



MASTER AGREEMENT

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Between The

Greenville City Board of Education

And The

Greenville Education Association



Effective

Through

**FINAL COPY PRIOR TO
EVALUATION LANGUAGE**
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TABLE OF CONTENTS

ARTICLE I - RECOGNITION	1
SECTION 1 – Bargaining Unit	1
SECTION 2 - Other Agreements and Representation Election Procedures	1
ARTICLE II - BOARD-ASSOCIATION RESPONSIBILITIES	2
SECTION 1 - Intent and Purpose	2
SECTION 2 - Board Rights.....	2
SECTION 3 - Building Faculty Representatives	2
SECTION 4 - Association Rights.....	3
SECTION 5 - Non-Discrimination	5
SECTION 6 - New Teachers	6
SECTION 7 - Access to Schools.....	6
SECTION 8 - Representation on Committees.....	6
A. <i>Labor Relations Council</i>	6
B. <i>Principals’ Advisory Committee</i>	6
C. <i>Strategic Planning Committee</i>	6
SECTION 9 - Board Meetings	6
SECTION 10 - Administrative-Staff Communications	7
SECTION 11 - Evaluation.....	7
SECTION 12 – In-service Education Program	9
SECTION 13 - Building Safety Concerns	9
ARTICLE III - STAFF REDUCTIONS AND TRANSFERS	10
SECTION 1 - Staff Reduction.....	10
SECTION 2 - Documentation of Seniority Lists.....	11
SECTION 3 - Assignment and Transfers	11
ARTICLE IV - ADJUSTMENT OF GRIEVANCES	13
SECTION 1 - Grievance Defined	13
SECTION 2 - Procedure.....	13
A. <i>Level 1</i>	13
B. <i>Level 2</i>	13
C. <i>Level 3</i>	13
D. <i>Level 4</i>	14
E. <i>Miscellaneous</i>	14
ARTICLE V - COMPENSATORY ITEMS	15
SECTION 1 - Annual Compensation	15
A. <i>Workforce Development</i>	16
B. <i>Annual Salary – Work Year:</i>	16
C. <i>Rescheduling of Calamity Days:</i>	16
D. <i>Salary Schedule Placement & Advancement:</i>	16

SECTION 2 – Compensation	17
A. <i>Supplemental Duty Compensation</i>	17
B. <i>Non-Indexed Compensation</i>	18
C. <i>Extended Service Days</i>	18
D. <i>Individual Education Plans (IEP) Compensation</i>	19
SECTION 3 - Mileage Reimbursement	19
SECTION 4 –Hospitalization and Surgical Preferred Provider Organization (PPO).....	19
SECTION 5 - DENTAL Insurance	20
SECTION 6 – Insurance Companies/Incentive	20
A. <i>Choice of Insurance Companies</i>	20
B. <i>Insurance Incentive</i>	20
SECTION 7 - Vision Insurance.....	21
SECTION 8 - Severance Pay	21
SECTION 9 - Super-Severance	21
SECTION 10 - Term Life Insurance	22
SECTION 11 - Payroll Deductions	22
A. <i>Membership Dues</i>	22
B. <i>Political Contributions</i>	22
C. <i>United Fund</i>	22
D. <i>Credit Union</i>	23
E. <i>Annuities</i>	23
F. <i>Individual Retirement Accounts</i>	23
G. <i>Other Deductions</i>	23
H. <i>Automatic Payroll Check Deposit</i>	23
SECTION 12 - Tax Sheltering the Certified or Licensed Teacher Employee’s Contribution	24
SECTION 13 - Section 125 Plan	25
ARTICLE VI - WORKING CONDITIONS	26
SECTION 1 - Teaching Hours	26
SECTION 2 - Teaching Load.....	26
SECTION 3 – Teaching Hours Meetings	26
SECTION 4 - Class Size	26
A. <i>Identifying Potential Risk</i>	26
SECTION 5 - Student Discipline	26
SECTION 6 - Working Facilities	27
SECTION 7 - Personnel File	27
SECTION 8 - Parent Complaint	28
SECTION 9 - Parent-Teacher Conferences.....	28
SECTION 10 - Building Staff Meetings	28
SECTION 11 - Classroom Supplies	29
SECTION 12 - Substitute Teacher	29
SECTION 13 - Attendance at Professional Meetings	29

A. Classroom Teacher.....	29
B. Directed Professional Leaves	32
C. Extra Duty Positions - Advisors, Coaches, Department Heads, Directors	32
D. Professional Leave Requests	33
E. Professional Leave Follow-Up Reports	33
G. Professional Leave Approval.....	33
H. Professional Leave Forms Due Dates.....	33
SECTION 14 - HEAD TEACHER	33
SECTION 15 - Professional Contracts	33
A. Limited Contracts	33
B. Continuing Contracts	33
SECTION 16 - Non-renewal of Contracts	34
SECTION 17 - Student Teachers	35
SECTION 18 - Calamity Days	35
SECTION 19 – Supplemental Contract Experience Transfer	35
SECTION 20 - Drug Free Policy and Awareness Program.....	35
A. Maintaining a Drug Free Workplace	35
B. Violation of Drug Free Policy	36
C. Reporting of Convictions.....	36
D. Employee Notification of Policy	36
E. Program Availability	36
F. Conference & Right To Representation	36
G. Medical Documentation	37
SECTION 21 - Inclusion/Identification of Students	37
A. Inclusion	37
B. Teacher Involvement in the IEP Process.....	37
C. Custodial Duties.....	37
D. Medical Procedures	37
E. Support Services.....	37
F. In-Service	37
G. IAT Team Release Time and Compensation	38
SECTION 22 - Smoking Policy.....	38
ARTICLE VII – DISCIPLINE	39
SECTION 1 - Just Cause	39
SECTION 2 - Progressive Discipline	39
ARTICLE VIII - LEAVE OF ABSENCE	41
SECTION 1 - Personal Leave	41
SECTION 2 - PERSONAL LEAVE CONVERSION.....	41
SECTION 3 – Sick Leave	41
A. Family Medical Leave Act.....	42
B. Use of Sick Leave for Funerals.....	43
C. Extended Sick Leave for Catastrophic Illness	43
D. Maternity Leave	43
SECTION 3 - Sabbatical Leave.....	44

A. Eligibility	44
B. Salary	44
C. Restrictions	44
SECTION 4 - Assault Leave	44
SECTION 5 - Leave Without Pay	44
SECTION 6 – Use of the Employee Kiosk	44
ARTICLE IX - NEGOTIATIONS	46
SECTION 1 - Procedures	46
B. Initiating Negotiations.....	46
C. Exchange of Proposals.....	46
D. Negotiation Teams.....	46
E. Alternative Dispute Resolution.....	46
F. Negotiation Item Agreement	46
G. Agreement	47
SECTION 2 - Impasse.....	47
SECTION 3 - In-Term Bargaining	47
ARTICLE X - MISCELLANEOUS.....	48
SECTION 1 - WAIVER	48
SECTION 2 - Separability.....	48
SECTION 3 - Duration	48
SECTION 4 - Agreement Printing	48
ARTICLE XI - ENTRY YEAR/MENTORING OF TEACHERS.....	49
ARTICLE XII - ROTC PROGRAM	50
SECTION 1 - ROTC Teachers Salary	50
SECTION 2 - Mileage.....	50
SECTION 3 – Professional Meeting Attendance.....	50
SECTION 4 – Contracts	50
SECTION 5 - Salary	51
SECTION 6 - Grievance Procedure	51
ARTICLE XIII- LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE.....	52
ARTICLE XIV - COMPENSATION FOR WORK BEYOND THE REGULAR WORKDAY AND SPECIAL ADMINISTRATIVE ASSIGNMENTS	54
ARTICLE XV – TECHNOLOGY	55
ARTICLE XVI – DURATION AND AGREEMENT	55
Section 1 - Building Technology Support	55
Section 2 – Technology Utilization	55
ADDENDUM A – SALARY SCHEDULES	57
SCHEDULE A - Teacher Salary Schedule 2012-2013	58
SCHEDULE B - Teacher Salary Schedule 2013-2014	59
SCHEDULE C - Teacher Salary Schedule 2014-2015	60

ADDENDUM B – SUPPLEMENTAL SCHEDULES.....	61
Supplemental Salary Schedules	62
ADDENDUM C – FORMS.....	63
Application for Leave - Sample	64
FMLA	Error! Bookmark not defined.
GRIEVANCE REPORT	66
GRIEVANCE REPORT FORM – STEP I	67
GRIEVANCE REPORT FORM – STEP II	68
GRIEVANCE REPORT FORM – STEP III	69
EXTENDED SERVICE DAYS – CLASS 54	70
GREENVILLE CITY SCHOOLS ACTIVITY LOG FOR EXTENDED SERVICE	71
Goals and Objectives Worksheet – Sample.....	72
Classroom Observation Report Sample.....	73
Evaluation Form – Sample	74
Evaluation Form – Page 2 – Sample.....	75
ADDENDUM D – SUPPLEMENTAL JOB DESCRIPTION INDEX.....	76

**BOARD OF EDUCATION
GREENVILLE EDUCATION ASSOCIATION
MASTER AGREEMENT**

A G R E E M E N T

This Agreement made and entered into in Greenville, Ohio by and between the Board of Education of the Greenville City School District (hereinafter referred to as the Board) and the Greenville Education Association (hereinafter referred to as the Association), for and on behalf of the employees in the bargaining unit set forth in Article I of this Agreement.

ARTICLE I - RECOGNITION

SECTION 1 – Bargaining Unit

For the purpose of collective bargaining, the Board recognizes the Association, affiliated with the Ohio Education Association and the National Education Association, as the sole and exclusive bargaining agent as defined in Chapter 4117 ORC for the full-time and regular part-time certificated or licensed instructional employees; hereinafter referred to as members, who at a minimum provide half-time service to the Board. Instructional employees shall mean those certificated or licensed employees who are as follows (but not limited to):

- A. Regular classroom teachers
- B. Nurses
- C. Counselors, Social Workers
- D. Librarians
- E. Speech and hearing therapists
- F. Art, Music, Physical Education, and Special Education Teachers,
- G. Career Technical Teachers
- H. L.D. Tutors
- I. Unit teacher (Gifted Program), Discovery Program
- J. Teachers employed through Federal and State Funded Programs

SECTION 2 - Other Agreements and Representation Election Procedures

The Board agrees not to enter into any agreement or contract with its employees, individually or collectively, which, if any, conflicts with the terms and provisions of this Agreement. The Board also agrees not to negotiate with or recognize any employee organization other than the Association as representative of employees in the bargaining unit so long as the Association retains its status as exclusive representative pursuant to R.C. 4117.

Any challenges to the Association's exclusive representative status shall be conducted pursuant to R.C. 4117.

ARTICLE II - BOARD-ASSOCIATION RESPONSIBILITIES

SECTION 1 - Intent and Purpose

The Board and the Association each represents that the purpose and intent of this Agreement is to promote cooperation and harmony, to recognize mutual interests, to provide a channel through which information and problems may be transmitted from one to the other, all for the purpose of providing high quality education for the students in the Greenville City Schools.

SECTION 2 - Board Rights

Unless something different has been agreed to herein, the Board retains the right to:

- A. Determine matter of inherent managerial policy as provided in 3313.47 and 3313.20 of the Ohio Revised Code which include, but are not limited to, areas of discretion of policy such as functions and programs of the Board, standards of school activities, its overall budget, utilization of technology, and the school district organizational structure;
- B. Direct, supervise, evaluate or hire employees;
- C. Maintain and improve the efficiency and effectiveness of Board operations;
- D. Determine the overall methods, process, means or personnel by which school district operations are to be conducted;
- E. Suspend, discipline, non-renew, demote, terminate, layoff, recall, transfer, assign, schedule, promote or retain employees;
- F. Determine the adequacy of the work force;
- G. Determine the overall mission of the school district;
- H. Effectively manage the work force;
- I. Take action to carry out the mission of the school district.

SECTION 3 - Building Faculty Representatives

The Association may designate building/faculty representatives for each school in the district. The names of the building/faculty representatives will be provided to the building principal upon request.

- A. A staff person may request the presence of a faculty representative, or another employee of the Greenville City Schools at evaluation conferences.
- B. A staff person may request the presence of an association representative at any meeting during which the staff person believes that discipline may be the result of such meeting.
- C. A staff person may request the presence of an association representative at any grievance hearings.

- D. If a representative is unavailable in any of the above-described circumstances, the meeting may be recessed for up to twenty-four (24) hours or one (1) school day so that the staff person may obtain a representative.

SECTION 4 - Association Rights

- A. The Association may schedule the use of school buildings for professional meetings subject to the same rules and regulations governing the use of the buildings by other organizations, except that the usual rental fee will be waived. The use of a building for profit for the Association will cause the rental fee to be invoked.
- B. The Board shall not arbitrarily deny to the Association the use of mailboxes and those bulletin boards designated for teachers only. Use of any school property shall not be used to identify or acknowledge membership or non-membership in the Association. Courier service may be used by the Association as long as school business has priority. However, the Association must purchase its own materials.
- C. The Association shall be granted the right to use Fax machines and email for Association business as these and other technologies are introduced. Such use shall not interfere with the business of Greenville City Schools. The Board may charge the Association a reasonable fee for use of such technology.
- D. The Association shall be granted six (6) days of Association leave each school year. Two (2) additional days shall be granted if the GEA reimburses the Board for the cost of the substitutes. If substitutes are unavailable, members of the bargaining unit will cover the class of the absent employee at no additional cost to the Board. The Association President shall notify the Superintendent or designee as far in advance as possible of the purposes, dates, and person(s) who will be using the leave.
- E. Students will not be used to perform an Association task.
- F. Association Financial Security – Fair Share Fee Provision:
 - 1. In recognition of the GEA's services to the bargaining unit, members of the bargaining unit shall either be members of the GEA or share in the financial support of the GEA by paying to the GEA a service fee not to exceed the amount of dues uniformly required of members of the GEA. GEA members may either pay the dues directly to the GEA or by dues deduction made pursuant to a properly executed Payroll Deduction Authorization form, delivered to the Treasurer of the Board. Exemptions are listed in Sections i) and j) below.
 - 2. Fair Share Fee: The teacher shall either (1) be a member of the GEA, paying dues according to its structure; or (2) pay a service fee for representation in an amount not to exceed the total annual unified dues of the Greenville Education Association / Western Ohio Education Association / Ohio Education Association / National Education Association. Bargaining unit members may remit payments directly to the GEA or utilize payroll deduction. Exemptions are listed in Sections i) and j) below.

3. Fair Share Provisions:

- a) Each person in the bargaining unit, after thirty (30) calendar days of the teacher's work year or after thirty (30) calendar days of initial employment, must decide whether to become a member of GEA. Each non-member shall be obligated to pay to the GEA, as a condition of employment, a "Fair Share Fee" for the GEA's efforts as the collective bargaining representative. This obligation does not require any person in the bargaining unit to become a member of the GEA, nor shall the "Fair Share Fee" exceed GEA dues covering the same period of time. The GEA shall provide the Treasurer of the Board with a list of employees indicating employee status as members, fee payers, and those who are exempt, no later than October 1st of each year. Exemptions are listed in Sections i) and j) below.
- b) If the bargaining unit member chooses the payroll deduction method for payment of the "Fair Share Fee", the deduction of the "Fair Share Fee" by the Treasurer of the Board from the payroll check of the employee and its payment to the GEA shall be automatic and does not require the written authorization of the unit member. The obligation of the Treasurer to deduct the fee shall cease upon the removal of the bargaining unit member from the Board's active payroll for any reason.
- c) By October 1st of each year, the GEA President shall give the Treasurer of the Board a statement as to the amount of the "Fair Share Fee" for the upcoming school year. The GEA shall send a copy of the statement to any member of the bargaining unit upon request.
- d) The GEA shall establish and operate a rebate procedure by which unit members obligated to pay a "Fair Share Fee" may recover that portion of their fee that is intended for purposes other than acting as the collective bargaining representative. This rebate procedure must provide the unit member with the opportunity to appeal the GEA's decision to the State Employment Relations Board, and must fully conform to all requirements of federal and state law.
- e) The GEA shall provide a copy of its rebate procedure to the Treasurer of the Board and shall make this information available to any bargaining unit member upon request. The GEA shall also supply the Treasurer of the Board and make available to all unit members upon request, copies of any changes in its rebate procedure.
- f) The GEA shall obtain and make available to all bargaining unit member appropriate State Employment Relations Board forms upon which the unit member may challenge the GEA rebate procedure. Any bargaining unit member who, because of bona fide religious beliefs or the teachings of a religious organization with which he/she is affiliated, objects to paying the "Fair Share Fee" shall not be required to pay the "Fair Share Fee" in compliance with federal and state laws. Any bargaining unit member who wishes to avoid paying the "Fair Share Fee" due to religious conviction must apply for an exemption to the State Employment Relations Board.

The GEA shall provide forms to apply for this exemption to any interested bargaining unit member. The GEA shall place any "Fair Share Fee" from any bargaining unit member applying for a religious exemption in escrow until such time as there has been a final adjudication on the exemption, at which time the "Fair Share Fee" and escrowed monies shall either be paid to the GEA, or to a mutually agreed on charity pursuant to O.R.C.4117.09(c).

- g) The GEA shall indemnify and save the Board, individual Board members, its officers and its employees harmless against any and all claims, demands, suits, or other forms of liability arising out of any action taken or not taken by the Board or its officers or employees for the purpose of complying with any of the provisions of this Article. The Board and the GEA shall negotiate to amend this Article if any provision becomes invalid, unlawful or unenforceable. The GEA shall administer the "Fair Share Fee" in a valid, lawful and enforceable manner.
- h) The Association Financial Security – Fair Share Fee provision of this agreement applies to all bargaining unit members who were enrolled in the GEA/OEA/NEA during the 1998-99 school year.
- i) New hires shall be exempt from the Association Financial Security – Fair Share Fee provision of this Agreement for a period of two (2) fiscal years or until such time that they voluntarily enroll in the Association. Beginning in the third (3rd) year of employment, the new hires' exemption shall cease. New hires shall not be denied the right of joining or discouraged from exercising their right to join or coerced into joining the Association during this period.
- j) Bargaining unit members who were not enrolled as members of the GEA/OEA/NEA during the 1998-99 school year shall be exempt from the Association Financial Security – Fair Share Fee provision for the duration of this Agreement or until such time that they voluntarily enroll in the Association.

