

AGREEMENT

BETWEEN THE

**HILLSBORO EDUCATION
ASSOCIATION**

AND THE

**HILLSBORO CITY SCHOOL DISTRICT
BOARD OF EDUCATION
[HIGHLAND COUNTY]**

JULY 1, 2022 – JUNE 30, 2025

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IF NEGOTIATIONS MEETINGS OR IMPASSE HEARINGS BETWEEN THE BOARD AND THE ASSOCIATION ARE SCHEDULED DURING THE SCHOOL DAY, MEMBERS OF THE ASSOCIATION'S NEGOTIATIONS TEAM WILL BE RELIEVED OF ALL REGULAR DUTIES WITHOUT LOSS OF PAY OR LEAVE PENALTY, AS NECESSARY, IN ORDER TO PERMIT THEIR PARTICIPATION IN SUCH MEETINGS.

3.03 SCOPE OF BARGAINING:

NEGOTIABLE MATTERS SHALL BE ALL MATTERS PERTAINING TO WAGES, HOURS, OR TERMS AND OTHER CONDITIONS OF EMPLOYMENT AND THE CONTINUATION, MODIFICATION, OR DELETION OF AN EXISTING PROVISION OF A COLLECTIVE BARGAINING AGREEMENT.

3.04 AGREEMENT:

WHEN FINAL AGREEMENT IS REACHED THROUGH NEGOTIATIONS, IT SHALL BE REDUCED TO WRITING AND SUBMITTED FOR RATIFICATION TO THE ASSOCIATION. THE ASSOCIATION SHALL RATIFY THE TENTATIVE AGREEMENT AT A GENERAL MEMBERSHIP MEETING. UPON RATIFICATION, THE ASSOCIATION PRESIDENT SHALL NOTIFY THE SUPERINTENDENT IN WRITING WHO SHALL THEN SUBMIT THE RATIFIED AGREEMENT TO THE BOARD FOR ADOPTION. UPON OFFICIAL ADOPTION BY THE BOARD, THE AGREEMENT SHALL BE SIGNED BY BOTH PARTIES.

3.05 DISPUTE SETTLEMENT PROCEDURE:

3.051 MEDIATION:

IF, AFTER FORTY-FIVE (45) CALENDAR DAYS PRIOR TO THE EXPIRATION OF THE AGREEMENT, AGREEMENT HAS NOT BEEN REACHED ON ALL ITEMS UNDER NEGOTIATIONS, EITHER PARTY MAY CALL FOR THE SERVICES OF THE FEDERAL MEDIATION AND CONCILIATION SERVICE (FMCS) TO ASSIST IN NEGOTIATIONS. IF A PARTY CALLS FOR FMCS INVOLVEMENT, THE OTHER PARTY SHALL JOIN IN A JOINT REQUEST.

3.052 MUTUALLY-AGREED DISPUTE RESOLUTION PROCEDURE:

THIS DISPUTE RESOLUTION PROCEDURE IS MUTUALLY AGREED TO BY THE PARTIES UNDER O.R.C. 4117.14(C)(1)(F) AND IS INTENDED TO SUPERSEDE THE PROCEDURES CONTAINED IN O.R.C. 4117.14.

3.053 MEDIATION PERIOD:

THE MEDIATION PERIOD SHALL BE THIRTY (30) CALENDAR DAYS FROM THE DAY THE INITIAL MEDIATION SESSION IS HELD. THE MEDIATION PERIOD MAY BE EXTENDED BEYOND THE THIRTY (30) DAYS BY MUTUAL AGREEMENT OF THE PARTIES.

3.054 RIGHT TO STRIKE:

AT ANY TIME AFTER THE INITIAL THIRTY (30) CALENDAR DAYS SET FORTH IN 2.053 ABOVE, AND ASSUMING THE CONTRACT HAS EXPIRED AND NO AGREEMENT HAS BEEN REACHED, THE EMPLOYEES IN THE BARGAINING UNIT REPRESENTED BY THE ASSOCIATION SHALL HAVE THE RIGHT TO STRIKE PROVIDED THAT THE ASSOCIATION HAS GIVEN A TEN (10) DAY PRIOR WRITTEN NOTICE OF AN INTENT TO STRIKE TO THE BOARD AND TO THE STATE EMPLOYMENT RELATIONS BOARD AS REQUIRED BY 4117.14 OF THE OHIO REVISED CODE.

WITHIN TWENTY (20) DAYS OF THE TIME A GRIEVANT KNEW OR SHOULD HAVE KNOWN OF THE ALLEGED GRIEVANCE, THE GRIEVANT SHALL REQUEST A MEETING WITH HIS/HER IMMEDIATE SUPERVISOR IN AN ATTEMPT TO RESOLVE THE PROBLEM INFORMALLY.

4.032 STEP TWO – IMMEDIATE SUPERVISOR (FORMAL PROCEDURE):

IF THE GRIEVANT IS NOT SATISFIED WITH THE RESULTS OF THE DECISION AT STEP ONE, THE GRIEVANT MAY, WITHIN FIVE (5) DAYS SUBSEQUENT TO THE STEP ONE MEETING, SUBMIT A FORMAL WRITTEN GRIEVANCE TO THE IMMEDIATE SUPERVISOR. THE IMMEDIATE SUPERVISOR WILL CONDUCT A CONFERENCE WITHIN TEN (10) DAYS AT A MUTUALLY AGREEABLE TIME AND PLACE. A WRITTEN DECISION SHALL BE RENDERED BY THE IMMEDIATE SUPERVISOR WITHIN TEN (10) DAYS AFTER THE CONFERENCE, AND SAID WRITTEN DECISION SHALL BE GIVEN TO THE GRIEVANT.

4.033 STEP THREE – SUPERINTENDENT:

WITHIN TEN (10) DAYS AFTER RECEIVING THE DECISION OF THE IMMEDIATE SUPERVISOR AND ASSUMING NO SATISFACTION WITH THE DECISION, A WRITTEN NOTICE TO CONTINUE THE PROCESS MUST BE SUBMITTED TO THE SUPERINTENDENT. IF REQUESTED, THE SUPERINTENDENT SHALL MEET WITH THE GRIEVANT WITHIN TEN (10) DAYS AFTER THE GRIEVANCE HAS BEEN RECEIVED BY THE SUPERINTENDENT. A WRITTEN DECISION SHALL BE RENDERED BY THE SUPERINTENDENT WITHIN TEN (10) DAYS AFTER THE CONFERENCE AND SAID WRITTEN DECISION SHALL BE GIVEN TO THE GRIEVANT.

4.034 STEP FOUR – MEDIATION:

IF AFTER RECEIVING THE DECISION AT STEP THREE THE EMPLOYEE REMAINS AGGRIEVED, THE ASSOCIATION SHALL, IN WRITING, REQUEST THAT THE MATTER BE SUBMITTED TO MEDIATION WITH THE FEDERAL MEDIATION AND CONCILIATION SERVICE (FMCS). THIS REQUEST SHALL BE MADE WITHIN TEN (10) DAYS FROM THE RECEIPT OF THE DECISION AT STEP THREE. THE PARTIES AGREE TO PARTICIPATE IN THE MEDIATION OF ALL THE ISSUES SET FORTH IN THE GRIEVANCE(S) AT THE FIRST MEETING DATE AVAILABLE TO THE MEDIATOR, BUT NO LATER THAN THIRTY (30) DAYS FROM THE FILING OF THE REQUEST FOR MEDIATION. IF THE MEDIATION PROCESS IS NOT SUCCESSFUL AND THE EMPLOYEE REMAINS AGGRIEVED, THE GRIEVANCE MAY PROCEED TO STEP FIVE.

4.035 STEP FIVE – ADVISORY ARBITRATION:

WITHIN TEN (10) DAYS AFTER THE MEDIATION PROCESS ENDS BUT NO LATER THAN FORTY (40) DAYS FROM THE FILING OF THE REQUEST FOR MEDIATION AND ASSUMING NO SATISFACTION WITH THE MEDIATION, THE GRIEVANCE MAY BE SUBMITTED TO ADVISORY ARBITRATION. THE PARTIES MAY MUTUALLY AGREE TO SELECT AN ARBITRATOR. IF THE PARTIES CANNOT AGREE ON AN ARBITRATOR, EITHER MEMBER MAY REQUEST THE AMERICAN ARBITRATION ASSOCIATION (AAA) TO SUBMIT A LIST OF SEVEN (7) NOMINEES. FROM THIS LIST, EACH PARTY WILL HAVE THE RIGHT TO STRIKE ONE (1) NAME UNTIL ONE (1) NAME REMAINS. THE STRIKING OF THE FIRST NAME WILL BE DETERMINED BY THE TOSS OF A COIN. EITHER PARTY MAY REQUEST A SECOND LIST.

THE ARBITRATOR SHALL HOLD THE NECESSARY HEARING PROMPTLY AND ISSUE THE DECISION WITHIN SUCH TIME AS MAY BE AGREED UPON. THE DECISION SHALL BE IN WRITING, AND A COPY SHALL BE SENT TO ALL PARTIES PRESENT AT THE HEARING. THE DECISION OF THE ARBITRATOR SHALL BE ADVISORY.

5.02 RIGHTS DEFINED:

WITH THE EXCEPTION OF ALL PROVISIONS FOUND IN THIS NEGOTIATED CONTRACT, THESE RIGHTS AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. TO DETERMINE MATTERS OF INHERENT MANAGERIAL POLICY WHICH INCLUDE, BUT ARE NOT LIMITED TO, AREAS OF DISCRETION OR POLICY SUCH AS THE FUNCTIONS AND PROGRAMS OF THE PUBLIC EMPLOYER, STANDARDS OF SERVICES, ITS OVERALL BUDGET, UTILIZATION OF TECHNOLOGY, AND ORGANIZATIONAL STRUCTURE.
2. TO DIRECT, SUPERVISE, EVALUATE, OR HIRE EMPLOYEES.
3. TO MAINTAIN AND IMPROVE THE EFFICIENCY AND EFFECTIVENESS OF GOVERNMENTAL OPERATIONS.
4. TO DETERMINE THE OVERALL METHODS, PROCESS, MEANS OR PERSONNEL BY WHICH GOVERNMENT OPERATIONS ARE TO BE CONDUCTED.
5. TO SUSPEND, DISCIPLINE, DEMOTE, DISCHARGE FOR JUST CAUSE, NON-RENEW, LAYOFF, TRANSFER, ASSIGN, SCHEDULE, PROMOTE, OR RETAIN EMPLOYEES.
6. TO DETERMINE THE OVERALL MISSION OF THE EMPLOYER AS A UNIT OF GOVERNMENT.
7. TO DETERMINE THE ADEQUACY OF THE WORKFORCE.
8. TO EFFECTIVELY MANAGE THE WORKFORCE.
9. TO TAKE ACTIONS TO CARRY OUT THE MISSION OF THE PUBLIC EMPLOYER AS A GOVERNMENTAL UNIT.

ARTICLE VI – ASSOCIATION RIGHTS

6.01 TEACHER FACILITIES:

6.011 USE OF BUILDINGS/FACILITIES:

WITH THE APPROVAL OF THE SUPERINTENDENT, THE ASSOCIATION, OR ANY COMMITTEE THEREOF, SHALL HAVE THE RIGHT TO USE SCHOOL BUILDINGS AND FACILITIES WITHOUT CHARGE FOR PROFESSIONAL MEETINGS AT TIMES WHEN A CUSTODIAN IS NORMALLY ON DUTY AND NOT PREVIOUSLY IN USE BY ANOTHER GROUP. ANY REQUEST FOR USE OF SPECIAL MEETING FACILITIES MAY INVOKE A REASONABLE CHARGE FOR SPECIAL CUSTODIAL SERVICES IF THE ADMINISTRATION OR BOARD DETERMINES SUCH IS NECESSARY. APPROVAL SHALL NOT BE UNDULY WITHHELD.

6.012 MAIL BOXES AND OTHER COMMUNICATIONS:

THE ASSOCIATION SHALL HAVE THE RIGHT TO USE THE DISTRICT MAIL SERVICES AND MAIL BOXES. COMMUNICATIONS BETWEEN THE ASSOCIATION AND A BARGAINING UNIT MEMBER WHICH INCLUDE, BUT ARE NOT LIMITED TO, EMAIL, FAXES, DISTRICT MAIL SERVICES, AND MAIL BOXES SHALL NOT BE INTENTIONALLY DELAYED, DIVERTED, OR READ. THE ADMINISTRATION SHALL TAKE REASONABLE STEPS TO ENSURE COMPLIANCE WITH THIS CONCEPT.

6.013 BOARD AGENDA, MINUTES:

THE PRESIDENT OF THE ASSOCIATION SHALL BE PROVIDED WITH ONE (1) COPY OF THE BOARD MEETING AGENDA, APPROVED BOARD MINUTES, AND ALL FINANCIAL REPORTS WHEN THE BOARD MEMBERS RECEIVE THE FINANCIAL REPORTS.

