COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

GRANVILLE EDUCATION ASSOCIATION

AND THE

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT BOARD OF EDUCATION

JULY 1, 2025 through JUNE 30, 2028

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ARTICLE 1 - PROCEDURAL AGREEMENT

A. RECOGNITION

The Granville Exempted Village School District Board of Education (hereinafter "Board") recognizes the Granville Education Association (hereinafter "Association"), an affiliated local of the Ohio Education Association and the National Education Association, as the exclusive bargaining representative for all full and part-time certificated/licensed and non-certificated/licensed employees (hereinafter "bargaining unit members"), including classroom teachers, guidance personnel (including school counselors), nurses, librarians, speech and hearing therapists, intervention specialists, physical therapists, school psychologists, bus drivers, educational aides, special education aides, administrative assistants, distribution personnel, occupational therapists, occupational therapist assistants, technology coaches, mechanics, applications coordinator, theater manager, computer technicians, maintenance technicians, and HVAC technicians. Excluded from the unit shall be the Superintendent, Principals, other administrative personnel, Supervisor of Special Education, Athletic Director, Systems Administrator, auxiliary service employees (persons employed in non-public schools within the District), non-teaching employees working out of the Central Office, substitute employees, all management-level, supervisory and confidential employees as defined in ORC Chapter 4117.

The Board and the Association agree that the job descriptions for all bargaining unit member positions will not be reproduced as part of the Agreement, but shall be considered a part of the Agreement by reference. It is the intent of the parties to communicate changes in job descriptions prior to Board action.

All current job descriptions will be available to any staff member within the library in each building (high school, middle school, intermediate school and elementary school) and through the dispatcher (bus garage) as well as the Superintendent's Administrative Assistant in the District Office as published by the Administration.

Unless otherwise specified, the term "Superintendent" in the Agreement means the District Superintendent or the Superintendent's designee.

B. BARGAINING PROCEDURE

1. Bargaining shall be conducted by Board representatives and Association representatives. Each team will bargain in good faith and shall not exceed seven (7) members. Either party may use professional consultants or negotiators in the course of negotiations. Both parties pledge that their representatives will be cloaked with the necessary powers and authority to make proposals, to make counter-proposals, and to consider concessions in the course of negotiations for the purpose of reaching an agreement.

2. If either party seeks to terminate or modify this Agreement, a written request to start bargaining shall be submitted not later than ninety (90) days prior to the expiration of the contract by the Association President to the Superintendent or by the Superintendent to the Association President. A mutually convenient initial meeting date shall be set following receipt of the request.

3. The Board's right to hire personnel and make policy for the District is recognized. Further, it is recognized that items agreed to shall be in keeping with the statutory authority of the Board, except as they may have been modified by this Agreement.

4. Prior to and during bargaining, the Board and the Association agree to provide to each other, upon written request and within a reasonable time, all regularly and routinely prepared information concerning issues under consideration.

5. As tentative agreement is reached on each issue, it shall be initialed by each party. When total consensus is reached, the entire proposed agreement shall be reduced to writing and submitted to the Association and Board for approval. Following ratification by the Association and adoption by the Board, the Agreement shall be binding. The Association agrees to abide by the terms of the Agreement and to take the necessary action to advise its members of the terms of the Agreement.

6. If the parties are unable to reach an agreement prior to thirty (30) days after the expiration of this Agreement, either party may request mediation of the unresolved issues. If the parties are unable to agree upon the selection of a mediator within ten (10) days after the notice, the request shall be filed with the Federal Mediation and Conciliation Service.

7. The mediation process shall continue for no more than forty-five (45) days after a mediator has been selected or assigned. If mediation does not result in an agreement the Association has the right to proceed under ORC Section 4117.14 (D) (2).

ARTICLE 2 - MANAGEMENT RIGHTS

The Board hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of Ohio, and of the United States, including but without limiting the generality of the foregoing, the right to the executive management and administrative control of the school system and its properties and facilities.

The exercise of the foregoing rights and responsibilities by the Board, the adoption of policies and practices in furtherance thereof, shall be limited only by the specific terms of this Agreement.

ARTICLE 3 - GRIEVANCE PROCEDURE

A. PURPOSE AND OBJECTIVES

The primary purpose of this procedure shall be to obtain at the lowest administrative level and in the shortest period of time, equitable solutions to grievances, which may arise from time to time. Both the Board and Association agree that grievance proceedings shall be handled in a confidential manner.

B. DEFINITION

A grievance is an alleged violation, misinterpretation, or misapplication of this Agreement.

C. GENERAL PROVISIONS

1. An individual grievance shall be initiated by the bargaining unit member so aggrieved.

2. A group grievance may be initiated by the Association on an alleged violation that affects two (2) or more bargaining unit members in like manner.

3. An alleged violation should first be discussed informally with the appropriate administrator prior to initiation of the grievance procedure.

4. The Association shall be available to assist any member in preparing the proper and complete information necessary to expedite the procedure.

5. A grievant has the right to be accompanied at any step of the grievance process by a representative of his/her choice, provided notification is given at least two (2) days in advance to the appropriate administrator.

6. Time limits given shall be considered as maximums, unless otherwise extended by written mutual agreement.

7. Failure of the grievant to appeal within the specified time limits shall mean the grievant has accepted the decision reached at the level from which no appeal is taken.

8. Failure of the Administration to respond in the time limit stated shall mean the grievance goes to the next level.

9. A grievance may be initiated at Level III when it has been determined by the immediate supervisor that the subject is not within his/her realm of responsibility or control. Grievances initiated at this level must be lodged within thirty (30) days as set forth in Level Two of Section D below.

10. Nothing contained in this procedure shall be construed as limiting the individual rights of a member, having a complaint or problem, to discuss the matter with members of the Administration through normal channels of communication.

11. For the purpose of this Article, a day shall be any day that the District administrative offices are open for business including such days during the summer recess except that no day in July shall count as a day. It is also agreed that if, during the summer recess, the employee's immediate supervisor (at Level Two) or the Superintendent (at Level Three) is off work on a particular day, that day will not count as a day.

12. No reprisal shall be made against any party involved in the use of this grievance procedure.

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

14. No record, document, or communication concerning a grievance shall be placed in the personnel file of any participants.

D. PROCEDURES

1. Level One

Any employee with a grievance shall first discuss the matter with his/her immediate supervisor.

2. Level Two

If the discussion does not resolve the grievance, the employee may lodge a written grievance with his/her immediate supervisor. If such grievance is not lodged within thirty (30) days of when the grievant should have had knowledge of the act or condition which is the basis of the grievance, the grievance shall no longer exist. The written grievance must include:

a. The alleged violation;

b. The specific Section(s) of the Agreement allegedly violated;

c. The relief sought, and;

d. The date of filing.

The grievance shall be filed on the official grievance form (see Appendix B).

The immediate supervisor and the grievant shall meet and the supervisor shall render his written decision within nine (9) days of receipt of the written grievance.

3. Level Three

If the grievance is not resolved at Level Two, the grievant may appeal in writing to the Superintendent. The appeal may also be initiated if the immediate supervisor has not responded within the time limit provided, but no appeal can be made more than seven (7) days after the supervisor has made a written response. The Superintendent and grievant shall meet and the Superintendent shall render a written decision within seven (7) days of receipt of the appeal.

4. Level Four

a. If the grievance is not resolved at Level Three, or if the Superintendent fails to respond within seven (7) days, it may be appealed to arbitration upon approval of the Association Executive Board. The arbitrator shall be selected from a list submitted by the American Arbitration Association, according to its voluntary rules and procedures. All other procedures relative to the hearing shall be according to the voluntary rules of the American Arbitration Association.

b. The arbitrator shall hold the necessary hearing promptly and issue the decision within such times as may be agreed upon. The decision shall be in writing and a copy sent to all parties present at the hearing. The decision of the arbitrator shall be binding. The arbitrator shall not have the authority to add to, subtract from, or alter any of the provisions of this Agreement in arriving at a determination of any issue presented that is proper within the limitation expressed herein.

c. The arbitrator shall consider only the precise issue(s) submitted and shall have no authority to determine any other issue(s). The costs for arbitration shall be shared equally by the Board and Association.

ARTICLE 4 - ASSOCIATION RIGHTS

A. 1. The Association shall have the right to use school buildings without charge for Association meetings after the teacher workday at times the custodian is normally on duty.

2. The Association will comply with all District procedures regarding written applications and reservations for building use. Association meetings shall not interfere with instructional or extracurricular activities.

B. 1. The Association may use school equipment provided the equipment is not required for any school business or prior activity and the Association reimburses the Board for all reasonable expenses.

2. All consumable supplies will be provided by the Association. School building supplies will not be utilized without prior approval of the building principal.

3. The Association assumes financial responsibility for all loss or damage to school equipment which is caused by Association use.

C. The Association may use the inter-school mail service and District email. All applicable postal regulations will be adhered to. The Association will pay all actual costs incurred by the Board if the Board is required to charge for this privilege.

D. The Association may use designated bulletin boards in employee areas where students are not generally present.

E. The Treasurer shall provide the following payroll deductions for bargaining unit members:

1. Dues for the Association and its affiliates.

a. Written authorization must be provided by the member. The Association Treasurer shall submit all authorizations to the Board Treasurer prior to October 10.

b. Authorization will continue in succeeding years unless a written withdrawal is given to the Board Treasurer between September 1 and September 30. The Treasurer will notify the Association President of all withdrawals.

c. Any member who leaves employment before all dues are paid shall have the remaining dues owed deducted from the last paycheck and forwarded to the Association.

d. Association dues shall be paid through payroll withholdings which will occur from October-June.

2. Hospitalization and insurance as provided in this Agreement and authorized by the Board and other group insurance as authorized by the members.

3. State Teachers Retirement System (STRS) contributions and School Employees Retirement System (SERS) contributions.

4. Annuity and deferred compensation programs in compliance with the District annuity plan and Internal Revenue Service (IRS) regulations.

5. Fund for Children and Public Education (FCPE).

6. Credit Union.

7. Members shall have direct deposit of payroll to any financial institution which is a member of the Federal Reserve Bank Automated Clearinghouse system.

8. Other programs as approved by the members and the Board.

F. The Association will hold the Board and the Treasurer harmless for all Association dues and FCPE deductions made under these provisions.

G. The Association shall receive a copy of the Board agenda before each regular Board meeting, a copy of the approved Board minutes, the Treasurer's approved monthly financial report, the adopted appropriations measure, the County Auditor's amended certificate, and the County Auditor's approved budget. These shall be sent to the Association President.

H. The Board shall place on the agenda of its regularly scheduled meetings a permanent spot for the Association to briefly address the Board, if the Association so chooses. The Association shall place on its agenda for its regularly scheduled Executive Committee meeting a permanent spot for the Superintendent or designee to briefly address the Association, if the Superintendent so chooses. The Association shall provide the Superintendent with an explanation of the topic(s) it wishes to address with the Board prior to the board meeting. Likewise, the Superintendent shall provide the Association with an explanation of the topic(s) he wishes to address with the Executive Committee prior to its meeting.

I. The Association President will be provided a copy of the Board policy book. Subsequent updates will be provided at the same time District administrators receive them.

ARTICLE 5 - INDIVIDUAL CONTRACTS

A. All bargaining unit members shall receive written contracts including the following information:

1. Name of employee;

2. Name of school district;

3. Type of contract;

4. Duration of limited contracts;

5. Salary to be paid for teachers. Salary to be paid and basis used to determine the amount (number of hours, number of days) for support staff employees. If the contract is longer than one (1) year, such information shall only be provided for the first year.

6. Appropriate signatures and dates.

B. 1. Upon initial employment, a member shall be notified of his/her assignment for the coming school year.

2. No teacher will be assigned permanently to a position for which he/she is not properly certificated/licensed.

ARTICLE 6 - EMPLOYMENT

A. TEACHER CONTRACTS

1. The normal sequence of limited regular contracts shall be:

a. Upon initial employment, a one (1) year contract. (However, if a teacher is hired during a school year, the initial contract will be for the remainder of that school year.)

b. The second contract, a one (1) year contract.

c. The third contract, a two (2) year contract.

d. The fourth contract and thereafter, may be from three (3) to five (5) years as requested by the bargaining unit member and ultimately determined by the Administration and the Board.

If a teacher with less than four (4) years of District Service does not actually work at least 120 days for any reason during a particular school year and the teacher returns to service in the following school year, then the teacher will remain at the same contract status in that following year. For example:

If a teacher works less than 120 days during the teacher's initial contract issued under a. above, then the teacher will remain at the first one-year contract level in the following year.

If a teacher works less than 120 days during the teacher's next contract issued under b. above, then the teacher will remain at the second one-year contract level in the following year.

If a teacher works less than 120 days during the first year of a two-year contract issued under c. above, then the teacher will remain at the first year of the two-year contract in the following year.

If a teacher works less than 120 days during the second year of a two-year contract issued under c. above, then the teacher will remain at the second year of the two-year contract in the following year.

2. A teacher issued a contract of less duration than stated in paragraph A 1 above shall be told the reasons, in writing, and such reasons shall be based on evaluation.

3. A teacher who expects to fulfill all requirements for a continuing contract must be in the last year of his or her contract during the year in which s/he will be considered for a continuing contract. Therefore, the teacher may request a contract of shorter duration than stated in paragraph A 1 above. Such request must be submitted in writing to the teacher's building principal/supervisor with a copy to the Superintendent no later than March 1 of the year prior to being considered for a continuing contract and may be withdrawn prior to Board action. Such requests shall be granted.

4. A teacher who satisfies the requirements of ORC Sections 3319.08 and 3319.11 is eligible for a continuing contract upon reemployment. By September 1 of each school year, the Superintendent will email all District teachers reminding them of the deadline for requesting consideration for a continuing contract, attaching a copy of the statutes.

5. A teacher must submit a written request to the teacher's building principal/supervisor with a copy to the Superintendent for consideration of a continuing contract by September 15 of that school year.

B. SUPPORT STAFF CONTRACTS

1. The sequence of contracts shall be:

   a. Upon initial employment, a one (1) year limited contract. (However, if an employee is hired during a school year, the initial contract will be for the remainder of that school year.)

   b. The second contract, a two (2) year limited contract.

   c. The third contract, a two (2) year limited contract.

d. The fourth contract, a two (2) year limited contract.

e. The fifth contract, a continuing contract.

ARTICLE 7 - COMPLAINT PROCESS

A. Excluded from this provision are situations which may amount to a violation of law, Title IX implications are present, complaint of discrimination, those that jeopardize the health or safety of students and/or staff, or those which shall be directed to local law enforcement or child services. The following steps will be followed when a complaint is filed:

Step 1: The Administration and each staff member shall make every effort to resolve complaints concerning staff through various avenues. If an administrator receives a complaint about a staff member from a parent/guardian, student, or community member, the administrator shall advise the complainant of the avenues available for communication to address the concern: complainant calls the staff member, the staff member calls the complainant, or the administration facilitates a meeting between the complainant and the staff member.

Step 2: If such communications do not lead to understanding and resolution of the problems involved, a complainant may pursue further action by submitting a complaint against a staff member to the member's immediate supervisor in writing. A meeting involving the staff member, the staff member's immediate supervisor, and the complainant will be arranged as soon as possible to discuss the complaint.

Step 3: If no resolution is reached, either the complainant or staff member may appeal to the Superintendent or designee who shall attempt to resolve the problem.

Step 4: If either party is not satisfied with the disposition, they may appeal to the Board.

B. In each of the steps above, a staff member and/or complainant may request and be accompanied by a representative of their choosing provided notification is given by either party to the other no less than twenty-four (24) hours in advance of the meeting.

C. All complaints received by a Board member or the Superintendent which may result in action being taken against the staff member shall be referred to the employee's immediate supervisor.

D. In the event of an uncooperative complainant, the above procedure will still be followed to the maximum extent possible with the further understanding that no action will be taken against a staff member on the basis of the complaint unless its allegations are independently corroborated by credible evidence. Anonymous

complaints or concerns against staff members that are not corroborated or confirmed shall not be used in evaluations, discipline, decisions of assignment or placed in an employee's official personnel file. No staff member shall be disciplined solely on the basis of an anonymous complaint.

E. The filing of a complaint will not affect the treatment of the complainant's child or children by the staff member.

F. Any complaints which are placed in official personnel files shall be treated in accordance with the appropriate provisions of this Agreement. All such complaints must be signed and dated. A copy of any such document shall be given to the staff member(s) involved at the time they are placed in the personnel file. The staff member shall have the opportunity to attach a written rebuttal if he/she deems it necessary.

ARTICLE 8 - PERSONNEL FILES

A. There shall be only one (1) official personnel file, kept in the central office and/or stored in an electronic database. All other files kept on bargaining unit members shall be called individual working files. All files kept on bargaining unit members shall be open to the individual member. If official action is taken against a member based on information in a document, the document must be in the member's official personnel file. This provision is not intended to require the creation of a document that otherwise would not exist. Items can be transferred from the working file into the official personnel file with written notification to the bargaining unit member.

