paid status. When a unit member is on an unpaid leave of absence, the employee will either receive benefits in accordance with the Family and Medical Leave Act or be permitted to continue participation in benefits by payment to the Treasurer of the monthly premiums. Such payment must be received by the Treasurer on or before the 1st of the month immediately preceding the month to which the premiums apply.

5.11 Sick Leave Bank

A. A unit member as defined in Article I, Section 1.01 of this Agreement, or an immediate family member as defined in Article V, Section 5.01 item E for purposes of serious illness or injury, who suffers a physician documented medical condition or committee approved absence that requires an extended leave from employment, after exhausting all available leave, apply in writing for additional paid days from a sick leave bank established under this Section. The application shall be submitted to the Treasurer. Unit members whose illness or injury has qualified for acceptance in one of the State Teacher Retirement System's disability retirement programs are not eligible for days from the sick leave bank.

B. The application will be initially reviewed by a committee composed of no more than 1) the Superintendent, or the Superintendent and one other administrator appointed by the Superintendent, or two administrators appointed by the Superintendent; and 2) two teachers appointed by the Association to determine if an approved extended leave condition exists. Those eligible for days shall receive up to twenty (20) days. No individual is eligible for more than a total of twenty (20) days for any one school year.

C. The Treasurer shall be responsible for keeping all records relevant to the sick leave bank. The Association holds the Committee, Board and its Treasurer harmless against any and all claims by unit members that this Section has been improperly or illegally applied.

D. The sick leave bank will be populated by all Association members who wish to be eligible for its use to donate one sick day within 14 days of the beginning of the school year. This day may be donated at .25 days per month for the first four months of employment. All new Association members will be required to donate one sick day. This day will be donated at .25 days per month for the first four months of employment. Association members must donate to the sick leave bank to use the bank. Donations to the bank may be recovered through normal accumulation with no implications to severance, retirement, or total accumulation. Retiring Association members may donate up to ten (10) sick days to the bank. A maximum of five (5) days may be donated by a member to the sick leave bank per school year.

E. Association members will repay the sick leave bank at a rate of .25 days per month and 50% of their total accrued but unused sick leave balance as of August 31 of each year until the total number of days borrowed has been restored to the sick leave bank. The employee may elect to pay additional days from their accrued leave. Upon termination of employment with the district, any balance owed to the sick leave bank will be recovered from the employee's existing leave balances prior the calculation of any applicable severance or balance transfer to another employer.

5.13 Emergency School Closure

In the event of a long term government mandated school closure to a government declared pandemic or other government declared national/state emergency, the Superintendent shall meet with the leadership of the CFT. Discussions shall include, but not limited to, supplemental contracts, evaluations, reporting requirements, work hours, and student expectations. It is mutually understood that final decisions rest with the Board.

ARTICLE VI
WORKSHOPS AND CONFERENCES

If the Board approves a unit member's attendance at a professional workshop or conference, the Board will reimburse the employee for the reasonable cost of lodging, transportation, and meals. There shall be no reimbursement for alcoholic beverages. The employee shall apply for approval to attend a workshop or conference on the form appearing in Appendix D.

Leave shall be granted to up to three (3) members in order to attend the state convention of the OFT. Notice shall be given to the Administration at least ten (10) days prior to the date of the convention. This leave shall not be counted against a unit member's personal leave. The Board shall not be required to reimburse a unit member for the cost of lodging, transportation, and meals for attending the state convention of the OFT.

ARTICLE VII
GENERAL WORKING CONDITION

7.01 Personnel Files

A. The Board will maintain an official personnel file on each unit member. The Board will designate one (1) central office person to be in charge of the files. A unit member may inspect his/her file upon request (in no event later than the next day on which the Board's office is open for business) and may be accompanied by a person of his/her choice. The unit member may make a copy of any file information on school equipment at the rate charged to others as established by board policy.

B. Anonymous information will not be maintained in a unit member's file. A unit member who wishes to dispute the accuracy, relevance, timeliness, or completeness of material in his/her file shall use the procedures specified in

Article II, beginning at Step 2, in lieu of procedures specified in Chapter 1347 of the ORC. The unit member shall, within seventy-two (72) hours, receive a copy of any material placed in the file. If desired, the unit member shall have the opportunity to attach a statement to the information.

7.02 Tenure/Nonrenewal/Termination

A. Unit members will receive contracts of employment in accordance with the provisions of Sections 3319.08 and 3319.11 of the ORC. The normal sequence of limited contracts for a unit member new to the District is: the employee will initially receive a one-year limited contract, during which a probationary period of one hundred eighty-three (183) work days (i.e. one (1) work year) shall be served in accordance with Article 7.02(D); if reemployed for the following school year, the employee will receive a second one-year limited contract during which a probationary period of one hundred eighty- three (183) work days (ie. One (1) work year) shall be served in accordance with Article 7.02 (D) ; if reemployed for the following school year, the employee will receive a two-year limited contract, and will thereafter receive three-year contracts if reemployed. Deviations from this normal sequence may occur if the employee does not work for a substantial part of the initial year of employment or a substantial part of the period covered by a subsequent limited contract, or if the Board has significant concerns about the job performance of the unit member. A unit member who becomes eligible for tenure during the term of a limited contract will be considered for a continuing contract prior to June 1 of the last year of the limited contract; it is mutually recognized in this context that an extended limited contract may come into play in accordance with the provisions of Section 3319.11 of the ORC. Preschool teachers and teachers subsidized under Title I of the federal Elementary and Secondary Education Act of 1965, 20 U.S.C. 241(a) *et seq*., will be accorded continuing contract status if they meet the certification and service requirements for tenure when reemployed with the further understanding that their contracts may be suspended, utilizing the procedure of Section 3319.17 of the ORC, if funding for such positions is materially altered.

B. The nonrenewal of a unit member's limited contract, and any challenge to such nonrenewal, will be governed exclusively by the provisions of Section 3319.11 of the ORC. If a unit member is hired after the start of the school year, or if the employee is teaching under an internship certificate issued pursuant to Section 3319.282 of the ORC, the unit member's contract will automatically be non-renewed as of the end of that school year and no notice of nonrenewal under Section 3319.11 by June 1 will be required. The nonrenewal is not subject to review under Article II of this Agreement. No provision of Sections 3319.11, 3319.16, and 3319.161 of the ORC shall apply to such a nonrenewal.

C. The termination of a unit member's continuing or limited contract will be governed exclusively by the provisions of Sections 3319.16 and 3319.161 of the ORC.

