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# WADSWORTH CITY SCHOOL DISTRICT
# BOARD OF EDUCATION

WADSWORTH, OHIO

REGULAR STATED MEETING
MONDAY, JANUARY 3, 2022 (Immediately Following Organizational Meeting)

TO JOIN BY VIDEO, CLICK THE FOLLOWING LINK:

https://stream.meet.google.com/stream/c7312fdd-2550-4cfb-a940-cd3f0a0a09f1
(employees and/or those viewing from a student email acct. who do no plan to make public comment)

or

https://meet.google.com/swv-xpmc-idt
(participants/board members/those making public comment)

TO JOIN BY TELEPHONE, CALL THE FOLLOWING NUMBER:

+1 929-336-0412 PIN: 300 834 448#

## AGENDA

**I. Call to Order**

**II. Roll Call**

**III. Student/Staff Recognition**

A. January Students of the Month

| Student | Grade | School |
|---|---|---|
| Ainsley White | 04 | Franklin Elementary School |
| Miranda Kidney | 04 | Isham Elementary School |
| Abe Gabhart | 04 | Lincoln Elementary School |
| Haley Carr | 04 | Overlook Elementary School |
| Kendel Zimmerman | 04 | Valley View Elementary School |
| Aiden Cross | 05 | Central Intermediate School |
| Jordan Jones | 08 | Wadsworth Middle School |
| Rayghen Simon | 11 | WHS Career-Technical |
| Andrew Piepho | 12 | Wadsworth High School |

## IV. Administrative Discussion Items, Presentations, and Updates

A. 2024-2025 School Year Calendar

## V. Administrative Items

A. Personnel Consent Items

1. Employments

    a) Thomas Forrer, Theater Tech
    b) Abigail Kissinger, Theater Tech
    c) Deanna Mayville, Non-teaching Employee
    d) Carrie Plake, Non-teaching Employee
    e) Amanda Simmons, Athletic Contest Worker, eff. 12/27/2021
    f) Michael Sweazy, Non-teaching Employee
    g) Classified substitutes, per attached list
    h) Supplemental contracts, per attached list
    i) Volunteers, per attached list

2. Recommendation to approve unpaid leave under FMLA to Kim Tobias, from the end of her allowable sick leave through the end of the 2021-2022 school year

3. Recommendation to amend the unpaid leave for Carol Norman, originally board-approved on September 20, 2021, to reflect a return date of February 1, 2022 rather than January 3, 2022

B. Action Consent Items

1. Recommendation to approve the 2023-2024 school year calendar

2. Recommendation to approve the following Memorandums of Understanding between the Wadsworth Education Association (WEA) and the Wadsworth City School District Board of Education:

    a) Loss of Planning/Preparation Period
    b) Middle School Football Coach Payment

3. Recommendation to approve the following Memorandum of Understanding between the Wadsworth Educational Support Personnel Association OEA/NEA and the Wadsworth City School District Board of Education

    a) Posting Timeline and Vacancy

4. Recommendation to approve the payment of $60/hour to employees whose position is covered in the Salary Exempt Benefit Provision Manual or the Administrator Benefit Provision Manual when the employee works outside of the employee's workday to assist the Medina County Health Department with contact tracing a positive COVID-19 case involving a Wadsworth City School District student, Wadsworth City School District employee, or another individual whose positive COVID-19 case is tied to the Wadsworth City School District due to the affected person being around our students and employees for school-related reasons. This resolution is for the period of December 18, 2021 through the end of the 2021-2022 school year.

5. Recommendation to approve the Student Well-Being/Mental Health Coordinator job description

6. Recommendation to join the Ohio School Boards Association Legal Assistance Fund for calendar year 2022 at a cost of $250

7. Recommendation to approve the Letter of Agreement for Licensure Programs between Walden University Richard W. Riley College of Education and the Wadsworth City School District Board of Education

8. Recommendation to approve the Candle Coach LLC Terms and Conditions

9. Recommendation to approve the Affiliation Agreement between the University of Akron and the Wadsworth City School District Board of Education

10. Recommendation to accept the following donations:
    a) an anonymous donation of $18,000
    b) $5,000 from Joan Holt

C. Action Item

1. Recommendation to approve the following revised Benefit Provision Manuals:

a) Hourly Exempt Employee
b) Salary Exempt Employee
c) Administrator

## VI. Items of the Treasurer

A. Action Consent Items

1. Recommendation to approve the estimated revenue and expenses FY23 and submit them to the Medina County Budget Commission

**VII. Legislative Update**

**VIII. Floor Items**

**IX. Board Member Items**

**X. Executive Session**

WHEREAS, a public board of education may hold an executive session only after a majority quorum of this board determines by a roll call vote to hold such a session and only at a regular or special meeting for the purpose of the consideration of any of the following matters:

A. To consider one or more, as applicable, of the check marked items with respect to a public employee or official:

1. Appointment
2. Employment ✓
3. Dismissal
4. Discipline
5. Promotion
6. Demotion
7. Compensation
8. Investigation of charges/complaints (unless public hearing requested)

B. To consider the purchase of property for the public purposes or for the sale of property at competitive bidding

C. Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action

D. Preparing for, conducting or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment

E. Matters required to be kept confidential by federal law or rules or state statutes

F. Specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of the law

**NOW, THEREFORE BE IT RESOLVED,** that the Wadsworth City Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on A2 as listed above.

**XI. Adjournment**

In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the Superintendent if they require a reasonable accommodation.

**WADSWORTH CITY SCHOOL DISTRICT**
**BOARD OF EDUCATION**
**Regular Stated Meeting**
**January 3, 2022**

## Agenda Detail Sheet

### IV. Administrative Discussion Items, Presentations and Updates

**A. 2024-2025 School Year Calendar:** At the November 15, 2021 board of education meeting, a proposed calendar for the 2024-2025 school year was presented to the board. As Ohio Revised Code requires a minimum of thirty (30) days from the time of public presentation before the board can formally act on a school calendar recommendation, it was planned to recommend the calendar for approval at the January 3, 2022 board of education meeting.

At a meeting on December 17, 2021, the team at Holabird & Root/bshm Architects, Inc. shared a tentative timeline for the new intermediate school construction process that covers the period of right now through construction completion. Of note, the timeline shows that completion of the project could occur as early as September of 2024 or as late as January of 2025. Both of these dates are well ahead of our target date of August of 2025. Please note that there are many moving parts right now, and this timeline could change.

As a result of this tentative timeline, we are going to hold off on recommending the 2024-2025 school year calendar. If the tentative timeline holds, which we should know in roughly six (6) months, we may need to alter some of the proposed school year calendar dates.

### V. Administrative Items

**A. Personnel Consent Items**

**1. Employments**

**c) Deanna Mayville:** Ms. Mayville is being recommended to fill a vehicle driver position which is required due to the creation of a new route required to meet the needs of students, per their individual education program (IEP).

**d) Carrie Plake:** Ms. Plake is being recommended to fill the student attendant float position, a position required to meet the needs of students and address the challenges the district faces due to substitute shortages.

**f) Michael Sweazy**: Mr. Sweazy is being recommended to fill the CIS Custodian III position which was left open when Ms. Sabriena Hall moved to a new position within the district.

**B. Action Consent Items**

1. **2023-2024 School Year Calendar:** The 2023-2024 school year calendar being recommended for approval was presented at the November 15, 2021 board of education meeting.

2. **Wadsworth Education Association (WEA) Memorandums of Understanding (MOUs):** The MOUs between the WEA and the Wadsworth City School District Board of Education being recommended for approval are detailed below.

    a) **Loss of Planning/Preparation Period:** While our Negotiated Agreement with the Wadsworth Education Association (WEA) addresses how we pay teachers who lose their planning/preparation period due to our request or requirement to substitute, the provision was meant as a last resort. Due to our substitute shortage, this school year the "last resort" has become more of the "norm" for us to keep our buildings open. We would like to use ESSER funds to increase the pay for this type of situation. This MOU is only for the remainder of the 2021-2022 school year and is meant to provide a small token of appreciation for the extra work the teachers are being asked to complete, not only when they have to cover a class during their planning period but when the work they would otherwise do during their planning period gets shifted to other parts of their day, often times outside of the workday.

    b) **Middle School Football Coach Payment:** The board of education previously approved (July 23, 2021) a MOU that split the paid middle school football coaching contracts between more coaches than would otherwise receive a paid contract, thus resulting in less pay for each coach (the coaches initiated this; our total cost did not increase). One (1) of the coaches then resigned, effective September 3, 2021. This MOU will allow the money that remains from what the coach who resigned would have been paid to be distributed between the other coaches who were part of the original MOU. As noted earlier, this MOU does not increase the cost of what we otherwise would have paid for coaches during this past season.

3. **Wadsworth Educational Support Personnel Association OEA/NEA (WESPA) Memorandum of Understanding (MOU):** The MOU between the WESPA and the Wadsworth City School District Board of Education being recommended for approval allowed us to expedite the posting period for a recent transportation change that we plan to implement starting on January 3, 2022. The MOU also clarifies that a temporary student transportation need is not considered a vacancy per the language found in the *Collective Bargaining Agreement*.

4. **Salary Exempt Employee and Administrator Resolution:** The recommendation is to approve the payment of $60/hour to employees whose position is covered in the Salary Exempt Benefit Provision Manual or the Administrator Benefit Provision

Manual when the employee works outside of the employee's workday to assist the Medina County Health Department with contact tracing a positive COVID-19 case involving a Wadsworth City School District student, Wadsworth City School District employee, or another individual whose positive COVID-19 case is tied to the Wadsworth City School District due to the affected person being around our students and employees for school-related reasons. This resolution is for the period of December 18, 2021 through the end of the 2021-2022 school year and is being made for the following reason:

As with our teachers and classified employees, many of our administrators and other salary exempt employees are being pulled in many directions during their normal working hours. From arranging substitutes and subbing themselves, to contact tracing, etc., much of the work they need to be completing is put on the back burner to address more immediate needs to keep our buildings open. The difference with administrators is that even pre-pandemic, the job has always involved this type of juggling (just nowhere near as much as currently is occurring).

As we near a year and a half of contact tracing, there is no doubt that many of our administrators and salary exempt employees have lost many hours outside of their regular work hours and workdays assisting our county health department in this task. They have graciously given freely of their time, as they know that doing so helps improve the precision involved in the contact tracing process and ultimately helps to keep our schools open and students in-person when we have to follow the rules established by the Ohio Department of Health and the Medina County Health Department.

As a result, we believe that the best way for us to provide a small token of our appreciation while providing a clean path to use ESSER funds is to compensate these employees when they are required to come back at night, on weekends, over vacations, etc. to contact trace.

5. **Student Well-Being/Mental Health Coordinator Job Description:** The Student Well-Being/Mental Health Coordinator job description being recommended for approval describes the duties to be performed by the person in this position, starting in the 2022-2023 school year. The position has been included in the Salary Exempt Benefit Provision Manual (see Action Item #1 below).

7. **Walden University:** The Letter of Agreement for Licensure Programs between Walden University Richard W. Riley College of Education and the Wadsworth City School District Board of Education being recommended for approval details the responsibilities of each organization as it relates to student teachers and administrative interns.

8. **Candle Coach LLC:** The Candle Coach LLC Terms and Conditions being recommended for approval will allow Franklin Elementary School to use Candle Coach LLC for a field trip in the spring of 2022.

9. **University of Akron Affiliation Agreement:** The Affiliation Agreement between the University of Akron and the Wadsworth City School District Board of Education being recommended for approval details the responsibilities of each organization as it relates to all of the clinical education programs in the College of Health and Human Sciences. This includes the School of Speech Language Pathology and Audiology; School of Social Work and Family Sciences; School of Exercise and Nutrition Sciences; School of Allied Health; School of Counseling; and School of Disaster Science and Emergency Services.

**C. Action Item**

1. **Revised Benefit Provision Manuals:** A summary of the revisions made to the Benefit Provision Manuals being recommended for approval is below.

   a) **Hourly Exempt Employee:** We have removed conflicting language on who qualifies for insurance benefits and added the definition of full-time for the purpose of who qualifies for insurance benefits. This change does not remove insurance benefits from any current hourly exempt employee. In addition, we have added language to allow hourly exempt employees to create a sick leave pool, similar to what our Wadsworth Education Association (WEA) and Wadsworth Educational Support Personnel Association OEA/NEA (WESPA) employees are able to do.

   b) **Salary Exempt Employee:** We have removed conflicting language on who qualifies for insurance benefits and added the definition of full-time for the purpose of who qualifies for insurance benefits. This change does not remove insurance benefits from any current salary exempt employee. We have also added the position of Student Well-Being/Mental Health Coordinator. We have previously talked about this position, and it has been budgeted for in our forecast and with the use of ESSER funds. In addition, we have separated the salary exempt positions into non-teaching employees and administrative employees to comply with Ohio Revised Code provisions (3319.02, 3319.081, 4117.01) regarding evaluations, contracts, personal leave and vacation. Finally, we have added language to allow salary exempt employees to create a sick leave pool, similar to what our WEA and WESPA employees are able to do.

   c) **Administrator:** We have added language to allow administrative employees to create a sick leave pool, similar to what our WEA and WESPA employees are able to do.

## VI. Items of the Treasurer

**A. Action Consent Items**

1. **Approval of estimated revenue and expenses FY23 and submission to the Medina County Auditor:** This is the first step in the budget process with the Medina County Auditor for the 2022-2023 fiscal year. This includes funds that have associated tax levies including the general fund and bond retirement fund.

**EMPLOYMENTS**
**January 3, 2022**

## Classified Substitutes

Angela Carretta
Deanna Mayville

## Supplemental Contracts

| | |
|---|---|
| Pamela Csaky | Co-director, WHS musical |
| Kalyn Davis | Co-director, WHS musical |

## Volunteers

Laurie Beal
Brody Fratantonio
Anthony Laurene
Cathryn (Cadie) Shaffer

# WADSWORTH CITY SCHOOLS | 2023-2024 CALENDAR

## AUGUST 2023

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

21 No School (Teacher Work Day)
22 No School (Teacher Work Day)
23 No School (Prof. Dev. In-Service)
24 First Student Day (Gr. 1-12)
30 First Student Day (Kind. & PS)

*T-9 S-6*

## SEPTEMBER 2023

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

4 No School (Labor Day)
22 No School (Prof. Dev. In-service)
27 Pre-K - Gr. 6 Conferences (4:30-8:00 p.m.)

*T-20 S-19*

## OCTOBER 2023

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

5 No School (Pre-K - Gr. 6 only) Conferences 11:30 a.m.–7:00 p.m.
13 No School (Teacher Comp Day, NEOEA Day)

*T-22 *S-21*
**Pre-K – Gr. 6 student days - 20*

## NOVEMBER 2023

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

1 WHS Conference Night
2 No School (Pre-K – Gr. 6 only) Conferences 8:10 a.m.-3:40 p.m.
3 No School (Prof. Dev. In-service)
9 WMS Conference Night
23-27 No School (Thanksgiving Break)

*T-19 *S-18*
**Pre-K – Gr. 6 student days - 17*

## DECEMBER 2023

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

22-29 No School (Winter Break)

*T-15 S-15*

## JANUARY 2024

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

1-3 No School (Winter Break)
12 No School (Prof. Dev. In-service)
15 No School (M. L. King, Jr. Day)

*T-19 S-18*

1 Pre-K – Gr. 6 Conferences (4:30–8:00 p.m.)
19 No School (President's Day)

*T-20 S-20*

## FEBRUARY 2024

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

29 No School (Good Friday)
Family First Night
ACT Test Day
End-of-Course Exams

*T-20 S-20*

## MARCH 2024

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

1-5 No School (Spring Break)

*T-17 S-17*

## APRIL 2024

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

24 Baccalaureate
26 Commencement
27 No School (Memorial Day)
31 Last Student Day

*T-22 S-22*

## MAY 2024

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

3 Teacher Work Day

*T-1 S-0*

## JUNE 2024

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

Gr. K-4 Trimesters

8/24/23 – 11/22/23 (59 days)
11/28/23 – 3/1/24 (57 days)
3/4/24 - 5/31/24 (58 days)

Total Student Days

PS & Kindergarten: 170 days
Gr. 1-6: 174 days
Gr/ 7-12: 176 days

Gr. 5-12 Quarters

8/24/23 - 10//27/23 (Gr. 7-12 44 days; Gr. 5-6 43 days)
10//30/23 – 1/11/24 (Gr. 7-12 41 days; Gr. 5-6 40 days)
1/16/24 - 3/22/24 (48 days)
3/25/24 - 5/31/24 (43 days)

**Note:** If the district falls below the minimum hours required in a school year due to calamity days, hours will be added at the end of the school year, beginning June 3, 2024.

# MEMORANDUM OF UNDERSTANDING
## Between the Wadsworth Board of Education and the Wadsworth Education Association

This Memorandum of Understanding is entered into this 20th day of December 2021, pursuant to the *Negotiated Agreement* (hereinafter referred to as "the Agreement"), between the Wadsworth City School District Board of Education (hereinafter referred to as "the Board"), and the Wadsworth Education Association (hereinafter referred to as "the Association").

WHEREAS, the Board and the Association are parties to the Agreement that governs the wages, hours, and other terms and conditions of employment of teachers employed in the Wadsworth City School District (hereinafter referred to as "the District"); and

WHEREAS, Section 5.04, Substitute Teachers, states the following:

"*A bargaining unit member required or requested to substitute during his/her preparation period shall be paid at the BA column, Step One, (BA-1) hourly rate, prorated. A tutor who is required to substitute during a planning period that is unable to be rescheduled during the same student day will likewise be paid at the BA column, Step One, (BA-1) hourly rate, prorated.*

*The Administration shall prepare a list of those bargaining unit members willing to substitute during their planning periods and first assign period substitutions to members on that list.*"

NOW, THEREFORE, the Board and the Association agree as follows:

1. The Board recognizes that due to the shortage of substitute employees during the pandemic, Association members are being asked to give up their preparation period more frequently than ever before. While the provision outlined in 5.04 (see above) was meant to be the last resort for filling an opening, it has become the new normal this school year. As a result, beginning on January 3, 2022 and lasting through the end of the 2021-2022 school year, the Board will pay a bargaining unit member required or requested to substitute during his/her planning preparation period sixty dollars ($60.00)/hour, which will be prorated for time that is less than one (1) hour.

2. This Memorandum of Understanding shall not be utilized in any manner to establish a precedent or practice in any future school year.

3. Except as modified by this Memorandum of Understanding, all other terms and conditions of the Agreement shall remain in full force and effect. This Memorandum of Understanding represents the entire agreement of the parties with respect to its subject matter and shall only be amended by a signed writing.

**IN WITNESS WHEREOF,** the parties have entered into this Memorandum of Understanding at Wadsworth, Ohio, on the date first set forth above.

**For the Wadsworth Education Association**

_____
**Rob Earle, WEA Co-President**

_____
**Stephine Schmeltzer, WEA Co-President**

**For the Wadsworth City School District Board of Education**

_____
**Andrew J. Hill, Ed.D., Superintendent**

**Resolution Number:**_____

# MEMORANDUM OF UNDERSTANDING
## Between the Wadsworth Board of Education and the Wadsworth Education Association

This Memorandum of Understanding is entered into this 20th day of December 2021, pursuant to the *Negotiated Agreement* (hereinafter referred to as "the Agreement"), between the Wadsworth City School District Board of Education (hereinafter referred to as "the Board"), and the Wadsworth Education Association (hereinafter referred to as "the Association").

WHEREAS, the Board and the Association are parties to the Agreement that governs the wages, hours, and other terms and conditions of employment of teachers employed in the Wadsworth City School District (hereinafter referred to as "the District"); and

WHEREAS, Appendix D of the Agreement details the Supplemental Salary Schedule.

NOW, THEREFORE, the Board and the Association agree as follows:

1. For the 2021-2022 season, the middle school assistant football coaches will be paid as follows:

    - Due to the resignation of a middle school assistant football coach, effective September 3, 2021, the original memorandum of understanding (MOU) language (approved by the Wadsworth City School District Board of Education on July 23, 2021; see below) will be modified as follows:

      Revised Language:

      The dollar amount that remains from the seven percent (7.0%) contract issued to the middle school assistant football coach who resigned, effective September 3, 2021, will be distributed between the remaining four (4) coaching positions in the original memorandum of understanding.

      Original MOU Language:

      "*The eighth grade assistant and three (3) middle school assistant positions will be distributed as follows:*
        - *Two (2) supplemental contracts at seven and a quarter percent (7.25%) and three (3) supplemental contracts at seven percent (7.0%).*"

2. The total amount of money spent by the Board on these positions will not exceed the total amount specified in the *Negotiated Agreement*.

3. This Memorandum of Understanding shall not be utilized in any manner to establish a precedent or practice in any future school year.

4. Except as modified by this Memorandum of Understanding, all other terms and conditions of the Agreement shall remain in full force and effect. This Memorandum of Understanding represents the entire agreement of the parties with respect to its subject matter and shall only be amended by a signed writing.

**IN WITNESS WHEREOF,** the parties have entered into this Memorandum of Understanding at Wadsworth, Ohio, on the date first set forth above.

| **For the Wadsworth Education Association** | **For the Wadsworth City School District Board of Education** |
|---|---|
| _____ | _____ |

**Rob Earle, WEA Co-President**

**Andrew J. Hill, Ed.D., Superintendent**

**Resolution Number:_____**

_____

**Stephine Schmeltzer, WEA Co-President**

# MEMORANDUM OF UNDERSTANDING
## Between the Wadsworth Board of Education and the Wadsworth Educational Support Personnel Association OEA/NEA

This Memorandum of Understanding is entered into this 20th day of December 2021, pursuant to Article X, Assignment & Changes of Assignment of Personnel of the *Collective Bargaining Agreement* (hereinafter referred to as "the Agreement"), between the Wadsworth City School District Board of Education (hereinafter referred to as "the Board"), and the Wadsworth Educational Support Personnel Association OEA/NEA (hereinafter referred to as "the Association").

WHEREAS, the Board and the Association are parties to the Agreement that governs the wages, hours, and other terms and conditions of employment of support personnel employed in the Wadsworth City School District (hereinafter referred to as "the District"); and, whereas 10.01, Vacancy, states the following:

"*A vacancy (other than bus driver positions which are governed by Article XIII) will result from: (1) A member leaving employment as a result of a retirement, termination, resignation, or death; (2) A member's non-renewal; (3) A member's transfer to another bargaining unit position; (4) A member assuming a non-bargaining unit position; (5) A member's leave of absence for more than one hundred eighty (180) working days; (6) A new bargaining unit position is created.*

*The administration is not obligated to fill a vacancy. However, if the administration does choose to staff a vacancy on an ongoing basis, the administration will attempt to fill it through the posting/bidding process provided in this Article prior to selecting an outside candidate. The vacancy will be posted as soon as the administration becomes aware of and determines there is a need to fill the vacancy. The vacancy will be awarded to the successful member within thirty (30) workdays. If the Business Manager is unavailable to act within thirty (30) workdays, the timeline may be mutually extended. If no qualified member applies for the vacancy, the vacancy will continue to be filled by a substitute and be open to the general public.*" and

WHEREAS, 10.02, Posting, states the following:

"*A. When the administration decides to fill a vacancy, the vacancy will be posted for one week in the bus garage and in each building where members are employed. Each job will be posted on a separate sheet stating the job title, number of hours per day, length of work year, pay grade, and deadline for submitting bids. If the posting does not include qualifications and duties, then the current job description for the position must be made available to members in each building and the bus garage. For all postings other than bus drivers, the posting will state the starting time and building(s) to which the position is assigned.*

*B. During the summer, vacancy notices will be posted in the July or August letter or mailed to the member's home address as listed in the employee directory and posted on the website. A vacancy will not be filled for ten (10) workdays after posting.*

*C. Administrators may make reassignments within a classification prior to posting a vacancy within the classification.*

*D. At the same time the notice is posted, a copy of the notice will be sent to the Association President.*"

NOW, THEREFORE, the Board and the Association agree as follows:

1. The vehicle route needed for a temporary period of time to transport a student to/from the student's Four Cities Compact program will not be considered a vacancy, as defined in 10.01 (see above).

2. In an effort to award the position below as soon as possible, the posting period identified in 10.02 B will be modified for the bid below, as follows:

| Initial Posting Date: | Closing Date for Posting: |
|---|---|
| December 15, 2021 | Friday, December 17, 2021 at 3:00 p.m. |

Vacancies:

| Job Application #: | Position: |
|---|---|
| 1670 | Transportation/Bus Driver |

3. In addition to an email sent to all Association members listing the transportation/bus driver vacancy (Job Application #1670), the Board sent an Alert Now call to all Association members on December 15, 2021. The call notified the members of the vacancy.

4. This Memorandum of Understanding shall not be utilized in any manner to establish a precedent or practice in any future school year.

5. Except as modified by this Memorandum of Understanding, all other terms and conditions of the Agreement shall remain in full force and effect. This Memorandum of Understanding represents the entire agreement of the parties with respect to its subject matter and shall only be amended by a signed writing.

**IN WITNESS WHEREOF,** the parties have entered into this Memorandum of Understanding at Wadsworth, Ohio, on the date first set forth above.