B. The Board agrees to notify each member of any records being kept on the member. This notification will cover all personnel files - those kept by the immediate supervisors and the Superintendent. With the following exceptions, information being added to a member's personnel file will require notification of the member. Exceptions include items such as data sheets, college transcripts, teaching certificates, requests for leaves, or requests for college credit reimbursement. The information shall be dated and the source identified. If the member disputes the accuracy, relevance, timeliness or completeness of information maintained in the file, the member may request that the Superintendent investigate the current status of the information. Within a reasonable time after receiving the request, the Superintendent must make a thorough investigation to determine if the disputed information complies with all applicable laws. A member shall have the right to add or rebut information, or request a hearing with the immediate supervisor or Superintendent on any material in the member's file that the member deems incorrect or incomplete. Any member and the member's representative shall have free access to the member's personnel files.

C. Each member shall have the right to examine his/her file in the presence of the Superintendent during regular working hours. The member may be accompanied by a representative. If the member is physically unable to examine the file, he/she may authorize in writing a representative to make such an examination.

D. One (1) copy of each item in the file may be obtained by the member at no cost.

E. Each file shall contain a record of when and why the file was opened. Exceptions to this provision are:

1. The filing of items

2. Obtaining information for required reports

3. Routine personnel functions.

F. If a member of the public makes a request to see a member's personnel file, the Administration will inform the member and afford the member an opportunity to be present when the file is opened and bring a representative of his/her choice. It is understood that if the member cannot readily be contacted for this purpose, the Administration's obligation is met if the effort is made (by, for example, telephone, voicemail and email).

ARTICLE 9 - SICK LEAVE

A. Sick leave may be earned at the rate of 1.25 days per month or a total of fifteen (15) days per year. A maximum of two hundred ten (210) days of sick leave may be accumulated or transferred into the District. Notwithstanding the amendment to ORC Section 3319.141 effected by 2011 House Bill 153 as to part-time employees, sick leave for part-time bargaining unit members will continue to be earned and accrued in accordance with the parties' past practice; for example, an employee regularly scheduled to work four (4) hours per day earns fifteen (15) four (4) hour days of leave per year.

B. Each bargaining unit member shall be credited with ten (10) days sick leave to be borrowed from future accumulation if sick leave runs out, or, if as a new member, no sick leave has been accumulated. If a member ends Board employment having used advanced but unearned sick leave, the per diem amount of any unearned sick leave used shall be deducted from the last pay check issued by the Board.

C. New employees will be advanced the 5 sick leave days as required by ORC 3319.141. No additional sick leave will be advanced that exceeds the employee's accrued wages.

D. Sick leave may be used for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the employee's immediate family.

E. The use of accumulated sick leave for parental leave purposes will be granted at the employee's request, not to exceed fifteen (15) work days. Such leave is to be used within the first forty-five (45) calendar days after the birth or adoption of a child.

F. Accumulated sick leave may be used for maternity purposes during the six (6) calendar weeks immediately following the birth of the employee's child. Additional leave will be granted with a physician's certification of the need for additional days. An employee who uses sick leave under this Section is not eligible for leave under Section D of this Article.

G. Immediate family shall include the employee's spouse, parents, child, sister, brother and members of the immediate family. For purposes of death in the immediate family, grandparents, grandchildren, a spouse's parents, brothers or sisters may be included. In addition, upon advance approval of the Superintendent, sick leave may be used for the death of another person who has established a similar relationship to the employee. "Spouse" includes an employee's same-sex partner if the partners were married in a jurisdiction that permits and recognizes same-sex marriages, and "child" includes the child of such a partner.

H. Sick leave may be used in one-half (½) day or one (1) day increments. A quarter (¼) day increment may be used only with approval of the bargaining unit member's immediate supervisor.

I. Bargaining unit members shall file notification for the use of sick leave in accordance with Board procedures. After five (5) consecutive days of absence, the Administration may require medical documentation of the illness.

J. After ten (10) non-consecutive days of absence, the Administrator may require a non-disciplinary discussion with the employee related to the employee's attendance that is not a part of the discipline process outlined in Article 36 and create an attendance improvement plan.

K. SICK LEAVE BANK

The Board and Association hereby agree to establish a Sick Leave Bank on the following basis:

1. The enrollment period shall be established between the first work day of the school year and September 15th for each member of the bargaining unit to voluntarily donate a maximum of (1) day of their accumulated, but

unused, sick leave days to a Sick Leave Bank. The Sick Leave Bank shall have not less than fifty (50) days. The Sick Leave Bank shall not exceed a maximum of one (1) day times the total number of members of the bargaining unit plus fifty (50) days.

All new bargaining unit members shall be eligible for enrollment in the Sick Leave Bank. Members hired within the school year may enroll by donating one (1) sick leave day to the Bank within thirty (30) days after their date of hire.

2. A committee comprised of the Superintendent, the President of the Association, one (1) building principal chosen by the Superintendent, and one (1) Association member chosen by the Association President, shall administer the Bank and shall approve applications at its discretion by a majority vote.

3. Bargaining unit members who have exhausted all of their sick leave accumulation, who have developed a serious or catastrophic illness, and who have contributed to the Sick Leave Bank may request sick leave days from the Bank or those as specified in Article 9 "Sick Leave."

4. Approved bargaining unit members shall be granted up to a maximum of twenty-five (25) days from the Bank. The Committee may grant up to an additional twenty-five (25) days.

5. The Committee shall require bargaining unit members who have requested sick leave days from the Bank to provide a statement from their physician describing the nature of the illness and a prognosis relative to the members' probable period of absence from duty.

6. Members whose request for additional sick days and whose illness or injury is such that their physician cannot give a probable date of return to duty and who qualify, shall be recommended to apply for disability retirement.

7. The Sick Leave Bank shall not be used as a means for increasing retirement compensation.

8. Days remaining in the sick leave bank at the end of the school year will be rolled over into the next school year subject to the maximum cap appearing in paragraph one (1) above. New employees and those who did not previously contribute may contribute during the enrollment period in September or within thirty (30) days of their hire date if hired during the school year. All others who previously donated will remain covered by the sick leave bank benefit until such time when it is necessary to reopen the enrollment period.

9. Should the number of days in the Sick Leave Bank decrease below fifty (50) days, the enrollment period will be reopened for a period of fourteen (14) calendar days regardless of the time of year and all members who wish to remain a part of the sick leave bank will be required to contribute.

10. Donations to the Sick Leave Bank shall not disqualify a member for Incentive Pay.

11. Bargaining unit members who would like to become a part of the Sick Leave Bank and who do not have accumulated sick leave to contribute during the enrollment period may still enroll by agreeing to the following:

    a. Express intent on the contribution form stating that their next accumulated day be donated into the bank.

    b. In the case of someone who is repaying sick days as provided by Section B of this Article, that individual may donate a day prior to repayment and extend the time in which they will repay the days they have been forwarded.

ARTICLE 10 - PERSONAL LEAVE

A. All bargaining unit members shall be allowed three (3) days of personal leave each school year. Such leave shall be with pay and shall not be deducted from sick leave. Personal leave shall only be used for personal business that can only be conducted during the employee's work day. The Administration will respond to personal leave requests within three (3) work days.

Bargaining unit members with hire dates after September 30 shall earn personal leave in accordance with the following hire dates:

October 1 – December 31	2 days
January 1 – March 31	1 day
April 1 – remainder of year	0 days

B. If a written request for personal leave is submitted to the member's immediate supervisor as soon as possible but no later than ten (10) days in advance, except in emergency situations, it shall be granted. If it is submitted less than ten (10) days in advance, then a reason must be stated and the approval is subject to the availability of a substitute. Day one (1) will begin the day after the request is submitted to the immediate supervisor.

C. Personal leave will be approved for three (3) consecutive days if requested. However, personal leave may not be used on the workday immediately preceding or following a holiday or vacation, unless approved by the immediate supervisor under one of the exceptions identified in Section E of this Article.

D. No more than ten percent (10%) of bargaining unit members regularly assigned to a building or department (whichever applies) may take personal leave on a particular day, unless approved by the immediate supervisor under one of the exceptions identified in Section E of this Article. For this purpose, a teacher regularly assigned to more than one building will be considered a member of the building in which the teacher has a regular classroom or, if the teacher has no regular classroom or has multiple classrooms, the building in which he/she spends a majority of his/her work time.

E. Personal leave will not normally be taken during the first seven (7) or last seven (7) school days of the year. In addition, personal leave may not be used a teacher-in-service day. Exceptions to this shall be: attendance at a wedding, attendance at graduation ceremonies, transportation of immediate family to and from college, or military service.

F. Personal Leave may be used in ½ day increments.

G. Personal leave may be used in one-quarter (1/4) day increments if the employee does not need a substitute for their position (including internal or external coverage) and with administrator approval.

ARTICLE 11 - PROFESSIONAL LEAVE

A. Full-time bargaining unit members may be granted professional leave to attend meetings or clinics, make curriculum visitations, serve on accrediting teams, or for similar reasons.

B. A written request for professional leave shall be made in advance to the member's immediate supervisor for approval at least five (5) days in advance. The request shall include the date, purpose, and estimated expenses.

C. Approved leaves shall be with pay. The approval will indicate what expenses, if any, are to be paid from the Board funds.

D. PROFESSIONAL LEAVE AND PRACTICE COMMITTEES

1. Each building in the District where bargaining unit members are employed shall have a Professional Leave Committee. The committee consists of team leaders, the principal and the Assistant Superintendent.

2. The Board shall appropriate money annually for professional leave. Funding for professional leave will be two hundred dollars ($200) times the number of full-time teachers. Such money shall be divided to each building on a per capita basis.

3. The Building Professional Leave Committee will be responsible for administering professional leave money in a manner it prescribes. The cost of substitutes shall not be deducted from funds designated for professional leave.

4. The Committee shall develop written guidelines for the use of and reimbursement for professional leave. Such guidelines shall be distributed to all members within the building by September 15 of each year.

5. At least twenty-five percent (25%) of each building allocation shall be set aside for administrative assignment.

6. Allocation of monies for coaches' clinics shall, as in the past, be the responsibility of the athletic department.

7. Members shall be reimbursed within fifteen (15) days from the date of submission of required information.

8. The District will convene, each year in June, a Professional Practice Committee composed of a minimum of one (1) Team Leader from each building and two (2) or more administrators. This Committee will review proposed professional development and initiative(s) to be implemented during the school year. The Committee will discuss and attempt in good faith to reach a consensus on the adoption and implementation of initiatives and professional development strategies. Immediately following the June meeting, the Team Leader representatives of the committee will share with their respective buildings the results of the discussion. Building Team Leaders will meet regularly during the school year to review the implementation. The Administration has the right to implement initiatives and strategies if consensus cannot be achieved.

ARTICLE 12 - OTHER LEAVE

A. Military Leave: A bargaining unit member is entitled to military leave in accordance with applicable law.

B. Religious Leave

1. A teacher may be absent, with pay, on a day identified through established tradition and doctrine by a duly constituted religious body as a religious holiday, provided the religious body has established that in order to properly observe such day, no work should be performed on the day and provided the employee is an active member of the religious body (for example, Yom Kippur, Eid-al-Fitr) and if such religious holidays occur on a scheduled work day.

2. Requests for such absence shall be made in writing to the building principal at least ten (10) school days prior to the holiday. Where the holiday occurs less than ten (10) school days after the beginning of the school year, the request shall be submitted on or before the end of the second work day of the school year.

3. Such absence shall not exceed two (2) days during a school year.

ARTICLE 13 - SABBATICAL LEAVE

To encourage certificated/licensed personnel to continue their professional growth, the Board may grant a leave with part-pay for professional study or travel. When granted, the following conditions shall apply:

A. A plan for professional growth must accompany the request, and evidence that the plan was followed must be presented following the absence.

B. Sabbatical leave shall be for one (1) or two (2) semesters only. The employee will notify the administration of the employee's intent to return by November 1 for a 2nd semester return or by March 15 for a 1st semester return.

C. Only one (1) such leave may be granted for each five (5) years of District service. Three (3) continuous years of service are required prior to application.

D. The maximum part salary shall be the difference between the employee's expected salary plus benefits and the salary plus benefits of the replacement(s).

E. To be eligible for part payment of salary, the employee must return to Board employment for at least one (1) year, unless the employee has twenty-five (25) years of teaching experience.

F. No more than five percent (5%) of the teaching staff may be granted sabbatical leave simultaneously.

G. No leave will be granted to an individual for a second time if other employees have filed a request for sabbatical leave.

H. Employees granted sabbatical leave shall continue on the employee roster and shall receive all insurance benefits provided by the Board.

I. Experience credit shall accrue during sabbatical leave.

ARTICLE 14 - UNPAID LEAVE

A. A full-time bargaining unit member may, at the sole discretion of the Board and only with Board approval, be granted an unpaid leave of absence. A written

application shall be made to the Superintendent stating the purpose of the leave, the approximate beginning and ending dates of the requested leave, and a signed statement regarding the need for or desirability of the leave.

B. Employee requests for unpaid short-term leave (up to three days), which are granted, shall be limited to once every five years.

C. The following conditions shall apply to any leave not determined to be short-term granted under this Article.

1. Unpaid leave shall normally be in school-year blocks or semester blocks

2. Requests for leave must be submitted at least sixty (60) calendar days in advance, if possible.

3. Experience credit will not accrue during an unpaid leave of absence.

4. Employees on leave under these provisions may continue to receive Board-provided insurance benefits by paying the Board's share of the cost. Employees granted leave following pregnancy will receive hospitalization, surgical and major medical benefits in the same manner as other employees for the first two (2) months post-partum. These benefits may be continued for the duration of the leave if the employee pays the Board's share of the cost.

5. Any use of leave for a purpose other than stated in the approved application may be grounds for termination of the employee's contract.

6. Members returning from leave shall be granted the appropriate contract status. The member is required to notify the Superintendent, not later than May 1 of his/her intent to return.

D. CHILD CARE LEAVE

A member may request and shall be granted a child care leave of absence without pay on the conditions set forth below:

1. The leave shall be for a period of up to twelve (12) consecutive months immediately following the birth, adoption, or foster placement of a child with the employee. If the employee has used sick leave under Article 9, Section D or E of this Agreement, such leave will commence immediately following the use of such leave. A non-12-month employee must return to work from such leave at the beginning of a grading period, unless otherwise mutually agreed.

2. As determined by physician and member, the leave shall be extended for one (1) additional school year upon request of the member to the Board.

3. Subsequent to the termination of leave, application for reinstatement may be made by the member at any time during the school year and the member may be reinstated by mutual agreement. The employee will notify the administration of the employee's intent to return 120 days prior to the stated return date.

4. Upon return from child care leave, the member shall be entitled to the appropriate contract status.

5. Where the group policy permits, a member on leave may continue to participate in those benefits which are provided other members by payment of the group rate for such benefits.

6. The same provisions for child care leave will be granted to a member who adopts or fosters a child.

E. A short term leave of normally not longer than five (5) days duration may be granted by the Superintendent for unusual and extenuating circumstances. The conditions in Section B, 1 and 2 of this Article are not applicable to short term leave.

F. Nothing in this Agreement shall waive the Board's responsibility to abide by all provisions of The Family and Medical Leave Act of 1993.

ARTICLE 15 - ASSAULT LEAVE

A. Assault leave shall be granted to a bargaining unit member who is absent due to physical disability resulting from an assault which occurs in the course of Board employment. The assaulted member shall be eligible for and receive full pay and fringe benefits during the period of such absence, and such leave shall not be charged against either sick leave or personal leave. The maximum number of assault leave days shall be thirty (30) days per year and such days shall be non-cumulative.

B. A member granted assault leave must furnish to the Board a signed statement on forms prescribed by the Board to justify the use of assault leave, identifying the assailant, if known, and documenting the fact that the member has reported the assault and the name of the assailant to the appropriate authorities for necessary action against the assailant. If medical attention is required, the member shall furnish a certificate from a licensed physician stating the nature of the disability and its duration before assault leave will be approved for payment. Falsification of either a signed statement or a physician's certificate is grounds for suspension

or termination of employment in accordance with this Agreement and applicable provisions of the ORC.

ARTICLE 16 - ASSOCIATION LEAVE

Representatives of the Association, with the approval of their Local President and the Superintendent, may be excused to attend Association meetings. Notification of such attendance will be made to the Superintendent at least three (3) days prior to the date of the Association meeting. There shall be a maximum of ten (10) days of Association leave per school year to be used from September through May. Such leave days shall be non-cumulative. Association leave, when granted, will incur no loss of salary. The Board will not pay any expenses related to such attendance, except that the Board will assume the cost of substitutes. Association leave may not be used in increments of less than one-quarter (¼) day. Additionally, the Superintendent, in his sole discretion, may grant an additional four (4) days of Association leave per year.