D. Notwithstanding the foregoing, and notwithstanding Section 3319.11 of the ORC, all teachers shall, in the first and second year of employment at the District, serve a probationary period of one hundred eighty-three (183) work days (i.e. one work year) each of the first two (2) years. No provision of Sections 3319.11, 3319.16,

and 3319.161 of the ORC or Article II of this Agreement shall apply to such a release from employment.

E. Unless reappointed by June 1 to the supplemental contract position for the subsequent school year, a unit member's supplemental contract automatically non-renews from school year to school year, and no notice of such nonrenewal is required. If a non-certificated individual is employed under a supplemental contract in accordance with Section 3313.53 of the ORC, the Board may elect to renew the supplemental contract of such person for a subsequent school year(s) irrespective of whether other candidates for the supplemental position emerge in such subsequent year(s).

7.03 Evaluations

The workgroup of district educators need to meet and discuss changes to board policy GCN-1 and GCN-1-R to comply with the updates to the law regarding Ohio Teacher Evaluation System. The parties agree to delay implementation of OTES 2.0 until the 2021-2022 school year.

7.04 Work Days/Hours/Year

A. The regular employee work day shall consist of seven and one-half (7-1/2) hours including a minimum of thirty (30) uninterrupted consecutive minutes for lunch.

B. The work day may be extended by up to one (1) hour up to ten (10) times per school year for faculty meetings.

C. The work year shall consist of one hundred eighty-three (183) days as follows:

1. 181 days with students, inclusive of in-service days and up to four (4) half days or their equivalent for parent-teacher conferences;

2. 1 day before and 1 day after the student year;

In addition, the Board may offer up to four (4) staff development days (1 before the beginning of the student year and 3 during the student year) for which unit members who attend will receive a per diem gross pay of $110.00. Attendance at any such staff development days is optional except for a unit member who is new to the District or a unit member (other than high school unit members) whose grade-level assignment has changed from the immediately preceding school year to a grade-level not taught in the District by the employee within the preceding five (5) school years; provided, however, that this provision may be waived by the Superintendent with respect to a unit member whose grade-level assignment has changed.

7.05 Calendar

The Superintendent and a committee composed of a representative from each building selected by the President of the CEA shall meet by not later than March 31 to discuss the school calendar for the ensuing school year. It is mutually understood that the final right to establish the calendar rests with the Board.

7.06 Planning Time

The school week for full-time unit members who have regularly assigned classroom instructional duties will include a minimum of two-hundred (200) minutes per week for planning in blocks of not less than forty (40) consecutive minutes.

7.07 Local Professional Development Committee

The LPDC of Crooksville shall be exclusive of all outside influence, and shall have only employees of the Crooksville Exempted Village School District. There shall be five (5) members of the Committee which shall serve District wide, unless statutory amendments require a change to the current Committee structure, which change shall occur by operation of law upon adoption of said amendment.

The CEA shall appoint the three (3) teacher members, and the Board shall appoint the two (2) Administrative members. Each shall appoint any replacements to the Committee. The term of each teacher appointee shall be as determined by the CEA, and the term of each Administrative appointee shall be as determined by the Board.

The initial meeting shall be during the first thirty (30) days of the school year. Thereafter, meetings shall be called by the chairperson, or at the petition of a majority of the Committee members. The chairperson shall be elected by a majority vote of the Committee at the initial meeting. The chairperson shall take immediate charge of the Committee, and shall serve a one (1) year term. Thereafter, the chairperson shall be elected in May of each year to serve a one (1) year term commencing on the first workday of the ensuing school year.
The purpose of the Committee shall be as stated in Senate Bill 230, and subsequent state rules/regulations that may be required. To that end, the Committee shall:

1. Meet on dates, times and place to carryout its responsibilities.

2. Maintain official records including minutes of each meeting, copies of all communications, and copies of all completed forms.

3. Not accept any money from, nor take care of any communications that are the responsibility of the applicant. All required payments and communications shall be directly to the appropriate state official by the applicant.

7.08 Notification of Assignment

Teachers shall be preliminary informed of their teaching assignment for the ensuing school year by July 20th. Assignment changes after the preliminary notification may be necessary. Should an assignment change be necessary, the affected teacher(s) will be notified at their District email address. A change in assignment shall be defined as a change in the grade level or subject matter that a teacher will teach during the ensuing school year.

7.09 Student Code of Conduct Committee

Upon request, each school building shall create a student disciplinary committee to review and make a recommendation to the Administration regarding the student code of conduct. The committee shall consist of no more than three (3) teachers and no more than three (3) administrators. It is mutually agreed that the Administration and the Board of Education shall have the final authority in adopting or implementing a student code of conduct.

7.10 Acknowledgement of Section 3302.10 of the ORC

As required by Section 3302.10(P) of the ORC, the provisions of Section 3302.10 are incorporated into this Agreement by reference.

7.11 If a classroom teacher experiences an issue with a volunteer, they will notify the building principal and discuss the concern.

ARTICLE VIII
COMPENSATION

8.01 Salary

A. To qualify for horizontal movement on the salary schedule, a unit member must submit all required information and documents to the Treasurer by September 15 of the school year in question and any additional hours must be earned after conveyance of the underlying Masters degree. For example, to qualify for movement to the Masters +15 column, the fifteen (15) semester hours must have been earned after conveyance of the Masters degree. To qualify for vertical movement on the salary schedule, a unit member must have been in paid status for at least one hundred twenty (120) work days during the immediately preceding school year; provided, however, that in no event will a unit member receive credit for service under an internship certificate issued pursuant to Section 3319.282 of the ORC.

For purposes of placement and horizontal advancement on the salary schedule, and regardless of the granting institution, one (1) semester credit hour shall be defined as being equivalent to thirty (30) contact or clock hours and shall be credited accordingly. Partial credit hours will not be given for fewer than thirty (30) contact or clock hours. When submitting the application for salary advancement and reimbursement, the bargaining unit member must provide proof that the education institution grants one (1) semester hour for thirty (30) contact or clock hours. A staff member may seek pre-approval for a course from the Superintendent prior to enrolling in the course.

B. A new unit member will initially be placed on the salary schedule in accordance with Board policy. In no event will a unit member receive horizontal or vertical credit based on credentials or years of prior teaching service not disclosed before the employee's date of hire by the Board. In addition, a unit member will initially receive no more than ten (10) years of vertical credit unless approved by the Superintendent and Board of Education.

C. Unit members with supplemental contracts will be paid in accordance with the Supplemental Salary Schedule appearing in Appendix B.

D. Unit members who perform hourly-rated work (such as home tutors and special education tutors) will be paid at the hourly rate of $22.00.

