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MASTER AGREEMENT

between the

**CONOTTON VALLEY UNION LOCAL
SCHOOL DISTRICT BOARD OF EDUCATION**

and the

**CONOTTON VALLEY EDUCATION
ASSOCIATION**

July 1, 2013 through June 30, 2015

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ARTICLE I -- RECOGNITION

The Conotton Valley-Union Local School District Board of Education, hereinafter referred to as the "Board," recognizes the Conotton Valley Education Association (OEA/NEA Local), hereinafter referred to as the "Association," as the sole and exclusive bargaining agent for all certified personnel in the District, excluding administrative personnel and casual substitutes. The Board recognizes that newly created certificated positions will be included in the bargaining unit unless excluded pursuant to this Agreement or O.R.C. Chapter 4117.

ARTICLE II -- NEGOTIATIONS PROCEDURES

A. Procedure

Either the Association or the Board may initiate negotiations by a Notice to Negotiate forwarded to the other party. Negotiations for a successor agreement shall begin at least sixty (60) days prior to the expiration of the Agreement. Within ten (10) working days of transmittal of said notice or no later than sixty (60) days prior to the expiration of the Agreement, the parties shall hold their first negotiation session. The first negotiation session shall be for the purpose of exchanging proposals and determining any ground rules deemed necessary. At any negotiation session, either party may be represented by no more than five (5) representatives including consultants. Neither party shall have control over the selection of the bargaining representative of the other party.

B. Scope of Bargaining

Matters subject to negotiations shall be wages, hours, and terms and conditions of employment and the continuation, modification, or deletion of any provision of the existing Agreement.

C. Dispute Settlement Procedure

1. If after forty-five (45) calendar days prior to the expiration of the Agreement, agreement has not been reached on all items under negotiation, either party may call for the services of the Federal Mediation and Conciliation Service (FMCS) to assist in negotiations. If a party calls for FMCS involvement, the other party shall join in a joint request.
2. This dispute resolution procedure is mutually agreed to by the parties under O.R.C. §4117.14(C)(1)(f) and is intended to supersede the statutory impasse procedures contained in O.R.C. §4117.14.
3. The mediation period shall be twenty-eight (28) calendar days from the day the initial mediation session is held or until the negotiated Agreement has expired, whichever is later. The mediation period may be extended beyond the twenty-eight (28) day period by mutual agreement of the parties.

4. Both parties agree that this procedure is the final step in negotiations. In the event that mediation is unsuccessful in assisting the parties in reaching an agreement, the Association has the right to proceed in accordance with O.R.C. §4117.14(D)(2).

D. Agreement Procedure

When the respective teams reach or conclude a tentative agreement, that agreement shall be reduced to writing, initialed, and dated by a representative or both negotiation teams. When the parties reach or conclude a tentative agreement on all matters before them in negotiations, it will be submitted for consideration to their respective membership. Upon official adoption by both parties, three (3) originals shall be fully signed and executed with one (1) filed with the State Employment Relations Board in accordance with Ohio law.

ARTICLE III -- GRIEVANCE PROCEDURE

A. Definitions

1. Grievance: A claim by a teacher that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement.
2. Group Grievance: A claim that two (2) or more members of the bargaining unit have been adversely affected by the same act, event, or condition that is alleged to be a violation, misinterpretation, or misapplication of any provision of this Agreement.
3. Grievant: A member of the bargaining unit or the Association.
4. Days: Workdays during the regular school year; during the summer months, "days" means calendar days, excluding Saturdays, Sundays or legal holidays.
5. Teacher: A member of the bargaining unit.
6. Immediate Supervisor: The administrator having immediate supervisory responsibility over the grievant.

B. Procedure

1. Authority to Resolve Grievance

In the event the immediate supervisor is not vested with the authority to resolve the grievance, the teacher and the immediate supervisor, following a conference, may waive Level II and proceed to Level III.

2. Grievance Forms

Forms for filing grievances shall be made available to all teachers, upon request, to the immediate supervisor.

3. Time Limits

- a. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level shall be considered a maximum, and an effort should be made to expedite the process. The time limits specified may, however, be extended by mutual written agreement.
- b. Failure of the Board or an administrator to process a grievance within the time limits specified shall permit the grievant to proceed to the next step.
- c. Failure of the grievant to process the grievance within the time limits shall result in a waiver of the right to proceed further.

4. Representation

The employee has the right to have a designated Association representative present at any and all meetings held pursuant to the grievance procedure.

5. Written Decisions

Except at the informal level, all decisions rendered at all levels of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties.

6. Freedom from Reprisals

- a. No reprisals of any kind shall be taken by the Board or any member of the administration against any aggrieved employee, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.
- b. No reprisals of any kind shall be taken by the aggrieved employee or his/her representatives against the Administration or the Board.

7. Grievance Records

All grievance records shall be kept separate from the employee's personnel file and shall be subject to the same rules of confidentiality as the personnel file.

C. Processing of Grievances

1. Step I

A grievant shall first discuss the grievance with his/her immediate supervisor. This meeting shall be on an informal basis and shall be requested by the grievant within thirty (30) days of the time the employee knew or should have known of the act or condition which is the basis of the grievance. If the employee does not request a meeting within thirty (30) days of the time the employee knew or should have known of the act or condition which is the basis of the grievance, the grievance shall be waived.

2. Step II

- a. If the grievance is not resolved in Step I, the grievant may file a written grievance with his/her immediate supervisor. If a written grievance is not filed within ten (10) days following the Step I meeting, the grievance shall be waived. The written grievance shall be on a standard form supplied by the Board and shall contain a concise statement of facts upon which the grievance is based and a reference to the specific provision of the Agreement allegedly violated, misinterpreted, or misapplied. The grievant shall send a copy of the written grievance to the Superintendent and the President of the Association. The grievant shall be granted a conference to be conducted within five (5) days after the immediate supervisor's receipt of the request. The immediate supervisor and the grievant shall mutually agree on a time, place and date for such conference.
- b. The building principal shall dispose of the written grievance within five (5) days after the conclusion of the conference. The action taken and the reasons for the action shall be reduced to writing, and copies shall be sent to the teacher, President of the Association, and Superintendent.

3. Step III

- a. If the action taken by the immediate supervisor does not resolve the grievance to the satisfaction of the grievant, the grievant may appeal in writing to the Superintendent or Board and request a conference.
- b. Failure to file such appeal within five (5) days from receipt of the written disposition of Step II shall constitute a waiver of the right to appeal. Upon request, a conference shall be conducted by the Superintendent within ten (10) days or by the Board at the next regularly scheduled meeting. The Superintendent and/or President of the Board shall dispose of the grievance in writing, with reasons stated, within ten (10) days after the conclusion of said conference. Copies of the written disposition shall be sent to the grievant and the immediate supervisor.

4. Step IV

- a. If the grievant is not satisfied with the disposition at Step III, he/she may request that the issue be submitted to arbitration within ten (10) days after receipt of the Superintendent's or Board's written disposition of the grievance. The arbitrator shall be selected by mutually requesting a list of seven (7) names from the American Arbitration Association (AAA). The selection of the arbitrator and all other procedures relative to the hearing shall be in accordance with the alternate strike method. Either party has the right to request a second list. The arbitrator shall hold the necessary hearing promptly and issue the decision within such time as may be agreed upon. The decision shall be in writing and a copy shall be sent to all parties present at the hearing.
- b. The arbitrator shall not have the authority to add to, subject from, modify, change or alter any of the provisions of this Agreement, nor may the arbitrator add to, detract from or modify the language herein in arriving at a determination of any issue presented. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issue(s) not so submitted to him/her or to submit observations or declarations of opinion which are not directly essential in reaching the determination. The decision of the arbitrator shall be in accordance with the law and shall be binding on the Board, the grievant, and the Association.
- c. The cost for the arbitration shall be shared equally by the Board and the Association.