G. Monthly Association Day

The Association shall have the second Thursday of each month for Association meetings. No building or district meeting (excluding meetings of the Board of Education) shall be scheduled by the administration on such date that is in conflict with such Association meetings without prior approval thereof by the Association President or otherwise in an emergency as determined by the Superintendent.

SECTION 5 - Non-Discrimination

Any employee allegation of discrimination due to race, color, religion, sex, age, national origin, handicap or Association activity shall be pursued in accordance with state and/or federal law but shall not be subject to the grievance procedure.

SECTION 6 - New Teachers

When available, names and addresses of newly employed teachers shall be provided to the Association following Board approval of their contracts, upon request, after the regularly scheduled August Board meeting.

SECTION 7 - Access to Schools

The President of the Association and/or a designee and/or the Labor Relations Consultant of the Association shall have the right to visit schools. Either prior to or immediately upon arrival at any school, the President and/or the Labor Relations Consultant shall advise the Principal or, in his/her absence, the acting building administrator, of the desire to visit the school and secure permission of said administrator to make the visit. Such permission shall not be denied without cause. Such visits will not interfere with typical instructional day.

SECTION 8 - Representation on Committees

A. Labor Relations Council

The Superintendent, and not more than three representatives of the Administration that may include a Board member, will meet once a month with four representatives of the Association at a mutually agreed time and place to discuss matters of mutual concern. The council shall meet at a mutually agreed time and place in order to discuss matters of concern brought forth by either party, unresolved Principals' Advisory Committee issues, and, pursuant to Article II, Section 14, building safety concerns. The LRC may not be used as a substitute for collective bargaining nor may the LRC be used to discuss discipline of individual employees. Agendas will be exchanged prior to the meeting. Minutes of such meetings, if prepared, will be approved by both parties prior to distribution.

B. Principals' Advisory Committee

The Labor Relations Committee will be assisted by the Principal's Advisory Committee organized in each building by the building principal. One GEA Building Representative will serve by virtue of office. Such Principal's Advisory Committee will meet monthly at the request of either party. Items which are unresolved at the building level will be submitted to the Labor Relations Committee for consideration if the problem involves two (2) or more buildings, and to the Superintendent or his/her designee if it is a single building issue.

C. Strategic Planning Committee

The Greenville City Schools Strategic Planning Committee includes GEA Building Faculty Representatives serving on each PAC by virtue of office or an alternate designee approved by the GEA President. Said committee shall convene at the discretion of the Superintendent.

SECTION 9 - Board Meetings

The Treasurer of the Board will furnish the President of the Association with an advance copy of the agenda and minutes to be picked up the Friday prior to the regularly scheduled Board meeting, if possible, or received by school mail on the following Monday or first day school is in

session during that week. The Treasurer of the Board will furnish the President of the Association with a financial report when available. Subject to the same time allotments generally made to the public, a representative of the Association may address the Board during any public meeting.

SECTION 10 - Administrative-Staff Communications

In the interest of improving communications between administration and staff, every effort shall be made to seek and use teacher input relating to changes in educational programs, changes of classroom situation and other matters directly affecting effective teaching. Except in an emergency, discipline of teachers will be handled at school and in private.

SECTION 11 - Evaluation

The Board and GEA shall adopt, no later than July 1, 2013, a standards-based evaluation policy that conforms with the framework for teachers developed under O.R.C. 3319.112. Evaluations under this Article shall be for the major purpose of assisting the teacher toward improved instruction. An appraisal program is a means not an end to improvement of instructional performance. A building administrator shall notify each teacher who is scheduled to be evaluated during the school year of their classification.

- A. Classifications
 - 1. Class I
 - a) Beginning teachers (1-3 years experience)
 - b) Teachers new to the system
 - c) Staff to be evaluated for contract
 - 2. Class II
 - a) Staff to be evaluated for upgrading or renewal of certification or licensure
 - b) Staff transferred to a new building
 - c) Tenured staff to be evaluated for 4th year of four-year cycle
 - 3. Class III
 - a) Remaining staff members
- B. Any new evaluation instrument shall be developed by the administration and the Association. Each party shall appoint three (3) members to such committee. By April 1, 2013, the committee will make recommendations that the Board and GEA will reduce to negotiated language prior to July 1, 2013, for implementation during the 2013-2014 school year.
- C. Classroom observations of the work performance of a teacher for the purpose of a formal evaluation (written) shall be conducted openly with the observer visible to the teacher.
- D. All evaluations or reports on an observation must be dated and signed by the teacher. Such signatures shall not necessarily indicate agreement with the evaluation.
- E. Teachers shall be permitted to affix comment to any evaluation or report on an observation prior to the placement of the evaluation or report in the teacher's permanent

- file. Such comments will be submitted within six (6) working days after knowledge of such report or evaluation.
- F. Prior to September 30, all members to be evaluated during the school year shall participate in a pre-evaluation conference with their building principal.
- G. Evaluation/Observation Cycles:
- 1a. Members in Class I shall receive a minimum of two (2) observations prior to December 31, and a written evaluation.
 - 1b. Members in Class I shall receive a minimum of two (2) classroom observations between January 1 – April 1 with a written evaluation supplied to the member no later than April 10.
 2. Members in Class II shall receive a minimum of two (2) observations and a written evaluation during the school year.
 3. Members in Class III shall receive at least one (1) observation and a written report during the school year.
- H. When the building administrator, director, or Superintendent deems that a member's performance is seriously unsatisfactory and it is the administrator's intention to recommend non-renewal of a contract; termination of a contract; non-approval of a request for a continuing contract; non-approval of a request for certification or licensure application request; changes in contract status and non-approval of tenure; the Building Administrator shall notify the teacher in writing of his/her intent and circumstances leading to that decision, at least seven (7) days prior to any official Board or administrative action.
- I. All written evaluations shall include specific recommendations regarding any improvements needed in the performance of the member being evaluated and outline the means by which the member shall obtain and receive assistance in making such improvement. The administrator shall allow the member reasonable time between observations to allow time for improvement in the areas of performance deficiencies.
- J. A conference shall be held between the evaluator and the teacher to discuss the teacher's performance, prior to any final recommendation by the Superintendent of Schools. The member shall have the right to a representative at this conference pursuant to the provisions of this Article.
- K. In the event an employee performs work under the supervision of more than one supervisor, one supervisor shall be designated as the evaluating supervisor. The evaluator shall not be a bargaining unit member.
- L. A formal observation shall last a minimum of thirty (30) minutes. There shall be at least five (5) working days between formal observations.
- M. Review of procedural compliance shall be obtained pursuant to R.C. 3319.11 for any member non-renewed or through the grievance procedure for all other members. Should such a review result in a finding that procedures have not been substantially complied with appropriate contractual and/or statutory relief shall be made.

- N. The contents of observations and evaluations conducted in accordance with this section are not grievable.

It is agreed that the evaluation procedures contained herein shall supersede and replace evaluation procedures contained in 3319.111 of the *Ohio Revised Code*.

SECTION 12 – In-service Education Program

The Board will not schedule a student attendance day on the day designated as W.O.E.A. Day and this day shall not be considered as a day of compensation under the terms and conditions of Article V, Section 1, Annual Compensation, as provided hereinafter.

In-service does not end with the identified days. It is understood that the building principals, with staff input, are responsible for improvements of staff and that in-service may be included during regular staff meetings.

SECTION 13 - Building Safety Concerns

Any teacher who becomes aware of a safety problem in a building shall immediately report the problem to the building principal. It shall be the responsibility of the building principal to investigate the problem and take appropriate corrective action. If appropriate corrective action is not taken within a reasonable period of time, the issue may be referred to the Labor Relations Committee.

ARTICLE III - STAFF REDUCTIONS AND TRANSFERS

SECTION 1 - Staff Reduction

When, by reason of decreased enrollment of pupils, return to duty of regular employees after leaves of absence, or by reason of suspension of schools or territorial changes affecting the district, the elimination of a curricular offering to students, or lack of funds, the Board determines that it is necessary to reduce the number of employees, the Board will use attrition to the extent possible. If attrition is not adequate, the Board may make a reasonable reduction. Prior to making such reduction, representative of the Board will meet with the Association and advise them of the reason for the reduction. In making such reduction, the Board will suspend teachers' contracts in accordance with the recommendation of the Superintendent. If the contemplated reduction involves the elimination of a curricular program, the Superintendent shall solicit input from the Labor Relations Council referenced in Article II, Section 8 of this contract. The Superintendent shall, within each teaching field affected, give preference to teachers on continuing contracts and then to teachers who have greater seniority. For the purpose of this section, a teacher's seniority is determined by "the date" the employee has commenced work with the Board in a bargaining unit position and, thereafter, served continuously in a bargaining unit position. For the purpose of this section, "the date" shall be defined as the first work day of the individual employee's teaching contract. A teacher who resigns his or her employment with the Board and subsequently is reemployed by the Board in a bargaining unit position within five (5) years of his/her resignation shall retain all seniority earned by him/her while previously employed by the Board once he/she has completed at least five (5) consecutive years of service with the Board in a bargaining unit position upon his/her return. Prior to completing five (5) consecutive years of service with the Board upon his/her return, the teacher shall accumulate seniority from the date of his/her most recent hire by the Board.

In the case of a tie, the following provisions will be used in order of presentation:

1. Total years of Greenville teaching service (non-continuous years)
2. Total teaching experience
3. Random Lottery drawing of those with seniority ties. The procedure will work as follows: The names will be printed on 5x7 index cards and folded in half. They will be placed in a container and mixed. The Superintendent will draw the first name. That person will then become the most senior member. This process will continue until all cards have been drawn and a seniority list for the current RIF is established. A separate lottery shall be conducted for any additional RIFs that occur after the aforementioned seniority list is established. This procedure shall be conducted in the presence of the Superintendent, an Association representative and the teachers affected (if they wish to be there).

Employees whose contracts are suspended will have the right of restoration to continuing service status in the order of seniority of service in the district, if and when teaching positions become vacant or are created, in which any such employees are qualified. Employees who are suspended shall be retained on the recall list for eighteen (18) months after the date of the original suspension. An employee may be removed from the recall list if he/she:

1. Waives his/her recall rights in writing

2. Resigns
3. Fails to accept recall position for which he/she is certificated or licensed within five (5) days of notification
4. Fails to report to work within ten (10) working days after receipt of the notice of recall, unless sick or injured.

Whenever possible, employees whose contracts are suspended will be used as substitutes. Employees whose contracts are suspended may maintain, at their expense, fringe benefits in effect at the time of their reduction at group rates then in effect for up to eighteen (18) months, or as otherwise may be provided by COBRA.

SECTION 2 - Documentation of Seniority Lists

By March 1st of each year, a list shall be compiled including the names of all teachers according to contract type (continuing and limited) and seniority (continuous service in the bargaining unit) including all areas of certification or licensure for each teacher. All approved leaves of absence will count toward continuous service for seniority purposes. A copy of this list shall be posted in each teacher's lounge in the District and shall be sent to the Association President. Employees shall have until March 25th to file a written challenge to the list. The list shall be binding on all employees until March 1st of the next year.

SECTION 3 - Assignment and Transfers

Copies of a list of known vacancies in teaching, administration, and supplemental positions will be posted in each school building in the Greenville City School District. Employees desiring to be considered for any such vacancy shall apply in writing to the Central Office. Employees will be notified by the appropriate administrator of his/her decision relative to their application. Any change in such assignment between buildings required by the needs of the Greenville City School District will be made known to the employee in writing as soon as possible.

Except temporarily (not to exceed one year) for good cause and with the approval of the employee, employees will not be assigned outside the scope of their teaching certificates or licenses or their major or minor field of certification or licensure in the secondary schools.

Any employee desiring to be considered for possible vacancies which may occur during the summer months shall file written notice of intention with the Central Office prior to June 1st, together with address and telephone number where he/she may be reached. If/when vacancies occur outside of the teacher work year, such vacancies shall also be posted electronically.

Where the qualifications of applicants are relatively equal, in the opinion of the Superintendent, preference shall be given to the most senior teacher on the seniority list. Seniority shall be determined by the date the employee commenced work (first day of work in the system) and served continuously in the district.

Transfers will be on a voluntary basis whenever possible. However, the proper operation of the Greenville City School District will necessarily require on occasion that involuntary transfers be made. In making involuntary transfers, the convenience, wishes and seniority of the employee will be honored to the extent that these considerations do not conflict with the instructional requirements and best interests of the Greenville City School District and the pupils. Involuntary

transfers will be made only after a conference between the teacher, the principal, and the Superintendent concerning the reasons for the transfer.

When a transfer is involuntary (on the part of the teacher) and it requires the teacher to move to a new room or a new location the District shall provide:

1. Moving materials such as boxes, containers, tape etc.
2. Personnel to physically assist in the moving/boxing of materials.
3. An established moving schedule, subject to change as circumstances dictate.
4. Release time and/or substitutes when the transfer is done during the contractual school year. The teachers and building administrator will meet and confer regarding the amount of time the move will take.
5. Compensation of \$100 to the teacher for moves outside of the contractual school year, to be paid within 60 days of the completion of the move.

ARTICLE IV - ADJUSTMENT OF GRIEVANCES

SECTION 1 - Grievance Defined

“Grievance”, as used in this Agreement, is a complaint, dispute or controversy by an employee or a group of employees which involves the interpretation or application of this Agreement. In the event the grievance affects teachers in more than one building, such grievance shall be filed with the Superintendent at Level 2. All grievances will be signed by the teachers involved or otherwise identify in writing all teachers, or class of teachers which the Association believes have been allegedly aggrieved.

The Association shall have fifteen (15) days after the initial filing date to amend the teachers or class of teachers.

SECTION 2 - Procedure

Prior to the filing of any grievance by an employee, the employee and Association representative shall hold an identified informal conference with the appropriate administrator(s), or designee(s), in an attempt to satisfy the complaint, dispute or controversy.

A. Level 1

Within ten (10) working days after the grievant knows or should have known of the occurrence that constitutes the basis for the grievance, such grievance may be submitted in writing to the Building Principal or immediate supervisor, as appropriate. The grievant may confer with the Building Principal or immediate supervisor regarding his/her grievance. The grievant may elect to be accompanied by an Association Representative. The Principal or immediate supervisor shall give his/her answer in writing to the Grievant and Grievance Chairperson within five (5) working days after the grievance is submitted.

B. Level 2

If an agreeable settlement is not reached at Level 1, the grievance may be presented within five (5) working days thereafter at a conference between the grievant, an Association Representative, if requested by the grievant, the Superintendent, and the Building Principal or immediate supervisor. The Superintendent shall give his/her answer in writing to the Grievant and Grievance Chairperson within five (5) working days after the grievance is so presented.

C. Level 3

If the action taken by the Superintendent does not resolve the grievance to the satisfaction of the employee, such employee may appeal in writing to the Board within five (5) working days after receipt of the written memorandum of the Superintendent’s action on the grievance. The appeal must include specific reasons why the action taken by the Superintendent is not satisfactory to the employee. The written appeal to the Board shall be filed with the Treasurer of the Board and the Treasurer will provide a copy to the Superintendent.

Within seven (7) working days of the receipt of the written appeal, the Board shall conduct a hearing at which the employee, Association representative (if any), and administration may present their positions on the grievance. The hearing shall be private unless the employee

requests a public hearing. The employee and administration shall be advised of the time, place, and date for such hearing as set by the Board President. The Board shall act upon the grievance within seven (7) working days after the conclusion of the hearing. The action taken by the Board shall be sent to the Grievant and the Grievance Chairperson.

D. Level 4

If the action taken by the Board does not resolve the grievance to the satisfaction of the employee, the Association may submit the issue to binding arbitration provided a written notice of its intention to do is filed with the Treasurer of the Board no later than ten (10) working days after the Grievance Chairperson received the decision of the Board at Level 3.

Representatives of the Board and Association shall jointly submit a demand for arbitration to American Arbitration Association. Selection of the arbitrator shall be according to the voluntary rules and regulations of the AAA. The cost of the arbitrator shall be paid by the losing party.

No grievance may be submitted to arbitration without the approval of the Association.

The decision of the arbitrator shall be binding on both the Board and the Association.

E. Miscellaneous

The right to process a grievance shall be forfeited if the grievance is not presented or appealed at any level of this procedure within the specific time limits or the procedures set forth herein are not complied with. If a grievance is not presented or appealed to a higher level of this procedure, it shall be deemed waived.

No reprisals of any kind shall be taken by either party or by any member of the Administration against any party of interest, or any other participant in the grievance procedure.

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

No records, documents or communication concerning a grievance shall be placed in any personnel file of any of the participants in the grievance procedure.

All grievance responses shall be directed to both the grievant and the Association's Grievance Representative.

Upon written request the timeline governing the processing of grievances shall be extended for one additional identical period of time at each grievance level.

ARTICLE V - COMPENSATORY ITEMS

SECTION 1 - Annual Compensation

All employees in the bargaining unit shall be issued written contracts in accordance with Chapter 3319, Revised Code of Ohio. The annual salary for each employee will be in accordance with the salary scheduled attached hereto as Schedules "A", "B", and "C".

The following salary increases have been agreed to:

	Percentage Increase	Schedule
2012-2013	0% Increase	A
2013-2014	0% Increase with a \$500 bonus payment to be paid in increments over 26 pay periods. Step placement will remain the same as the 2012-2013 schedule level for this school year.	B
2014-2015	.5% Increase. Step placement will be implemented at the 2012-2013 schedule level plus 1 year experience for 2014-2015 school year.	C

The salary schedule step freeze provision of this agreement applies to all bargaining unit members who were employed during the 2012-2013 school year.