E. Teachers who assume the responsibilities of another teacher will be paid the hourly rate ($15.00). The teacher must work 15 minutes to receive pay for one hour and for each 15-minute increment thereafter. The pay for a full student day shall be figured at 7.5 hours. If the responsibility is shared, the pay shall be divided accordingly.

F. Teachers who teach College Credit Plus (CCP) courses shall receive additional compensation per semester according to the following schedule:

- CCP course taught during a semester = five hundred dollars ($500) per CCP course.

Teachers shall not be permitted to teach more than two (2) CCP courses per semester. The Board retains total and complete discretion in selecting the teachers who will teach the CCP courses. In order to be eligible for the payment set forth in this Section, a teacher may not be absent from a CCP course more than seven (7) times per semester. Pre-approved professional leave shall not count as an absence for purposes of this Section.

8.02 Pay Periods

A. A unit member's annual salary will be made in twenty-four (24) equal pays. All unit members shall be paid via direct deposit. Each unit member's pay stub shall be emailed to the unit member at the email address specified by the unit member. Should the unit member fail to specify an email address to the Treasurer by August 21, 2015, the unit member's pay stub will be emailed to the unit member's District email account. Once a unit member has specified an email address, the unit member will continue to receive their pay stub at this email address until the unit member specifies a different address to the Treasurer.

B. During the summer and holiday or spring recess periods when the unit member will not be at school on a payday, the unit member's pay stub will be emailed to the unit member at the email address specified under Section A of this Article.

8.03 Mileage Reimbursement

Unit members who use their personal vehicle for job-related duties (exclusive of commuting to and from work) will, upon submission of required documentation to the Treasurer, be reimbursed for mileage at the rate set by the IRS.

8.04 Licensure/Background Check Reimbursement

After five (5) years of service in the District as a licensed teacher, a unit member will receive up to two hundred fifty dollars ($250) once every five (5) years to be used towards their licensure and BCI/FBI background check renewal. This will be paid in the form of a reimbursement to the unit member after the unit member submits a receipt

After five (5) years of service in the District as a licensed teacher, a unit member will receive up to two hundred fifty dollars ($250) once every five (5) years to be used towards their licensure and BCI/FBI background check renewal. This will be paid in the form of a reimbursement to the unit member after the unit member submits a receipt showing the unit member has paid for the licensure and BCI/FBI background check renewal.

8.05 Severance Pay

Upon service retirement under the provisions of Chapter 3307 of the ORC, a unit member will receive severance pay for one-fourth (1/4) of his/her accumulated sick leave at the employee's then current per diem rate of pay (exclusive of any supplemental contract) subject to the following eligibility requirements and conditions:

A. The unit member must have ten (10) or more years of active service credited by the S.T.R.S.;

B. The unit member must submit a written notice of the employee's intent to retire to the Treasurer on or before the employee's last day of service (the Treasurer may waive this requirement if unforeseeable circumstances arise that make giving such notice impracticable);

C. The unit member's effective service retirement date for S.T.R.S. purposes must be no more than ninety (90) days after the employee's final day of service with the Board;

D. The maximum number of days payable as severance pay is seventy-one (71).

E. Payment of severance pay will only be made once and will eliminate all of the unit member's accumulated sick leave;

F. Payment will be made no later than sixty (60) days after verification from S.T.R.S. that the unit member has service retired (presentation of the employee's first retirement check may be accepted in lieu of such S.T.R.S. verification), unless at the time of submission to the Treasurer of the notice under Paragraph B., above, the unit member requests that payment not be made until January of the year next following the employee's effective retirement date.

G. If a unit member who satisfies the requirement of Paragraph A., above, dies, severance pay calculated in accordance with this Section will be paid in accordance with Section 2113.04 of the ORC, or, if the employee has no such surviving relatives, to the employee's estate.

H. A committee will be formed to study 403(B) plan severance options for implementation in the 2015-2016 school year.

8.06 Purchasing STRS Service Credit

Bargaining unit members may purchase STRS service credit, on a pre-tax basis, for past years of service, through a payroll deduction program, subject to the following conditions:

A. The bargaining unit member's contributions shall be designated as picked up by the Board for purposes of 26 U.S.C. 414(h)(2) and Ohio Administrative Code 3307:1-3-11(L).

B. The purchase of service credit for past years of service through a payroll deduction program shall not result in any cost to the Board of Education.

C. Each bargaining unit member shall be responsible for compliance with Internal Revenue Service salary exclusion allowance regulations with respect to the "pick-up" in combination with other tax deferred compensation plans.

D. If the foregoing "pick-up" provisions are nullified by subsequent Internal Revenue Service rulings, Ohio Attorney General Opinions, change in Ohio or Federal law, or other governing regulations, the Board of Education, the Treasurer, and other Board employees will be held harmless by the Crooksville Education Association and this Article shall be declared null and void.

8.07 Summer Work Rate

The Superintendent, in his/her sole discretion, may utilize unit members to complete summer work related to their teaching duties. The posting and filling of these positions shall not be subject to Article XI or any other section of the Collective Bargaining Agreement. Prior to beginning work, a unit member shall receive prior written approval from the Superintendent. The summer work rate shall be $110/day.

ARTICLE IX
INSURANCE FRINGE BENEFITS

9.01 Hospitalization and Medical

Each eligible unit member shall have the option to enroll in the hospitalization and medical insurance program. Beginning on January 1, 2018 and thereafter, the Board will pay 85% of the monthly premium cost for unit members on single and family coverage.

Alternatively, effective January 1, 2027 the Board shall provide all full-time employees the option of a high deductible plan (HDP) with deductibles of $4,000 for the single plan (in-network) and $8,000 for the family plan (in-network), or the minimum required by IRS regulations for an HDP, whichever is greater. The maximum out-of-pocket for the family plan shall be $8,000 (in-network) and the maximum out-of-pocket for the family plan shall be $8,000 (in-network), or double the minimum deductible required by IRS regulations for an HDP, whichever is greater. The Board shall pay ninety percent (90%) of the single premium and ninety percent (90%) of the family premium for this coverage.

For calendar years 2027,2028, 2029, the Board shall make a contribution to each employee's HSA account that shall be calculated by the Treasurer. The contribution shall

be calculated based on fifty percent (50%) of the savings the Board realizes between the PPO insurance premium and the HDP insurance premium for each employee each year.

Health savings account (H.S.A.) contributions shall be deposited in two (2) installments. The Board's H.S.A. contributions shall occur as follows: seventy percent (70%) of the Board's H.S.A. contribution for the calendar year shall be deposited on the first pay day of the calendar year and the remaining thirty percent (30%) of the Board's H.S.A. contribution for the calendar year shall be deposited on the first pay of September.