**For the Wadsworth Educational Support Personnel Association OEA/NEA**

_____

**JoNell Fox, President**

**For the Wadsworth City School District Board of Education**

_____

**Andrew J. Hill, Ed.D., Superintendent**

**Resolution Number:_____**

**Wadsworth City Schools**

**Job Description**

POSITION: **STUDENT WELL-BEING/MENTAL HEALTH COORDINATOR**

RESPONSIBILE TO: Director of Student Services

DIRECTLY SUPERVISES: Prevention Specialist(s) and Social Work Interns

REQUIREMENTS:

1. Valid State of Ohio Social Worker License/Master of Science in one (1) of the following:
    a. School Social Worker Certification (LSW or LISW)
    b. School Counselor
    c. School Psychologist
2. Strong ability to consult with colleagues on prevention, intervention, and crisis-based issues pertaining to students and their families
3. Public school experience preferred
4. Strong background in mental health program design
5. Clear understanding of National Association of Social Workers (NASW) standards

GENERAL DUTIES:

- Provide prevention and education services directed at addressing student issues focusing on substance use and/or other possible mental health-related issues that may affect a student's academic performance.
- Provide case management and therapeutic intervention services to address student and program needs and provide collaboration with educators, parents, and non-school professionals regarding student and program needs.
- Develops and implements district-wide projects addressing school climate, guidance curriculum, breaking down barriers to learning, and family outreach and support.

SPECIFIC DUTIES:

1. Develop and implement school-wide projects addressing school climate, social & emotional curriculum, breaking down barriers to learning, and family outreach and support.
2. Provides consultation and intervention regarding behavior management, effective education, and assessment of social emotional needs of students.
3. Facilitate and oversee crisis intervention (mental health component) plans for each school building.
4. Serve as community liaison with student-assisted programs.
5. Develop, implement, and co-facilitate violence prevention programs at the building level to decrease discipline referrals.

6. Create, coordinate, and sustain community partnerships that directly affect student performance and family involvement.
7. Provide professional development for the staff on social skill deficits, emotions disturbance, and how to support students with mental health needs. Provide additional inservice training with staff in relation to prevention and intervention concepts as well as school climate initiatives and parent/family workshops.
8. Assist with assessments(s) as it relates to student, building, and district needs.
9. Provide prevention and education services directed at addressing student issues focusing on substance use and/or other possible mental health-related issues that may affect a student's academic performance.
10. Counsel students and promptly consults with caregivers and/or parents.
11. Conduct group and/or individual intervention sessions to address student and program needs.
12. Assist parent/guardian(s) and students in understanding intervention goals, including how they relate to the educational program.
13. Facilitate transitions to and from alternative placements such as hospitals, juvenile detention and residential facilities, and with community agencies or services associated with the students' programs.
14. Serve as a consultant to teachers, staff and administrators for students with primary mental health needs when appropriately determined.
15. Advocate for children, helping to ensure that policies and procedures support non-biased assessment and program planning activities.
16. Maintains accurate documentation of intervention provided, including progress notes, and prepares reports.
17. Create, coordinate and sustain community partnerships that directly affect student performance and family involvement.
18. Serves as liaison for the district on alternative placements.
19. Advocate for students/families by assisting colleagues with the creation of safe and nurturing learning environments.
20. Lead and assist with graduate level internship placements for school social worker students.
21. Provides clinical supervision as requested for district-employed social workers.
22. Conduct assessments of students referred by the administration.
23. Supervise prevention specialist(s).
24. Other duties as assigned by the Superintendent or designee.

TERMS OF EMPLOYMENT:

The Wadsworth Board of Education, in accordance with the Salary Exempt Employee Benefit Provision Manual, determines salary, work year, and terms and conditions of employment.

EVALUATION:

In accordance with the provisions of the Wadsworth Board of Education and the Salary Exempt Employee Benefit Provision Manual

**Note:** The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

| | |
|---|---|
| Superintendent or Designee | Date |

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

| | |
|---|---|
| Signature | Date |

**TITLE: Student Well-Being/Mental Health Coordinator**

# WALDEN UNIVERSITY

**Walden University**
**Richard W. Riley College of Education and Leadership**
**Letter of Agreement for Licensure Programs**

**Directions:** Complete this letter agreement electronically, using the Tab key to move to the next field. Email the form with your fields completed to fieldexperience@mail.waldenu.edu.

This agreement is entered into for the Richard W. Riley College of Education and Leadership's Licensure Programs at Walden University, LLC hereinafter referred to as the "UNIVERSITY" and _____, hereinafter referred to as the "SCHOOL."

The purpose of this agreement is to guide and direct a working relationship between the UNIVERSITY and the SCHOOL in providing clinical practice experiences ("field experience") as required by the Minnesota Board of Teaching, Minnesota Board of School Administrators, or the Ohio Board of Regents and Ohio State Board of Education, and in accordance with UNIVERSITY's state-approved licensure programs.

As outlined in each program handbook, the UNIVERSITY requires Candidates to complete student teaching or field experiences. These experiences are described in each program handbook, and are bound by the terms of this letter of agreement.

## ACTIVITIES AND SERVICES

The UNIVERSITY requests qualified mentors to provide activities and services for the Candidates, to act as "Cooperating Teachers" for Candidates in the Teacher Preparation programs, "Host Teachers" for Candidates in the Endorsement programs, or "Principal Mentors" for Candidates in the Educational Leadership and Administration programs. The qualifications for "cooperating teachers" are listed in EXHIBIT A, the qualifications for "host teachers" are listed in EXHIBIT B, and the qualifications for "principal mentors" are listed in EXHIBIT C.

## ROLES AND RESPONSIBILITIES

**The Candidate shall be responsible for the following:**

1. Honoring the time schedule established between the SCHOOL, UNIVERSITY, and Candidate.
2. Following the existing SCHOOL curriculum and policies, and all SCHOOL and classroom rules and procedures, including FERPA guidelines for confidentiality of student information.
3. Fulfilling the expectations and policy of both the SCHOOL personnel and the UNIVERSITY, as described in each program handbook (including completing a Teacher Performance Assessment for Teacher Preparation program candidates).
4. Conducting him/herself in a professional manner.
5. Accepting constructive feedback and engaging in regular self-appraisal.
6. Adhering to the Code of Ethics for Minnesota Teachers (rule 8700.7500, subpart 2), for candidates in the Teacher Preparation and Endorsement programs. The Code of Ethics for Minnesota Teachers is listed in EXHIBIT D.
7. Adhering to the Minnesota Code of Ethics for School Administrators (rule 3512.5200, subpart 2), for candidates in the Minnesota-approved Educational Leadership and Administration programs. The Minnesota Code of Ethics for School Administrators is listed in EXHIBIT E.

8. Adhering to the Licensure Code of Professional Conduct for Ohio Educators, for candidates in the Ohio-approved Educational Leadership and Administration programs. The Licensure Code of Professional Conduct for Ohio Educators is listed in EXHIBIT F.
9. Providing all required documentation to SCHOOL including criminal background checks, drug testing clearances, immunization reports or other health information, if applicable.

**SCHOOL personnel shall be responsible for the following:**

1. Reading the appropriate program handbook.
2. Identify and select qualified clinical educators (Cooperating Teachers, Host Teachers, or Principal Mentors) who are mutually agreeable to the UNIVERSITY and who demonstrate a positive impact on candidates' development and P-12 student learning and development.
3. Signing off on a time record of Candidate attendance, including a running record of total time across the field experience, if applicable.
4. Allowing Teacher Preparation program candidates to complete the Teacher Performance Assessment (edTPA) during Demonstration Teaching, including videotaping the candidate's instruction.
5. Completing and submitting a survey to verify; 1) the number of hours or weeks the Candidate spent in the field, and 2) the diversity of the classroom and school.
6. Completing and submitting an evaluation on the Candidate's performance and dispositions, pertaining to the Candidate(s) assigned to them.
7. Allowing the UNIVERSITY supervisor into the classroom for a minimum of two (2) formal observations of a Candidate in the major experience of the Principal Preparation programs, and a minimum of three (3) observations of a Candidate during demonstration teaching in the Teacher Preparation programs.
8. Conferring with the UNIVERSITY supervisor regularly throughout the Candidate's field experience and communicating any concerns regarding the Candidate to the UNIVERSITY.
9. Requesting that all required documentation be provided to SCHOOL, including criminal background checks, drug testing clearances, immunization reports or other health information from candidate, if applicable.
10. Sharing responsibility for continuous improvement of Candidate preparation and sharing accountability for Candidate outcomes with UNIVERSITY.

**UNIVERSITY personnel shall be responsible for the following:**

1. Providing oversight and direction to the field experience.
2. Identify and select qualified clinical educators (Cooperating Teachers, Host Teachers, or Principal Mentors) who are mutually agreeable to the SCHOOL and who demonstrate a positive impact on candidates' development and P-12 student learning and development.
3. Confirming the Candidate's placement with the SCHOOL two (2) weeks before the placement begins.
4. Orienting SCHOOL personnel and Candidate to expectations and responsibilities.
5. Ensuring the field experience is conducted in such a manner as to enhance the education of the students in the SCHOOL.
6. Partnering with SCHOOL to co-select, prepare, evaluate, support, and retain high-quality educators who demonstrate a positive impact on Candidate and P-12 student development.
7. Informing Candidate that the UNIVERSITY or SCHOOL has the right to remove, reassign or discontinue a placement if it is determined the field experience is jeopardizing the educational advancement of the class

## HONORARIA OR STIPENDS

SCHOOL warrants that payments or other things of value provided by UNIVERSITY under this Agreement will be used for the benefit of SCHOOL or SCHOOL employees generally, and not for the personal benefit of any individual who might influence the awarding of clinical positions for UNIVERSITY students. SCHOOL will receive a $160 stipend for the participation of a Cooperating Teacher who mentors a Candidate for a 12 week Demonstration Teaching experience in a Teacher Preparation Program after SCHOOL submits a W9 form and Cooperating Teacher submits a midterm evaluation, and another $160 stipend after the Cooperating Teacher completes a final evaluation on the Candidate. SCHOOL will receive a $200 stipend for the participation of a Principal Mentor who mentors a Candidate for a 40-hour placement in the Educational Leadership and Administration Programs after SCHOOL submits a W9 form and Principal Mentor completes an evaluation and survey, and a professional dispositions assessment on the Candidate. SCHOOL will receive a $400 stipend for the participation of a Principal Mentor who mentors a Candidate for a 160-hour placement in the Educational Leadership and Administration Programs after SCHOOL submits a W9 form and Principal Mentor completes an evaluation and survey, and a professional dispositions assessment on the Candidate. SCHOOL will receive a $600 stipend for the participation of a Principal Mentor who mentors a Candidate for a 240-hour placement in the Educational Leadership and Administration Programs after SCHOOL submits a W9 form and Principal Mentor completes an evaluation and survey, and a professional dispositions assessment on the Candidate. UNIVERSITY holds the right to pro-rate stipends for the SCHOOL if the SCHOOL employee does not mentor the Candidate for the required number of hours, and/or the required number of hours do not extend through the agreed upon calendar dates. UNIVERSITY also holds the right to withhold the stipend if the SCHOOL or SCHOOL employee does not submit the required documents or complete the required assessments and evaluations within the agreed upon calendar dates.

## MUTUAL AGREEMENT

**The following is understood and agreed:**

1. The terms of this agreement shall be in force until either party terminates this agreement upon thirty (30) days' prior written notice to the other.
2. This agreement may be modified by mutual consent, provided any and all modifications will be in writing and signed by an official of the UNIVERSITY and of the SCHOOL.
3. The parties shall maintain liability insurance with limits sufficient to cover the activities contemplated in this agreement.
4. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the parties acknowledge and agree that the SCHOOL is an educational institution with a legitimate educational interest in the educational records of the Candidate participating in the field experience program and to the extent that access to Candidate's records are required by the SCHOOL in order to carry out the field experience program.
5. The parties agree that Candidate will have equal access to their respective programs and facilities without regard for race, color, sex, age, religion or creed, marital status, disability, national or ethnic origin, socioeconomic status, sexual orientation or other legally protected status.
6. SCHOOL represents that it has policies in place that are consistent with applicable laws to prevent and report instances of sexual harassment, sexual discrimination, and sexual misconduct and it will comply with these policies during its participation in the field experience program. In the event that SCHOOL does not have such policies in place, it shall abide by UNIVERSITY'S Code of Conduct located at https://www.waldenu.edu/-/media/Walden/files/legal/title-ix-policyfor-codeof-conduct-waldenfinal10915.pdf?la=en with regard to Candidates.

## SIGNATURES

Please print this agreement, provide a wet signature, scan the document, and email it back to fieldexperience@mail.waldenu.edu. The fully executed agreement will be emailed back to you.

**SCHOOL:**

Signature: _____

Name (please print): _____

Title: _____

Date: _____

**UNIVERSITY:**

Signature: _____

Name (please print): _____

Title: _____

Date: _____

## EXHIBIT A

### The Cooperating Teacher (Teacher Preparation Programs)

The Cooperating Teacher serves as a mentor teacher during demonstration teaching in the Teacher Preparation programs. The Cooperating Teacher collaborates with the university supervisor to establish mutually agreeable expectations for candidate preparation and exit, and shares responsibility with the university for the continuous improvement of the candidate. In addition, the Cooperating Teacher evaluates, supports, and demonstrates a positive impact on candidate development and P-12 student learning and development.

Cooperating Teacher qualifications:

- A valid teaching license, or the equivalent, in the field of specialization
- At least three (3) years of teaching experience in the field of specialization
- At least one (1) year of teaching experience at the current grade/age level
- At least one (1) year of teaching experience in the school or center
- Recommendation by the site principal or director

School and University will co-select qualified clinical educators.

## EXHIBIT B

## The Host Teacher (Endorsement Programs)

The host teacher is a licensed teacher who is responsible for supervising the Candidate during clinical experiences. The host teacher provides opportunities for the candidate to observe his/her classroom and fulfill the clinical experience course assignments, and also provides on the job development that is essential in maintaining coherence across the clinical and academic components of preparation.

Host Teacher qualifications:

- A valid teaching license, or the equivalent
- Recommendation by the site principal or director

School and University will co-select qualified clinical educators.

# EXHIBIT C

## The Principal Mentor (Educational Leadership and Administration Principal Preparation Programs)

The principal mentor is a licensed principal-practitioner who serves as a role model, counselor, and teacher, providing guidance and opportunities for professional development, growth, and support. In collaboration with the university supervisor, the principal mentor establishes mutually agreeable expectations for candidate performance, and ensures theory and practice are linked. The relationship between the principal mentor and the candidate is key to the candidate's successful development as an effective leader. Candidates will have three principal mentors—one in each field experience setting.

Principal Mentor qualifications:

- A master's degree is required, advanced degree in educational administration is preferred.
- Licensure or eligibility for licensure as a school administrator.
- At least three (3) years of principal experience, of which at least one year is at the age/grade level of the assignment.
- Recommendation of the school system.

School and University will co-select qualified clinical educators.

## EXHIBIT D

### Code of Ethics for Minnesota Teachers

All Walden University Candidates are expected to abide by the following Code of Ethics for Minnesota Teachers (rule 8700.7500, subpart 2) while at their placement sites. The standards of professional conduct include the following:

A. A teacher shall provide professional education services in a nondiscriminatory manner.
B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
G. A teacher shall not deliberately suppress or distort subject matter.
H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

## EXHIBIT E

**Minnesota Code of Ethics for School Administrators**

All Walden University Principal Candidates enrolled in the Minnesota-approved principal preparation program are expected to abide by the following Minnesota Code of Ethics for School Administrators (rule 3512.5200, subpart 2) while at their placement sites. The standards of professional conduct include the following:

A. A school administrator shall provide professional educational services in a nondiscriminatory manner.

B. A school administrator shall take reasonable action to protect students and staff from conditions harmful to health and safety.

C. A school administrator shall take reasonable action to provide an atmosphere conducive to learning.

D. A school administrator shall not misuse professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.

E. A school administrator shall disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws, and school district policies.

F. A school administrator shall not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications, or to the qualifications of other staff or personnel.

G. A school administrator shall not knowingly make false or malicious statements about students, students' families, staff, or colleagues.

H. A school administrator shall not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.

I. A school administrator shall only accept a contract for a position when licensed for the position or when a school district is granted a variance or letter of approval by the board.

J. A school administrator, in filling positions requiring licensure, shall employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been granted a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.

K. A school administrator shall not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

## EXHIBIT F

### Licensure Code of Professional Conduct for Ohio Educators

All Walden University Principal Candidates enrolled in the Ohio-approved principal preparation programs are expected to abide by the following Licensure Code of Professional Conduct for Ohio Educators while at their placement sites. The principles of professional conduct include the following:

1. Educators behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the profession.

2. Educators maintain a professional relationship with all students at all times, both in and outside the classroom.

3. Educators accurately report information required by the local board of education or governing board, state education agency, federal agency, or state or federal law.

4. Educators adhere to federal, state, and local laws and statutes regarding criminal activity.

5. Educators comply with state and federal laws related to maintaining confidential information.

6. Educators serve as positive role models and do not use, possess, or unlawfully distribute illegal or unauthorized drugs.

7. Educators ensure that school property, public funds, or fees paid by students or the community are used in the best interest of students and not for personal gain.

8. Educators fulfill all of the terms and obligations in their employment contract.

# Candle Coach LLC

1501 Perry Dr SW
Canton, OH 44710

330-455-4444 877-340-1277

(Fax: 330-455-2444)
candlecoachllc.net
candlecoach@gmail.com

## Confirmation

Franklin Elementary
Kevin Auerbach
200 Takacs Dr
Wadsworth, OH 44281

**Charter # 2527**
Date Printed: Tuesday, December 14, 2021
PO #: Q652
Group Name: Fourth Grade Field Trip
Phone: 330-335-1470 Fax:
Salesperson: Sheila Riffle
Email: sheila.candlecoach@gmail.com
Cust Email: kauerbach@wadsworthschools.org

| | | Departure Time | Date | # Vehicles | Description | Total Capacity |
|---|---|---|---|---|---|---|
| Pickup | Franklin Elementary School<br>200 Takacs Drive Wadsworth, OH | 8:00am | 05/20/22 | 2 | MCI | 110 |
| Dropoff | Columbus<br>Columbus, OH | | 05/20/22 | | | 110 |
| Pickup | Columbus<br>Columbus, OH | | 05/20/22 | | | 110 |
| Dropoff | Franklin Elementary School<br>200 Takacs Drive Wadsworth, OH | 7:30pm | 05/20/22 | | | 110 |

**Total Cost: $ 1,970.00** **is due: May 27, 22**

**Itinerary:**

**PRICE QUOTED IS BASED ON THE COST OF FUEL AT THE TIME OF BOOKING AND MAY BE SUBJECT TO INCREASE.**

PLEASE SIGN THIS AGREEMENT, ENCLOSE PAYMENT AS NOTED ABOVE. KEEP ONE COPY FOR YOUR FILES AND RETURN ONE COPY WITH YOUR PAYMENT. IF PAYING BY CHECK, PLEASE WRITE THE CHARTER NUMBER ON YOUR CHECK. CANCELLATIONS MUST BE RECEIVED 30 DAYS PRIOR TO DEPARTURE TO INSURE FULL REFUND. CHARTER IS SUBJECT TO CANCELLATION IF PAYMENTS ARE NOT RECEIVED BY DUE DATES.

****** SMOKING IS PROHIBITED AT ALL TIMES ON THE VEHICLES ******

YOUR COST IS BASED ON THE SERVICES DETAILED ABOVE AND IS SUBJECT TO CHANGE IN ACCORDANCE WITH YOUR ACTUAL ITINERARY. THIS COMPANY RESERVES ITS RIGHT TO LEASE EQUIPMENT FROM OTHER COMPANIES IN ORDER TO FULFILL THIS AGREEMENT. THIS COMPANY SHALL NOT BE LIABLE FOR ITEMS LEFT ON THE VEHICLE OR LOSS OF TIME DUE TO MECHANICAL FAILURE OR INCLEMENT WEATHER. WE CANNOT GUARANTEE THE ASSIGNMENT OF REQUESTED DRIVERS OR VEHICLES. A SIGNED CONTRACT AND DEPOSIT WILL CONFIRM YOUR RESERVATION AND ACKNOWLEDGE YOUR ACCEPTANCE OF THIS AGREEMENT.

**CREDIT CARD USE IS SUBJECT TO A 3.0% SURCHARGE.**

Signature _____ Date _____

# AFFILIATION AGREEMENT

## THE UNIVERSITY OF AKRON
## and
## [FACILITY]

This agreement is entered into between _____ located at _____ (referred to hereafter as "Facility") and The University of Akron, a statutory institution created under the laws of Ohio, located at 302 East Buchtel Common, Akron, OH 44325 (referred to hereafter as "University") through its College of Health and Human Sciences.

The purpose of this agreement is to provide an affiliation agreement that addresses all of the clinical education programs in the College of Health and Human Sciences. This includes the School of Speech Language Pathology and Audiology, School of Social Work and Family Sciences, School of Exercise and Nutrition Sciences, School of Allied Health, School of Counseling and School of Disaster Science and Emergency Services.

WHEREAS, the University currently conducts accredited educational programs in its College of Health and Human Sciences and desires to obtain clinical educational experience for the students enrolled in the educational programs within the College of Health and Human Sciences (hereinafter the "Students"); and

WHEREAS, the Facility recognizes the need for and desires to aid in the educational development of Students and is willing to make available its clinical and educational resources to the University for such purposes; and

WHEREAS, the University and the Facility mutually desire to promote excellence in human services and health education and to contribute to the professional growth and competence of Students.

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth, it is understood and agreed upon by the parties hereto as follows:

I The UNIVERSITY and FACILITY agree to affiliate and cooperate for their mutual benefit to provide a high standard of research and educational programs for College of Health and Human Sciences students. The programs that may be accommodated at the Facility include the following:

Bachelor of Arts in Social Work (BASW)
Child Life Specialist
Masters of Social Work
Speech Language Pathology
Allied Health
School of Counseling
Exercise and Nutrition Sciences
Disaster Science and Emergency Services

II UNIVERSITY RESPONSIBILITIES

a) The University shall be responsible for the assignment of students to the Facility. The University agrees to provide to the Facility only those students who have completed the required course of study as determined by the University.

b) The University shall provide a Clinical Program Coordinator for each program who will act as a liaison between the University and the Facility for that program. The Clinical Program Coordinator will be responsible for maintaining active communications and relationships with the Facility including, but not limited to:

(1) Sending the names, telephone numbers and addresses of Students to the Facility Program Coordinator at least two weeks before the first day of each student group assignment;

(2) Supplying the Facility with student evaluation forms and information regarding the Students' current level of academic preparation prior to the arrival of each student group to the Facility for the clinical program;

(3) Maintaining an ongoing communication with the Facility to integrate the academic and clinical experience and making on-site visits when practical; and

(4) Developing, in coordination with the Facility Program Coordinator, an agreement as to hours, place, and type of clinical experience.

c) The University and/or Student shall purchase and maintain for itself, its Faculty and Students, a policy of professional liability insurance with a single limit of no less than One Million Dollars ($1,000,000) per occurrence and Three Million Dollars ($3,000,000) annual aggregate.

d) The University shall advise the Students that failure to comply with the Facility rules and regulations or failure to comply with any Student Responsibilities set forth in this Agreement shall be sufficient cause for immediate dismissal of the Student from the clinical program at the Facility.

III FACILITY RESPONSIBILITIES

a) The Facility shall have the exclusive right to determine the number of Students, if any, which the Facility will accept into the program.

b) The Facility shall assign a member to serve as the Facility clinical coordinator to whom the University's Clinical Program Coordinator shall report. It is understood by the parties that the Facility may have a different clinical coordinator for each of the programs listed in section I. The clinical coordinator may not be a full-time position and the Facility shall determine, in its sole discretion, the amount of time the clinical coordinator shall devote to the responsibilities set forth herein. The clinical coordinator shall be responsible for:

(1) Planning and coordinating the clinical education arrangements between the Facility and the University;

(2) Serving as a liaison between the Facility and the University; and

(3) Developing and administering an orientation program for new Students which will familiarize the Students with the Facility, and all applicable policies and procedures.

c) A Student shall not be used in lieu of professional or non-professional staff of the Facility, and the Students shall at all times be supervised by a qualified member of the Facility staff or by the Students' clinical instructor as appropriate during their participation in the clinical educational program.

d) The Facility agrees to retain complete responsibility for the care of its patients.

e) The Facility shall provide clinical education learning experiences for the Students which are planned, organized, and administered by qualified staff in accordance with mutually agreed upon educational objectives and guidelines.

f) The Facility reserves the exclusive right, to be exercised solely with the Facility's discretion, to dismiss at any time any Student for any non-discriminatory reason. The Facility Clinical Coordinator shall promptly notify the University's Clinical Program Coordinator of any problem or difficulty arising with a Student, and a discussion shall be held either by telephone or in person regarding the Student. The Facility will, however, have final responsibility and authority to dismiss any Student from the Clinical Program at the Facility.

g) The Facility shall, upon reasonable request, permit representatives of the University to inspect the clinical facilities and services available for clinical experience, Student records, if any, and other items pertaining to the clinical education program.

h) The parties acknowledge that many Student educational records are protected by the Family Educational Rights and Privacy Act (FERPA) and that the permission of Students must be obtained before Student data can be released to anyone.

i) The facility will coordinate with the appropriate entity's emergency medical care for students of the University in the event of accident or sudden illness which occurs during the course of clinical experience upon the premises of the Facility. The cost of such services shall be borne by the students.

IV STUDENT RESPONSIBILITIES

a) The Students shall provide their own transportation to and from the Facility as well as any meals or lodging required during the clinical experience.

b) The Students agree to abide by the rules, regulations, policies and procedures of the Facility, including, but not limited to, Facility policies, rules and regulations regarding the confidentiality of patient information. The Students will receive this information during orientation.

c) Students are required to submit a current background check to the Facility that meets Facility's requirements before they are permitted on the premises of the Facility. The Facility has the sole discretion in determining if the background check meets the Facility's requirements.