- a) New hires during the 2013-2014 shall be hired at one step less than their experience level would dictate. Newly hired teacher at step 0 will remain at step 0 for the 2014-2015 school year. This will allow all teachers to maintain the salary schedule in the same manner for all those employed within the salary schedule step freeze provision of this agreement.
- b) Bargaining unit members who were employed during the 2012-13 school year will move to their next step placement at the beginning of the 2014-15 school year. (i.e., an individual who was at step 5 during the 2012-13 school year will move to step 6 at the beginning of the 2014-15 school year; an individual who was at step 16 during the 2012-13 school year will move to step 17 at the beginning of the 2014-15 school year; etc.)
- c) Years of experience and step level placement data will be maintained by the treasurer's office for the life of this agreement.

A. Workforce Development

In determining the salary class placement of a teacher in the workforce development area and not holding a bachelor's degree upon first employment, four (4) years work experience will be accepted as bachelor's degree level and placed on the salary index as a regular teacher provided the State Department of Education will issue a teaching certificate or license in that respective career technical area. Each two (2) years beyond the four (4) will count as a year of teaching experience when determining the step placement on the salary schedule when initially hired. No work experience of any kind shall be accepted in lieu of college training unless such work experience shall have been in or directly related to the specific vocational field in which the member is to teach. In crediting college training and work experience combined, the college training shall be credited first. The State Department of Education must verify years of work experience.

A teacher in the workforce development area holding an eight-year vocational certificate or license shall be placed in the salary schedule column BS 150.

A teacher in the workforce development area holding an eight-year vocational certificate or license and having a bachelor's degree in education or engineering shall be placed in the salary schedule column MA.

B. Annual Salary – Work Year:

The annual salary shall be paid in equal biweekly installments during the term of the teacher's contract according to the schedule attached to the salary notice or written teacher's contract.

The annual salary of employees is based upon one hundred eighty-four (184) duty days to be made up as follows:

- 180 Student Days (including two parent/teacher conference days)
- 1 In-service Day before the first student day of the school year.
- 3 Work Days as follows:
 - day before the first student day of the school year
 - first work day after the last day of first semester
 - last day of school year

The In-service Day shall not begin before the second Friday of The Great Darke County Fair.

C. Rescheduling of Calamity Days:

Should the school be closed for emergency, including calamity days, additional days may be scheduled to meet the mandatory number of student days as prescribed by the Ohio Department of Education with no additional compensation to the employees. The Board will not schedule student days or make-up days on December 23 or Good Friday.

D. Salary Schedule Placement & Advancement:

Changes in salary classification shall be made at the beginning of the next school year for those employees who have submitted proof of completion of sufficient summer or extension school credits/ degree. Where possible, employees must report such credits/degree to the Treasurer by September 1 or the first scheduled workday for teachers, whichever is later.

To substantiate and maintain placement on the Masters Degree column of the negotiated salary schedule, the employee must provide the Superintendent no later than October 30th, with a copy of the official transcript indicating that a Masters Degree has been awarded by a properly accredited University or College.

Salary increases based on placement or advancement on the salary schedule shall be retroactive to the beginning of the school year and will be disbursed equally among remaining paychecks. Increases will not be reflected in the employee's paycheck until approved by the Board.

Advancement from the Bachelor's column: Employees may elect to use undergraduate or graduate level credit for advancement from the Bachelors column to the Bachelors plus fifteen (15) and Bachelors plus thirty (30) columns.

Advancement from the Masters column to the Master Plus fifteen (15) column: Undergraduate credits earned prior to January 1st, 2000 will be counted indefinitely toward advancement from the Masters column to the Masters plus fifteen (15) column. Credits earned after January 1st, 2000 must be graduate level credits to qualify the employee for advancement from the Masters column to the Masters plus fifteen (15) column.

In computing years of service under the Schedules "A" & "B", credit will be given for each school year, not less than 120 days, such teacher served as a teacher in a state accredited school system, including up to 5 years of military service. The Superintendent may evaluate such service for each new teacher. Parts of different years of service shall not be added together to constitute a year of service.

Teachers new to the district will be placed on the existing salary schedule according to verification of the following:

1. Type of certificate or license
2. Previous years' experience
3. Educational hours (official transcript) per college and/or university attended

The above information shall be the responsibility of the employee to insure that the proper verification has been received by the Superintendent prior to the dates noted above. The Superintendent will notify the teacher upon receipt of a transcript.

SECTION 2 – Compensation

A. Supplemental Duty Compensation

Employees in the bargaining unit assigned supplemental duties shall be issued a written supplemental contract in addition to their regular contract. The compensation for such additional services shall be in accordance with the supplemental duty schedules attached hereto as Schedules "C & D". Length of the supplemental contract shall be indicated on the contract with payment being computed on a per diem basis according to a proportion of the number of days of service divided by the supplemental contract length. As for example: Length of contract – 150 days. Date of Superintendent hiring 15 days into contract period. Service days remaining – 135 days. Per Diem rate is salary divided by 150. Daily rate would be multiplied by 135 days.

Copies of a list of known vacancies in supplemental positions will be posted in each school building in the District. Members desiring to be considered for any such vacancy shall apply to the Central Office. Members who apply will be notified in writing by the Superintendent of his/her decision relating to this application.

Any bargaining unit member who applies for a posted supplemental position will be given first consideration and an initial interview before the position can be offered to individuals outside the bargaining unit. A non-bargaining unit member, who held the supplemental position the preceding year, may be given first consideration, provided he/she has effectively fulfilled his/her duties in the judgment of the Superintendent/designee. No supplemental contract will be issued without a negotiated job description. Such job description shall be in place no later than July 1 of the effective school year of the supplemental contract. The determination of the duties contained in the job description shall be retained by the Board as preserved in the Board Rights Clause.

Supplemental duties shall be defined as those duties which are performed during time in excess of the work day, work week, work year, or in addition to the member's regular duties. Members performing supplemental duties shall be issued written, individual, limited contracts that include:

1. Duration of supplemental agreement
2. Title of supplemental position
3. Amount of supplemental compensation
4. Supplemental job description with specific duties defined and all additional duties that may be directed by the Principal and naturally flow from those specifically delineated.
5. Starting and ending dates.

For salary purposes the effective date of the supplemental salary index will be August 1 of the upcoming contract year, based upon the base pay that is in effect at the beginning of that school year. All non-athletic supplemental duty salaries will be paid within the next complete pay period following the completion of the contract associated with that duty. All athletic supplemental duty salaries will be paid within the next complete pay period following the completion of the final varsity game associated with that sport. Per Diem rates, if necessary, will be calculated with reference to the sports' season schedules established by the Ohio High School Athletic Association.

B. Non-Indexed Compensation

All hourly rates of pay, stipends and other non-indexed compensation listed in this agreement, shall not be increased by the index increases in Schedules "A" effective on the date of ratification, "B" and "C".

C. Extended Service Days

All extended service agreements shall be added to this Master Agreement by addendum and shall be compensated at the employee's per diem rate. Due to the ever-changing requirements at the local, state and national levels, the Board retains the right to adjust the number of

extended service days without entering into bargaining with the GEA. In the event of a need to reduce the number of extended service days, the Board agrees not to reduce the number of days by more than twenty-five percent (25%) per year. Additional ESDs may be added at the discretion of the Board/Superintendent.

Employees will be required to complete an accountability work log containing documentation of duties performed during the extended service contract. This accountability work log will be submitted to the responsible administrator at the conclusion of the contractual year's extended service days.

If extended service is reduced or expanded, the direct administrator and teacher will jointly determine what duties/responsibilities will be omitted/added from/to the next year's work log. These general duties shall be defined as those duties which are performed during time in excess of the regular school contract year that may be in addition to the employee's regular duties.

D. Individual Education Plans (IEP) Compensation

The Board shall compensate employees who write Individual Education Plans (IEPs) in the amount of five hundred sixty five dollars and forty five cents (\$565.45) for the 2012-2015 school years.

SECTION 3 - Mileage Reimbursement

Employees assigned to more than one (1) building, required to use their own automobiles for transportation in order to perform their duties, will be reimbursed when they must travel from one building to another within the same day.

Employees who are periodically required to travel and use their own automobiles for transportation shall be reimbursed when they travel fifty (50) miles or greater roundtrip.

The mileage reimbursement will be established as the IRS rate in effect July 1 of each fiscal year; and a mutually agreed upon mileage chart will pre-determine the mileage allowance for specific destinations.

SECTION 4 - Hospitalization and Surgical Preferred Provider Organization (PPO)

Each full-time employee covered by this Agreement, who elects insurance coverage pursuant to this section, shall contribute toward the monthly premiums as follows:

The Board will contribute eight-five percent (85%) of the premium cost for the hospitalization and surgical plan for each employee and each full-time employee will contribute fifteen percent (15%) of the premium cost.

Part-time employees covered by this Agreement may acquire the same insurance protection by; contributing fifty percent (50%) of the monthly premium and the Board contributing fifty percent (50%).

Coverage shall include a non-gatekeeper PPO with the following plan factors:

	CORE PLAN IN NETWORK	OUT OF NETWORK
Office Visit Co-Pay	\$20.00	
Urgent Care Co-Pay	\$35.00	
ER Co-Pay	\$75.00	
RX Co-Pay	\$10 Generic \$20 Brand Name Formulary \$30 Non-Formulary	
RX Mail Order	3 Months for the Cost of 2 Months	
Percentage Paid Carrier/Employee	90%/10%	70%/30%
Deductibles	100/200	300/600
Out of Pocket Max	1000/2000	2000/4000

SECTION 5 - DENTAL Insurance

The Board will continue to provide one hundred percent (100%) of the monthly dental insurance premium.

SECTION 6 – Insurance Companies/Incentive

A. Choice of Insurance Companies

The insurance companies providing the within coverage (Section 4 and 5) shall be at the choice of the Board. The Association shall be given sixty (60) days' notice of any potential change in the choice of insurance companies.

A change in carriers shall not result in less benefits as previously provided but shall be the same or better than those defined in the Health Schedule of Benefits in effect during the current contract.

B. Insurance Incentive

Any employee who chooses to withdraw his/her enrollment from the school district's health insurance policy or to change enrollment from a family plan or employee with children plan to a single employee plan will receive \$1000 for the first year (from the date of ratification to June 30, 2013) of withdrawal and \$750 for the second year (from July 1, 2013 to June 30, 2014) of this Contract. In order to receive the incentive, the employee must have had coverage for the proceeding 12 month period.

If the employee opts out of coverage and wishes to re-enter later in the year, the incentive will be returned to the district on a pro-rata basis depending on the number of months effected.

SECTION 7 - Vision Insurance

The Board will provide 100% of the monthly vision insurance plan premium. This plan shall include:

1. Exam, lenses and frames every twenty-four (24) months with full coverage for necessary contact lenses; \$100.00 cosmetic contact lenses allowance.
2. \$10.00 deductible on examinations; \$15.00 deductible on materials.
3. If the employee chooses to receive services outside the VSP panel, they will be reimbursed according to the non-panel reimbursement schedule.

SECTION 8 - Severance Pay

An employee with a minimum of ten (10) years continuous full-time service in the district, who elects to retire, shall be paid for all or part of his/her unused sick leave up to a maximum of forty (40) days of pay. Up to such maximum, accumulated sick leave will be counted on the basis of one (1) day of severance pay for each four (4) days of sick leave. A day's pay shall be computed on the basis of the last annual contract salary. Severance pay upon retirement will be paid only one (1) time for any employee. Payment shall be made within sixty (60) days, or more if designated by the retiree, after receipt of verification of retirement from the State Teachers Retirement System of the employee's retirement. Teachers are encouraged to submit their resignation for retirement prior to June 15 of their final school year contract. This will facilitate the processing of retirement pay and severance pay.

Years worked as a tutor at Greenville Schools will count as years of service toward severance pay.

If an employee retires beyond the fifty-five/twenty-five (55/25) window for super-severance, the employee will be eligible to receive ten (10) additional days of severance pay providing the employee retires with STRS service credit equal to thirty (30) years, but less than thirty-one (31) years. To qualify for the additional ten (10) days of pay, the employee must have a minimum of fifteen (15) years of continuous full-time service with the Board and meet all other requirements for super-severance. Under no circumstances will any employee be eligible to receive both super-severance benefit and these additional ten (10) days.

If an employee eligible for severance pay dies, severance pay will be made to the employee's estate as though the employee had left employment, in accordance with the above formula.

SECTION 9 - Super-Severance

In the event an employee who has a minimum of ten (10) years continuous full-time service with the Board resigns his/her employment with the Board for retirement purposes effective the end of the work year and he/she "first becomes eligible" to retire through the State Teachers Retirement System, he/she shall receive a lump sum payment of fifty percent (50%) of his/her accumulated but unused sick leave to a maximum of eighty (80) days. Payment of such severance shall be at the employee's daily rate of pay at the time of retirement excluding supplemental contracts. Any employee who elects not to resign his/her employment with the Board at the end of the work year in which he/she "first becomes eligible" to retire through the State Teachers Retirement System, shall forfeit his/her right to any payment pursuant to this

provision and shall be entitled to severance pay provided elsewhere in the contract. "First Becomes Eligible" is defined as ... Age fifty-five (55) years with twenty-five (25) years of STRS Service Credit, or age sixty (60) years with five (5) years of STRS Service Credit, or any age with thirty (30) years of STRS Service Credit.

Payment pursuant to this provision shall be made in two (2) equal installments as follows:

1. The first payment shall be made within fifteen (15) days of the treasurer's receipt of confirmation from STRS that the employee is retired and receiving STRS benefits.
2. The second payment shall be made and received by the employee within twelve (12) months of the first payment.

In order to be eligible to receive super-severance pursuant to this provision, the employee must tender his/her resignation to the Board for retirement purposes effective at the end of the school year no later than April 1 of the year in which he/she first becomes eligible to retire.

SECTION 10 - Term Life Insurance

The Board shall pay the cost of thirty thousand dollars (\$30,000) term life, accidental death and dismemberment insurance for all full-time teachers regularly employed on contract.

Upon retirement, a current member of the group covered by this insurance may convert and individually purchase this life insurance policy. The policy may be issued without additional benefits at the standard rate at the current age of the insured. Applications must be submitted within thirty-one (31) days of the insured's separation date of the group policy.

SECTION 11 - Payroll Deductions

A. Membership Dues

The Board will check off uniform membership dues during the school year on the basis of individually signed voluntary check-off authorization forms. All such authorization forms shall be voluntarily signed by employees. No such authorization will be recognized if it is a violation of applicable state or federal law. It is understood that such authorizations may be revoked by said employee upon the giving of written notice to the Board and Association.

The Association shall furnish to the Board each school year at least two (2) weeks prior to the date of the first deduction an alphabetical list of its members who have authorized payroll deductions and the amount to be deducted by the Board. The initial deduction will be taken from the third paycheck at the beginning of the school year and will be taken from twenty (20) consecutive pay periods.

B. Political Contributions

FCPE will be deducted under the same time frame as Association dues; twenty (20) pays commencing with the third (3rd) pay and a minimum of one dollar (\$1.00) per pay.

C. United Fund

D. Credit Union

Loans and initial share drafts and initial savings through the credit union can be deducted at any time. Changes in current deduction amounts may be made as specified in subparagraph G.

E. Annuities

As covered in Board Policy.

F. Individual Retirement Accounts

As Covered in Board Policy.

G. Other Deductions

Cancer Aid, Washington National Health, and other Board approved insurances.

*Deduction from the employee's gross pay for the purposes set forth in E., F., and G. and changes in the amounts of the sum being withheld pursuant to D. may be initially authorized and/or changed four times per year. August 1 to August 31; October 1 to October 31; January 1 to January 31; April 1 to April 30. All payroll deductions and requests shall be on forms provided by the Treasurer. In addition to the above the Board shall provide three (3) additional payroll deduction options to be used at the discretion of the employee.

H. Automatic Payroll Check Deposit

Members may enroll to have their total by-weekly salary deposited directly to any account at any financial institution of their choice at any time provided it is part of the Electronic Transfer Network. Initial enrollment may take up to 45 days to process. Once enrolled, the member shall remain enrolled for a minimum of 12 consecutive months, or until the employment ends. Changes in accounts in banks may be made at any time subject to approval by the Treasurer.

The Board Treasurer shall remit Association dues deducted to the Association Treasurer within twenty-four hours of the deduction. The Board Treasurer shall also provide the Association Treasurer with a list of names and amount deducted from each individual with each payroll deduction.

The Association shall indemnify and save the Board harmless against any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of any action taken or not taken by the Board in reliance upon signed payroll dues deduction forms, or written revocation of same; provided, that nothing herein shall be interpreted or construed to obligate the Association to indemnify or save the Board harmless from any action taken or not taken due to the mistake, neglect, or inadvertence of the Board, its officer's, agents, or employees in receiving, processing, and acting upon the authorization or revocation of authorization of the dues deduction.