ARTICLE 17 - SENIORITY

A. 1. Seniority shall be defined as length of continuous service in the District from the member's most recent date of hire as a bargaining member, whether full- or part-time.

2. It is mutually understood that if a driver in the Transportation Department who is without a current Class B CDL subsequently attains a Class B CDL, the driver at that point will be treated as a new bus driver for purposes of this Article.

B. Seniority shall continue to accrue during the time members are on approved leaves of absence and during the time members are on the recall list.

C. Seniority will be broken when a member resigns, retires, is non-renewed or terminated for cause. If a member's contract is non-renewed and the member is subsequently rehired prior to the first work day of the succeeding school year, there shall not be a break in seniority.

D. Time spent in a non-bargaining unit position shall not constitute a break in seniority, but such time will not be counted in computing seniority.

E. Not later than October 15 of each school year, the Superintendent shall provide the Association with a list showing the seniority of each bargaining unit member. Separate lists shall be prepared for the support staff members and certified/licensed members.

1. The seniority lists shall be prepared according to certification/classification and shall state each member's most recent date of hire and the type of contract held (limited or continuing).

2. The following classifications shall be recognized for support staff members:

   a. Bus Driver;

   b. Administrative Assistant;

   c. Mechanic;

   d. Educational Aide;

   e. Special Education Aide;

   f. Technology Aide;

   g. Clinic Nurse without B.A.;

   h. Theater Manager;

   i. Maintenance Technician;

   j. HVAC Technician;

   k. Computer Technician;

3. Each member shall have a period of thirty (30) days after posting of the seniority lists in which to advise the Superintendent in writing of any inaccuracies which affect his/her seniority. Said lists will be sent by email to all bargaining unit members. The Superintendent shall investigate all reported inaccuracies and make such adjustments as may be in order and provide copies of the updated lists immediately.

4. A tie in seniority shall occur when two (2) or more members have the same amount of seniority credit as determined by the seniority list. Ties will be broken by the following method to determine the most senior member:

   a. The member with the earliest date of Board action to employ; then

   b. The member having signed and returned the contract at the earliest date; then

   c. By the flip of a coin.

ARTICLE 18 - REDUCTION IN FORCE

A. The following provisions shall apply when the Board determines it necessary to reduce the number of bargaining unit members under ORC Sections 3319.17 and/or 3319.172. The Board shall not be required to fill vacancies created by members who resign, retire or who are laid off.

The Board will notify the Association President, in writing, of the reasons, number of positions, and the areas/grade levels/classifications/positions to be reduced fourteen (14) days prior to any meeting when the Board will consider a reduction

in force, and will notify the Association President no later than thirty (30) days prior to implementation of any reduction in force.

As soon as possible after notification, a meeting shall be scheduled between representatives of the Association and the Superintendent to review the appropriate data. The Association shall be given the opportunity to present its recommendation to the Board. Such recommendation shall only be advisory in nature and shall in no way limit the Board's right to implement a reduction in force in accordance with this Agreement.

B. The Superintendent shall prepare a formal list indicating the specific position(s) to be abolished. This statement shall be prepared prior to implementation of the reduction in force.

C. Reductions shall first be made by utilizing resignations and retirements.

D. If further reductions are made, they shall be accomplished by the Board suspending contracts based on the recommendation of the Superintendent, which recommendation will be in accordance with the requirements of ORC Section 3319.17 as to teaching members and in accordance with the requirements of ORC Section 3319.172 as to support staff members.

E. The recommendation as to teaching members shall give preference to members on continuing contracts and the recommendation as to support staff members shall give preference to members on continuing contracts.

F. As to support staff members, continuing contract status and system-wide seniority shall be the basis of any reduction in force. As to teaching members, the provisions of ORC Section 3319.17 shall control.

G. A member whose contract is suspended shall be given written notification, by either hand delivery or certified mail return receipt requested, that his/her employment will be suspended and the reason for suspension. This notification shall occur within ten (10) days after Board action implementing the reduction in force.

H. Members whose contracts are suspended will be given preferential consideration as substitutes in accordance with law.

I. A support staff member who is removed under these provisions shall have the right to transfer ("bump") to another classification if a vacancy exists there or if an individual with lesser seniority in the District is employed in that area. No support staff member shall have the right to "bump" into another classification unless the member is currently qualified for the position. A teaching member may bump an individual in another area of licensure/certification who has less seniority

in the District only if and to the extent permitted by ORC Section 3319.17. There shall be no bumping between teachers and support staff members.

J. Teachers removed under these provisions shall be recalled for vacant positions for which they are certificated/licensed in the reverse order of their removal, provided the teacher has remained current in that area of certification/licensure by teaching or by additional course work within such area. Support staff members shall be recalled for vacant positions for which they are qualified in the reverse order of their removal. Such right shall be granted for thirty-six (36) months following the suspension.

K. Members on the recall list shall have their insurance coverage paid by the Board for the first three (3) months of the reduction in force. Members may thereafter continue medical and life insurance coverage at their own expense as provided by law.

L. When a recall of members is to be made, all qualifying members will be notified in writing via certified mail. Any member who fails to respond within fourteen (14) calendar days of receipt or rejects the offer will terminate recall rights. If a teacher rejects an offer of recall because the teacher is not able to be released from his/her teaching contract with another school district, the teacher will not lose his/her recall rights. The recall shall be made from those who respond by using the reverse order of removal. Recall rights may be terminated if the member fails to keep a correct mailing address on file with the Superintendent's office.

M. Employees new to the District shall not be employed until after members qualified under this Article are offered the positions.

N. Upon recall, members shall be placed in the appropriate place on the regular salary schedule and all rights and benefits earned prior to the reduction in force shall be reinstated.

O. The Board agrees not to employ interns or employees working under 3319.301 permit, or to contract out bargaining unit work, if such employment may cause a reduction in force or prevent the recall of an employee on the recall list.

P. Members teaching in specialty areas, including but not limited to, art, music, physical education, speech pathology, counseling, special education, ISGI, and nurses, shall possess a license/certificate in the specialty area.

Q. During the implementation of a reduction in force, no reassignment or transfer shall occur that will cause a more senior member to be laid off before a less senior member or prevent the recall of a member on the recall list.

R. Qualifications for a bargaining unit position shall not be upgraded to prevent the recall of a laid-off employee.

S. It is understood for purposes of this Article that "days" means calendar days.

ARTICLE 19 - SALARY

A. TEACHER SALARY

1. On July 1, 2025 the base teacher salary will be $45,201, computed on the indexes contained in Appendix C of this Agreement. On July 1, 2026, the base teacher salary will be adjusted to $47,009. On July 1, 2027, the base teacher salary will be adjusted to $48,772. Teachers did not receive vertical step credit for District service in the 2012/2013 school year.

2. Any teacher with less than a Master's degree and more than 12 years of service who was precluded from receiving a longevity salary increase under the parties' 2014-17 Collective Bargaining Agreement is now eligible for longevity increases under this Agreement, with the further understanding that such a teacher cannot move more than one step under the Teacher Salary Schedule at any time. The 2014-17 prohibition on receiving longevity salary increases if the teacher has less than a Master's degree after 12 years of service is mutually recognized to be no longer operable.

    a. To convert quarter hours to semester hours, multiply the number of quarter hours by two-thirds (2/3 or 0.66).

    b. For salary advancement, the twenty-five (25) and forty (40) graduate semester hours must be taken after the receipt of the Master's degree.

    c. Undergraduate semester hours may qualify for tuition reimbursement at the discretion of the Superintendent.

3. Every teacher holding National Board Certification shall receive a one thousand dollar ($1,000) lump sum stipend for each year in which such certification is maintained, payable on the last pay day in June.

4. A School Nurse who is licensed/certified as a School Nurse by the Ohio Department of Education and who is hired by the Board as a licensed/certified School Nurse will continue to be compensated under the Teacher Salary Schedules appearing in Appendix C of this Agreement.

5. Persons hired by the Board as support staff employees who provide nursing-related services to District students and are Health Clinic Aides will be compensated in accordance with the Health Clinic Aide salary schedule appearing in Appendix C of this Agreement. More specifically:

a. A Health Clinic Aide who has not earned a Bachelor's degree will be compensated under the appropriate "Without BA" column of the Health Clinic Aide salary schedule;

b. A Health Clinic Aide with a Bachelor's degree at the time of hire by the Board will be compensated under the appropriate "With BA" column of the Health Clinic Aide salary schedule;

c. A Health Clinic Aide who earns a Bachelor's degree after being hired by the Board will be moved from the "Without BA" column to the appropriate "With BA" column of the attached schedule following conferral of the degree; the timing of the move to the "With BA" column will be implemented in accordance with the principles appearing in the first paragraph of Article 26, Section C of this Agreement; and

d. It is further understood that an employee hired as a Health Clinic Aide will continue to be compensated under the Health Clinic Aide salary schedule irrespective of whether the employee subsequently attains licensure from the Ohio Department of Education as a School Nurse.

B. SUPPORT STAFF SALARY

1. All support staff new hires may be granted actual years of prior work experience for the purpose of initial placement on the salary schedule, at the discretion of the Superintendent.

2. Support staff shall be paid at time and one-half (1-½) for all hours worked in excess of forty (40) hours per week and for all hours worked on Sunday, so long as approved in advance by the member's immediate supervisor.

3. An employee may choose to use compensatory time in lieu of overtime pay. Compensatory time shall be granted at the rate of one and one-half (1-½) the actual number of hours worked for all situations in paragraph B 2 above. Compensatory time may be accumulated to a maximum of forty (40) hours. Compensatory time usage requests shall be granted for any days school is not in session. Compensatory time usage requests for days school is in session may be limited to only one (1) employee per building at a time if operational needs necessitate such a limitation.

4. The base salaries for support staff positions shall be increased by the following percentage (%) during the life of the contract:

Effective July 1, 2025	4%
Effective July 1, 2026	4%

Effective July 1, 2027 3.75%

5. Support staff employees shall be paid in accordance with the schedules contained in Appendix C of this Agreement.

C. OTHER COMPENSATION

1. The Board agrees to permit an employee to convert or cash-in any remaining personal days in one (1) of two (2) ways:

   a. All remaining days convert to sick days on a one-to-one ratio.

   b. Days may be cashed in as outlined below.

      Such conversion shall not cause a member's total accumulation to exceed the maximum number of permitted sick days. The personal day will only be cashed-in or converted for one (1) full day unless the employee is a half-day (1/2) employee and is eligible to receive one-half (1/2) personal day.

      Reimbursement shall be at the following levels:

      i. Members on the certified schedule and those on ten (10) to twelve (12) month contracts shall be reimbursed at $100 per day of unused personal leave.

      ii. All other members shall be reimbursed at $90 per day of unused personal leave.

   c. The District shall distribute a personal leave election form to each employee no later than the first Friday in May annually. The form must be submitted in writing to the Treasurer no later than May 31 or the last teacher work day, whichever is earlier. The payment will occur in the second regular pay in June.

2. A bargaining unit member who performs summer intervention tutoring services, who teaches a for-credit class in a Board approved graded course of study, who performs other student instructional work not addressed in paragraph 1 above during the summer recess, or is a home instructor will be compensated at a rate equal to the average per diem rate calculated on the basis of Steps 1 through 11 in the MA column of the Teacher Salary Schedule for that school year. This per diem will be converted to an hourly rate for work less than a full day. Thus, based on the Teacher Salary Schedules appearing in Appendix C:

The per diem and hourly rates for the summer of 2025 are, respectively, $368.49 and $47.55.

The per diem and hourly rates for the summer of 2026 are, respectively, $383.23 and $49.45.

The per diem and hourly rates for the summer of 2027 are, respectively, $397.60 and $51.30.

It is further understood that such summer positions will be posted and bid under Article 24, Section B of this Agreement.

3. Any teacher, who is a member of any Board-approved curriculum committee that meets beyond the regular school workday or year, shall be compensated at the following hourly rate of $20.00.

4. Period Substitute Pay

The Administration shall make an attempt to secure substitutes for teachers or educational aides on approved leave and/or who are absent from the building. If unable to secure a sub, the Board shall pay $23.04 effective 7/1/2025, $23.96 effective 7/1/2026, and $24.86 effective 7/1/2027 for each class period where a teacher must relinquish his/her planning period or lunch to substitute within the building and/or must assume the responsibility of supervising five (5) or more students from an absent teacher's class or educational aide's study hall when such students are not normally scheduled with that teacher.

5. Autumn Conferences

For conducting autumn conferences with the parent(s) of every child, academic grade-level teachers in grades K-5 will be eligible for an annual stipend of $200. Intervention specialists in grades K-5 can qualify for this stipend by meeting with their entire caseload and all parent(s) of IEP-served students within classes in which they are co-teachers. Reading specialists and/or Title I teachers can qualify for this stipend by participating in conferences with 20 families from their caseload. Core academic teachers in grades 4-5 will be eligible for this stipend by meeting with 50% of families from their caseload. Documentation of the teacher's completed conferences will be submitted to the building principal no later than ten (10) days after the Autumn Conference Compensation Day.

6. IEP/Section 504 Meetings

With respect to an IEP, Section 504 or federally required meeting scheduled to start fifteen (15) minutes or more after the end of the normal school work day for the building affected, bargaining unit members who are

required to be present will be compensated at the curriculum committee hourly rate specified in Paragraph 3 of Article 19, Section C of this Agreement. In addition, if an earlier scheduled IEP or Section 504 meeting extends beyond fifteen (15) minutes after the end of the normal work day, bargaining unit members required to be present will be compensated at the curriculum committee hourly rate for time spent after the fifteen (15) minutes. In paying this hourly rate, the rate will be rounded to the next higher quarter-hour increment (for example, 20 compensated minutes will receive half the hourly rate). It is understood that the Administration will have the final opportunity for scheduling such a meeting. It is the teachers' responsibility to report time on the prescribed form to the building administrator by not later than ten (10) calendar days following the meeting for which compensation is requested.

7. If unable to secure a substitute for an absent teacher, the Board shall pay ten dollars ($10.00) per class period to an educational aide who must assume responsibility for supervising seventeen (17) or more students from an absent teacher's class when such students are not normally scheduled with that educational aide.

8. Physical Examination

   The Board shall reimburse drivers for one hundred per cent (100%) of the annual medical examination performed by the Board-designated physician. The Board shall reimburse drivers up to forty dollars ($40.00) per year for their annual medical examination performed by a physician not designated by the Board.

9. Extra trip pay shall start at the time the driver is required to report for duty. Should a driver waive any portion of his/her regular route to take an extra trip, he/she shall be paid at his/her regular rate of pay for the waived route time and at the extra trip rate for all additional time. The trip rate shall be paid based on the hourly rate of step one of the full-time bus driver salary schedule:

   a. Effective July 1, 2025 $23.62

   b. Effective July 1, 2026 $24.57

   c. Effective July 1, 2027 $25.49

10. A regular kindergarten route shall be guaranteed at 1.67 hours per day. The kindergarten guaranteed time shall be in addition to the driver's normal hours per day.

11. Detention coverage shall be paid based on the hourly rate below:

a. Effective July 1, 2025 $31.39

b. Effective July 1, 2026 $32.65

c. Effective July 1, 2027 $33.87

ARTICLE 20 - SUPPLEMENTAL SALARIES

A. Salaries for supplemental duties shall be computed according to Articles 21 and 22. Percentages indicated refer to the base salary. "Years of Experience" refers to experience in the activity under consideration.

B. Supplemental duties shall be defined as those duties for which a supplemental contract is issued.

C. The Board is not required to fill any supplemental duty position.

D. When a new supplemental duty is created, the Superintendent shall assign the position to the appropriate group. Prior to such assignment, the Superintendent will consult with the individuals responsible for the activity. Such changes will be attached as amendments to this Agreement, but shall not require or constitute a reopening of bargaining. Any employee may suggest changes or additions to the Administration at any time.

Furthermore, there shall be a Supplemental Salary Grouping Committee that shall meet yearly, during the month of February, to evaluate supplemental salary groupings. When there is a substantial change in the nature of the duty(ies), such position(s) shall be reviewed by the Committee. An individual holding a supplemental contract must request to meet with this Committee, by delivering a written request to the Superintendent, to give evidence of why the supplemental contract should be moved to a different group. If no requests are submitted prior to February 1st, the Committee shall not meet. The Committee shall be composed of the Superintendent, the Association President or his/her designee, and a bargaining unit member on a supplemental contract agreeable to both the Superintendent and the President. Any changes recommended by a unanimous vote of this committee shall be implemented by the Superintendent in the following school year.

E. All supplemental contracts are in addition to teaching contracts and shall be for the period of the current school year (July 1 - June 30).