If the health insurance renewal for calendar year 2027 is six point ninety-nine percent (6.99%) or less, the base salary shall be increased by an additional one percent (1%) for the 2027-2028 school year (i.e., from one percent (1%) to two percent (2%). If the health insurance renewal for calendar year 2028 is six point ninety-nine percent (6.99%) or less, the base salary shall be increased by an additional one percent (1%) for the 2028-2029 school year (i.e. from one percent (1%) to two percent (2%). If the health insurance renewal for either calendar year 2027 or calendar 2028 is seven percent (7%) or more, the base salary shall remain unchanged for that year.

Alternatively, if the health insurance renewal for calendar yar 2027 is three point forty-nine percent (3.49%) or less, the base salary shall be increased by an additional two percent (2%) for the 2027-2028 school year (i.e., from one percent (1%) to three percent (3%)). If the health insurance renewal for calendar year 2028 is three point forty-nine percent (3.49%) or less, the base salary shall be increased by an additional two percent (2%) for the 2028-2029 school year (i.e. from one percent (1%) to three percent (3%)).

If a unit member moves from a PPO family plan to an HDP family plan, this shall constitute two and one-half (2.5) Points. If a unit member moves from a PPO single plan to an HDP single plan, this shall constitute one (1) Point. If the bargaining unit accumulates a total of twenty (20) Points during either the 2026 or 2027 open enrollment period, one-half percent (0.5%) shall be added to the base salary for either the 2027-2028 or the 2028-2029 school year, depending on when the twenty (20) Point threshold is met. The threshold must be met on or before the end of the December 2027 open enrollment period for the salary schedule increase to occur. For example, if the bargaining unit accumulates twelve (12) Points during the December 2026 open enrollment period and eight (8) Points during the December 2027 open enrollment period, one-half percent (0.5%) shall be added to the base salary for the 2028-2029 school year.

Unit members that move from the PPO plan to the HDP plan cannot move back to the PPO plan for a period of five (5) calendar years.

9.02 Dental

Each eligible unit member will be enrolled in the same dental insurance program in effect for the 2019-2020 school year. The Board will pay 100% of the monthly cost.

9.03 Term Life Insurance

Each eligible unit member will be enrolled in the same term life insurance program in effect for the 2019-2020 school year. The Board will pay 100% of the monthly cost.

9.04 Vision

Each eligible unit member and eligible dependents will be enrolled in the same vision insurance program in effect for the 2019-2020 school year. The Board will pay 100% of the monthly cost.

9.05 Eligibility

To participate in insurance fringe benefits under this Article, a unit member must be regularly employed for at least six (6) hours of work per work day for an average of thirty (30) hours of work per week.

Any employee hired after July 1, 2026 shall only be eligible for the HDP plan and shall not be eligible for coverage under the traditional PPO plan for a period of four (4) calendar years.

9.06 Insurance Committee

An insurance committee consisting of no more than four (4) bargaining unit members appointed by the president of the CEA, no more than two (2) bargaining unit members appointed by the president of the OAPSE, and no more than four (4) administrative members selected by the Board shall be formed for the purpose of exploring alternative health insurance programs. Such exploration shall include meeting with insurance representatives to obtain a comparison of costs and benefits between the provisions of current insurance and any alternative insurance. Any mutual recommendation of the committee will be brought to the Board, CEA, and OAPSE for approval.

ARTICLE X
SENIORITY

For each school year during which an employee is in paid status as a bargaining unit member for one hundred twenty (120) or more work days, the unit member will receive one (1) year of seniority credit without regard to whether the employee is employed full-time or part-time. For each school year during which an employee is in paid status as a bargaining unit member for fewer than one hundred twenty (120) work days, the unit member will receive no seniority credit for that year. If the employment relationship with the Board is severed but the employee is subsequently rehired, seniority will accrue from the date of rehire; if an employee remains Board-employed but leaves a bargaining unit position only to return subsequently to a bargaining unit position, seniority credit will be given for all years of service with the Board that qualify under the first two (2) sentences of this Article. Seniority, as defined herein, will not be used in connection with any reduction in forces unless evaluations are comparable. Comparable evaluations shall be determined in accordance with the Reduction in Force Rubric contained in Appendix E. Implementation of reduction in force by the Board shall follow Section 3319.17 of the ORC. Continuing contract employees within a given area of certification will be preferred over limited contract employees in such area without regard to actual seniority.

ARTICLE XI
ASSIGNMENT AND TRANSFER

11.01 Request for Transfer

A unit member who wishes to transfer to a different building or be assigned to a different position or grade level may file a written request with the Superintendent. Such request will be kept on file for one (1) year unless revoked by the employee.

11.02 Posting of Vacancies

All bargaining unit vacancies (including supplemental contract vacancies) that the Board elects to fill and new bargaining unit positions will be posted for at least seven (7) days prior to filling, unless a vacancy or new position occurs between July 15 and the start of the work year in which case the posting period will be three (3) days. Such posting will be in each building, in a conspicuous location. The posting period begins on the day of posting. The posting will also be done electronically.

In the event that an internal candidate(s) applies for a teaching or supplemental position, those bargaining unit members shall be interviewed.

The bargaining unit may appoint up to two (2) teachers to serve on an interview panel, along with a District administrator, to interview external candidates for new teaching positions who are selected by the Administration and make a recommendation to the Administration. The interview panel shall submit a request, in writing, to the Superintendent within three (3) calendar days of the date that the position is posted if the interview panel wishes to participate in interviews of external candidates for that position. The Administration shall select the time and date for the interview panel's interview with the candidate. It is mutually agreed that the Administration shall have the final authority in selecting candidates to interview, setting the dates/times of interviews, and making a hiring recommendation to the Board of Education.

11.03 Filling Vacancies and Voluntary Transfers

If a unit member is on layoff status and has recall rights under Section 3319.17 of the ORC and Article X of this Agreement, that employee will be awarded the vacancy or new position if, at the time of filling, the employee has proper certification; however, a unit member with greater seniority, who makes a request, may be transferred in accordance with the terms of this Article to the position so long as such transfer does not result in the laid-off employee not being recalled. Seniority shall not be the basis for rehiring a teacher, except when making a decision between teachers who have comparable evaluations, as determined by the Reduction in Force Rubric contained in Appendix E. Otherwise, the Administration will consider any applications received during the posting period established under Section 11.02 of this Article as well as all other applications for the position. It is mutually recognized that the paramount interest in assigning personnel is the efficient delivery of educational services to students. A bargaining unit applicant whose application is rejected may request a meeting with the Superintendent to discuss the reasons why; the adequacy of the reasons is not subject to review under Article II of this Agreement. In all cases, the Administration may elect to fill a position with a substitute for the remainder of the school year in which the vacancy occurred.