SECTION 12 - Tax Sheltering the Certified or Licensed Teacher Employee's Contribution

Effective January 1, 1986, and upon approval by STRS, the Greenville Board of Education elects to commence tax sheltering ("Pick-Up") all of the mandatory contributions of members of the bargaining unit to the State Teachers Retirement System of Ohio, in accordance with Revenue Ruling 77-462, 81-36, or such other applicable ruling, although such "pick-up" shall continue to be designated as employee contributions as permitted by Attorney General Opinions 78-049, 79-001, and 82-097, in order that the amount of the member's income reported by the Board, as subject to federal and Ohio income tax, shall be the member's total gross income reduced by the then current mandated percentage amount of the member's mandatory State Teachers Retirement System Contribution. No member/s total salary shall be increased by such "pick-up", nor shall the board's total contribution to the State Teachers Retirement System be increased thereby. This action shall be subject to the following conditions:

- A. The "pick-up" percentage shall apply uniformly to all members of the bargaining unit as a condition of employment. The "pick-up" shall apply to all compensation including supplemental earnings paid thereafter.
- B. The "pick-up" shall not be subject to the individual member's option.
- C. The parties agree that should the rules and regulations of the IRS, or State Teachers Retirement System, change making this procedure unworkable, the parties agree to return, without penalty, to the former method of employees/employer contributions.
- D. Payment for sick leave, personal leave, severance and supplementals, including unemployment and workers' compensation, shall be based on the employee members' daily gross pay prior to reduction.
- E. Such salary reduction shall not result in the salary that is less than the salary available under the state minimum salary schedule. Should the reduction calculation result in a salary that is less than the state minimum salary schedule, pro-rata reductions shall result with the member contributing that portion which falls below such state minimum level.
- F. It is to be understood by the parties that it is the responsibility of each individual member to make any necessary adjustments in any other tax sheltered annuities he has in order to be in compliance with IRS laws and regulations.
- G. The Board is not liable, nor will it be held responsible, for any related legal, IRS, STRS, or any other agencies' penalties or decisions concerning this plan, now or in the future.
- H. The Association, and its members, both severally and individually, agree to indemnify and hold the Board harmless against any and all claims and actions that shall arise out of or by reason of any action taken by the Board in compliance with the provisions of this Article. It is further understood by the Association that STRS will account for the amount of the "pick-up", but otherwise, STRS assumes no further liability. The current taxation or deferred taxation of the "pick-ups" is determined solely by the IRS and compliance with the guidelines set forth above. It is not guaranteed that the tax on the "pick-up" will be deferred. STRS may refuse to accept "pick-ups" if so directed by the IRS, if

guidelines based upon the changing of the law are not followed, or if the qualified plan status of STRS is placed in jeopardy.

SECTION 13 - Section 125 Plan

The Board shall implement a Section 125 plan at no cost to the employees allowing employees to deduct health insurance premium contributions on a pre-tax basis.

The Plan shall also allow employees to set aside tax-free dollars for medical expenses, dependent care, or other purposes allowed under Section 125 of the Internal Revenue Service Code.

ARTICLE VI - WORKING CONDITIONS

SECTION 1 - Teaching Hours

The teacher workday shall be seven hours and fifteen minutes, plus the duties which customarily have been required to be performed before or after the workday in the past. Prior to the beginning of each school year, the board of education may adjust the actual beginning and ending times for buildings and/or for teachers within buildings so long as the teacher workday does not exceed seven (7) hours and fifteen (15) minutes plus duties.

Employees shall be entitled to at least thirty (30) consecutive minutes duty-free for their lunch period. Longer lunch periods may be scheduled. Employees may leave the school to which they are assigned during their duty-free lunch period after notifying the school office. Principals may grant requests to leave the school earlier than the end of the normal workday where the employees' duties permit and it is necessary for the employee to leave early.

In order to accommodate needed testing schedules, the Superintendent or his/her designee may adjust the school day schedule.

SECTION 2 - Teaching Load

The schedule for each full-time equivalent classroom teacher, who is assigned to a school with a teacher day of six hours or longer exclusive of the lunch period, shall include no less than two hundred (200) minutes per week for instructional planning, evaluation and conferences.

SECTION 3 – Teaching Hours Meetings

Should there be time available within the contractual work day as set forth within Sections 1 and 2 of this Article; an administrator shall have the authority to call a meeting as long as an administrator is present at that meeting with a written agenda available for distribution.

SECTION 4 - Class Size

A. Identifying Potential Risk

When a teacher or Administrator identifies a potential classroom at risk within each building district-wide, said teacher and Building Administrator shall initially have a conference to resolve the problem. If no resolution is satisfactory to both parties, the problem shall be presented to the building PAC for recommendations. The PAC's recommendations shall be presented to the Superintendent for resolution and his/her decision shall be final. Any staff member in the building may request that the PAC meet for this purpose at any time during the school year. Further, this group may choose to meet to review the principal's class lists and recommend changes prior to lists being publicly displayed at the start of school.

SECTION 5 - Student Discipline

Employees who follow the policies of the Board respecting the discipline of the students will be supported in their actions. Any case of an assault upon a teacher shall be promptly reported to the Superintendent, who will render all necessary assistance in connection with handling of the assault by law enforcement and judicial authorities.

SECTION 6 - Working Facilities

Each school should have space in which each teacher will have a home base in which they may safely store instructional materials, supplies, and personal items. A workroom should be available containing adequate equipment and supplies to aid in the preparation of instructional materials. Neither the teacher workroom nor the lounge will be utilized for the instruction of students. There should be adequate lunchroom facilities, a teacher lounge, restroom, and lavatory facilities for employee use. Existing telephone facilities shall be made available to employees for their reasonable personal use. Adequate free parking facilities should be close to each school wherever possible.

Any teacher who becomes aware of a working facility issue in a building shall immediately report the problem to the building principal. It shall be the responsibility of the building principal to investigate the problem and take appropriate corrective action. If appropriate corrective action is not taken within a reasonable period of time, the issue may be referred to the Labor Relations Committee. Issues unresolved at this level will fall under Article IV of the Master Agreement.

SECTION 7 - Personnel File

A file for each employee shall be maintained in the Central Office. Such file shall be confidential to the extent permitted by law, except that the individual employee shall have access to his/her file upon request. The Superintendent, the Building Principal, the Treasurer of the Board, or other administrative personnel having a responsibility for such employee or his/her records, may have access to such file. Requests for such access shall be made to the Superintendent or the Treasurer of the Board. Personal files kept by the Building Principal shall be open to the employee.

When a Principal or other administrator finds it necessary to make notation in an employee's file, which reflects adversely upon the employee's conduct, service, character or personality, the employee shall be afforded an opportunity to read such notation by affixing his/her signature on the document filed. The employee also shall have the right to answer such notation and his/her answer shall be attached to the file copy and sent to all parties who have received such notation if requested by the member.

An employee may request material placed in his/her file since employment by the Board be removed. Such request shall be submitted in writing to the Superintendent. The Superintendent shall schedule a meeting with the employee within five (5) school days after receipt of the request. The employee, if he requests, may be accompanied by an Association representative. Upon agreement, the materials may be removed. If agreement on the removal of material from the files cannot be reached between the parties, the member may submit the issue to the Superintendent's level of the grievance procedure.

A member of the general public may review records of employees in the central office under the following conditions.

1. The teacher will be given oral notification as soon as possible after the request for review is made.
2. The file must be reviewed in the presence of the Superintendent or his/her designee.

3. The public may have access to all records in the personnel file at the central office except the following:
 - a) Medical records
 - b) Records pertaining to court proceedings that have been sealed
 - c) Trial preparation records
 - d) Confidential law enforcement investigation records
 - e) Records prohibited by state and federal law (e.g. BCII record checks)
4. Anonymous letters or materials shall not be placed in a teacher's file, nor shall they be made a matter of record at any administrative level.
5. A member is entitled to a copy of material in his/her file.

SECTION 8 - Parent Complaint

When a complaint is made by a parent or parents of a student, or any other member of the public concerning an employee which is deemed serious enough to become a matter of formal record, the employee shall be informed of the complaint. The employee and his/her principal shall attempt to resolve the complaint of the complaining party. If unable to resolve the complaint at the building level, the principal will notify the superintendent or his/her designee.

Such notification by the principal to the superintendent or designee shall be submitted in writing with the issues clearly defined. A copy of this notification shall be provided to the teacher(s) involved at least one day before any meeting or conference held with the superintendent/designee, the teacher(s), and Association representative.

This provision shall not apply to complaints of child abuse or neglect which shall be reported and investigated as required by Ohio law.

SECTION 9 - Parent-Teacher Conferences

The Equivalent of two (2) parent-teacher conference days may be scheduled by the Board of Education. The Board of Education may also schedule up to the equivalent of one (1) additional parent-teacher conference day for Grade K. Parent-teacher conferences may be scheduled beyond the regular teacher day. Should parent-teacher conferences be scheduled beyond the regular teacher day, teachers will be granted compensatory time off equivalent to the number of hours assigned beyond the normal workday.

Teachers will be consulted prior to the scheduling of individual parent-teacher conferences during the school day.

A "half day" for purposes of parent-teacher conferences equals three (3) hours.

SECTION 10 - Building Staff Meetings

Bargaining unit employees assigned to a school will be required to attend one (1) staff meeting per month during the school year as called by the Principal of that school. Where the bargaining unit employee is assigned to more than one school or building he/she will only be required to attend the monthly meetings in the building of the Principal who is responsible for evaluating that individual member. Except in the case of an emergency, such staff meetings will

not extend beyond one (1) hours. The Principal may schedule staff meetings during the school year in an emergency. Except in an emergency situation, the Principal shall give notice of such meeting to the affected employees not later than noon of the school day preceding the day in which the meeting is scheduled.

SECTION 11 - Classroom Supplies

Available money will be equitably allocated from the supply account for each regular full-time employee for the purchase of unanticipated miscellaneous classroom supplies as needed. All classroom supplies must be requisitioned by purchase order presented to the Treasurer of the Board through the administration. The allocation made pursuant to this provision does not prohibit the teacher from requisitioning other essential supplies.

SECTION 12 - Substitute Teacher

Every reasonable effort shall be made to acquire or recruit substitutes for absent teachers. Except where the Superintendent and/or Principal deem it an emergency, a regularly employed teacher will not be required to cover for an absent teacher.

If an administrator assigns a member to use their conference period to cover for an absent teacher, the teacher shall be paid fifteen dollars (\$15.00)

SECTION 13 - Attendance at Professional Meetings

The Greenville City School District recognizes the importance to the instructional program of continuous staff development in job competencies and, the desirability for staff to share their knowledge and leadership with other educators. Therefore, we encourage our employees to attend a wide variety of professional growth opportunities that are designed to provide leadership and growth in areas directly related to the individual's responsibilities. Examples of professional growth opportunities include, but are not limited to, advanced course work, conventions, conferences, workshops, in-service, committee workshops, visitations, clinics, curriculum meetings, and teacher exchange visitations between and within school districts. Released time to attend professional meetings will be given to provide the opportunities for certificated or licensed personnel to advance professionally. Pursuant to Section 3313.20, Ohio Revised Code, an employee may, upon recommendation of the Superintendent attend professional meetings as authorized and as delineated within the guidelines stated.

A. Classroom Teacher

The Board of Education shall provide one (1) professional meeting per employee (per school year) provided the request falls within the funds appropriated for such activities by the Board of Education.

The building principal may approve (and forward to the Superintendent for final approval) requests from his/her building staying within the funding limits appropriated for such purposes to his/her building. An overall limit of reimbursement for expenses incurred will be placed at four hundred dollars (\$400.00) and shall be limited to the following:

1. Transportation/Parking: Mileage will be reimbursed at the current district rate. If more than one teacher attends a meeting or convention, the travel allowance will be shared by those incurring expenses unless it is air travel. Parking fees shall

be reimbursed, with supporting receipts, at a rate not to exceed eight dollars (\$8.00) per day.

2. Lodging Accommodations: A maximum of eighty-five (\$85.00) per teacher, per night will be allowed upon presentation of receipt. Personal incidental expenditures listed on the receipt are not reimbursable. Lodging expenses will not be reimbursed for those professional meetings which occur within sixty (60) miles of the school district that are multiple days, or for those professional meetings that are one day in length.
3. Registration. Approved registration fees up to one hundred twenty-five dollars (\$125.00) are reimbursable with receipts. Where meals are included in the registration fee, the receipt shall indicate the number of meals covered and the combined cost. Registration may be paid by Purchase Order (See # 6 of this section).
4. Meals. Meals are reimbursable to a maximum of twenty-five dollars (\$25.00) per day with supporting receipts (1 one-day seminars/only lunch ten dollars (\$10.00)).
5. Other. Attendance at any given professional meeting or convention shall be limited to two (2) teachers per meeting per building of elementary schools, and not more than two (2) teachers per meeting per building at secondary schools. Attendance will be limited to a maximum of four (4) teachers per any given meeting for the district.

Exceptions to this shall be determined in judgment of the Superintendent.

6. Registration Payment By Purchase Order (Option): When registration fees are seventy-five dollars (\$75.00) or greater, the employee may choose to have the fee paid by purchase order.
7. Cancellation of Workshop Registration And/Or Attendance: To avoid loss of pre-paid registration fees or the incurrence of late charges to the district that result from late cancellations, it shall be the responsibility of the employee to meet any and all defined cancellation deadlines.

If an employee is unable to comply with a cancellation deadline, he/she may secure another employee to attend in the workshop to avoid loss of registration fee and undue charges to the district.

In the event an employee fails to meet a registration cancellation deadline and cannot secure another employee to attend, the employee shall be responsible to repay the District for any pre-paid registration fees provided by the District unless weather and other conditions beyond the control of the Member prevent the Member from traveling from the Greenville district to the workshop or conditions at the destination are such that access cannot be gained by the member.

It is incumbent upon the individual to insure that repayment is received by the District Treasurer for cancellation from either the conference/workshop provider or from themselves personally. Repayment may be made by personal check to

the district, or by authorized payroll deduction processed through the District Treasurer.

8. Guidelines For Processing Tuition Reimbursement And Use Of Purchase Order Option: Employees shall follow the established guidelines regarding the completion and filing of purchase orders, estimating mileage, individual and group registration, deadlines, acceptable and appropriate receipts, compliance with cancellation deadlines, and any other related topics. Changes to the established guidelines shall be by mutual agreement of the Treasurer, and the members of the Labor Relations Committee (LRC – defined in Article II, Section 8 of this Agreement). These guidelines shall be available to all employees through the building principal.
9. Tuition Reimbursement: The District shall provide funding for tuition reimbursement in the amount of nineteen thousand (\$19,000) per year for the duration of the agreement. The District shall reimburse employees up to two hundred dollars per class to a maximum of six hundred dollars (\$600.00) per employee per contract year for tuition paid to an accredited college or university for graduate level course work directly related to the employee's area of responsibility or to the employee's Individual Professional Development Plan (IPDP). The District's annual disbursement for tuition reimbursement shall not exceed the aforementioned amounts. Tuition reimbursement shall be disbursed on a "first come, first served" basis. Disbursements will be provided based on the availability of funds. The District Treasurer shall notify the bargaining unit members when the tuition reimbursement funds have been depleted and shall provide the GEA with an annual report accounting for the amount of dollars disbursed.
10. For accounting purposes, the date on which the course is scheduled to end shall be the date used to determine the disbursement year. Although approval of course selection makes the employee eligible for reimbursement it does not guarantee that funds will be available. Employees are encouraged to submit all documents required for reimbursement to the Superintendent in a timely manner.

For the purpose of this section, the contract year/disbursement year shall be defined as July 1 through June 30.

11. To Be Eligible For Reimbursement The Employee Must Meet The Following Qualifications: Application for tuition reimbursement must be made during the regular school year through the building principal and approved by the Superintendent prior to the first class meeting.
 - a) Course work must be graduate level.
 - b) Course work must be from an accredited college or university.
 - c) Course work must be directly related to the employees' area of responsibility or to the employees' Individual Professional Development Plan (IPDP).
 - d) Provide the Superintendent with an official transcript substantiating course completion and final grade of A, B, or equivalent.

- e) If course is pass/fail, transcript must substantiate course was passed.
- f) No reimbursement shall be provided for audited course work.
- g) Provide the Treasurer with appropriate receipt substantiating amount paid for course work.

The Superintendent shall provide written approval/disapproval to the applicant no later than twenty (20) workdays after receipt of the application. If the application is not approved, the Superintendent shall include reasons for the disapproval.

In the event that the Superintendent fails to provide written approval/disapproval or in the event the application is disapproved, the employee may appeal the decision to the Local Professional Development Committee (LPDC). Appeal to the LPDC must be made in writing no later than five (5) workdays after receipt of the Superintendent's written disapproval. The LPDC shall render a written decision regarding the appeal within twenty (20) workdays of receiving the appeal. The decision of the LPDC shall be final and binding and shall not be subject to the grievance procedure.

The Superintendent may disapprove an application for tuition reimbursement for financial reasons if allocated funds are depleted. This type of disapproval cannot be appealed to the LPDC or grieved under Article VI.

Reimbursement shall be made after the completion of course work and the submission of all required transcripts and appropriate receipts as outlined in the Guidelines. There shall be no reimbursement provided for audited course work. Reimbursement shall not exceed the actual amount paid for tuition.

Reimbursement may be subject to taxation in compliance with IRS regulations.

B. Directed Professional Leaves

The Superintendent has the authority, when he considers a meeting to be of sufficient importance to the welfare and interest of the school district to approve staff representation to attend and/or participate in such meeting(s)/conference(s) for periods in excess of the customary one day of professional leave per employee per year. Examples of directed professional leave days would include teachers in federal in-service grants, vocational, and curriculum meetings/contests.

If the cost for the directed professional development exceeds the approved expenditure limit of the District, the District may permit the additional cost, or the staff member will have the option to pick up the additional costs or not to attend.

C. Extra Duty Positions - Advisors, Coaches, Department Heads, Directors

The Board of Education may provide one professional leave day per employee per school year for each approved extra duty contract such as coach, advisor, director, or department head (professional leave request must be related to the contracted extra duty assignment).

D. Professional Leave Requests

Professional leave requests generally will not be authorized on the day before and after a holiday, the first three days of school for students, and the last day of school for students.

E. Professional Leave Follow-Up Reports

Participants at professional leave activities are required to file a follow-up written report to their immediate supervisor.

G. Professional Leave Approval

The Board authorizes the Superintendent to approve professional leave requests for all employees, other than himself/herself, provided the requests follow the Board-adopted policy on professional leave and the request is within the Board approved appropriations.

H. Professional Leave Forms Due Dates

Professional leave requests are due in the office of the Superintendent no later than one week prior to the date of leave requested.

SECTION 14 – Head Teacher

There shall be one (1) “Head Teacher” position at each Elementary (K-6) building. No less than five (5) “Head Teacher positions shall be added to the supplemental salary schedule. “Head Teachers” shall have the authority to perform administrative tasks during the “short term” absence of the building principal. Such authority shall be limited to student related administrative responsibilities. “Short Term” shall not exceed five (5) consecutive work days.