6.020 CANCELLATION:

ANY INDIVIDUAL WHO WISHES TO CANCEL THEIR MEMBERSHIP MUST NOTIFY THE ASSOCIATION TREASURER IN WRITING BETWEEN AUGUST 1 AND AUGUST 31. A MEMBER MAY CANCEL THEIR MEMBERSHIP OUTSIDE OF THE AFOREMENTIONED CANCELLATION PERIOD BUT SHALL BE RESPONSIBLE FOR ALL REMAINING DUES AND ASSESSMENTS OF THE CURRENT MEMBERSHIP YEAR AND BY SUCH CANCELLATION ACKNOWLEDGES THAT HE/SHE IS FORGOING ANY RIGHTS SPECIFICALLY RESERVED TO MEMBERS OF THE ASSOCIATION.

ARTICLE VII – ASSOCIATION LEAVE

THE ASSOCIATION SHALL BE PERMITTED SIX (6) DAYS UP TO 43.5 HOURS OF LEAVE AT THE DISCRETION OF THE ASSOCIATION. THE ASSOCIATION SHALL USE THESE DAYS ONLY FOR ASSOCIATION BUSINESS. PRIOR NOTICE AND ANTICIPATED DURATION SHALL BE GIVEN TO THE BUILDING ADMINISTRATOR. FORMS WILL BE PROVIDED BY THE ADMINISTRATION AND USED BY THE ASSOCIATION.

ARTICLE VIII – EVALUATION

8.01 TEACHER EVALUATION:

THE TEACHER EVALUATION PROCEDURE CONTAINED IN THIS AGREEMENT APPLIES TO TEACHERS WORKING UNDER A LICENSE OR CERTIFICATE ISSUED IN ACCORDANCE WITH THE OHIO REVISED CODE AND WHO SPEND AT LEAST FIFTY (50) PERCENT OF THEIR TIME PROVIDING STUDENT INSTRUCTION.

ALL TEACHERS SHALL BE OBSERVED AT LEAST TWICE DURING ANY FULL EVALUATION CYCLE YEAR. IF THE BOARD IS ENTERED INTO A LIMITED OR EXTENDED LIMITED CONTRACT WITH A TEACHER PURSUANT TO SECTION 3319.11 OF THE OHIO REVISED CODE, THE BOARD SHALL PERFORM A MINIMUM OF THREE (3) FORMAL OBSERVATIONS DURING THE EVALUATION CYCLE IN ANY SCHOOL YEAR IN WHICH THE BOARD MAY WISH TO DECLARE ITS INTENTION NOT TO RE-EMPLOY A TEACHER PURSUANT TO DIVISION (B), (C)(3), (D), OR (E) OF THAT SECTION. THE FIRST OBSERVATION SHALL BE FORMAL HOLISTIC. THE SECOND AND THIRD IF APPLICABLE WILL BE FORMAL FOCUSED.

ALL TEACHERS ON THE LESS FREQUENT EVALUATION CYCLE YEAR WILL BE OBSERVED AT LEAST ONCE.

NO TEACHER SHALL BE EVALUATED ON HIS OR HER WORK PERFORMANCE EXCEPT BASED ON THE OBSERVATIONS OF THE TEACHER BY THE TEACHER'S ASSIGNED EVALUATOR AND THE WALK-THROUGHS THAT ARE SET FORTH IN THIS AGREEMENT.

ALL FORMS UTILIZED IN THE EVALUATION WILL BE THE OTES MODEL FORMS.

A. OBSERVATION PROCEDURE:

1. BY SEPTEMBER 30 OF EACH SCHOOL YEAR, TEACHERS WILL BE NOTIFIED OF THE PRIMARY EVALUATOR ASSIGNED TO COMPLETE THEIR EVALUATIONS, AND THE DOCUMENTS TO BE USED WILL BE SHARED. ANY TEACHER HIRED AFTER THE BEGINNING OF THE SCHOOL YEAR SHALL BE NOTIFIED WITHIN 15 WORK DAYS OF HIS/HER FIRST WORK DAY OF HIS/HER ROLE IN THE EVALUATION PROCESS. ALL EVALUATORS WILL BE CREDENTIALLED BY THE OHIO DEPARTMENT OF EDUCATION AND AN ADMINISTRATOR EMPLOYED BY THE BOARD.

AN IMPROVEMENT PLAN. THE TEACHER WILL BE GIVEN A REASONABLE TIMELINE, AT LEAST ONE MONTH, TO DEMONSTRATE ACCEPTABLE IMPROVEMENT. THE ADMINISTRATION MAY AFFORD THE TEACHER ADDITIONAL TIME TO DEMONSTRATE ACCEPTABLE IMPROVEMENT BY RECOMMENDING A ONE-YEAR LIMITED CONTRACT REGARDLESS OF THE PROVISIONS OF SECTION 16.02 OF THIS AGREEMENT.

6. THE TEACHER'S SIGNATURE ON AN EVALUATION FORM DOES NOT INDICATE CONCURRENCE. IF A TEACHER BELIEVES HE/SHE HAS BEEN EVALUATED UNFAIRLY, THE TEACHER HAS THE OPTION TO SUBMIT IN WRITING HIS/HER OWN STATEMENT OF RESPONSE WITHIN TEN (10) SCHOOL DAYS OF RECEIVING THE EVALUATION REPORT. THESE STATEMENTS SHALL BECOME A PART OF THE EVALUATION PACKAGE.
7. STANDARD FORMS NOT AVAILABLE THROUGH OTEs SHALL BE USED ON A DISTRICT-WIDE BASIS FOR ALL EVALUATIONS AND OBSERVATIONS AND WILL BE DEVELOPED WITH INPUT FROM THE HEA BEFORE USE.

8.02 FORMAL EVALUATION:

1. FORMAL EVALUATION CONSISTS OF NOT LESS THAN TWO OBSERVATIONS EACH CONSISTING OF THIRTY (30) MINUTES. AN OVERALL RECOMMENDATION FOR THE TEACHER SHALL BE PROVIDED BY MAY 10.
2. EACH OBSERVATION SHALL BE AT LEAST 30 MINUTES IN LENGTH AND SHALL BE CONDUCTED OPENLY WITH THE FULL KNOWLEDGE OF THE PERSON BEING OBSERVED.
3. A TEACHER MAY REQUEST OR AN ADMINISTRATOR MAY PERFORM ADDITIONAL OBSERVATIONS THAT SHALL NOT BE USED FOR HARASSMENT PURPOSES. IF ONE OF THE OBSERVATIONS IDENTIFIES AN AREA OF NEEDED IMPROVEMENT OR AN OVERALL UNSATISFACTORY PERFORMANCE, THE EVALUATOR SHALL INDICATE ON THE EVALUATION FORM THAT AN ADDITIONAL OBSERVATION(S) WILL BE PERFORMED. THE TEACHER MAY REQUEST ADDITIONAL OBSERVATION(S) AT ANY TIME.
4. IN THE EVENT THE ADMINISTRATOR DETERMINES THAT A TEACHER'S PERFORMANCE REQUIRES A MORE STRUCTURED IMPROVEMENT PLAN AND HEIGHTENED OBSERVATION, THE ADMINISTRATOR SHALL NOTIFY AND CONFER WITH THE TEACHER CONCERNING THE GOALS, MEANS OF IMPROVEMENT, AND EXPECTED OUTCOME OF SUCH A IMPROVEMENT PLAN. THE DURATION OF THE IMPROVEMENT PLAN SHALL BE DETERMINED BY THE ADMINISTRATOR WITH INPUT FROM THE TEACHER.

8.03 WALK-THROUGHS:

- A. A WALK-THROUGH IS A FORMATIVE WRITTEN ASSESSMENT PIECE THAT HAS THE FOLLOWING COMPONENTS:
 1. THE WALK-THROUGH SHALL BE AT LEAST FIVE (5) CONSECUTIVE MINUTES BUT NO MORE THAN TWENTY-FIVE (25) CONSECUTIVE MINUTES IN DURATION.
 2. A COMPLETED WALK-THROUGH FORM INCLUDING ALL SCRIPTED AND/OR ANECDOTAL DOCUMENTS RELATIVE TO THE WALK-THROUGH.
 3. ALL FULL EVALUATION CYCLES AND LESS FREQUENT EVALUATION CYCLES SHALL CONTAIN AT LEAST TWO (2) WALK-THROUGHS.
 4. FINAL DEBRIEFING DATA GATHERED FROM THE WALK-THROUGH MUST BE PLACED ON THE FORM MUTUALLY AGREED UPON BY THE HEA AND THE BOARD.

9.02 CONTRACT SEQUENCE:

9.021 BEGINNING, TEMPORARY, PART-TIME TEACHERS:

BEGINNING TEACHERS, TEACHERS HOLDING TEMPORARY CERTIFICATES / LICENSED AND PART-TIME TEACHERS SHALL BE HIRED FOR A TERM OF ONE SCHOOL YEAR. THE EMPLOYMENT CONTRACT OF TEACHERS HOLDING TEMPORARY CERTIFICATES/LICENSES AND PART-TIME TEACHERS SHALL AUTOMATICALLY EXPIRE AT THE END OF THE SCHOOL YEAR, UNLESS THE BOARD TAKES ACTION BY APRIL 1 OF THE SCHOOL YEAR IN WHICH THE CONTRACT EXPIRES TO RENEW THE EMPLOYMENT CONTRACT. THE PROVISIONS OF THIS SECTION SHALL SUPERSEDE ANY CONFLICTING PROVISIONS IN SECTIONS 3319.08 AND 3319.11 OF THE OHIO REVISED CODE.

9.022 PROVISIONAL CERTIFICATE / PROFESSIONAL LICENSED TEACHERS:

TEACHERS HAVING PROVISIONAL CERTIFICATES OR PROFESSIONAL LICENSES MAY BE EMPLOYED ON THE FOLLOWING CONTRACT SEQUENCE; ONE (1) YEAR, ONE (1) YEAR, ONE (1) YEAR; TWO (2) YEARS; AND THREE (3) YEARS THEREAFTER. THE NUMBER OF SUCH CONTRACTS IS NOT LIMITED.

9.023 PROFESSIONAL OR PERMANENT CERTIFICATE / PROFESSIONAL LICENSED TEACHERS:

- A. TEACHERS HOLDING PROFESSIONAL OR PERMANENT CERTIFICATES ARE ELIGIBLE AT THE END OF THREE (3) YEARS OF TEACHING SERVICE IN THE HILLSBORO CITY SCHOOL DISTRICT FOR A CONTINUING CONTRACT.
- B. IF THE TEACHER ELIGIBLE FOR A CONTINUING CONTRACT IS RE-EMPLOYED, A CONTINUING CONTRACT MUST BE ISSUED BY THE BOARD OF EDUCATION, UNLESS THE BOARD, BY A THREE-FOURTHS VOTE OF ALL MEMBERS, REJECTS THE SUPERINTENDENT'S RECOMMENDATION TO RE-EMPLOY THE TEACHER.
- C. IF A TEACHER HAD BEEN EMPLOYED ON A CONTINUING CONTRACT IN ANOTHER DISTRICT IN OHIO AND HAS INFORMED THE DISTRICT IN WRITING THAT THEY HAVE A CONTINUING CONTRACT IN OHIO THE BOARD MAY, ON THE RECOMMENDATION OF THE SUPERINTENDENT, GRANT A CONTINUING CONTRACT UPON EMPLOYMENT.
- D. THE BOARD MUST GRANT CONTINUING CONTRACT STATUS TO THE TEACHER, DESCRIBED IN C ABOVE, AT THE COMPLETION OF TWO (2) YEARS SERVICE WITHIN THE DISTRICT IF THE TEACHER IS RE-EMPLOYED.
- E. THE SUPERINTENDENT MAY RECOMMEND RE-EMPLOYMENT OF A TEACHER, ELIGIBLE FOR A CONTINUING CONTRACT, ON AN EXTENDED LIMITED CONTRACT OF ONE (1) OR TWO (2) YEARS; PROVIDED THE SUPERINTENDENT PROVIDES THE TEACHER WITH WRITTEN NOTICE OF THE INTENT TO MAKE SUCH RECOMMENDATION TOGETHER WITH REASONS DIRECTED AT THE PROFESSIONAL IMPROVEMENT OF THE TEACHER AND THE BOARD PROVIDES THE TEACHER WITH WRITTEN NOTICE OF ITS ACTION ON THE SUPERINTENDENT'S RECOMMENDATION ON OR BEFORE APRIL 30.
- F. AFTER THE EXPIRATION OF THIS EXTENDED LIMITED CONTRACT, THE TEACHER CANNOT BE RE-HIRED EXCEPT ON A CONTINUING CONTRACT. THIS PROVISION CONCERNING THE ISSUANCE OF AN EXTENDED LIMITED CONTRACT WITH REASONS DIRECTED AT THE PROFESSIONAL IMPROVEMENT OF THE TEACHER SHALL SUPERSEDE THE RELEVANT PROVISIONS OF THE *OHIO REVISED CODE* 3319.11.