11.04 Involuntary Transfers and Reassignments

Prior to initiating an involuntary transfer to fill a vacancy, the Board will first post the vacancy under Section 11.02. The posting of a vacancy shall not limit the

Superintendent's authority to involuntarily transfer a staff member after the seven (7) day posting period. A unit member who is involuntarily transferred or reassigned may request a meeting with the Superintendent to discuss the reasons why; the adequacy of the reasons is not subject to review under Article II of this agreement.

ARTICLE XII
TUITION REIMBURSEMENT

12.01 Thirty-thousand dollars ($30,000) will be allotted for tuition reimbursement each school year. The LPDC will have oversight and will approve/disapprove applications on a first come, first served basis. Unit members may be reimbursed up to a maximum of one thousand seven hundred and fifty dollars ($1,750.00) for coursework/advanced training prior to March 1. The following criteria need to be met; 1) needed to complete approved elements of a member's Individual Professional Development Plan (IPDP); 2) related to staff assigned responsibilities; 3) necessary for continued certification/licensure; or 4) required for upgrading or adding a certificate. Reimbursement will be provided after the unit member submits evidence of successful completion of the course (grade report, transcript, etc.). Only members in active pay status at the time credits are earned are eligible to apply for tuition reimbursement. Please refer to Appendix D for additional requirements related to tuition reimbursement.

ARTICLE XIII
EMPLOYMENT OF RETIRED CERTIFIED PERSONNEL

13.01 A. The Board is authorized to fill any certificated vacancy, with a previously retired certificated/licensed applicant (i.e., retired from any public school district in Ohio, including the Crooksville Exempted Village School District) subject to conditions provided below.

B. For purposes of salary schedule placement, a previously retired teacher ("PRT") will be granted a maximum of ten (10) years service credit upon initial employment. A PRT may not advance beyond Step 10 on the certificated/licensed salary schedule.

C. PRTs will be credited with all earned training/education for purposes of salary schedule placement.

D. PRTs will be awarded one-year contracts of employment that will automatically expire at the end of the applicable school year without notice of nonrenewal. PRTs shall be evaluated in accordance with the evaluation schedule provided in Article VII.

E. PRTs may be re-employed from year to year under limitations described in paragraph D., above, with Board approval, but shall not be eligible for continuing contract status.

F. PRTs will not accrue seniority.

G. PRTs shall not be eligible to participate in a contractual retirement incentive program, if any, or for severance pay upon separation from employment.

H. PRTs shall not be entitled to purchase the District's hospitalization insurance, or other health insurance programs offered to employees unless such PRT is ineligible for health insurance through STRS. However, any PRT purchasing the District's hospitalization insurance, or other health insurance programs, shall only be eligible for the District's High Deductible HSA Plan.

I. Prior employment in the District is no guarantee of post-retirement employment or a particular assignment, if hired. A current employee who retires and intends to return under provisions of this Article must completely fulfill the provisions of his/her last pre-retirement individual contract of employment in order to be considered for additional employment (*i.e.*, work the entire school year.)

J. PRTs will not be assigned in a manner which prevents qualified pre-retirement employees from advancing within their discipline or being denied a voluntary transfer under terms of Article XI.

K. PRTs shall be entitled to all other contract benefits available to bargaining unit members unless otherwise limited by specific provisions of this Article.

ARTICLE XIV
DURATION

This Agreement shall be effective at 12:01 A.M. on July 1, 2026, and shall continue in full force and effect until midnight June 30, 2029.

FOR THE ASSOCIATION

Name: Brad Holderbaum

CFT President
(Title)

07/06/2026
(Date)

FOR THE BOARD

Name: Alice Browning

Board President
(Title)

6/30/26
(Date)

Name: Rob Ogg

Treasurer/CFO
(Title)

6/30/26
(Date)

APPENDIX A

Crooksville Exempted Village School District Annual Teacher's Salary Schedule

Effective July 1, 2026

Years of Experience	Bachelors		Bachelors + 150 Sem. Hours		Masters		Masters + 15 Sem. Hours	
0	1	42,480	1.038	44,095	1.095	46,516	1.152	48,938
1	1.038	44,095	1.081	45,921	1.143	48,555	1.205	51,189
2	1.076	45,709	1.124	47,748	1.191	50,594	1.258	53,440
3	1.114	47,323	1.167	49,574	1.239	52,633	1.311	55,692
4	1.152	48,937	1.21	51,401	1.287	54,672	1.364	57,943
5	1.19	50,552	1.253	53,228	1.335	56,711	1.417	60,195
6	1.228	52,166	1.296	55,054	1.383	58,750	1.47	62,446
7	1.266	53,780	1.339	56,881	1.431	60,789	1.523	64,697
8	1.304	55,394	1.382	58,708	1.479	62,828	1.576	66,949
9	1.342	57,009	1.425	60,534	1.527	64,867	1.629	69,200
10	1.38	58,623	1.468	62,361	1.575	66,906	1.682	71,452
11	1.418	60,237	1.511	64,188	1.623	68,946	1.735	73,703
12	1.456	61,851	1.554	66,014	1.671	70,985	1.788	75,955
13	1.494	63,466	1.597	67,841	1.719	73,024	1.841	78,206
14	1.494	63,466	1.597	67,841	1.719	73,024	1.841	78,206
15	1.494	63,466	1.597	67,841	1.719	73,024	1.841	78,206
16	1.532	65,080	1.64	69,668	1.767	75,063	1.894	80,458
17	1.532	65,080	1.64	69,668	1.767	75,063	1.894	80,458
18	1.57	66,694	1.683	71,494	1.815	77,102	1.947	82,709
19	1.57	66,694	1.683	71,494	1.815	77,102	1.947	82,709
20	1.608	68,308	1.726	73,321	1.863	79,141	2	84,961
21	1.608	68,308	1.726	73,321	1.863	79,141	2	84,961
22	1.608	68,308	1.726	73,321	1.863	79,141	2	84,961
23	1.646	69,923	1.769	75,148	1.911	81,180	2.053	87,212
24	1.646	69,923	1.769	75,148	1.911	81,180	2.053	87,212
25	1.684	71,537	1.812	76,974	1.959	83,219	2.106	89,463
26	1.684	71,537	1.812	76,974	1.959	83,219	2.106	89,463
27	1.722	73,151	1.855	78,801	2.007	85,258	2.159	91,715
28	1.722	73,151	1.855	78,801	2.007	85,258	2.159	91,715