V MISCELLANEOUS

a) The Facility and the University will promote a coordinated effort by evaluating the Program annually, planning for its continuous improvement, making such changes as are deemed advisable, and discussing problems as they arise concerning this affiliation. Both will jointly plan and mutually agree upon the number of students to be assigned, the dates of their assignment, and the specific experience to be provided. Placement of students will depend on the staff and space availability.

b) The Facility and the University agree that the Students participating in the clinical program are at all times acting as independent contractors, and no Student in the clinical education program will be deemed to be an employee of the Facility. The Facility shall not be liable for the payment of any wage, salary or compensation or any kind for the services provided by the Students. Further, no Student will be covered by the Facility's workers' compensation, social security, unemployment compensation programs, or any other benefits except those expressly provided for in this Agreement.

c) Students and faculty will exercise confidentiality with regard to all patient/staff information gained during the experience.

d) Each party accepts Students without regard for race, sex, creed, national origin, marital status, or age.

e) The terms and conditions of this Agreement may be amended by written instrument executed by both parties.

f) This Agreement is nonexclusive. The Facility and the University reserve the right to enter into similar agreements with other institutions.

g) This Agreement shall be effective for a period of one (1) year beginning on the date of the last signature, and shall be extended automatically for successive one (1) year periods thereafter unless terminated by either party by written notice to the other at least thirty (30) calendar days prior to the end of any such one (1) year period, in which event, this Agreement shall terminate at the end of such one (1) year period unless a later date is specified in such notice.

h) This Agreement is not a third-party beneficiary contract and confers no rights on any Student or employee of either party.

i) This Agreement shall be governed by Ohio law.

j) This Agreement shall supersede any and all prior agreements between the parties regarding the subject matter hereof.

k) Any notice required hereunder shall be sent by certified or registered mail, return receipt requested, and shall be deemed given upon deposit thereof in the U.S. mail (postage prepaid) bearing the following address:

To the Facility:
The Wadsworth City School District
524 Broad Street
Wadsworth Ohio 44281

To the University
The University of Akron
302 Buchtel Common
Akron, OH 44325-3700

l) The provisions of this Agreement are severable. If any provision of this Agreement is declared void or invalid by any court of competent jurisdiction, all other provisions of this Agreement shall remain binding.

m) During the term of this Agreement, the parties shall take such actions and revise this Agreement as necessary or advisable to comply fully with all laws, rules and regulations applicable to the performance and discharge of such services, including without limitation the Health Insurance Portability and Accountability Act of 1996 (Public Law 104-191: "HIPAA") and the rules and regulations promulgated thereunder, as well as guidance issued by the United States Department of Health and Human Services (the "HIPAA Regulations").

n) Neither party shall use the name of the other in any promotional or advertising material unless review or approval of the intended use is obtained from the party whose name is to be used.

o) Nothing in this Agreement shall be construed to permit the assignment by either party of any rights or obligations hereunder, and such assignment is prohibited unless evidenced by the written consent of each of the parties. In addition, this Agreement contains all of the terms and conditions between the parties and may be amended only in writing signed by each of the parties.

The individuals executing this Agreement represent that they have the authority to bind their respective party.

**THE UNIVERSITY OF AKRON**

_____
Dr. Marlene Huff
Associate Dean
College of Health and Human Sciences

Date: _____

**FACILITY**

By: _____

Name:

Title:

Date: _____

Approved by:

_____
John M. Wiencek, Ph.D.
Executive Vice President and Provost

Date: _____

Reviewed and approved for legal
form and sufficiency:

_____
Scott M. Campbell
Assistant General Counsel and
Records Compliance Officer

Date: _____



# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## August 1, 2020 to July 31, 2023

Revised ~~June 2020~~ January 2022

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

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# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## DECLARATION

The following benefit provisions apply to all those persons employed by the Board of Education and officially classified as an Hourly Exempt Employee, "HEE". The following positions are classified as HEE for the purpose of this Benefit Provision:

Administrative Assistant to the Superintendent
Assistant to the Superintendent and Communication Specialist
Administrative Assistant to the Director of Instruction and Professional Development
Administrative Assistant to the Treasurer
Administrative Assistant to the Assistant Superintendent
Licensed Practical Nurse
Medical Assistant

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## WAGE RANGE & SCHEDULE

| | 2020-2021 | | 2021-2022 | | 2022-2023 | | | |
|---|---|---|---|---|---|---|---|---|
| Position | Low | High | Low | High | Low | High | Days | Hr/day |
| | | | | | | | | |
| Administrative Assistant to the Superintendent | $24.10 | $30.66 | $24.70 | $31.42 | $25.44 | $32.37 | 260 | 8 |
| | | | | | | | | |
| Administrative Assistant to the Treasurer, Administrative Assistant to the Assistant Superintendent | $22.68 | $28.84 | $23.25 | $29.56 | $23.95 | $30.45 | 260 | 8 |
| | | | | | | | | |
| Administrative Assistant to the Director of Instruction /PD | $22.68 | $28.84 | $23.25 | $29.56 | $23.95 | $30.45 | Varies | Varies |
| | | | | | | | | |
| Licensed Practical Nurse | $26.75 | $32.98 | $27.42 | $33.81 | $28.24 | $34.82 | As needed | |
| | | | | | | | | |
| Medical Assistant | $20.06 | $26.30 | $20.56 | $26.96 | $21.18 | $27.77 | As needed | |
| | | | | | | | | |
| *Hourly Employees with a 2- or 4-year degree applicable to their responsibilities will receive an additional $.45 per hour. This provision does not apply to the LPN. | | | | | | | | |

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## CALAMITY DAYS

A. Unless notified otherwise by supervisory personnel or administration, HEE who are contracted to work in excess of two hundred and thirty five (235) or more days are expected to report to work when the school(s) in which they are employed are closed owing to an epidemic or other public calamity. HEE required to work on these days shall be paid one (1) calamity day in addition to their regular pay for each hour actually worked for up to five (5) calamity days. Any calamity day beyond the first five (5) will be paid at straight time.

B. HEE who work in excess of two hundred and thirty five (235) days shall be paid for regular time lost if said epidemic or calamity prevents them from reporting, or causes them to be late.

C. HEE who work in excess of two hundred and thirty five (235) days are required to make every reasonable effort to be present to assist in the routine tasks to be performed and in coping with the emergency.

## CELL PHONES

Cell phone reimbursements are given to HEEs based upon the following:
Licensed Practical Nurses who float between buildings. $11/month for cell phone minute package; $30/month for data package; $492 total annually

## COMPENSATION SYSTEM (YEARLY)

### CONCEPT

Each administrator and exempt employee has a base salary or hourly rate, the starting point of which is determined at his/her date of hire (see description below). Each year the Board of Education will determine a dollar amount available for raises to administrators and exempt employees. If the Board of Education determines money is available, the Superintendent will be responsible for determining how the money will be distributed to the employees. The Superintendent will determine a base percentage increase that will be given to all employees. In addition to the uniform base percentage increase, an additional uniform percentage will be available for employees who have met their performance goals and have the highest rating possible on their summative evaluation for the year (see description below). Within the parameters written above, the total compensation increase an employee receives in a given year cannot exceed the top of the salary range for his/her position in the year in question.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## HIRING SALARIES/HOURLY RATE

The determination of the appropriate starting salary or hourly rate for new hires will be made by the Superintendent. Starting salaries or hourly rates should be at, or toward, the minimum of the assigned salary or hourly rate range (as found in the appropriate Benefit Provision Manual). A starting salary or hourly rate which is higher than the minimum assigned salary or hourly rate range may be granted for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or specific talent, etc. Salary or hourly rate levels of current District employees should also be considered in determining new hire salaries or hourly rates.

## ATTAINMENT OF PERFORMANCE GOALS

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor. In years where the Board of Education has allocated money for raises, employees who meet their performance goals and who have the highest rating possible on their summative evaluation for the year will receive the additional uniform percentage available.

Whether an employee has met his/her performance goals is determined by the direct supervisor, in consultation with the Superintendent, and involves a portfolio based system that provides supporting evidence of results/outcomes.

## SALARY/HOURLY RATE STRUCTURE ANALYSIS

In response to market trends, the salary/hourly rate structures should be reviewed and updated, as appropriate. A market analysis should be completed using comparable school districts in our area.

## RATIONALE

This system allows for performance-based financial incentives while creating an atmosphere where everyone can “win” if they have met their performance goals and have achieved at the highest level on their summative yearly evaluation. Performance goals and the evaluation instrument are known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor being “arbitrary” with decisions that are made. All of this is done within the dollar amount allocated by the Board of Education.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## DISCIPLINARY PROCEEDINGS

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

## EVALUATION

A. All HEE will be formally evaluated at least once each year by May 15 for HEE with less than two hundred sixty (260) day contracts, and June 15 for HEE with two hundred sixty (260) day contracts (See Appendix A for a copy of the evaluation instrument).

B. The purpose of such an evaluation is to promote better understanding of the consistent requirements of each position and expectations of the Administration of the HEE's productivity and the specific performance objective or targets to be achieved in a period covered by the evaluation and to point out and to attempt to mutually correct any deficiencies the HEE may have in his/her job performance. Expectations will be communicated to the HEE sufficiently in advance of the evaluation to provide an opportunity to meet expectations. Copies of the written evaluation will be given to the HEE evaluated and a copy will be filed in the HEE's personnel file.

C. The evaluator shall give the HEE a signed copy of the evaluation at least two (2) workdays prior to the post-evaluation conference. The HEE shall have an opportunity to discuss the evaluation with the evaluator. Where appropriate, suggestions for improvement will be made to the HEE. No HEE shall be adversely evaluated without just cause.

D. The HEE shall sign the evaluation form, which signifies only that the HEE has seen and discussed the evaluation; the HEE's signature does not signify agreement with the evaluation. The HEE will have ten (10) workdays after the above conference to notify the evaluator that he/she will file a written response to the evaluation with the Superintendent or designee. The response will be attached to and made part of the evaluation.

E. An HEE will be evaluated on his/her work performance by his/her immediate supervisor/administrator.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## FBI CHECK

The Board shall pay for the cost of any FBI check provided the HEE ~~i~~initiated the background check through central office.

## FLEX TIME

Flex time should be used within the pay period it is accrued. If this is not possible, then every effort should be made to use it in the next pay period. The maximum flex time that can be accrued at any one time is twelve (12) hours.

## HOLIDAY PAY

A. Any HEE who is required to work on the day observed as a holiday shall receive time and one half (1 1/2) for all hours worked in addition to pay for the holiday.

B. Holidays granted and paid are as follows: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. Good Friday also shall be a paid holiday in years when school is not in session on that day. HEE assigned to work two hundred sixty (260) days or more will also receive Fourth of July, Christmas Eve, and New Year's Eve.

C. In order to qualify for holiday pay, an HEE must be either working his/her last scheduled work day prior to the holiday and his/her first scheduled work day after the holiday, or be properly excused. Members on unpaid leave shall not be eligible for holiday pay.

D. In the event a holiday falls on Saturday, Friday will be the paid holiday. If it falls on Sunday, then, Monday will be the paid holiday.

## INSURANCE

### GENERAL PROVISIONS

A. Right to Insurance Benefits

In addition to the salary and other payments, the compensation of full-time HEE shall include the insurance benefits provided herein. ~~HEE who are scheduled to work less than seventy-five percent (75%) of full-time shall not be eligible for insurance benefits. A full-time is defined as those who are contracted to work one~~

~~thousand two hundred fifty (1,250) hours or more in a work year.~~ Full-time is defined as being scheduled to work forty (40) hours per week.

B. Distribution of Insurance Cards

Each HEE shall be issued a current insurance card.

## PREFERRED PROVIDER ORGANIZATION (PPO)

A. Method of Payment
HEE shall pay a portion of the monthly premium according to the following schedule:

Single: 9%
Family: 6%

B. Specifications

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

**Wadsworth City Schools – Base Plan**
**Blue Access® (PPO)**
**Effective 07/01/2018**

| Covered Benefits | Network | Non-Network |
|---|---|---|
| **Deductible (Single/Family)** | $250/$500 | $1,000/$1,600 |
| **Out-of-Pocket Limit (Single/Family)** | $1,250/$2,500 | $3,400/$6,800 |
| Physician Home and Office Services (PCP/SCP)<br>**Primary Care Physician (PCP)/**<br>**Specialty Care Physician (SCP)**<br>Including Office Surgeries and allergy serum:<br>• allergy injections (PCP and SCP)<br>• allergy testing<br>• MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products | $20/$20<br><br><br><br><br>20%<br>20%<br>20% | 30%<br><br><br><br><br>30%<br>30%<br>30% |
| **Preventive Care Services**<br>• Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening. | No cost share | 30% |
| **Emergency and Urgent Care**<br>**Emergency Room Services**<br>• **facility/other covered services** (copayment waived if admitted)<br>**Urgent Care Center Services**<br>• MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products<br>• Allergy injections<br>• Allergy testing | $100<br><br><br>$25<br>20%<br><br><br>20%<br>20% | $100<br><br><br>30%<br>30%<br><br><br>30%<br>30% |
| **Inpatient and Outpatient Professional Services**<br>Include but are not limited to:<br>• Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams | 20% | 30% |
| Blue 8.0 500 Series | | |

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

| Covered Benefits | Network | Non-Network |
|---|---|---|
| **Inpatient Facility Services** (Network/Non-Network combined) Unlimited days except for:<br>• 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis)<br>• 180 days for skilled nursing facility | 20% | 30% |
| **Outpatient Surgery Hospital/Alternative Care Facility**<br>• Surgery and administration of general anesthesia | 20% | 30% |
| **Other Outpatient Services** including but not limited to:<br>• Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services.<br>• Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined)<br>• Durable Medical Equipment, Orthotics and Prosthetics<br>• Physical Medicine Therapy Day Rehabilitation programs<br>• Hospice Care<br>• Ambulance Services | 20%<br><br><br><br><br>20%<br>20% | 30%<br><br><br><br><br>20%<br>20% |
| **Outpatient Therapy Services**<br>(Combined Network & Non-Network limits)<br>• Physician Home and Office Visits (PCP/SCP)<br>• Other Outpatient Services @ Hospital/Alternative Care Facility<br>Limits apply to:<br>• Cardiac Rehabilitation Unlimited<br>• Pulmonary Rehabilitation Unlimited<br>• Physical Therapy: 60 visits<br>• Occupational Therapy: 60 visits<br>• Manipulation Therapy: 12 visits<br>• Speech therapy: 20 visits<br>• Teledoc (Live Health Online) | <br><br>$20/$20<br>20% | <br><br>30%<br>30% |
| **Accidental Dental:** Unlimited per accident (Network and Non-network combined) | Copayments/Coinsurance based on setting where covered services are received | 30% |
| **Behavioral Health:**<br>**Mental Illness and Substance Abuse[2]**<br>• Inpatient Facility Services<br>• Physician Home and Office Visits (PCP/SCP)<br>• Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional | <br><br>20%<br>$20<br>20% | <br><br>30%<br>30%<br>30% |
| **Human Organ and Tissue Transplants[3]**<br>• Acquisition and transplant procedures, harvest and storage. | 20% | 30% |

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

| Covered Benefits | Network | Non-Network |
|---|---|---|
| Prescription Drugs<br>**Network Tier structure equals 1/2/3** | | |
| ○ **Network Retail Pharmacies:**<br>(30-day supply) | $10 generic/$20 preferred brand/$30 Non-preferred generic & brand | 50%, min $30[5] |
| ○ **Home Delivery Service:**<br>(90-day supply) | $25 generic/$50 preferred brand/$70 Non-preferred generic & brand | Not covered |
| Member may be responsible for additional cost when not selecting the available generic drug. | Rx OOP Max:<br>$6,525 Single/$13,050 Family | Rx OOP Max:<br>$13,050 Single/$26,100 Family |
| Medicare Rx - Wrap | | |

**Notes:**

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Private Duty Nursing – limited to 82 visits/Calendar Year
- Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.
- Plan to exclude coverage for elective abortions.

[2] We encourage you to review the Schedule of Benefits for limitations.
[3] Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.
[5] Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

**Precertification:**
Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

**Pre-existing Exclusion Period: none**

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

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

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

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

## WELLNESS RIDER

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in four (4) key wellness categories:

- Non-smoker or participation in a smoking cessation program
- Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
- Body Mass Index (BMI)
- Blood Pressure (BP)

(2) Beginning in 2019 and applicable for each subsequent calendar year, HRA credits

shall be issued subject to the terms and conditions outlined herein; credits shall be provided on the following basis:

- Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.
- Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.
- Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

(3) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed

preventive exam will have the opportunity to earn health credits for the following calendar year.

## TERM LIFE INSURANCE

A. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of $50,000 for each regular, full-time HEE now or hereinafter employed.

B. Method of Payment

The full cost of this program and any increase thereof shall be paid by the Board.

C. Right to Purchase Additional Coverage

The Board shall allow an eligible HEE to purchase additional amounts of coverage through payroll deduction, provided the number electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be $50,000 or One Hundred Thousand Dollars $100,000, at the option of the HEE. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

## DENTAL INSURANCE

A. Right to Coverage

The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage for each full-time HEE now or hereinafter employed, and his/her family.

B. Method of Payment of Coverage

The full cost of such insurance shall be paid by the Board.

C. Right to Change Coverage Status

An HEE may change coverage during the district's open enrollment period or when the employee has a "change in life event" as defined by the insurance carrier.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

DELTA DENTAL®

Delta Dental of Michigan, Ohio, Indiana QUALITY ISO 9001 CERTIFICATION

## Delta Dental PPO (Point-of-Service) Summary of Dental Plan Benefits For Group# 1151-5000, 5091

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

| | PPO Dentist | Premier Dentist | Non-participating Dentist |
|---|---|---|---|
| | Plan Pays | Plan Pays | Plan Pays* |
| **Diagnostic & Preventive** | | | |
| **Diagnostic and Preventive Services** – exams, cleanings, fluoride, and space maintainers | 100% | 100% | 100% |
| **Sealants** – to prevent decay of permanent teeth | 100% | 100% | 100% |
| **Brush Biopsy** – to detect oral cancer | 100% | 100% | 100% |
| **Radiographs** – X-rays | 100% | 100% | 100% |
| **Basic Services** | | | |
| **Emergency Palliative Treatment** – to temporarily relieve pain | 80% | 80% | 80% |
| **Minor Restorative Services** – fillings and crown repair | 80% | 80% | 80% |
| **Endodontic Services** – root canals | 80% | 80% | 80% |
| **Periodontic Services** – to treat gum disease | 80% | 80% | 80% |
| **Oral Surgery Services** – extractions and dental surgery | 80% | 80% | 80% |
| **Other Basic Services** – misc. services | 80% | 80% | 80% |
| **Major Services** | | | |
| **Major Restorative Services** – crowns | 70% | 70% | 70% |
| **Relines and Repairs** – to bridges, implants, and dentures | 70% | 70% | 70% |
| **Prosthodontic Services** – bridges, implants, and dentures | 70% | 70% | 70% |
| **Orthodontic Services** | | | |

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

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|---|---|---|---|
| **Orthodontic Services** – braces | **60%** | **60%** | **60%** |
| **Orthodontic Age Limit** – | **No Age Limit** | **No Age Limit** | **No Age Limit** |

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered

  Service for people under age 16.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age
  19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.
- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age 16. The surface must be free from decay and restorations.
- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period.

  Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.
- Certain oral surgery procedures including vestibuloplasty, frenulectomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12- month period. Chairside reline and rebase of dentures are payable once in any calendar year. Lab reline and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.
- Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- Implants and implant related services are payable once per tooth in any five-year period.
- Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

**Maximum Payment** – $3,000 per person total per Benefit Year on all services except orthodontics. $1,500 per person total per lifetime on orthodontic services.

**Deductible –** $25 Deductible per person total per Benefit Year limited to a maximum Deductible of $50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year.
The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the 2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

**Waiting Period –** Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

**Eligible People** – All eligible contracted employees of the school district who elect the dental plan. The Contractor and Subscriber share the cost of this plan.

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after 12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

Benefits will cease on the last day of the month in which the employee is terminated.

# LEAVE PROVISIONS

## SICK LEAVE

A. HEE shall accrue sick leave as established by the Ohio Revised Code. Sick leave shall be charged as it is used in minimum increments of one-quarter (1/4) hours, with a maximum accumulation of two hundred eighty-four (284) days. The State

mandated accumulation of Sick Leave is also established by the Ohio Revised Code. An HEE shall receive notification of his/her accumulated sick leave with each pay. An HEE who has not yet accumulated sufficient sick leave or who has exhausted sick leave and personal leave shall be credited up to five (5) days of sick leave.

B. HEE may use sick leave, upon approval of the responsible administrative officer of the employee, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and to illness, injury or death in the HEE immediate family. Sick leave may also be used as follows: (1) for pregnancy as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or child birth will not exceed six (6) weeks from date of delivery or eight (8) weeks from the date of delivery for a caesarean section, when documentation of the caesarean section has been provided; (2) for care of a spouse with a newborn baby up to a maximum of five (5) days. If an HEE requires more than five days, he/she will provide written documentation to the Superintendent; and (3) for the death of an aunt or uncle up to a maximum of two days. Babysitting for the HEE children or grandchildren is an inappropriate use of sick leave. When the administration suspects an abuse in the use of sick leave, the administration has the right to require an affidavit from a physician to verify the use of sick leave. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.

C. Any HEE whose job requires the operation of machinery or motor vehicle and who is on prescription medication that might impact the HEE ability to perform those functions must immediately inform his/her supervisor and provide a physician's statement verifying the member's fitness to operate such machinery or motor vehicle.

D. The local definition of "immediate family" is:
Spouse of HEE
Children or grandchildren of HEE or of his/her spouse
Parents and stepparents of HEE and HEE's spouse
Brothers and sisters of HEE and HEE's spouse
Grandparents of HEE and HEE's spouse
Son-in-law and daughter-in-law of HEE or of his/her spouse
In the event of death, "immediate family" also includes aunts and uncles.

Any person *in loco* of the above (e.g., anyone residing in the same home with the HEE or any relative who clearly stands in the same relationship with the HEE as any of those so specified). An HEE must provide a written description of the facts on the District absence report form supporting the *in loco* situation.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

E. HEE shall not be charged sick leave when school is not in session or when the HEE is not required to report to work.

## SICK LEAVE POOL

1. A Sick Leave Pool shall be established from voluntary donations of sick leave days from HEEs.

2. Each year, no later than October 31, each HEE who has a minimum of ten (10) accumulated sick days may donate one (1) day per year to the Sick Leave Pool by completing the Sick Leave Donation Form and sending this form to the Assistant Superintendent. As the Sick Leave Pool is beginning mid-year during the 2021-2022 school year, a HEE may initially donate up to five (5) days by following the procedure below no later than February 1, 2022.

3. Once a HEE donates sick leave and the form is forwarded to the Assistant Superintendent, the sick leave donation is irrevocable. The sick leave donation shall be immediately deducted from the HEE who donated the sick leave and placed into the Sick Leave Pool.

4. A HEE may use the Sick Leave Pool if the HEE has met all the following criteria:

    - All of the HEE's sick leave accumulation has been exhausted.
    - The HEE's absence is due to a catastrophic illness or accident, or long-term illness, any of which must be certified by a doctor of the member.
    - The HEE's catastrophic illness or accident or long-term illness has disabled the individual from performing normal job duties for at least ten (10) consecutive workdays and the condition is anticipated to continue fifty (50) continuous workdays from the date of the qualifying condition. Written medical verification of the above shall be required by a licensed medical doctor.
    - The HEE has completed the Application to Use Sick Leave Pool.
    - The HEE has applied for, or will apply within thirty (30) days from the start of the Sick Leave Pool benefits, for SERS disability or private disability retirement where the medical prognosis is that the HEE will not return to work within a reasonably short time (normally within sixty [60] working days). The Board will provide assistance to the HEE in preparing

the disability retirement application, when requested.

- The HEE has:

1. contributed to the Sick Leave Pool in that same year or contributed to the Sick Leave Pool in past years but is not able to donate at the time because the HEE does not have enough available sick leave to meet the requirements identified above; or

2. The HEE is in his/her first or second year of employment and does not have enough available sick leave to meet the requirements identified above.

5. The Assistant Superintendent will review each new application and determine the eligibility of the applicant consistent with the criteria described above. The application of any member who meets the criteria will be forwarded to the Superintendent for verification and processing.

6. In the case of a HEE who has been approved to participate in the Sick Leave Pool, days shall be granted in ten (10)-day increments up to fifty (50) days. Unused days shall be returned to the Sick Leave Pool. If the Sick Leave Pool falls below a value of two thousand dollars ($2,000.00), a period in addition to the yearly September donation time period can be established in order to ask HEEs to donate sick days to the Sick Leave Pool. In no case can a HEE receive more sick leave days from the pool than are available in the Sick Leave Pool.

7. Days will be donated and issued based on the per diem at the time of the donation or issuance of the sick leave.

8. The maximum number of Sick Leave Pool days that may be claimed by any one (1) HEE is fifty (50) days for each separate and distinct catastrophic illness, accident or long-term illness as certified by a doctor of the HEE.

9. When a HEE is approved for SERS disability retirement or for private disability insurance benefits during the fifty (50) day Sick Leave Pool period, the HEE must immediately utilize such benefits, and Sick Leave Pool benefits shall cease.

## PERSONAL LEAVE

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

A. Right to Leave

1. HEE shall be eligible for three (3) unrestricted days per school year.
2. HEE will not be charged personal leave on non-work days.

B. Notice of Intent to Use Leave

Notice of intent to use Personal Leave shall be provided by completing and delivering to the person the HEE directly reports to the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the HEE shall notify the person they report to with his/her intent to use Personal Leave as soon as practicable.

C. Purpose of Leave

It is the intent of this Section to provide HEE with a means of dealing with personal matters that cannot be handled except during school hours.