SERVICE OR CHARACTER, THE BUILDING PRINCIPAL SHALL INFORM THE TEACHER OF THE NATURE OF THE COMPLAINT IMMEDIATELY. THE PRINCIPAL SHALL INFORM THE TEACHER OF THE COMPLAINANT'S NAME WITHIN A REASONABLE PERIOD OF TIME UNLESS TO DO SO WOULD VIOLATE STUDENT PRIVACY RIGHTS OR WOULD HINDER AN INVESTIGATION BEING CONDUCTED BY AN OUTSIDE PUBLIC AGENCY.

THE TEACHER SHALL MEET WITH THE PRINCIPAL CONCERNING ANY COMPLAINT PRIOR TO MEETING WITH THE COMPLAINANT(S). AT THE SUBSEQUENT MEETING, THE TEACHER, COMPLAINANT(S), AND THE PRINCIPAL SHALL ATTEMPT TO RESOLVE THE COMPLAINT(S).

11.023 STEP 3: WRITTEN COMPLAINT:

IF SUCH CONFERENCES DO NOT LEAD TO AN UNDERSTANDING AND RESOLUTION OF THE PROBLEMS INVOLVED, A COMPLAINANT MAY PURSUE FURTHER ACTION BY SUBMITTING A WRITTEN SIGNED COMPLAINT TO THE PRINCIPAL OF THE SCHOOL. (SEE APPENDIX C) THE PRINCIPAL SHALL GIVE A COPY TO THE TEACHER. LIKEWISE, THE TEACHER MAY REQUEST, IN WRITING, TO THE PRINCIPAL, THAT SUCH A WRITTEN COMPLAINT MUST BE FURTHER PROCESSED OR THE MATTER SHALL BE CONSIDERED CLOSED. THE PRINCIPAL SHALL GIVE TO THE COMPLAINANT A COPY OF THE WRITTEN COMPLAINT AND ANY REQUEST FOR FURTHER ACTION.

11.024 STEP 4: FORMAL CONFERENCES:

FURTHER ACTION CONCERNING THE WRITTEN COMPLAINT SHALL BE INITIATED BY THE FOLLOWING PROCEDURE:

11.0251 PRINCIPAL LEVEL:

IF REQUESTED BY THE COMPLAINANT OR THE TEACHER, A MEETING INVOLVING THE TEACHER, THE PRINCIPAL, AND THE COMPLAINANT WILL BE ARRANGED AT A MUTUALLY CONVENIENT TIME TO DISCUSS THE COMPLAINT.

11.0252 SUPERINTENDENT LEVEL:

IF IT IS NOT RESOLVED AT THAT LEVEL, IT MAY BE PRESENTED TO THE SUPERINTENDENT.

11.0253 BOARD LEVEL:

IF IT IS STILL UNRESOLVED, IT MAY BE PRESENTED TO THE BOARD.

11.03 RIGHT TO REPRESENTATION:

IN EACH OF THE STEPS ABOVE, A TEACHER MAY REQUEST, AND BE ACCOMPANIED BY COUNSEL OR REPRESENTATIVE OF HIS/HER CHOOSING. ANY CONFERENCE REGARDING SUCH COMPLAINTS SHALL BE PRIVATE.

11.04 WRITTEN COMPLAINTS:

WRITTEN COMPLAINT FORMS SHALL NOT BE PLACED IN A TEACHER'S PERSONNEL FILE BUT SHALL BE RETAINED IN A SEPARATE "COMPLAINT FILE." NO INFORMATION IN THIS COMPLAINT FILE SHALL BE USED

SUSPENSION BY THE SUPERINTENDENT WITH OR WITHOUT PAY, WRITTEN NOTICE OF SUCH AND A CONFERENCE WITH THE SUPERINTENDENT.

12.0414 FOURTH STEP:

TERMINATION BY THE BOARD IN COMPLIANCE WITH THE PROVISION OF O.R.C. 3319.16.

12.042 DUE PROCESS GUARANTEE:

NO MEMBER OF THE BARGAINING UNIT SHALL BE DISCIPLINED WITHOUT THE COMPLETION OF THE DUE PROCESS PROCEDURE CONTAINED IN SECTION 12.05.

12.043 NOTICE REQUIREMENTS FOR SUSPENSION WITHOUT PAY:

SHOULD SECTION 33.0413 ABOVE BE CONTEMPLATED, THE TEACHER SHALL BE PROVIDED WRITTEN NOTICE OF THE REASON(S) FOR THE INTENDED ACTION, TOGETHER WITH THE DATE(S) FOR THE IMPLEMENTATION OF THE DISCIPLINARY ACTION. NO MEMBER OF THE BARGAINING UNIT SHALL BE SUSPENDED WITHOUT PAY UNTIL SUCH MEMBER HAS BEEN GIVEN REASONS WHY HE/SHE IS BEING SUSPENDED WITHOUT PAY AND A REASONABLE OPPORTUNITY TO RESPOND TO SUCH REASONS.

12.05 DUE PROCESS PROCEDURE:

12.051 DUE PROCESS

DUE PROCESS SHALL BE IN ACCORDANCE WITH THE FOLLOWING AND SHALL BE APPLICABLE TO ANY DISCIPLINE FOUND IN SECTION 12.04.

12.0511 NOTICE OF ALLEGATIONS AND INFORMAL MEETING:

A WRITTEN NOTICE SETTING FORTH THE ALLEGATIONS WHICH, IF SUBSTANTIATED COULD RESULT IN DISCIPLINARY ACTION, SHALL BE SENT TO THE EMPLOYEE BY SCHOOL EMAIL OR PERSONAL SERVICE. SAID NOTICE SHALL INCLUDE THE TIME AND PLACE OF AN INFORMAL FACT-FINDING MEETING TO DISCUSS SAID ALLEGATIONS. THE EMPLOYEE MAY HAVE ASSOCIATION REPRESENTATION AT THE FACT-FINDING MEETING.

12.0512 CONFERENCE:

IN THE EVENT SOME SUBSTANTIATION OF THE ALLEGATIONS IS FOUND, A CONFERENCE TO DISCUSS THE ALLEGATIONS FURTHER SHALL BE ATTENDED BY THE TEACHER, THE ASSOCIATION'S REPRESENTATIVE(S) AND THE BOARD OF EDUCATION'S REPRESENTATIVE(S). SAID CONFERENCE SHALL BE HELD NO LATER THAN FIVE (5) DAYS FOLLOWING THE TEACHER'S RECEIPT OF THE NOTICE OF CONFERENCE OR AT A TIME AND PLACE MUTUALLY AGREED UPON BY THE PARTIES.

12.0513 NOTIFICATION OF DISPOSITION:

THE TEACHER AND THE ASSOCIATION PRESIDENT SHALL BE NOTIFIED BY SCHOOL EMAIL OR PERSONAL SERVICE OF THE DISPOSITION OF THE MATTER. IF A DETERMINATION HAS BEEN MADE TO TAKE DISCIPLINARY ACTION, THE NOTICE OF

ANY DISCIPLINARY MATERIAL PLACED IN THE PERSONNEL FILE SHALL BE SIGNED BY THE TEACHER WHICH SHALL ONLY SIGNIFY RECEIPT OF A COPY OF THE DOCUMENT AND NOT AGREEMENT WITH THE CONTENT. UNLESS A MEMBER IS DISCIPLINED FOR THE SAME OFFENSE, AFTER 5 YEARS, WRITTEN REFERENCES TO VERBAL WARNINGS AND WRITTEN WARNINGS WILL NOT BE USED IN THE APPLICATION OF PROGRESSIVE DISCIPLINE. IN THE EVENT A MEMBER IS DISCIPLINED FOR THE SAME OFFENSE, ANY PREVIOUS DISCIPLINE SHALL REMAIN IN THE PERSONNEL FILE UNTIL THE MOST RECENT DISCIPLINE IS ELIGIBLE FOR REMOVAL IF APPLICABLE.

ARTICLE XIV – TEACHER RIGHTS AND RESPONSIBILITIES

14.01 NORMAL TEACHING DUTIES:

THE BOARD AND ASSOCIATION ACKNOWLEDGE THAT A TEACHER'S PRIMARY RESPONSIBILITY IS TO TEACH. FURTHERMORE, THEY ACKNOWLEDGE THAT TEACHER RESPONSIBILITIES ALSO INCLUDE REFLECTING A PROFESSIONAL IMAGE.

14.02 TEACHER SERVICE ON COMMITTEES AND DEVELOPMENT PROJECTS:

TEACHERS SHOULD SERVE ON COMMITTEES TO WHICH THEY MAY BE APPOINTED. THESE COMMITTEES MAY DEAL WITH TEXTBOOK SELECTION, CURRICULUM DEVELOPMENT, AND OTHER MATTERS RELATIVE TO THE INSTRUCTIONAL PROGRAM.

ONE (1) PURPOSE OF SUCH COMMITTEES IS TO ENABLE THE ADMINISTRATION TO UTILIZE THE ADVICE, OPINIONS, AND ASSISTANCE OF THE PROFESSIONAL STAFF IN THE SELECTION AND IMPLEMENTATION OF PROJECTS AND STUDIES RELATIVE TO THE ABOVE-NOTED TOPICS.

UPON COMPLETION OF COMMITTEE WORK, WRITTEN RECOMMENDATIONS AND RESULTS OF COMMITTEE WORK SHALL BE REPORTED TO THE SUPERINTENDENT AND COMMITTEE CHAIRPERSON. EACH MEMBER OF THE COMMITTEE SHALL RECEIVE A FINAL COPY OF THE REPORT UPON REQUEST.

COMMITTEE ASSIGNMENTS SHOULD FIRST BE STAFFED ON A VOLUNTARY BASIS. IF THERE IS AN INSUFFICIENT NUMBER OF VOLUNTEERS, THE PRINCIPAL SHALL ASSIGN TEACHERS TO PERFORM EXTRA DUTIES AS NEEDED. ASSIGNMENTS WILL BE DISTRIBUTED AS EQUITABLY AS POSSIBLE THROUGH THE SCHOOL YEAR. TEACHERS WHO SERVE MORE THAN ONE (1) BUILDING SHALL BE ASSIGNED EXTRA DUTIES EQUITABLY WITH THOSE TEACHERS WHO SERVE ONLY ONE (1) BUILDING.

14.03 SCHOOL PROPERTY:

TEACHERS SHALL REASONABLY TRY TO PROTECT ANY SCHOOL PROPERTY ENTRUSTED TO THEM, INCLUDING BUT NOT LIMITED TO BOARD-PROVIDED TECHNOLOGY EQUIPMENT. ANY DAMAGE TO SCHOOL PROPERTY SHOULD BE IMMEDIATELY REPORTED TO THE PRINCIPAL. TEACHERS WHO POSSESS A BOARD-PROVIDED LAPTOP ARE RESPONSIBLE FOR PROTECTING AND MAINTAINING ANY RECORDS ON THE LAPTOP THAT COULD BE CONSIDERED A PUBLIC RECORD.

14.04 WORKROOM:

EACH BUILDING SHALL HAVE A REASONABLE WORKSPACE DESIGNED TO ACCOMMODATE AN EMPLOYEE WORKROOM. THE ROOM SHALL USUALLY INCLUDE A POP MACHINE, TABLES AND CHAIRS AND A REFRIGERATOR. TEACHER WORKSPACE WILL INCLUDE COMPUTER ACCESS WHERE POSSIBLE. THE BOARD AND THE ASSOCIATION AGREE AND RECOGNIZE THAT TEACHERS' CONVERSATIONS IN THE WORKROOM ARE

BARGAINING UNIT MEMBERS WHO HAVE BEEN EMPLOYED IN THE DISTRICT FOR A PERIOD OF THREE (3) YEARS OR LESS AND WHO HAVE CONSUMED ALL PREVIOUSLY ACCUMULATED SICK LEAVE WILL BE GRANTED AN ADVANCEMENT OF FIVE (5) DAYS OF SICK LEAVE ON THEIR SICK LEAVE TO BE EARNED THEREAFTER IN SUBSEQUENT YEARS OF EMPLOYMENT. ANY SUCH BARGAINING UNIT MEMBER WHO THUS RECEIVES AN ADVANCEMENT OF SICK LEAVE SHALL MAKE WRITTEN APPLICATION ON A FORM PROVIDED BY THE TREASURER ON WHICH HE/SHE SHALL ALSO VERIFY THE INTENTION TO RETURN TO THE EMPLOY OF THE DISTRICT UPON RECOVERY OR TO PAY THE VALUE OF SUCH SICK DAYS ADVANCED SHOULD HE/SHE NOT RETURN, SUCH PAYMENT TO BE EITHER BY PAYROLL DEDUCTION FROM MONEY DUE HIM/HER FROM THE DISTRICT OR BY DIRECT PAYMENT. THE SICK LEAVE ADVANCEMENT SHALL NOT BE AVAILABLE AFTER THE THIRD YEAR OF EMPLOYMENT WITH THE BOARD UNLESS APPROVED BY THE SUPERINTENDENT IN ADVANCE.