F. No teacher shall be required to accept a supplemental contract, except the following teacher positions which are listed below with corresponding supplemental contracts:

1. Head Band Director: Marching Band Director, Instrumental Music I, and Instrumental Music - GMS

2. Assistant Band Director: Assistant Marching Band Director, Instrumental Music II, and Band Director - GIS

3. Orchestra: Orchestra Performances

4. Vocal Music HS: HS Vocal Music Performances.

5. Vocal Music MS: MS Vocal Music Performances

6. High School Drama: Theater Arts Producer & Director

7. Intermediate Music: Intermediate Music Performances

8. Elementary Music: Elementary Music Performances

9. Robotics Design Instructor: Robotics Supplemental (Upon the hire of a new Robotics instructor or mutually agreed upon between the current teacher and administration. Once the position is filled by the Robotics Instructor, this requirement comes into full effect.)

G. Membership in professional organizations which are required for student participation, honors or awards, shall be paid by the Board as set forth below. Additional memberships may be allowed in keeping with this Article.

ACTIVITY	**ORGANIZATION**
Music - 3	Ohio Music Educators Association
French - 3	National Association of Teachers of French
Latin	Ohio Classical Conference American Classical League
Spanish	American Association of Teachers of Spanish and Portuguese
Industrial Arts	Ohio Industrial Arts Technology Education Association Central Ohio Industrial Arts Technology Education Association
Newspaper	H.S. Press Club of Central Ohio
School Counselor	National Association of College Admission Counselors Ohio Association of College Admission Counselors College Board
Football	Ohio H.S. Football Coaches Association
Soccer	District Soccer Coaches Association State Soccer Coaches Association National Soccer Coaches of America

Golf	State Golf Coaches Association
Volleyball	District Volleyball Coaches Association State Volleyball Coaches Association
Tennis	State Tennis Coaches Association
Basketball - 2	District Eleven Coaches Association State Basketball Coaches Association
Wrestling	District Wrestling Coaches Association State Wrestling Coaches Association
Baseball	District Baseball Coaches Association State Baseball Coaches Association
Track - 2	State Track Coaches Association Sports Medicine Certification
Softball	District Softball Coaches Association State Softball Coaches Association.

H. On supplemental contracts, the approximate time period during which the duty is to be performed and the period over which payment is to be made shall be stated. If the holder of a supplemental contract is being recommended for that supplemental for the succeeding school year, he/she will be so notified in writing by:

1. the Board's regular January meeting if the supplemental is for a seasonal autumn position;

2. the Board's regular April meeting if the supplemental is for a seasonal winter position;

3. the Board's regular June meeting if the supplemental is for a seasonal spring position.

This will in no way influence the employee's ability to decline or resign a supplemental contract which they had currently held.

I. Granting of or non-renewal of a supplemental contract shall in no way affect a bargaining unit member's regular teaching contract, except for the teaching positions as listed in Section F above.

J. A teacher's regular teaching contract shall not be non-renewed or terminated because of poor performance in supplemental duties, except for the teaching positions as listed in Section F above.

K. The provisions of Article 7 (Complaint Process) shall apply to bargaining unit members who hold supplemental contracts.

L. All head athletic coaches shall receive a formal written evaluation each year within thirty (30) days following the last contest of their season. The evaluation shall be based on no less than two (2) thirty (30) minute observations - one (1) of a practice and one (1) of an actual game by either the Principal or Athletic Director.

M. No bargaining unit member shall be required to evaluate or make formal recommendation on the hiring of persons for supplemental contracts.

N. A supplemental contract that entails duties throughout the school year will be paid at the bargaining unit member's option in either twenty-four (24) pays, three (3) equal installments, or a single lump sum at the conclusion of the school year. A supplemental that entails duties for only a portion of the school year will be paid at the bargaining unit member's option, either in three (3) equal installments over the course of the duties, or in a lump sum at the conclusion of the duties. Submission of all relevant paperwork is required as a condition of payment of the last installment or lump sum, whichever is applicable.

O. Support Staff Supplementals

1. A support staff employee approved for a supplemental position will be paid for that supplemental position at an hourly rate. The hourly rate shall be the then-current minimum wage in Ohio. The overtime rate of time and one-half will be paid for any hours worked in excess of forty (40) per work week. The overtime premium rate will be calculated based on the regular straight-time rate of the job that resulted in the overtime – in the case of a supplemental position worked by a support staff employee, that straight-time rate is Ohio's minimum wage.

2. The District will establish the maximum number of hours allocated for each supplemental position filled by a support staff employee for the season or activity in question. The employee must have advance District administrative approval to work any hours in excess of the established standard for the supplemental position.

3. A support staff employee must submit individual time sheets detailing the hours and dates worked at the supplemental position. The building principal or athletic director will verify and sign all time sheets. Teachers, as opposed to support staff employees, will be paid as provided elsewhere for in this Article.

4. As to a support staff employee's contract for a position included in the supplemental salary schedule appearing within Articles 21 and 22 of this Agreement, should the employee's total earnings for the supplemental

position be lower than the scheduled salary amount shown the Board shall then make a payment adjusting the hourly rate for the last pay so that the total of the employee's straight-time and overtime earnings for the supplemental position equal the scheduled salary amount appearing in Articles 21 and 22 for that position.

ARTICLE 21 - SUPPLEMENTAL SALARY TABLES

Salaries are computed using the BA Base salary in effect on July 1, 2025 ($45,201), July 1, 2026 ($47,009), and July 1, 2027 ($48,772).

SUPPLEMENTAL SALARY TABLE

		Group 0	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Years	0-4	15.0%	12.0%	9.5%	8.0%	6.5%	5.0%	4.0%	3.0%	2.5%
	5-9	17.0%	15.0%	12.0%	10.5%	8.5%	6.5%	5.5%	4.5%	4.0%
	10-14	20.0%	18.0%	14.5%	13.0%	10.5%	8.0%	7.0%	6.0%	5.5%
	15-19	23.0%	21.0%	17.0%	15.5%	12.5%	9.5%	8.5%	7.5%	7.0%
	20+	26.0%	24.0%	19.5%	18.0%	14.5%	11.0%	10.0%	9.0%	8.5%

EFFECTIVE JULY 1, 2025

BA Base $45,201

2025-2026		45,201								
Years	**Step**	**Group 0**	**Group 1**	**Group 2**	**Group 3**	**Group 4**	**Group 5**	**Group 6**	**Group 7**	**Group 8**
0 - 4	1	6,780	5,424	4,294	3,616	2,938	2,260	1,808	1,356	1,130
5-9	2	7,684	6,780	5,424	4,746	3,842	2,938	2,486	2,034	1,808
10-14	3	9,040	8,136	6,554	5,876	4,746	3,616	3,164	2,712	2,486
15-19	4	10,396	9,492	7,684	7,006	5,650	4,294	3,842	3,390	3,164
20+	5	11,752	10,848	8,814	8,136	6,554	4,972	4,520	4,068	3,842

EFFECTIVE JULY 1, 2026

BA Base $47,009

2026-2027		47,009								
Years	**Step**	**Group 0**	**Group 1**	**Group 2**	**Group 3**	**Group 4**	**Group 5**	**Group 6**	**Group 7**	**Group 8**
0 - 4	1	7,051	5,641	4,466	3,761	3,056	2,350	1,880	1,410	1,175
5-9	2	7,992	7,051	5,641	4,936	3,996	3,056	2,586	2,115	1,880
10-14	3	9,402	8,462	6,816	6,111	4,936	3,761	3,291	2,821	2,586
15-19	4	10,812	9,872	7,992	7,286	5,876	4,466	3,996	3,526	3,291
20+	5	12,222	11,282	9,167	8,462	6,816	5,171	4,701	4,231	3,996

EFFECTIVE JULY 1, 2027
BA Base $48,772

2027-2028		48,772								
Years	**Step**	**Group 0**	**Group 1**	**Group 2**	**Group 3**	**Group 4**	**Group 5**	**Group 6**	**Group 7**	**Group 8**
0 - 4	1	7,316	5,853	4,633	3,902	3,170	2,439	1,951	1,463	1,219
5-9	2	8,291	7,316	5,853	5,121	4,146	3,170	2,682	2,195	1,951
10-14	3	9,754	8,779	7,072	6,340	5,121	3,902	3,414	2,926	2,682
15-19	4	11,218	10,242	8,291	7,560	6,097	4,633	4,146	3,658	3,414
20+	5	12,681	11,705	9,511	8,779	7,072	5,365	4,877	4,390	4,146

ARTICLE 22 - SUPPLEMENTAL SALARY GROUPING

Group 0	
Head Boys Basketball Coach	1
Head Girls Basketball Coach	1
Head Football Coach	1
Marching Band Director	1
Theater Arts Director	1

Group 1	
Head Boys Soccer Coach	1
Head Girls Soccer Coach	1
Head Girls Volleyball Coach	1
Head Cheerleading Coach Fall and Winter	1
Instrumental Music I Director	1
Organic Garden/Land Lab Manager	1

Group 2	
Head Baseball Coach	1
Head Boys Bowling Coach	1
Head Girls Bowling Coach	1
Head Boys Cross Country Coach	1
Head Girls Cross Country Coach	1
Head Field Hockey Coach	1

Head Boys Golf Coach	1
Head High Girls Golf Coach	1
Head Boys Lacrosse Coach	1
Head Girls Lacrosse Coach	1
Head Softball Coach	1
Head Boys Swimming Coach	1
Head Girls Swimming Coach	1
Head Boys Tennis Coach	1
Head Girls Tennis Coach	1
Head Outdoor Track Coach	1
Head Wrestling Coach	1
Instrumental Music II Director	1

Group 3	
Competition Cheerleading Coach	1
Head Indoor Track Coach	1
Assistant Boys Basketball Coach	3
Assistant Girls Basketball Coach	3
Assistant Football Coach	4
Assistant Marching Band Director	2
Assistant Boys Soccer Coach	2
Assistant Girls Soccer Coach	2
Assistant Girls Volleyball Coach	2
Freshman Football Coach	2
Assistant Cheerleading Coach Fall and Winter	1
Musical Director	2
Steel Band Director	1
Robotics Club Advisor - GHS	1
LPDC Chair	1

Group 4	
Assistant Baseball Coach	3
Assistant Field Hockey Coach	2
Assistant Boys Golf Coach	1
Assistant Girls Golf Coach	1
Assistant Track Coach	3
Assistant Boys Lacrosse Coach	2
Assistant Girls Lacrosse Coach	2
Assistant Softball Coach	2
Assistant Boys Bowling Coach	1
Assistant Girls Bowling Coach	1
Assistant Cross Country Coach	1
Assistant Boys Tennis Coach	1
Assistant Girls Tennis Coach	1
Assistant Wrestling Coach	1
Yearbook Advisor - GHS	1
Football Coach - GMS	4
Boys Basketball Coach - GMS	2
Girls Basketball Coach - GMS	2
Girls Volleyball Coach - GMS	2
Vocal Music Performances - GHS	1
Science Olympiad Advisor - GHS	1
Science Olympiad Advisor - GMS	1
Site Manager Fall	2
Site Manager Winter	2
Site Manager Spring	1
Assistant Swimming Coach	1
LPDC Committee Member	3

Group 5	
Junior Class Advisor	1
Cheerleading Coach Fall and Winter - GMS	1
Boys Cross Country Coach -GMS	1
Girls Cross Country Coach -GMS	1
Boys Golf Coach - GMS	2
Girls Golf Coach - GMS	1
Softball Coach - GMS	2

Boys Outdoor Track Coach - GMS	2
Girls Outdoor Track Coach - GMS	2
Wrestling Coach - GMS	2
Girls Wrestling Coach	1
Yearbook Advisor - GMS	1
Academic Team Advisor - GHS	1
Orchestra Performances	1
Testing Coordinator	1
Assistant Indoor Track Coach	2
Assistant Musical Director/Choreo	1
Sports Media Advisor	1

Group 6	
Team Leader 1 - GES	1
Team Leader 2 - GES	1
Team Leader 3 - GES	1
Team Leader Kinder - GES	1
Team Leader Art/SS - GES	1
French Club Advisor	1
Latin Club Advisor	1
Spanish Club Advisor	1
Team Leader Arts - GHS	1
Team Leader Global Lang - GHS	1
Team Leader LA - GHS	1
Team Leader Math - GHS	1
Team Leader Science- GHS	1
Team Leader Social Stud - GHS	1
Team Leader Student Serv - GHS	1
Student Council Advisor - GHS	1
Team Leader 4 - GIS	1
Team Leader 5 - GIS	1

Team Leader 6 - GIS	1
Team Leader Art/SS - GIS	1
Drama Club Music Director - GMS	1
Drama Club Musical Director - GMS	1
Team Leader Arts - GMS	1
Team Leader Student Serv - GMS	1
Team Leader 7 - GMS	1
Team Leader 8 - GMS	1
Student Council Advisor - GMS	1
Yearbook Picture Advisor - GMS	1
Senior Class Advisor	1
National Honor Society Advisor	1
Math Club Advisor	1
Vocal Music Performances - GMS	1
Business Manager Arts	1

Group 7	
Newspaper Advisor - GHS	1
Ski Club Advisor - GHS	1
Key Club Advisor	1
Math Counts Advisor	1
Mock Trial Advisor - GHS	1
Ski Club Advisor - GMS	2
Power of the Pen Advisor	1
Varsity G Club Advisor	1
Washington DC Advisor	1
Gay Straight Alliance Club Advisor	1

Group 8	
Music Performances - GES	1
Freshman Class Advisor	1

Sophomore Class Advisor	1
Environmental Club Advisor	1
FCCLA Advisor - GHS	1
Spanish Honor Society Advisor - GHS	1
Industrial Tech Club Advisor	1
Music Performances - GIS	2
Student Council Advisor - GIS	1
FCCLA Advisor - GMS	1
National Honor Society Committee	5
Youth in Government Advisor - GHS	1
Instrumental Music - GMS	1
Band Director GIS	1

A. EXTENDED TIME CONTRACTS

All certified employees hired on or after July 1, 1984, who are granted extended contracts shall be compensated at their regular per diem rate. All support staff employees who are granted extended time contracts shall be paid at their regular hourly rate, subject to the provisions in Article 19, Section B, Paragraphs 2 and 3. The length of extended service contracts shall be at the discretion of the Superintendent.

ARTICLE 23 - SEVERANCE PAY

Bargaining unit members shall become eligible for severance pay according to the following provisions:

A. Severance pay shall be a one-time (1) lump-sum payment to members who leave the District to take disability or service retirement under any state or municipal retirement system in Ohio.

B. A member who has completed ten (10) or more years of service with the state, any political subdivision, or any combination thereof, and who meets the provisions in paragraph A above, shall be eligible for a severance payment of one-third (1/3) of their accumulated but unused sick leave, up to a maximum payment of thirty (30) days.

C. A member who has completed ten (10) or more years of continuous service in the District, and who meets the provisions in paragraph A above, shall be eligible for

a severance payment of one-third (1/3) of the one hundred twenty (120) days of accumulated but unused sick leave, plus, one-eighth (1/8) of that portion of accumulated but unused sick leave greater than one hundred twenty (120) days. In no case, except as otherwise specified in Section D below, shall payment be made for more than fifty (50) days of accumulated but unused sick leave.

D. A member who qualifies for severance pay under Section C above will also receive payment for:

1. Ten (10) days if the member retires at the end of his/her 30th year of credited service for retirement purposes;

2. Eight (8) days if the member retires at the end of his/her 31st year of credited service for retirement purposes;

3. Six (6) days if the member retires at the end of his/her 32nd year of credited service for retirement purposes;

4. Four (4) days if the member retires at the end of his/her 33rd year of credited service for retirement purposes;

5. Two (2) days if the member retires at the end of his/her 34th year of credited service for retirement purposes;

E. Payment shall be calculated according to the member's current per diem pay.

F. Payment of severance pay shall eliminate all sick leave credit unused at the time of payment.

G. Should a non-retired member die, severance pay, if the member at the time of death met the 10-year service requirement under Section B or C above, will be made to the estate of the deceased upon written request by the executor of the estate.

ARTICLE 24 - TRANSFERS AND VACANCIES

A. General

1. The assignment of staff and their transfer to positions, schools, and departments shall be made by the Superintendent at his/her sole discretion.

2. The factors which the Superintendent shall consider in making assignments or effecting transfers of certified personnel shall include, but not be limited to, contributions which staff members have made toward the fulfillment of the goals and objectives of the District, and seniority.

3. All job postings, excluding supplemental, shall include the job description.

4. For the purposes of this Article a day is defined as any day school is in session during the school year and any day the administrative office is open during the summer.