D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.

E. On occasion, special circumstances not covered by the provision above may arise and HEE may wish to request personal leave. Such requests shall be made in writing to the person the HEE reports to who may grant the personal leave on a paid or unpaid basis or may deny the request.

F. An HEE who abuses personal leave will be subject to discipline, up to and including termination.

G. Any unused personal leave hours at the end of the contract year (June 30) will be paid at the HEE's per diem rate. If the HEE desires to have unused personal leave converted to sick leave in lieu of receiving his/her per diem rate reimbursement for unused personal leave hours, he/she must submit a letter to the Treasurer's office by June 15.

## UNPAID LEAVE

A. Unpaid Leave – Short Term

Unpaid leave of up to ten (10) days at one time may be granted, in writing, by the Superintendent or his designee upon prior written request to the Superintendent or his designee by the HEE. In emergency cases, verbal requests and approval shall be reported, in writing, by the supervisor or administrator granting the request.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. Unpaid Leave – Long Term

Upon the written request of an HEE, the Board may grant Unpaid Leaves up to two (2) years in length.

## PAID ADOPTION LEAVE

A. Adoptions in the United States

An HEE is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

B. Adoptions Outside the United States

If a child outside of the United States is adopted, an HEE will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the HEE and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.

C. HEE will not be charged adoption leave on non-work days.

## UNPAID CHILD CARE LEAVE

A. Length of Leave

An HEE shall be granted unpaid child care leave to care for a newborn or an adopted child who is not yet school age. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months. Unpaid child care leave shall start at the end of the use of sick leave (if any) and will expire no later than the end of the sixth month following the child's birth or date of adoption.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. Eligibility for Leave

An HEE wishing to take unpaid leave for child care pursuant to this Section shall, as a prerequisite, file a letter of intent to use such leave, specifying its expected duration, not later than the end of the fifth ($5^{th}$) month of pregnancy or within four (4) months of pending adoption date.

C. Right to Return from Leave

1. An HEE who has elected not to take additional leave shall return to work as soon as the period of actual physical disability has ended. The HEE will notify the Superintendent in writing, of the date of her expected return as far in advance as possible.

2. An HEE who uses an additional unpaid leave for child care shall return on the date specified in the notice of intent to use the unpaid leave.

D. Rights While on Leave

An HEE who is absent on unpaid child care leave shall have the same rights, and only those rights, while on leave and upon returning from leave as any other HEE who is absent on unpaid leave pursuant to Ohio Revised Code.

E. Insurance Coverage While on Leave

An HEE on unpaid child care leave may continue all insurance coverage provided. Such coverage will be at his/her own expense unless otherwise required by statute. Payment for such coverage shall be made monthly by the HEE to the Treasurer.

## JURY DUTY

An HEE shall be granted time off for jury duty actually served during work hours and shall suffer no loss of pay. If an HEE has served on jury duty in excess of four (4) hours in a given day, the member need not report to work. Similarly, if an HEE has worked four (4) hours of his/her shift prior to reporting to jury duty, the HEE need not return to work. The HEE may keep any payment received for jury duty. Documentation of jury duty actually served must be submitted to the appropriate supervisor.

## LEAVE PURSUANT TO SUMMONS OR SUBPOENA

A. Right to Leave for a Summons or Subpoena

Any HEE who is summoned or subpoenaed for a job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the summons or subpoena. A summons or subpoena issued because of a student's custody issue is considered to be job related. A HEE receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section.

B. Right to Leave for a Non-Job Related Issue

Personal leave must be utilized for a summons issued because of a non-job related issue. If the HEE has exhausted his/her personal leave, and is summoned for something that is not job related, leave pursuant to summons or subpoena may be used in order to comply with the summons.

C. Leave not Covered

An HEE is not eligible for leave under this Section if the HEE is a party to the legal proceeding.

D. Duty to Report

If the HEE responsibility under the summons or subpoena requires the HEE participation in excess of four (4) hours in a given day, the member need not report to work. Similarly, if the HEE has worked four (4) or more hours of his/her shift and the HEE requires leave due to a summons or subpoena, the HEE need not return to work following completion of that responsibility. Documentation of the HEE's obligations under this Section must be submitted to the appropriate supervisor.

## ASSAULT LEAVE

A. Right to Leave

An HEE who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

B. Notice of Intent to Use Leave

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the HEE delivering to their immediate supervisor a signed Employee Report of Injury Form.

2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the HEE to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

C. Rights While On Leave

1. An HEE on Assault Leave shall be maintained on full pay status during the period of his/her leave with the exceptions listed in D and E below.

2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other section in the benefit provision plan.

D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred (180) workdays.

E. Restrictions

1. If medical attention is required, the HEE shall supply a certificate from a licensed physician stating the nature of the disability and its duration.

2. The HEE must file a Workers Compensation claim with the Business Office. The pay of a HEE on Assault Leave shall be reduced by the amount received by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the HEE's pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.

3. If an HEE is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the HEE to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the member's first medical verification, the Board may request, at the Board's expense, that the HEE see a mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.

4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.

5. HEE shall not be charged assault leave when school is not in session or when the member is not required to report to work.

F. Verbal Assault Leave

1. An HEE not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to two (2) days off without loss of pay, as long as the HEE reports the threat to the police.

2. HEEs shall not be charged verbal assault leave when school is not in session or when the HEE is not required to report to work.

## PROFESSIONAL LEAVE

A. Eligibility for Leave

An HEE may initiate a request or be assigned to attend professional conferences designed to improve the HEE's effectiveness in his/her assigned area(s).

B. Application for Leave

Application for professional leave shall be made by the HEE completing the form provided by the Board, and submitting it to his/her district supervisor.

C. Restriction

In determining whether to approve requests, the value of the conference relative to the costs of attendance shall be considered along with the availability of funds within the Board's annual appropriation.

## FAMILY AND MEDICAL LEAVE

A. To be eligible for FMLA Leave, the HEE must:

1. Have been working for the Board for at least twelve (12) months before the leave request (these do not need to be consecutive months); and

2. Have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding the FMLA Leave.

3. Provide the Board with thirty (30) days advance notice when the need is foreseeable and such notice is practicable.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. An HEE may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the HEE.

C. An eligible HEE may take up to twelve (12) workweeks of paid (if sick leave is available) or unpaid leave ("FMLA Leave") in any school year (August 1st through July 31st) for one (1) or more of the following circumstances:

1. The birth of an HEE's child and to care for the child up to age one (1);

2. The placement of a child with an HEE for adoption or foster care, up to a twelve (12) month period after the placement;

3. To care for the spouse, child, or parent of an HEE when that family member has a serious health condition;

4. The HEE's inability to perform the functions of the position because of the HEE's own serious health condition.

5. For qualifying military situations arising when an HEE's spouse, son, daughter or parent is on active duty or is called to active duty status.

D. A "serious health condition" is defined as one that involves either inpatient care or one where the period of incapacity: (1) is more than three consecutive calendar days and involves treatment by a health care provider, (2) is due to incapacity due to pregnancy or prenatal care, (3) is a period of incapacity or treatment for such incapacity due to a chronic serious health condition, (4) is a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, or (5) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider. Conditions for which cosmetic treatment are administered are not "serious health conditions" unless complications develop.

E. Spouses employed by the Board are jointly entitled to a combined total of twelve (12) weeks of FMLA Leave if the FMLA Leave is requested for the birth or placement of a child or to care for an ill parent (but not parent-in-law). Spouses employed by the board are jointly entitled to a combined total of twenty-six (26) of FMLA leave if the leave is requested to care for a covered service member.

F. For purposes of this section, a qualifying military situation arises when an HEE's spouse, son, daughter, or parent is on active duty or called to active duty status (i.e., not on active duty in the Armed Forces) and includes, but is not limited to, the following situations:

1. Attendance at official military sponsored events

2. To provide or arrange for alternative child care or schooling

3. To make financial or legal arrangements to address the HEE address while on active duty

4. Counseling

5. Rest and recuperation, and

6. Post-employment activities.

For purposes of military caregiver leave, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury incurred in the line of active duty that renders a service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, therapy or otherwise in an out-patient status or on temporary disability retired list.

G. Sick leave taken shall be counted as FMLA Leave if the reasons for taking it qualify as FMLA reasons.

H. The Board shall maintain coverage under the group health plans and life insurance plans for the duration of the unpaid FMLA leave at the level and under the conditions that would have been provided if the employee had continued to work and not taken leave. Payment of the employee's required contribution toward the premium (if any) is due the first day of the month. Failure to make payment within thirty (30) days will result in termination of coverage during the unpaid FMLA Leave. The HEE shall accrue seniority but shall not accrue any other employment benefits during the unpaid FMLA Leave.

I. The Board shall notify the HEE of FMLA eligibility within three business days of learning of the need for the FMLA leave.

J. For unpaid FMLA Leave the Board retains the right, at its own expense, to require the member to obtain the opinion of a second health care provider designated by the Board. If the second opinion is in conflict with the first, the Board may request, at the Board's expense, the HEE to see a mutually agreed upon health care provider to give a final and binding opinion regarding eligibility for unpaid FMLA leave. The HEE and Board must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. If the Board does not attempt in good faith to reach agreement, the Board will be bound by the first

certification. If the HEE does not attempt in good faith to reach agreement, the HEE will be bound by the second certification.

K. Intermittent Leave and Reduced-Work Schedule

1. Intermittent leave means leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.

2. When medically necessary, an HEE may take intermittent FMLA Leave or a reduced-work schedule to care for a spouse/child/parent who has a serious health condition. The HEE shall make reasonable efforts to schedule treatment so as not to unduly disrupt the regular operations of the Board.

3. Where FMLA Leave is taken because of birth or placement for adoption or foster care, an HEE may take leave intermittently or on a reduced-work schedule only if the Board agrees.

L. Return to Work

1. At the end of unpaid FMLA Leave, the Board shall restore the HEE to the same or to an equivalent position with equal benefits, pay, and other terms and conditions of employment.

2. When an HEE is medically able to return to work after using unpaid FMLA Leave because of a serious personal health condition, he/she shall provide the Board with a statement from his/her health care provider that the employee is able to resume the job functions for his/her position.

3. Should an HEE not return to work at the end of the unpaid FMLA Leave or contractual leave that is adjacent to the FMLA leave for reasons other than the continuation, recurrence, or onset of the serious health condition that gave rise to the FMLA Leave or for circumstances beyond the HEE's control, the HEE shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA Leave period. As HEE shall be required to support his/her claim of inability to return to work because of the continuation, recurrence, or onset of the serious health condition. Certification from the HEE's health care provider shall be provided in a timely manner, and no later than thirty (30) calendar days after the claimed inability to return. If this certification is not provided in a timely manner, the

Board may recover the health benefit premiums it paid during the period of unpaid FMLA Leave.

M. All terms which are not defined in this Article shall have the same meaning as those terms defined in the Family and Medical Leave Act of 1993, as amended January 16, 2009. If there are any inconsistencies between this Article of the Agreement and the Family and Medical Leave Act of 1993, the Family and Medical Leave Act of 1993 shall prevail.

## MILITARY LEAVE

An HEE engaged in military service will receive leave and reinstatement rights in accordance with the requirements of applicable Federal and Ohio law.

## MILEAGE REIMBURSEMENT

An HEE who is required by the Board to use his/her own automobile to perform his/her assigned duties shall be reimbursed for all such travel, unless the Board has notified SEEs that the district-owned pool car must be used if available. Examples are: an HEE who is assigned to more than one (1) school building per day or attending mandatory training meetings that involve considerable distances. Rate of compensation is approved IRS rate.

## PAYROLL PRACTICES

Paychecks will be biweekly on Friday, during the term of employment. HEE may elect to receive his/her wages in twenty-six (26) bi-weekly, substantially equal pays. In order to facilitate payroll procedures, pay will be one week in arrears. All HEE will be paid via direct deposit into the account in the financial institution of the HEE choice and will receive their pay stub via email.

## PERSONNEL FILES

A. Right to Review

An HEE shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

B. Right to See Copy of Material in File

If an Administration communication or a communication received from parents and other nonprofessionals regarding an HEE is intended to become a part of the

HEE's file, it shall be reviewed by HEE's boss and the HEE involved and such HEE shall be afforded the opportunity to file a written reply. After receiving the communication, the HEE shall sign it to acknowledge he/she has had the opportunity to review it. This signature shall not indicate agreement with the substance of the communication.

C. Right to Challenge Contents of File

1. An HEE will have the right to indicate which, if any, document(s) or other material(s) in his/her personnel file is obsolete or otherwise inappropriate for retention.

2. Such document(s) will then be reviewed by an appropriate member of the administrative staff.

3. In determining whether a document is "obsolete or otherwise inappropriate for retention," the standards set forth in ORC Section 1347.05 shall apply.

D. Maintenance of Files

Neither the Board nor any Administrator shall maintain confidential and separate files on personnel in the form of communications from parents or computerized information which the HEE has neither seen or had the right to challenge.

E. Public Request to View Personnel Files

In the event any person, other than the HEE's Supervisor or other Administrator or Board member, seeks to review the personnel file of an HEE, the HEE shall be notified of such request. Such notice shall include the name of the person making the request, the date the request was made and, if scheduled, the date and time of the review, if applicable.

## SEVERANCE PAY

A. An HEE shall receive severance pay upon quitting his/her employment in the District and retiring from active service providing he/she; (1) is approved for retirement benefits by the State Employees Retirement System (SERS), or (2) is at least fifty (50) years old and has worked at least ten (10) full years in the District, or (3) has fifteen (15) or more years' service credit with the SERS and at least ten (10) full years of employment in the District.

B. A qualifying HEE shall receive severance pay equal to forty percent (40%) of two hundred (200) days; i.e., a benefit of up to eighty (80) days of his/her accumulated and unused sick leave. If a qualifying HEE does not have sufficient sick leave to

qualify for maximum severance resigns or retires after fifteen (15) or more years employment in the district, then the severance pay to which he/she is entitled shall be supplemented by one day's pay for each year of employment in the district, provided that the total severance pay shall not exceed the eighty (80) day cap.

C. The payment shall be based on average hours assigned for the last three (3) years of employment. Hours will be based on the last three (3) wage notices issued by June 30th of each year. Wages will be based on final wage rate at the time of retirement.

D. The payment will be made in one lump sum within ninety (90) calendar days of the last work day with the District. Alternatively, at the request of the HEE, payment may be delayed until the calendar year following retirement, providing the member takes full responsibility for taxes.

## VACATION DAYS

A. HEE assigned to at least two hundred sixty (260) days of work per year (excluding paid holidays) will be granted paid vacations as follows:

- 11 days- less than six years
- 14 days- six years, less than nine years
- 17 days- nine years, less than fourteen years
- 22 days- fourteen years, less than twenty years
- 27 days-twenty years and over

For purposes of vacation accrual, the passage of each August 1 defines one year.

B. Vacation will be awarded on August 1 of each year for the year to be worked and may be taken upon accrual at times requested by the HEE and recommended and approved by his/her supervisor. Requests must be made at least three (3) days in advance, except: (1) this requirement can be waived by the administration and (2) a one-day or two-day vacation can be taken with one (1) workday's notice.

C. A maximum of ten (10) days of unused vacation will be carried forward to the next year.

D. When an HEE moves from a position that does not qualify for vacation to a vacation qualifying position, placement on the vacation schedule will be determined by the following formula:

(Total years in a nine month position) times (.75) example:

13 years as nine month employee moving to a twelve month position
(13) x (.75) = 8.25 twelve month years, therefore, the SEE receives

fourteen (14) prorated days of vacation and after one (1) year in the twelve month position, the SEE would be entitled to seventeen 17 days of vacation.

(Total years in a ten and one-half month [220 days] position) times (.85) example:

13 years as a ten and one-half month (220 days) employee moving to a twelve-month position (13) x (.85) = 11.05 twelve-month years, therefore the SEE receives seventeen (17) prorated days of vacation and after three (3) years in the twelve (12) month position, the SEE would be entitled to twenty-two (22) days of vacation.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## WADSWORTH CITY SCHOOLS EVALUATION INSTRUMENT

**Wadsworth City Schools Evaluation Instrument**
**Administrators and Exempt Employees**

EMPLOYEE _____ EVALUATOR _____

DEPT. _____ POSITION _____ DATE _____

| *Performance Traits* | *Rating (Numerical Score)* | *Numerical Score (from previous column)* | *Comments* |
|---|---|---|---|
| 1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications | Accomplished (4) | | |
| 2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues | Accomplished (4) | | |
| 3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication | Accomplished (4) | | |
| 4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work | Accomplished (4) | | |
| 5. LEADERSHIP: Sets example, provides direction, has vision | Accomplished (4) | | |

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

**Wadsworth City Schools Evaluation Instrument**
**Administrators and Exempt Employees**

| | | | |
|---|---|---|---|
| 6. QUALITY OF WORK: Accuracy, neatness, thoroughness, standard of work | Accomplished (4) | | |
| 7. QUANTITY OF WORK: Volume, amount, speed, turn-around time, projects | Accomplished (4) | | |
| 8. PROFESSIONAL GROWTH: Activities, programs, initiatives | Accomplished (4) | | |
| 9. ATTENDANCE: Punctual, absenteeism | Accomplished (4) | | |
| GENERAL COMMENTS: | | | |
| | **RATING TOTAL** | 0 | **OVERALL RATING**: Accomplished<br><br>Accomplished 32-36<br>Skilled 23-31<br>Developing 14-22<br>Ineffective 9-13 |

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

**August 1, 2020 to July 31, 2023**

Revised ~~June 2020~~ January 2022

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# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## DECLARATION

The following benefit provisions apply to all those persons employed by the Board of Education and officially classified as a "Salary Exempt." The following positions are classified Salary Exempt for the purpose of this Salary Exempt Employee Benefit Provision and will be referred to as "SEE" from this point on:

Assistant Treasurer
Attendance Officer
Bear Cub Director
EMIS Coordinator
Food Service Supervisor
High School Security Monitor
Network Engineer
Payroll Supervisor
School Nurse
Preschool Supervisor/Psychologist
Special Education Transition Specialist
Student Well-Being/Mental Health Coordinator
Supervisor of Facilities and Grounds
Technology Support Specialist
Transportation Supervisor

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## SALARY RANGE AND WORK SCHEDULE

| | 2020-2021 | | 2021-2022 | | 2022-2023 | | | |
|---|---|---|---|---|---|---|---|---|
| **Position** | **Low** | **High** | **Low** | **High** | **Low** | **High** | **Days** | **Hr/day** |
| Preschool Supervisor/Psychologist | $78,091 | $91,077 | $80,043 | $93,354 | $82,444 | $96,155 | 187 | 7 |
| | | | | | | | | |
| Supervisor of Facilities and Grounds, Asst. Treasurer, Special Ed. Transition Specialist | $67,945 | $82,908 | $69,644 | $84,981 | $71,733 | $87,530 | 260, 210 | 8 |
| | | | | | | | | |
| Transportation Supervisor | $52,376 | $67,104 | $53,686 | $68,781 | $55,296 | $70,845 | 260 | 8 |
| | | | | | | | | |
| Food Service Supervisor | $52,531 | $65,884 | $53,845 | $67,531 | $55,460 | $69,557 | 210 | 8 |
| | | | | | | | | |
| Network Engineer Technology Support Specialist | $43,639 | $59,141 | $44,730 | $60,620 | $46,072 | $62,439 | 260 | 8 |
| | | | | | | | | |
| Payroll Supervisor | $49,929 | $62,861 | $51,177 | $64,433 | $52,712 | $66,366 | 260 | 8 |
| | | | | | | | | |
| EMIS Coordinator | $52,145 | $60,174 | $53,448 | $61,678 | $55,052 | $63,528 | 260 | 8 |
| | | | | | | | | |
| Attendance Officer | $43,330 | $54,524 | $44,413 | $55,887 | $45,745 | $57,564 | 194 | 8 |
| | | | | | | | | |
| Bear Cub Director | $34,136 | $42,704 | $34,989 | $43,771 | $36,039 | $45,084 | 204 | 8 |
| | | | | | | | | |
| High School Security Monitor | $30,630 | $38,948 | $31,396 | $39,922 | $32,338 | $41,119 | varies, not to exceed 185 | 8 |
| | | | | | | | | |
| School Nurse | $49,407 | $67,598 | $50,642 | $69,288 | $52,161 | $71,366 | 182 | 8 |
| | | | | | | | | |
| Student Well-Being/Mental Health Coordinator | N/A | N/A | N/A | N/A | $58,000 | $90,000 | 194 | 8 |

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## CALAMITY DAYS

A. Unless notified otherwise by administration, SEEs who are contracted to work in excess of two hundred and thirty five (235) or more days are expected to report to work when the school(s) in which they are employed are closed owing to an epidemic or other public calamity.

B. SEEs who work in excess of two hundred and thirty five (235) days shall be paid for regular time lost if said epidemic or calamity prevents them from reporting, or causes them to be late.

C. SEEs who work in excess of two hundred and thirty five (235) days are required to make every reasonable effort to be present to assist in the routine tasks to be performed and in coping with the emergency.

## CELL PHONES

Cell phone reimbursements are given to SEEs based upon the following:

Assistant Treasurer, Attendance Officer, Bear Cub Director, Food Service Supervisor, Network Engineer, Preschool Supervisor/Psychologist, School Nurse, Special Education Transition Specialist, Student Well-Being/Mental Health Coordinator, Technology Support Specialist, Supervisor of Facilities and Grounds, and Transportation Supervisor:
$15/month for cell phone minute package; $35/month for data package; $600 total annually. An additional $100 will be paid for device reimbursement in every odd number year.

## COMPENSATION SYSTEM (YEARLY)

### CONCEPT

Each administrator and exempt employee has a base salary or hourly rate, the starting point of which is determined at his/her date of hire (see description below). Each year the Board of Education will determine a dollar amount available for raises to administrators and exempt employees. If the Board of Education determines money is available, the Superintendent will be responsible for determining how the money will be distributed to the employees. The Superintendent will determine a base percentage increase that will be given to all employees. In addition to the uniform base percentage increase, an additional uniform percentage will be available for employees who have met their performance goals

and have the highest rating possible on their summative evaluation for the year (see description below). Within the parameters written above, the total compensation increase an employee receives in a given year cannot exceed the top of the salary range for his/her position in the year in question.

## HIRING SALARIES/HOURLY RATE

The determination of the appropriate starting salary or hourly rate for new hires will be made by the Superintendent. Starting salaries or hourly rates should be at, or toward, the minimum of the assigned salary or hourly rate range (as found in the appropriate Benefit Provision Manual). A starting salary or hourly rate which is higher than the minimum assigned salary or hourly rate range may be granted for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or specific talent, etc. Salary or hourly rate levels of current District employees should also be considered in determining new hire salaries or hourly rates.

## ATTAINMENT OF PERFORMANCE GOALS

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor. In years where the Board of Education has allocated money for raises, employees who meet their performance goals and who have the highest rating possible on their summative evaluation for the year will receive the additional uniform percentage available.

Whether an employee has met his/her performance goals is determined by the direct supervisor, in consultation with the Superintendent, and involves a portfolio based system that provides supporting evidence of results/outcomes.

## SALARY/HOURLY RATE STRUCTURE ANALYSIS

In response to market trends, the salary/hourly rate structures should be reviewed and updated, as appropriate. A market analysis should be completed using comparable school districts in our area.

## RATIONALE

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

This system allows for performance-based financial incentives while creating an atmosphere where everyone can "win" if they have met their performance goals and have achieved at the highest level on their summative yearly evaluation. Performance goals and the evaluation instrument are known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor being "arbitrary" with decisions that are made. All of this is done within the dollar amount allocated by the Board of Education.

## DISCIPLINARY PROCEEDINGS

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

## EVALUATION

The Superintendent will institute and maintain a comprehensive program for the evaluation of SEEs. SEEs include positions listed on page one and any other SEE not included in an employee negotiating unit.

The purpose of a SEE Evaluation will be to assess the performance of SEE and to provide information upon which to base employment and personnel decisions. Evaluation should also assist SEEs to develop their professional abilities in order to better accomplish the effective management of the school system.

The evaluation criteria for each position will be in written form and will be made available to the SEE. Evaluations will be made by the person to whom the SEE is immediately responsible (See Appendix A). The results of the evaluation will be put in writing and discussed with the SEE by the person who makes the evaluation.

In order to comply with the provisions of Ohio Revised Code, the SEE positions are categorized as either a non-teaching position or an administrative position. The details for the evaluation of each SEE type follow.

Non-Teaching SEE

The following SEE positions are categorized as a non-teaching employee:
Attendance Officer
EMIS Coordinator
High School Security Monitor
Network Engineer
Payroll Supervisor
Special Education Transition Specialist

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Technology Support Specialist

Non-Teaching SEE Evaluation

A. All non-teaching SEEs will be formally evaluated at least once each year by May 15 for SEEs with less than two hundred sixty (260) day contracts, and June 15 for SEEs with two hundred sixty (260) day contracts (See Appendix A for a copy of the evaluation instrument).

B. The purpose of such an evaluation is to promote better understanding of the consistent requirements of each position and expectations of the Administration of the SEE's productivity and the specific performance objective or targets to be achieved in a period covered by the evaluation and to point out and to attempt to mutually correct any deficiencies the SEE may have in his/her job performance. Expectations will be communicated to the SEE sufficiently in advance of the evaluation to provide an opportunity to meet expectations. Copies of the written evaluation will be given to the SEE evaluated, and a copy will be filed in the SEE's personnel file.

C. The evaluator shall give the SEE a signed copy of the evaluation at least two (2) workdays prior to the post-evaluation conference. The SEE shall have an opportunity to discuss the evaluation with the evaluator. Where appropriate, suggestions for improvement will be made to the SEE. No SEE shall be adversely evaluated without just cause.