ARTICLE IV — COMPENSATION AND FRINGE BENEFITS

A. Salary and Index

The BA-0 base salary shall be Twenty-Six Thousand Nine-Hundred Eight Dollars (\$26,908.00) for the 2013-2014 school year. The salary index shall be as indicated in Appendix A of the Agreement. (See Appendix A for the 2013-2014 salary schedule).

The BA-0 base salary shall be Twenty-Seven Thousand Four-Hundred Forty-Six Dollars (\$27,446.00) for the 2014-2015 school year. The salary index shall be as indicated in Appendix B of the Agreement. (See Appendix B for the 2014-2015 salary schedule.)

B. Supplemental Salaries

The supplemental salary index schedule appears in Appendix C of this Agreement.

C. Insurances

1. Medical and Dental Insurance

- a. The Board shall provide hospitalization, major medical, and dental insurance for each bargaining unit member. The Board shall pay one hundred percent (100%) of the cost for all insurances after the Association member pays Eleven Dollars (\$11.00) per month towards the premium single plan and Twenty-Two Dollars (\$22.00) per month towards the premium family plan.
- b. The Board reserves the right to change carriers or policies, so long as the coverage remains the same or greater than the current coverage. Should changes be made in carriers, the Board will provide comprehensive information on new carrier benefits.

2. Life Insurance

The Board shall provide each certificated employee with a term life insurance policy in the amount of Twelve Thousand Dollars (\$12,000.00). The policy shall provide for double coverage for accidental death or dismemberment.

3. Cash Options in Lieu of Benefits

- a. Any full-time employee eligible for health insurance paid for by the Board of Education who elects not to enroll and/or participate in the health insurance benefits package listed above will be paid a cash bonus of fifty percent (50%) of the total annual Board paid premium of which they are eligible if the employee dis-enrolls from the Board provided health insurance.
- b. Each employee electing the cash bonus plan must declare his/her intent not to participate in the insurance plans listed above and remain off the plans for one (1) twelve (12) month period between September 1 and August 31.
- c. For those choosing to waive coverage, proof of other health insurance coverage must be provided along with the waiver notification. The cash bonus will be paid in equal installments in December and June.
- d. Emergency Clause – Any employee electing the bonus plan may forfeit the bonus and be placed on the insurance plan if his/her health insurance coverage status changes during the year due to permanent loss of work or death.
- e. The Board reserves the right to cancel the cash option provision if, in the Board's discretion, the plan no longer results in a savings to the Board.

The Board's decision shall be final and not subject to the grievance procedure.

- f. There will be no Opt-Out bonus paid to any employee whose spouse carries the employee on a Board provided health insurance plan. In the event that more than one family member is employed by the Board, both employees will only be covered under one family health insurance plan.

4. Section 125 Plan

The Board shall provide to bargaining unit members Flexible Spending Accounts (FSA's) or a Section 125 Plan according to Federal Law. The FSA's will have a third party administrator selected by the Board. Costs incurred by the third party administrator of the plan will be deducted from any balance left in FSA's at year-end. If there is no such balance, the Board shall pay the remaining costs of administration.

Bargaining unit members are permitted to participate in the Section 125 Plan on a voluntary basis. The FSA's shall allow participants to specify certain amounts of monies to be deducted from their standard gross compensation on a per pay pre-tax basis, and such monies may be designated towards health insurance premiums, a health care account and a dependent care account, if permitted by law.

*This program may only be implemented if mutually determined to be cost effective for the Board and the employees.

D. Tuition Reimbursement

Teachers shall be reimbursed for actual tuition costs in accordance with the specifications and requirements set forth below:

1. The course(s) taken must be in a planned program of professional improvement within the teaching field approved in advance by the Superintendent.
2. Coursework must be taken from a fully accredited college or university at a regular or branch campus. No tuition reimbursement will be provided for correspondence courses, except for accredited college or university courses offered through distance learning, or courses offered online and/or through the Internet.
3. All coursework must be completed with a grade of "C" or better and/or a certificate of completion.
4. All teachers requesting reimbursement shall submit a transcript, grade card or certificate of completion to the Treasurer by October 1. Reimbursement shall be made once per year for course work taken the previous year. If the request for tuition reimbursement and transcript, grade card or certificate of completion are

not submitted to the Treasurer by October 1, the teacher will not receive reimbursement and the request may not be resubmitted.

5. Reimbursement shall be at the rate of up to One Hundred Fifty Dollars (\$150.00) per quarter hour and up to Two Hundred Fifty Dollars (\$250.00) per semester hour. The maximum number of hours to be included under this policy shall be nine (9) semester or twelve (12) quarter hours from September 1 to August 31. The Board will appropriate \$10,000 per year for tuition reimbursement.
6. In the event that an employee does not return to the district they will not be eligible for tuition reimbursement.

E. Severance Pay

1. Upon retirement with the appropriate public employee retirement system, an employee shall receive severance pay for twenty-five percent (25%) of his/her accumulated but unused sick leave up to a maximum of fifty-nine (59) days for the term of this contract. The employee must notify the Board in writing of his/her intention to retire.
2. The employees may choose to receive said severance payment in one (1) lump sum, payable within two (2) weeks after said employee demonstrates proof of retirement to the Board Treasurer or the first pay in January following retirement, at the employee's choice.

F. STRS Pickup

1. The Treasurer of the Board shall contribute to the State Teachers Retirement System (STRS), in addition to the Board required employer contribution, an amount equal to each employee's contribution in lieu of payment to such employee. The amount contributed by the Board on behalf of the employee shall be treated as mandatory salary reduction from the contract salary otherwise payable to such certified employees.
2. The total annual salary for each employee shall be the salary otherwise payable under their contracts. The total annual salary shall be payable to the State Teachers Retirement System (STRS) in two (2) parts: (1) deferred salary, and (2) cash salary. An employee's deferred salary shall be equal to that percentage of said employee's total annual salary which is required by STRS to be paid as an employee contribution otherwise payable by the employee. An employee's cash salary shall be equal to said employee's total annual salary less the amount of the "pickup" for said employee and shall be payable, subject to applicable payroll deductions, to said employee.
3. The Board's salary combined expenditures for employee's total annual salaries otherwise payable under their contracts (including, "pickup" amounts) and its employer contributions to STRS shall not be greater than the amounts it would have paid for those items had this provision not been in effect.

4. The Board shall compute and remit its employer contributions to STRS based upon the total annual salary, including the sheltered "pickup." The Board shall report for federal and Ohio income tax purposes as an employee's gross income said employee's total annual salary less the amount of the sheltered "pickup." The Board shall compute income tax withholding based upon gross income as reported to the respective tax authorities.
5. The sheltered "pickup" shall be included in the employee's total annual salary for the purposes of computing daily rate of pay, for determining salary adjustments to be made due to absence, or for any other similar purpose.
6. The sheltered "pickup" shall be a uniform percent for all certified employees, and it shall apply to all payroll payments made after the effective date of this provision and shall not be at the individual employee's option.
7. This provision shall be effective and the sheltered "pickup" shall apply to all payroll payments made after September 1, 1987.
8. The current taxation or deferred taxation of the sheltered "pickup" is determined solely by the Internal Revenue Service (IRS), and compliance with this section does not guarantee that the tax on the sheltered "pickup" will be deferred. If the IRS or other governmental entity declares the sheltered "pickup" not to be tax deferred, this section shall be null and void.

G. Home Tutor Pay

The hourly rate for home tutors shall be Twenty Dollars (\$20.00) per hour.

H. Mileage Reimbursement

The mileage reimbursement rate for any Board or Administration approved travel by a member of the bargaining unit shall be at the IRS approved rate.