SECTION 15 - Professional Contracts

A. Limited Contracts

Teachers employed by the district will be offered limited contracts as detailed below on the recommendation of the Superintendent.

1 st , 2 nd and 3 rd Year in the District	1 Year Contract
4 th Year in the District	2 Year Contract
6 th Year in the District	3 Year Contract

Teachers who are not to be reappointed shall be notified in writing by the Treasurer, as confirmed by the Board, on or before April 30.

B. Continuing Contracts

1. Requirements:
In order to be eligible for a continuing contract a teacher must hold:
 - a. An Ohio eight year Professional Certificate, or
 - b. A Permanent or Life Certificate, or

- c. A Professional Educator Five Year License.

In addition, teachers must have at least three consecutive years of successful teaching experience in the Greenville City Public Schools. Teachers who have had a continuing contract elsewhere in Ohio become eligible for a continuing contract in the Greenville City Public Schools after serving a two year period.

2. Procedure:

A staff member wishing to be considered for tenure must notify the responsible administrator and Superintendent of this desire in writing by September 30 in the year preceding the Board action to grant a continuing contract. Those holding a Professional Educator Five Year License must have one of the following:

- a. If a Masters Degree was held at the time of initially receiving a certificate or license, six semester hours of graduate coursework or equivalent CEU's in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license. When CEU's are used to meet the continuing contract qualification, they must be verified on a LPDC verification form along with copies of CEU certificates.
- b. If no Masters Degree was held at the time of initially receiving a certificate or license, 30 semester hours of coursework in the area of certification or licensure or in an area related to the teaching field since the initial issuance of the certificate or license.

Staff members expecting to be placed on tenure must meet all criteria including transcripts, CEU's and certificate or license to the Superintendent on or before March 1. In the event a teacher becomes eligible for a continuing contract while they hold a multi-year contract, the teacher shall be considered for a continuing contract in the year in which they become eligible. All teachers being recommended for a continuing contract must be recommended in writing and the recommendation must be attached to the teacher's "Teacher Evaluation Form".

Teachers who have met all legal requirements to become eligible for a continuing contract but who have, in the opinion of the district supervisor or Superintendent, certain other deficiencies, shall be notified of such deficiencies in writing by the Superintendent as confirmed by the Board of Education on or before April 30. They may be placed on a probationary contract for a period of one year but not more than two.

If they are reemployed at the end of this probationary contract period, they shall be given a continuing contract. This probationary contract provision shall supersede and replace the extended limited contract procedures contained in *Ohio Revised Code* Section 3319.11(c).

SECTION 16 - Non-renewal of Contracts

It is agreed that an employee whose contract is non-renewed shall have the procedural rights set forth in 3319.11 of the *Ohio Revised Code* except that the issue before the Board and the court on appeal shall be whether the evaluation procedure in Article 2, Section 13 of the

contract has been followed but not the evaluation timelines of 3319.111 of the *Ohio Revised Code*.

SECTION 17 - Student Teachers

The Association and the Board believe the public school system has a responsibility for the college training of teachers. Part of this responsibility is to provide the means whereby a college student may work in a classroom situation under the supervision of a regular teacher. To this end, the Greenville City Schools, under the direction of the Superintendent, shall work with colleges and universities of the area in their student teacher programs.

The Superintendent shall make student teacher assignments to the respective buildings after consulting with the Building Principal. Building Principals shall consult supervising teachers prior to placement.

The student teacher shall work as a student in training under the supervision of a classroom teacher.

Student teachers are permitted to conduct class instruction for part of the day, but shall not be used as a substitute.

Field Experience: Classroom observation by a college student visiting teacher shall be arranged through the Building Principal when there are to be observations scheduled in the building. Such notification shall be made not later than twenty-four (24) hours prior to the observation.

SECTION 18 - Calamity Days

Any days schools are closed by the administration due to snow, or other inclement weather, calamity, or energy reasons; teachers shall not be required to report to their buildings.

When the administration determines that a delay in the starting time is necessary, teachers shall report no later than fifteen (15) minutes prior to the scheduled commencement of classes.

When the administration determines that an early dismissal is warranted, teachers shall not be required to remain more than five (5) minutes following the dismissal of students.

However, the Superintendent may make such emergency decisions necessary, in the best interest of the school district's education process, which would alter the defined normal procedures to be followed in the event of canceling, delaying, or early dismissing school.

SECTION 19 – Supplemental Contract Experience Transfer

Equal experience credit will be granted for movement from a supplemental activity to a same or similar supplemental activity.

SECTION 20 - Drug Free Policy and Awareness Program

A. Maintaining a Drug Free Workplace

The Greenville Board of Education is committed to maintain a drug free workplace and will enforce a policy requiring all employees to refrain from the use, sale, purchase, possession, or being under the influence of illicit drugs or alcohol while performing contractual duties and/or

while using school equipment. Employees who fail to comply with this policy will be subject to discipline, up to and including termination from employment, unless the employee uses the Rehabilitation Option described in this policy.

B. Violation of Drug Free Policy

Where this policy has been violated, the employee may, within approval of the Superintendent, elect to seek rehabilitation through an approved treatment program for continued employment under this Article. A Re-Entry Agreement, which will include an understanding that the employee will cooperate in all recommended treatment(s) and abstain from the use of any mind altering substance, must be signed by an employee electing this Rehabilitation Option. Rehabilitation in lieu of discipline is available only one (1) time during any employee's tenure of employment. Rehabilitation, whether taken voluntarily, or in lieu of discipline, shall be entirely at the employee's expense, and without pay, except as may be covered by applicable group health plan terms, sick leave policies, and other leaves of absence policies.

C. Reporting of Convictions

Any employee who is convicted of violating a criminal drug statute for conduct occurring in the workplace must report his/her conviction to the administration no later than five (5) working days after the conviction. Failure to do so will result in discipline up to and including termination from employment.

D. Employee Notification of Policy

Employees will be provided with information concerning alcohol and other drug abuse, as follows:

All employees will be provided with a copy of this policy.
The Superintendent will maintain information on community resources and employee benefits available to employees for assistance in dealing with chemical dependency problems.

E. Program Availability

The Board of Education does not maintain a drug/alcohol rehabilitation program, but the following program within the area available to employees who need help with a drug or alcohol problem:

Darke County Recovery Services

F. Conference & Right To Representation

Employees will be entitled to a conference with the Superintendent prior to any disciplinary action for alleged violations of this Section. The employee has the right to representation at the conference.

G. Medical Documentation

All medical documentation received by the Board when implementing this provision shall remain confidential to the extent legally possible.

SECTION 21 - Inclusion/Identification of Students

A. Inclusion

“Inclusion” refers to the placement of special needs students whose least restrictive environment has been determined to include the regular education classroom. The Board and the Association will work together to implement heterogeneous grouping of K-5 classrooms.

B. Teacher Involvement in the IEP Process

The regular classroom teacher who has taught the student most recently will be involved in the IEP process for the following year.

C. Custodial Duties

Except in emergency situations, teacher will not be expected to perform custodial duties for any student; e.g., diapering, toileting, or lifting.

D. Medical Procedures

Teachers will not be expected to perform invasive medical procedures such as catheterization or tube feeding; nor will they be expected to dispense medication.

E. Support Services

Support services required by the IEP will follow the student into the regular classroom to the extent feasible.

F. In-Service

The Board and the Association shall jointly plan an ongoing in-service dealing with inclusion and heterogeneous grouping. There will be equitable distribution of inclusion students per classroom as dictated by student needs. Representatives from the building staff development committees and the Board will meet to plan appropriate in-service programs on a district and building level with semi-annual review.

G. IAT Team Release Time and Compensation

Building principals will attempt to provide release time during the normal teacher workday for IEP development and for IAT teams to meet. An IAT Core team shall not exceed four bargaining unit members. IAT Core members who perform the duty for the entire school year shall be compensated as follows:

1. Elementary (K-4) at \$794.50 (2012-2015)
2. Grades 5 - 12 at 50% of the negotiated stipend rate for each IAT meeting up to a yearly maximum of \$397.25 (2012-2015)

SECTION 22 - Smoking Policy

Smoking and the use of tobacco products in school buildings, on school property, or in board owned vehicles are prohibited.

ARTICLE VII – DISCIPLINE

SECTION 1 - Just Cause

The Board of Education and Administration have the right to suspend, discipline, demote or discharge employees for just cause. Only the Board of Education shall have authority to discharge pursuant to ORC 3319.16 and 3319.161.

SECTION 2 - Progressive Discipline

Discipline includes the following steps. However, it shall be the administrator's decision at what step to begin, depending upon the nature and severity of the misconduct.

1. Informal Procedure. Most cases will be disposed of by an informal verbal warning without formal disciplinary action. The administration is required to document any verbal warning and provide a copy of this document to the teacher. This document shall not be placed in the personnel file, but may be kept by the employee's appropriate administrator.
2. Formal Procedure.
 - a. Formal disciplinary action shall be commensurate with the employee's offense. While this may mean termination, it may also mean the repetition of lesser discipline without progressing to the next step. The provisions of this article shall not preclude the Board of Education and administration from imposing disciplinary action less severe than immediate discharge or immediate suspension, if in the exercise of discretion, such action is warranted by the facts and circumstances of a case.
 - b. While any administrator may issue a verbal warning or written reprimand, only the Superintendent shall have authority to suspend a teacher.
 - c. The Steps:
 - 1) First Step – written reprimand;
 - 2) Second Step – suspension(s) with or without pay; and
 - 3) Third Step – termination.
3. Due Process Procedure. Except in cases requiring immediate suspension, no teacher shall be disciplined without first having been given due process in accordance with the following procedures:
 - a. Notice of allegations and conference. A written notice setting forth the allegations which, if substantiated, could result in disciplinary action, shall be sent to the employee. The notice shall include the time and place of a conference to discuss the allegations.
 - b. Conference. The conference to discuss the allegations shall be attended by the teacher and, upon request, by the teacher association representative. The conference shall be held no sooner than five (5) working days nor later than ten (10) working days following the mailing of

the notice of the allegation or at the time and place mutually agreed upon by the parties.

- c. Notification of Disposition. The teacher and Association President shall be notified by personal service or by certified mail of the disposition of the matter. If a determination has been made to take disciplinary action, the notice of disposition shall include the disciplinary action to be taken and the reason for the action.
 - d. In the case of immediate suspension, the written notice of allegations shall be presented to the teacher within twenty-four (24) hours following the suspension, and the conference shall be held as expeditiously as possible.
4. No teacher shall be disciplined in the presence of other teachers or in public.
 5. The member of the bargaining unit shall be notified of the right to be represented at each step of the discipline procedure. At no time shall the member be denied the presence of a representative.
 6. Disciplinary action is subject to the grievance procedure as set forth in this contract.

ARTICLE VIII - LEAVE OF ABSENCE

SECTION 1 - Personal Leave

The Board will grant three (3) days of leave during each school year without loss of salary to employees for the purpose of transacting personal business or attending to affairs of a personal nature which cannot be conducted outside the regular school day. Except in emergency circumstances, a request for personal leave must be made to the building principal at least three (3) days prior to the time of leave and the building principal shall clear the leave with the Superintendent. Such leave will not be deducted from sick leave. Such leave may be taken in units of one-half (1/2) day cumulative to three (3) days. It is understood between the parties that personal leave is not intended to extend holidays or official school recesses. Except in emergency circumstances, a request for such leave occurring immediately prior to or following a holiday during the school year will not be granted.

Should school be closed during an employee's personal leave by "emergency", such day will not be charged to the employee as a personal day.

SECTION 2 – Personal Leave Conversion

An employee may choose conversion of unused personal leave to either sick leave or for Board purchase. If an employee chooses sick leave conversion, that employee may convert up to three (3) personal days, including half days.

If an employee selects to convert his or her unused personal leave for Board purchase, that employee may have up to three (3) whole days of personal leave paid at the current per diem for substitute teachers. All use of said personal leave is forfeited upon its purchase by the Board. Purchase of days shall be limited to full day increments of personal leave.

The selection of either conversion to sick leave or Board purchase shall be made by the employee at the end-of-the-year check-out process. An employee may not combine the two available methods of conversion of personal leave. If the employee selects the Board purchase option, payment shall be made by the Treasurer by July 30th.

Employees who do not work any days in a school year shall have no personal leave purchased by the Board.

SECTION 3 – Sick Leave

Pursuant to Section 3319.141, *Ohio Revised Code*, each employee is entitled to fifteen (15) days sick leave with pay per year, which shall be credited at the rate of one and one-fourth (1-1/4) days per month. Employees, upon approval of the Superintendent, may use sick leave for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury or death in the employee's immediate family. For this purpose, "immediate family" includes father, mother, brother, sister, husband, wife, child, father-in-law, mother-in-law, grandparents, grandchildren, brother-in-law, sister-in-law, son-in-law, daughter-in-law or any other person who has clearly stood in same relationship with the employee.

Employees may not be in attendance for a supplemental contract event if a personal illness is used as the reason for sick leave. If an employee uses sick leave for an immediate family

member, or to attend a medical appointment they may be in attendance for the supplemental contract event. Employees may also be in attendance for a supplemental contract event if a personal day is taken.

Unused sick leave shall be cumulative up to two hundred fifteen (215) days for nine (9) month and ten (10) month contracts two hundred twenty-five (225) days for an eleven (11) month contract, and two hundred thirty-five (235) days for a twelve (12) month contract.

Employees who render part-time, seasonal, intermittent, per diem or hourly service shall be entitled to sick leave for the time actually worked at the same rate as that granted to full-time employees.

An employee must furnish the signed negotiated form to justify the use of sick leave. If medical attention is required, the employee's statement shall list the name and address of the attending physician and the dates when he/she was consulted.

Where possible, an employee must notify his/her Building Principal or designee on the evening prior to his/her absence that he/she will be absent the next day. If this is not possible, such notice must be given the next morning between 6:30 and 7:00 A.M., except in an extreme emergency. The employee must notify the Building Principal before the end of the school day on the day before the employee is to return to work. The Board will attempt at all times to maintain an adequate list of substitutes and shall call substitutes when absences occur.

Should the schools be closed during the period of an employee's sick leave by an "emergency" day or holiday, as called by the Superintendent, such employee will not be charged with a sick day.

Upon written request of an employee whose illness extends beyond the amount of his/her accumulated sick leave, the Board may grant an additional leave of absence without pay for the duration of such illness, but not to exceed two (2) consecutive school years; provided, that no sick leave shall be granted after the employee's retirement or termination of the employee's contract of employment.

Any member who has exhausted accumulated sick leave, may be granted an advance of five (5) days sick leave, however, the days shall constitute a part of the total days for which the employee is eligible during the school year.

The denial of such advancements shall be neither arbitrary nor capricious in its application.

A. Family Medical Leave Act

The Board will provide leave to eligible employees consistent with Family Medical Leave Act (FMLA) of 1993 and all subsequent amendments. Eligible employees are entitled to up to 12 weeks of unpaid family and medical leave during a 12-month period beginning July 1 and ending June 30. The District will continue to pay the District's share of the employee's health benefits during the leave. In addition, the District will restore the employee to the same or a similar position after the termination of the leave in accordance with Board policy.

In complying with the FMLA, the District will adhere to the requirements of applicable Federal and State laws.

B. Use of Sick Leave for Funerals

A maximum of five (5) days per incident may be taken for immediate family as defined in the preceding paragraph with supporting documentation (obituary notice, funeral home memorial brochure). The Superintendent may approve additional days as needed.

Additionally, sick leave may be used to attend funerals for aunts, uncles, nieces, and nephews with supporting documentation (obituary notice, funeral home memorial brochure) ONLY after personal leave days have been exhausted. A maximum of five (5) days per incident (personal and sick leave total) may be taken.

C. Extended Sick Leave for Catastrophic Illness

In the event of a catastrophic (life-threatening) illness or injury, any bargaining unit member may request and the Superintendent may grant up to ten (10) additional sick leave days per person per year, provided the following criteria are met:

All accumulated sick leave has been exhausted;
Appropriate documentation of the catastrophic illness shall be submitted to the Superintendent along with the request for the additional day(s); and
The additional sick leave days shall be used in accordance with the "immediate family" as defined in Section 2A of this Article.

Denial of a request for additional sick leave day(s) for catastrophic illness or injury shall be neither arbitrary nor capricious in its application. Denial of the request for additional day(s) shall be subject to the grievance procedure (Article IV).

D. Maternity Leave

For the purposes of this section, maternity leave shall be defined as the period of time immediately following: (1) the natural birth of a child or (2) the period of time after a child whom it is the intent of the employee to adopt is placed in the home. This may include a foster-to-adopt placement (as defined by Children's Services) or a private adoption.

Any employee (male or female) may use up to thirty (30) working days of sick leave during the school year for maternity leave. Holidays or days in which school is closed shall not be included in the thirty days. In the case of a Cesarean section, the employee shall be entitled to use up to forty (40) working days of sick leave during the school year for maternity leave.

For children born/placed during the summer break (the non-contracted teacher work days-184 days) the maternity leave will commence immediately following the birth/ placement of the child.

For example: A child is born/placed on August 5th, 2008 (a Tuesday) and the new teacher contract year starts on August 22nd, 2008 (Friday). The teacher will be entitled to use eighteen (18) paid sick leave days. If Cesarean is involved the teacher will be entitled to twenty-eight (28) paid sick leave days.

Any employee may invoke his/her Family Medical Leave Act privileges after or in place of the use of the above maternity leave. The unpaid FMLA leave will not run concurrently with the use of sick leave under this section.

SECTION 3 - Sabbatical Leave

Pursuant to Section 3319.131, Revised Code of Ohio, an employee who has completed five (5) years of service in this school district, upon the recommendation of the Superintendent and with the approval of the Board, will be granted a leave of absence not to exceed two (2) semesters with part pay, subject to the following conditions:

A. Eligibility

Not more than five percent (5%) of the professional staff of the district who are eligible may be granted sabbatical leave at any time.