B. Teacher-Initiated Transfers

1. A vacancy shall exist upon the transfer of an employee that results in an opening, upon Board action regarding the resignation, termination, non-renewal, or leave of absence for longer than one (1) semester of a certified employee, or the creation of a new certified position which the Board intends to fill. Before exercising his/her transfer authority under Sections A and C of this Article, the Superintendent will notify all teachers by District email and post in a designated area in each building a position has come open and teachers will be afforded two (2) work days within which to express an interest in being considered for the position.

2. If the Board creates a new position that, under applicable principles of labor relations law, falls within the bargaining unit, such position will not be filled by a temporary employee for more than thirty (30) calendar days. Should the temporary employee subsequently be regularly employed in such new position, his/her seniority will begin on the first day worked in the position. Any dispute over whether a new position falls within or outside the bargaining unit will be referred to the State Employment Relations Board and resolved under its procedures.

3. Any teacher shall have the right to request a transfer or promotion to a vacancy in the District for which he/she is qualified. Such request shall be in writing to the person designated on the posting generated under Paragraph 1 above.

4. A teacher who expresses an interest in a position under Paragraph 1 above will be afforded (if requested in the expression of interest) a brief informal conference with the appropriate building principal or Director. The Superintendent will then exercise his/her transfer authority under Sections A and C of this Article. Those who expressed an interest will be notified of their status with respect to filling the position. If the Superintendent fills the vacancy by means of transfer, thus creating a new and different vacancy, notice will be given to teachers of the new vacancy in accordance with Paragraph 1 above.

   All teachers who apply for a vacancy and remain under consideration after the informal conference referenced in Paragraph 4 above shall be given an opportunity to be formally interviewed before that vacancy is filled.

5. After the operation of Paragraph 4 above, the resulting vacancy will be filled in accordance with the following principles:

   a. If the vacancy occurs during the school year, the Superintendent s will not fill the vacancy for at least five (5) days following the posting given in accordance with Paragraph 1 above.

   b. For vacancies that occur during the summer recess, between the last teacher work day and the first teacher work day of the following year, the Superintendent will use both the District email and phone notification systems to notify all employees of the posted vacancy in accordance with Paragraph 1 above.

   c. For vacancies that occur within twenty (20) calendar days prior to the first day of school the above 5-day posting window is reduced to three (3) work days.

   d. The posting window begins prior to Noon on the initial day of notice and ends with the publicized time for the close of business on the fifth day.

6. Before selecting a teacher not currently employed by the Board, the Superintendent, at the request of the currently employed teacher, shall discuss the decision reached including general and/or specific reasons.

7. A transfer shall be defined as a change in building and/or grade level and/or subject area assignment.

C. Administration-Initiated Involuntary Transfer

1. a. The term involuntary transfer shall mean an Administration-initiated transfer of a teacher which has not been requested by that teacher. Teachers who have been informed that they will be involuntarily transferred retain the right to express an interest in other vacancies in accordance with the provisions of Section B above.

   b. In no case shall any individual be involuntarily transferred more than twice in ten (10) years.

2. When involuntary transfers are determined necessary by the Administration, a personal conference shall be held with the teacher by the appropriate administrator prior to the transfer.

3. Any teacher affected by involuntary transfer shall have the right to request and have a meeting with the Superintendent. Such meeting shall be held prior to the effective date of the involuntary transfer.

4. The reasons for such a transfer will be discussed and the teacher will have an opportunity to express any concerns regarding the transfer at any conference held pursuant to this Section.

5. Teachers who are involuntarily transferred shall be notified no later than two (2) weeks prior to the effective date of the transfer. The Administration will make every effort to make such transfers prior to August 1 of each year. This provision shall not apply to involuntary transfers that are necessitated because of unexpected, unanticipated, or emergency situations.

D. SUPPORT STAFF PERSONNEL

1. General

a. A vacancy shall be any classified position which becomes vacant as the result of a termination, resignation, death, transfer and/or the creation of a new position which the Board intends to fill.

b. All vacancies in support staff positions shall be filled in accordance with the provisions of this Article.

c. If the Board creates a new position that, under applicable principles of labor relations law, falls within the bargaining unit, such position will not be filled by a temporary employee for more than thirty (30) calendar days. Should the temporary employee subsequently be regularly employed in such new position, his/her seniority will begin on the first day worked in the position. Any dispute over whether a new position falls within or outside the bargaining unit will be referred to the State Employment Relations Board and resolved under its procedures.

2. Posting

a. When a vacancy occurs in a classification during the school year, the Superintendent shall notify all employees through the District email system of the vacancy and not fill the vacancy for at least five (5) days. For vacancies that occur during the employee work year, such notification will occur on a scheduled work day.

For vacancies that occur during the summer recess as defined by the last teacher work day and the first teacher work day of the following year, the Superintendent will use both the District email and phone notification systems to notify all employees of the posted vacancy.

The relevant supervisor will contact those individuals who express an interest (in the manner specified in the vacancy notification) within

the 5- days notification period. The supervisor will then schedule and conduct an interview.

The Transportation Supervisor will complete the following activities:

Prior to or on June 1:

i. Provide maps of all routes for the school year.

ii. Make all drivers aware of all routes.

iii. In writing, provide notice of a meeting to be held the on the first workday of the school year, at which time the vacant routes will be bid and assigned or re-assigned in the new school year.

iv. Establish daily start time for the Inter-Office Courier Route that starts between the end of the regular morning route and the start of the Kindergarten Route.

On the first workday:

i. Conduct a meeting of all drivers (full- and part-time) immediately following the convocation.

ii. At this meeting the vacant routes will be bid and assigned based upon District seniority.

(a) The most senior driver will have the opportunity to select the vacant route of his/her choice or maintain his/her current route.

(b) The selection and assignment of routes shall continue by continuing through the seniority lists until all routes have been assigned.

(c) If the Transportation Supervisor anticipates using one of the allotted "waivers" he/she shall meet privately with the affected employee/driver to make the individual aware of this possibility prior to the general meeting of drivers.

b. This procedure for filling bus route vacancies supersedes subparagraph a. above and will only be used once during any school year. Any vacancies occurring after the bid day will be filled by the Transportation Supervisor and the route assigned to a new

bargaining unit member. The route will then be put up for bid at the following August bid meeting.

i. The bus route bidding process will be moved to the first workday of the school year. All staff will be notified of the exact day, time and location prior to the end of the school year.

ii. The kindergarten bus route will be a separate route and will be put up for bid after all other routes have been bid as detailed in Article 35.

iii. The Inter-Office Courier Route will be bid after the Kindergarten Route and will be paid at the regular driver rate of the driver who successfully bids on the route. This driver will only be paid for days in which he/she driver the inter-office route.

iv. After the Inter-Office Courier route is bid, a substitute inter-office courier will be bid. The individual who successfully bids on the substitute inter-office courier will be the driver who has the "right of first refusal" to be the substitute for the absent driver. This driver will only be paid for days in which he/she drives the inter-office route. If the substitute for the inter-office courier route declines, the transportation supervisor will offer the route for that day to the next available driver based on seniority.

v. A driver with an inter-office courier route shall have the option of keeping or giving up the route for the next school year. The driver must notify his/her supervisor by June 15 if he/she is opting to give up the route. All such waived routes shall be posted in accordance with Article 24. If no driver bids for the inter-office courier route, the Board shall have the right to assign the route to the least senior driver (full- or part-time).

vi. The inter-office courier route is not subject to the Reduction In Force provision of this collective bargaining agreement.

vii. The schedule for the inter-office courier route will follow the 211 day workday calendar for administrative assistants.

3. Filling of Vacancies

a. The most senior applicant within the same classification as the vacancy shall be awarded the position. (Seniority shall be determined in accordance with Article 17).

b. If there are no applicants from within the same classification as the vacancy, interested bargaining unit members from other classifications will be interviewed and the position shall be awarded to the most senior applicant from a different classification who meets the qualifications on the job description, at the discretion of the Administration.

c. If there are no qualified applicants for the vacancy, the Board may fill the position with a newly hired employee.

d. Notwithstanding the above-stated seniority preferences, with respect to support staff vacancies, the Board may elect to exercise within a particular school year (7/1 to 6/30) one waiver by position and/or one (1) waiver by individual under which the vacancy in question is not awarded to the senior applicant who otherwise meets the qualifications for the position. It is further understood that, effective January 1, 2015, the waiver by position may be exercised only if the applicants for the vacancy were evaluated during the current or immediately preceding school year under Article 27, Section C of this Agreement. The Superintendent will furnish the Association President with written notice of any waiver exercised under this provision.

ARTICLE 25 - WORKING CONDITIONS

A. ALL BARGAINING UNIT MEMBERS

1. Employee Meetings

Required attendance at employee meetings shall not exceed a cumulative total of two (2) hours per month outside of the regular workday from August through May. Two months are waived to allow staff to fulfill the requirements of mandatory trainings (Public School Works or its successor) at the discretion of the supervisor.

2. Mileage

The Board shall pay an amount per mile for authorized automobile expenses which is equal to the per mile allowance standard utilized by the Internal Revenue Service. If such allowance is changed by the IRS, the change will

be effective as of the first day of the first month following the effective date of the change. Mileage expenses will only be paid for travel authorized in writing in advance. The Board may require the submission of an expense report form.

3. Payroll Practices

All members of the bargaining unit shall receive their salary in twenty-four (24) equal pays. Paydays shall fall on the 10th and 25th of each month; if the 10th or 25th falls on a weekend or holiday, the immediately preceding weekday that is not a holiday will be used for this purpose. Prior to May 15th, a member may request that the Board pay the member's regular summer salary in a single lump sum. The Superintendent shall, in his/her sole discretion, approve or deny such request prior to the end of the school year. If the Superintendent denies the request, the denial shall be accompanied with a written explanation if requested by the member.

4. Court Appearances

Any employee subpoenaed or directed by the court to appear within same, shall not have such absence deducted from any recognized leave policy. The employee continues his/her salary while in appearance, but returns, upon receipt, court remuneration to the Board Treasurer.

5. Smoking

The parties agree to comply with all local laws and regulations regarding smoking on school property and in school vehicles.

6. PTA/PTO Meetings

No member shall be required to attend PTA/PTO meetings held outside their regular work day. This prohibition does not apply to required attendance at school functions which may be held jointly with a PTA/PTO meeting.

7. Snow Emergency

If an employee resides in a county where a level 3 snow emergency is declared before the employee's normal departure time for work and the District is in session, that employee shall be excused from reporting to work. No charge against the employee's sick or personal leave shall be made. The employee is responsible for notifying the District that he/she cannot report to work.

8. Immunization

The District shall provide free Hepatitis B immunizations to all employees who may have contact with a student with Hepatitis B.

9. Calendar Committee

Each year a ten (10) member calendar committee shall be appointed. The Superintendent shall appoint five (5) members and the Association President shall appoint five (5) members. The committee shall take into consideration the diverse nature of the District workforce and shall make recommendations to the Superintendent by January 31 regarding the school calendar for the next school year. The committee is advisory only.

10. Collaboration Time

The Administration and team leaders will develop a schedule of collaboration time to articulate to the building staff at the beginning of the year for planning purposes. An attempt will be made to provide equitable opportunities for both District/building initiatives and specific teacher-initiated collaboration. An agenda for teacher-initiated collaboration must be submitted to the building administrator for prior approval.

B. TEACHING MEMBERS

1. Notification of Teaching Assignment

A teacher under current contract with the Board shall be notified of his/her assignment for the coming school year by the last day of school, provided that both parties agree that changes in teaching assignment may be necessary after the last day of school due to changes in enrollment, scheduling or other needs of the District. Such changes will be decided by the Administration with the understanding that they will be made on a voluntary basis when possible. However, the Board will make every effort to make such changes prior to August 1 of each year.

2. Curriculum Committees

No teacher shall be assigned involuntarily outside of the regular work day to do curriculum planning work or be assigned involuntarily outside of the regular work day to any other Board-approved committee.

3. School Workday

The required work day for all teachers shall not exceed seven and three-fourths (7-¾) hours, including a thirty (30) consecutive minute duty-free

lunch period. This requirement shall not apply to required attendance at open house or similar programs. Required attendance shall not exceed three (3) activities per teacher per year unless the teacher is reimbursed for such attendance at his/her regular hourly rate of pay.

4. Length of School Year

The required work year for teachers shall not exceed one hundred eighty-four (184) days. One-half (1/2) day of the professional development days at the start of the school year will be for teacher-directed use.

5. Lunch Period

Each teacher shall receive a thirty (30) consecutive minute duty-free lunch period per day. This thirty (30) minute lunch period shall not include transition time needed to arrive at a class, study hall, or duty on time. Appropriate transition time for these purposes shall be in addition to the thirty (30) minute lunch time. There shall be no restrictions as to where a teacher spends his/her thirty (30) minute lunch period, except the teacher must notify the principal's office when he/she leaves the school building.

6. Class Size/Load

The Administration will review enrollment annually to analyze class size and class load.

7. Plan/Conference Time

Each teacher shall receive a minimum of two hundred (200) minutes of plan/conference time per week. In allocating such time, each teacher will be scheduled for not less than thirty (30) consecutive minutes per work day, unless otherwise agreed by the affected teacher or group of teachers.

8. Grades K-6 Duties

Administrator and Team leaders will collaboratively create an equitable duty schedule to be communicated to the rest of the staff at the beginning of the school year.

C. SUPPORT STAFF MEMBERS

1. Work Day/Work Year

Support staff positions shall have the following work days/work years:

Employee Position	Days Worked	Holidays Paid	Total Days	Hours/ Day

HS Guidance Administrative Assistant	204	7	211	7.5
Educational Aide	180	6	186	7.0
Special Education Aide	180	6	186	7.0
Special Services Administrative Assistant	204	7	211	7.5
Principal's Administrative Assistant	223	8	231	7.5
Principal's Administrative Assistant	204	7	211	7.5
Building Administrative Assistant	180	6	186	7.5
Transportation Administrative Assistant	204	7	211	7.5
Technology Coach	204	7	211	7.5
Bus Mechanic	251	9	260	8.0
Full-Time Bus Driver	183	6	189	4.5
Part-Time Bus Driver	183	6	189	2.25
Kindergarten Bus Driver	183	6	189	1.67
Technology Integration Coordinator	223	8	231	8.0
Maintenance Technician	251	9	260	8.0
HVAC Technician	251	9	260	8.0
Computer Technician	251	9	260	8.0
Health Clinic Nurse – no BA	180	6	186	7.5
Health Clinic Nurse – with BA	180	6	186	7.5

2. Lunch Periods

All regular employees who work five (5) or more hours per day shall be entitled to a paid thirty (30) minute uninterrupted lunch period. There shall be no restrictions as to where an employee spends his/her lunch period, however, any employee leaving the building during his/her lunch period shall notify his/her immediate supervisor.

3. Educational aides on approved leave who are assigned to inclusion students shall be replaced by a substitute.

4. At the Board's discretion, Principal's Administrative Assistants may be placed on a two hundred four (204) day contract (two hundred eleven [211] days with seven [7] holidays) after the current job holders retire or leave.

ARTICLE 26 - SALARY ADVANCEMENT AND TUITION REIMBURSEMENT PROGRAM

To encourage personnel to continue their professional growth, the Board will grant tuition reimbursement to individual members as follows:

A. The Board will annually allocate a tuition reimbursement amount equal to three hundred seventy-five dollars ($375) multiplied by the number of full-time

equivalent (FTE) bargaining unit member (rounded down to the nearest whole FTE number) as of October 15.

B. Record keeping and disbursement of funds shall be the responsibility of the Treasurer's office. Reimbursement checks will be distributed to eligible individuals under this Article on or before November 1 of each school year. Prior to any such distribution, the Treasurer (or designee) and Association President will review the proposed distribution for the purpose of minimizing in advance any inadvertent errors in the administration of this Article.

A part-time bargaining unit member is eligible for tuition reimbursement under Article 38 of this Agreement for up to a maximum of three (3) semester hours annually.

Reimbursement for course work will be made upon presentation of proof of payment and course completion with a grade of B or higher (P for pass/fail courses). Such proofs must be submitted to the Treasurer's office on or before September 15th. Employees who are subjected to a RIF shall receive reimbursement for any approved coursework in accordance with the terms of this Article.

Proof of payment can be in the form of a cancelled check, charge card receipt, charge card statement, or cash receipt. (Course registration form cannot be used as proof of payment.)

Proof of course completion should be in the form of a grade card OR transcript showing course completed.

Eligibility: Courses approved must be at the graduate level and granted by an institution recognized by the Ohio Department of Education and Workforce for initial certification/licensure or renewal. They also must meet one (1) or more of these criteria:

1. Course is needed to renew or upgrade certificate/license that employee holds to keep their current assignment.

2. Course directly relates to their teaching area or corresponds to building and/or District goals or school improvement plans.

3. Approved credits for support staff members may be on either the undergraduate or graduate level and must be related to the member's work responsibilities. The Superintendent shall make the following exceptions: coursework for undergraduate or vocational/technical school courses that relate to the member's area of responsibility, or course work that improves the curriculum of the District (i.e., computer courses, industrial arts courses, etc.).