D. The SEE shall sign the evaluation form, which signifies only that the SEE has seen and discussed the evaluation; the SEE's signature does not signify agreement with the evaluation. The SEE will have ten (10) workdays after the above conference to notify the evaluator that he/she will file a written response to the evaluation with the Superintendent or designee. The response will be attached to and made part of the evaluation.

E. A SEE will be evaluated on his/her work performance by his/her immediate supervisor/administrator.

Administrative SEE

The following SEE positions are categorized as administrative:

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Assistant Treasurer
Bear Cub Director
Food Service Supervisor
School Nurse
Preschool Supervisor/Psychologist
Student Well-Being/Mental Health Coordinator
Supervisor of Facilities and Grounds
Transportation Supervisor

Administrative SEE Evaluation

An administrative SEE whose contract is due to expire at the conclusion of the current school year shall have at least one (1) preliminary evaluation and one (1) final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the SEE at least sixty (60) days prior to any Board action on the renewal or non-renewal of the contract. A written copy of the final evaluation report shall be provided to the SEE at least five (5) days prior to any Board action on the renewal or non-renewal of the contract.

The SEE being evaluated will have the right to attach a memorandum to the written evaluation. The results of the evaluation will be kept in personnel records maintained in the central office. Information gathered and written evaluative documents used in retention, promotion or termination of a SEE will be accessible to the person concerned or his representative.

In order that there will be no conflict of interest in the supervision and evaluation of employees, at no time may any SEE be solely responsible for the supervision and/or evaluation of an employee if the SEE is directly related to that employee.

## HOLIDAY PAY

A. Holidays granted and paid are as follows: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. Good Friday also shall be a paid holiday in years when school is not in session on that day. SEE assigned to work two hundred sixty (260) days or more will also receive Fourth of July, Christmas Eve, and New Year's Eve.

B. In order to qualify for holiday pay , a SEE must be either working his/her last scheduled work day prior to the holiday and his/her first scheduled work day after the holiday, or be properly excused. SEE's on unpaid leave shall not be eligible for holiday pay.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

C. In the event a holiday falls on Saturday, Friday will be the paid holiday. If it falls on Sunday, then, Monday will be the paid holiday.

## FBI CHECK

The Board shall pay for the cost of any FBI check provided the SEE initiates the background check through central office.

## INSURANCE

### GENERAL PROVISIONS

A. Right to Insurance Benefits

In addition to the salary and other payments, the compensation of full-time SEEs shall include the insurance benefits provided herein. ~~SEEs who are scheduled to work less than seventy-five percent (75%) of full-time shall not be eligible for insurance benefits. A full-time is defined as those who are contracted to work one thousand two hundred fifty (1,250) hours or more in a work year.~~ Full-time is defined as being scheduled to work no less than seven (7) hours per day.

B. Copy of Certificate of Insurance

1. SEEs will receive a certificate of insurance which shall provide the specific benefits provided.

C. Distribution of Explanation of Coverage(s)

1. As amendments and/or changes in insurance coverages or carriers are made, SEEs will receive a written description, prepared by the carrier, of such amendments and/or changes. This written description shall be provided within sixty (60) days of the amendment and/or changes.

2. A SEE hired during the term of this agreement shall, at the time of the signing of his/her contract, receive a written description of all insurance coverages in effect at that time.

D. Distribution of Insurance Cards

Each SEE shall be issued a current insurance card.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## PREFERRED PROVIDER ORGANIZATION (PPO)

A. Method of Payment

SEE shall pay a portion of the monthly premium according to the following schedule:

Single: 9%
Family: 6%

B. Specifications

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

**Wadsworth City Schools – Base Plan**
**Blue Access® (PPO)**
**Effective 07/01/2018**

| Covered Benefits | Network | Non-Network |
|---|---|---|
| **Deductible (Single/Family)** | $250/$500 | $1,000/$1,600 |
| **Out-of-Pocket Limit (Single/Family)** | $1,250/$2,500 | $3,400/$6,800 |
| Physician Home and Office Services (PCP/SCP)<br>**Primary Care Physician (PCP)/**<br>**Specialty Care Physician (SCP)**<br>Including Office Surgeries and allergy serum:<br>o allergy injections (PCP and SCP)<br>o allergy testing<br>o MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products | $20/$20<br><br><br><br><br>20%<br>20%<br>20% | 30%<br><br><br><br><br>30%<br>30%<br>30% |
| **Preventive Care Services**<br>o Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening. | No cost share | 30% |
| **Emergency and Urgent Care**<br>**Emergency Room Services**<br>o **facility/other covered services** (copayment waived if admitted)<br>**Urgent Care Center Services**<br>o MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products<br>o Allergy injections<br>o Allergy testing | <br>$100<br><br><br>$25<br>20%<br><br><br><br>20%<br>20% | <br>$100<br><br><br>30%<br>30%<br><br><br><br>30%<br>30% |
| **Inpatient and Outpatient Professional Services**<br>Include but are not limited to:<br>o Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams | 20% | 30% |
| Blue 8.0 500 Series | | |

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

| Covered Benefits | Network | Non-Network |
|---|---|---|
| **Inpatient Facility Services** (Network/Non-Network combined) Unlimited days except for:<br>o 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis)<br>o 180 days for skilled nursing facility | 20% | 30% |
| **Outpatient Surgery Hospital/Alternative Care Facility**<br>o Surgery and administration of general anesthesia | 20% | 30% |
| **Other Outpatient Services** including but not limited to:<br>o Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services.<br>o Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined)<br>o Durable Medical Equipment, Orthotics and Prosthetics<br>o Physical Medicine Therapy Day Rehabilitation programs<br>o Hospice Care<br>o Ambulance Services | 20%<br><br><br><br><br><br>20%<br>20% | 30%<br><br><br><br><br><br>20%<br>20% |
| **Outpatient Therapy Services**<br>(Combined Network & Non-Network limits)<br>o Physician Home and Office Visits (PCP/SCP)<br>o Other Outpatient Services @ Hospital/Alternative Care Facility<br>Limits apply to:<br>o Cardiac Rehabilitation Unlimited<br>o Pulmonary Rehabilitation Unlimited<br>o Physical Therapy: 60 visits<br>o Occupational Therapy: 60 visits<br>o Manipulation Therapy: 12 visits<br>o Speech therapy: 20 visits<br>o Teledoc (Live Health Online) | <br><br>$20/$20<br>20% | <br><br>30%<br>30% |
| **Accidental Dental:** Unlimited per accident (Network and Non-network combined) | Copayments/Coinsurance based on setting where covered services are received | 30% |
| **Behavioral Health:**<br>**Mental Illness and Substance Abuse[2]**<br>o Inpatient Facility Services<br>o Physician Home and Office Visits (PCP/SCP)<br>o Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional | <br><br>20%<br>$20<br>20% | <br><br>30%<br>30%<br>30% |
| **Human Organ and Tissue Transplants[3]**<br>o Acquisition and transplant procedures, harvest and storage. | 20% | 30% |

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

| Covered Benefits | Network | Non-Network |
|---|---|---|
| Prescription Drugs<br>**Network Tier structure equals 1/2/3** | | |
| o **Network Retail Pharmacies:**<br>(30-day supply) | $10 generic/$20 preferred brand/$30 Non-preferred generic & brand | 50%, min $30[5] |
| o **Home Delivery Service:**<br>(90-day supply) | $25 generic/$50 preferred brand/$70 Non-preferred generic & brand | Not covered |
| Member may be responsible for additional cost when not selecting the available generic drug.<br><br>Medicare Rx - Wrap | Rx OOP Max:<br>$6,525 Single/$13,050 Family | Rx OOP Max:<br>$13,050 Single/$26,100 Family |

**Notes:**

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Private Duty Nursing – limited to 82 visits/Calendar Year
- Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.
- Plan to exclude coverage for elective abortions.

[2] We encourage you to review the Schedule of Benefits for limitations.
[3] Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.
[5] Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

**Precertification:**
Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

**Pre-existing Exclusion Period: none**

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

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

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

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

## WELLNESS RIDER

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in four (4) key wellness categories:

- Non-smoker or participation in a smoking cessation program
- Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
- Body Mass Index (BMI)
- Blood Pressure (BP)

(2) Beginning in 2019 and applicable for each subsequent calendar year, HRA credits shall be issued subject to the terms and conditions outlined herein; credits shall be provided on the following basis:

- Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.
- Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.
- Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

(3) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed

preventive exam will have the opportunity to earn health credits for the following calendar year.

## TERM LIFE INSURANCE

A. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of $50,000 for each regular, full-time SEE now or hereinafter employed.

B. Method of Payment

The full cost of this program and any increase thereof shall be paid by the Board.

C. Right to Purchase Additional Coverage

The Board shall allow an eligible SEE to purchase additional amounts of coverage through payroll deduction, provided the number electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be $50,000 or One Hundred Thousand Dollars $100,000, at the option of the SEE. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

## DENTAL INSURANCE

A. Right to Coverage
The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage for each full-time SEE now or hereinafter employed, and his/her family.

B. Method of Payment of Coverage
The full cost of such insurance shall be paid by the Board.

C. Right to Change Coverage Status
A SEE may change coverage during the district's open enrollment period or when the employee has a "change in life event" as defined by the insurance carrier.

**Delta Dental PPO (Point-of-Service) Summary of Dental Plan Benefits For Group# 1151-5000, 5091**

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

**Control Plan** – Delta Dental of Ohio
**Benefit Year** – January 1 through December 31

| | PPO Dentist | Premier Dentist | Non-participating Dentist |
|---|---|---|---|
| | Plan Pays | Plan Pays | Plan Pays* |
| **Diagnostic & Preventive** | | | |
| **Diagnostic and Preventive Services** – exams, cleanings, fluoride, and space maintainers | 100% | 100% | 100% |
| **Sealants** – to prevent decay of permanent teeth | 100% | 100% | 100% |
| **Brush Biopsy** – to detect oral cancer | 100% | 100% | 100% |
| **Radiographs** – X-rays | 100% | 100% | 100% |
| **Basic Services** | | | |
| **Emergency Palliative Treatment** – to temporarily relieve pain | 80% | 80% | 80% |
| **Minor Restorative Services** – fillings and crown repair | 80% | 80% | 80% |
| **Endodontic Services** – root canals | 80% | 80% | 80% |
| **Periodontic Services** – to treat gum disease | 80% | 80% | 80% |
| **Oral Surgery Services** – extractions and dental surgery | 80% | 80% | 80% |
| **Other Basic Services** – misc. services | 80% | 80% | 80% |
| **Major Services** | | | |
| **Major Restorative Services** – crowns | 70% | 70% | 70% |
| **Relines and Repairs** – to bridges, implants, and dentures | 70% | 70% | 70% |
| **Prosthodontic Services** – bridges, implants, and dentures | 70% | 70% | 70% |
| **Orthodontic Services** | | | |
| **Orthodontic Services** – braces | 60% | 60% | 60% |
| **Orthodontic Age Limit** – | No Age Limit | No Age Limit | No Age Limit |

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Service for people under age 16.

- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age 19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.
- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age 16. The surface must be free from decay and restorations.
- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period. Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.
- Certain oral surgery procedures including vestibuloplasty, frenulectomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12- month period. Chairside reline and rebase of dentures are payable once in any calendar year. Lab reline and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.
- Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- Implants and implant related services are payable once per tooth in any five-year period.
- Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

**Maximum Payment** – $3,000 per person total per Benefit Year on all services except orthodontics. $1,500 per person total per lifetime on orthodontic services.

**Deductible –** $25 Deductible per person total per Benefit Year limited to a maximum Deductible of $50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year.
The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the 2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

**Waiting Period –** Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

**Eligible People** – All eligible contracted employees of the school district who elect the dental plan. The Contractor and Subscriber share the cost of this plan.

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after 12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

Benefits will cease on the last day of the month in which the employee is terminated.

# LEAVE PROVISIONS

## SICK LEAVE

A. SEEs shall accrue sick leave as established by the Ohio Revised Code. Sick leave shall be charged as it is used in minimum increments of one-quarter (1/4) hours, with a maximum accumulation of two hundred eighty-four (284) days. The State mandated accumulation of sick leave is also established by the Ohio Revised Code. A SEE shall receive notification of his/her accumulated sick leave with each pay. A SEE who has not yet accumulated sufficient sick leave or who has exhausted sick leave and personal leave shall be credited up to five (5) days of sick leave.

B. SEEs may use sick leave, upon approval of the responsible administrative officer of the employee, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and to illness, injury or

death in the SEE immediate family. Sick leave may also be used as follows: (1) for pregnancy as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or child birth will not exceed six (6) weeks from date of delivery or eight (8) weeks from the date of delivery for a caesarean section, when documentation of the caesarean section has been provided; (2) for care of a spouse with a newborn baby up to a maximum of five (5) days. If a SEE requires more than five days, he/she will provide written documentation to the Superintendent; and (3) for the death of an aunt or uncle up to a maximum of two days. Babysitting for the SEE's children or grandchildren is an inappropriate use of sick leave. When the administration suspects an abuse in the use of sick leave, the administration has the right to require an affidavit from a physician to verify the use of sick leave. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.

C. Any SEE whose job requires the operation of machinery or motor vehicle and who is on prescription medication that might impact the SEEs ability to perform those functions must immediately inform his/her supervisor and provide a physician's statement verifying the member's fitness to operate such machinery or motor vehicle.

D. The local definition of "immediate family" is:

Spouse of SEE
Children or grandchildren of SEE or of his/her spouse
Parents and stepparents of SEE and SEE's spouse
Brothers and sisters of SEE and SEE's spouse
Grandparents of SEE and SEE's spouse
Son-in-law and daughter-in-law of SEE or of his/her spouse
In the event of death, "immediate family" also includes aunts and uncles.

Any person *in loco* of the above (e.g., anyone residing in the same home with the SEE or any relative who clearly stands in the same relationship with the SEE as any of those so specified). A SEE must provide a written description of the facts on the District absence report form supporting the *in loco* situation.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

E. SEEs shall not be charged sick leave when school is not in session or when the SEE is not required to report to work.

## SICK LEAVE POOL

1. A Sick Leave Pool shall be established from voluntary donations of sick leave days from SEEs.

2. Each year, during the month of September, each SEE who has a minimum of ten (10) accumulated sick days may donate one (1) day per year to the Sick Leave Pool by completing the Sick Leave Donation Form and sending this form to the Assistant Superintendent. As the Sick Leave Pool is beginning mid-year during the 2021-2022 school year, a SEE may initially donate up to five (5) days by following the procedure below no later than February 1, 2022.

3. Once a SEE donates sick leave and the form is forwarded to the Assistant Superintendent, the sick leave donation is irrevocable. The sick leave donation shall be immediately deducted from the SEE who donated the sick leave and placed into the Sick Leave Pool.

4. A SEE may use the Sick Leave Pool if the SEE has met all the following criteria:

   - All of the SEE's sick leave accumulation has been exhausted. SEE may apply to the sick leave pool prior to exhausting their sick leave balance.

   - The SEE's absence is due to a life threatening illness or catastrophic accident of the SEE or the SEE's spouse or child, any of which must be certified by a doctor of the SEE or doctor of the SEE's spouse or child.

   - The SEE has completed the Application to Use Sick Leave Pool.

5. The SEE will initially be granted up to thirty (30) days from the Sick Leave Pool provided they have met the criteria established above. In order to qualify for an additional thirty (30) days (for a total of sixty [60]) the SEE must have applied for SERS or STRS disability or private disability retirement where the medical prognosis is that the SEE will not return to work within a reasonably short time (normally within sixty [60] working days). The Board will provide assistance to the SEE in preparing the disability retirement application, when requested. SEEs accessing the sick leave pool due to a life threatening illness or catastrophic accident of the SEE's spouse or child may only access a maximum of thirty (30) days.

6. The Assistant Superintendent will review each new application and determine the eligibility of the applicant consistent with the criteria contained above. The application of any SEE who meets the criteria will be forwarded to the Superintendent for verification and processing.

7. If the Sick Leave Pool value falls below twenty-five thousand dollars ($25,000.00), a time period in addition to the yearly September donation time period can be established in order to ask SEEs to donate sick leave days to the Sick Leave Pool.

8. Days will be donated and issued based on the per diem at the time of the donation or issuance of the sick leave.

9. The maximum number of Sick Leave Pool days that may be claimed by any one (1) SEE is sixty (60) days for each separate and distinct life threatening illness or catastrophic accident as certified by a doctor of the SEE or thirty (30) days for each separate and distinct life threatening illness or catastrophic accident if accessing the sick leave pool due to the SEE's spouse or child as certified by a doctor of the SEE's spouse or child. In no case can a SEE receive more sick leave days from the pool than are available in the Sick Leave Pool.

10. If a SEE is approved for SERS or STRS disability retirement or for private disability insurance benefits while receiving Sick Leave Pool days, the SEE must immediately utilize such benefits, and Sick Leave Pool benefits shall cease.

## PERSONAL LEAVE

A. Right to Leave

1. SEE shall be eligible for three (3) unrestricted days per school year.

2. SEE will not be charged personal leave on non-work days.

B. Notice of Intent to Use Leave

Notice of intent to use Personal Leave shall be provided by completing and delivering to the person the SEE directly reports to the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the SEE shall notify the person they report to with his/her intent to use Personal Leave as soon as practicable.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

C. Purpose of Leave

It is the intent of this Section to provide SEEs with a means of dealing with personal matters that cannot be handled except during school hours.

D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.

E. On occasion, special circumstances not covered by the provision above may arise and SEEs may wish to request personal leave. Such requests shall be made in writing to the person the SEE reports to who may grant the personal leave on a paid or unpaid basis or may deny the request.

F. A SEE who abuses personal leave will be subject to discipline, up to and including termination.

G. A Non-Teaching SEE will also be reimbursed one hundred fifty dollars ($150.00) for each unused personal leave day(s) by June 30 of each year. If a SEE desires to have unused personal leave converted to sick leave in lieu of receiving one-hundred fifty dollars ($150.00) for each unused personal leave day, he/she must submit a letter to the Treasurer's office by June 15.

An Adminisrative SEE will also be reimbursed one hundred fifty dollars ($150.00) for each unused personal leave day(s) by July 31 ~~June 30~~ of each year. If a SEE desires to have unused personal leave converted to sick leave in lieu of receiving one-hundred fifty dollars ($150.00) for each unused personal leave day, he/she must submit a letter to the Treasurer's office by July ~~June~~ 15.

## UNPAID LEAVE

A. Unpaid Leave – Short Term

Unpaid leave of up to ten (10) days at one time may be granted, in writing, by the Superintendent or his designee upon prior written request to the Superintendent or his designee by the SEE. In emergency cases, verbal requests and approval shall be reported, in writing, by the supervisor or administrator granting the request.

B. Unpaid Leave – Long Term

Upon the written request of a SEE, the Board may grant Unpaid Leaves up to two (2) years in length.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## PAID ADOPTION LEAVE

A. Adoptions in the United States

A SEE is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

B. Adoptions Outside the United States

If a child outside of the United States is adopted, a SEE will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the SEE and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.

B. SEEs will not be charged adoption leave on non-work days.

## UNPAID CHILD CARE LEAVE

A. Length of Leave

A SEE shall be granted unpaid child care leave to care for a newborn or an adopted child who is not yet school age. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months. Unpaid child care leave shall start at the end of the use of sick leave (if any) and will expire no later than the end of the sixth month following the child's birth or date of adoption.

B. Eligibility for Leave

A SEE wishing to take unpaid leave for child care pursuant to this Section shall, as a prerequisite, file a letter of intent to use such leave, specifying its expected duration, not later than the end of the fifth ($5^{th}$) month of pregnancy or within four (4) months of pending adoption date.

C. Right to Return from Leave

1. A SEE who has elected not to take additional leave shall return to work as soon as the period of actual physical disability has ended. The SEE will notify the Superintendent in writing, of the date of her expected return as far in advance as possible.

2. A SEE who uses an additional unpaid leave for child care shall return on the date specified in the notice of intent to use the unpaid leave.

D. Rights While on Leave

A SEE who is absent on unpaid child care leave shall have the same rights, and only those rights, while on leave and upon returning from leave as any other SEE-who is absent on unpaid leave pursuant to Ohio Revised Code.

E. Insurance Coverage While on Leave

A SEE on unpaid child care leave may continue all insurance coverage provided by this Agreement. Such coverage will be at his/her own expense unless otherwise required by statute. Payment for such coverage shall be made monthly by the SEE to the Treasurer.

## JURY DUTY

A SEE shall be granted time off for jury duty actually served during work hours and shall suffer no loss of pay. If a SEE has served on jury duty in excess of four (4) hours in a given day, the member need not report to work. Similarly, if a SEE has worked four (4) hours of his/her shift prior to reporting to jury duty, the need not return to work. The SEE may keep any payment received for jury duty. Documentation of jury duty actually served must be submitted to the appropriate supervisor.

## LEAVE PURSUANT TO SUMMONS OR SUBPOENA

A. Right to Leave for a Summons or Subpoena

Any SEE who is summoned or subpoenaed for a job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the summons or subpoena. A summons or subpoena issued because of a student's custody issue is considered to be job related. A member receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section.

B. Right to Leave for a Non-Job Related Issue

Personal leave must be utilized for a summons issued because of a non-job related issue. If the SEE has exhausted his/her personal leave, and is summoned for something that is not job related, leave pursuant to summons or subpoena may be used in order to comply with summons.

C. Leave not Covered

A SEE is not eligible for leave under this Section if the SEE is a party to the legal proceeding.

D. Duty to Report

If the SEE responsibility under the summons or subpoena requires the SEE participation in excess of four (4) hours in a given day, the member need not report to work. Similarly, if the SEE has worked four (4) or more hours of his/her shift and the SEE requires leave due to a summons or subpoena, the SEE need not return to work following completion of that responsibility. Documentation of the SEE-obligations under this Section must be submitted to the appropriate supervisor.

## ASSAULT LEAVE

A. Right to Leave

A SEE who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

B. Notice of Intent to Use Leave

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the SEE delivering to their immediate supervisor a signed Employee Report of Injury Form.

2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the SEE to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

C. Rights While On Leave

1. A SEE on Assault Leave shall be maintained on full pay status during the period of his/her leave with the exceptions listed in Article D and E below.

2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other Sections in this benefit provision plan.

D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred (180) workdays.

E. Restrictions

1. If medical attention is required, the SEE shall supply a certificate from a licensed physician stating the nature of the disability and its duration.

2. The SEE must file a Workers Compensation claim with the Business Office. The pay of a SEE on Assault Leave shall be reduced by the amount received by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the SEE pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.

3. If a SEE is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the SEE to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the member's first medical verification, the Board may request, at the Board's expense, that the SEE see a mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.

4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.

5. SEEs shall not be charged assault leave when school is not in session or when the member is not required to report to work.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

F. Verbal Assault Leave

1. A SEE not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to two (2) days off without loss of pay, as long as the SEE reports the threat to the police.

2. SEEs shall not be charged verbal assault leave when school is not in session or when the SEE is not required to report to work.

## PROFESSIONAL LEAVE

A. Eligibility for Leave

A SEE may initiate a request or be assigned to attend professional conferences designed to improve the SEE's effectiveness in his/her assigned area(s).

B. Application for Leave

Application for professional leave shall be made by the SEE completing the form provided by the Board, and submitting it to his/her district supervisor.

C. Restriction

1. In determining whether to approve requests, the value of the conference relative to the costs of attendance shall be considered along with the availability of funds within the Board's annual appropriation.

2. The number of SEEs attending any particular conference may be limited, and priority generally will be given to a SEE who has not, previously, been assigned to attend conferences.

## FAMILY AND MEDICAL LEAVE

A. To be eligible for FMLA Leave, the SEE must:

1. Have been working for the Board for at least twelve (12) months before the leave request (these do not need to be consecutive months); and

2. Have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding the FMLA Leave.

3. Provide the Board with thirty (30) days advance notice when the need is foreseeable and such notice is practicable.

B. A SEE may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the SEE.

C. An eligible SEE may take up to twelve (12) workweeks of paid (if sick leave is available) or unpaid leave ("FMLA Leave") in any school year (August 1st through July 31st) for one (1) or more of the following circumstances:

1. The birth of a SEE's child and to care for the child up to age one (1);

2. The placement of a child with a SEE for adoption or foster care, up to a twelve (12) month period after the placement;

3. To care for the spouse, child, or parent of a SEE when that family member has a serious health condition;

4. The SEE's inability to perform the functions of the position because of the SEE's own serious health condition.

5. For qualifying military situations arising when a SEE's spouse, son, daughter or parent is on active duty or is called to active duty status.

D. A "serious health condition" is defined as one that involves either inpatient care or one where the period of incapacity: (1) is more than three consecutive calendar days and involves treatment by a health care provider, (2) is due to incapacity due to pregnancy or prenatal care, (3) is a period of incapacity or treatment for such incapacity due to a chronic serious health condition, (4) is a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, or (5) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider. Conditions for which cosmetic treatment are administered are not "serious health conditions" unless complications develop.

E. Spouses employed by the Board are jointly entitled to a combined total of twelve (12) weeks of FMLA Leave if the FMLA Leave is requested for the birth or placement of a child or to care for an ill parent (but not parent-in-law). Spouses employed by the board are jointly entitled to a combined total of twenty-six (26) of FMLA leave if the leave is requested to care for a covered service member.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

F. For purposes of this section, a qualifying military situation arises when a SEE spouse, son, daughter, or parent is on active duty or called to active duty status (i.e., not on active duty in the Armed Forces) and includes, but is not limited to, the following situations:

1. Attendance at official military sponsored events

2. To provide or arrange for alternative child care or schooling

3. To make financial or legal arrangements to address the SEE address while on active duty

4. Counseling

5. Rest and recuperation, and

6. Post-employment activities.

For purposes of military caregiver leave, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury incurred in the line of active duty that renders a service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, therapy or otherwise in an out-patient status or on temporary disability retired list.