I. Leave Utilization Incentive Plan

Regular full-time employees shall be compensated based on leave utilization in accordance with the following schedule:

1. If an employee uses only one (1) day of sick leave or personal leave during a school year, he/she shall be paid a bonus of One Hundred Fifteen Dollars (\$115.00) in the month following the end of the school year.
2. If an employee uses only two (2) days of sick leave and/or personal leave during a school year, he/she shall be paid a bonus of Eighty-Five Dollars (\$85.00).
3. If an employee uses only three (3) days of sick and/or personal leave during a school year, he/she shall be paid a bonus of Fifty-Five Dollars (\$55.00).

J. Extended Service Salary Schedule

1. Employees on extended service shall be paid at a daily rate of .0055 of their current salary.
2. An extended service day is defined as a six (6) hour day.
3. Extended service assignments will not be posted.
4. ~~The teacher is not required to accept an extended service assignment.~~

K. Tuition for Teachers' Children

The Board agrees to accept the children of teachers holding legal custody of such children if the teacher lives outside the legal boundaries of the school district through open enrollment provided that children will be admitted into programs that exist at the time of admission subject to the approval of the Superintendent.

L. Professional In-Service Stipend

1. The Board will pay a Forty-Five Dollar (\$45.00) stipend per day to teachers who have participated in in-service subject to Superintendent's approval.
2. Documented evidence during attendance at workshops or in-service is to be submitted by June 15. Payment will be made within two (2) pay periods.

ARTICLE V— LEAVES

A. Sick Leave

1. Sick leave credit shall accumulate at the rate of one and one quarter (1.25) days per month to a maximum of fifteen (15) days per year. Each teacher's maximum accumulation shall be two hundred thirty-six (236) days for the term of the contract. Each teacher shall be granted an advance of ten (10) days' sick leave by the Board after exhausting his/her accumulated sick leave if there is a reasonable expectation that the teacher will be returning to work. Advanced sick leave shall be charged against the teacher's accumulated sick leave upon returning to work. If the teacher does not return to work after exhaustion of the advanced sick leave days, said teacher shall reimburse the Board for those days used at a per diem rate unless absence from a disability or death occurs.
2. Any teacher employed by the Board shall be credited with the unused balance of his/her accumulated sick leave upon verification of such accumulation from the proper public agency pursuant to O.R.C. §3319.141 up to the maximum accumulation authorized by this section.

3. A teacher shall be granted sick leave for absences due to personal illness, pregnancy, exposure to contagious disease which could be communicated to other employees or children, and illness, injury or death in the immediate family. Sick leave shall be granted as authorized by this Section and shall be limited to the maximum sick leave accumulated by the teacher or the advance pursuant to paragraph 1 above.
4. Immediate family for the purpose of this policy shall include: spouse, children, father, mother, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, or any other dependent relative living in the immediate household. ~~In addition, a teacher shall be granted one (1) day of bereavement sick leave per year for any other person not previously mentioned upon permission from the Superintendent.~~
5. Falsification of sick leave statement is grounds for discipline up to and including termination of employment.
6. Leave and Absence Certification (Appendix D) will be used to record all sick leave incidents.

B. Medical Leave

1. Medical leave shall be granted, upon request, to any employee, subsequent to the use of sick leave, for serious illness of the employee or for serious illness of the immediate family of the employee.
2. Immediate family for the purpose of this policy include: spouse, children, father, mother, brother, sister, mother-in-law, father-in-law, grandparents, grandchildren, or any other relative living in the immediate household.
3. Such leave shall be without pay and shall not exceed one (1) full year, unless extended by the employer. Each employee shall be able to continue his/her insurance coverage by paying his/her share of the premium to the Treasurer monthly.

C. Maternity Leave

1. Definition

A maternity leave is an absence from school, without pay, by a teacher who is pregnant, recovering from a complete pregnancy, or adopting a child.

2. Procedure for Maternity Leave

A teacher who desires a maternity leave shall, when possible, notify the Superintendent at least thirty (30) days in advance of the intended commencement of said leave. This notification shall be in writing and shall indicate the actual date for commencement and termination of the leave.

3. Term of Maternity Leave

All maternity leaves shall be for a period of one (1) semester or one (1) school year. All maternity leaves shall continue for at least the remainder of the semester in which the leave commences. In the event of a leave which commences during the first semester, the leave may extend for the balance of that school year. In the event of a leave which commences after February 15, the leave may extend for a balance of that semester and the following school year. A maternity leave of absence may be extended for an additional semester or school year, due to special circumstances and upon approval of the Superintendent, and also may be extended at the request of a teacher who has adopted a child.

4. Termination of Maternity Leave

Teachers who have used a maternity leave of absence for the first semester shall notify the Superintendent of their intention to return for the second semester not later than December 1. Teachers, who have used a maternity leave of absence for the second semester, or the balance of the school year, shall notify the Superintendent of their intention to return from such leave for the succeeding school year not later than July 10. In the event of a leave commencing after February 15, teachers shall notify the Superintendent of their intention to return from such leave for the succeeding school year not later than July 10.

5. Use of Sick Leave for Pregnancy

A pregnant teacher shall be entitled to use sick leave for the period of pregnancy and recovery from same as certified by the teacher's physician.

6. Early Termination of Maternity Leave

Upon written request of a member of the bargaining unit to the Superintendent, a maternity leave of absence may be terminated at any time after the termination of pregnancy, subject to the following conditions:

- a. The member of the bargaining unit will be declared eligible to return to regular duties when she submits a written medical certification signed by her attending physician that she is physically able to resume full-time employment. Such statement shall be required only if the member is at that time under the care of a physician.
- b. Return to duties shall commence not later than the first working day of the next semester following request for such return from the individual teacher, provided that three (3) conditions are satisfied: (1) she is declared eligible for reinstatement to active teaching duties by her physician (if applicable); (2) at least thirty (30) days have expired since receipt of notification of the request for termination of maternity leave; and (3)

provided that the Superintendent has expressly agreed to such early termination.

- c. After reinstatement eligibility has been determined, the Superintendent may recommend, with the approval of the teacher, reassignment to duty at an earlier time than that which is determined in accordance with the above provisions.

7. Assignment to Teaching Position

~~Upon return to service of a teacher from leave, such teacher shall be assigned to his/her former teaching position.~~

8. Seniority

Seniority in the District shall not be affected by leave under this policy.

9. Fringe Benefits

Teachers taking leave under this policy shall be permitted to continue any or all fringe benefits by making total monthly premium payments to the Treasurer.

D. Sabbatical Leave

Upon the written request of an employee, an unpaid sabbatical leave for not more than one (1) employee per year shall be recommended by the Superintendent, and such recommendation shall be approved by the Board, provided the following requirements have been satisfied by each employee:

1. Sabbatical leave may be approved only for those employees who have taught in the District for five (5) or more years. Subsequent sabbatical leave may be granted after a minimum of five (5) years of additional teaching in the District.
2. Sabbatical leave for professional self-improvement may be granted for a specific period requested by the employee not more than twelve (12) calendar months.
3. A planned program for the sabbatical leave must be approved by the Superintendent prior to making a recommendation to the Board.
4. It is understood that the employee has a professional obligation to return to employment in the District upon the expiration of any leave granted pursuant to paragraph "c" above. If the employee fails to return, he/she shall reimburse the District for all expenses of the sabbatical leave within twenty-four (24) months of his/her scheduled return.

E. Personal Leave

1. Each bargaining unit member is entitled to a maximum of three (3) days of noncumulative personal leave per school year without loss of pay. Written notice (see Appendix D), including a brief explanation of personal leave must be filed with the Superintendent at least three (3) days in advance of the day required, except in the event of an emergency. All personal leave may be taken for any reason other than seeking or gaining employment.
2. Unused personal leave shall be converted to sick leave at the end of the year.