B. Salary

An employee on sabbatical leave shall be paid a part salary equal to the difference between the substitutes pay and the employee's expected salary under the provision of Salary Schedule "A" or "B" whichever is applicable.

C. Restrictions

No employee will be granted sabbatical leave more than once for each five (5) years of service, nor shall a second sabbatical leave be granted to an employee when other employees have filed a request for such sabbatical leave.

SECTION 4 - Assault Leave

Pursuant to Section 3319.143, Revised Code of Ohio, an employee who is absent due to physical disability resulting from an assault which occurs in the course of Board employment will be granted leave with pay up to a maximum of ten (10) days where the nature of the disability and its duration has been verified by a physician's statement.

SECTION 5 - Leave Without Pay

Absence from duty for personal business (not covered by personal leave) and other causes not mentioned in Board Policy shall be classified as deduct days and result in full loss of pay for that absence. When deductions are made for such absences, the following method of computing a day's pay shall be as follows:

Total salary will be divided by the number of workdays on the contract.

This shall determine the daily rate and shall be used to determine the amount deducted.

Use of leave without pay during days when school is in session is prohibited unless extenuating circumstances apply. The Superintendent is responsible to assess these circumstances.

SECTION 6 – Use of the Employee Kiosk

Use of the Employee Kiosk, a computerized leave system, shall be used for the purpose of leave requests.

In the case of a request of Family Medical Leave Act requirements, this negotiated document should continue to be used along with the entering of the information to the Kiosk.

Professional leave requests shall initially be entered in the Kiosk for securement of substitutes, with the Professional Meetings-Clinics form used for registration, mileage reimbursement, etc.

In-service on the use and guidelines of the Employee Kiosk will take place prior to September 1, 2013.

ARTICLE IX - NEGOTIATIONS

SECTION 1 - Procedures

A. Collaborative Bargaining

Both the Association and the Board support and prefer a collaborative bargaining process. Given the time intensive nature of the collaborative bargaining process, if both parties agree that such a method will be used, the parties will attempt to begin the process no later than January of the bargaining year.

B. Initiating Negotiations

Except by mutual agreement between the parties to the contrary, the party wishing to initiate negotiations as permitted by the contract shall file a written notice of that fact with the State Employment Relations Board no sooner than 90 days prior to the expiration of the contract, and serve a copy of said notice on the duly-authorized representative of the other party.

A pre-negotiations meeting shall be held at a mutually agreed to time and place after notice of intention to terminate, modify, or amend the contract has been served. At this meeting, the parties will decide upon the process to be used for negotiations, i.e., interest based bargaining (IBB) or traditional negotiations, and the ground rules for conducting the same.

C. Exchange of Proposals

At the first meeting, the parties shall exchange their written proposals. Neither party may add proposals after the first meeting without the mutual consent of the other.

D. Negotiation Teams

Each team shall be made up of up to six (6) people of the parties' choice. Each team shall designate a chairperson.

E. Alternative Dispute Resolution

The Board and Association agree to utilize an alternative dispute procedure through the Federal Mediation and Conciliation Service, as opposed to the fact finding process contained in O.R.C. Section 4117.14(C) and under Ohio Administrative Code Rule 4117-9-05(B), (C). The parties, by mutual agreement, can select a mediator other than the one provided by the Federal Mediation and Conciliation Service.

F. Negotiation Item Agreement

As negotiation items receive tentative agreement, they shall be reduced to writing and initialed by each party. Such initialing shall not be considered binding or as a final agreement by the parties.

G. Agreement

When an agreement is reached by the teams, that agreement shall be reduced to writing and signed by the chairperson of each team. Each team will recommend favorably to its members the acceptance of the tentative agreement. The tentative agreement shall be submitted to the Association for possible ratification and the results of the ratification vote by the Association's membership shall be communicated to the Board in writing by the President of the Association. Upon receipt of notification that the Association has ratified the agreement, the Board shall meet within 14 days to consider the approval or non-approval of the tentative agreement. If the tentative agreement is likewise approved by the Board of Education it shall then be signed by the duly authorized representatives of the Board and the Association.

SECTION 2 - Impasse

In the event agreement is not reached after 60 days from the filing of the notice to negotiate, either party shall have the right to request assistance of a mediator from the Federal Mediation and Conciliation Service (FMCS) and such request shall be deemed a joint request.

If the parties are unable to reach agreement by the expiration date of their collective bargaining agreement or any extension thereof to which they have mutually agreed, and the impasse procedures of this contract have been completed without agreement, an impasse shall exist and either party may exercise all rights guaranteed to them pursuant to O.R.C. 4117.

It is agreed that this procedure substitutes for and replaces the impasse procedures contained in Chapter 4117 of the *Ohio Revised Code*, except as noted.

SECTION 3 - In-Term Bargaining

In the event that the parties enter into in-term bargaining, such bargaining shall last no longer than thirty (30) calendar days from the initial meeting of the parties. If, during such bargaining either party declares impasse, the parties shall send a Joint Request for Mediation to the FMCS. Mediation shall not exceed thirty (30) calendar days without mutual agreement of the parties.

ARTICLE X - MISCELLANEOUS

SECTION 1 - WAIVER

The parties acknowledge that during the negotiations which resulted in the Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of such rights and opportunity are set forth in this Agreement. Therefore, both the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agree that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been with the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

SECTION 2 - Separability

In the event that any of the terms or the provisions of this Agreement shall be or become invalid or unenforceable by reason of any federal, state or local law now existing or hereafter enacted, or any decision of a court of last resort, such invalidity or unenforceability shall not affect or impair any other provision hereof.

SECTION 3 - Duration

This Agreement shall commence upon execution by the parties, and shall end June 30, 2015. The Agreement shall continue in full force and effect from year to year thereafter unless written notice of a desire to modify or terminate this contract is served by either party upon the other at least ninety (90) days prior to the aforesaid expiration date, or at least ninety (90) days prior to the annual expiration date of any subsequent years.

SECTION 4 - Agreement Printing

The Board and the Association will divide equally the cost of providing each Teachers, Administrator, and Board Member with a copy of this contract and any supplements thereto. Copies of the contract shall be distributed by the Association. Each party shall receive twenty-five (25) additional copies of the contract for its own use.

ARTICLE XI - ENTRY YEAR/MENTORING OF TEACHERS

The following provisions shall apply to the entry year/mentoring of teachers:

- A. The identification of an entry year teacher shall be in accordance with the State Department of Education (ODE) definition.
- B. All entry year teachers shall be assigned a mentor. Other teachers who are new to the district and who do not meet the ODE definition of entry year teacher may also be assigned a mentor.
- C. Mentor positions shall be posted in all buildings contingent on the need for mentors. Persons who desire to be considered for mentor positions should submit a letter of interest to the Superintendent.
- D. In the event a mentor and/or an entry year teacher decide the relationship is not beneficial, the mentor and/or the entry year teacher may request of the responsible administrator an appropriate adjustment.
- E. Every effort shall be made to assign a mentor who has certification or license in the same area as the entry year teacher.
- F. Mentors shall not provide input to the administration regarding the evaluations of entry year teachers. Mentors shall be held harmless in the event an entry year teacher does not meet the requirements for licensure.
- G. The responsibilities of a mentor shall include, but are not limited to assisting the entry year teacher with the following:
 - 1. Classroom management
 - 2. Identification and meeting individual student needs, interests and problems
 - 3. Effective teaching techniques
 - 4. Understanding the district's instructional philosophy, policies and procedures
 - 5. Obtaining adequate instructional materials and resources
 - 6. Communicating with parents
 - 7. Collegial relationships
- H. Building administrators shall work to provide time during the school day for the mentor and the entry year teacher to communicate and plan together. Substitutes may be hired, if needed, to provide this time.
- I. Upon completion of the duties, each mentor shall receive a stipend of three hundred dollars (\$300.00) for each year of the contract per each entry year teacher assigned. The mentor shall be required to submit appropriate documentation of the work with the entry year teacher prior to authorization of payment.
- J. The provisions of this Article shall not be subject to the grievance procedure when brought by the entry year teacher.

ARTICLE XII - ROTC PROGRAM

WHEREAS, the Board and the Association support the concept of a pilot ROTC program at Greenville Schools; and,

WHEREAS, the Board has and will be employing retired military personnel governed by certain federal regulations to teach in this program; and,

WHEREAS, it is agreed that such teaching personnel are members of the bargaining unit set forth in the Master Agreement between the parties;

THEREFORE, the parties have entered into this Agreement delineating the modifications to the Master Contract as necessary to the implementation of the ROTC program at Greenville Schools, and agree as follows:

SECTION 1 - ROTC Teachers Salary

Article V, Section 1 is modified to reflect that for ROTC teachers only, the annual salary is based upon 184 duty days to be made up as follows:

- | | |
|-----|--|
| 180 | Student days (including two parent/teacher conference days) |
| 1 | In service day before the first student day of the school year. |
| 3 | Work days as follows: <ul style="list-style-type: none">- Day before the first student day of the school year.- First work day after the last day of the first semester.- Last day of school year. |

In addition, there will be 25 additional duty days for camp, training, and other activities necessary for the effective implementation of the ROTC program.

SECTION 2 - Mileage

Article V, Section 3 will apply except when ROTC teachers are attending required seminars, in which case, they will be reimbursed at the current required military rate per mile.

SECTION 3 – Professional Meeting Attendance

Article VI, Section 13 is modified to reflect that the ROTC teachers will be required to attend certain seminars each year, and will be reimbursed at the required military per diem, and at the required military rate for such required seminars. Should additional professional leave be requested, the conditions of Article VI, Section 13 will apply.

SECTION 4 – Contracts

Article VI, Section 15 is modified to reflect that ROTC teachers have been issued administrative contracts, in order to facilitate the pay treatment required by the federal government for percentage reimbursement to Greenville Schools. This in no way should be interpreted to mean required administrative duties for these teachers, nor does it make them supervisors under ORC 4117.

SECTION 5 - Salary

The Addendum to the Master Agreement on teacher's salaries does not apply to the ROTC teachers as their salary is determined by the federal required minimum salary in effect at any given time.

SECTION 6 - Grievance Procedure

Allegations that Greenville Schools have misinterpreted, misapplied, or violated any Article of the Master Agreement, or have erred in administering this Agreement may be processed through the contractual grievance procedure. However, any dispute with the military or the U.S. Government regarding the terms and conditions of the teachers funding through those entities shall not be a grievance under this Contract.

ARTICLE XIII- LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

The Local Professional Development Committee (LPDC) is a powerful way for educators to take charge of their learning. This is a very positive shift toward the dynamic process of continuous improvement. Educators will create their own Individual Professional Development Plans. The LPDC will review and approve these plans. It is the role of the Local Association to select teacher members and to facilitate their work on the LPDC by making sure the conditions are appropriate. It is the role of the Board to select administrative members for the LPDC.

The LPDC membership shall be comprised of teachers and administrators with a majority of the committee being teachers. Each building in the district shall have representation on the committee. Should a situation arise where there is no voluntary participation in one building, after discussion between the Superintendent and GEA at the monthly Labor Relations Committee meeting, this requirement can be waived. The Local Association shall select the participating classroom teachers through a process established by the Local Association. The Superintendent shall select the administrative members. Selections will be in accordance with the LPDC guidelines as adopted.

The structure for the LPDC established by statute shall take precedence over any other structure previously established by board policy or collective bargaining.

The LPDC shall have the responsibility for establishing criteria appropriate for inclusion in Individual Professional Development Plans and also approving Individual Professional Development Plans submitted by certified/licensed education employees.

The LPDC shall approve coursework, CEU's, Individual Professional Development Plans and other professional development activities for license renewal.

Whenever an Individual Professional Development Plan (IPDP), request for certification or license of an administrator or treasurer is being discussed or voted upon, the LPDC shall, at the request of one of the administrators or treasurer, cause a majority of the Committee to consist of administrative members by reducing the number of teacher members voting on the plan.

Expenses incurred by the LPDC members related to the activities and purpose of the LPDC shall be reimbursed by the Board with prior written approval of the Superintendent.

Annually, at the initial meeting of the LPDC, the committee members shall elect a Chairperson and a Secretary. The Chairperson shall conduct the remainder of the meeting. The Secretary shall record the minutes of the meeting. Robert's Rules of Parliamentary Procedure shall be followed. Annually, the Chairperson shall place the following items on the initial meeting agenda for review and disposition by the committee – "the LPDC guidelines; the Mission Statement; the terms of Office for the Chairperson, Secretary, and any other LPDC officers determined by the committee members to be necessary; (election of LPDC officers shall be in compliance with the Constitution and By Laws); a calendar of meetings; criteria for determining acceptability of professional development activities for inclusion in Individual Professional Development Plans (IPDP's); and any other business of the LPDC appropriate to facilitate the committee's charge as defined in O.R.C. 3319.22.

All meetings of the LPDC shall be scheduled by the committee members. LPDC members shall be compensated in accordance with the supplemental salary schedule.

Upon approval by the Superintendent, the Board shall provide training of LPDC members and training of bargaining unit members on the development and submission of Individual Professional Development Plans.

The LPDC shall maintain all records of LPDC actions, activities, and meetings.

As employee(s) of the school district, members of the LPDC are indemnified for actions that arise out of their activities on an LPDC.

Any teacher who fails to secure and maintain the appropriate licensure/certification to teach in the area, to which the teacher is currently assigned, shall be paid at a substitute rate of pay until the appropriate licensure is received. Retroactive pay will not be provided unless the teacher can document that the appropriate paperwork was submitted to the Superintendent's designee by June 30 of the year his/her certificate/license expires. The teacher shall be required to apply for and receive a substitute license in order to be paid. Failure to secure the appropriate regular teaching license/certification for the instructional area to which the teacher is currently assigned within the remainder of the current school year or six (6) months shall be immediate grounds for dismissal. Maintaining the appropriate certification/licensure for the subject area to which the teacher is currently assigned is the responsibility of the individual teacher.

ARTICLE XIV - COMPENSATION FOR WORK BEYOND THE REGULAR WORKDAY AND SPECIAL ADMINISTRATIVE ASSIGNMENTS

The Board shall provide compensation for curricular work that extends beyond the regular teacher workday of seven (7) hours and fifteen (15) minutes and/or special administrative assignments.

Once the teacher has been directed to perform beyond the regular workday and/or special, administrative assignments, time sheets are to be completed by the employee and supervisor and forwarded to the Assistant Superintendent or Director of Administrative Services. The Assistant Superintendent or Director of Administrative Services shall authorize payment, check for proper rates(s) of pay and appropriate account number(s), and then forward the time sheet to the Treasurer's office for payment.

The following will govern curricular compensation:

1. The rate shall appear at the bottom of each salary schedule (Addendum "A").
2. All work completed outside the regular workday will be compensated at the negotiated stipend rate with the exception of the following:
 - a) Staff development/in-service presenters shall receive compensation in the amount of two and one-half (2 1/2) times the length of the presentation to compensate for the planning and presentation time. Example – thirty (30) minute presentation would result in compensation of one (1) hour and fifteen (15) minutes.
 - b) Employees who grade a district directed assessment, outside of the school day, will each be compensated for up to eight (8) hours of work at the negotiated stipend rate not to exceed eight (8) hours.

ARTICLE XV – TECHNOLOGY

Section 1 - Building Technology Support

A minimum of one (1) Building Technology Support position shall be maintained at each academic building. Appropriate qualifications will be determined by the Director of Administrative Services in consultation with the other district technology support personnel. When no teacher within an academic building is willing to serve in this position, a qualified non-teacher may be employed to fulfill the responsibilities of building technology support.

Section 2 – Technology Utilization

- A. Staff members agree to follow the regulations set up by Board Policy for staff network and Internet acceptable use and safety agreement.
- B. Teachers supervising students using the Internet shall take reasonable measures to assure that students are adhering to the usage agreement signed yearly by the students and parents/guardians.
- C. Teachers shall not suffer disciplinary action due to violation of Internet usage policy by students unless it can be shown that the teacher failed to use reasonable care in monitoring student conduct.
- D. Internet usage agreements shall not deny staff members' due process rights.

ARTICLE XVI – DURATION AND AGREEMENT

IN WITNESS WHEREOF, THE PARTIES HERETO, BY THEIR DULY AUTHORIZED REPRESENTATIVES, HAVE EXECUTED THIS AGREEMENT EFFECTIVE ON JULY 1, 2012 AND RATIFIED ON MARCH 19, 2013.