G. Sick leave taken shall be counted as FMLA Leave if the reasons for taking it qualify as FMLA reasons.

H. The Board shall maintain coverage under the group health plans and life insurance plans for the duration of the unpaid FMLA leave at the level and under the conditions that would have been provided if the employee had continued to work and not taken leave. Payment of the employee's required contribution toward the premium (if any) is due the first day of the month. Failure to make payment within thirty (30) days will result in termination of coverage during the unpaid FMLA Leave. The SEE shall accrue seniority but shall not accrue any other employment benefits during the unpaid FMLA Leave.

I. The Board shall notify the SEE of FMLA eligibility within three business days of learning of the need for the FMLA leave.

J. For unpaid FMLA Leave the Board retains the right, at its own expense, to require the member to obtain the opinion of a second health care provider designated by the Board. If the second opinion is in conflict with the first, the Board may request, at

the Board's expense, the SEE to see a mutually agreed upon health care provider to give a final and binding opinion regarding eligibility for unpaid FMLA leave. The SEE and Board must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. If the Board does not attempt in good faith to reach agreement, the Board will be bound by the first certification. If the SEE does not attempt in good faith to reach agreement, the SEE will be bound by the second certification.

K. Intermittent Leave and Reduced-Work Schedule

1. Intermittent leave means leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.

2. When medically necessary, a SEE may take intermittent FMLA Leave or a reduced-work schedule to care for a spouse/child/parent who has a serious health condition. The SEE shall make reasonable efforts to schedule treatment so as not to unduly disrupt the regular operations of the Board.

3. Where FMLA Leave is taken because of birth or placement for adoption or foster care, a SEE may take leave intermittently or on a reduced-work schedule only if the Board agrees.

L. Return to Work

1. At the end of unpaid FMLA Leave, the Board shall restore the SEE to the same or to an equivalent position with equal benefits, pay, and other terms and conditions of employment.

2. When a SEE is medically able to return to work after using unpaid FMLA Leave because of a serious personal health condition, he/she shall provide the Board with a statement from his/her health care provider that the employee is able to resume the job functions for his/her position.

3. Should a SEE not return to work at the end of the unpaid FMLA Leave or contractual leave that is adjacent to the FMLA leave for reasons other than the continuation, recurrence, or onset of the serious health condition that gave rise to the FMLA Leave or for circumstances beyond the SEE control, the SEE shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA Leave period. A SEE shall be

required to support his/her claim of inability to return to work because of the continuation, recurrence, or onset of the serious health condition. Certification from the SEE health care provider shall be provided in a timely manner, and no later than thirty (30) calendar days after the claimed inability to return. If this certification is not provided in a timely manner, the Board may recover the health benefit premiums it paid during the period of unpaid FMLA Leave.

M. All terms which are not defined in this Article shall have the same meaning as those terms defined in the Family and Medical Leave Act of 1993, as amended January 16, 2009. If there are any inconsistencies between this Article of the Agreement and the Family and Medical Leave Act of 1993, the Family and Medical Leave Act of 1993 shall prevail.

## MILITARY LEAVE

A SEE engaged in military service will receive leave and reinstatement rights in accordance with the requirements of applicable Federal and Ohio law.

## MILEAGE REIMBURSEMENT

A SEE who is assigned to more than one (1) school per day and is required by the Board to use his/her own automobile to perform his/her assigned duties shall be reimbursed for all such travel. SEEs will also be reimbursed for travel when required to attend mandatory training meetings that involve considerable distance, unless the Board has notified SEEs that the district-owned pool car must be used if available. Rate of compensation is approved IRS rate.

## PAYROLL PRACTICES

Paychecks will be biweekly on Friday, during the term of employment. SEEs are required to receive his/her wages in twenty-six (26) bi-weekly, substantially equal pays. In order to facilitate payroll procedures, pay will be one week in arrears. All SEEs are required to receive their paychecks via direct deposit and their pay stub via email.

## PERSONNEL FILES

A. Right to Review

A SEE shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. Right to See Copy of Material in File

If an Administration communication or a communication received from parents and other nonprofessionals regarding a SEE is intended to become a part of the SEE's file, it shall be reviewed by SEE's boss and the SEE involved and such SEE shall be afforded the opportunity to file a written reply. After receiving the communication, the SEE shall sign it to acknowledge he/she has had the opportunity to review it. This signature shall not indicate agreement with the substance of the communication.

C. Right to Challenge Contents of File

1. A SEE will have the right to indicate which, if any, document(s) or other material(s) in his/her personnel file is obsolete or otherwise inappropriate for retention.

2. Such document(s) will then be reviewed by an appropriate member of the administrative staff.

3. In determining whether a document is "obsolete or otherwise inappropriate for retention," the standards set forth in ORC Section 1347.05 shall apply.

D. Maintenance of Files

Neither the Board nor any Administrator shall maintain confidential and separate files on personnel in the form of communications from parents or computerized information which the SEE has neither seen or had the right to challenge.

E. Public Request to View Personnel Files

In the event any person, other than Administration or a Board member, seeks to review the personnel file of a SEE, the SEE shall be notified of such request. Such notice shall include the name of the person making the request, the date the request was made and, if scheduled, the date and time of the review, if applicable.

## SEVERANCE PAY

A. A SEE shall receive severance pay upon quitting his/her employment in the District and/or retiring from active service providing he/she; (1) is approved for retirement benefits by the State Employees Retirement System (SERS), or (2) is at least fifty (50) years old and has worked at least ten (10) full years in the District, or (3) has fifteen (15) or more years service credit with the SERS and at least ten (10) full years of employment in the District.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. A qualifying SEE shall receive severance pay equal to forty percent (40%) of two hundred (200) days; i.e., a benefit of up to eighty (80) days of his/her accumulated and unused sick leave. If a qualifying SEE does not have sufficient sick leave to qualify for maximum severance resigns or retires after fifteen (15) or more years employment in the district, then the severance pay to which he/she is entitled shall be supplemented by one day's pay for each year of employment in the district, provided that the total severance pay shall not exceed the eighty (80) day cap.

C. The payment shall be based on average hours assigned for the last three (3) years of employment. Hours will be based on the last three (3) wage notices issued by June 30 of each year. Wages will be based on final wage rate at the time of retirement.

D. The payment will be made in one lump sum within ninety (90) calendar days of the last work day with the District.

## VACATION DAYS

A. SEEs assigned to at least two hundred sixty (260) days of work per year (excluding paid holidays) will be granted paid vacations as follows:

- 11 days- less than six years
- 14 days- six years, less than nine years
- 17 days- nine years, less than fourteen years
- 22 days- fourteen years, less than twenty years
- 27 days-twenty years and over.
  For purposes of vacation accrual, the passage of each August 1 defines one year.

B. Vacation will be awarded on August 1 of each year for Administrative SEEs and July 1 of each year for Non-Teaching SEEs for the year to be worked and may be taken upon accrual at times requested by the SEE and recommended and approved by his/her supervisor. Requests must be made at least three (3) days in advance, except: (1) this requirement can be waived by the administration and (2) a one-day or two-day vacation can be taken with one (1) workday's notice.

C. A maximum of ten (10) days of unused vacation will be carried forward to the next year.

D. When a SEE moves from a position that does not qualify for vacation to a vacation qualifying position, placement on the vacation schedule will be determined by the following formula:

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

(Total years in a nine month position) times (.75) example: 13 years as nine month employee moving to a twelve month position (13) x (.75) = 8.25 twelve month years, therefore, the SEE receives fourteen(14) prorated days of vacation and after one (1) year in the twelve month position, the SEE would be entitled to seventeen (17) days of vacation.

(Total years in a ten and one-half month [220 days] position) times (.85) example:

13 years as a ten and one-half month (220 days) employee moving to a twelve-month position (13) x (.85) = 11.05 twelve-month years, therefore the SEE receives seventeen (17) prorated days of vacation and after three (3) years in the twelve (12) month position, the SEE would be entitled to twenty-two (22) days of vacation.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## WADSWORTH CITY SCHOOLS EVALUATION INSTRUMENT

EMPLOYEE _____ EVALUATOR _____

DEPT. _____ POSITION _____ DATE _____

| *Performance Traits* | *Rating (Numerical Score)* | *Numerical Score (from previous column)* | *Comments* |
|---|---|---|---|
| 1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications | Accomplished (4) | | |
| 2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues | Accomplished (4) | | |
| 3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication | Accomplished (4) | | |
| 4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work | Accomplished (4) | | |
| 5. LEADERSHIP: Sets example, provides direction, has vision | Accomplished (4) | | |

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

| | | | |
|---|---|---|---|
| 6. QUALITY OF WORK: Accuracy, neatness, thoroughness, standard of work | Accomplished (4) | | |
| 7. QUANTITY OF WORK: Volume, amount, speed, turn-around time, projects | Accomplished (4) | | |
| 8. PROFESSIONAL GROWTH: Activities, programs, initiatives | Accomplished (4) | | |
| 9. ATTENDANCE: Punctual, absenteeism | Accomplished (4) | | |
| GENERAL COMMENTS: | | | |
| | **RATING TOTAL** | 0 | **OVERALL RATING:** Accomplished<br><br>Accomplished 32-36<br>Skilled 23-31<br>Developing 14-22<br>Ineffective 9-13 |



# ADMINISTRATOR BENEFIT PROVISIONS

August 1, 2020 to July 31, 2023

# ADMINISTRATOR BENEFIT PROVISIONS

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# ADMINISTRATOR BENEFIT PROVISIONS

## DECLARATION

The following benefit provisions apply to all those persons employed by the Board of Education under the proper administrative certification and officially classified as an "Administrator." The following positions are classified as Administrators for the purpose of this Administrator Benefit Provision and will be referred to as "Administrators" from this point on:

High School Principal
Middle School Principal
Intermediate School Principal
Elementary School Principals
Associate High School Principal
Assistant High School Principal
Assistant Middle School Principal
Assistant Intermediate School Principal
Assistant Superintendent
Director of Student Services
Director of Instruction and Professional Development
Director of Technology
Athletic Director
Coordinator of Testing, Assessment and Data
Coordinator of Special Education

# ADMINISTRATOR BENEFIT PROVISIONS

## SALARY RANGES AND WORK DAYS PER YEAR

| | 2020-2021 | | 2021-2022 | | 2022-2023 | | |
|---|---|---|---|---|---|---|---|
| Position | Low | High | Low | High | Low | High | Days |
| Assistant Superintendent | $118,925 | $135,016 | $121,898 | $138,391 | $125,555 | $142,543 | 260 |
| Director of Instruction & Professional Development, Director of Student Services, High School Principal | $116,875 | $132,966 | $119,796 | $136,290 | $123,390 | $140,379 | 260 |
| | | | | | | | |
| Associate High School Principal | $107,953 | $124,185 | $110,652 | $127,290 | $113,971 | $131,108 | 260 |
| | | | | | | | |
| Intermediate School Principal, Middle School Principal | $105,320 | $121,156 | $107,953 | $124,185 | $111,191 | $127,910 | 220 |
| | | | | | | | |
| Elementary Principal (Pre K- 4), High School Assistant Principal, & H.S. Athletic Director | $98,648 | $114,562 | $101,114 | $117,426 | $104,148 | $120,949 | 210, 220, 260 |
| | | | | | | | |
| Middle School Assistant Principal, Coordinator of Testing, Assessment and Data & Coordinator of Special Education | $89,982 | $105,104 | $92,231 | $107,731 | $94,998 | $110,963 | 210, 206, 220 |
| | | | | | | | |
| Intermediate School Assistant Principal | $85,731 | $98,738 | $87,874 | $101,207 | $90,511 | $104,243 | 206 |
| | | | | | | | |
| Director of Technology | $84,227 | $97,004 | $86,333 | $99,429 | $88,923 | $102,412 | 260 |

# ADMINISTRATOR BENEFIT PROVISIONS

## ADMINISTRATORS SCHEDULES

**The work year and minimum office hours for Administrators are as follows:**

| Position | Vacation Days* | Hours During School Year | Summer Hours |
|---|---|---|---|
| High School Principal | 24 | 7:15 a.m.-3:45 p.m. | 7:30 a.m.-4:00 p.m. |
| Middle School Principal | 0 | 6:45 a.m.-3:15 p.m. | 7:30 a.m.-4:00 p.m. |
| Central Intermediate School Principal | 0 | 7:45 a.m.-4:15 p.m. | 7:30 a.m.-4:00 p.m. |
| Elementary Principal (All) | 0 | 7:45 a.m.-4:15 p.m. | 7:30 a.m.-4:00 p.m. |
| Associate High School Principal | 24 | 7:15 a.m.-3:45 p.m. | 7:30 a.m.-4:00 p.m. |
| Assistant High School Principal | 0 | 7:15 a.m.-3:45 p.m. | 7:30 a.m.-4:00 p.m. |
| Assistant Middle School Principal | 0 | 7:15 a.m.-3:45 p.m. | 7:30 a.m.-4:00 p.m. |
| Assistant Intermediate School Principal | 0 | 7:45 a.m.-4:15 p.m. | 7:30 a.m.-4:00 p.m. |
| Assistant Superintendent | 24 | 7:30 a.m.-4:00 p.m. | 7:30 a.m.-4:00 p.m. |
| Director of Student Services | 24 | 7:30 a.m.-4:00 p.m. | 7:30 a.m.-4:00 p.m. |
| Director of Instruction and Professional Development | 24 | 7:30 a.m.-4:00 p.m. | 7:30 a.m.-4:00 p.m. |
| Athletic Director | 24 | 7:15 a.m.-3:45 p.m. | 7:30 a.m.-4:00 p.m. |
| Coordinator of Testing, Assessment and Data & Coordinator of Special Education | 0 | 7:30 a.m.-4:00 p.m. | 7:30 a.m.-4:00 p.m. |
| Director of Technology | 24 | 7:30 a.m.-4:00 p.m. | 7:30 a.m.-4:00 p.m. |

*Eighty (80) hours of unused vacation can be carried over to the next school year. New balances for vacation begin August 1 of each year.

# ADMINISTRATOR BENEFIT PROVISIONS

## ANNUITIES

Administrators can request to participate in the annuities program provided such program is with any insurer licensed to do business in the State of Ohio. The cost of annuities will be reduced from the annual salary and the difference will be reported on earnings for tax purposes.

## DISCIPLINARY PROCEEDINGS

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

## CELL PHONES

Cell phone reimbursements are given to Administrators based upon the following:

$15/month for cell phone minute package; $35/month for data package; $600 total annually. An additional $100 will be paid for device reimbursement in every odd number year.

## COMPENSATION SYSTEM (YEARLY)

**CONCEPT**

Each administrator and exempt employee has a base salary or hourly rate, the starting point of which is determined at his/her date of hire (see description below). Each year the Board of Education will determine a dollar amount available for raises to administrators and exempt employees. If the Board of Education determines money is available, the Superintendent will be responsible for determining how the money will be distributed to the employees. The Superintendent will determine a base percentage increase that will be given to all employees. In addition to the uniform base percentage increase, an additional uniform percentage will be available for employees who have met their performance goals and have the highest rating possible on their summative evaluation for the year (see description below). Within the parameters written above, the total compensation increase an employee receives in a given year cannot exceed the top of the salary range for his/her position in the year in question.

# ADMINISTRATOR BENEFIT PROVISIONS

## HIRING SALARIES/HOURLY RATE

The determination of the appropriate starting salary or hourly rate for new hires will be made by the Superintendent. Starting salaries or hourly rates should be at, or toward, the minimum of the assigned salary or hourly rate range (as found in the appropriate Benefit Provision Manual). A starting salary or hourly rate which is higher than the minimum assigned salary or hourly rate range may be granted for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or specific talent, etc. Salary or hourly rate levels of current District employees should also be considered in determining new hire salaries or hourly rates.

## ATTAINMENT OF PERFORMANCE GOALS

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor. In years where the Board of Education has allocated money for raises, employees who meet their performance goals and who have the highest rating possible on their summative evaluation for the year will receive the additional uniform percentage available.

Whether an employee has met his/her performance goals is determined by the direct supervisor, in consultation with the Superintendent, and involves a portfolio based system that provides supporting evidence of results/outcomes.

## SALARY/HOURLY RATE STRUCTURE ANALYSIS

In response to market trends, the salary/hourly rate structures should be reviewed and updated, as appropriate. A market analysis should be completed using comparable school districts in our area.

## RATIONALE

This system allows for performance-based financial incentives while creating an atmosphere where everyone can “win” if they have met their performance goals and have achieved at the highest level on their summative yearly evaluation. Performance goals and the evaluation instrument are known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor being “arbitrary” with decisions that are made. All of this is done within the dollar amount allocated by the Board of Education.

# ADMINISTRATOR BENEFIT PROVISIONS

## EVALUATION OF ADMINISTRATORS

The Superintendent will institute and maintain a comprehensive program for the evaluation of administrative personnel. Administrative personnel include directors, principals, assistant principals, and any other administrative or supervisory personnel not included in an employee negotiating unit.

The purpose of an Administrator Evaluation will be to assess the performance of Administrators and to provide information upon which to base employment and personnel decisions. Evaluation should also assist Administrators to develop their professional abilities in order to better accomplish the effective management of the school system.

The evaluation criteria for each position will be in written form and will be made available to the Administrator (See Appendix A for administrators not following the OPES evaluation system). Evaluations will be made by the person to whom the Administrator is immediately responsible. The results of the evaluation will be put in writing and discussed with the Administrators by the person who makes the evaluation. An administrator whose contract is due to expire at the conclusion of the current school year shall have at least one (1) preliminary evaluation and one (1) final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the administrator at least sixty (60) days prior to any Board action on the renewal or non-renewal of the contract. A written copy of the final evaluation report shall be provided to the administrator at least five (5) days prior to any Board action on the renewal or non-renewal of the contract.

The Administrator being evaluated will have the right to attach a memorandum to the written evaluation. The results of the evaluation will be kept in personnel records maintained in the central office. Information gathered and written evaluative documents used in retention, promotion or termination of an Administrator will be accessible to the person concerned or his/her representative.

In order that there will be no conflict of interest in the supervision and evaluation of employees, at no time may any Administrator be solely responsible for the supervision and/or evaluation of an employee if the Administrator is directly related to that employee.

# ADMINISTRATOR BENEFIT PROVISIONS

## HOLIDAY PAY

Administrators that work 260 days are entitled to 11 ~~10~~ paid holidays as follows:

1. New Year's Day
2. Martin Luther King Day
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving Day
8. Christmas Day
9. Good Friday (will be a paid holiday in years when school is not in session on that day)
10. Christmas Eve
11. New Year's Eve

## FBI CHECK

The Board shall pay for the cost of any FBI check necessitated by licensure renewal provided the Administrator completes the background check through central office.

## INSURANCE

**GENERAL PROVISIONS**

A. Right to Insurance Benefits

In addition to the salary and other payments, the compensation of Administrators shall include the insurance benefits provided herein. Administrators who are scheduled to work less than seventy-five percent (75%) of full-time shall not be eligible for insurance benefits.

B. Copy of Certificate of Insurance

Administrators will receive a certificate of insurance which shall provide the specific benefits provided.

C. Distribution of Explanation of Coverage(s)

1. As amendments and/or changes in insurance coverages or carriers are made, Administrators will receive a written description, prepared by the

carrier, of such amendments and/or changes. This written description shall be provided within sixty (60) days of the amendment and/or changes.

2. An Administrator hired during the term of this agreement shall, at the time of the signing of his/her administrative contract, receive a written description of all insurance coverages in effect at that time.

D. Full-Time Administrator Defined

Regular, full-time Administrators include only those who regularly work more than seventy-five percent (75%) of an Administrators workday and workweek.

E. Distribution of Insurance Cards

Each Administrator shall be issued a current insurance card.

**PREFERRED PROVIDER ORGANIZATION (PPO)**

A. Right to Coverage

1. Administrators may obtain coverage for himself/herself, and, if applicable, his/her dependent(s) in accordance with established eligibility requirements by applying for coverage and providing all information reasonably requested by the Treasurer to establish eligibility of the Administrator and his/her dependent(s).

2. The coverage shall meet or exceed the specifications listed below.

3. When the Board solicits bids for its insurance program, Administrators shall participate in reviewing bid specifications and bids.

B. Method of Payment/Insurance Premium Share

Administrators and the Board of Education shall pay a portion of the monthly premium. The Administrator will pay 11.0% and the Board will pay 89.0% of the plan costs.

# ADMINISTRATOR BENEFIT PROVISIONS

C. Summary of Benefits

**Wadsworth City Schools – Base Plan**
**Blue Access® (PPO)**
**Effective 07/01/2018**

| Covered Benefits | Network | Non-Network |
|---|---|---|
| **Deductible (Single/Family)** | $250/$500 | $1,000/$1,600 |
| **Out-of-Pocket Limit (Single/Family)** | $1,250/$2,500 | $3,400/$6,800 |
| Physician Home and Office Services (PCP/SCP)<br>**Primary Care Physician (PCP)/**<br>**Specialty Care Physician (SCP)**<br>Including Office Surgeries and allergy serum: | $20/$20 | 30% |
| • allergy injections (PCP and SCP) | 20% | 30% |
| • allergy testing | 20% | 30% |
| • MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products | 20% | 30% |
| **Preventive Care Services**<br>• Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening. | No cost share | 30% |
| **Emergency and Urgent Care**<br>**Emergency Room Services**<br>• **facility/other covered services** (copayment waived if admitted) | $100 | $100 |
| **Urgent Care Center Services** | $25 | 30% |
| • MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products | 20% | 30% |
| • Allergy injections | 20% | 30% |
| • Allergy testing | 20% | 30% |
| **Inpatient and Outpatient Professional Services**<br>Include but are not limited to:<br>• Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams | 20% | 30% |
| Blue 8.0 500 Series | | |

# ADMINISTRATOR BENEFIT PROVISIONS

| Covered Benefits | Network | Non-Network |
|---|---|---|
| **Inpatient Facility Services** (Network/Non-Network combined) Unlimited days except for:<br>• 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis)<br>• 180 days for skilled nursing facility | 20% | 30% |
| **Outpatient Surgery Hospital/Alternative Care Facility**<br>• Surgery and administration of general anesthesia | 20% | 30% |
| **Other Outpatient Services** including but not limited to:<br>• Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services.<br>• Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined)<br>• Durable Medical Equipment, Orthotics and Prosthetics<br>• Physical Medicine Therapy Day Rehabilitation programs<br>• Hospice Care<br>• Ambulance Services | 20%<br><br><br><br><br>20%<br>20% | 30%<br><br><br><br><br>20%<br>20% |
| **Outpatient Therapy Services**<br>(Combined Network & Non-Network limits)<br>• Physician Home and Office Visits (PCP/SCP)<br>• Other Outpatient Services @ Hospital/Alternative Care Facility<br>Limits apply to:<br>• Cardiac Rehabilitation Unlimited<br>• Pulmonary Rehabilitation Unlimited<br>• Physical Therapy: 60 visits<br>• Occupational Therapy: 60 visits<br>• Manipulation Therapy: 12 visits<br>• Speech therapy: 20 visits<br>• Teledoc (Live Health Online) | <br><br>$20/$20<br>20% | <br><br>30%<br>30% |
| **Accidental Dental:** Unlimited per accident (Network and Non-network combined) | Copayments/Coinsurance based on setting where covered services are received | 30% |
| **Behavioral Health:**<br>**Mental Illness and Substance Abuse[2]**<br>• Inpatient Facility Services<br>• Physician Home and Office Visits (PCP/SCP)<br>• Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional | <br><br>20%<br>$20<br>20% | <br><br>30%<br>30%<br>30% |
| **Human Organ and Tissue Transplants[3]**<br>• Acquisition and transplant procedures, harvest and storage. | 20% | 30% |

# ADMINISTRATOR BENEFIT PROVISIONS

| Covered Benefits | Network | Non-Network |
|---|---|---|
| Prescription Drugs<br>**Network Tier structure equals 1/2/3** | | |
| • **Network Retail Pharmacies:** (30-day supply) | $10 generic/$20 preferred brand/$30 Non-preferred generic & brand | 50%, min $30[5] |
| • **Home Delivery Service:** (90-day supply) | $25 generic/$50 preferred brand/$70 Non-preferred generic & brand | Not covered |
| Member may be responsible for additional cost when not selecting the available generic drug. | Rx OOP Max:<br>$6,525 Single/$13,050 Family | Rx OOP Max:<br>$13,050 Single/$26,100 Family |
| Medicare Rx - Wrap | | |

**Notes:**

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Private Duty Nursing – limited to 82 visits/Calendar Year
- Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.
- Plan to exclude coverage for elective abortions.

[2] We encourage you to review the Schedule of Benefits for limitations.
[3] Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.
[5] Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

# ADMINISTRATOR BENEFIT PROVISIONS

**Precertification:**
Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

**Pre-existing Exclusion Period: none**

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

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

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

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

## WELLNESS RIDER

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in four (4) key wellness categories:

- Non-smoker or participation in a smoking cessation program
- Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
- Body Mass Index (BMI)
- Blood Pressure (BP)

(2) Beginning in 2019 and applicable for each subsequent calendar year, HRA credits shall be issued subject to the terms and conditions outlined herein; credits shall be provided on the following basis:

- Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.
- Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.
- Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

(3) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed

preventive exam will have the opportunity to earn health credits for the following calendar year.

**TERM LIFE INSURANCE**

A. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of Fifty Thousand Dollars ($50,000) for each regular, full-time Administrator now or hereinafter employed.