15.013 USE OF SICK LEAVE:

SICK LEAVE DAYS MAY BE USED FOR THE FOLLOWING REASONS:

- a. Personal Illness.
- B. PERSONAL INJURY.
- C. EXPOSURE TO CONTAGIOUS DISEASE WHICH COULD BE COMMUNICATED TO OTHERS.
- D. PREGNANCY AND ADOPTION.
 - (1) AFTER THE BIRTH OF A CHILD, THE MOTHER'S RECUPERATION WILL GENERALLY REQUIRE EIGHT (8) WEEKS; MORE TIME MAY BE NECESSARY DUE TO THE SPECIFIC CIRCUMSTANCES. THE TEACHER WILL PROVIDE THE BOARD WITH A PHYSICIAN'S STATEMENT INDICATING WHEN THE TEACHER IS MEDICALLY RELEASED TO RETURN TO WORK; IF THAT RETURN IS MORE THAN EIGHT (8) WEEKS AFTER THE BIRTH, A BRIEF EXPLANATION BY THE PHYSICIAN WILL BE NECESSARY. ALL OF THIS INFORMATION SHALL REMAIN CONFIDENTIAL AND NOT RELEASED AS A PUBLIC RECORD. IN THE CASE OF ADOPTION, DAYS MAY BE USED FOR LEGAL PROCESSES AND PROCEDURES IN ADVANCE OF THE CHILD'S PLACEMENT IN THE HOME AND IMMEDIATELY AFTER THE CHILD'S PLACEMENT IN THE HOME. IN ADOPTION CASES, THE TOTAL NUMBER OF DAYS THAT MAY BE TAKEN IS EIGHT (8) WEEKS.
 - (2) IN THE CASE OF A MEMBER OF THE BARGAINING UNIT WHO IS THE FATHER OF A NEWBORN OR NEWLY ADOPTED CHILD, HE MAY UTILIZE UP TO TEN (10) DAYS OF AVAILABLE SICK LEAVE FOR THE DAY(S) INVOLVED IN THE DELIVERY OF THE CHILD AND THE DAY OF THE CHILD'S DISCHARGE FROM THE HOSPITAL. IN THE CASE OF ADOPTION, DAYS MAY BE USED FOR LEGAL PROCESSES AND PROCEDURES IN ADVANCE OF THE CHILD'S PLACEMENT IN THE HOME. IN ADOPTION CASES, THE TOTAL NUMBER OF DAYS THAT MAY BE TAKEN IS TEN (10) DAYS.
- E. ILLNESS, INJURY OR DEATH IN THE BARGAINING UNIT MEMBER'S IMMEDIATE FAMILY, (IMMEDIATE FAMILY INCLUDES SPOUSE, BROTHER, SISTER, CHILD, FATHER, MOTHER, FATHER- OR MOTHER-IN-LAW, GRANDPARENTS, SON- OR DAUGHTER-IN-LAW, BROTHER- OR SISTER-IN-LAW, STEPPARENT, STEPCHILDREN, FOSTER CHILDREN RESIDING IN THE HOME, GRANDCHILDREN, UNCLES, AUNTS, NIECES, AND NEPHEWS, AND FIANCE/FIANCÉE.)

3. A WITHDRAWAL WILL BE CONSIDERED ONLY AFTER THE EMPLOYEE HAS USED ALL OF HIS/HER ACCUMULATED SICK LEAVE AND PERSONAL LEAVE DAYS, HAS USED ALL POSSIBLE ADVANCES OF SICK LEAVE DAYS, AND IS NOT ELIGIBLE FOR DISABILITY LEAVE UNDER ANY OHIO RETIREMENT SYSTEM. DURING THIS TIME OF S.L.P. USAGE, SICK LEAVE AND PERSONAL LEAVE ACCUMULATION WILL BE USED PRIOR TO A WITHDRAWN DAY BEING USED.
4. UNDER THIS PROCEDURE, A DAY DONATED IS EQUIVALENT TO A DAY USED AND S.L.P. ACCOUNTING WILL BE BASED ON THE CONCEPT OF DAYS DONATED AND DAYS WITHDRAWN.

D. SICK LEAVE POOL COMMITTEE:

1. THE SICK LEAVE POOL IS TO BE REGULATED BY A COMMITTEE CONSISTING OF TWO (2) MEMBERS OF THE HEA BARGAINING UNIT TO BE SELECTED BY THE PRESIDENT OF THE HEA, ONE OF WHOM SHALL BE CO-CHAIRMAN, AND TWO (2) ADMINISTRATORS TO BE SELECTED BY THE SUPERINTENDENT, ONE OF WHO SHALL BE CO-CHAIRMAN. ANY ACTION OR DECISION OF THE COMMITTEE WILL REQUIRE A MAJORITY VOTE BY THE ENTIRE COMMITTEE.
2. THE SICK LEAVE POOL COMMITTEE SHALL DEVELOP ITS OPERATIONAL RULES/GUIDELINES THAT SHALL BE SHARED WITH THE PRESIDENT OF THE HEA AND SUPERINTENDENT. THE SICK LEAVE POOL COMMITTEE SHALL FROM TIME TO TIME REVISE ITS OPERATIONAL RULES/GUIDELINES WHEN NECESSARY. ANY OPERATIONAL RULE/GUIDELINE OR REVISION SHALL BE CONSISTENT WITH THE PROVISIONS OF THIS NEGOTIATED PROVISION AND SHALL NOT CONFLICT WITH, MODIFY, OR OTHERWISE ALTER THE TERMS OF THIS NEGOTIATED AGREEMENT.

E. WITHDRAWAL PROCEDURES:

1. THE MAXIMUM NUMBER OF TIMES A PERSON MAY WITHDRAW FROM THE POOL IS TWO TIMES PER INCIDENT, WITH 30 DAYS THE MAXIMUM PER REQUEST. SIXTY (60) DAYS MAXIMUM PER INCIDENT.
2. WITHDRAWALS OF SICK LEAVE FROM THE S.L.P. SHALL NOT REQUIRE ANY PAYBACK BY THE ACQUIRING MEMBER.

F. POLICY PROCEDURES:

1. IN CONSIDERATION OF THE BENEFITS OF PARTICIPATING IN THE S.L.P., EACH APPLICANT FOR MEMBERSHIP IN THE POOL AND FOR BENEFITS FROM THE POOL SHALL, AS A CONDITION TO SUCH APPLICATION, AGREE IN WRITING AS FOLLOWS:

"I SPECIFICALLY ACKNOWLEDGE AND AGREE THAT THE GRANTING OF DAYS FROM THE S.L.P. SHALL BE AT THE SOLE DISCRETION OF THE S.L.P. COMMITTEE. ALL DECISIONS OF THE S.L.P. COMMITTEE WILL BE FINAL AND BINDING BUT NOT SUBJECT TO GRIEVANCE. I FURTHER AGREE TO ABIDE BY SUCH A DECISION AND TO INDEMNIFY AND HOLD HARMLESS HILLSBORO CITY SCHOOLS, THE S.L.P. COMMITTEE, AND ALL OF THEIR AGENTS FOR ANY LOSS THEY MAY SUSTAIN AS A RESULT OF ANY CLAIM OR LEGAL

15.017 RETURN TO WORK:

AN EMPLOYEE RETURNING TO WORK FOLLOWING AN ABSENCE FROM WORK FOR MORE THAN FIVE (5) CONSECUTIVE WORK DAYS DUE IN WHOLE OR IN PART TO PERSONAL ILLNESS/INJURY, PAID OR UNPAID, MUST FURNISH THE SUPERINTENDENT WITH A STATEMENT FROM HIS/HER ATTENDING PHYSICIAN CERTIFYING THE EMPLOYEE'S ABILITY TO RETURN TO ACTIVE WORKING STATUS. IF THE EMPLOYEE'S PHYSICIAN IS UNABLE TO CERTIFY THAT THE EMPLOYEE IS ABLE TO RESUME HIS/HER FULL AND NORMAL JOB DUTIES WITHOUT LIMITATIONS, THE ATTENDING PHYSICIAN SHALL PROVIDE THE SPECIFICS ON ANY LIMITATIONS/RESTRICTIONS IN PLACE AND THE LIKELY DURATION OF SUCH. IN THE EVENT THERE ARE RESTRICTIONS/LIMITATIONS, A MEETING WILL BE HELD WITH THE EMPLOYEE BEFORE A DETERMINATION IS MADE ON WHETHER THE EMPLOYEE MAY OR MAY NOT RETURN TO ACTIVE WORKING STATUS. IF AS A RESULT OF THIS MEETING, THE SUPERINTENDENT DETERMINES THAT THE EMPLOYEE CAN RETURN TO WORK WITH RESTRICTIONS/LIMITATIONS, THE SUPERINTENDENT AND THE EMPLOYEE WILL THEN ESTABLISH THE REASONABLE ACCOMMODATIONS NECESSARY, IF POSSIBLE, TO ENABLE THE EMPLOYEE TO DO SO.

15.02 MILITARY LEAVE:

15.021 ELIGIBILITY:

ANY BARGAINING UNIT MEMBER OF THE BOARD SHALL BE GRANTED A LEAVE OF ABSENCE TO BE INDUCTED OR OTHERWISE ENTER MILITARY DUTY, IN ACCORDANCE WITH THE PROVISION OF THE LAW.

15.022 APPLICATION FOR LEAVE:

THE APPLICATION FOR LEAVE FOR MILITARY DUTY SHALL BE MADE AS FAR IN ADVANCE OF THAT DUTY AS IS FEASIBLE BUT NO LATER THAN THE DATE UPON WHICH ORDERS TO REPORT FOR MILITARY DUTY ARE RECEIVED.

15.023 APPLICATION FOR REINSTATEMENT:

APPLICATION FOR REINSTATEMENT AS A BARGAINING UNIT MEMBER OF THE BOARD SHALL BE MADE WITHIN THIRTY (30) DAYS AFTER DISCHARGE FROM MILITARY SERVICE FOR WHICH LEAVE WAS GRANTED.

15.024 REINSTATEMENT:

UPON EVIDENCE OF HONORABLE SEPARATION FROM MILITARY SERVICE AND UPON PROPER APPLICATION FOR REINSTATEMENT TO DUTY, A MEMBER OF THE PROFESSIONAL STAFF SHALL BE RE-EMPLOYED AT THE BEGINNING OF THE NEXT SCHOOL YEAR, SUBJECT TO PASSING A PHYSICAL EXAMINATION, PROVIDED SUCH APPLICATION IS MADE NOT LESS THAN THIRTY (30) DAYS PRIOR TO THE FIRST DAY OF THE NEXT SCHOOL YEAR.

15.025 SERVICE CREDIT:

FOR PURPOSES OF SENIORITY AND PLACEMENT ON THE SALARY SCHEDULE, UP TO FIVE (5) YEARS OF ABSENCE IN THE SERVICE OF THE ARMED FORCES OF THE UNITED STATES OR THE AUXILIARIES THEREOF SHALL BE COUNTED AS THOUGH THE BARGAINING UNIT MEMBER'S SERVICE HAD BEEN PERFORMED DURING SUCH TIME.

15.052 APPLICATION FOR LEAVE:

APPLICATION FOR MATERNITY LEAVE SHALL BE IN WRITING.

15.053 REINSTATEMENT RIGHTS:

UPON RETURN FROM APPROVED MATERNITY LEAVE, THE TEACHER SHALL BE ENTITLED TO REINSTATEMENT TO THE SAME POSITION IF THE LEAVE IS FOR ONE (1) YEAR OR LESS AND IF THE LEAVE EXCEEDS ONE (1) YEAR TO A SIMILAR POSITION WHICH SHE HELD PRIOR TO THE LEAVE. THE TEACHER MUST MAINTAIN HIS/HER CURRENT AND/OR PROPER CERTIFICATION/LICENSURE.

15.06 PERSONAL LEAVE:

15.061 PERSONAL LEAVE ACCUMULATION:

EMPLOYEES WILL BE GRANTED UP TO THREE (3) DAYS UNRESTRICTED PERSONAL LEAVE PER YEAR, PER CERTIFICATED STAFF MEMBER, NON-ACCUMULATIVE.

15.062 USE OF PERSONAL LEAVE AND APPLICATIONS:

SUCH DAYS SHALL BE UNRESTRICTED BUT SHALL NOT BE USED FOR EXTENDING VACATIONS OR HOLIDAYS; EXCEPT FOR WHEN PREAPPROVED BY THE SUPERINTENDENT OR DESIGNEE.

APPLICATION FOR PERSONAL LEAVE SHOULD BE MADE AS FAR IN ADVANCE AS POSSIBLE. ALL REQUESTS FOR PERSONAL LEAVE ON RESTRICTED DAYS WILL BE APPROVED OR DISAPPROVED BY THE SUPERINTENDENT OR DESIGNEE.

15.063 USE LIMITATIONS:

EXCEPT UNDER UNUSUAL CIRCUMSTANCES, EVENTS OVER WHICH THE TEACHER HAS NO CONTROL, AND APPROVED BY THE SUPERINTENDENT, PERSONAL LEAVE AS DEFINED IN THIS SECTION SHALL NOT BE TAKEN DURING THE FIRST AND LAST TEN (10) STUDENT SCHOOL DAYS.