3. A maximum of two (2) days of personal leave can be taken consecutively.

F. Assault Leave

1. Any certified employee of the Board who is absent due to a disability resulting from a physical assault which occurs while in the course of his/her employment shall be entitled to assault leave in accordance with O.R.C. §3319.143.
2. The assault leave will be granted for the period of disability for up to twenty-five (25) days; and while on assault leave the teacher will receive full pay, less any Workers' Compensation he/she receives, and fringe benefits as though he/she were actively employed.
3. To be eligible for assault leave, the certified employee shall:
 - a. Apply for Workers' Compensation benefits;
 - b. Make a written statement concerning the assault on forms provided by the Board; and
 - c. Provide a certificate from a licensed physician stating the nature and duration of the disability and the necessity of absence from regular duties.
4. The days so used will not be deducted from sick leave.
5. Falsification of any of the employee's statements or the physician's statement shall be grounds for suspension or termination of employment under O.R.C. §3319.16.

G. Professional Leave

At the discretion of the Superintendent, teachers may be excused within reason from the performance of their duties for the purpose of attending professional meetings in the State of Ohio or immediate vicinity intended for advancement in their academic profession and shall be allowed compensation and/or expenses for such days as they are excused.

H. Jury Duty Leave

1. The Board shall pay a full-time teacher, including hourly and per diem employees, the difference between such teacher's regular compensation and the remuneration received for serving as a juror.
2. Travel allowances shall not be considered regular compensation.

ARTICLE VI — EVALUATION PROCEDURE

A. Purpose

The purpose of this evaluation procedure is to improve the educational program.

B. Procedure

The evaluation of teachers shall be in accordance with the standards-based teacher evaluation policy adopted by the Board of Education in consultation with teachers employed by the Board as required by O.R.C. §3319.111.

C. Evaluation Committee

A co-facilitated committee shall meet regularly for the purpose of creating and revising the evaluation framework, procedure, and process for the evaluation of certified employees in the Conotton Valley Union Local School District that is consistent with the requirements contained in O.R.C. §§3319.111 and 3319.112. The committee shall be comprised of a minimum of three (3) Association members and three (3) administrators. The Association members shall be appointed by the Association President, and the administrative members shall be appointed by the Superintendent. The committee shall be chaired jointly by a committee member from the Association and a committee member from the administration. All members of the committee will receive training in the state adopted evaluation framework model prior to beginning its work. Committee members shall be eligible for CEU's for time spent in committee meetings and committee-directed work.

ARTICLE VII — CONTRACTS

A. Sequence of Teachers' Limited Contracts

All certified employees who do not qualify for a continuing contract shall receive limited contracts in the following order:

1. First year — limited contract for one (1) year.
2. Second year — limited contract for one (1) year.

3. Third year — limited contract for two (2) years.
4. Fifth year — limited contract for three (3) years.
5. Eighth year - limited contract for four (4) years.

B. Continuing Contracts

A teacher becoming eligible for a continuing contract during the term of a limited contract shall be considered for continuing contract status as soon as he/she meets all requirements of O.R.C. §3319.11.

C. Nonrenewal of Tutor Contracts

1. Tutors shall only be employed for a term of one (1) year pursuant to O.R.C. §3319.10 and said contract shall automatically expire at the end of each school year, and the rights granted to tutors pursuant to O.R.C. §§3319.11 and 3319.111 shall not apply to tutors.
2. This provision shall only be applicable to those tutors employed after the 1988-89 school year.

D. Nonrenewal of Supplemental or Extended Time Contracts

The procedural due process and evaluation requirements contained in O.R.C. §§3319.11, 3319.111 and Article VI of this Agreement shall not apply to supplemental or extended time contracts. It is further agreed that all supplemental or extended time contracts shall have a duration of one (1) year, unless a multi-year contract is recommended by the Superintendent and specifically approved by Board action, regardless of the date of issuance or the nature of the document on which the contract is issued and that notice to the teacher of non-renewal of a supplemental contract by the Board is not required.

ARTICLE VIII — REDUCTION IN FORCE

- A. If the Board determines it is necessary to reduce the number of bargaining unit positions under O.R.C. §3319.17, the following procedures shall apply:
1. Reductions shall be made by suspending contracts based upon the Superintendent's recommendations. Those contracts to be suspended will be chosen as follows:
 - a. All members of the bargaining unit will be placed on a seniority list for each teaching field for which they are properly certificated/licensed. Teachers serving under continuing contracts will be placed at the top of the list in descending order of seniority. Teachers serving under limited contracts will be placed on the list under continuing contract teachers, also in descending order of seniority.

- b. Seniority will be defined as the length of continuous service as a certificated employee under regular contract in the District.
 - (1) Board-approved leaves of absence will not interrupt seniority, but time spent on such leave shall not count toward seniority.
 - (2) If two (2) or more teachers have the same length of continuous service, seniority will be determined by:
 - ~~(a) The date the teacher started service in the school district; and then by,~~
 - (b) The date of the Board meeting at which the teacher was hired; and then by,
 - (c) The date the teacher signed his/her initial contract in the District; and then,
 - (d) Any remaining ties will be broken by lot.
- c. In suspending contracts of teachers within each teaching field affected by the reduction in force, teachers holding limited contracts shall be suspended first. No preference for seniority shall be given except when making a decision between teachers who have comparable evaluations.

- B. The names of teachers whose contracts are suspended in a reduction in force will be placed on a recall list for up to twenty-four (24) months from the date of reduction.
 - 1. Teachers on the recall list will have the right to remain in the group fringe benefit program by paying in advance their premiums to the Treasurer monthly.
 - 2. No new teachers will be employed by the Board while there are teachers on the recall list who are certificated/licensed for the vacancy.
 - 3. Teachers on the recall list will be recalled for vacancies in areas for which they are certificated/licensed. Seniority shall not be the basis for recalling a teacher, except when making a decision between teachers who have comparable evaluations.
 - 4. If a vacancy occurs, the Board will send a certified announcement to the last known address of the teacher on the recall list that it decides to recall and who is certificated/licensed for the position. It is the teacher's responsibility to keep the Board informed of his/her current address. The teacher is required to respond in writing to the District office within fourteen (14) calendar days. Any teacher who fails to respond within fourteen (14) calendar days or who declines to accept the position, will forfeit all recall rights.

5. A teacher on the recall list, upon acceptance of the notification to resume active employment status, will return to active employment status with the same seniority, accumulation of sick leave, and salary schedule placement as he/she enjoyed at the time of layoff.
- C. The parties agree that these procedures apply only to the suspension of contracts under O.R.C. §3319.17. This article shall not require the Board to fill any vacancy nor shall it interfere with any other lawful personnel procedures in the District.
- D. The Superintendent shall make available annually to the Association the date from which the seniority of all teachers can be determined.

ARTICLE IX — TERMS AND CONDITIONS OF EMPLOYMENT

A. School Calendar and School Day

1. School Calendar

The school calendar for the teachers will be one hundred eighty-three (183) days. The school year for the students will be one hundred eighty (180) days with one hundred seventy-eight (178) days being for direct instruction of students and two (2) days for parent-teacher conferencing. Calamity days beyond those allowed by Ohio law will be made up at the end of the year. Teachers will have input into the school calendar through the Association.

2. School Day

The school day in all buildings will be seven and one-half (7 1/2) hours, including lunch.

B. Personnel Files

1. There will be established and maintained one (1) official file on each teaching staff member. This file will be maintained in the central file.
2. Any teacher shall have the opportunity to read any material which may be considered critical of his/her conduct, service character, or personality before it is placed in his/her personnel file. A teacher shall acknowledge that he/she has read the material by affixing his/her signature to the copy to be filed. His/her signature shall not indicate agreement with the content of the material, but shall indicate only that the material has been inspected by the teacher. He/she shall also have the opportunity to reply to such critical material in a written statement to be attached to the file copy.
3. Teachers shall be informed of any complaint by a parent and/or student which is directed toward them and which will become a matter of record.