B. Method of Payment

The full cost of this program and any increase thereof shall be paid by the Board.

C. Right to Purchase Additional Coverage

The Board shall allow an Administrator to purchase additional amounts of coverage through payroll deduction, provided the number electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be Fifty Thousand Dollars ($50,000) or One Hundred Thousand Dollars ($100,000), at the option of the Administrator. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

**ACCIDENTAL DEATH AND DISMEMBERMENT**

A. Right to Coverage

Full-time Administrators can purchase Voluntary Accidental Death and Dismemberment (AD&D) insurance coverage. You may elect either $50,000 or $100,000 of Voluntary AD&D coverage for yourself. This coverage will end when employment terminates.

B. Method of Payment

The Board will deduct all or part of the premium through payroll deductions.

**PROFESSIONAL LIABILITY INSURANCE**

Professional liability insurance shall be provided by the District.

# ADMINISTRATOR BENEFIT PROVISIONS

**DENTAL INSURANCE**

A. Right to Coverage

The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage which meets the specifications set forth in this section for each full-time Administrator, now or hereinafter employed, and his/her family. The Board shall maintain the current Usual and Customary Rate (UCR) percentile for services out of the PPO network.

B. Method of Payment of Coverage

The full cost of such insurance shall be paid by the Board.

C. Right to Change Coverage Status

Administrators may change the coverage status (Single or Family) effective the first (1st) of any month or during the open enrollment period during the month of June, subject to the rules and regulations of the carrier.

D. Specifications of Coverage

## Delta Dental PPO (Point-of-Service) Summary of Dental Plan Benefits For Group# 1151-5000, 5091

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

**Control Plan** – Delta Dental of Ohio
**Benefit Year** – January 1 through December 31
**Covered Services** –

| | **PPO Dentist** | **Premier Dentist** | **Non-participating Dentist** |
|---|---|---|---|
| | **Plan Pays** | **Plan Pays** | **Plan Pays*** |
| **Diagnostic & Preventive** | | | |
| **Diagnostic and Preventive Services** – exams, cleanings, fluoride, and space maintainers | **100%** | **100%** | **100%** |

# ADMINISTRATOR BENEFIT PROVISIONS

| | | | |
|---|---|---|---|
| **Sealants** – to prevent decay of permanent teeth | **100%** | **100%** | **100%** |
| **Brush Biopsy** – to detect oral cancer | **100%** | **100%** | **100%** |
| **Radiographs** – X-rays | **100%** | **100%** | **100%** |
| **Basic Services** | | | |
| **Emergency Palliative Treatment** – to temporarily relieve pain | **80%** | **80%** | **80%** |
| **Minor Restorative Services** – fillings and crown repair | **80%** | **80%** | **80%** |
| **Endodontic Services** – root canals | **80%** | **80%** | **80%** |
| **Periodontic Services** – to treat gum disease | **80%** | **80%** | **80%** |
| **Oral Surgery Services** – extractions and dental surgery | **80%** | **80%** | **80%** |
| **Other Basic Services** – misc. services | **80%** | **80%** | **80%** |
| **Major Services** | | | |
| **Major Restorative Services** – crowns | **70%** | **70%** | **70%** |
| **Relines and Repairs** – to bridges, implants, and dentures | **70%** | **70%** | **70%** |
| **Prosthodontic Services** – bridges, implants, and dentures | **70%** | **70%** | **70%** |
| **Orthodontic Services** | | | |
| **Orthodontic Services** – braces | **60%** | **60%** | **60%** |
| **Orthodontic Age Limit** – | **No Age Limit** | **No Age Limit** | **No Age Limit** |

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered Service for people under age 16.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age 19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.
- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age 16. The surface must be free from decay and restorations.
- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period. Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.

# ADMINISTRATOR BENEFIT PROVISIONS

- ➢ Certain oral surgery procedures including vestibuloplasty, frenulectomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- ➢ Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12- month period. Chairside reline and rebase of dentures are payable once in any calendar year. Lab reline and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.
- ➢ Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- ➢ Implants and implant related services are payable once per tooth in any five-year period.
- ➢ Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

**Maximum Payment** – $3,000 per person total per Benefit Year on all services except orthodontics. $1,500 per person total per lifetime on orthodontic services.

**Deductible –** $25 Deductible per person total per Benefit Year limited to a maximum Deductible of $50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year.

The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the 2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

**Waiting Period –** Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

**Eligible People** – All eligible contracted employees of the school district who elect the dental plan. The Contractor and Subscriber share the cost of this plan.

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after 12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or

changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

Benefits will cease on the last day of the month in which the employee is terminated.

**PHYSICAL EXAMINATION**

The Board will pay balance not covered by an Administrator's Medical Health Insurance of an Administrator's physical examination if requested by the Board.

## LEAVE PROVISIONS

**SICK LEAVE**

A. Accumulation

An Administrator shall be allowed to accumulate Sick Leave credit to the maximum of three hundred four (304) days. Any member who retires under STRS/SERS and returns to employment in the District shall accumulate sick leave as prescribed in this section of the Agreement, with the understanding there will be no carryover of sick leave from service that predates their STRS/SERS retirement. Administrators shall be eligible for all Leave Provisions listed in this section.

B. Annual Allowance

Administrators shall be granted sick leave on the following basis: one and one quarter (1 1/4) days for each completed month of service or fifteen (15) days for each completed year of service.

C. Notification of Accumulated Days

Administrators shall receive accurate notification of his/her accumulated Sick Leave with each pay.

D. Advance

An Administrator whose Sick Leave has been exhausted shall be credited with five (5) days of Sick Leave. These five (5) days or any portion thereof may be used at any time in case the Administrator is unable to work because of any of the

prescribed reasons for the use of Sick Leave and the Administrator has not accumulated a sufficient amount of Sick Leave.

E. Use of Sick Leave

1. Sick Leave with pay may be used for the following reasons:

   a. For absence of the Administrator due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others.

   b. For absence of the Administrator due to illness, injury, or death in the immediate family of said Administrator.

   c. An Administrator may use accrued Sick Leave for pregnancy, as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or childbirth will not exceed six (6) weeks from the date of delivery or eight (8) weeks from the date of delivery for a caesarean section, when documentation of the caesarean section has been provided.

   d. For care of a spouse with a newborn baby up to a maximum of five (5) days. If an Administrator requires more than five (5) days, he/she will provide written documentation to the Superintendent upon return to work.

   e. A maximum of two (2) days related to the birth of a child of an immediate family member.

   f. For death of an aunt or uncle up to a maximum of two (2) days. If an Administrator requires more than two (2) days, he/she may use personal leave.

2. Sick Leave with pay may not be used for:

   a. Child care;

   b. Grandchild care.

3. Administrators will not be charged sick leave on non-work days.

4. Administrators utilizing sick leave shall not be required to give the reason, except that they are in compliance with the proper use of sick leave listed in this section. Notwithstanding this provision, an Administrator may be

required to provide reasons if there is an investigatory meeting because of suspected misuse, abuse, or unauthorized use of sick leave.

5. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.

F. Immediate Family Defined

The "immediate family" shall be defined as follows:

1. Spouse of the Administrator;
2. Children and grandchildren of the Administrator or his/her spouse;
3. Parents and stepparents of the Administrator or his/her spouse;
4. Brother(s) and sister(s) of the Administrator or his/her spouse;
5. Grandparents of the Administrator or his/her spouse;
6. Son-in-law and daughter-in-law of the Administrator or his/her spouse; and
7. In the event of death, "immediate family" also includes aunts and uncles.
8. Any person in loco of the above (e.g. anyone residing in the same home with the Administrator or any relative who clearly stands in the same relationship with the Administrator as any of those so specified). An Administrator must provide a written description of the facts on the District absence report form supporting the in loco situation.

## SICK LEAVE POOL

1. A Sick Leave Pool shall be established from voluntary donations of sick leave days from Administrators.
2. Each year, during the month of September, each Administrator who has a minimum of ten (10) accumulated sick days may donate one (1) day per year to the Sick Leave Pool by completing the Sick Leave Donation Form and sending this form to the Assistant Superintendent. As the Sick Leave Pool is beginning mid-year during the 2021-2022 school year, an Administrator may initially donate up to five (5) days by following the procedure below no later than February 1, 2022.
3. Once an Administrator donates sick leave and the form is forwarded to the Assistant Superintendent, the sick leave donation is irrevocable. The sick leave

donation shall be immediately deducted from the Administrator who donated the sick leave and placed into the Sick Leave Pool.

4. An Administrator may use the Sick Leave Pool if the Administrator has met all the following criteria:

   - All of the Administrators sick leave accumulation has been exhausted. The Administrator may apply to the sick leave pool prior to exhausting their sick leave balance.
   - The Administrator's absence is due to a life threatening illness or catastrophic accident of the Administrator or the Administrator's spouse or child, any of which must be certified by a doctor of the Administrator or doctor of the Administrator's spouse or child.
   - The Administrator has completed the Application to Use Sick Leave Pool.

5. The Administrator will initially be granted up to thirty (30) days from the Sick Leave Pool provided they have met the criteria established above. In order to qualify for an additional thirty (30) days (for a total of sixty [60]) the Administrator must have applied for STRS disability or private disability retirement where the medical prognosis is that the Administrator will not return to work within a reasonably short time (normally within sixty [60] working days). The Board will provide assistance to the Administrator in preparing the disability retirement application, when requested. Administrators accessing the sick leave pool due to a life threatening illness or catastrophic accident of the Administrator's spouse or child may only access a maximum of thirty (30) days.

6. The Assistant Superintendent will review each new application and determine the eligibility of the applicant consistent with the criteria contained above. The application of any Administrator who meets the criteria will be forwarded to the Superintendent for verification and processing.

7. If the Sick Leave Pool value falls below thirty-seven thousand dollars ($37,000.00), a time period in addition to the yearly September donation time period can be established in order to ask Administrators to donate sick leave days to the Sick Leave Pool.

8. Days will be donated and issued based on the per diem at the time of the donation or issuance of the sick leave.

9. The maximum number of Sick Leave Pool days that may be claimed by any one (1) Administrator is sixty (60) days for each separate and distinct life threatening illness or catastrophic accident as certified by a doctor of the Administrator or

thirty (30) days for each separate and distinct life threatening illness or catastrophic accident if accessing the Sick Leave Pool due to the Administrator's spouse or child as certified by a doctor of the Administrators's spouse or child. In no case can an Administrator receive more sick leave days from the pool than are available in the Sick Leave Pool.

10. If an Administrator is approved for STRS disability retirement or for private disability insurance benefits while receiving Sick Leave Pool days, the Administrator must immediately utilize such benefits, and Sick Leave Pool benefits shall cease.

**EXTENDED ILLNESS LEAVE**

An Administrator unable to perform satisfactorily because of personal illness or an illness in the immediate family may be granted a leave of absence without pay for the remainder of the school year.

Application for such leave must be accompanied by a statement from the attending physician setting forth the nature of the illness or disability. In the instance of personal illness, the physician's statement must include a definite recommendation that the Administrator be relieved of duties. In the event of a leave as a result of illness of a member of the immediate family, the physician's statement must indicate the need for the Administrator's absence.

Application for reinstatement from such leave must be made in writing and, in the event of a requested return from a Personal Illness Leave, must be accompanied by a health care provider's certification for return to work.

**PERSONAL LEAVE**

A. Right to Leave

1. Administrators shall be eligible for three (3) unrestricted days per school year.

2. Administrators will not be charged personal leave on non-work days.

B. Notice of Intent to Use Leave

Notice of intent to use Personal Leave shall be provided by the Administrators completing and delivering to the Superintendent or designee, the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the Administrator shall notify the Superintendent or designee of his/her intent to use Personal Leave as soon as practicable.

# ADMINISTRATOR BENEFIT PROVISIONS

C. Purpose of Leave

It is the intent of this Section to provide Administrators with a means of dealing with personal matters that cannot be handled except during school hours.

D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.

E. On occasion, special circumstances not covered by the provision above may arise and Administrators may wish to request personal leave. Such requests shall be made to the Superintendent in writing, who may grant the personal leave on a paid or unpaid basis or may deny the request.

F. An Administrator who abuses personal leave will be subject to discipline, up to and including termination.

G. An Administrator will be reimbursed one-hundred fifty dollars ($150.00) for each unused personal leave day(s) by June 30 of each year. If the Administrator desires to have unused personal leave converted to sick leave in lieu of receiving one-hundred fifty dollars ($150.00) for each unused personal leave day, he/she must submit a letter to the Treasurer's office by June 15.

# ADMINISTRATOR BENEFIT PROVISIONS

**PAID ADOPTION LEAVE**

A. Adoptions in the United States

An Administrator is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a 12-month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

B. Adoptions Outside the United States

If a child outside of the United States is adopted, an Administrator will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a 12-month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the Administrator and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.

C. Administrators will not be charged adoption leave on non-work days.

**JURY DUTY**

A. An Administrator shall be granted time off for jury duty actually served during the workday and shall suffer no loss of pay or benefits. The Administrator may keep any payment received for jury duty. Documentation received from the court confirming jury duty actually served must be submitted with the absence form.

B. Time spent on jury leave will not be charged against any other leave provision.

**LEAVE PURSUANT TO SUMMONS OR SUBPOENA**

A. Right to Leave for a Summons or Subpoena

Any Administrator who is summoned or subpoenaed for a job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the summons or subpoena. In the event a subpoena will be issued on behalf of the

Board, the Administrator obtaining the subpoena must give at least five (5) calendar days notice prior to the hearing. A summons or subpoena issued because of a student's custody issue is considered to be job related. An Administrator receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section. A copy of the subpoena, once served, will be included with the leave form.

B. Right to Leave for a Non-Job Related Issue

Personal leave must be utilized for a summons issued because of a non-job related issue. If the Administrator has exhausted his/her personal leave, and is summoned for something that is not job-related, leave pursuant to summons or subpoena may be used in order to comply with the summons.

C. Leave Not Covered

An Administrator is not eligible for leave under this Section if the Administrator is a party to the legal proceeding.

**ASSAULT LEAVE**

A. Right to Leave

An Administrator who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

B. Notice of Intent to Use Leave

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the Administrator delivering to the Business Office a signed Employee Report of Injury Form.

2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the Administrator to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

C. Rights While On Leave

1. Except as noted under restrictions below, an Administrator on Assault Leave shall be maintained on full pay status during the period of his/her leave.

2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other Sections of this Article.

3. An Administrator will not be charged assault leave on non-work days.

D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred eighty (180) workdays.

E. Restrictions

1. If medical attention is required, the Administrator shall supply a certificate from a licensed physician stating the nature of the disability and its duration.

2. The Administrator must file a Workers Compensation claim with the Business Office. The pay of a member on Assault Leave shall be reduced by the amount received by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the Administrator's pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.

3. If an Administrator is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the Administrator to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the Administrator's first medical verification, the Board may request, at the Board's expense, that the Administrator see a mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.

4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.

F. Verbal Assault Leave

An Administrator not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to two (2) days off without loss of pay, as long as the member reports the threat to the police.

# ADMINISTRATOR BENEFIT PROVISIONS

**PROFESSIONAL LEAVE**

A. Professional Leave of Absence may be granted annually to Administrators for the purpose of attending workshops or other professional meetings each year.

B. The term "Professional Leave" is not to include days when an Administrator accompanies students to meetings, competitions, or other student activities.

C. The Board shall pay the portion of the pre-approved receipted expenses as stipulated on the Professional Leave Application form for fees, meals, lodging, and transportation, incurred by Administrators who attend workshops, seminars, conferences, or other professional improvement sessions which have the advance approval of the Superintendent or designee for the particular purpose of professional improvement to the school system and/or to the individual participating.

D. Such authorization for attendance will need prior approval by the Superintendent or designee. The Administrator shall receive his/her salary for those days he/she is absent from his/her assignment for such Professional Leave.

**UNPAID CHILD CARE LEAVE**

Following the conclusion of any pregnancy-related disability; or in the event any Administrator adopts a child and such child is less than one (1) year of age at the time of adoption; or, with respect to a father, following the birth of a child; the Administrator may apply for permission to take Parental Leave. Requests for permission to take Parental Leave must be made to the Superintendent at least twenty (20) days prior to the date on which the parental leave is to begin. Notification for leave in the case of adoption shall be given as soon as possible prior to receiving custody of the child. Parental Leave shall be granted upon request, provided that the following conditions are met:

A. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months.

B. The Administrator must state specifically in writing at the time Parental Leave is requested, the length of such requested leave and the date on which the Administrator will be available to return to work.

C. Parental Leave will not exempt an Administrator from decisions regarding contract renewals relating to Administrator's appraisal and/or staff reduction under this Agreement. If Parental Leave is granted, and upon return of the Administrator from Parental Leave, he/she will be assigned to his/her prior position, if available, or a position as nearly equal to that which had been previously occupied.

D. Insurance benefits and other fringe benefits under this Agreement shall not apply during the period of a parental leave.

E. In the event an Administrator does not return to work at the time indicated in his/her request for Parental Leave, said Administrator will forego any rights to reinstatement.

**OTHER UNPAID LEAVES**

The Board may, at its discretion, grant other leaves as are authorized by the Ohio Revised Code.

**FAMILY AND MEDICAL LEAVE**

Administrators may take up to twelve (12) workweeks of unpaid leave ("FMLA Leave") in any school year (August 1 through July 31) for one (1) or more of the following circumstances:

A. The birth of an Administrator's child and to care for the child up to age one (1);

B. The adoption or foster care of a child, up to twelve (12) months after placement;

C. To care for the spouse, child, or parent of an Administrator when that family member has a serious health condition;

D. The Administrator's inability to perform the functions of the position because of the member's own serious health condition.

To be eligible for FMLA Leave, the Administrator must have worked for Wadsworth City Schools for at least twelve (12) months met the FMLA's 1250-hours-worked requirements before the leave request.

**BENEFITS WHILE ON LEAVE**

With the exception of FMLA leave, no benefits that result in an expense to the Board will be provided to any Administrator while on a leave of absence without pay. When a group insurance policy permits, an Administrator on an unpaid leave of absence may continue to participate in such insurance benefits by advance payment of the cost of such benefits as determined by the insurance carriers or Plan Administrator but no more than one hundred two percent (102%) of the total cost of the benefit.

**MILITARY LEAVE**

# ADMINISTRATOR BENEFIT PROVISIONS

An Administrator who is a member of a reserve component of the Armed Forces of the United States and/or the State of Ohio shall be granted leave of absence from his/her respective duties without loss of pay for such time as he/she is in the military service or field training or active duty for periods not to exceed one hundred seventy six (176) hours in any one (1) calendar year. Bargaining unit members called to active duty in the uniformed services for longer than a month in a calendar year are entitled to leave and pay as set forth in Ohio Revised Code Section 5923.05. The District and the Administrator shall continue to contribute to the State Teachers Retirement System (STRS) based on the amount of compensation actually paid to the Administrator during the military leave of absence, subject to any subsequent legislative enactment.
An Administrator shall be granted a leave without pay when he/she leaves the employment of the Board and within forty (40) days thereafter enters the Armed Forces of the United States. An Administrator shall be reemployed following such leave if application is made in writing within ninety (90) days of discharge, other than a dishonorable discharge, from active duty. Reemployment shall be under the same type of contract as was formerly held and shall be at the beginning of the next semester, provided application is made not less than thirty (30) days prior to the beginning of the next semester.

Sick leave is not accumulated during the period of military leave.

## MILEAGE REIMBURSEMENT

The Board will reimburse Administrators for the use of his/her personal vehicle in connection with travel directly related to school business, unless the Board has notified Administrators that the district-owned pool car must be used if available. Such reimbursement mileage will exclude daily travel to and from home. Required attendance at meetings and functions outside of the school district shall be considered reimbursable mileage. Such reimbursement shall be paid at the prevailing IRS rate upon monthly statements signed by the Superintendent and Treasurer.

## PAYROLL PRACTICES

Administrators will receive their salary in twenty-six (26) biweekly substantially equal pays. All administrators will have their paychecks issued via direct deposit and will receive an email notice.

# ADMINISTRATOR BENEFIT PROVISIONS

## PERSONNEL FILES

Administrators shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

## PROFESSIONAL ORGANIZATION MEMBERSHIP

The Board will pay for each administrator up to five hundred dollars ($500.00) for professional organization membership(s) each year.

## RETIREMENT BENEFITS

**EMPLOYER PICK UP RESOLUTION**

Wadsworth City Schools Administrative Employees shall be entitled to the "fringe benefit pick up" which means the Wadsworth City Board of Education will pay the 10% retirement contribution to STRS or SERS on behalf of the Administrative Employee, in accordance with Code Section 414(h)(2). The amount of the fringe benefit pick up shall not be considered part of the employee's total annual salary for any purpose.

However, administrative employees with 10 or more years of service in the Wadsworth City School District may elect to receive pick up on the pick up. These picked-up employee contributions are in lieu of payments by the employee and shall be paid by the Board as a fringe benefit in addition to the contract salary otherwise payable to the employee. These contributions shall be treated as additional compensation and included in salary for retirement purposes.

The following employees are the Covered Administrative Employees:

High School Principal
Middle School Principal
Intermediate School Principal
Elementary Principal (Pre K- 4)
Assistant and Associate High School Principals
Assistant Middle School Principal
Assistant Intermediate School Principal
Assistant Superintendent
Director of Student Services
Director of Instruction and Professional Development
Director of Technology
Athletic Director
Coordinator of Testing, Assessment and Data

# ADMINISTRATOR BENEFIT PROVISIONS

Coordinator of Special Education

## SEVERANCE PAY

If the Board determines that a HSA is a legal option for an employee's severance pay, a committee will be formed to determine which company will administer the HSA. Members of the committee will include three (3) members from the Association who are appointed by the Association and three (3) members of the administration who are appointed by the Superintendent. Other employee groups may also be represented on the committee. President/Co-Presidents of any Associations represented on the committee and the Superintendent will be de-facto members of the committee. Once the selection is made and details of the HSA are finalized, the Association and Board will revise the Negotiated Agreement language in this section to reflect the HSA option.

A. Right to Severance Pay

An Administrator shall receive severance pay upon quitting his/her employment in the District and retiring providing he/she: (1) is approved for retirement benefits by the State Teachers Retirement System (STRS), or (2) is at least fifty (50) years old and has been employed at least ten (10) full years in the District, or (3) has fifteen (15) or more years service credit with the STRS and at least ten (10) full years of service in the District.

B. Calculation of Severance Pay

1. Severance pay shall be based on the rate of pay at the time of the Administrators last day of service.

2. Severance pay will be given for forty percent (40%) of the Administrator's accumulated sick leave at the time of resignation/retirement, up to forty percent (40%) of two hundred (200) days; i.e. a benefit of up to eighty (80) days.

3. If an Administrator does not have sufficient Sick Leave to qualify for maximum severance resigns or retires after fifteen (15) or more years' service in the District, then the severance pay to which he/she is entitled shall be supplemented by One Hundred Dollars ($100.00) for each year of service in the District, provided that the total severance pay shall not exceed the eighty (80) day cap.

C. Method of Payment

# ADMINISTRATOR BENEFIT PROVISIONS

1. The severance payment will be made in one (1) lump sum within ninety (90) calendar days of the last day under contract with the District provided the Administrator submits their 403(b) provider and account number to the Treasurer's Office. In the event the Administrator has not submitted his/her information to the Treasurer's Office within ninety (90) days, the severance payment will be made to the Administrator within twenty (20) days of receiving the information.

2. Notwithstanding anything in this Manual or Board policy to the contrary, in accordance with the terms of the "Severance Pay Deferral Program" described in section 3.4 (a) of the District's Section 403 (b) Plan (the "Section 403(b) Plan"), certain retiring Administrators shall have their severance pay mandatorily paid into an annuity contract or custodial account that is designed to meet the tax-qualification requirements of IRC Section 403(b) (a "Designated Plan Contract"). Payment of such amounts under this section 3.4(a) of the Section 403(b) Plan shall be in lieu of payment of such amounts directly to the retiring Administrator; and no retiring Administrator shall have the option of receiving payment of such amounts directly in cash.

3. Any Administrator entitled to severance pay who is not an eligible participant (an eligible participant is defined as an Administrator who retires in or after the calendar year that includes the Administrator's 55th birthday) in the Severance Pay Deferral Program will continue to be eligible for any and all severance payments in accordance with this Manual. The Administrator may elect to defer such pay to a plan contract, as permitted by any related provision of the Section 403 (b) Plan.

4. All contributions to the Section 403(b) Plan, all deferrals to a Plan Contract, and all payments to Administrators, shall be subject to reduction for any tax withholding or other withholding that the Treasurer determines is required by law. The Board does not guarantee any tax results associated with the Section 403(b) Plan, deferrals, or payments made to an Administrator.

5. The provisions of Section 3.4(a) of the Section 403(b) Plan are hereinafter referred to as the Severance Pay Deferral Program. The terms of the Severance Pay Deferral Program shall include the following:

    a. Participation in the Severance Pay Deferral Program shall be mandatory for all "Covered Employees." A Covered Employee shall be any Administrator who retires in or after the calendar year that includes the Employee's 55th birthday and thereby becomes entitled to "Severance Pay."

b. For purposes of the Severance Pay Deferral Program, the term "Severance Pay" shall mean a payment that is attributable to the Covered Employee's accrued but unused sick days. In addition, the Severance Pay must be payable no later than the last day of the fifth calendar year following the calendar year of the Covered Employee's termination of employment on account of retirement.

c. The Employer Contribution made on the behalf of the Covered Employee under the Severance Pay Deferral Program in each calendar year shall be in an amount equal to the lesser of:

(1) The total amount of the Covered Employee's Severance Pay.