C. Effective August 1, 2025, a bargaining unit member who is taking courses for the purpose of salary advancement and tuition reimbursement is authorized to do so from any accredited college or university except those institutions that are on the restricted list as established by the College Credit Consideration Committee (CCCC). The list of Institutions of Higher Education (IHE's) that are restricted from use for salary advancement, including the date of the exclusion, shall be maintained by the Association President, CCCC Members, and the Director of Human Resources.

The College Credit Consideration Committee shall be established to review IHE's upon the request of the Superintendent. In order to protect the integrity of the certificated/licensed profession within the District, the committee shall use a rubric to review each IHE brought before it to determine if the institution shall be added to the restricted list. If a majority of the members of the committee agree by vote that the institution does not meet the established metrics in the rubric, notice will be provided to bargaining unit members that credit will no longer be accepted for the purpose of salary advancement along with the effective date.

Unit members that are enrolled in courses at the disqualified IHE will be permitted to finish the course in which they are enrolled for the purpose of salary advancement.

The decision of the Committee is binding and is not subject to grievance or appeal.

The Committee will consist of LPDC members. The rubric will be maintained through the LPDC.

D. Proof of eligibility for advancement on the salary schedule for teachers must be filed with the Superintendent by September 15 of the school year. The teacher shall submit a written request to the Superintendent indicating the number of graduate hours completed and the new level on the salary schedule that has been earned. Transcripts from all institutions from which qualifying credit hours have been completed will be provided as proof of eligibility. Those who are eligible for advancement on the September 15 date will be placed on the salary schedule retroactive to the first work day of the school year. For those who complete additional credit between September 15 and January 15 proof of eligibility must be filed with the Superintendent no later than January 30 of that year. Those who are eligible for advancement on the January 30 date will be placed on the salary schedule effective February 1 of that year.

E. For salary advancement twenty-five (25), and forty (40) graduate semester hours must be taken after the receipt of the Master's degree.

Procedure for determining reimbursement amount:

1. Total up the bargaining unit member's semester hours (changing quarter hours into semester hours).

2. Take each bargaining unit member's paid receipt by course and divide by total semester hours per that class/course.

3. Divide total dollars available by the total semester hours to determine cost per semester credit hour.

4. If the cost per credit hour paid by the staff member is the same or below the dollar amount enter the amount.

5. Add up the remaining credit hours and repeat the process (#3) until all funds are expended.

6. Enter requisitions for each staff member.

F. Unused funds will be allocated for this purpose in the following funding cycle.

G. This provision shall not be utilized during a Board-approved sabbatical leave unless so approved by the Board to be part of the sabbatical.

H. Definition:

1. "Full-time study" shall be as it is defined by the institution attended.

I. Course changes may be made only after receiving the Superintendent's approval.

J. A bargaining unit member who is not still employed by the Board as of the reimbursement date specified in Section B of this Article will not receive reimbursement. It being further understood, however, that this disqualification will not apply if the employee died, became disabled, or is on layoff status because of a reduction in force implemented under Article 18 of this Agreement.

K. A new employee who is Board-approved is eligible for tuition reimbursement under Article 26 for coursework that is pre-approved by the District as part of their conditions of employment.

ARTICLE 27 - EVALUATION AND FAIR DISMISSAL

A. TEACHER EVALUATION

The Board will review the evaluation procedure and instrument for the purpose of assessing teacher performance, or to modify the evaluation instrument at the written request of either party.

All evaluation programs, including supplementals, instruments, and schedules at the written request of either party shall be reviewed by a committee comprised of the Superintendent, Assistant Superintendent, Principal(s), Association Officer(s), Association member(s), and Board representative(s). The evaluation procedure agreed to by this committee shall be reduced to writing and submitted to the Association and Board for approval. If approved, such shall be the official evaluation procedure for the District. The standing committee shall have the authority to implement changes required by legislation.

District Policy *AFC-1*, titled Evaluation of Professional Staff, and District Regulation *AFC-1-R*, titled Evaluation of Professional Staff, are incorporated by reference in this Agreement.

1. Evaluation criteria will be explained to teachers before formal evaluation.

2. Procedures are outlined in Appendix E of this Agreement.

3. The teacher shall receive a copy of all evaluation report forms which are placed in the official personnel file, and shall have the right to attach written comments.

4. All electronic evaluation documents will be stored within the required warehousing system as dictated by Ohio Revised Code.

5. Bargaining unit members shall not be required to evaluate other members. However, individuals may act as "experts in the field" to validate high-quality student data sources which will not constitute evaluation or participation in the evaluation of a bargaining unit member.

6. The final summative evaluation shall be developed using the Ohio Teacher Evaluation System (OTES) rubric. The final OTES summary document shall be maintained in the official personnel file. All evaluation records, including the results of observations, follow-up conferences, notes, and assistance to the staff shall be maintained in the appropriate file. All written and electronic records shall provide for comments of both parties involved and provisions of signature of both parties prefaced with the following:

7. Signature or electronic signature indicates completion of evaluation process; not necessarily agreement.

8. Certified staff not covered by OTES, or other mandated evaluation tools and procedures will follow the procedures specified in Granville Form B or other locally approved evaluation tool.

9. Staff holding an initial full-year limited contract whose overall performance rating is "Ineffective" will be automatically recommended for nonrenewal and be given written notice of nonrenewal by June 1.

10. Any staff member in the first three (3) years of District employment shall be evaluated each year.

B. TEACHER DISMISSAL

1. Termination

Termination of the contract of a teacher during its term shall be governed exclusively by ORC Sections 3319.16 and 3319.161.

2. Non-renewal

a. If the Superintendent intends to recommend to the Board the non-renewal of a teacher's limited contract, the Superintendent shall notify the teacher in writing of such intention no later than the date of the regular Board meeting in April of the school year during which the teacher's limited contract expires.

b. Within ten (10) days after receiving such notice, the teacher may request, and shall be granted, a conference with the Superintendent to discuss the decision to recommend non-renewal; at such conference, the Superintendent shall discuss with the teacher the reasons for the decision to recommend non-renewal. The teacher shall have the right to bring an Association representative to this meeting if he/she so chooses.

c. After such conference, a teacher may appear before the Board prior to final action on his/her contract. The teacher may request and shall be granted the right to appear before the Board in executive session if he/she so desires. The teacher shall have the right to bring an Association representative to this meeting if he/she so chooses.

d. If the Superintendent recommends that a member's contract be non-renewed and the Board approves such recommendation, the employee shall be notified in writing by June 1 of the year in which the limited contract expires. Failure of the Administration to comply with the provisions of this Agreement results in automatic re-employment of the affected member on another limited contract or continuing contract if eligible.

e. Reduction of staff shall not be accomplished by non-renewal of teachers but shall be governed solely by Article 18 of this Agreement.

C. SUPPORT STAFF EVALUATION

The Board will review the evaluation procedure and instrument for the purpose of assessing member performance, or to modify the evaluation instrument at the written request of either party. All evaluation programs, instruments, and schedules at the request of either party shall be reviewed by a committee comprised of the Superintendent, Principal(s), Association Officer(s), Association member(s), and the Board representative(s). The evaluation procedure agreed to by this committee shall be reduced to writing and submitted to the Association and the Board for approval. If approved, such shall be the official evaluation procedure for support staff employees.

1. An annual written summative evaluation shall include the evaluation of the member's total performance in his/her assigned position.

2. An annual written evaluation shall be performed on each support staff employee each school year using the Board-approved evaluation forms.

3. Evaluations shall be based upon the immediate supervisor's personal observation of a member's work and/or work product.

4. All annual evaluations shall be reduced to writing, and a copy shall be given to the member. If the member disagrees with the evaluation, he/she may submit a written response which shall be attached to the file copy of the evaluation in question.

5. Following each written summative evaluation, which shall include the right to a conference with the evaluator at the employee's request, the member shall sign and be given a copy of the evaluation form. In no case shall the member's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation.

6. The evaluation system shall be uniform throughout the District.

7. Evaluation criteria will be explained to members before formal evaluation.

8. Members shall be given an opportunity to correct any noted deficiencies. The Administration shall initiate with the member a written, definite plan for improvement of each noted deficiency.

9. Bargaining unit members shall not be required to evaluate other members.

10. In the event that an administrator other than the building principal or immediate supervisor conducts an observation, the member involved shall be given not less than twenty-four (24) hours advance notice.

D. SUPPORT STAFF DISMISSAL

1. If the Superintendent intends to recommend to the Board the non-renewal of a member's limited contract, the Superintendent shall notify the member in writing of such intention no later than thirty (30) days prior to the Board meeting at which the recommendation shall be considered.

2. The member may request, and shall be granted, a conference with the Superintendent to discuss his/her recommendation.

3. After such conference, the member may request, and shall be granted, the right to appear before the Board in executive session if he/she so desires.

4. If the Board approves the Superintendent's recommendation to non-renew an employee's contract, the employee shall be notified in writing by June 1 of the year in which the limited contract expires. Failure of the Administration to comply with the provisions of this Agreement shall result in the automatic re- employment of the member on the appropriate limited or continuing contract.

E. EVALUATION TIMELINES

See Appendix E

ARTICLE 28 - STRS/SERS PICK UP

A. The Board will contribute to STRS/SERS an amount equal to each employee's contribution to STRS/SERS in lieu of payment to such employee, and such amount shall be treated as a mandatory salary reduction from the contract salary otherwise payable to such employee.

B. An Addendum to each employee's contract will state (1) that the employee's contract salary is being restated as consisting of a cash salary component which is equal to the amount of the employee contribution being "picked-up" by the Board on behalf of the employee; (2) that the Board will contribute to STRS/SERS an amount equal to the employee's required contribution to STRS/SERS for the account of each bargaining unit employee; and (3) that sick leave, severance, vacation, supplemental, and extended service pay which are indexed to or otherwise determinable by reference to the employee's rate of pay shall be calculated upon both the cash salary component and pick-up component of the employee's restated salary. All subsequent contracts and salary notices for these affected employees shall be conformed to include the provisions of the Addendum.

C. Each member will be responsible for compliance with Internal Revenue Service salary exclusion allowance regulations with respect to the "pick-up" in combination with other tax deferred compensation plans.

D. The "pick-up" shall be uniformly applied to all bargaining unit members.

ARTICLE 29 - NON-DISCRIMINATION

The Board and the Administration agree to administer all terms and conditions of employment as stated in this Agreement equally to all members of the bargaining unit.

ARTICLE 30 - NEW EMPLOYEES

A. The Board shall provide to the Association President the names and addresses of all newly hired bargaining unit members upon request.

B. All new members shall be given a copy of the appropriate evaluation forms and procedures within thirty (30) days of their first day of work.

C. All new members shall be given copies of all insurance benefits, plan booklets, and insurance cards, within thirty (30) days of their first day of work, if available.

ARTICLE 31 - RESIDENT EDUCATOR MENTOR PROGRAM

The District shall participate in the Licking County Resident Educator Mentor Program or equivalent through another ESC and shall follow all procedures and guidelines of the program.

Should, at any time in the future, the Licking County Program or equivalent through another ESC cease to exist or should the District opt out of the County Program, a joint committee shall develop a District Level Resident Educator Mentor Program.

The committee shall be comprised of two (2) members selected by the Association and two (2) members selected by the Superintendent. Such program shall be reduced to writing and submitted to the Association and Board for approval. If approved by both parties, such program shall be incorporated herein by reference.

If the District is not required to participate in the resident educator mentor program in accordance with orc 3302.51 and Independent of the Licking County Program, the District will offer newly hired teachers, who are not resident educators, a building guide for the purpose of orienting the new employee to District practices. The services of the guide will be provided for a period of time not to exceed one (1) school year.

ARTICLE 32 - HOLIDAYS

A. All support staff members shall be paid their regular rate of pay for the following holidays:

1. New Year’s Day;
2. Martin Luther King Day;

3. Memorial Day;
4. Labor Day;
5. Thanksgiving Day;
6. Christmas Day.

B. All eleven (11) month employees, in addition to the holidays in A above, shall be entitled to a paid holiday on Presidents' Day and Juneteenth. If an 11-month employee's work calendar ends prior to Juneteenth, they will not be eligible for a paid holiday on Juneteenth. All twelve (12) month employees shall receive the holidays in A above, President's Day, Juneteenth, and Independence Day.

C. Employees required to work on holidays in addition to their regular holiday pay, shall be paid one and one-half (1-½) times their regular rate of pay.

D. Employees shall be offered holiday work based on seniority. The most senior employee shall have the right of first refusal.

E. If employees are required to work and all employees have declined such work, the least senior employee in the affected job classification will be assigned.

ARTICLE 33 - CALAMITY DAY PAY

A. All support staff employees shall be paid their appropriate rate of pay for all days or part of a day when schools are closed owing to an epidemic, weather or other public calamity.

B. If required to work on a calamity day, an employee shall be paid straight time for all hours worked in addition to their regular pay for the day.

ARTICLE 34 - VACATION

A. Each regular eleven (11) or twelve (12) month support staff employee shall be granted paid vacation as follows:

Days of Paid Vacation

Years of Completed Service	11 Mos.	12 Mos.
1 - 9	10	12
10 - 19	15	18
20 or more	20	24

B. Members may use vacation in one half (1/2) day increments.

C. Members may use vacation in one-quarter (1/4) day increments if the employee does not need a substitute for their position (including internal or external coverage) and with administrator approval.

D. Upon separation from employment, an employee shall be paid for all accumulated, but unused, vacation leave at the employee's current rate of pay.

E. Upon the death of an employee, the employee's spouse (or estate, if no spouse) shall be paid all accumulated, but unused, vacation leave at the employee's most recent rate of pay.

ARTICLE 35 - TRANSPORTATION

A. REGULAR BUS ROUTES

1. All regular bus routes (including kindergarten routes) shall be posted and filled in accordance with Article 24 of this Agreement.

2. Every driver, excluding unassigned drivers as defined in Paragraph 6 below, shall have a regular scheduled run. The runs shall be guaranteed as follows:

   a. Full-time 4.5 hours per day;

   b. Part-time 2.25 hours per day.

3. The time calculated for runs (4.5 hours and 2.25 hours) shall include:

   a. loading time;

   b. thirty (30) minutes for pre-trip inspection and cleaning time;

   c. dead head time.

   If any run exceeds the guaranteed run hours on a regular basis, the Board will either restructure the route or pay the driver for the time in excess of the guaranteed run time.

   A driver with a kindergarten route shall have the option of keeping or giving up the kindergarten route for the next school year. The driver must notify his/her supervisor by June 15 if he/she is opting to give up the route. All such waived routes shall be posted in accordance with Article 24. If no driver bids for the kindergarten route, the Board shall have the right to assign the route to the least senior driver (full- or part-time).

4. The Board may permit drivers of handicapped routes to have the option of taking their buses home.

5. The District shall have the right to hire one (1) or more unassigned driver(s). The driver(s) shall not be assigned to a regular and/or kindergarten route. Unassigned driver(s) shall have the right to be placed on the extra trip rotation list. The driver(s) will be used to substitute for absent drivers. When possible, unassigned driver(s) shall be used to fill the routes of regular drivers who waive their routes or a portion of their routes to drive extra trips. No regular route driver may be involuntarily transferred to the position of unassigned driver. All unassigned drivers shall be guaranteed 4.5 hours of work per day for full-time drivers and 2.25 hours of work per day for part-time drivers.

B. ADDITIONAL VAN ROUTES

1. The Board and the Association agree that van routes, which take place during the school day and are created for a variety of purposes, will use the following parameters:

   a. The routes will be paid on an hourly basis consistent with the driver's current hourly rate

   b. The routes will be paid in 15 minute increments

   c. The drivers will use vans for these routes

   d. The operation of van routes will be limited to transportation personnel

   e. Individual student aides may be required to ride in the vans with an assigned student.

2. The routes will be posted and filled according to Article 24D – Transfers and Vacancies: Support Staff Personnel- of this Agreement. Kindergarten routes are not affected by this understanding.

C. BREAKDOWN PAY

If a breakdown extends a driver's regularly scheduled work day thirty (30) minutes or extends the hours of an extra trip thirty (30) minutes, the driver shall be compensated for all extra time in fifteen (15) minute increments.

D. TRANSPORTATION INSERVICE

If the inservice training for the transportation employee is not conducted by the District, the transportation employees may attend another inservice with the approval of the Transportation Supervisor. The employees attending the inservice are required to submit proof of attendance at the entire workshop on the form provided by the District.

Should the District require drivers to attend any inservice/training beyond those required by the State or for a CDL, the drivers shall be paid their regular hourly rate for all time spent at such inservice/training.

E. SUBSTITUTES

When a driver is to be absent from work, the driver shall notify the Transportation Supervisor at least two (2) hours before the driver's scheduled shift. The supervisor shall be responsible for securing a substitute for the absent driver.