15.064 TRANSFER

IF A TEACHER HAS AT LEAST ONE UNUSED PERSONAL DAY AT THE END OF A SCHOOL YEAR, THE TREASURER WILL TRANSFER ONE PERSONAL LEAVE DAY TO THE FOLLOWING SCHOOL YEAR IN LIEU OF NONUSE INCENTIVE (MAXIMUM OF FOUR (4) PERSONAL DAYS PER YEAR). ANY REMAINING UNUSED PERSONAL LEAVE DAYS WILL BE SUBJECT TO 15.066.

15.065 NON-USE INCENTIVE:

IF AN EMPLOYEE DOES NOT USE HIS/HER PERSONAL LEAVE DAYS DURING THE SCHOOL YEAR, THE UNUSED PERSONAL LEAVE DAYS SHALL BE ROLLED OVER TO HIS/HER ACCUMULATED SICK LEAVE. IF THE TEACHER HAS REACHED OR REACHES THE MAXIMUM ACCUMULATION OF SICK LEAVE DAYS THEN HE/SHE SHALL RECEIVE PAYMENT EQUAL TO THE UNUSED PERSONAL LEAVE DAYS NOT TRANSFERRED TO HIS/HER SICK LEAVE ACCUMULATION AT THE DAILY RATE ON THE APPROPRIATE SCHEDULE BA STEP 0.

UNIFORM APPLICATION. IF LEAVE IS REQUESTED FOR THE SAME DAY, TEACHERS WILL HAVE THE OPTION OF COMPLETING THE APPROPRIATE DOCUMENTATION WITHIN TWO (2) DAYS AFTER RETURNING TO WORK.

ARTICLE XVI – PROFESSIONAL LEAVE

16.01 PROFESSIONAL MEETINGS:

16.011 RIGHT TO LEAVE:

UPON APPROVAL BY THE BUILDING PRINCIPAL, STAFF MEMBERS MAY REQUEST TO RECEIVE PAID PROFESSIONAL LEAVE FOR PROFESSIONAL MEETINGS WHICH ARE RELATED TO HIS/HER AREA OF CERTIFICATION OR PROGRAM.

16.012 APPLICATION/REIMBURSEMENTS:

A WRITTEN REQUEST CONTAINING AN ESTIMATE OF EXPENSES FOR MEALS, PARKING, AND NECESSARY RELATED MATTERS MUST BE APPROVED BY THE BUILDING PRINCIPAL PRIOR TO THE MEETING DATE. NO REIMBURSEMENT OF EXPENSES FOR MEALS, PARKING, AND NECESSARY RELATED MATTERS WILL OCCUR WITHOUT PRIOR APPROVAL BY THE BUILDING PRINCIPAL. REQUESTS FOR REIMBURSEMENT OF EXPENSES FOR MEALS, PARKING, AND NECESSARY RELATED MATTERS SHALL BE PROPERLY DOCUMENTED WITH RECEIPTS AND SUBMITTED TO THE TREASURER WITHIN ONE WEEK OF INCURRING THE EXPENSE. FAILURE TO PROPERLY DOCUMENT AND SUBMIT REQUESTS FOR REIMBURSEMENTS WITHIN THIRTY (30) CALENDAR DAYS MAY RESULT IN THE LOSS OF SAID REIMBURSEMENT. REIMBURSEMENTS SHALL BE MADE WITHIN THIRTY (30) CALENDAR DAYS OF RECEIPT OF THE REQUEST FOR REIMBURSEMENT. TEACHERS WHO ARE DENIED THIS LEAVE SHALL RECEIVE THE REASON(S) FOR DENIAL, UPON REQUEST.

16.013 APPEAL FOR DENIAL OF LEAVE:

SHOULD A BARGAINING UNIT MEMBER BE DENIED PROFESSIONAL LEAVE BY HIS/HER BUILDING PRINCIPAL, THE EMPLOYEE SHALL HAVE THE RIGHT TO JUSTIFY HIS/HER PROFESSIONAL LEAVE REQUEST TO THE SUPERINTENDENT, AND THE SUPERINTENDENT SHALL HAVE THE FINAL AUTHORITY TO APPROVE SUCH REQUESTS, WHETHER BASED ON INADEQUATE BUILDING FUNDS OR OTHER VALID REASONS OF DENIAL.

16.02 PROFESSIONAL LEAVE OF ABSENCE:

EMPLOYEES SHALL BE ENTITLED TO UP TO A ONE (1) YEAR LEAVE OF ABSENCE FOR PROFESSIONAL GROWTH AND DEVELOPMENT. NOTIFICATION FOR SUCH LEAVE SHALL BE DELIVERED IN WRITING TO THE SUPERINTENDENT AS FAR IN ADVANCE OF THE EXPECTED LEAVE DATE AS POSSIBLE OR BY JUNE 1, WHICHEVER IS EARLIER. THE BOARD MAY GRANT REQUESTS FOR LEAVE SUBMITTED AFTER JUNE 1. DURING THIS PERIOD OF PROFESSIONAL LEAVE OF ABSENCE, THE EMPLOYEE MAY CONTINUE HIS/HER INSURANCE BENEFITS AT HIS/HER COST. UPON RETURN TO SERVICE, THE BOARD WILL PAY ITS PORTION OF THE EMPLOYEE'S CONTRIBUTION IF THE EMPLOYEE ELECTS TO PURCHASE RETIREMENT CREDIT.

ARTICLE XVII – PAYROLL

17.01 EQUAL INSTALLMENTS:

BARGAINING UNIT MEMBERS SHALL BE PAID IN TWENTY-FOUR (24) EQUAL INSTALLMENTS WITH PAY DAYS OCCURRING ON THE 15TH AND LAST DAY OF EACH MONTH. IF THE 15TH OR LAST DAY OF THE MONTH FALLS ON A SATURDAY OR SUNDAY, THE PAY DATE SHALL BE THE PRECEDING FRIDAY.

OFFICE BETWEEN AUGUST 15 AND OCTOBER 15 OF EACH YEAR. ALL PAYMENT WITHHOLDINGS SHALL BE IN ACCORDANCE WITH THE APPROPRIATE SIGNED AUTHORIZATION FORM. A MINIMUM OF FOUR (4) EMPLOYEES MUST PARTICIPATE IN THIS PROGRAM TO BE IN EFFECT. THE APPROVED VENDORS LIST WILL BE UPDATED AND POSTED ON THE TREASURER'S WEBSITE ANNUALLY.

17.07 FUND FOR CHILDREN AND PUBLIC EDUCATION (FCPE)

AS LONG AS THERE ARE AT LEAST TEN (10) MEMBER PLEDGES, FUND FOR CHILDREN AND PUBLIC EDUCATION (FCPE) DONATIONS MAY BE DEDUCTED. AFTER PLEDGES HAVE BEEN MADE, [FCPE] CONTRIBUTIONS MAY BE TAKEN OUT WITH A MINIMUM OF FIVE DOLLARS (\$5.00) PER PAY.

IF THE NUMBER OF PLEDGES DROPS BELOW TEN (10), THE FCPE DONATIONS WILL STOP EXCEPT FOR THOSE MEMBERS ALREADY PLEDGING.

ALPHABETICAL LISTS BY BUILDING ARE TO BE PREPARED BY THE ASSOCIATION BUILDING REPRESENTATIVES WITH SIGNED COPIES OF THE PLEDGES AND DELIVERED TO THE BOARD TREASURER'S OFFICE THREE (3) WEEKS PRIOR TO THE DATE OF THE START OF THE DEDUCTION.

ARTICLE XVIII – MILEAGE REIMBURSEMENT

THE BOARD SHALL PAY MILEAGE REIMBURSEMENT AT THE IRS RATE TO ALL EMPLOYEES WHO ARE ON PROFESSIONAL BUSINESS APPROVED IN ADVANCE BY THE BOARD AND/OR ADMINISTRATION.

ARTICLE XIX – TUITION REIMBURSEMENT

19.01 FUNDING GUARANTEE:

IT IS AGREED THAT FUNDING WILL BE APPROPRIATED EACH YEAR FOR EDUCATIONAL GROWTH PAYMENTS. ANY MONEY NOT USED FOR ONE YEAR WILL BE ROLLED OVER TO THE FOLLOWING YEAR AND ADDED TO THE AMOUNT SET ASIDE FOR THAT YEAR. THE TUITION REIMBURSEMENT AMOUNT FOR THE LIFE OF THIS CONTRACT WILL BE \$50,000 PER YEAR.

19.02 QUALIFICATIONS OF REIMBURSEMENT:

IN ORDER TO QUALIFY FOR THIS EDUCATIONAL GROWTH PAYMENT, A TEACHER MUST TEACH IN THE HILLSBORO SCHOOLS THE YEAR FOLLOWING COMPLETION OF THE WORK. TO CLARIFY, IF A TEACHER COMPLETES COURSES DURING THE PREVIOUS SCHOOL YEAR, HE/SHE WILL BE PAID THE EDUCATIONAL GROWTH PAYMENT DURING THE FOLLOWING SCHOOL YEAR IN A SINGLE SUM IN A SEPARATE CHECK ISSUED AFTER SCHOOL HAS STARTED AND WHEN THE TEACHER PROVIDES A GRADE SLIP OR CERTIFIED TRANSCRIPT OF WORK COMPLETED, IF HE/SHE IS STILL TEACHING IN THE HILLSBORO SCHOOLS.

19.03 COURSE OF STUDY:

COURSE OF STUDY SELECTED IS SUBJECT TO PRIOR APPROVAL OF THE SUPERINTENDENT, HOWEVER ANY COURSEWORK APPROVED FOR LICENSURE BY THE LPDC SHALL AUTOMATICALLY QUALIFY FOR REIMBURSEMENT. THE PAYMENT SHALL APPLY ONLY TOWARDS WORK BEYOND THE B.A. LEVEL. IF A TEACHER APPLIES FOR AN EDUCATIONAL GROWTH PAYMENT, APPLICATION SHOULD BE MADE TO THE SUPERINTENDENT BY SUPPLYING A COPY OF THE REGISTRATION FORM AFTER REGISTRATION BEFORE THE COURSE WORK HAS BEEN COMPLETED. SATISFACTORY EVIDENCE OF COMPLETION OF THE COURSE WORK

ARTICLE XX – STRS TAX DEFERRAL PICK-UP

20.01 SALARY REDUCTION METHOD:

THE TREASURER OF THE BOARD SHALL CONTRIBUTE TO THE STATE TEACHERS' RETIREMENT SYSTEM (STRS), IN ADDITION TO THE BOARD'S REQUIRED EMPLOYER CONTRIBUTION, AN AMOUNT EQUAL TO EACH EMPLOYEE'S CONTRIBUTION IN LIEU OF PAYMENT TO SUCH EMPLOYEE. THE AMOUNT CONTRIBUTED BY THE BOARD ON BEHALF OF THE EMPLOYEE SHALL BE TREATED AS A MANDATORY SALARY REDUCTION FROM THE CONTRACT SALARY OTHERWISE PAYABLE TO SUCH CERTIFIED EMPLOYEE.

THE TOTAL ANNUAL SALARY FOR EACH EMPLOYEE SHALL BE THE SALARY OTHERWISE PAYABLE UNDER HIS/HER CONTRACTS. THE TOTAL ANNUAL SALARY SHALL BE PAYABLE BY THE BOARD IN TWO (2) PARTS: (1) DEFERRED SALARY AND (2) CASH SALARY. AN EMPLOYEE'S DEFERRED SALARY SHALL BE EQUAL TO THAT PERCENTAGE OF SAID EMPLOYEE'S TOTAL ANNUAL SALARY WHICH IS REQUIRED BY STRS TO BE PAID AS AN EMPLOYEE CONTRIBUTION BY SAID EMPLOYEE AND SHALL BE PAID BY THE BOARD ON BEHALF OF SAID EMPLOYEE AS A "PICK-UP" OF THE STRS EMPLOYEE CONTRIBUTION OTHERWISE PAYABLE BY THE EMPLOYEE. AN EMPLOYEE'S CASH SALARY SHALL BE EQUAL TO SAID EMPLOYEE AND SHALL BE PAYABLE, SUBJECT TO APPLICABLE PAYROLL DEDUCTIONS, TO SAID EMPLOYEE.

THE BOARD'S TOTAL COMBINED EXPENDITURES FOR EMPLOYEES' TOTAL ANNUAL SALARIES OTHERWISE PAYABLE UNDER THEIR CONTRACTS (INCLUDING "PICK-UP AMOUNTS") AND ITS EMPLOYER CONTRIBUTIONS TO STRS SHALL NOT BE GREATER THAN THE AMOUNT IT WOULD HAVE PAID FOR THOSE ITEMS HAD THIS PROVISION NOT BEEN IN EFFECT.