4. Anonymous letters or materials shall not be placed in the teacher's file nor shall they be made a matter of record. Each teacher shall have the right, upon reasonable advance request, to review the contents of his/her own personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in such a review.
5. Material may be removed from a teacher's file when a teacher claims that it is inaccurate or unfair as sustained by the grievance procedure. A teacher shall be entitled to one (1) copy, at Board expense, of any material in his/her file.

C. Prohibition Against Public Criticism

Any criticism of an employee by a supervisor, administrator, or teacher shall be made in confidence and never in the presence of pupils, parents of pupils, or other employees. All critiques shall be made confidential.

D. Building Meetings

Building meetings which take place before or after school hours shall not occur more than once a month and shall not last more than forty-five (45) minutes before or beyond the staff's normal arrival or departure time. For such meetings, except for emergency meetings, twenty-four (24) hours' notice to all employees affected shall be provided. Additional meetings can be called, but employees are not required to attend.

E. Required Meetings or Hearings

Whenever any employee is required to meet with any employer representative concerning any matter which could adversely affect the employee's status, the employee shall be given reasonable, prior, and when possible, written notice of the time and nature of the meeting. The employee shall be entitled to have present an Association representative.

F. Payroll Deduction – Professional Dues and Credit Union

1. Professional Dues:

- a. The Board agrees to make professional dues payroll deductions for certificated/licensed employees who submit a signed "Statement of Authorization" to the Treasurer prior to September 15th of each new school year. The deduction will be withheld from twenty (20) pays.
- b. A check in the amount of the total dues withheld from those employees authorizing a dues deduction shall be tendered to the Treasurer of the Association within fifteen (15) days from the date that such deductions are made from the pay of such employees.
- c. The Association hereby agrees to hold the Board harmless from any and all liabilities or damages which may arise from the performance of its

obligations under this Section and the Association shall indemnify the Board for any such liabilities or damages which may arise.

2. Payroll deductions for the Tuscarawas School Credit Union, Inc. shall be provided by the Board. These deductions will be from every paycheck of the employee who signs up.
3. To be eligible, an employee must sign up for the deductions by written notice to the Treasurer not later than October 1st. Any changes in the amount of the deduction shall be in written notice to the Treasurer and the Treasurer shall make the deductions within two (2) pay periods.

G. Paycheck Distribution

Members of the bargaining unit will be compensated over the course of the year in twenty-six (26) equal biweekly pays. Direct deposit of pay shall be mandatory for all members of the bargaining unit. The Board shall establish pay dates on the last Thursday of each pay period.

H. Itinerant Teachers

1. Itinerant teachers are those whose duties require travel between school buildings during a school day.
2. Itinerant teachers shall each be provided with a daily planning period of at least thirty (30) minutes and shall not be required to travel between buildings during their duty-free lunch period of at least thirty (30) consecutive minutes.
3. Schedules for itinerant teachers must allow adequate time for normal travel by the most direct route from building to building. Each itinerant teacher shall be granted a minimum of ten (10) minutes of preparation prior to the first class at each building.
4. Each itinerant teacher shall be paid at the IRS rate for travel.
5. A teacher who travels to one (1) building and remains there for that day does not qualify for payment under this policy.
6. The itinerant teacher will keep a statement of said miles and will be paid monthly for miles accumulated.
7. The itinerant teacher shall submit mileage sheets to the Treasurer not later than one (1) week prior to each Board meeting.

I. Assignments and Transfers

1. Assignments

- a. Prior to the end of the school year, principals will meet with each professional staff member in his/her building to discuss proposed assignments for the next school year.
- b. A written notice of the proposed grade level or proposed subject area assignment will be authorized by the Superintendent and will be given to the professional staff members prior to the last day of the school year, or as soon as possible.
- c. Any changes in proposed assignments shall be given to the employees as soon as possible after the administration has knowledge of such changes in assignment.

2. Involuntary Transfers

- a. A conference shall be held between the professional staff member and the building principal explaining the reasons for a transfer of the individual being considered.
- b. The professional staff member shall be given a written statement of these reasons at this time.
- c. Professional staff members being transferred as a result of principal-initialed requests or administrative-requests shall be informed as soon as possible.

J. Posting of Vacancies

1. Notice of all classroom teaching vacancies shall be provided through Board provided email. All classroom teaching vacancies shall also be posted on the District website. Normally, positions will be posted for five (5) calendar days.
2. Vacancies occurring between August 15 and the end of the following year may be filled temporarily by the Superintendent. However, the position shall be posted in accordance with the above paragraph by April 30 of the following school year.
3. Certification/licensure shall be the determining factors for filling vacancies following a conference with the Superintendent. Decisions will not be based on seniority except for teachers who have comparable evaluations.

K. Planning Periods

1. All junior and senior high school teachers shall be granted at least one (1) conference or planning period per day. Each conference or planning period shall not be less than forty-two (42) minutes in length.
2. When a teacher is absent from his/her assigned duties, the administration shall make every effort to secure an approved substitute teacher to carry on the duties of the absent teacher.
3. ~~If an approved substitute is not available, a teacher should not be requested to substitute during his/her conference or planning period or assume any duties of an absent teacher while he/she has an assignment.~~
4. The Board shall pay each teacher Fifteen Dollars (\$15.00) per class period when that teacher is requested and assumes any duties of an absent teacher.
5. Doubling up of classes to provide coverage of an absent teacher shall fall under this policy. Payment for filling in for an absent teacher shall be made the first payday after the end of each semester.
6. If the fee of Fifteen Dollars (\$15.00) places a financial problem or burden upon the budget, then this will be discussed regarding a change in future negotiation sessions.
7. All elementary teachers shall be granted conference or planning time in the morning which shall not exceed thirty (30) minutes. This will be before classes begin.
8. All elementary teachers shall be granted a conference or planning time of at least 210 minutes per week inclusive of the 150 minutes from item #7. Each conference period shall be at least thirty (30) minutes in length.
9. The secretary will not supervise the elementary teacher's class during this time.
10. Whenever possible itinerant teachers should not be assigned extra-classroom duties. However, if it is necessary for such an assignment, the principal shall meet with the teacher to review the schedule. Itinerant teachers shall not be assigned extra-classroom duties in more than one building during the same day.

L. Salary Adjustment

A teacher who has completed training which would qualify him/her for a higher salary bracket shall file with the Superintendent by the 15th day of September certified transcripts documenting the completion of such additional training. If the documentation is sufficient, the teacher shall then be placed in the proper salary bracket in accordance with his/her training and experience. Such training shall be from an accredited college or university.

M. Experience Credit

Experience credit will be granted in accordance with Ohio law.

N. Head Teachers

The Head Teachers at all buildings will receive an additional One Thousand, Five Hundred Dollars (\$1,500) per year for the completion of their additional responsibilities at the respective buildings. The duties of the Head Teacher shall be those described in the job description found in Appendix G of this Agreement.

O. Local Professional Development Committees (LPDC)

The District shall have an LPDC Committee in accordance with the Ohio Revised Code and the Handbook drafted by the District's Local Professional Development Committee. Bargaining unit members who serve on the committee shall be paid Five Hundred Dollars (\$500). The chair of the committee shall receive Six Hundred Dollars (\$600).

P. Inclusion, IDEA and Multiple Handicapped Responsibilities

When bargaining unit members are assigned Multiple Handicapped students or students who are assigned to a regular classroom because of Inclusion or IDEA, then the member will not be required to clean up or assist with any student who is excreting or has excreted any bodily fluids or feces. This shall include not assisting during a student's bowel movements, as well as not changing diapers and/or clothing of a student.