F. Drivers shall be provided and shall keep confidential a list identifying students with special problems that may require medical attention of which the Board is aware.

G. Drivers shall have access to a telephone and the bus garage at all times.

H. A full-time driver may voluntarily exchange his/her route with a part-time driver. Such voluntary exchange must be reported to the Transportation Supervisor and must be offered to part-time drivers in seniority order. The exchange can only be made with the mutual consent of both drivers and the prior approval of the driver's supervisor(s).

I. EXTRA TRIPS

1. The Transportation Supervisor shall post and maintain an extra trip list. The trip list shall include, in order of seniority, the names of all drivers (full- and part-time), except that any driver in the Transportation Department who does not have a current Class B CDL is ineligible for inclusion on the list (and will not be assigned to an extra trip except in an emergency situation for which the driver is legally qualified to provide coverage). All drivers shall remain on the extra trip list unless the driver requests to have his/her name removed from the list.

2. A weekly trip meeting will be held at which available trips, including trips approved for bid in the previous week, will be bid in seniority order (except as otherwise specified in Paragraph 3 below) by drivers whose names are on the extra trip list. Prior to noon on the workday immediately preceding the meeting, any driver may surrender a trip that has already been assigned and that trip will be added to the trips being bid at that week's meeting.

A current list shall be maintained in the transportation office showing available trips and trips already bid and assigned. Should a request form arrive in the office following the weekly trip meeting for a trip scheduled prior to the next meeting, the trip shall be assigned using the extra trip list, with available drivers being contacted directly in seniority order. Available drivers will be considered to be those drivers who do not currently hold a trip which is in conflict with the trip being bid. A driver will have a minimum of one (1) hour to respond to the personal contact regarding the extra trip. Should a request form arrive for a trip scheduled within seventy-two (72) hours of receipt of the request form, such trip shall be considered an emergency. Emergency extra trips shall be assigned in seniority order to available drivers as described above. For emergency trips, the District shall only be required to attempt one (1) contact with each available driver. The driver must immediately accept or decline the trip. If there is less than two (2) hours advance notice for a trip, it may be assigned to any available driver on the extra trip list

3. If a driver on the extra trip list accepts an extra trip and then surrenders that trip, the driver will be ineligible to take another extra trip at the next two (2) weekly trip meetings following surrender of the trip. Exceptions for emergency situations may be granted by the supervisor.

   If, within the same school year, the driver again accepts an extra trip and then surrenders that trip, the driver will be ineligible to take another extra trip at the next four (4) weekly trip meetings following surrender of the trip. Exceptions for emergency situations may be granted by the supervisor.

   If, within the same school year, the driver again accepts an extra trip and then surrenders that trip, the driver will be ineligible to take another extra trip at the next eight (8) weekly trip meetings following surrender of the trip. Exceptions for emergency situations may be granted by the supervisor.

   If, within the same school year, the driver again accepts an extra trip and then surrenders that trip, the driver will be ineligible to take another extra trip for the remainder of that school year. Exceptions for emergency situations may be granted by the supervisor.

   If an extra trip changes by more than two hours or the date changes, the driver can surrender the trip, and that driver will be eligible to bid on other trips at subsequent trip meetings.

   It is mutually recognized that the operation of this Paragraph is not disciplinary in nature.

4. All extra trip requests shall be filled in the order in which they are received in the transportation office.

5. Any time a driver accepts or declines an extra trip, that driver shall be charged on the appropriate list. If the extra trip conflicts with the driver's regular route, the driver shall, at his/her option, have the right to forfeit all or part of his/her regular paid route and take the extra trip.

6. Should the number of buses needed for extra trips on any given day exceed the number of buses available in the District, excluding route and necessary spare buses, the Transportation Supervisor shall have the right to deny drivers their right to waive all or part of their regular routes.

7. If a driver reports to the garage to drive an extra trip, and the trip is cancelled, the driver will be paid for two (2) hours at his/her extra trip rate of pay.

8. On extra trips where a portion of the student participants are scheduled to return prior to the other students, the driver(s) returning early shall be selected as follows:

   a. A volunteer will be solicited first, then

   b. The least senior driver shall return first with the other driver(s) returning in ascending seniority order.

J. SUMMER TRANSPORTATION

All student transportation services shall be assigned in the following manner during the period from the last day of the immediately preceding school year until the first day of the upcoming school year. This period is typically June, July and August.

All transportation services that are longer than two (2) days in duration shall be posted according to the appropriate Articles in this Agreement and be considered vacancies.

All transportation services of a duration of two (2) days or less during the summer months shall be assigned according to order of seniority. This shall only apply to those bargaining unit members who indicate a willingness to take such assignments during the summer. The bargaining unit member shall complete a form indicating such an interest during the last week of the school year and submit it to his/her supervisor. The supervisor will contact any member, in seniority order, when any transportation need arises in order for the member to accept or decline the opportunity. The individual member shall be under no obligation to take any summer trip. If all members who indicated an interest decline, the Transportation

Supervisor may then contact substitute employees or assign the trip as he/she sees fit. It is mutually understood that a driver in the Transportation Department who does not have a current Class B CDL is ineligible to take summer extra trips except in an emergency situation for which the driver is legally qualified to provide coverage.

The Board will notify the Association no later than six (6) months prior to its intent to subcontract all District transportation services.

At the request of the Association, the Board and Association will meet to discuss the proposed subcontracting. The Board will not take action on the subcontracting prior to this meeting.

To the extent, if any, that currently unforeseeable needs to provide non-regular transportation services arise in the future, such needs will be assessed case-by-case. If the District believes such a need will best be handled through contracting with an outside organization, the District's Transportation Supervisor will, within forty-eight (48) hours, notify the Association President of that belief and representatives of the parties will thereupon promptly attempt to come to a mutual agreement on how to proceed. Such notification will be through a personal or telephone contact with a follow-up written confirmation. It is mutually recognized that, if agreement is not achieved within fourteen (14) calendar days following such notice to the Association President, the matter is reviewable under Article 3, Grievance Procedure. For the duration of the 14-day period in the absence of a mutual agreement on how to proceed, the District will assign such transportation to a substitute District employee on any work day occurring within the period.

This is not intended to address or affect the District's transportation agreements and historical practice with reference to other Ohio school districts, MRDD boards, public transportation, or parents.

ARTICLE 36 - STAFF DISCIPLINE

A. No employee who has completed one (1) year of service with the District shall be disciplined without just cause and compliance with applicable provisions of this Agreement.

B. No disciplinary action will be taken until the member has had a meeting with his/her immediate supervisor. The member shall have the right to Association representation at all such meetings. At the meeting, the member shall:

1. be informed of the alleged actions leading to the proposed discipline, and

2. be afforded the opportunity to present a response to the charges.

3. be afforded the opportunity to attach a rebuttal to any discipline level.

C. The Board has complete discretion to institute discipline at any level. However, when practical, the Board shall consider the principles of progressive discipline and may follow the following sequence:

1. Verbal reprimand (documented);

2. Written Warning that includes a statement of administrative expectations to address the issue;

3. Written reprimand that includes a statement of administrative expectations to address the issue;

4. Suspension without pay of between one (1) to ten (10) work days duration;

5. Termination, which shall be governed exclusively by ORC Section 3319.081 (C) and ORC 3319.16.

D. All appeals of reprimands and suspensions shall follow the Grievance Procedure included in this Agreement. Termination appeals shall be in accordance with relevant statutory provisions.

ARTICLE 37 - HIRING OF STRS OR SERS RETIREES

A. The Board may offer up to (fifteen) 15 years of experience to the re-employed STRS or SERS retiree.

B. A re-employed retiree shall receive one-year, limited contract of employment. Such contract shall automatically terminate at the end of each school year without further action, notice, or procedure by the District. Continued employment from contract to contract will be solely at the discretion of the Board; however, the Board agrees not to renew the employment of a retiree if the contract of a non-retired employee in the teaching field (or classification in the case of support staff) would be suspended under the reduction-in-force provisions of Article 18 of this Agreement. A re-employed retiree shall be ineligible for a continuing contract of employment, regardless of years of service with the District.

C. A re-employed retiree who is not eligible to participate in insurance fringe benefits through STRS or SERS, whichever is applicable, may participate in Board-provided insurance benefits in accordance with Appendix A of this Agreement. A retiree who can obtain insurance benefits through the applicable retirement system is not eligible to obtain benefits under Appendix A. Re-employed retirees shall not be eligible for the insurance opt-out program.

D. Upon re-employment, the retiree will be credited with zero (0) year's seniority and seniority will not accrue.

E. A re-employed retiree will in no event qualify for fee waivers, tuition reimbursement, severance pay or sabbatical leave under this Agreement.

F. A re-employed retiree will not be hired if it prevents a qualified pre-retirement employee from advancing within the discipline or being denied a voluntary transfer for which he/she qualifies.

ARTICLE 38 - PART-TIME TEACHERS

A. A part-time teacher is defined as one who is regularly employed for less than seven and three-fourths (7-¾) hours per day or for less than the regular school work week.

B. A part-time teacher is granted sick leave and personal leave days based on time actually worked, earned at the same rate that applies to full-time teachers.

C. Insurance fringe benefits for a part-time teacher are granted in accordance with Appendix A of this Agreement.

D. A part-time teacher's eligibility for lunch and/or planning time is governed by the following rules:

1. A part-time teacher required to work fewer than 130 minutes (inclusive of planning time) in his/her regular work day is not eligible for a lunch period but will be accorded a one-half (1/2) planning period.

2. A part-time teacher required to work 131-219 minutes (inclusive of planning time) in his/her regular work day is not eligible for a lunch period but will be accorded a full planning period.

3. A part-time teacher required to work 220 minutes or more (inclusive of planning time) in his/her regular work day is eligible for a lunch period under Article 25, Section B of this Agreement and will be accorded a full planning period.

E. A part-time teacher who, with respect to a required event or work day identified as a teacher work day on the school calendar, is required to work more than his/her normal day will be compensated at his/her regular hourly rate for such required time that exceeds the normal day.

F. A part-time teacher is eligible for tuition reimbursement under Article 26 of this Agreement for up to a maximum of three (3) semester hours annually.

G. Except as otherwise delineated in this Article, a part-time teacher will receive all rights and benefits of this Agreement.

ARTICLE 39 - DURATION

A. TERM OF AGREEMENT

The terms of this Agreement shall be from 12:01 a.m. July 1, 2025, through 11:59 p.m. June 30, 2028, following ratification by both parties.

B. AMENDMENT PROCEDURES

This Agreement may be added to, deleted from or otherwise changed only by an amendment properly signed and ratified by each party.

C. PERSONNEL POLICIES AND PRACTICES

Should there be a conflict between this Agreement and any Board policy or practice, the terms of this Agreement shall prevail.

D. ORC 3302.10 ACKNOWLEDGMENT

As required by ORC Section 3302.10, the provisions of Section 3302.10 are incorporated by reference as part of this Agreement. Section 3302.10 will have no effect on any provisions of this Agreement unless the District meets the requirements that trigger operation of the statute and the Superintendent of Public Instruction notifies the District that it is subject to the provisions of the statute. Should the District enter into the provisions of Section 3302.10, the parties' intent is ultimately to emerge with this Agreement intact. The Board acknowledges that the Association has not waived any right to challenge the legality of Section 3302.10, either on its face or as applied.

E. COPIES OF THIS AGREEMENT

Within thirty (30) days of ratification by both parties, a copy of this Agreement shall be sent to the State Employment Relations Board. The Association shall supply each member with a copy of this Agreement and the Board shall provide each Board member and administrator with a copy within fifty (50) days.

F. SEVERABILITY

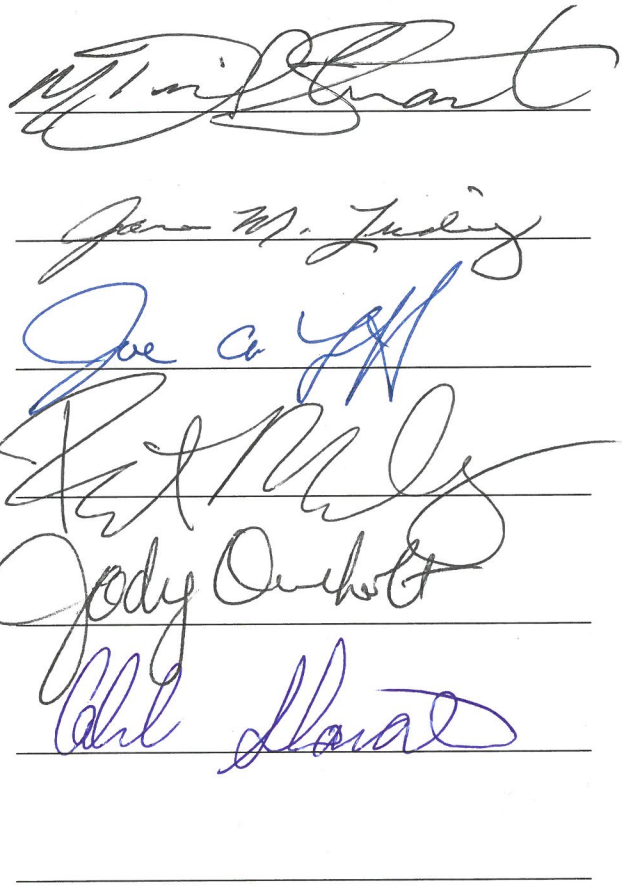
If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be found to be contrary to law, then such provision or application shall not be deemed valid to the extent prohibited by law, but all other provisions or applications shall continue in full force and effect. The Agreement itself will remain in full force and effect for its duration; however, the parties will meet within ten (10) days for the purpose of re-negotiating only the provision(s) found to be contrary to the law.

G. COMPLETE AGREEMENT

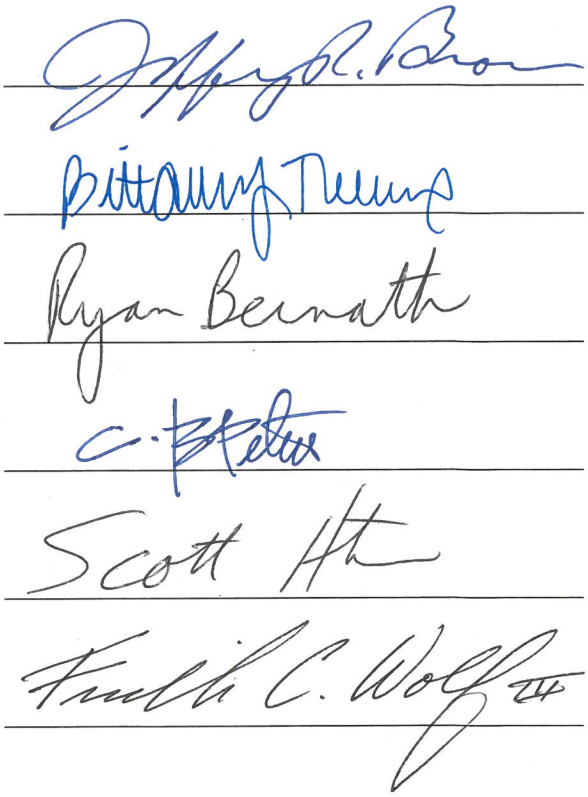
The parties acknowledge that during the bargaining which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals on any subject within the scope of bargaining. The understandings and agreements arrived after the exercise of the right and opportunity are set forth herein, and the parties agree that this Agreement constitutes the entire agreement between them. All prior agreements, practices, rules, or regulations not contained herein shall not be binding upon the parties.

2025-2028 COLLECTIVE BARGAINING AGREEMENT

FOR THE ASSOCIATION:



FOR THE BOARD:



APPENDIX A

INSURANCE

A. GENERAL PROVISIONS

1. For all members of the bargaining unit, whether single or married, the Board will purchase from a carrier licensed by the State of Ohio, insurance coverage in the medical, dental, and vision areas with the following provisions:

   a. Any employee whose first date of employment in the district is on or after July 1, 2025

      i. Start Date of Coverage

         New employees shall be eligible to receive benefits coverage (medical, vision, dental, other voluntary insurances) on the first day of the month following the first day of paid work. For example, an employee whose first date of work is August 15th will be eligible for benefits on September 1st.

         New employees who begin work on the first contracted calendar day of the month will be eligible for benefit coverage on that same day. For example, an employee whose first date of work is August 1st will be eligible for benefits on August 1st. If the first day of the month falls on a weekend, eligibility would begin on the following Monday, provided the employee works that day.

      ii. End Date of Coverage

         Employees who work a full contract year will be eligible for benefits for a twelve month period after the start of their coverage. For example, certified teaching staff who resigns at the end of the school year will be eligible to continue coverage through last day of August of that year.