GREENVILLE EDUCATION ASSOCIATION

By: 
President

By: 
Negotiations Chairperson

By: 
Committee Member

By: 
Committee Member

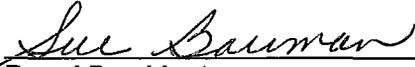
By: 
Committee Member

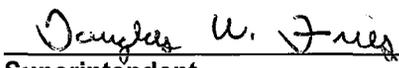
By: 
Committee Member

By: 
Committee Member

By: 
Committee Member

BOARD OF EDUCATION OF THE GREENVILLE CITY SCHOOL DISTRICT

By: 
Board President

By: 
Superintendent

By: 
Treasurer

ADDENDUM A – SALARY SCHEDULES

SCHEDULE A - Teacher Salary Schedule 2012-2013

Greenville City Schools

Base Salary

\$33,350

TEACHER SALARY SCHEDULE

2012-2013

YEARS EXP.	I NON- DEGREE	II BS	III BS+15 OR 135 Sem. Hrs.	IV BS +30 or 150 Sem. Hrs.	V Masters	VI Masters +15 Sem. Hrs.
0	31,182	33,350	34,351	35,351	36,685	38,353
	0.935	1	1.03	1.06	1.1	1.15
1	32,183	34,517	35,685	36,852	38,353	40,187
	0.965	1.035	1.07	1.105	1.15	1.205
2	33,183	35,685	37,019	38,353	40,020	42,021
	0.995	1.07	1.11	1.15	1.2	1.26
3	34,184	36,852	38,353	39,853	41,688	43,855
	1.025	1.105	1.15	1.195	1.25	1.315
4	35,184	38,019	39,687	41,354	43,355	45,690
	1.055	1.14	1.19	1.24	1.3	1.37
5	36,185	39,186	41,021	42,855	45,023	47,524
	1.085	1.175	1.23	1.285	1.35	1.425
6	37,185	40,354	42,355	44,356	46,690	49,358
	1.115	1.21	1.27	1.33	1.4	1.48
7	38,186	41,521	43,689	45,856	48,358	51,192
	1.145	1.245	1.31	1.375	1.45	1.535
8	39,186	42,688	45,023	47,357	50,025	53,027
	1.175	1.28	1.35	1.42	1.5	1.59
9	0	43,855	46,357	48,858	51,693	54,861
		1.315	1.39	1.465	1.55	1.645
10	0	45,023	47,691	50,359	53,360	56,695
		1.35	1.43	1.51	1.6	1.7
11	0	46,190	49,025	51,859	55,028	58,529
	0	1.385	1.47	1.555	1.65	1.755
12	0	47,357	50,359	53,360	56,695	60,364
	0	1.42	1.51	1.6	1.7	1.81
17	0	48,524	51,693	54,861	58,363	62,198
	0	1.455	1.55	1.645	1.75	1.865
22	0	49,692	53,027	56,362	60,030	64,032
	0	1.49	1.59	1.69	1.8	1.92
	0.03	0.035	0.04	0.045	0.05	0.055

AP Test Administration, Intervention Tutors, LD Instructional Tutors, GED Testing, Summer School Instructors and After School Drivers Education - \$25.34 per hour effective 8/1/11

Home Instruction Teachers - \$ 22.53 per hour effective 8-1-11

Saturday School Supervisor (5-12) - \$ 64.88/day effective 8-1-11

Evening School Supervisor (5-12) - \$ 64.88/day effective 8-1-11

Saturday School Supervisor (K-4) - \$ 38.93/day effective 8-1-11

Evening School Supervisor (K-4) - \$ 38.93/day effective 8-1-11

BS/135 Semester Hours: The employee has completed a total of 135 semester hours that include a BS Degree

BS/150 Semester Hours: The employee has completed a total of 150 semester hours that include a BS Degree

*MA+15 Semester Hours: The employee has completed a total of 15 semester hours after receiving date of his/her MA Degree

*NOTE: See Article V, Section 1, D for Salary Schedule Advancement

Stipend rate for work defined in Article XIV - \$17.53 per hour

SCHEDULE B - Teacher Salary Schedule 2013-2014

**Greenville City Schools
TEACHER SALARY SCHEDULE
2013-2014**

Base Salary

\$33,350

STEPS **	YEARS EXP.	I NON- DEGREE	II BS	III BS+15 OR 135 Sem. Hrs.	IV BS +30 or 150 Sem. Hrs.	V Masters	VI Masters +15 Sem. Hrs.
0	1	31,182 0.935	33,350 1	34,351 1.03	35,351 1.06	36,685 1.1	38,353 1.15
1	2	32,183 0.965	34,517 1.035	35,685 1.07	36,852 1.105	38,353 1.15	40,187 1.205
2	3	33,183 0.995	35,685 1.07	37,019 1.11	38,353 1.15	40,020 1.2	42,021 1.26
3	4	34,184 1.025	36,852 1.105	38,353 1.15	39,853 1.195	41,688 1.25	43,855 1.315
4	5	35,184 1.055	38,019 1.14	39,687 1.19	41,354 1.24	43,355 1.3	45,690 1.37
5	6	36,185 1.085	39,186 1.175	41,021 1.23	42,855 1.285	45,023 1.35	47,524 1.425
6	7	37,185 1.115	40,354 1.21	42,355 1.27	44,356 1.33	46,690 1.4	49,358 1.48
7	8	38,186 1.145	41,521 1.245	43,689 1.31	45,856 1.375	48,358 1.45	51,192 1.535
8	9	39,186 1.175	42,688 1.28	45,023 1.35	47,357 1.42	50,025 1.5	53,027 1.59
9	10	0	43,855 1.315	46,357 1.39	48,858 1.465	51,693 1.55	54,861 1.645
10	11	0	45,023 1.35	47,691 1.43	50,359 1.51	53,360 1.6	56,695 1.7
11	12	0	46,190 1.385	49,025 1.47	51,859 1.555	55,028 1.65	58,529 1.755
12	13	0	47,357 1.42	50,359 1.51	53,360 1.6	56,695 1.7	60,364 1.81
17	18	0	48,524 1.455	51,693 1.55	54,861 1.645	58,363 1.75	62,198 1.865
22	23	0	49,692 1.49	53,027 1.59	56,362 1.69	60,030 1.8	64,032 1.92
		0.03	0.035	0.04	0.045	0.05	0.055

AP Test Administration, Intervention Tutors, LD Instructional Tutors, GED Testing, Summer School Instructors and After School Drivers Education - \$25.34 per hour effective 8/1/11

Home Instruction Teachers - \$ 22.53 per hour effective 8-1-11

Saturday School Supervisor (5-12) - \$ 64.88/day effective 8-1-11

Evening School Supervisor (5-12) - \$ 64.88/day effective 8-1-11

Saturday School Supervisor (K-4) - \$ 38.93/day effective 8-1-11

Evening School Supervisor (K-4) - \$ 38.93/day effective 8-1-11

BS/135 Semester Hours: The employee has completed a total of 135 semester hours that include a BS Degree

BS/150 Semester Hours: The employee has completed a total of 150 semester hours that include a BS Degree

*MA+15 Semester Hours: The employee has completed a total of 15 semester hours after receiving date of his/her MA Degree

*NOTE: See Article V, Section 1, D for Salary Schedule Advancement

Stipend rate for work defined in Article XIV - \$17.53 per hour

** Steps are frozen for the 2013-2014 as prescribed written the agreement.

New employees who are hired on a beginning step zero will be employees held on the same step for the ensuing year also known as the 2014-2015 school year.

Newly hired teachers shall be hired at one less step than their experience level would dictate except for those on step 0.

(See ARTICLE V - COMPENSATORY ITEMS)

SCHEDULE C - Teacher Salary Schedule 2014-2015

**Greenville City Schools
TEACHER SALARY SCHEDULE
2014-2015**

Base Salary

\$33,517

STEPS	YEARS EXP.	I NON- DEGREE	II BS	III BS+15 OR 135 Sem. Hrs.	IV BS +30 or 150 Sem. Hrs.	V Masters	VI Masters +15 Sem. Hrs.
0	1	31,338 0.935	33,517 1	34,523 1.03	35,528 1.06	36,869 1.1	38,545 1.15
1	2	32,344 0.965	34,690 1.035	35,863 1.07	37,036 1.105	38,545 1.15	40,388 1.205
2	3	33,349 0.995	35,863 1.07	37,204 1.11	38,545 1.15	40,220 1.2	42,231 1.26
3	4	34,355 1.025	37,036 1.105	38,545 1.15	40,053 1.195	41,896 1.25	44,075 1.315
4	5	35,360 1.055	38,209 1.14	39,885 1.19	41,561 1.24	43,572 1.3	45,918 1.37
5	6	36,366 1.085	39,382 1.175	41,226 1.23	43,069 1.285	45,248 1.35	47,762 1.425
6	7	37,371 1.115	40,556 1.21	42,567 1.27	44,578 1.33	46,924 1.4	49,605 1.48
7	8	38,377 1.145	41,729 1.245	43,907 1.31	46,086 1.375	48,600 1.45	51,449 1.535
8	9	39,382 1.175	42,902 1.28	45,248 1.35	47,594 1.42	50,276 1.5	53,292 1.59
9	10	0	44,075 1.315	46,589 1.39	49,102 1.465	51,951 1.55	55,135 1.645
10	11	0	45,248 1.35	47,929 1.43	50,611 1.51	53,627 1.6	56,979 1.7
11	12	0	46,421 1.385	49,270 1.47	52,119 1.555	55,303 1.65	58,822 1.755
12	13	0	47,594 1.42	50,611 1.51	53,627 1.6	56,979 1.7	60,666 1.81
17	18	0	48,767 1.455	51,951 1.55	55,135 1.645	58,655 1.75	62,509 1.865
22	23	0	49,940 1.49	53,292 1.59	56,644 1.69	60,331 1.8	64,353 1.92
		0.03	0.035	0.04	0.045	0.05	0.055

AP Test Administration, Intervention Tutors, LD Instructional Tutors, GED Testing, Summer School Instructors and After School Drivers Education - \$25.47 per hour effective 8/1/11

Home Instruction Teachers - \$ 22.64 per hour effective 8-1-11

Saturday School Supervisor (5-12) - \$ 65.20/day effective 8-1-11

Evening School Supervisor (5-12) - \$ 65.20/day effective 8-1-11

Saturday School Supervisor (K- 4) - \$ 39.13/day effective 8-1-11

Evening School Supervisor (K -4) - \$ 39.13/day effective 8-1-11

BS/135 Semester Hours: The employee has completed a total of 135 semester hours that include a BS Degree

BS/150 Semester Hours: The employee has completed a total of 150 semester hours that include a BS Degree

*MA+15 Semester Hours: The employee has completed a total of 15 semester hours after receiving date of his/her MA Degree

*NOTE: See Article V, Section 1, D for Salary Schedule Advancement

Stipend rate for work defined in Article XIV - \$17.62 per hour

All beginning teachers hired at step 0 during the 2013-2014 school year will be maintained at Step 0 in 2014-2015.

ADDENDUM B – SUPPLEMENTAL SCHEDULES

Supplemental Salary Schedules

Supplemental Salary Schedule

Base 2012-2015 \$33,350 – Schedule “D”

	1 st Year	2 nd & 3 rd Year	4 th & 5 th Year	6 th & 7 th Year	8 th & 9 th Year	10 th & 11 th Year	12 th Year & Beyond
Class 1	0.0251	0.0283	0.0316	0.0348	0.0381	0.0413	0.0446
Class 2	0.0352	0.0397	0.0442	0.0487	0.0532	0.0577	0.0622
Class 3	0.0452	0.0497	0.0543	0.0588	0.0633	0.0678	0.0723
Class 4	0.0552	0.0624	0.0695	0.0767	0.0839	0.0911	0.0983
Class 5	0.0653	0.0738	0.0822	0.0907	0.0992	0.1077	0.1162
Class 6	0.0754	0.0851	0.0949	0.1046	0.1143	0.1240	0.1337
Class 7	0.0854	0.0965	0.1075	0.1188	0.1297	0.1408	0.1519
Class 8	0.0955	0.1078	0.1202	0.1326	0.1450	0.1574	0.1698
Class 9	0.1055	0.1192	0.1339	0.1465	0.1591	0.1728	0.1865
Class 10	0.1775	0.1884	0.2021	0.2161	0.2301	0.2441	0.2581
Class 11	0.2188	0.2328	0.2468	0.2608	0.2748	0.2888	0.3028
Class 54	Per Diem Rate of Compensation through Extended Service Days						
Class 99	Compensation through negotiated language						

Administrators should have the ability to “split a supplemental contract” when necessary for the benefit of the students and the program, provided all parties agree.

Persons holding a year-long supplemental contract should have the ability to request ½ of the payment at the end of the 1st semester.

Class 3 – Gradebook System Manager - in the event of a major electronic grade book malfunction, the individual in this position would be relieved of their classroom duties through the use of a substitute provided by the BOE for the period of time needed to remedy the grade book problem. Deeming a problem as a major electronic grade book malfunction, constituting the need for a substitute would be at the discretion of the Administrative Authority - Director of Administrative Services.

Class 54 – Nurse Coordination supplemental shall address scheduling, responsibility, and training.

Supplemental/Extended Service Job Descriptions listed by class and type are included in Addendum D.

ADDENDUM C – FORMS

Application for Leave - Sample

**GREENVILLE CITY SCHOOLS
APPLICATION FOR USE OF SICK LEAVE * PERSONAL LEAVE * VACATION * OTHER**

EMPLOYEE'S NAME: _____ BUILDING: _____

SICK LEAVE	PERSONAL LEAVE	VACATION
<p align="center">Reason (check one)</p> <p>_____ Personal Illness _____ Maternity</p> <p>_____ Injury, nature: _____</p> <p>_____ Other, explain: _____</p> <p>_____ Medical Appt.</p> <p>If medical attention is required, list name and address of physician</p> <hr/> <p>_____ Illness/injury in immediate family*</p> <p>Relationship: _____</p> <p>Death in immediate family*</p> <p>Relationship: _____</p> <p>(provide supporting documentation)</p> <p align="right">1/2 (am or pm)</p> <p>Date(s) Requested 1 Day(s)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>⇒ Continuous days requested may be placed on same line with beginning and ending dates indicated.</p> <p>Total Number of days requested: _____</p> <p>_____ I plan to use the Family and Medical Leave** provision as stated on the reverse side of this form.</p>	<p align="center">Reason (check one)</p> <p>_____ Emergency _____ Personal Business</p> <p>Please list and explain _____</p> <p>_____</p> <p>_____ Other</p> <p>Please list and explain _____</p> <p>_____</p> <p>_____ Death of Aunt, Uncle, Niece, Nephew (Circle one and provide supporting documentation)</p> <p>The Board will grant three (3) days of leave during each school year without loss of salary to employees for the purpose of transacting personal business or attending to affairs of a personal nature which cannot be conducted outside the regular school day.</p> <p>Except in emergency circumstances, a leave cannot be used prior to or following a school recess or holiday and will not be granted without that request being made to the principal at least three (3) days prior to the time of the leave. The leave is not to be considered as an extension of a holiday.</p> <p align="right">1/2 (am or pm)</p> <p>Date(s) Requested 1 Day(s)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Total number of days requested: _____</p>	<p align="right">1/2 (am or pm)</p> <p>Date(s) Requested 1 Day(s)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>⇒ Continuous days requested may be placed on same line with beginning and ending dates indicated.</p> <p>Total number of days requested _____</p> <p align="center">OTHER</p> <p>_____ District Approved Field Trip</p> <p>Destination _____</p> <p>Sub Needed: Yes _____ No _____</p> <p>_____ Jury Duty</p> <p>_____ Leave Without Pay (LWOP)</p> <p>_____ FMLA LWOP**</p> <p>_____ Military Leave</p> <p>_____ Other, please explain _____</p> <p>_____</p> <p align="right">1/2 (am or pm)</p> <p>Date(s) Requested 1 Day(s)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Total number of days requested: _____</p>

CERTIFICATION

I hereby certify that the information provided in this application is true and correct to the best of my knowledge.
(To comply with the legal requirements of the Auditor of the State of Ohio, this form must be completed and signed only by the person requesting the leave.)

Signature of Employee _____ Date: _____

AUTHORIZATION

Responsible Administrator _____ Date: _____ Approved: _____ Not Approved: _____
 Superintendent _____ Date: _____ Approved: _____ Not Approved: _____

FMLA

Your Rights Under The Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

REASONS FOR TAKING LEAVE:

Unpaid leave must be granted for *any* of the following reasons:

To care for the employee’s child after birth, or placement for adoption or foster care;
To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
For a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or employer’s option, certain kinds of *paid* leave may be substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

The employee ordinarily must provide thirty (30) days advance notice when leave is “foreseeable.”
An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION:

For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan”.
Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

UNLAWFUL ACTS BY EMPLOYERS:

FMLA makes it unlawful for any employer to:

Interfere with, restrain, or deny the exercise of any right provided under FMLA;
Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT:

The U. S. Department of Labor is authorized to investigate and resolve complaints of violations. An eligible employee may bring a civil action against an employer for violation.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective

GREENVILLE SCHOOL DISTRICT
GRIEVANCE REPORT

1. Name of Grievant _____
2. Date of incident giving rise to grievance _____
3. Date of this filing _____
4. Was problem discussed with appropriate Supervisor? Yes _____ No _____
Who? _____ Date _____
5. Concise statement of complaint: Facts upon which complaint is based and the specific provisions alleged to be violated.

6. Remedy Sought:

Signature of Grievant

TO BE FILLED OUT IN TRIPLICATE

GREENVILLE SCHOOL DISTRICT

GRIEVANCE REPORT FORM – STEP I

(To be used by the Immediate Supervisor at Step I of Grievance Procedure)

1. Date received _____
2. Hearing Held? Yes _____ No _____ Date _____
3. DISPOSITION BY SUPERVISOR:

Date

Signature

Appealed to the Superintendent _____
Date

GREENVILLE SCHOOL DISTRICT
GRIEVANCE REPORT FORM – STEP II

Name _____ Date _____

The disposition of this grievance at Step I has not been satisfactory. It is necessary to appeal this grievance to Step II for the following reasons:

Date Received: _____

DISPOSITION BY SUPERINTENDENT:

_____ Date _____ Signature

Appealed to Step III _____

GREENVILLE SCHOOL DISTRICT

GRIEVANCE REPORT FORM – STEP III

Name _____ Date _____

Reason/s why disposition by Superintendent was/were not satisfactory:

Date Received: _____

DISPOSITION BY BOARD OF EDUCATION:

_____ Date _____ Signature _____

Appealed to Arbitration _____

EXTENDED SERVICE DAYS – CLASS 54

Position	Number of Days
Career Tech Ag Business/Marketing	27.5
Career Tech Ag Science	39
Career Tech Auto Technology	4.5
AYES Program	5
Career Tech Interactive Media	1
Career Tech Marketing Job Coordination	3
Career Tech Business Early Placement Coordination	1
Career Tech Financial Specialist Early Placement Coordination	1
Career Tech Carpentry	1.5
Career Tech CBIP Job Coordination	3
Career Tech CBIP-Jr. High	3
Career Tech Child Care	4.5
Career Tech Engineering	1.5
Career Tech GRADS	1.5
Career Tech Industrial Technology/Photography-High School	3
Career Tech Industrial Technology-High School	3
Industrial Technology-Jr. High	3
Career Tech Nursing Assistant	4.5
Career Tech Family & Consumer Science-Jr. High	2
Career Tech Family & Consumer Science-High School	3
Counselor/Social Worker-Grades K-6	3
Counselor-Grades 7-12	9.5
Media Specialist-Grades 7-12	3
School Nurse	3

Goals and Objectives Worksheet – Sample

Greenville City Schools
Goals/Objectives Worksheet*

School Year: _____

TEACHER NAME: _____

SUBJECT AREA(S): _____

OBJECTIVE: _____

LIST OF ACTIVITIES TO ACCOMPLISH

OBJECTIVE: _____

OBJECTIVE: _____

LIST OF ACTIVITIES TO ACCOMPLISH

OBJECTIVE: _____

OBJECTIVE: _____

LIST OF ACTIVITIES TO ACCOMPLISH

OBJECTIVE: _____

OBJECTIVE: _____

*Not part of official evaluation form; not to be retained in personnel file.