ARTICLE X — ASSOCIATION RIGHTS

The Association shall have the exclusive rights listed in this Article.

A. Information Concerning Board Meetings

Prior to each regular or special Board meeting, the Board shall provide the Association with copies of:

1. The Board agenda;
2. The minutes of the prior regular meeting and of any special meeting within the prior thirty (30) days; and,
3. Any final budget or appropriation schedule.

B. Notice of Board Meetings

The Board shall give the Association reasonable advance notice of all regular and special Board meetings.

C. School Mail

The Association shall have the right to transport mail from one school to another within the District by school mail. The Association has the right to use the regular school mailboxes.

D. Use of Bulletin Boards

The Association shall have the right to use a school bulletin board located within teacher lounge areas.

E. Teacher Orientation

The Board shall allow an Association representative to address new teachers for a reasonable period of time during orientation meetings.

F. Use of School Buildings

When requested, the Association shall have the right to use the school buildings, at no cost, for Association meetings after the teacher workday.

G. Use of School Equipment

The Association may use office and audio-visual equipment, provided they are not being used or are not required for any school business or activity.

H. Association Leave

Duly elected or designated representatives of the Association may attend Association meetings (without loss of pay) not to exceed a total of two (2) days per school year. The Board will assume the cost of the substitute only. Other costs will not be the responsibility of the Board. Five (5) days' advance written notification must be given to the Superintendent prior to use of this leave.

I. Input for Hiring Superintendents and Principals

The Conotton Valley Education Association shall designate at least two (2) representatives to serve on a committee, or to attend an interview, for which the purpose is to interview candidates for the position of Superintendent or Principal. This excludes executive sessions, and final selection interviews. The final hiring decision is reserved to the Board.

ARTICLE XI — MANAGEMENT RIGHTS

A. The Association agrees that the functions, rights, powers, responsibilities, and authority of the Board in regard to the management of the work force and the operation of the

District not specifically limited or modified by an express provision or term of this Agreement shall remain exclusively those of the Board.

- B. The exercise of these powers, rights, authorities, duties and responsibilities by the Board; the adoption of policies, rules, regulations, and practices in furtherance thereof; and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and O.R.C. §4117.08(C).
- C. The Board is not required to bargain on subjects reserved to the management and direction of the Board except as they affect wages, hours, terms and conditions of employment, and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement.

ARTICLE XII — LONG TERM SUBSTITUTES

- A. If a bargaining unit position has been vacated between August 15 and the end of the school year due to resignation, death, retirement or any other permanent separation from the District, then the Board may employ a long term substitute to fill said position for the remainder of that school year.
- B. The Board may also employ a long term substitute to temporarily fill a bargaining unit position that has been vacated due to an approved leave of absence. The employment of the long term substitute shall only be for the length of the approved leave of absence.
- C. Long term substitutes shall have no expectation of continued employment beyond the length of service at the time of their employment, and said long term teaching contracts shall automatically expire at the conclusion of the contract without further action by the Board, including the nonrenewal of their contract.
- D. The provisions of the Agreement regarding evaluation and renewal of teacher contracts shall not apply to long term substitutes.
- E. Long term substitutes shall have no displacement rights under the reduction in force procedure in this Agreement and shall be excluded from same.
- F. Long term substitutes shall not be used to permanently fill bargaining unit positions.
- G. A teacher employed as a substitute within an assignment to one specific teaching position for at least sixty (60) days, whether such days are continuous or not, shall be placed on the current certified employee salary schedule in the Negotiated Agreement at Step 0 of the BA Column.
- H. It is the parties' intent that this procedure supersede Ohio Law with respect to O.R.C. §3319.11, 3319.111, and 3319.10.

ARTICLE XIII – RESIDENT EDUCATOR PROGRAM

A. Lead Mentor

1. The District will have a Lead Mentor to oversee the Resident Educator Program.
 - a. A Lead Mentor should have National Board, Master Teacher, or Lead Teacher designation, if possible.
 - b. Applicants for the Lead Mentor position must submit application to the Superintendent by April 1st for the next school year.
2. Duties of Lead Mentor.
 - a. Assignment of Mentors.
 - b. To coordinate the District Resident Educator Program.
 - c. Schedule and preside over meetings.
 - d. Keep Superintendent and/or designee informed of all activities involving the Resident Educator Program.
 - e. Will monitor the Resident Educator and mentor's interactions and offer support and assistance when the need arises.
3. The Lead Mentor shall be paid 5% of the BA-0 base.

B. Resident Educator Committee

1. The Resident Educator Committee shall be comprised of the Lead Mentor, at least one administrator, and assigned mentors for the current school year.
2. The Resident Educator Committee shall determine when, where, and the number of meetings necessary to fulfill its purpose.

C. Mentor

1. Mentors will be assigned by the Superintendent/designee with input provided by the Lead Mentor.
2. Whenever possible, the mentor and Resident Educator shall be employed in the same building, grade level and/or certified/licensed in the same subject matter. Barring unforeseen and unique personnel qualifications, attempts will be made to avoid assigning more than one Resident Educator to a mentor at a time.
3. Mentors shall be paid 2.5% of the BA-0 base.

ARTICLE XIV — DURATION AND INTENT OF AGREEMENT

- A. This agreement represents the entire Agreement between the Board and the Association and any modification of any term or condition of employment or any other provision contained herein shall be accomplished by the procedures contained in this Agreement or the provisions set forth in O.R.C. Chapter 4117.
- B. During the duration of this contract, the Board shall maintain all terms, conditions, and benefits of employment not less than the level in effect as of the effective date of this contract.
- C. This Agreement shall be in effect July 1, 2013, and shall be effective through June 30, 2015.

ARTICLE XV — SIGNATURES

IN WITNESS WHEREOF, the parties hereto have set their hands this 1st day of July, 2013, at Bowerston, Ohio.

FOR THE BOARD:

Leroy L. Bawdich
President

Adam M. Pittis
Superintendent

Debra G. Wesley
Treasurer

[Signature]
Board Member

FOR THE ASSOCIATION:

Danella Caldwell
President

Kathy Shryock
Vice-President

Jennifer Warner
Negotiating Team Member

Michael L. Swales
Negotiating Team Member

APPENDIX A

CONOTTON VALLEY UNION LOCAL SCHOOL DISTRICT
 CERTIFIED EMPLOYEE SALARY SCHEDULE
 2013-14 SCHOOL YEAR

BASE SALARY \$ 26,909.00

YEARS EXP	INDEX	B.A.	INDEX	150 HOURS	INDEX	M.A.
0	1.000	\$26,909.00	1.038	\$27,932.00	1.095	\$29,465.00
1	1.039	\$27,958.00	1.082	\$29,116.00	1.144	\$30,784.00
2	1.078	\$29,008.00	1.126	\$30,300.00	1.193	\$32,102.00
3	1.117	\$30,057.00	1.170	\$31,484.00	1.242	\$33,421.00
4	1.156	\$31,107.00	1.214	\$32,668.00	1.291	\$34,740.00
5	1.195	\$32,156.00	1.258	\$33,852.00	1.340	\$36,058.00
6	1.234	\$33,206.00	1.302	\$35,036.00	1.389	\$37,377.00
7	1.273	\$34,255.00	1.346	\$36,220.00	1.438	\$38,695.00
8	1.312	\$35,305.00	1.390	\$37,404.00	1.487	\$40,014.00
9	1.351	\$36,354.00	1.434	\$38,588.00	1.536	\$41,332.00
10	1.390	\$37,404.00	1.478	\$39,772.00	1.585	\$42,651.00
11	1.429	\$38,453.00	1.522	\$40,955.00	1.634	\$43,969.00
12	1.468	\$39,502.00	1.566	\$42,139.00	1.683	\$45,288.00
13	1.507	\$40,552.00	1.610	\$43,323.00	1.732	\$46,606.00
16	1.537	\$41,359.00	1.653	\$44,481.00	1.775	\$47,763.00
18	1.567	\$42,166.00	1.693	\$45,557.00	1.819	\$48,947.00
20	1.597	\$42,974.00	1.731	\$46,579.00	1.858	\$49,997.00
25	1.627	\$43,781.00	1.765	\$47,494.00	1.897	\$51,046.00
30	1.657	\$44,588.00	1.795	\$48,302.00	1.927	\$51,857.00