APPENDIX A
Crooksville Exempted Village School District Annual Teacher's Salary Schedule
Effective July 1, 2026

29	1.722	73,151	1.855	78,801	2.07	85,258	2.159	91,715
30	1.76	74,765	1.898	80,628	2.055	87,297	2.212	93,966
31	1.76	74,765	1.898	80,628	2.055	87,297	2.212	93,966
32	1.76	74,765	1.898	80,628	2.055	87,297	2.212	93,966
33	1.76	74,765	1.898	80,628	2.055	87,297	2.212	93,966
34	1.76	74,765	1.898	80,628	2.055	87,297	2.212	93,966
35	1.76	74,765	1.898	80,628	2.055	87,297	2.212	93,966
36	1.76	74,765	1.898	80,628	2.055	87,297	2.212	93,966
37	1.76	74,765	1.898	80,628	2.055	87,297	2.212	93,966
38	1.76	74,765	1.898	80,628	2.055	87,297	2.212	93,966
39	1.76	74,765	1.898	80,628	2.055	87,297	2.212	93,966
40	1.76	74,765	1.898	80,628	2.055	87,297	2.212	93,966

To be placed on the district salary schedule the following items must be supplied:

A. Official transcript of credit

B. Written evidence of prior school experience signed by proper official

C. Valid License/Certificate

D. Any other conditions provided for by the Revised Code of Ohio

APPENDIX A
Crooksville Exempted Village School District Annual Teacher's Salary Schedule
Effective July 1, 2027

Years of Experience	Bachelors		Bachelors + 150 Sem. Hours		Masters		Masters + 15 Sem. Hours	
0	1	42,905	1.038	44,535	1.095	46,981	1.152	49,427
1	1.038	44,535	1.081	46,380	1.143	49,041	1.205	51,701
2	1.076	46,166	1.124	48,225	1.191	51,100	1.258	53,975
3	1.114	47,796	1.167	50,070	1.239	53,159	1.311	56,249
4	1.152	49,427	1.21	51,915	1.287	55,219	1.364	58,523
5	1.19	51,057	1.253	53,760	1.335	57,278	1.417	60,797
6	1.228	52,687	1.296	55,605	1.383	59,338	1.47	63,070
7	1.266	54,318	1.339	57,450	1.431	61,397	1.523	65,344
8	1.304	55,948	1.382	59,295	1.479	63,457	1.576	67,618
9	1.342	57,579	1.425	61,140	1.527	65,516	1.629	69,892
10	1.38	59,209	1.468	62,985	1.575	67,576	1.682	72,166
11	1.418	60,839	1.511	64,830	1.623	69,635	1.735	74,440
12	1.456	62,470	1.554	66,675	1.671	71,694	1.788	76,714
13	1.494	64,100	1.597	68,519	1.719	73,754	1.841	78,988
14	1.494	64,100	1.597	68,519	1.719	73,754	1.841	78,988
15	1.494	64,100	1.597	68,519	1.719	73,754	1.841	78,988
16	1.532	65,731	1.64	70,364	1.767	75,813	1.894	81,262
17	1.532	65,731	1.64	70,364	1.767	75,813	1.894	81,262
18	1.57	67,361	1.683	72,209	1.815	77,873	1.947	83,536
19	1.57	67,361	1.683	72,209	1.815	77,873	1.947	83,536
20	1.608	68,991	1.726	74,054	1.863	79,932	2	85,810
21	1.608	68,991	1.726	74,054	1.863	79,932	2	85,810
22	1.608	68,991	1.726	74,054	1.863	79,932	2	85,810
23	1.646	70,622	1.769	75,899	1.911	81,992	2.053	88,084
24	1.646	70,622	1.769	75,899	1.911	81,992	2.053	88,084
25	1.684	72,252	1.812	77,744	1.959	84,051	2.106	90,358
26	1.684	72,252	1.812	77,744	1.959	84,051	2.106	90,358
27	1.722	73,883	1.855	79,589	2.007	86,111	2.159	92,632
28	1.722	73,883	1.855	79,589	2.007	86,111	2.159	92,632

APPENDIX A
Crooksville Exempted Village School District Annual Teacher's Salary Schedule
Effective July 1, 2027

29	1.722	73,883	1.855	79,589	2.007	86,111	2.159	92,632
30	1.76	75,513	1.898	81,434	2.055	88,170	2.212	94,906
31	1.76	75,513	1.898	81,434	2.055	88,170	2.212	94,906
32	1.76	75,513	1.898	81,434	2.055	88,170	2.212	94,906
33	1.76	75,513	1.898	81,434	2.055	88,170	2.212	94,906
34	1.76	75,513	1.898	81,434	2.055	88,170	2.212	94,906
35	1.76	75,513	1.898	81,434	2.055	88,170	2.212	94,906
36	1.76	75,513	1.898	81,434	2.055	88,170	2.212	94,906
37	1.76	75,513	1.898	81,434	2.055	88,170	2.212	94,906
38	1.76	75,513	1.898	81,434	2.055	88,170	2.212	94,906
39	1.76	75,513	1.898	81,434	2.055	88,170	2.212	94,906
40	1.76	75,513	1.898	81,434	2.055	88,170	2.212	94,906

To be placed on the district salary schedule the following items must be supplied:

A. Official transcript of credit

B. Written evidence of prior school experience signed by proper official

C. Valid License/Certificate

D. Any other conditions provided for by the Revised Code of Ohio

APPENDIX A
Crooksville Exempted Village School District Annual Teacher's Salary Schedule
Effective July 1, 2028