(2) The maximum contribution amount allowable under the terms of this Plan.

d. The required Employer Contribution under the Severance Pay Deferral Program shall be made within the timeframes described in under the Administrator Benefit Provision Manual.

e. To the extent that the Employer Contribution under the Severance Pay Deferral Program exceeds the maximum amount allowable under this Plan in the calendar year of payment, the excess amount shall be payable to the 403(b) Plan in January in subsequent calendar years, up to the maximum amount allowable under this Plan, for up to a maximum of five (5) calendar years after the calendar year of the Covered Employee's retirement; and if there is any remaining amount of Severance Pay, the excess amount shall be paid to the Covered Employee in cash.

C. Restrictions

Within the meaning of this policy, an individual may "retire" only once. Retirement from another district shall make an individual ineligible for this retirement benefit.

D. Any Administrator who retires under STRS and returns to employment in the District will not be eligible for severance pay.

## VACATION DAYS

# ADMINISTRATOR BENEFIT PROVISIONS

Eighty (80) hours of unused vacation can be carried over to the next school year. New balances for vacation begin August 1 of each year.

# ADMINISTRATOR BENEFIT PROVISIONS

## WADSWORTH CITY SCHOOLS EVALUATION INSTRUMENT

**Wadsworth City Schools Evaluation Instrument**
**Administrators and Exempt Employees**

EMPLOYEE _____ EVALUATOR _____

DEPT. _____ POSITION _____ DATE _____

| *Performance Traits* | *Rating (Numerical Score)* | *Numerical Score (from previous column)* | *Comments* |
|---|---|---|---|
| 1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications | Accomplished (4) | | |
| 2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues | Accomplished (4) | | |
| 3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication | Accomplished (4) | | |
| 4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work | Accomplished (4) | | |
| 5. LEADERSHIP: Sets example, provides direction, has vision | Accomplished (4) | | |

# ADMINISTRATOR BENEFIT PROVISIONS

**Wadsworth City Schools Evaluation Instrument**
**Administrators and Exempt Employees**

| | | | |
|---|---|---|---|
| 6. QUALITY OF WORK: Accuracy, neatness, thoroughness, standard of work | Accomplished (4) | | |
| 7. QUANTITY OF WORK: Volume, amount, speed, turn-around time, projects | Accomplished (4) | | |
| 8. PROFESSIONAL GROWTH: Activities, programs, initiatives | Accomplished (4) | | |
| 9. ATTENDANCE: Punctual, absenteeism | Accomplished (4) | | |
| GENERAL COMMENTS: | | | |
| | **RATING TOTAL** | 0 | **OVERALL RATING**: Accomplished<br><br>Accomplished 32-36<br>Skilled 23-31<br>Developing 14-22<br>Ineffective 9-13 |

# ALTERNATIVE TAX BUDGET INFORMATION

Name of School District: **Wadsworth City School District**

**For the Fiscal Year Commencing July 1, 2022**

Fiscal Officer Signature_[redacted]___ Date **January 3, 2022**

# County Of Medina

**Background**

Substitute House Bill No. 129 (HB129) effective June 3, 2002, was enacted by the 124th General Assembly in part to allow a county budget commission to waive the requirement that a taxing authority adopt a tax budget for a political subdivision or other taxing unit, pursuant to Ohio Revised Code (ORC) Section 5705.281.

Under the law in effect prior to June 3, 2002, the budget commission could only waive the tax budget for a subdivision or other taxing unit that was receiving a share of the county undivided local government fund or the county undivided local government revenue assistance fund under an alternative method or formula pursuant to ORC Sections 5747.53 and 5747.63. Thus, tax budgets could be waived only for counties, municipalities, townships, and park districts. This restriction is now removed.

**Ohio Revised Code Section 5705.281**

Under the amended version of this section pursuant to HB 129, a county budget commission, by an affirmative vote of a majority of the commission, including an affirmative vote by the county auditor, may waive the tax budget for any subdivision or other taxing unit. However, the commission may require the taxing authority to provide any information needed by the commission to perform its duties, including the division of the tax rates as provided under ORC Section 5705.04.

**County Budget Commission Duties**

The county budget commission must still certify tax rates to each subdivision or other taxing unit, by March 1 for school districts and by September 1 for all other taxing authorities under ORC Section 5705.35, even when a tax budget is waived. Also, the commission is still required to issue an official certificate of estimated resources under ORC Section 5705.35 and amended official certificates of estimated resources under ORC Section 5705.36.

Therefore, when a budget commission is setting tax rates based on a taxing unit's need, for purposes of ORC Sections 5705.32, 5705.34, and 5705.341, its determination must be based on that other information the commission asked the taxing authority to provide under ORC Section 5705.281, when the tax budget was waived. Also, an official certificate must be based on that other information the commission asked the taxing authority to provide.

**Alternative Tax Budget Information Filing Deadline**

The fiscal officer for each school district must file one copy of this document with the County Auditor on or before January 20, 2015. [Note: The traditional deadline for submission of the tax budget has been January 20. There is the potential for flexibility on this date as a result of HB 129 depending on the needs of the Budget Commission, but in order for them to be on track with the certificate of available resources, the date may need to be very close to January 20].

# GUIDELINES FOR COMPLETING THE ALTERNATIVE TAX BUDGET INFORMATION

**For the Fiscal Year Commencing July 1, 2021**

The general purpose of schedule 1 is to meet the requirement of Ohio Revised Code (ORC) Section 5705.04 which requires the taxing authority of each subdivision to divide the taxes levied into seperate levies. For help use the schedule B issued by the budget commission for the current year and add any new levies. This will help to ensure that no levies are missed.

In column 1 list only those individual funds which are requesting general property tax revenue. In column 2 purpose refers to the following terms, inside, current expenses, and special levy for example. In column 4 levy type refers to renewal, additional, and replacement for example.

**SCHEDULE 2**

The general purpose of schedule 2 is to demonstrate the need to produce property tax revenues to cover the estimated expenditures for the budget year. ORC Section 5705.341 states in part;

"Nothing in this section or any section of the ORC shall permit or require the levying of any rate of taxation, whether within the 10 mill limitation or whether the levy has been approved by the electors, the political subdivision or the charter of a municipal corporation in excess of such 10 mill limitation, unless such rate of taxation for the ensuing fiscal year is clearly required by a budget properly and lawfully, adopted under this chapter or by other information required per ORC 5705.281."

Property tax revenue includes real estate taxes, personal property taxes, and homestead and rollback reimbursements.

**SCHEDULE 3**

The general purpose of schedule 3 is to produce an Official Certificate of Estimated Resources for funds that do not receive property tax revenue.

In column 3, total estimated receipts should include all revenues plus transfers in.

**SCHEDULE 4**

The general purpose of schedule 4 is to provide for the proper amount of millage to cover debt service requirements on voted bond issues. Major capital improvement projects are sometimes financed through the use of voted bonds. The taxing authority seeks voter approval of general obligation bonds and of the levy of property taxes outside the indirect debt limitation in whatever amount is necessary to pay debt service on those bonds.

In column 6 you must take into consideration any carry over plus or minus cash balance estimated for the current year. This can happen because there are no sure things concerning tax payments and the valuation of personal property taxpayers.

**SCHEDULE 5**

The general purpose of schedule 5 is to properly account for tax anticipation notes. See schedule 5 for more details.

# DIVISION OF TAXES LEVIED

(Levies Inside & Outside 10 Mill Limitation, Inclusive Of Debt Levies)
For the Fiscal Year Commencing July 1, 2021

Date January 3, 2022

## Funds (General, Bond, Emergency)

**SCHEDULE 1**

| I | II | III | IV | V | VI | VII | VIII |
|---|---|---|---|---|---|---|---|
| Fund | Purpose | Authorized By Voters On year | Levy Type | Number Of Years Levy To Run | Tax Year Begins/ Ends | Collection Year Begins/ Ends | Maximum Rate Authorized |
| General | Inside Millage | 1976 | Inside Millage | Continuing | | | 5.10 |
| General | Current Expense | 1976 | | Continuing | | | 29.20 |
| General | Current Expense | 1977 | | Continuing | | | 4.50 |
| General | Current Expense | 1982 | | Continuing | | | 4.90 |
| General | Current Expense | 1987 | | Continuing | | | 6.90 |
| General | Current Expense | 1997 | | Continuing | | | 6.90 |
| General | Current Expense | 2003 | | Continuing | | | 5.90 |
| General | Current Expense | 2011 | | Continuing | | | 4.90 |
| General | Current Expense | 2021 | | Continuing | | | 6.70 |
| | | | | | | | |
| | | | | | | | |
| **Total General** | | | | | | | **75.00** |
| | | | | | | | |
| Bond | Library Bond | 2000 | Bond | 22 | 2000/2021 | 2001/2022 | 0.90 |
| ~~Bond~~ | ~~1997 Bond~~ | ~~1997~~ | ~~Bond~~ | ~~27~~ | ~~1997/2023~~ | ~~1998/2024~~ | ~~0.00~~ |
| Bond | 2008 Bond | 2008 | Bond | 28 | 2008/2035 | 2009/2036 | 5.90 |
| | | | | | | | |
| **Total All Funds** | | | | | | | **81.80** |

# STATEMENT OF FUND ACTIVITY

(Complete only for General Fund , Bond Retirement Fund any other funds
For the Fiscal Year Commencing July 1, 2022

Date **January 4, 2(**

**SCHEDULE 2**

**FUND: General**

| I | II | III | IV | V |
|---|---|---|---|---|
| DESCRIPTION | Fiscal Year 2020 ACTUAL | Fiscal Year 2021 ACTUAL | Fiscal Year 2022 ESTIMATE | Fiscal Year 2023 ESTIMATE |
| Beginning Unencumbered Fund Balance | $16,344,368.00 | $16,543,156.00 | $17,492,501.00 | $22,591,522.00 |
| Revenues: | | | | |
| Property Taxes | $24,448,214.00 | $25,508,937.00 | $28,309,349.00 | $31,888,098.00 |
| Income Tax | $0.00 | $0.00 | $0.00 | $0.00 |
| Other Receipts | $28,146,055.00 | $28,897,845.00 | $28,425,350.00 | $24,314,816.00 |
| Transfers In | $0.00 | $0.00 | $0.00 | $0.00 |
| Total Resources | $52,594,269.00 | $54,406,782.00 | $56,734,699.00 | $56,202,914.00 |
| Total Expenditures & Encumbrances | $52,395,481.00 | $53,457,437.00 | $51,635,678.00 | $55,752,319.00 |
| Ending Unencumbered Fund Balance | $16,543,156.00 | $17,492,501.00 | $22,591,522.00 | $23,042,117.00 |

**FUND: Bond Retirement 98,99,00,2006,2007,2009,2009B,2010,2010,2016**

| I | II | III | IV | V |
|---|---|---|---|---|
| DESCRIPTION | Fiscal Year 2020 ACTUAL | Fiscal Year 2021 ACTUAL | Fiscal Year 2022 ESTIMATE | Fiscal Year 2023 ESTIMATE |
| Beginning Unencumbered Fund Balance | $5,463,081.10 | $6,412,959.60 | $7,725,757.04 | $6,775,422.13 |
| Revenues: | | | | |
| Property Taxes | $6,511,334.71 | $7,153,097.28 | $6,375,160.04 | $5,519,336.77 |
| Income Tax | $0.00 | $0.00 | $0.00 | $0.00 |
| Other Receipts | $771,904.71 | $669,737.68 | $700,000.00 | $700,000.00 |
| Transfers In | $0.00 | $0.00 | $0.00 | $0.00 |
| Total Resources | $7,283,239.42 | $7,822,834.96 | $7,075,160.04 | $6,219,336.77 |
| Total Expenditures & Encumbrances | $6,333,360.92 | $6,510,037.52 | $8,025,494.95 | $6,096,299.26 |
| Ending Unencumbered Fund Balance | $6,412,959.60 | $7,725,757.04 | $6,775,422.13 | $6,898,459.64 |

**FUND: Bond Retirement Library**

| I | II | III | IV | V |
|---|---|---|---|---|
| DESCRIPTION | Fiscal Year 2020 ACTUAL | Fiscal Year 2021 ACTUAL | Fiscal Year 2022 ESTIMATE | Fiscal Year 2023 ESTIMATE |
| Beginning Unencumbered Fund Balance | $450,826.22 | $449,465.77 | $478,152.13 | $385,831.78 |
| Revenues: | | | | |
| Property Taxes | $393,022.93 | $393,022.93 | $284,196.79 | $0.00 |
| Income Tax | $0.00 | $0.00 | $0.00 | $0.00 |
| Other Receipts | $7,145.89 | $36,798.49 | $15,000.00 | $0.00 |
| Transfers In | $0.00 | $0.00 | $0.00 | $0.00 |
| Total Resources | $400,168.82 | $429,821.42 | $299,196.79 | $0.00 |
| Total Expenditures & Encumbrances | $401,529.27 | $401,135.06 | $391,517.14 | $376,475.00 |
| Ending Unencumbered Fund Balance | $449,465.77 | $478,152.13 | $385,831.78 | $9,356.78 |

# STATEMENT OF FUND ACTIVITY

Funds with Revenue Other Than Local Taxes

For the Fiscal Year Commencing July 1, 2022

**SCHEDULE 3**

| I | II | III | IV | V | VI |
|---|---|---|---|---|---|
| Fund BY Type | Beginning Estimated Unencumbered Fund Balance | Total Estimated Receipts | Total Resources Available For Expenditures | Total Estimated Expenditures & Encumbrances | Ending Estimated Unencumbered Balance |
| Special Revenue Funds | $2,954,500.00 | $4,502,905.00 | $7,457,405.00 | $4,522,400.00 | $2,935,005.00 |
| Capital Project Funds | $38,145,000.00 | $2,444,495.00 | $40,589,495.00 | $22,125,000.00 | $18,464,495.00 |
| Enterprise Funds | $1,070,000.00 | $1,780,131.00 | $2,850,131.00 | $1,725,000.00 | $1,125,131.00 |
| Internal Service Funds | $160,000.00 | $650,000.00 | $810,000.00 | $650,000.00 | $160,000.00 |
| Expendable Trust Funds | $3,000.00 | $5,000.00 | $8,000.00 | $5,000.00 | $3,000.00 |
| Agency Funds | $102,000.00 | $130,000.00 | $232,000.00 | $130,000.00 | $102,000.00 |
| | | | | | |
| | | | | | |
| Note: Additional detail may be required by your County Auditor. Consider reports such as financial summaries, revenue summaries, and expenditure summaries as attachments to the tax budget document. Such reports could be computer generated from your accounting database and will provide individual fund activity (both actual and projected). | | | | | |
| | | | | | |
| | $42,434,500.00 | $9,512,531.00 | $51,947,031.00 | $29,157,400.00 | $22,789,631.00 |

# Detail of Statement of Fund Activity

**For the Fiscal Year Commencing July 1, 2022**

**Schedule 3 - Detail**

**FY 2023**

| Fund No. | Fund Name | Beginning Est. Unencumbered Balance | Total Estimated Receipts | Total Resources Available for Expenditures | Total Estimated Expenditures & Encumbrances | Estimated Ending Unencumbered Balance |
|---|---|---|---|---|---|---|
| **001** | **General Fund** | **$22,591,522.00** | **$56,202,914.00** | **$78,794,436.00** | **$55,752,319.00** | **$23,042,117.00** |
| | **Special Revenue Funds:** | | | | | |
| 018 | Principal's Fund | $80,000.00 | $155,000.00 | $235,000.00 | $155,000.00 | $80,000.00 |
| 019 | Other Local Grants | $40,000.00 | $70,000.00 | $110,000.00 | $100,000.00 | $10,000.00 |
| 029 | Scholarship's Fund | $95,000.00 | $19,000.00 | $114,000.00 | $20,000.00 | $94,000.00 |
| 034 | Classroom Facilities | $2,500,000.00 | $356,505.00 | $2,856,505.00 | $400,000.00 | $2,456,505.00 |
| 300 | District Activities | $50,000.00 | $555,000.00 | $605,000.00 | $600,000.00 | $5,000.00 |
| 401 | Auxiliary Services | $30,000.00 | $225,000.00 | $255,000.00 | $225,000.00 | $30,000.00 |
| 432 | EMIS | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 440 | Entry Year Mentor Program | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 451 | Data Communications Fund (OneNet) | $0.00 | $14,400.00 | $14,400.00 | $14,400.00 | $0.00 |
| 467 | Student Wellness & Success Funds | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 499 | Misc. State Grants | $15,000.00 | $30,000.00 | $45,000.00 | $30,000.00 | $15,000.00 |
| 507 | ESSER Grant | $100,000.00 | $1,200,000.00 | $42,000.00 | $1,100,000.00 | ($1,058,000.00) |
| 510 | CARES ACT Grant | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 516 | IDEA-B | $25,000.00 | $965,000.00 | $990,000.00 | $965,000.00 | $25,000.00 |
| 524 | Carl Perkins | $6,000.00 | $350,000.00 | $356,000.00 | $350,000.00 | $6,000.00 |
| 572 | Title I | $10,000.00 | $400,000.00 | $410,000.00 | $400,000.00 | $10,000.00 |
| 587 | Early Childhood Special Education -IDEA | $0.00 | $36,000.00 | $36,000.00 | $36,000.00 | $0.00 |
| 590 | Improving Teacher Quality | $3,500.00 | $92,000.00 | $95,500.00 | $92,000.00 | $3,500.00 |
| 599 | Misc. Federal Grants | $0.00 | $35,000.00 | $35,000.00 | $35,000.00 | $0.00 |
| | **Total Special Revenue** | **$2,954,500.00** | **$4,502,905.00** | **$6,199,405.00** | **$4,522,400.00** | **$1,677,005.00** |
| **002** | **Debt Service Fund** | **1,423,831.72** | **2,076,000.00** | **3,499,831.72** | **3,002,975.00** | **496,856.72** |
| | **Capital Projects Funds** | | | | | |
| 003 | Permanent Improvement | $245,000.00 | $44,495.00 | $289,495.00 | $25,000.00 | $264,495.00 |
| 004 | Building Fund | $35,000,000.00 | $0.00 | $35,000,000.00 | $20,000,000.00 | $15,000,000.00 |
| 010 | Classroom Facilities (OFCC) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 071 | County Sales Tax | $2,900,000.00 | $2,400,000.00 | $5,300,000.00 | $2,100,000.00 | $3,200,000.00 |
| | **Total Capital Projects** | **$38,145,000.00** | **$2,444,495.00** | **$40,589,495.00** | **$22,125,000.00** | **$18,464,495.00** |

| Fund No. | Fund Name | Beginning Est. Unencumbered Balance | Total Estimated Receipts | Total Resources Available for Expenditures | Total Estimated Expenditures & Encumbrances | Estimated Ending Unencumbered Balance |
|---|---|---|---|---|---|---|
| | **Enterprise Funds** | | | | | |
| 006 | Food Service | $950,000.00 | $1,255,000.00 | $2,205,000.00 | $1,200,000.00 | $1,005,000.00 |
| 009 | Uniform School Supplies | $30,000.00 | $60,000.00 | $90,000.00 | $60,000.00 | $30,000.00 |
| 011 | Customer Service Fund | $25,000.00 | $225,000.00 | $250,000.00 | $222,000.00 | $28,000.00 |
| 013 | Recreation Community Center | $45,000.00 | $40,131.00 | $85,131.00 | $43,000.00 | $42,131.00 |
| 020 | Special Enterprise | $20,000.00 | $200,000.00 | $220,000.00 | $200,000.00 | $20,000.00 |
| | **Total Enterprise Funds** | **$1,070,000.00** | **$1,780,131.00** | **$2,850,131.00** | **$1,725,000.00** | **$1,125,131.00** |
| | **Internal Service Funds** | | | | | |
| 014 | Special Rotary | $100,000.00 | $425,000.00 | $525,000.00 | $425,000.00 | $100,000.00 |
| 024 | Self Insurance Fund | $60,000.00 | $225,000.00 | $285,000.00 | $225,000.00 | $60,000.00 |
| | **Total Internal Service** | **$160,000.00** | **$650,000.00** | **$810,000.00** | **$650,000.00** | **$160,000.00** |
| | **Fiduciary Funds** | | | | | |
| 007 | Special Trust | $3,000.00 | $5,000.00 | $8,000.00 | $5,000.00 | $3,000.00 |
| 017 | School District Library Construction Fund | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 022 | OHSAA Tournaments / Other Agency Fnds | $30,000.00 | $50,000.00 | $80,000.00 | $50,000.00 | $30,000.00 |
| 200 | Student Managed Activities | $72,000.00 | $80,000.00 | $152,000.00 | $80,000.00 | $72,000.00 |
| | **Total Fiduciary Funds** | **$105,000.00** | **$135,000.00** | **$240,000.00** | **$135,000.00** | **$105,000.00** |

| Fund No. | Fund Name<br>Summary by Fund Type | Beginning Est. Unencumbered Balance | Total Estimated Receipts | Total Resources Available for Expenditures | Total Estimated Expenditures & Encumbrances | Estimated Ending Unencumbered Balance |
|---|---|---|---|---|---|---|
| | **General Fund** | **$22,591,522.00** | **$56,202,914.00** | **$78,794,436.00** | **$55,752,319.00** | **$23,042,117.00** |
| | **Special Revenue** | **$2,954,500.00** | **$4,502,905.00** | **$6,199,405.00** | **$4,522,400.00** | **$1,677,005.00** |
| | **Debt Service** | **$1,423,831.72** | **$2,076,000.00** | **$3,499,831.72** | **$3,002,975.00** | **$496,856.72** |
| | **Capital Projects** | **$38,145,000.00** | **$2,444,495.00** | **$40,589,495.00** | **$22,125,000.00** | **$18,464,495.00** |
| | **Enterprise Funds** | **$1,070,000.00** | **$1,780,131.00** | **$2,850,131.00** | **$1,725,000.00** | **$1,125,131.00** |
| | **Internal Service Funds** | **$160,000.00** | **$650,000.00** | **$810,000.00** | **$650,000.00** | **$160,000.00** |
| | **Fiduciary Funds** | **$105,000.00** | **$135,000.00** | **$240,000.00** | **$135,000.00** | **$105,000.00** |
| | **Total All Funds** | **$66,449,853.72** | **$67,791,445.00** | **$132,983,298.72** | **$87,912,694.00** | **$45,070,604.72** |

# VOTED and UNVOTED DEBT OUTSIDE 10 MILL LIMIT

For the Fiscal Year Commencing July 1, 2022

**SCHEDULE 4**

| I | II | III | IV | V | VI |
|---|---|---|---|---|---|
| Purpose Of Notes Or Bonds | Authorized By Voters On MM/YY | Date Of Issue | Final Maturity Date | Principal Amount Outstanding At The Beginning Of The Year | Amount Required To Meet Budget Year Principal & Interest Payments |
| School Improvement Bonds **(Library**) | By Vote 11/00 | 6/20/2016 | 2022 | $370,000.00 | $376,475.00 |
| School Improvement Bonds (**1997**) | By Vote 11/97 | 11/2016 & 7/2017 | 2022 | $0.00 | $0.00 |
| Qualified School Construction Bonds | Unvoted | 12/28/2009 | 2025 | $4,300,000.00 | $1,119,409.92 |
| School Imp. Build America Bonds (Series 2009B) | By Vote 11/08 | 9/9/2009 | 2037 | $0.00 | $0.00 |
| School Improvement. Bonds (series 2010) | By Vote 11/08 | 9/15/2010 | 2020 | $0.00 | $0.00 |
| School Improvement Bonds (series 2014) | By Vote 11/08 | 6/5/2014 | 2037 | $24,840,000.00 | $1,967,768.76 |
| School Improvement Bonds (series 2017A) | By Vote 11/08 | 7/5/2017 | 2037 | $6,901,344.55 | $567,850.00 |
| School Improvement Bonds (series 2018) | By Vote 11/08 | 9/11/2018 | 2037 | $19,590,000.00 | $1,527,562.50 |
| Total 2008 Bond Levy | By Vote 11/08 | | | $51,331,344.55 | $4,063,181.26 |
| School Improvement Bonds (series 2021 & 2022A) | By Vote 11/21 | 12/16/21 | 2056 | $41,000,000.00 | $2,623,500.00 |
| | | | | | |
| | | | | | |
| | | | | | |

# TAX ANTICIPATION NOTES

**SCHEDULE 5**

For the Fiscal Year Commencing July 1, 2021

Tax anticipation notes are issued in anticipation of the collection of the proceeds of a property tax levy. The amount of money required to cover debt service must be deposited into a bond retirement fund, from collections and distribution of the tax levy, in the amounts and at the times required to pay those debt charges as provided in the legislation authorizing the tax anticipation notes. (ORC Section 133.24)

The appropriation to the fund which normally receives the tax levy proceeds is limited to the balance available after deducting the amounts to be applied to debt service.

After the issuance of general obligation securities or of securities to which section 133.24 of the ORC applies, the taxing authority of the subdivision shall include in its annual tax budget, and levy a property tax in a sufficient amount, with any other monies available for the purpose, to pay the debt charges on the securities payable from property tax. (ORC Section 133.25)

| | Name Of Tax Anticipation Note Issue | Name Of Tax Anticipation Note Issue |
|---|---|---|
| | | |
| Amount Required To Meet Budget Year Principal & Interest Payments: | N/A | N/A |
| Principal Due | | |
| Principal Due Date | | |
| Interest Due | | |
| Interest Due Date | | |
| Interest Due | | |
| Interest Due Date | | |
| Total | | |
| Name Of The Special Debt Service Fund | | |

| Amount Of Debt Service To Be Apportioned To The Following Settlements: | | |
|---|---|---|
| February Real | | |
| August Real | | |
| June Tangible | | |
| October Tangible | | |
| Total | | |
| Name Of Fund To Be Charged | | |