APPENDIX B

CONOTTON VALLEY UNION LOCAL SCHOOL DISTRICT
 CERTIFIED EMPLOYEE SALARY SCHEDULE
 2014-15 SCHOOL YEAR

BASE SALARY \$ 27,447.00

YEARS EXP	INDEX	B.A.	INDEX	150 HOURS	INDEX	M.A.
0	1.000	\$27,447.00	1.038	\$28,490.00	1.095	\$30,054.00
1	1.039	\$28,517.00	1.082	\$29,698.00	1.144	\$31,399.00
2	1.078	\$29,588.00	1.126	\$30,905.00	1.193	\$32,744.00
3	1.117	\$30,658.00	1.170	\$32,113.00	1.242	\$34,089.00
4	1.156	\$31,729.00	1.214	\$33,321.00	1.291	\$35,434.00
5	1.195	\$32,799.00	1.258	\$34,528.00	1.340	\$36,779.00
6	1.234	\$33,870.00	1.302	\$35,736.00	1.389	\$38,124.00
7	1.273	\$34,940.00	1.346	\$36,944.00	1.438	\$39,469.00
8	1.312	\$36,010.00	1.390	\$38,151.00	1.487	\$40,814.00
9	1.351	\$37,081.00	1.434	\$39,359.00	1.536	\$42,159.00
10	1.390	\$38,151.00	1.478	\$40,567.00	1.585	\$43,503.00
11	1.429	\$39,222.00	1.522	\$41,774.00	1.634	\$44,848.00
12	1.468	\$40,292.00	1.566	\$42,982.00	1.683	\$46,193.00
13	1.507	\$41,363.00	1.610	\$44,190.00	1.732	\$47,538.00
16	1.537	\$42,186.00	1.653	\$45,370.00	1.775	\$48,718.00
18	1.567	\$43,009.00	1.693	\$46,468.00	1.819	\$49,926.00
20	1.597	\$43,833.00	1.731	\$47,511.00	1.858	\$50,997.00
25	1.627	\$44,656.00	1.765	\$48,444.00	1.897	\$52,067.00
30	1.657	\$45,480.00	1.795	\$49,267.00	1.927	\$52,890.00

APPENDIX C

CONOTTON VALLEY-UNION LOCAL SCHOOL DISTRICT
CERTIFIED EMPLOYEE SUPPLEMENTAL SALARY INDEX

	Zero (0) Years Experience	One (1) or More Years Experience
Athletic Director	0.1600	0.1750
Head Football Coach	0.1275	0.1300
Varsity Boys Basketball Coach	0.1275	0.1300
Varsity Girls Basketball Coach	0.1275	0.1300
Varsity Volleyball Coach	0.0750	0.0800
Varsity Baseball Coach	0.0825	0.0850
Varsity Softball Coach	0.0825	0.0850
Head Marching Band Director*	0.0825	0.0850
High School Wrestling Coach*	0.0750	0.0800
High School Boys Track Coach*	0.0750	0.0800
High School Girls Track Coach*	0.0750	0.0800
High School Cheerleading Coach-Football	0.0700	0.0750
High School Cheerleading Coach – Basketball	0.0700	0.0750
Varsity Golf Coach	0.0550	0.0600
Junior High Golf	0.0400	0.0450
Assistant Varsity Football Coach	0.0750	0.0800
Assistant Varsity Football Coach	0.0750	0.0800
Assistant Varsity Boys Basketball Coach	0.0750	0.0800
Assistant Varsity Girls Basketball Coach	0.0750	0.0800
Assistant Baseball Coach	0.0550	0.0600
Assistant Softball Coach	0.0550	0.0600
Assistant Volleyball Coach	0.0650	0.0700
Junior High Football Coach	0.0650	0.0700
Junior High Football Coach*	0.0650	0.0700
Ninth Grade Boys Basketball *	0.0650	0.0700
Junior High Boys Basketball Coach	0.0650	0.0700
Junior High Boys Basketball Coach*	0.0650	0.0700
Junior High Girls Basketball Coach	0.0650	0.0700
Junior High Girls Basketball Coach*	0.0650	0.0700
Junior High Volleyball Coach	0.0650	0.0700
Junior High Volleyball Coach*	0.0650	0.0700
Junior High Cheerleading Coach-Football	0.0375	0.0400
Junior High Cheerleading Coach – Basketball	0.0375	0.0400
Yearbook Advisor	0.0600	0.0700
Marching Band Assistant *	0.0400	0.0425
Pep Band Director	0.0200	0.0250
Musical Director	0.0400	0.0425
Assistant Musical Director	0.0200	0.0250
Musical Scenery	0.0200	0.0250
Orchestra Director	0.0250	0.0300

Senior Class Advisor	0.0200	0.0225
Junior Class Advisor	0.0225	0.0250
Sophomore Class Advisor	0.0150	0.0175
Freshman Class Advisor	0.0150	0.0175
Eighth Grade Class Advisor	0.0200	0.0225
Seventh Grade Class Advisor	0.0150	0.0175
Washington D.C. Trip Advisor*	0.0150	0.0175
Academic Challenge Advisor	0.0200	0.0250
Student Council Advisor	0.0175	0.0200
National Honor Society Advisor	0.0175	0.0200
Jr. High National Honor Society Advisor*	0.0175	0.0200
Audio Visual Advisor	0.0175	0.0200

*Positions will be determined by the Athletic Director and the Junior/Senior High School Principal. The number of student participants will be the determining factor.

**CONOTTON VALLEY UNION LOCAL SCHOOL DISTRICT
LEAVE & ABSENCE CERTIFICATION**

I require leave for the following date(s): _____
for one of the following four reasons: (check one)

- _____ 1. Professional Leave (Please supply the requested information below)
Sponsor: _____ Location: _____
- _____ 2. Personal Leave – (Cannot be taken to seek or gain employment)
Required statement of leave:

- _____ 3. Vacation
- _____ 4. Sick Leave (Please indicate reason for absence below)
_____ Personal Illness
_____ Illness of family member (Relationship) _____
_____ Death in family (Relationship) _____
_____ Other (Explain) _____

Employee Signature: _____

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Principal _____	_____	_____	_____
Superintendent _____	_____	_____	_____

**ABSENCE CERTIFICATION
(Complete this section after returning from above leave)**

I certify that I was absent on the above dates, for the reason(s) specified in the above leave notice.