Classroom Observation Report Sample

Greenville City Schools
Classroom Observation Report

Name of Teacher: _____
Room: _____
Date of Observation: _____ Period: _____ Course: _____ Grade
Level: _____
How Long was the Observation: _____ Entry: _____
Exit: _____
Items checked were observed:

- | | |
|--|---|
| <input type="checkbox"/> Lesson Plans in Compliance | <input type="checkbox"/> Opportunities for student participation |
| <input type="checkbox"/> Materials ready/activities planned | <input type="checkbox"/> Creates environment for success |
| <input type="checkbox"/> Provides examples/demonstrates appropriate to lesson objective | <input type="checkbox"/> Questions for assessment |
| <input type="checkbox"/> Gives correct response to student inquiries in relation to lesson | <input type="checkbox"/> Rules established, posted and followed |
| <input type="checkbox"/> Provides varied learning opportunities to achieve objective | <input type="checkbox"/> Stops inappropriate behavior |
| <input type="checkbox"/> High Level of time on task | <input type="checkbox"/> Uses positive reinforcement |
| <input type="checkbox"/> Appropriate lesson pace for class, level subject | <input type="checkbox"/> Appropriate vocabulary |
| <input type="checkbox"/> Lesson objective implemented with more than one learning activity where appropriate | <input type="checkbox"/> Demonstrates good listening skills |
| <input type="checkbox"/> Appropriate "wait time" | <input type="checkbox"/> No repeated grammatical errors |
| <input type="checkbox"/> Shares Lesson Objective | <input type="checkbox"/> High percentage of students achieve lesson objective |
| | <input type="checkbox"/> Appropriate intervention strategies |

OBSERVABLE COMMENTS/SUGGESTIONS:

SIGNATURE OF OBSERVEE DATE SIGNATURE OF OBSERVER

WHITE – PRINCIPAL

YELLOW – PRINCIPAL

PINK – OBSERVEE

Evaluation Form – Sample

EVALUATION FORM

Class I or II (Circle one)
Greenville City Schools

Teacher: _____ School: _____

Appraiser: _____ Subject/Grade: _____ School Year: _____

(Five Point Scale = 5 Outstanding, 4 Good, 3 Satisfactory
2 Needs Improvement, 1 Unsatisfactory)

Section 1: Goals/Targets	
1	
2	
3	

Section 2: Appraisal Areas	1-5
Personal Qualities	
Planning	
Group Control	
Rapport With Students	
Professional Performance	
Goal(s)/Target(s)	
Other	

Section 3: Type of Evaluation
Semi-Annual Conference
Final Conference

Section 4: Situations Observed (Include Topic, Date, Length of Observations, Subject/Grade Level)	Announced	Unannounced
	_____	_____

The teacher's signature indicates only that he/she has seen this appraisal and does not necessarily indicate that he/she agrees in every instance with the evaluation.

Teacher's Signature

Date

Appraiser's Signature

Date

Evaluation Form – Page 2 – Sample

EVALUATION FORM - Page 2

Class I or II (Circle one)
Greenville City Schools

Teacher: _____ School: _____

Appraiser: _____ Subject/Grade: _____ School Year: _____

Section 5: General Observations/Recommendations for Improvements:			
Section 6: Specific Means for Assistance			
Section 7: Faculty Person's Comments (Attached):			
Section 8: Recommendations (to be made at completion of final observation)			
For Re-Employment	<input type="checkbox"/> yes	<input type="checkbox"/> yes with reservation	<input type="checkbox"/> no determination at this time
For Continuing Contract	<input type="checkbox"/> yes	<input type="checkbox"/> yes with reservation	<input type="checkbox"/> no determination at this time
For Certificate Renewal	<input type="checkbox"/> yes	<input type="checkbox"/> yes with reservation	<input type="checkbox"/> no determination at this time
For Involuntary Transfer	<input type="checkbox"/> yes	<input type="checkbox"/> yes with reservation	<input type="checkbox"/> no determination at this time

The teacher's signature indicates only that he/she has seen this appraisal and does not necessarily indicate that he/she agrees in every instance with the evaluation.

Teacher's Signature
White Copy - Superintendent

Date
Yellow Copy - Principal

Appraiser's Signature
Pink Copy - Teacher

Date

ADDENDUM D – SUPPLEMENTAL JOB DESCRIPTION INDEX

TYPE	SUPPLEMENTAL	CLASS	LOCATOR INDEX
ACADEMIC	ACADEMIC COMPETITION ADVISOR	1	4.1.1.1
ACADEMIC	YOUNG WRITERS	1	4.1.1.2
ACADEMIC	MATH COUNTS	1	4.1.1.3
ACADEMIC	SCIENCE COMPETITION ADVISOR	1	4.1.1.4
ACADEMIC	ODYSSEY OF THE MIND	1	4.1.1.5
ACADEMIC	ART CLUB ADVISOR	1	4.1.1.6
ACADEMIC	FRENCH CLUB ADVISOR	1	4.1.1.7
ACADEMIC	SPANISH CLUB ADVISOR	1	4.1.1.8
ACADEMIC	MOCK TRIAL	1	4.1.1.9
ACADEMIC	SCIENCE CLUB ADVISOR	1	4.1.1.10
ATHLETIC	NINTH GRADE FOOTBALL CHEER ADVISOR	1	4.1.2.1
ATHLETIC	SEVENTH/EIGHTH GRADE FOOTBALL CHEER ADVISOR	1	4.1.2.2
ATHLETIC	NINTH GRADE BASKETBALL CHEER ADVISOR	1	4.1.2.3
ATHLETIC	SEVENTH/EIGHTH GRADE BASKETBALL CHEER ADVISOR	1	4.1.2.3
ATHLETIC	HIGH SCHOOL VOLLEYBALL SITE MANAGER	1	4.1.2.5
ATHLETIC	ASST. VARSITY/RESERVE BASKETBALL CHEER ADVISOR	1	4.1.2.6
ATHLETIC	CROSS COUNTRY TRACK MEET MANAGER	1	4.1.2.7
ATHLETIC	BASKETBALL/WRESTLING SITE MANAGER	1	4.1.2.8
ATHLETIC	VARSITY "G" ADVISOR	1	4.1.2.9
STUDENT ACTIVITIES	JR. HIGH YEARBOOK ADVISOR	1	4.1.3.1
STUDENT ACTIVITIES	SADD CLUB ADVISOR	1	4.1.3.2
STUDENT ACTIVITIES	FRESHMAN CLASS ADVISOR	1	4.1.3.3
STUDENT ACTIVITIES	SOPHOMORE CLASS ADVISOR	1	4.1.3.4
OTHER	BUILDING TECHNOLOGY SUPPORT	1	4.1.5.1
ACADEMIC	NATIONAL HONOR SOCIETY ADVISOR	2	4.2.1.1
ACADEMIC	NATIONAL VO TECH HONOR SOCIETY ADVISOR	2	4.2.1.2
ATHLETIC	VARSITY AND RESERVE FOOTBALL CHEER ADVISOR	2	4.2.2.1
ATHLETIC	VARSITY AND RESERVE BASKETBALL CHEER ADVISOR	2	4.2.2.2
ATHLETIC	VARSITY AND RESERVE SOCCER CHEER ADVISOR	2	4.2.2.3
ATHLETIC	FOOTBALL SITE MANAGER	2	4.2.2.4
ATHLETIC	JUNIOR HIGH BOYS TENNIS COACH	2	4.2.2.5
ATHLETIC	JUNIOR HIGH GIRLS TENNIS COACH	2	4.2.2.6
ATHLETIC	ASSISTANT VARSITY BOYS TENNIS COACH	2	4.2.2.7
ATHLETIC	ASSISTANT VARSITY GIRLS TENNIS COACH	2	4.2.2.8

STUDENT ACTIVITIES	SENIOR CLASS ADVISOR	2	4.2.3.1
STUDENT ACTIVITIES	ENVIRONMENTAL CLUB ADVISOR	2	4.2.3.2
FINE ARTS	JUNIOR HIGH SCHOOL THEATER ADVISOR	2	4.2.4.1
OTHER	HEAD TEACHER	2	4.2.5.1
OTHER	LPDC MEMBER	2	4.2.5.2
ATHLETIC	ASSISTANT JUNIOR HIGH BOYS TRACK COACH	3	4.3.2.1
ATHLETIC	ASSISTANT JUNIOR HIGH GIRLS TRACK COACH	3	4.3.2.2
ATHLETIC	CHEERLEADING COORDINATOR	3	4.3.2.3
ATHLETIC	SOCCER SITE MANAGER	3	4.3.2.4
ATHLETIC	JR. VARSITY/VARSITY BASKETBALL SITE MANAGER	3	4.3.2.5
STUDENT ACTIVITIES	JUNIOR CLASS ADVISOR	3	4.3.3.1
STUDENT ACTIVITIES	STUDENT COUNCIL ADVISOR	3	4.3.3.2
OTHER	GRADES 6-8 DEPARTMENT CHAIRPERSONS	3	4.3.5.1
OTHER	GRADES 9-12 DEPARTMENT CHAIRPERSONS	3	4.3.5.2
OTHER	LPDC SECRETARY	3	4.3.5.3
OTHER	LPDC CHAIRPERSON	3	4.3.5.4
OTHER	GRADE BOOK SYSTEM MANAGER	3	4.3.5.5
ATHLETIC	JR. HIGH BOYS/GIRLS CROSS COUNTRY COACH	4	4.4.2.1
ATHLETIC	HEAD JR. HIGH BOYS TRACK COACH	4	4.4.2.2
ATHLETIC	HEAD JR. HIGH GIRLS TRACK COACH	4	4.4.2.3
ATHLETIC	SEVENTH GRADE FOOTBALL COACH	4	4.4.2.4
ATHLETIC	EIGHTH GRADE FOOTBALL COACH	4	4.4.2.5
ATHLETIC	SEVENTH GRADE BOYS BASKETBALL COACH	4	4.4.2.6
ATHLETIC	EIGHTH GRADE BOYS BASKETBALL COACH	4	4.4.2.7
ATHLETIC	SEVENTH GRADE GIRLS BASKETBALL COACH	4	4.4.2.8
ATHLETIC	EIGHTH GRADE GIRLS BASKETBALL COACH	4	4.4.2.9
ATHLETIC	SEVENTH GRADE JR. HIGH VOLLEYBALL COACH	4	4.4.2.10
ATHLETIC	EIGHTH GRADE JR. HIGH VOLLEYBALL COACH	4	4.4.2.11
ATHLETIC	JR. HIGH SCHOOL WRESTLING COACH	4	4.4.2.12
ATHLETIC	NINTH GRADE BASEBALL COACH	4	4.4.2.13
ATHLETIC	NINTH GRADE VOLLEYBALL COACH	4	4.4.2.14
FINE ARTS	JR. HIGH SCHOOL BAND DIRECTOR	4	4.4.4.1
FINE ARTS	ASST. HIGH SCHOOL MARCHING BAND DIRECTOR	4	4.4.4.2
FINE ARTS	JR. HIGH SCHOOL ORCHESTRA DIRECTOR	4	4.4.4.3
FINE ARTS	JR. HIGH VOCAL MUSIC DIRECTOR	4	4.4.4.4

ACADEMIC	WAVELENGTH ADVISOR	5	4.5.1.1
ATHLETIC	VARSITY BOYS GOLF COACH	5	4.5.2.1
ATHLETIC	VARSITY GIRLS GOLF COACH	5	4.5.2.2
ATHLETIC	VARSITY BOYS TENNIS COACH	5	4.5.2.3
ATHLETIC	VARSITY GIRLS TENNIS COACH	5	4.5.2.4
ATHLETIC	ASST. HIGH SCHOOL GIRLS SOCCER COACH	5	4.5.2.5
ATHLETIC	ASST. HIGH SCHOOL BOYS SOCCER COACH	5	4.5.2.6
ATHLETIC	ASST. HIGH SCHOOL BOYS TRACK COACH	5	4.5.2.7
ATHLETIC	ASST. HIGH SCHOOL GIRLS TRACK COACH	5	4.5.2.8
ATHLETIC	ASST. HIGH SCHOOL VOLLEYBALL COACH	5	4.5.2.9
ATHLETIC	ASST. HIGH SCHOOL SOFTBALL COACH	5	4.5.2.10
ATHLETIC	ASST. HIGH SCHOOL BASEBALL COACH	5	4.5.2.11
ATHLETIC	STRENGTH/CONDITIONING COORDINATOR	5	4.5.2.12
FINE ARTS	DRAMA ADVISOR	5	4.5.4.1
FINE ARTS	HIGH SCHOOL ORCHESTRA DIRECTOR	5	4.5.4.2
FINE ARTS	WAVETTE ADVISOR	5	4.5.4.3
FINE ARTS	JAZZ BAND DIRECTOR	5	4.5.4.4
ADADEMIC	HIGH SCHOOL YEARBOOK ADVISOR	6	4.6.1.1
ATHLETIC	ATHLETIC FACILITY MANAGER	6	4.6.2.1
FINE ARTS	WAVAIRES HIGH SCHOOL VOCAL ACCOMPANIST	6	4.6.4.1
FINE ARTS	JUNIOR HIGH VOCAL ACCOMPANIST	6	4.6.4.2
ATHLETICS	VARSITY BOYS/GIRLS CROSS COUNTRY COACH	7	4.7.2.1
ATHLETICS	NINTH GRADE FOOTBALL COACH	7	4.7.2.2
ATHLETICS	NINTH GRADE GIRLS BASKETBALL COACH	7	4.7.2.3
ATHLETICS	NINTH GRADE BOYS BASKETBALL COACH	7	4.7.2.4
ATHLETICS	VARSITY BOYS/GIRLS SWIM COACH	7	4.7.2.5
ATHLETICS	EQUIPMENT MANAGER	7	4.7.2.6
FINE ARTS	ASSISTANT VOCAL MUSIC DIRECTOR	7	4.7.4.1
ATHLETICS	ASST. ATHLETIC ADMINISTRATOR, JUNIOR HIGH	8	4.8.2.1
ATHLETICS	ASST. HIGH SCHOOL FOOTBALL COACH	8	4.8.2.2
ATHLETICS	ASST. HIGH SCHOOL GIRLS BASKETBALL COACH	8	4.8.2.3
ATHLETICS	ASST. HIGH SCHOOL WRESTLING COACH	8	4.8.2.4
ATHLETICS	ASST. HIGH SCHOOL BOYS BASKETBALL COACH	8	4.8.2.5
ATHLETICS	VARSITY BASEBALL COACH	8	4.8.2.6
ATHLETICS	VARSITY BOYS SOCCER COACH	8	4.8.2.7

ATHLETICS	VARSITY BOYS TRACK COACH	8	4.8.2.8
ATHLETICS	VARSITY GIRLS SOCCER COACH	8	4.8.2.9
ATHLETICS	VARSITY GIRLS TRACK COACH	8	4.8.2.10
ATHLETICS	VARSITY GIRLS VOLLEYBALL COACH	8	4.8.2.11
ATHLETICS	VARSITY SOFTBALL COACH	8	4.8.2.12
FINE ARTS	ASSISTANT BAND DIRECTOR	8	4.8.4.1
ATHLETICS	ATHLETIC TRAINER	9	4.9.2.1
ATHLETICS	VARSITY FOOTBALL COACH	10	4.10.2.1
ATHLETICS	VARSITY BOYS BASKETBALL COACH	10	4.10.2.2
ATHLETICS	VARSITY GIRLS BASKETBALL COACH	10	4.10.2.3
ATHLETICS	WRESTLING COACH	10	4.10.2.4
FINE ARTS	HIGH SCHOOL VOCAL MUSIC DIRECTOR	10	4.10.4.1
FINE ARTS	HIGH SCHOOL MARCHING BAND DIRECTOR	10	4.10.4.2
ATHLETICS	ASST. ATHLETIC ADMINISTRATOR, HIGH SCHOOL	11	4.11.2.1
ESD	EXTENDED SERVICE DAYS	54	4.54.1.1
ACADEMIC	DRIVER TRAINING	99	4.99.1.1
ACADEMIC	INSTRUCTIONAL TUTOR	99	4.99.1.2
ACADEMIC	HOME INSTRUCTION	99	4.99.1.3
ACADEMIC	SUMMER SCHOOL TEACHER	99	4.99.1.4
ACADEMIC	TEACHER SUB (PERIOD SUBBING)	99	4.99.1.5
OTHER	COORDINATOR OF VOLUNTEERS	99	4.99.5.1
OTHER	INTERVENTION ASSISTANCE CORE TEAM MEMBER	99	4.99.5.2
OTHER	MENTORSHIP	99	4.99.5.3
OTHER	AP TEST ADMINISTRATION	99	4.99.5.4
OTHER	CURRICULUM RESOURCE COORDINATION	99	4.99.5.5
OTHER	CURRICULUM INSTRUCTIN PRESENTER	99	4.99.5.6
OTHER	CURRICULUM STIPEND	99	4.99.5.7
OTHER	EVENING SCHOOL/SATURDAY SCHOOL SUPERVISOR (K-5)	99	4.99.5.8
OTHER	EVENING SCHOOL/SATURDAY SCHOOL SUPERVISOR (6-12)	99	4.99.5.9
OTHER	GED TESTING	99	4.99.5.10