Years of Experience	Bachelors		Bachelors + 150 Sem. Hours		Masters		Masters + 15 Sem. Hours	
0	1	43,334	1.038	44,981	1.095	47,451	1.152	49,921
1	1.038	44,981	1.081	46,844	1.143	49,531	1.205	52,218
2	1.076	46,628	1.124	48,708	1.191	51,611	1.258	54,514
3	1.114	48,274	1.167	50,571	1.239	53,691	1.311	56,811
4	1.152	49,921	1.21	52,434	1.287	55,771	1.364	59,108
5	1.19	51,568	1.253	54,298	1.335	57,851	1.417	61,404
6	1.228	53,214	1.296	56,161	1.383	59,931	1.47	63,701
7	1.266	54,861	1.339	58,024	1.431	62,011	1.523	65,998
8	1.304	56,508	1.382	59,888	1.479	64,091	1.576	68,295
9	1.342	58,154	1.425	61,751	1.527	66,171	1.629	70,591
10	1.38	59,801	1.468	63,615	1.575	68,251	1.682	72,888
11	1.418	61,448	1.511	65,478	1.623	70,331	1.735	75,185
12	1.456	63,095	1.554	67,341	1.671	72,411	1.788	77,481
13	1.494	64,741	1.597	69,205	1.719	74,491	1.841	79,778
14	1.494	64,741	1.597	69,205	1.719	74,491	1.841	79,778
15	1.494	64,741	1.597	69,205	1.719	74,491	1.841	79,778
16	1.532	66,388	1.64	71,068	1.767	76,571	1.894	82,075
17	1.532	66,388	1.64	71,068	1.767	76,571	1.894	82,075
18	1.57	68,035	1.683	72,931	1.815	78,651	1.947	84,372
19	1.57	68,035	1.683	72,931	1.815	78,651	1.947	84,372
20	1.608	69,681	1.726	74,795	1.863	80,732	2	86,668
21	1.608	69,681	1.726	74,795	1.863	80,732	2	86,668
22	1.608	69,681	1.726	74,795	1.863	80,732	2	86,668
23	1.646	71,328	1.769	76,658	1.911	82,812	2.053	88,965
24	1.646	71,328	1.769	76,658	1.911	82,812	2.053	88,965
25	1.684	72,975	1.812	78,521	1.959	84,892	2.106	91,262
26	1.684	72,975	1.812	78,521	1.959	84,892	2.106	91,262
27	1.722	74,621	1.855	80,385	2.007	86,972	2.159	93,558
28	1.76	76,268	1.898	82,248	2.055	89,052	2.212	95,855

APPENDIX A

Crooksville Exempted Village School District Annual Teacher's Salary Schedule

Effective July 1, 2028

29	1.76	76,268	1.898	82,248	2.055	89,052	2.212	95,855
30	1.798	77,915	1.941	84,112	2.103	91,132	2.265	98,152
31	1.798	77,915	1.941	84,112	2.103	91,132	2.265	98,152
32	1.798	77,915	1.941	84,112	2.103	91,132	2.265	98,152
33	1.798	77,915	1.941	84,112	2.103	91,132	2.265	98,152
34	1.798	77,915	1.941	84,112	2.103	91,132	2.265	98,152
35	1.798	77,915	1.941	84,112	2.103	91,132	2.265	98,152
36	1.798	77,915	1.941	84,112	2.103	91,132	2.265	98,152
37	1.798	77,915	1.941	84,112	2.103	91,132	2.265	98,152
38	1.798	77,915	1.941	84,112	2.103	91,132	2.265	98,152
39	1.798	77,915	1.941	84,112	2.103	91,132	2.265	98,152
40	1.798	77,915	1.941	84,112	2.103	91,132	2.265	98,152

To be placed on the district salary schedule the following items must be supplied:

A. Official transcript of credit

B. Written evidence of prior school experience signed by proper official

C. Valid License/Certificate

D. Any other conditions provided for by the Revised Code of Ohio

APPENDIX B

Crooksville Exempted Village School District - Supplemental Salary Schedule B

(Base Salary Index $3,500) - Effective July 1, 2026

	*Step 1	*Step 2	*Step 3	*Step 4
Senior Class Advisor (Graduation)	0.35	0.40	0.45	0.50
Junior Class Advisor (Prom)	0.40	0.45	0.50	0.55
Sophomore Class Advisor	0.30	0.35	0.40	0.45
Freshman Class Advisor	0.25	0.30	0.35	0.40
Eighth Grade Advisor	0.30	0.35	0.40	0.45
Student Council Advisor(High School & Jr. High School)	0.20	0.25	0.30	0.35
National Honor Society Advisor	0.20	0.25	0.30	0.35
Head Varsity Cheerleader Advisor - Per Season	0.30	0.35	0.40	0.45
Assistant Varsity Cheerleader Advisor - Per Season	0.27	0.33	0.37	0.43
Jr. High Cheerleader Advisor - Per Season	0.25	0.30	0.35	0.40
Band Director	0.75	0.85	0.95	1.05
Band Director's Assistant	0.30	0.35	0.40	0.45
Jr. High/Sr. High School Yearbook Advisor	0.50	0.55	0.60	0.65
K-6 Yearbook Advisor	0.30	0.35	0.40	0.45
Drama Club (one production per year)	0.40	0.45	0.50	0.55
Drama Club (two productions per year)	0.70	0.75	0.80	0.85
Quiz Team Advisor	0.20	0.25	0.30	0.35
LPDC Member	0.20	0.25	0.30	0.35
Math Counts Advisor	0.20	0.25	0.30	0.35
Mentor (Resident Program)	0.25	0.30	0.35	0.40
Resident Program Coordinator	0.45	0.45	0.45	0.45
CPR Training & Coordination of Physicals	0.50	0.55	0.60	0.65
Assistant Athletic Director	0.90	1.25	1.35	1.60
Physical Development Coordinator	0.75	0.80	0.85	0.90
Equipment Manager	0.30	0.35	0.40	0.45
Head Varsity Football or Basketball Coach	1.20	1.35	1.50	1.65
Varsity Assistant Football, Basketball, Volleyball (Assist. or Reserve)	0.75	0.85	0.95	1.05
Cross Country Coach (one team)	0.50	0.65	0.80	0.95
Cross Country Coach (two teams - Boys/Girls)	0.80	0.95	1.10	1.25
Golf Coach (one team)	0.50	0.65	0.80	0.95
Golf Coach (Varsity and Reserve)	0.80	0.95	1.10	1.25
Head Varsity Volleyball, Baseball, and Softball	0.80	0.95	1.10	1.25
Head Varsity Track (Boys and Girls)	1.10	1.25	1.40	1.55
Head Wrestling Coach (one team)	1.00	1.15	1.30	1.45
Head Wrestling Coach (two teams - Boys/Girls)	1.30	1.50	1.70	1.90
Assistant (Freshman) Football, Volleyball, Basketball, and Wrestling	0.70	0.80	0.90	1.00
Assistant or Reserve Track, Baseball and Softball	0.70	0.80	0.90	1.00
Junior High Coaches	0.60	0.65	0.70	0.75
Concession Stand Manager	0.55	0.60	0.65	0.70
Sports Activity Advisor (Seasonal)	0.33	0.33	0.33	0.33

*Step 1 = Zero Years Experience

*Step 2 = One Year Experience

*Step 3 = Two Years - Six Years Experience

*Step 4 = After completion of Six Years Experience

APPENDIX C

GRIEVANCE REPORT FORM

THIS FORM IS TO BE COMPLETED IN TRIPLICATE. GIVE ONE (1) EACH TO THE ADMINISTRATOR, THE CEA GRIEVANCE COMMITTEE, AND ONE (1) IS FOR THE GRIEVANT.