Employee Signature: _____ Date: _____

CERTIFIED SUBSTITUTE CERTIFICATION

I substituted for _____ in the Conotton Valley Union Local School District on the following days _____

Substitute Signature: _____ Date: _____

APPENDIX E (cont'd)

Mental Health/Alcohol/Substance Abuse***

INPATIENT CARE	100%*	80% UCR**
OUTPATIENT CARE	100%*	80% UCR**
PSYCHOTHERAPY-OFFICE	100%*	80% UCR**

Other Services

HOME HEALTH CARE (UTILIZATION MANAGEMENT APPROVAL REQUIRED -60 VISITS PER CALENDAR YEAR)	100%*	80% UCR**
HOSPICE CARE (UTILIZATION MANAGEMENT APPROVAL REQUIRED)	100%*	80% UCR**
SKILLED NURSING (UTILIZATION MANAGEMENT APPROVAL REQUIRED -50 DAYS PER ILLNESS)	100%*	80% UCR**
PRIVATE DUTY NURSING (UTILIZATION MANAGEMENT APPROVAL REQUIRED -UP TO \$5,000 PER LIFETIME)	100%*	80% UCR**
DURABLE MEDICAL	100%*	80% UCR**
AMBULANCE	100%*	100% UCR**

Prescription Drugs

PRESCRIPTION DRUGS	100%*
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Preventative Care****

ROUTINE PHYSICAL	100%	50% UCR**
ROUTINE GYNECOLOGICAL EXAM	100%	50% UCR**
ROUTINE PAP TEST	100%	50% UCR**
ROUTINE MAMMOGRAM****	100%	50%** OF 130% OF MEDICARE REIMBURSEMENT AMOUNT
WELL CHILD CARE (INCLUDING IMMUNIZATIONS-UP TO 12 MONTHS, THEN PHYSICAL EXAM)	100%	50% UCR**

Affiliates

CHIROPRACTORS (UP TO 35 VISITS PER CALENDAR YEAR)	100%*	80% UCR**
PODIATRISTS	100%*	80% UCR**

PRE-CERTIFICATION IS REQUIRED FOR ALL NON-NETWORK ADMISSIONS. FAILURE TO COMPLY WITH PRE-CERTIFICATION REQUIREMENTS MAY RESULT IN A \$500 REDUCTION OF BENEFITS.

* AN ANNUAL DEDUCTIBLE OF \$5,000 PER INDIVIDUAL FAMILY IS APPLIED FIRST BEFORE ANY PLAN BENEFITS ARE PAID TO **NETWORK PROVIDERS**. DEDUCTIBLE AND COINSURANCE ARE SUBJECT TO AN ANNUAL MAXIMUM OF \$5,000 PER INDIVIDUAL/\$10,000 FAMILY.

** AN ANNUAL DEDUCTIBLE OF \$7,500 PER INDIVIDUAL/\$15,000 FAMILY IS APPLIED FIRST BEFORE ANY PLAN BENEFITS ARE PAID TO **NON-NETWORK PROVIDERS**. BENEFIT PAYMENTS FOR **NON-NETWORK PROVIDER** SERVICES ARE BASED ON USUAL, CUSTOMARY, AND REASONABLE CRITERIA. DEDUCTIBLE AND COINSURANCE ARE SUBJECT TO AN ANNUAL MAXIMUM OF \$10,000 PER INDIVIDUAL/\$20,000 FAMILY. ONCE YOU HAVE MET THIS MAXIMUM, THE PLAN BEGINS TO PAY COVERED MEDICAL EXPENSES AT 100% UCR, EXCEPT FOR PENALTIES WHICH ARE NOT INCLUDED IN THE 100% REIMBURSEMENT PROVISION.

*** IN ACCORDANCE WITH MENTAL HEALTH PARITY AND ADDICTION EQUITY ACT OF 2008, WHICH PROHIBITS DISCRIMINATION IN THE COVERAGE FOR DIAGNOSIS, CARE, AND TREATMENT OF MENTAL ILLNESS AND/OR SUBSTANCE ABUSE.

**** YOUR CO-PAYMENT AND/OR CO-INSURANCE PLUS OUR PAYMENT TO THE PROVIDER AND/OR FACILITY CONSTITUTES FULL PAYMENT FOR A SCREENING MAMMOGRAM.

***** PREVENTIVE CARE INCLUDES THE RECOMMENDED PREVENTIVE SERVICES REQUIRED TO BE COVERED WITHOUT COST SHARING UNDER FEDERAL LAW.

***** HEALTH REIMBURSEMENT ACCOUNT (HRA) ISSUES PAYMENT TO THE PROVIDER OF SERVICE, (OR THE PATIENT FOR PHARMACY CLAIMS), ONCE AN INDIVIDUAL MEETS \$1,000/FAMILY MEETS \$2,000 OF THE ANNUAL DEDUCTIBLE. THE HRA DOES NOT APPLY TOWARD EXCLUDED EXPENSES, SUCH AS, PENALTIES, OVER USUAL AND CUSTOMARY, OR OTHER INELIGIBLE CHARGES.

THE AGE LIMIT FOR AN ELIGIBLE DEPENDENT CHILD IS THE END OF THE MONTH WHICH THE CHILD ATTAINS AGE 26 OR AGE 28 PROVIDING THE CHILD HAS APPLIED AND MET ALL ELIGIBILITY REQUIREMENTS

DEDUCTIBLE AND OUT-OF-POCKET MAXIMUMS ARE NON-INTEGRATED. THEREFORE DEDUCTIBLES/OUT-OF-POCKET AMOUNTS MET FOR NETWORK PROVIDERS DO NOT APPLY TO DEDUCTIBLE/OUT-OF-POCKET AMOUNTS MET FOR NON-NETWORK PROVIDERS.

PROFESSIONAL GROWTH APPLICATION AND VERIFICATION FORM
CONOTTON VALLEY UNION LOCAL SCHOOL DISTRICT

INSTRUCTIONS:

Fill out the **APPLICATION** section completely then send both copies to Superintendent for action. The top copy will be returned to you. Send the top copy back to Superintendent for verification after course has been completed.

.....

APPLICATION: _____ DATE SUBMITTED: _____

Name of Applicant: _____ Circle School: Elementary MS/HS

Title of course to be taken: _____

College or university offering above course: _____

Credit hours of course: _____ Type of hours: SEMESTER QUARTER

Date course to be taken: _____

To help establish if this course "has a relationship to the skills the employee uses in his/her employment in the district", please provide the following information:

1. Is this part of a planned degree program? _____
2. Department within college/university offering course: _____
3. Does this course relate to the skills you use in your employment: _____
How? _____

APPLICANT'S SIGNATURE _____

.....

SUPERINTENDENT'S ACTION: _____ DATE ACTED UPON: _____

1. Course approved for reimbursement.

2. Course not approved for reimbursement.

SUPERINTENDENT'S SIGNATURE: _____

.....

VERIFICATION: _____ DATE SUBMITTED: _____

Date course was completed: _____ Credit hours earned: _____

Total tuition you paid: _____ Quarter or semester hours: _____

Grade received: _____

ATTACH YOUR TRANSCRIPT AND TUITION PAYMENT RECEIPT

APPLICANT'S SIGNATURE _____

.....

PAYMENT: _____ DATE SUBMITTED TO TREASURER: _____

Amount to be reimbursed: _____ Superintendent's approval: _____

Treasurer's approval: _____

CONOTTON VALLEY UNION LOCAL SCHOOL DISTRICT
HEAD TEACHER JOB DESCRIPTION

The following is a list of duties that all Head Teachers are generally expected to perform as described below.

1. Act in place of the principal when the principal is absent or assigned elsewhere in the District.
2. Provide supervisory coverage during student arrival and/or dismissal times.
3. Conduct fire and tornado drills.
4. Handle minor discipline problems when the principal is absent or assigned elsewhere in the District.
5. Be responsible for all building and student safety issues in the absence of the principal, consistent with Board Policies and District procedures.
6. Assist classroom teachers in emergency situations (e.g. emergency removal of a student) in the absence of the principal.
7. Work closely with building secretary and principal in regard to building operations and safety issues.
8. Contact appropriate administrative personnel and/or emergency response personnel in the absence of the principal.
9. Handle first and/or second student bus conduct reports in the absence of the principal.
10. Handle other duties as assigned by the administration.

This Job Description shall be included in all postings for the supplemental position of Head Teacher, and each bargaining unit member employed under such supplemental contract shall be provided with a copy of it and the opportunity to review it with his/her immediate supervisor in the context of the building assigned.

NAME

Last: _____ First: _____

CURRENT

DATE: _____