

STATE EMPLOYMENT RELATIONS BOARD  
**TEACHERS AND ADMINISTRATIVE**  
CONTRACT DATA SUMMARY SHEET  
Definition of Fields

**WAGE SUPPLEMENTS:**

**Retirement Pick-Up:** The percentage of the retirement contribution paid by the employer which is in excess of the required contribution. **Does not** apply to "tax deferred" or "salary reduction" pick-up plans.

**Merit Pay:** (Y) A compensation program where base pay increases are determined by individual performance.

**Educational Incentives:** Supplementary pay for college courses or degrees or for advanced certifications or licenses.

**Retirement Incentive:** Early retirement incentive program.

**Tuition Reimbursement:** Full or partial reimbursement for approved courses.

**PAID LEAVE**

**Holidays:** Number of paid holidays per year

**Personal Days:** Number of unconditional annual paid personal days. Separate from any other Paid leave (not combined with not using sick leave days). May be a FLOATING HOLIDAY. (*Personal Days* for schools are normally restricted with a possibility of one day unrestricted)

**Birthday:** Birthday as a paid day off. It is **not** included in with the number of holidays.

**Injury Leave:** The duration of paid leave for work related injury or illness / Specified in days (DY), calendar days (CD), work days (WD), weeks, (WK), months (MO), or years (YR). Separate from workers' compensation, sick leave or disability plan.

**Assault Leave:** Number of paid leave day / (wd = work days; cd = calendar days, unl = unlimited) for school or direct care employees who are assaulted while on duty. Separate from other leaves.

**Union Leave:** (Y) Paid leave for attendance of union sponsored or union related functions. Does not apply to time spent in negotiations, contract administration, and grievance investigation and representation.

**SICK LEAVE**

**Sick Days Per Year:** Number of days that may accrue annually for uses specified in the contract.

**Maximum Sick Accumulation:** The maximum days of sick leave that may be accrued. A blank indicates that sick leave may accumulate without limit.

**Attendance Bonus:** Paid leave or compensation as an incentive for the use of none or only a specific portion of available sick leave in one year.

**Bank/Donated Time:** Employees may bank or donate accumulated sick leave time to be used by other employees who have exhausted their sick leave benefits

***Bereavement Leave:***

***Sick:*** Number of sick leave days that may be used following the death of a family member or other person defined within the provision.

***Funeral:*** Number of paid leave days, not from sick leave, that may be used following the death of a family member or other person defined within the provision.

***Other:*** (Y) Provision for modified uses of leave for bereavement purposes as circumstances warrant (e.g. additional days for traveling over 150 miles)

**ARBITRATION**

***Arbitration:*** (Y) Final and binding arbitration as the terminal step of the procedure for addressing and resolving grievances.

***Cost:*** Distribution of arbitrator payment by Employer and Union. Coded as **Equal (E)**, **Loser (L)**, or **Other (O)**.

***Mediation Step:*** (Y) There is a Mediation Step in the Grievance Procedure.

**SENIORITY**

***Recall Years:*** Number of **years** in which employees on layoff retain recall rights.

***Super Seniority:*** (Y) Union Officials receive additional service credit.

**OTHER**

***Fair Share:*** (Y) Required payment of a service fee to the union by employees who are members of the bargaining unit but choose not to join the union.

***Drug Test:*** (Y) Provision for drug testing of employees

***Type:*** Specified as:

|    |                      |
|----|----------------------|
| RT | Random Testing       |
| RS | Reasonable Suspicion |
| PC | Probable Cause       |
| PA | Post Accident        |
| PE | Pre-Employment       |

***Successor / Privatize:*** (Y) Successorship or privatization of employer operations or facilities

***MAD:*** (Y) Mutually agreed upon dispute resolution procedure. A procedure that supersedes the statutory dispute resolution procedure in ORC Chapter 4417.14.

***Class Size:*** (Y) Specific number or range for class size.

### **WAGE INCREASE ACROSS THE BOARD**

***Date of Increase:*** Effective date of increase negotiated

***Percent:*** Percentage wage increase negotiated

***Hourly:*** Hourly amount increase given as a negotiated increase

***Annual:*** A dollar amount added to the base salary

***Lump Sum:*** A one-time dollar amount given which is NOT added to the wage scale.

***Comments:*** Explanation of an unusual wage increase or a provisional increase. (E.G. Step Freeze)

### **BENCHMARKS**

***Job Title:*** Job title in Collective Bargaining Agreement

***Date:*** Effective date of the salary

***Entry Level:*** Entry level or step in Salary Schedule in ANNUAL amount

***Top Level:*** Top Level or step in Salary schedule in ANNUAL amount

***Work Week:*** The number of work hours in a work week

***Hrs/Day:*** The number of work days in a year

***Days/Yr:*** The number of work days in a year

***# Steps:*** The number of steps for the job title

***Step Yrs:*** The number of years it takes to get to the top step