Grievant - Name: _____ Building: _____

Home Address: _____ Home Phone: _____

Position/Title: _____

Date on which the alleged grievance occurred or became known to the grievant: _____

_____

Concise statement of what happened:

Sections of the contract believed to have been violated:

Remedy requested (not less than contract provisions):

Signature of the Grievant:

APPENDIX D
CROOKSVILLE EXEMPTED VILLAGE SCHOOL DISTRICT
UNIT MEMBER TUITION PAYMENT

The Board will pay the full cost up to one thousand seven hundred and fifty dollars ($1,750.00) per tuition year from a state approved institution in the bargaining unit member's area of certification and related areas and other pursued areas of certification.

A. A unit member must obtain an application from the Superintendent's office; file a written application with course number and description of course to the LPDC Committee and the Superintendent for written approval prior to beginning the course.

B. The unit member must submit an official transcript of completed course or grade report and a tuition voucher or cancelled check to the Superintendent's office before payment will be made.

C. The unit member shall be paid upon evidence of completing the course. Unit members agree to work in Crooksville Exempted Village School District for one (1) school year after receiving reimbursement or shall pay back such to the Board.

D. All unit members employed in the Crooksville Exempted Village School District who have valid teacher certificates are eligible to participate in this program.

E. The Board will not pay for grades of D or F.

F. The maximum cost to the Board for expenses incurred in each fiscal year (July 1 – June 30) for unit member tuition payment will be thirty-thousand dollars ($30,000.00).

G. After verification, on March 1, and thereafter, if a balance is remaining in the tuition reimbursement budget account, a unit member has the opportunity to re-apply for an additional reimbursement up to a maximum of 1,750.00 and not to be retroactive by following the same criteria. Priority will be given to first time applicants.

Appendix E: Reduction in Force Rubric

Name: Date:

Location:

Assignment:

Administrator Completing Rubric:

Directions: Using your most recent formal OTES evaluation, check the tally box for the appropriate score level for each of the twelve categories. Then fill in the appropriate point total in the total point column and calculate the total in its corresponding box.

CATEGORY #	CRITERIA AND MEASURE	POINT VALUE	TALLY	TOTAL PTS.
	TEACHER EVALUATION			
1	Teacher evaluation Focus For Learning Score Accomplished	4 pts.		
	Teacher evaluation Focus For Learning Score Skilled	3 pts.		
	Teacher evaluation Focus For Learning Score Developing	2 pts.		
	Teacher evaluation Focus For Learning Score Ineffective	1 pt.		
2	Teacher evaluation Assessment Data Score Accomplished	4 pts.		
	Teacher evaluation Assessment Data Score Skilled	3 pts.		
	Teacher evaluation Assessment Data Score Developing	2 pts.		
	Teacher evaluation Assessment Data Score Ineffective	1 pt.		
3	Teacher evaluation Prior Content Knowledge Score Accomplished	4 pts.		
	Teacher evaluation Prior Content Knowledge Score Skilled	3 pts.		
	Teacher evaluation Prior Content Knowledge Score Developing	2 pts.		
	Teacher evaluation Prior Content Knowledge Score Ineffective	1 pt.		
4	Teacher evaluation Knowledge of Students Score Accomplished	4 pts.		
	Teacher evaluation Knowledge of Students Score Skilled	3 pts.		
	Teacher evaluation Knowledge of Students Score Developing	2 pts.		
	Teacher evaluation Knowledge of Students Score Ineffective	1 pt.		
5	Teacher evaluation Lesson Delivery Score Accomplished	4 pts.		
	Teacher evaluation Lesson Delivery Score Skilled	3 pts.		
	Teacher evaluation Lesson Delivery Score Developing	2 pts.		
	Teacher evaluation Lesson Delivery Score Ineffective	1 pt.		
6	Teacher evaluation Differentiation Score Accomplished	4 pts.		
	Teacher evaluation Differentiation Score Skilled	3 pts.		
	Teacher evaluation Differentiation Score Developing	2 pts.		
	Teacher evaluation Differentiation Score Ineffective	1 pt.		
7	Teacher evaluation Resources Score Accomplished	4 pts.		
	Teacher evaluation Resources Score Skilled	3 pts.		
	Teacher evaluation Resources Score Developing	2 pts.		
	Teacher evaluation Resources Score Ineffective	1 pt.		
8	Teacher evaluation Classroom Environment Score Accomplished	4 pts.		
	Teacher evaluation Classroom Environment Score Skilled	3 pts.		
	Teacher evaluation Classroom Environment Score Developing	2 pts.		
	Teacher evaluation Classroom Environment Score Ineffective	1 pt.		

Appendix E: Reduction in Force Rubric

9	Teacher evaluation Assessment of Learning Score Accomplished	4 pts.		
	Teacher evaluation Assessment of Learning Score Skilled	3 pts.		
	Teacher evaluation Assessment of Learning Score Developing	2 pts.		
	Teacher evaluation Assessment of Learning Score Ineffective	1 pt.		
10	Teacher evaluation Professional Responsibilities Score Accomplished	4 pts.		
	Teacher evaluation Professional Responsibilities Score Skilled	3 pts.		
	Teacher evaluation Professional Responsibilities Score Developing	2 pts.		
	Teacher evaluation Professional Responsibilities Score Ineffective	1 pt.		
			TOTAL	

A signature on this rubric indicates that the Bargaining Unit Member and the Administrator have reviewed this rubric together and are in agreement with the data that has been recorded. It is understood that the information from this RIF rubric will be used by the Superintendent's office to compile the Reduction in Force Ranking.

School Year Where this Rubric Applies			
Administrator Signature:		Date:	
Bargaining Unit Member Signature:		Date:	

In the event of a numerical tie between two Bargaining Unit Members, the following Section 11 will be used to break the tie. Do not complete Section 11 unless instructed to do so by the Administrator completing this Rubric.

11	**PROFESSIONAL STANDARDS AND CONDUCT**			
	Documented formal suspension from teaching duties within the past 5 years	-4 pts.		
	Documented violation of professional conduct rules within the past 5 years	-3 pts.		
	Official written reprimand placed in teacher file within the past 3 years	-2 pts.		
	Verbal reprimand placed in teacher file within the past 3 years	-1 pt.		

Administrator Signature:		Date:	
Bargaining Unit Member Signature:		Date:	