THE BOARD SHALL COMPUTE AND REMIT ITS EMPLOYEE CONTRIBUTIONS TO STRS BASED UPON THE TOTAL ANNUAL SALARY, INCLUDING THE "PICK-UP". THE BOARD SHALL REPORT FOR FEDERAL AND OHIO INCOME TAX PURPOSES AS AN EMPLOYEE'S GROSS INCOME SAID EMPLOYEE'S TOTAL ANNUAL SALARY LESS THE AMOUNT OF THE "PICK-UP". THE BOARD SHALL COMPUTE INCOME TAX WITHHOLDING BASED UPON GROSS INCOME AS REPORTED TO THE RESPECTIVE TAX AUTHORITIES.

20.02 TOTAL ANNUAL SALARY COMPUTATION:

THE "PICK-UP" SHALL BE INCLUDED IN THE EMPLOYEE'S TOTAL ANNUAL SALARY FOR THE PURPOSE OF COMPUTING DAILY RATE OF PAY, FOR DETERMINING SALARY ADJUSTMENTS TO BE MADE DUE TO ABSENCE, OR FOR ANY OTHER SIMILAR PURPOSE.

20.03 APPLICATION TO ALL EMPLOYEES:

THE "PICK-UP" SHALL BE A UNIFORM PERCENTAGE FOR ALL CERTIFIED EMPLOYEES, AND IT SHALL APPLY TO ALL PAYROLL PAYMENTS MADE AFTER THE EFFECTIVE DATE OF THIS PROVISION AND SHALL NOT BE AT THE INDIVIDUAL EMPLOYEE'S OPTION. THIS PROVISION SHALL BE EFFECTIVE AND THE "PICK-UP" SHALL APPLY TO ALL PAYROLL PAYMENTS.

THE CURRENT TAXATION OR DEFERRED TAXATION OF THE "PICK-UP" IS DETERMINED SOLELY BY THE INTERNAL REVENUE SERVICE (IRS), AND COMPLIANCE WITH THIS SECTION DOES NOT GUARANTEE THAT THE TAX ON THE "PICK-UP" WILL BE DEFERRED.

23.04 APPLICATION PROCEDURE FOR VACANCIES:

1. TEACHER IS TO SUBMIT A WRITTEN REQUEST (WRITTEN OR EMAIL) FOR THE POSTED VACANCY TO THE CENTRAL OFFICE.
2. AS SOON AS IT IS KNOWN, THE SUPERINTENDENT OR HIS/HER DESIGNEE SHALL PROVIDE WRITTEN OR EMAIL NOTIFICATION TO THE TEACHER AS TO WHETHER OR NOT AN INTERVIEW WILL BE GRANTED TO HIM/HER.
3. IF AN INTERVIEW IS CONDUCTED, THE SUPERINTENDENT OR HIS/HER DESIGNEE WILL PROVIDE WRITTEN NOTIFICATION INFORMING THE TEACHER IF IT IS ANTICIPATED THAT THE REQUESTED TRANSFER TO THE VACANT POSITION WILL OCCUR. THIS NOTIFICATION SHALL BE GIVEN AT THE EARLIEST POSSIBLE TIME IRRESPECTIVE OF FORMAL BOARD ACTION.

ARTICLE XXIV – REDUCTION IN FORCE

24.01 REASONS FOR RIF:

IF THE BOARD DETERMINES IT IS NECESSARY DUE TO DECREASED ENROLLMENT, RETURN TO DUTY OF REGULAR BARGAINING UNIT MEMBERS AFTER LEAVES OF ABSENCE, OR FINANCIAL REASONS TO REDUCE THE NUMBER OF CERTIFIED STAFF POSITIONS, THE FOLLOWING PROCEDURE SHALL BE FOLLOWED. PRIOR TO ANY RECOMMENDATION BASED UPON FINANCIAL REASONS, THE SUPERINTENDENT AND TREASURER SHALL MEET WITH THE HEA REPRESENTATIVES AND DISCUSS THE INTENDED RECOMMENDATION.

24.02 SUSPENSION OF CONTRACTS:

REDUCTIONS SHALL BE MADE BY SUSPENDING CONTRACTS. THOSE CONTRACTS TO BE SUSPENDED WILL BE CHOSEN AS FOLLOWS:

24.021 SENIORITY LIST:

- A. ALL MEMBERS OF THE BARGAINING UNIT WILL BE PLACED ON A SENIORITY LIST FOR EACH TEACHING FIELD FOR WHICH THEY ARE PROPERLY CERTIFICATED. BARGAINING UNIT MEMBERS SERVING UNDER CONTINUING CONTRACTS WILL BE PLACED AT THE TOP OF THE LIST, IN DESCENDING ORDER OF SENIORITY. TEACHERS SERVING LIMITED CONTRACTS WILL BE PLACED ON THE LIST UNDER CONTINUING CONTRACT BARGAINING UNIT MEMBERS, ALSO IN DESCENDING ORDER OF SENIORITY.
- B. A COPY OF THE SENIORITY LIST SHALL BE PROVIDED TO THE HEA PRESIDENT BY OCTOBER 15 TO DISTRIBUTE TO CERTIFIED STAFF. ANY QUESTIONS REGARDING THE LIST SHOULD BE ADDRESSED TO THE HEA PRESIDENT. ALL DISAGREEMENTS ABOUT THE ACCURACY OF THE SENIORITY LIST SHALL BE RESOLVED BETWEEN THE HEA PRESIDENT AND THE SUPERINTENDENT, WITH COPIES GIVEN TO EACH NO LATER THAN NOVEMBER 15 UNLESS THIS TIME HAS BEEN EXTENDED IN WRITING. ONCE INITIATED, THE SENIORITY LIST SHALL BE CONSIDERED FINAL AND SERVE AS THE BASIS FROM WHICH FUTURE ADDITIONS/DELETIONS ARE MADE, AS NECESSARY.

24.026 RECALL:

- A. THE NAMES OF TEACHERS WHOSE CONTRACTS ARE SUSPENDED IN A REDUCTION-IN-FORCE WILL BE PLACED ON A RECALL LIST FOR UP TO TWENTY-FOUR (24) MONTHS. TEACHERS ON THE RECALL LIST WILL BE RECALLED IN REVERSE ORDER OF SUSPENSION FOR VACANCIES IN AREAS FOR WHICH THEY ARE CERTIFICATED/LICENSED. IF REINSTATED DURING THIS RECALL PERIOD, A TEACHER SHALL RETAIN ALL PREVIOUS ACCUMULATED SENIORITY.
- B. A TEACHER TO BE RECALLED WILL BE NOTIFIED IN WRITING VIA CERTIFIED U.S. MAIL AND EMAIL TO THE TEACHER'S LAST KNOWN ADDRESS AND DISTRICT EMAIL ADDRESS AND BY PHONE TO THE NUMBER ON RECORD BEFORE THE VACANCY IS POSTED OR OTHERWISE FILLED BY ANY PERSON OTHER THAN A SUBSTITUTE. ANY TEACHER WHO DECLINES REINSTATEMENT OR FAILS TO RESPOND WITHIN TEN (10) WORKING DAYS OF THE NOTICE OF RECALL SHALL FORFEIT REINSTATEMENT RIGHTS AND SHALL BE REMOVED FROM THE RECALL LIST.
- C. A TEACHER CAN REJECT AN OFFER OF RECALL TO A VACANCY POSITION OF FEWER HOURS AND NOT FORFEIT REINSTATEMENT RIGHTS. HOWEVER, ACCEPTANCE OF A PART-TIME VACANCY SHALL REMOVE THE TEACHER FROM THE RECALL LIST.

ARTICLE XXV -- FRINGE BENEFITS

25.01 INSURANCE BENEFITS:

THE BOARD OF EDUCATION AGREES TO PROVIDE LEVELS OF INSURANCE BENEFITS AS FOLLOWS:

25.011 LIFE INSURANCE:

THE BOARD WILL PROVIDE AND PAY FOR LIFE INSURANCE BENEFITS FOR EACH FULL-TIME TEACHER IN THE SUM OF FIFTY THOUSAND DOLLARS (\$50,000.00). ADDITIONALLY, A FULL-TIME TEACHER MAY PURCHASE ADDITIONAL LIFE INSURANCE THROUGH PAYROLL DEDUCTION. A FULL-TIME TEACHER MAY PURCHASE ADDITIONAL LIFE INSURANCE FOR SPOUSE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE ALSO THROUGH PAYROLL DEDUCTION. PART-TIME TEACHERS WILL BE PROVIDED LIFE INSURANCE AT A PRO-RATA AMOUNT.

25.012 HEALTH:

THE BOARD WILL PAY UP TO THE FOLLOWING AMOUNTS PER MONTH FOR EACH FULL-TIME TEACHER TOWARDS THE MONTHLY COST OF HEALTH INSURANCE COVERAGE:

A. FULLY INSURED

THE BOARD WILL OFFER ONE FULLY INSURED PLAN (NETWORK) WITH A HIGH DEDUCTIBLE HEALTH SAVINGS ACCOUNT. THE BOARD WILL PAY A TOTAL CONTRIBUTION FOR THIS HEALTH INSURANCE OF EIGHTY PERCENT (80%).

FOR BARGAINING UNIT MEMBERS WHO ARE REGULARLY SCHEDULED TO WORK LESS THAN THIRTY (30) BUT AT LEAST FIFTEEN (15) HOURS PER WEEK, THE BOARD'S CONTRIBUTION FOR HEALTH INSURANCE SHALL BE PRORATED. AS AN EXAMPLE, IF A BARGAINING UNIT MEMBER IS REGULARLY SCHEDULED TO WORK TWENTY (20) HOURS PER WEEK, THE

25.014 VISION INSURANCE:

THE BOARD WILL PROVIDE AND PAY FOR VISION INSURANCE FOR THE FAMILY OF EACH FULL-TIME TEACHER. PART-TIME TEACHERS WILL BE PROVIDED VISION INSURANCE AT A PRO-RATA AMOUNT.

25.015 INSURANCE COMMITTEE:

- A. THERE SHALL BE AN INSURANCE COMMITTEE COMPOSED OF SIX (6) MEMBERS WITH TWO (2) MEMBERS SELECTED BY THE HILLSBORO EDUCATION ASSOCIATION (HEA), TWO (2) MEMBERS SELECTED BY OAPSE, AND TWO (2) MEMBERS SELECTED BY THE SUPERINTENDENT.
- B. THE INSURANCE COMMITTEE SHALL REVIEW AND ANALYZE ALL RELEVANT HEALTH CARE AND HEALTH INSURANCE INFORMATION THAT MAY AID IN THE IMPROVEMENT OF THE QUALITY OF THE HEALTH CARE AND STABILIZE THE COST OF HEALTH INSURANCE FOR THE EMPLOYEES OF THE HILLSBORO SCHOOLS AND THE BOARD OF EDUCATION.
- C. THE INSURANCE COMMITTEE IS CHARGED WITH THE RESPONSIBILITY TO MAKE RECOMMENDATIONS TO THE BARGAINING REPRESENTATIVES FOR THE BOARD, OAPSE AND THE HEA CONCERNING ISSUES RELATED TO HEALTH CARE, HEALTH INSURANCE AND RELATED ISSUES THAT MAY ARISE.
- D. THE INSURANCE COMMITTEE SHALL MEET AT LEAST FOUR (4) TIMES EACH SCHOOL YEAR FOR THE PURPOSE OF REVIEWING THE OPERATION OF THE HEALTH INSURANCE PLAN AND EXPLORING MEANS OF MAKING THE INSURANCE PLAN MORE EFFECTIVE AND EFFICIENT.
- E. THE INSURANCE COMMITTEE SHALL ADOPT ITS OPERATIONAL GUIDELINES AND SHARE THOSE GUIDELINES WITH THE BOARD, OAPSE, AND HEA. THE COMMITTEE SHALL ALSO AMEND AND REVISE THOSE GUIDELINES FROM TIME TO TIME AS THE NEED MAY ARISE. ANY SUCH AMENDMENT OR REVISION SHALL BE SHARED WITH THE BOARD, OAPSE, AND THE HEA.

25.02 SEVERANCE PAY:

25.021 PAID UPON RETIREMENT:

SEVERANCE PAY IS PAID TO EMPLOYEES OF THE BOARD UPON THEIR RETIREMENT FROM ACTIVE SCHOOL SERVICE UNDER THE PROVISION OF THE APPROPRIATE PUBLIC EMPLOYEE RETIREMENT SYSTEM.

25.022 RETIREMENT DEFINED:

RETIREMENT IS DEFINED TO INCLUDE THE FOLLOWING:

- A. THE EMPLOYEE MUST EXPRESS HIS/HER INTENT TO RETIRE ON OR PRIOR TO HIS/HER LAST DAY OF SERVICE;
- B. THE EMPLOYEE MUST BE ELIGIBLE TO RETIRE ON HIS/HER LAST DAY OF SERVICE;

REALIZED, THE EARLY RETIREMENT INCENTIVE PLAN MAY BE IMPLEMENTED. THE PARTIES SHALL REVIEW INFORMATION FOR ONE-YEAR, TWO-YEAR, AND THREE-YEAR BUYOUT IN DETERMINING MAXIMUM SAVINGS TO THE DISTRICT.

25.04 PLAN 125:

25.041 RIGHT TO PARTICIPATE:

A PLAN UNDER THE INTERNAL REVENUE CODE SECTION 125 SHALL BE ADOPTED FOR EVERY MEMBER OF THE BARGAINING UNIT WHO QUALIFIES. EACH BARGAINING MEMBER WHO IS QUALIFIED SHALL HAVE THE RIGHT TO PARTICIPATE IN THE PREMIUM/SALARY REDUCTION SECTION ONLY OF SECTION 125.

25.042 SELECTION OF COMPANY/FORMS:

THE BOARD SHALL SELECT A COMPANY TO PROVIDE FOR THE IMPLEMENTATION OF THE PLAN AND THE TREASURER SHALL KEEP THE ASSOCIATION PRESIDENT INFORMED. FORMS PROVIDED BY THE BOARD SHALL BE COMPLETED BY THE EMPLOYEE IN ORDER FOR HIM/HER TO BE ABLE TO PARTICIPATE IN THE PLAN. THE FORMS (PREMIUM ONLY) SHALL BE SUBMITTED TO THE TREASURER ON OR BEFORE OCTOBER 1 OF EACH YEAR.

25.043 CONTINUATION OF PARTICIPATION:

ONCE AN EMPLOYEE HAS VOLUNTEERED TO PARTICIPATE IN THE PLAN HE/SHE MUST CONTINUE IN THE PLAN FOR THE SCHOOL YEAR EXCEPT FOR REASONS OF DEATH, RESIGNATION, OR RETIREMENT.

ARTICLE XXVI – COMPENSATION

26.01 REGULAR SALARY:

EFFECTIVE WITH THE 2022-2023 SCHOOL YEAR THE BASE SALARY (BA-0) SHALL BE AS FOLLOWS \$40,319 (SEE APPENDIX A);

THE SALARY SCHEDULE SHALL INCLUDE COLUMNS FOR NON-DEGREE, BA, 150 HOURS, MA, AND MA +15 HOURS, AND MA +30 HOURS.

26.02 INDEX:

INDEX TO REMAIN UNCHANGED.

26.03 SUPPLEMENTAL SALARIES:

SUPPLEMENTAL SALARIES ARE BASED ON THE BA-0 BASE IN ACCORDANCE WITH THE SUPPLEMENTAL SALARY SCHEDULE. (SEE APPENDIX B).

26.04 SUPPLEMENTAL CONTRACTS – PAYMENT:

26.041 EXTENDED SERVICE:

PAYMENT FOR EXTENDED SERVICE MUST EITHER BE IN REGULAR PAYCHECKS OR IN TWO SEPARATE CHECKS ONLY AFTER THE WORK HAS BEEN COMPLETED.

ARTICLE XXIX – SCHOOL YEAR AND SCHOOL DAY

29.01 SCHOOL YEAR:

THE LENGTH OF EACH SCHOOL YEAR SHALL NOT EXCEED ONE HUNDRED EIGHTY-THREE (183) DAYS AS FOLLOWS:

- UP TO EIGHT (8) CERTIFIED STAFF WORK/NON-STUDENT DAYS.
 - ONE (1) DISTRICT DAY.
 - FIVE (5) PROFESSIONAL DEVELOPMENT DAYS.
 - TWO (2) TEACHER DIRECTED DAYS.
 - ONE (1) IN THE WORK DAYS PRECEDING THE FIRST STUDENT DAY AND ONE (1) IN THE WORK DAYS FOLLOWING THE LAST STUDENT DAY. WORK DAYS SHALL BE FOR TEACHER-DIRECTED ACTIVITIES INCLUDING BUT NOT LIMITED TO PROFESSIONAL DEVELOPMENT, PLANNING, PREPARATION, GRADING, AND RECORD KEEPING.
- TWO (2) PARENT-TEACHER CONFERENCE EXCHANGE DAYS.
 - ON ONE OCCASION, ONE (1) HOUR OF PARENT TEACHER CONFERENCE TIME MAY BE EXCHANGED FOR AN AFTERSCHOOL STUDENT INVOLVEMENT ACTIVITY. (IE ELEMENTARY MUSICAL, CURRICULUM NIGHT) AT THE DISCRETION OF THE ADMINISTRATOR. PRIOR NOTICE OF AT LEAST A MONTH SHALL BE GIVEN TO STAFF VIA EMAIL.

29.011 YEAR ROUND EDUCATION:

SHOULD THE BOARD DECIDE IN THE FUTURE TO PURSUE YEAR ROUND EDUCATION THE HBA WILL BE AN ACTIVE PARTICIPANT IN THE PLANNING OF SUCH A CHANGE, AND THE BOARD WILL BARGAIN WITH THE HBA ON ANY CHANGES IN TERMS AND CONDITIONS OF EMPLOYMENT WHICH MAY BE AFFECTED BY SUCH A CHANGE.

29.012 TEACHERS NEW TO THE DISTRICT:

ALL TEACHERS NEW TO THE HILLSBORO CITY SCHOOL DISTRICT SHALL ATTEND AN ORIENTATION OF UP TO THREE (3) DAYS WITH THE ADMINISTRATION PRIOR TO THE FIRST REGULAR TEACHER WORKDAY. IN CONSIDERATION FOR THIS ATTENDANCE, THE NEW TEACHERS WILL RECEIVE A STIPEND OF \$125.00 PER DAY, PAYABLE ON THE FIRST PAYCHECK, IF POSSIBLE, OTHERWISE ON THE SECOND CHECK.

29.013 SCHOOL CLOSING/CANCELLATION:

IN THE EVENT SCHOOL IS CLOSED/CANCELED DUE TO INCLEMENT WEATHER OR OTHERWISE, AT THE DIRECTION OF THE SUPERINTENDENT:

1. FOR THE FIRST FIVE (5) DAYS, TEACHERS SHALL NOT BE REQUIRED TO REPORT TO THEIR SCHOOL BUILDING.
2. CANCELLATIONS IN EXCESS OF FIVE (5) DAYS MAY BE MADE UP AS LONG AS THE MAKE-UP DAYS ARE POSTED ON THE DISTRICT CALENDAR.

31.011 SMOKE-FREE ENVIRONMENT:

BECAUSE THE HILLSBORO CITY SCHOOL DISTRICT BOARD OF EDUCATION IS DEDICATED TO PROVIDING A HEALTHY, COMFORTABLE, AND PRODUCTIVE ENVIRONMENT FOR ITS STAFF, STUDENTS AND CITIZENS, IT IS THE INTENTION OF THE BOARD THAT THE HILLSBORO CITY SCHOOL DISTRICT BE SMOKE-FREE. TO REACH THIS GOAL, THE BOARD BANS SMOKING AND THE USE OF ALL TOBACCO PRODUCTS IN ALL SCHOOL BUILDINGS IN THE DISTRICT BY ALL PERSONS AT ALL TIMES.

31.012 COUNSELING:

IN THE EVENT A BARGAINING UNIT MEMBER IS FOUND USING ANY TOBACCO PRODUCT IN A SCHOOL BUILDING, AN APPROPRIATE BOARD REPRESENTATIVE WOULD INFORM THE BARGAINING UNIT MEMBER OF THE BOARD'S SMOKE FREE POLICY AND SUGGEST COUNSELING.

31.02 HEALTH AND SAFETY:

THE BOARD SHALL PROVIDE EMPLOYEES WITH A SAFE AND HEALTHY PLACE TO WORK IN ACCORDANCE WITH CHAPTER 4157, OHIO REVISED CODE. THE PARTIES AGREE THAT ANY ALLEGATIONS REGARDING HEALTH OR SAFETY ISSUES SHALL BE HANDLED IN THE FOLLOWING MANNER:

31.021 NOTIFICATION OF COMPLAINT:

IN AN EFFORT TO RESOLVE ALL COMPLAINTS INTERNALLY, THE BOARD AND/OR ADMINISTRATION WILL FIRST BE NOTIFIED OF ANY COMPLAINT AND HAVE AT LEAST FIVE (5) BUSINESS DAYS TO RESOLVE THE COMPLAINT.

31.022 COMPLAINT TO OHIO DEPARTMENT OF INDUSTRIAL RELATIONS:

IF THE COMPLAINT HAS NOT BEEN SATISFACTORILY RESOLVED AFTER THE INITIAL FIVE (5) DAY PERIOD, THE ASSOCIATION OR AN INDIVIDUAL BARGAINING UNIT MEMBER MAY FILE A COMPLAINT WITH THE OHIO DEPARTMENT OF INDUSTRIAL RELATIONS.

31.023 IMMINENT DANGER OR HARM:

ANY BARGAINING UNIT MEMBER WHO REASONABLY BELIEVES A CONDITION PRESENTS AN IMMINENT DANGER OF DEATH OR SERIOUS HARM TO THE BARGAINING UNIT MEMBER WILL IMMEDIATELY NOTIFY HIS/HER SUPERVISOR OF THE CONDITION. THE BARGAINING UNIT MEMBER MAY BE TEMPORARILY REASSIGNED WHILE THE CONDITION IS BEING INVESTIGATED AND/OR CORRECTED. IF THE BARGAINING UNIT MEMBER CONTINUES TO BE ASSIGNED TO WORK UNDER SUCH CONDITION, THE BARGAINING UNIT MEMBER MAY REFUSE TO WORK UNDER SECTION 4167.06 OF THE OHIO REVISED CODE.

31.024 GRIEVANCE REMEDY:

NOTWITHSTANDING ANY PROVISION OF THIS CONTRACT OR RELEVANT LAW, A BARGAINING UNIT MEMBER MAY FILE A GRIEVANCE FOR THE BOARD'S FAILURE TO PROVIDE A SAFE AND HEALTHFUL WORKING ENVIRONMENT.

32.08 EDUCATION:

THE EMPLOYER SHALL PROVIDE A DRUG-FREE AWARENESS AND EDUCATION PROGRAM FOR ALL EMPLOYEES.

ARTICLE XXXIII – MENTORING

A STATE RESIDENT EDUCATOR (RESA) PROGRAM AND A LOCAL MENTORING PROGRAM HAVE BEEN ESTABLISHED AND ARE OUTLINED IN THE STATE ENTRY YEAR AND LOCAL MENTOR HANDBOOKS. EACH MEMBER IN THE FIRST YEAR RESA PROGRAM WILL BE ASSIGNED TO A BARGAINING UNIT MENTOR. THE MEMBER WILL BE COMPENSATED TWO HUNDRED FIFTY DOLLARS (\$250) EACH YEAR. ANY CHANGES THAT MAY BECOME NECESSARY WILL BE DISCUSSED BY THE LPDC COMMITTEE AND RECOMMENDED TO HEA AND THE BOARD OF EDUCATION BARGAINING REPRESENTATIVES.

ARTICLE XXXIV – LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

34.01 PURPOSE:

THE HILLSBORO CITY SCHOOLS LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC) SHALL OVERSEE, REVIEW AND DETERMINE THAT COURSE WORK, CONTINUING EDUCATION UNITS (CEU's) AND/OR OTHER EQUIVALENT ACTIVITIES AN EDUCATOR IN THE HILLSBORO CITY SCHOOL DISTRICT PROPOSES MEETS THE STANDARDS ADOPTED BY THE STATE BOARD OF EDUCATION FOR THE RENEWAL OF EDUCATOR LICENSES.

34.02 COMMITTEE COMPOSITION AND SELECTION:

- a. The LPDC shall be comprised of a total of seven (7) members as follows:
FOUR (4) TEACHERS APPOINTED ANNUALLY BY THE HEA PRESIDENT.
THREE (3) APPOINTEES DESIGNATED ANNUALLY BY THE SUPERINTENDENT.
- b. IF A COMMITTEE MEMBER CANNOT COMPLETE THE ONE-YEAR TERM, A REPLACEMENT FOR THE BALANCE OF THE TERM SHALL BE NAMED BY EITHER THE HEA PRESIDENT OR THE SUPERINTENDENT DEPENDING ON WHICH MEMBER IS INVOLVED.
- c. THE LPDC SHALL MAKE SUGGESTIONS IN A REPORT ON WAYS OF IMPROVING THE COMPOSITION, SELECTION OR OPERATION OF THE LPDC.

34.03 CHAIRPERSON/RECORDER:

THE CHAIRPERSON AND RECORDER OF THE LPDC SHALL BE DETERMINED BY A MAJORITY VOTE OF THE FULL COMMITTEE.

34.04 ACTION:

ANY ACTION BY THE LPDC WILL REQUIRE FOUR (4) VOTES FAVORING THE ACTION. COMMITTEE MEMBERS MAY VOTE BY PROXY.

34.041 ABSTENTION:

MEMBERS OF THE LPDC WILL ABSTAIN FROM VOTING ON ANY ISSUE CONCERNING THEIR OWN CERTIFICATION/LICENSE OR THOSE OF THEIR IMMEDIATE FAMILY AS DEFINED IN THE NEGOTIATED CONTRACT SECTION 8.013.

ARTICLE XXXVI – FLEX CREDIT

AS REQUIRED BY HB 1, IN ORDER TO OFFER CREDIT FLEXIBILITY TO THE STUDENTS OF HILLSBORO CITY SCHOOLS, A MEMORANDUM OF UNDERSTANDING WILL BE CREATED BY THE SUPERINTENDENT, THE ASSOCIATION PRESIDENT AND THE TEACHER TO DESCRIBE THE ASSIGNMENT. THIS MEMORANDUM WILL BE CREATED FOR ANY AND ALL TEACHERS WHO PROVIDE THIS ASSISTANCE TO THE STUDENTS AND COULD INCLUDE, BUT IS NOT LIMITED TO:

- A. AN ESTIMATE OF THE HOURS INVOLVED IN ASSISTING THE STUDENT;
- B. COMPENSATION TO THE TEACHER IF THE WORK IS TO BE COMPLETED OUTSIDE THE TEACHER WORKDAY;
- C. IF THE PROJECT IS TO BE COMPLETED INSIDE THE TEACHER WORKDAY, SCHEDULING FLEXIBILITY TO GIVE THE TEACHER TIME FOR THE ADDITIONAL WORK;
- D. A PROCESS TO PRORATE THE COMPENSATION TO THE TEACHER, OR ADJUST THE TEACHER'S SCHEDULE, IF THE STUDENT DECIDES TO DISCONTINUE THE PROJECT BEFORE IT WOULD NATURALLY END.

ARTICLE XXXVII - JOB SHARING:

37.01 DEFINITION:

JOB SHARING SHALL REFER TO TWO CERTIFIED/LICENSED STAFF MEMBERS VOLUNTARILY SHARING ONE FULL-TIME POSITION AND HAVING NO OTHER TEACHING RESPONSIBILITIES. BY DEFINITION THESE STAFF MEMBERS SHALL BE CONSIDERED AS PART-TIME EMPLOYEES.

37.02 GUIDELINES:

JOB SHARING MAY OCCUR AS A RESULT OF AN ANNUAL REQUEST BY CERTIFIED/LICENSED STAFF MEMBERS INDICATING A DESIRE TO WORK UNDER THE FOLLOWING GUIDELINES:

- A. RESPONSIBILITIES OF THE TWO JOB SHARES WOULD BE DIVIDED AND/OR ALLOCATED ACCORDING TO A PLAN DESIGNED AND MUTUALLY AGREED TO BY THE STAFF MEMBERS AND THE BUILDING PRINCIPAL WITH FINAL APPROVAL BY THE SUPERINTENDENT,
- B. A WRITTEN PLAN SHALL BE SUBMITTED TO THE BUILDING PRINCIPAL WITH THE FOLLOWING ELEMENTS:
 - 1. THE PLAN WILL BE IN EFFECT FOR A FULL SCHOOL YEAR.
 - 2. THE GRADE LEVEL, BUILDING AND SUBJECT TO BE SHARED.
 - 3. THE JOB SHARING STAFF MEMBERS ARE TO JOINTLY DEVELOP TEACHING METHODS, TECHNIQUES, GRADING PRACTICES AND/OR JOB RESPONSIBILITIES THAT ENSURE CONSISTENCY AND COMPATIBILITY OF THE PROGRAM.
 - 4. THE PERCENTAGE OF THE REGULAR FULL-TIME WORK DAY AND EXACT TIME SCHEDULE EACH PARTICIPANT PROPOSES TO BE PRESENT ON THE SITE, PLUS TEACHING SCHEDULE,
- C. AN EFFORT WILL BE MADE TO BALANCE SPECIAL CLASSES, DUTIES AND INSTRUCTION TIME EQUALLY.

ARTICLE XXXVIII – OPEN ENROLLMENT OF STAFF CHILDREN

IN THE EVENT THE OPEN ENROLLMENT POLICY IS DISCONTINUED, TEACHERS' SCHOOL AGE DEPENDENTS MAY ATTEND HILLSBORO CITY SCHOOLS TUITION-FREE.

ARTICLE XXXIX – DURATION AND INTENT OF AGREEMENT

39.01 COMPLETE AGREEMENT:

THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES, AND IT SUPERSEDES ALL PRIOR AND CONTEMPORANEOUS UNDERSTANDINGS (WRITTEN OR ORAL) NOT SPECIFICALLY INCORPORATED HEREIN.

39.02 BOARD RIGHTS:

THE BOARD SHALL RETAIN ALL RIGHTS, POWERS, DUTIES, AND AUTHORITY GRANTED BY LAW AND SHALL ADOPT, RESCIND, OR MODIFY SUCH POLICIES, RULES, AND REGULATIONS AS IT DEEMS APPROPRIATE.

39.03 ZIPPER CLAUSE:

ANY MATTER OR SUBJECT NOT HEREIN COVERED HAVE BEEN SATISFACTORILY ADJUSTED, COMPROMISED, OR WAIVED BY THE PARTIES FOR THE LIFE OF THIS AGREEMENT.

39.04 SEVERABILITY:

IF ANY PROVISION(S) OF THIS AGREEMENT CONFLICTS WITH STATE OR FEDERAL LAW, SUCH PROVISION(S) SHALL BE INOPERATIVE EXCEPT TO THE EXTENT PERMITTED BY LAW WITH THE REMAINING PROVISIONS HEREIN REMAINING IN EFFECT.

39.05 PUBLICATION OF CONTRACT:

THIS AGREEMENT SHALL BE PREPARED IN AN ELECTRONIC FORMAT BY THE ASSOCIATION AND SHARED WITH THE BOARD AND, AFTER BOARD APPROVAL, DISTRIBUTED TO EACH BARGAINING UNIT MEMBER BY THE ASSOCIATION. EACH PARTY MAY PRODUCE THE NUMBER OF HARD COPIES THEY REQUIRE AT THEIR OWN EXPENSE.

39.06 DURATION:

THIS CONTRACT SHALL BE EFFECTIVE FROM JULY 1, 2022 THROUGH JUNE 30, 2025, EXCEPT WHERE OTHERWISE PROVIDED IN THIS CONTRACT.

APPENDIX B - SUPPLEMENTAL SALARY SCHEDULE 2022-2025

Base Salary \$40,319

Position

Positions Available

Level 1

8,870
22.00%

HS Varsity Boys Basketball Coach

1

HS Varsity Girls Basketball Coach

1

HS Varsity Football Coach

1

Level II

5,241
13.00%

Site Supervisor (old Assistant Athletic Director)

2

HS Varsity Wrestling Coach

1

HS Marching Band Director

1

HS/MS Vocal Music Director

1

Level III

4,032
10.00%

HS Varsity Boys Track Coach

1

HS Varsity Girls Track Coach

1

HS Varsity Baseball Coach

1

HS Varsity Softball Coach

1

HS Varsity Volleyball Coach

1

HS Varsity Boys Cross Country Coach

1

HS Varsity Girls Cross Country Coach

1

HS Varsity Boys Soccer Coach

1

HS Varsity Girls Soccer Coach

1

HS Assistant Varsity Basketball Coach Boys

1

HS Assistant Varsity Basketball Coach Girls

1

HS Reserve Boys Basketball Coach

1

HS Reserve Girls Basketball Coach

1

HS Reserve Football Coach (old HS Assistant Varsity Football Coach)

1

HS Assistant Football Coach (old HS Assistant Varsity Football Coach)

6

HS Assistant Wrestling Coach

2

HS Varsity Boys Golf Coach

1

HS Varsity Girls Golf Coach

1

HS Boys Tennis Coach

1

HS Girls Tennis Coach

1

Level IV

3,326

HS Musical	2	
Junior Class/Prom Advisor	1	
MS School Cheerleading Coach Football	1	
MS School Cheerleading Coach Basketball		
Level VI		2,016
		5.00%
HS Assistant Football Cheerleading Coach	1	
HS Assistant Basketball Cheerleading Coach	1	
MS Assistant Football Cheerleading Coach	1	
MS Assistant Basketball Cheerleading Coach	1	
HS Quick Recall Advisor	1	
Play Advisor/Director	1	
Senior Class Advisor	1	
Freshman Class Advisor	1	
Sophomore Class Advisor	1	
Auditorium Sound/Lighting	1	
Equipment Manager	1	
MS Student Council Advisor	1	
Student Recognition Coordinator	1	
HS Robotics Club Advisor	1	
MS Robotics Club Advisor	1	
Spirit Store Advisor	1	
HS Art Club	1	
HS International Thesplan Society Advisor	1	
Esports advisor	1	
Level VII		
Elementary Student Council	1	760
Camp Joy Coordinator	1	760
MS DC Trip Coordinator	1	760
Elementary Basketball Coordinator	1	1,520
Elementary Wrestling Coordinator	1	1,520
Graduation Organizer	1	760
Language Club Advisor	1	760
MS National Honor Society	1	760
Open Gym Coordinator Male	1	1,520
Open Gym Coordinator Female	1	1,520
Sports Chaperone		539
Weight Room Supervisor	4	1,520
(1 supervisor per quarter)		
Mentors:		
** Local Mentor		250
Other (Hourly Rate)		

2022-2023	APPENDIX A - HILLSBORO SALARY 2013-2014 SCHOOL YEAR								
		2% Increase Adopted 08/11/2014 for 2014-2015			2% Increase Adopted 6/27/18 for 2018-2019				
		3% Increase Adopted 08/4/2015 for 2015-2016			3% Increase Adopted 7/15/19 for 2019-2020				
		2% Increase Adopted 08/4/2015 for 2016-2017			3% Increase Adopted 7/15/19 for 2020-2021				
		2% Increase Adopted 07/20/2016 for 2016-2017			3% Increase Adopted 7/15/19 for 2021-2022				
		\$40,319	(base rounded up)		9% Increase Adopted 8/15/2022 ro 2022-2023				
STEP	ND	BA	150 Hours	MA	MA + 15	MA + 30			
Step 0	\$34,856	\$40,319	\$42,061	\$43,299	\$44,633	\$46,968			
	0.8645	1.0000	1.0432	1.0739	1.1070	1.1649			
Step 1	\$36,210	\$42,073	\$43,960	\$45,484	\$46,891	\$49,225			
	0.8981	1.0435	1.0903	1.1281	1.1630	1.2209			
Step 2	\$37,561	\$43,831	\$45,859	\$47,669	\$49,149	\$51,483			
	0.9316	1.0871	1.1374	1.1823	1.2190	1.2769			
Step 3	\$38,916	\$45,585	\$47,758	\$49,854	\$51,407	\$53,741			
	0.9652	1.1306	1.1845	1.2365	1.2750	1.3329			
Step 4	\$40,267	\$47,343	\$49,657	\$52,036	\$53,665	\$55,999			
	0.9987	1.1742	1.2316	1.2906	1.3310	1.3889			
Step 5	\$41,621	\$49,096	\$51,556	\$54,221	\$55,922	\$58,257			
	1.0323	1.2177	1.2787	1.3448	1.3870	1.4449			
Step 6	\$41,621	\$50,854	\$53,455	\$56,406	\$58,180	\$60,515			
	1.0323	1.2613	1.3258	1.3990	1.4430	1.5009			
Step 7	\$41,621	\$52,608	\$55,354	\$58,592	\$60,438	\$62,773			
	1.0323	1.3048	1.3729	1.4532	1.4990	1.5569			
Step 8	\$41,621	\$54,366	\$57,253	\$60,777	\$62,696	\$65,031			
	1.0323	1.3484	1.4200	1.5074	1.5550	1.6129			
Step 9	\$41,621	\$56,120	\$59,152	\$62,962	\$64,954	\$67,288			
	1.0323	1.3919	1.4671	1.5616	1.6110	1.6689			
Step 10	\$41,621	\$57,878	\$61,051	\$65,147	\$67,212	\$69,546			
	1.0323	1.4355	1.5142	1.6158	1.6670	1.7249			
Step 11	\$41,621	\$59,632	\$62,950	\$67,333	\$69,470	\$71,804			
	1.0323	1.4790	1.5613	1.6700	1.7230	1.7809			
Step 12				\$69,518	\$71,728	\$74,062			
				1.7242	1.7790	1.8369			
Step 14		\$61,390	\$64,849	\$71,703	\$73,985	\$76,320			
(added 7/15/19)		1.5226	1.6084	1.7784	1.8350	1.8929			
Step 16		\$63,144	\$66,748	\$73,889	\$76,243	\$78,578			
		1.5661	1.6555	1.8326	1.8910	1.9489			
Step 20		\$64,901	\$68,647	\$76,074	\$78,501	\$80,836			
		1.6097	1.7026	1.8868	1.9470	2.0049			
Step 25		\$66,659	\$70,546	\$78,259	\$80,759	\$83,093			
		1.6533	1.7497	1.941	2.003	2.0609			
Step 28		\$68,417	\$72,445	\$80,444	\$83,017	\$85,351			
(added 7/1/13)		1.6969	1.7968	1.9952	2.059	2.1169			
Step 30		\$70,175	\$74,344	\$82,630	\$85,275	\$87,609			
(added 7/15/19)		1.7405	1.8439	2.0494	2.115	2.1729			