         Staff members who do not fulfill a full contract year will be eligible for benefits through the last day of the month of their last day of work.

   b. For the remainder of calendar 2022, the Board will continue to provide medical coverage and benefit levels on the same terms, and with the same employee contributions toward monthly premium cost, that were in effect during the first half of calendar 2022.

c. Effective January 1, 2023, medical insurance benefits provided to insurance-eligible employees will be provided under a 2-tier High-Deductible Health Plan (HDHP) with Health Savings Account (HSA) contributions partially funded by the Board in accordance with the provisions below. The Board's health insurance plan will comply with Ohio law and cover dependents until they attain the age of 26. The employee may choose either the lower-tier HDHP (generally designed for those who expect relatively high usage and/or have a low tolerance for risk) or the higher-tier HDHP (generally designed for those who expect relatively low usage and/or have a higher tolerance for risk). The medical coverage and benefit levels for the two (2) HDHPs appear in Appendix A-1 of this Agreement. The following concepts also apply depending upon which HDHP the employee chooses:

i. Lower-Tier HDHP

The lower-tier HDHP has an annual deductible of $2,000 for single in-network coverage and $4,000 for family in-network coverage with an annual out-of-pocket maximum of $3,000 for single in-network coverage and $6,000 for family in-network coverage. The employee is responsible for 100% of the cost of covered claims up to the applicable deductible and 20% of the cost of covered claims thereafter, up to out-of-pocket maximum. After the out-of-pocket maximum has been reached, the HDHP covers 100% of covered claims thereafter within the insurance year.

ii. Higher-Tier HDHP

The higher-tier HDHP has an annual deductible of $4,000 for single in-network coverage and $8,000 for family in-network coverage with an annual out-of-pocket maximum of $4,500 for single in-network coverage and $9,000 for family in-network coverage. (For employees who choose family coverage, it is understood that the out-of-pocket maximum for any covered individual is $4,500 toward the $9,000.) The employee is responsible for 100% of the cost of covered claims up to the applicable deductible and 20% of the cost of covered claims thereafter, up to out-of-pocket maximum. After the out-of- pocket maximum has been reached, the HDHP covers 100% of covered claims thereafter within the insurance year.

iii. Employee Percentage of Premium and Board HSA Contributions

Employees shall pay a percentage of the monthly premium based on the chart below. In addition, the Board shall contribute into the participating employee's HSA the amounts listed in the chart below. The HSA payments shall be paid in two semi-annual payments on the first pay of January and the first pay of July. The second payment is contingent upon active employment (employees who resign/retire at the end of the contract year are not eligible for the second payment).

Employee Classification/Plan			Effective January 1, 2026		Effective January 1, 2027		Effective January 1, 2028	
			Employee Percentage of Premium	Annual Board HSA Contribution	Employee Percentage of Premium	Annual Board HSA Contribution	Employee Percentage of Premium	Annual Board HSA Contribution
Low	Classified	Employee Only	6%	$ -	7%	$ -	8%	$ -
		Family	6%	$ -	7%	$ -	8%	$ -
	Certified	Employee Only	8.5%	$ -	11%	$ -	14%	$ -
		Family	8.5%	$ -	11%	$ -	14%	$ -
High	Classified	Employee Only	6%	$ 1,800	7%	$ 1,600	8%	$ 1,500
		Family	6%	$ 3,600	7%	$ 3,200	8%	$ 3,000
	Certified	Employee Only	8.5%	$ 500	11%	$ 500	14%	$ 500
		Family	8.5%	$ 1,000	11%	$ 1,000	14%	$ 1,000

iv. It is mutually understood that both HDHPs and HSA contributions must comply at all times with applicable tax and other laws. A function of the District's insurance committee identified in subparagraph e. below is to keep abreast of legal developments and make appropriate recommendations, as necessary, to ensure compliance with statutory and/or regulatory requirements.

d. If any employee elects to decline medical insurance coverage, they shall receive a one-time cash payment of $800 for each year they decline family coverage ($300.00 for those with individual coverage).

e. When an employee and spouse are both employed by the Board, the coverage shall be limited to one (1) family plan or two (2) individual plans.

f. The District's insurance committee will convene periodically and is charged with the responsibility of gathering and assessing data relevant to health insurance trends and options and how such data should affect the District's health insurance plan. This Committee is empowered to make recommendations to the Board and Association

regarding the District's medical insurance coverages and benefit levels. Any such recommendation that is approved by the parties will be implemented.

2. A part-time teacher or support staff employee hired on or after July 1, 2006 for less than 50% of, respectively, the normal teacher workload or the normal daily hours applicable to the particular support staff position may participate in the plan at no expense to the Board. If hired for 50% or more of the normal teacher workload or normal daily hours of the support staff position, such teacher or support staff employee who participates in the plan shall pay a prorated share of the Board's contribution for the duration of this Agreement. For purposes of this provision, it is mutually understood that "normal daily hours" for a support staff position refers to the hours per day specified for that position in the Support Salary Schedule appearing in Appendix C of this Agreement; it is further understood, in the case of a driver, that "position" refers to a full-time driver only.

   Examples:

   A 0.5 teacher would pay 0.5 of the Board's contribution, a 0.75 teacher would pay 0.25 of the Board's contribution, etc.

   A 3.5 hours per day educational aide would pay 0.5 of the Board's contribution, a 5.25 hours per day educational aide would pay 0.25 of the Board's contribution, etc.

   A 2.25 hours per day driver would pay 0.5 of the Board's contribution, a 3 hours per day driver would pay 0.33 of the Board's contribution, a 4 hours per day driver would pay 0.11 of the Board's contribution, etc.

3. The Board retains the right to send any insurance coverage out for bid in an attempt to reduce its costs.

4. Upon written request, the Association shall be provided a copy of the actual contract(s) between the Board and the insurance carrier(s) and all related information.

5. The Board also agrees to institute and maintain a Section 125 cafeteria plan at no cost to the members so long as permitted by law.

6. The Board agrees to provide dental, vision, and life insurance coverage.

B. POLICY HANDBOOK

All employees under this coverage shall receive a detailed certificate of insurance as soon as possible but no later than thirty (30) days after the effective date of this Agreement.

C. LIFE INSURANCE

The Board shall provide a $15,000 life insurance policy for each bargaining unit member.

D. ALTERNATIVE INSURANCE COVERAGE FOR PAYMENTS IN LIEU

Annually prior to the start of the District's insurance year, each employee will certify on a form furnished by the District Treasurer whether health insurance benefits are available to the employee through his/her spouse. The form will include notice that an employee otherwise eligible for health insurance benefits through the Board may voluntarily elect to decline such coverage in favor of the cash payment identified in Section A, Paragraph 1, c, of this Appendix. After the initial certification under this provision, the Treasurer may elect to furnish the form only to newly hired employees in subsequent years.

APPENDIX A-1

Granville Exempted Village Schools

Effective January 1, 2021

Gallagher
Insurance | Risk Management | Consulting

Benefit	Low Plan		High Plan	
	Network	Non-Network	Network	Non-Network
Benefit Period	Calendar Year		Calendar Year	
	Network and Non-Network OOP expenses		Network and Non-Network OOP expenses	
Deductible	$2,000/$4,000	$5,000/$10,000	$4,000/$8,000	$10,000/$20,000
	AGGREGATE Deductible: The entire Family Deductible must be met before the plan starts to pay. Expenses for Covered Services incurred by each family member are combined to satisfy the family Deductible. Therefore, the entire family Deductible must be satisfied before Covered Services are payable for any Covered Person within the family.		**EMBEDDED Deductible:** No one person covered under a family contract will have a greater Deductible than an individual with single coverage. The Deductible for all family members accumulate toward the family Deductible	
Coinsurance	80%/20%	60%/40%	80%/20%	60%/40%
Coinsurance Limit	$1,000/$2,000 after deductible	$5,000/$10,000 after deductible	$500/$1,000 after deductible	$10,000/$20,000 after deductible
	AGGREGATE Coinsurance: The entire Family Coinsurance Limit must be met before the plan starts to pay.		**EMBEDDED Coinsurance:** No one person covered under a family contract will have a greater Coinsurance Limit than an individual with single coverage. The Coinsurance Limit for all family members accumulate toward the family Coinsurance Limit.	
Maximum Out-of-Pocket	$3,000/$6,000	$10,000/$20,000	$4,500/$9,000	$20,000/$40,000
	AGGREGATE Out-of-Pocket Maximum: The entire Family Out-of-Pocket Maximum must be met before the plan starts to pay.		**EMBEDDED Out-of Pocket Maximum:** No one person covered under a family contract will have a greater Out-of-Pocket Maximum than an individual with single coverage. The Out-of-Pocket Maximum for all family members accumulate toward the family Out-of-Pocket Maximum.	
Inpatient/Outpatient Facility	20% after deductible	40% after deductible	20% after deductible	40% after deductible
Diagnostic Lab /X-Ray	20% after deductible	40% after deductible	20% after deductible	40% after deductible
Office Visits - Diagnostic Primary Care	20% after deductible	40% after deductible	20% after deductible	40% after deductible
Office Visits - Diagnostic Specialist	20% after deductible	40% after deductible	20% after deductible	40% after deductible
Urgent Care	20% after deductible	40% after deductible	20% after deductible	40% after deductible
Emergency Room - Emergency	20% after deductible		20% after deductible	
Emergency Room - Non-Emergency	20% after deductible	40% after deductible	20% after deductible	40% after deductible
Routine Preventive and Wellness Services in accordance with State and Federal Law	0% not subject to deductible	40% after deductible	0% not subject to deductible	40% after deductible
Prescription Drug Retail - 30 Days Supply	20% after deductible	You pay the entire amount at the Pharmacy and file a claim form with MMO. MMO will reimburse you for 75% of the allowed amount, minus the Rx deductible, as indicated.	20% after deductible	You pay the entire amount at the Pharmacy and file a claim form with MMO. MMO will reimburse you for 75% of the allowed amount, minus the Rx deductible, as indicated.
Mail - 90 Days Supply	20% after deductible		20% after deductible	
Specialty 30 Days Supply (Mandatory Use of Specialty Pharmacy)	20% after deductible		20% after deductible	

This information is an outline of the coverages proposed by the carrier(s) based upon the information provided by your company. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. See the policies and contracts for actual language.

Granville Exempted Village Schools
Dental Benefits

	PPO Dentist		Premier Dentist		Non-Participating Dentist	
Plan Basics	**In-Network**	**Out-of-Network**	**In-Network**	**Out-of-Network**	**In-Network**	**Out-of-Network**
Deductible (Individual / Family) Applies to Class II & III	$25/$75	$25/$75	$25/$75	$25/$75	$25/$75	$25/$75
Class I - Preventive Services	100%	100%	100%	100%	100%	100%
Class II - Basic Services	80%	80%	80%	80%	80%	80%
Class III - Major Services	80%	80%	80%	80%	80%	80%
Class IV - Orthodontic Services	60%	60%	60%	60%	60%	60%
Annual Maximum (Class I-III)	$2,000		$2,000		$2,000	
Lifetime Maximum (Class IV)	$1,000		$1,000		$1,000	
Covered Services						
Class I - Preventive Services	Exams, Cleanings, Fluoride, Space Maintainers, Sealants & X-rays		Exams, Cleanings, Fluoride, Space Maintainers, Sealants & X-rays		Exams, Cleanings, Fluoride, Space Maintainers, Sealants & X-rays	
Class II - Basic Services	Emergency Palliative Treatment, Endodontic, Extractions, Fillings, Oral Surgery, Periodontic, Root Canals, Crowns & Crown Repair, Relines & Repairs to Bridges, Dentures & Implants		Emergency Palliative Treatment, Endodontic, Extractions, Fillings, Oral Surgery, Periodontic, Root Canals, Crowns & Crown Repair, Relines & Repairs to Bridges, Dentures & Implants		Emergency Palliative Treatment, Endodontic, Extractions, Fillings, Oral Surgery, Periodontic, Root Canals, Crowns & Crown Repair, Relines & Repairs to Bridges, Dentures & Implants	
Class III - Major Services	Bridges, Implants, Dentures		Bridges, Implants, Dentures		Bridges, Implants, Dentures	
Class IV - Orthodontic Services	Braces - 19/25 FTS		Braces - 19/25 FTS		Braces - 19/25 FTS	

Limitations:

- Oral exams (including evaluations by a specialist) payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year.
- Fluoride treatments are payable twice per calendar year for people up to age 14.
- Bitewing X-rays payable once per calendar year and full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period.
- Sealants payable once per tooth per calendar year limited to twice per tooth per lifetime for the occlusal surface of first and second molars up to age 16.
- Composite resin (white) restorations are covered services on posterior teeth.
- Full and partial dentures payable once in any seven-year
- Bridges and substructures payable once in any seven-year period.
- Implants and implant-related services payable once per tooth in any seven-year perio
- Crowns, onlays, and substructures payable once per tooth in any seven-year period.
- Dependent unmarried children to the end of the calendar year in which they turn 19, and your dependent unmarried children to the end of the calendar year in which they turn 25 if a full-time student and eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year, and your domestic partners as defined in the contract.

The above information is intended as a benefit summary only. It does not include all of the benefit provisions, limitations and qualifications. If this information conflicts in any way with the contract, the contract will prevail.

Arthur J. Gallagher Disclaimers

RENEWAL-FINANCIAL NOTICE: This analysis is for illustrative purposes only, and is not a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.

COVERAGE NOTICE: This analysis is an outline of the coverage proposed by the carrier(s), based on information provided by your company. It does not include all of the terms, coverage, exclusions, limitations, and conditions of the actual contract language. The policies and contracts themselves must be read for those details. Policy forms for your reference will be made available upon request.

FINANCIAL RATING NOTICE: While GBS does not guarantee the financial viability of any health insurance carrier or market, it is an area we recommend that clients closely scrutinize when selecting a health insurance carrier or HMO. There are a number of rating agencies that can be referred to including, A.M. Best, Fitch, Moody's, Standard & Poor's, and Weiss Ratings (TheStreet.com). Generally, agencies that provide ratings of U.S. Health Insurers, including traditional insurance companies and other managed care (e.g., HMO) organizations, reflect their opinion based on a comprehensive quantitative and qualitative evaluation of a company's financial strength, operating performance and market profile. However, these ratings are not a warranty of any insurer's current or future ability to meet its contractual obligations.

APPENDIX A-3

Granville Exempted Village Schools
Vision Benefits

	Basic/Low Option		Premier/High Option	
Network:	**Choice Network**		**Choice Network**	
Plan Basics:	In-Network	Out-of-Network	In-Network	Out-of-Network
Exam	Every 12 Months		Every 12 Months	
Lenses	Every 12 Months		Every 12 Months	
Frames	Every 12 Months		Every 12 Months	
Prescription Glasses	$25 Copay		$25 Copay	
Well Vision Exam	$10 Copay	Up to $45	$10 Copay	Up to $45
Contact Lenses	$150 Allowance	Up to $105	$150 Allowance	Up to $105
Contact Lens Fitting and Evaluation	Fitting and Evaluation (not to exceed $60)	N/A	Fitting and Evaluation (not to exceed $60)	N/A
Frames	$150 Allowance	Up to $70	$150 Allowance	Up to $70
Covered Lenses Options:				
Single vision, lined bifocal and lined trifocal lenses	Included	Up to $30/$50/$65	Included	Up to $30/$50/$65
Polycarbonate lenses for dependent children	Included	N/A	Included	N/A
Standard progressive lenses	$55	Up to $50	Included	Up to $50
Premium progressive lenses	$95 - $105	Up to $50	Included	Up to $50
Custom progressive lenses	$150 - $175	Up to $50	Included	Up to $50
Anti-Reflective Coating	Discount Applies	N/A	Included	N/A
Scratch Resistant Coating	Discount Applies	N/A	Included	N/A
Other lens options	20-25% off	N/A	20-25% off	N/A

The above information is intended as a benefit summary only. It does not include all of the benefit provisions, limitations and qualifications. If this information conflicts in any way with the contract, the contract will prevail.

Arthur J. Gallagher Disclaimers

RENEWAL-FINANCIAL NOTICE: This analysis is for illustrative purposes only, and is not a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.

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FINANCIAL RATING NOTICE: While GBS does not guarantee the financial viability of any health insurance carrier or market, it is an area we recommend that clients closely scrutinize when selecting a health insurance carrier or HMO. There are a number of rating agencies that can be referred to including, A.M. Best, Fitch, Moody's, Standard & Poor's, and Weiss Ratings (TheStreet.com). Generally, agencies that provide ratings of U.S. Health Insurers, including traditional insurance companies and other managed care (e.g., HMO) organizations, reflect their opinion based on a comprehensive quantitative and qualitative evaluation of a company's financial strength, operating performance and market profile. However, these ratings are not a warranty of any insurer's current or future ability to meet its contractual obligations.

APPENDIX B

GRANVILLE EDUCATION ASSOCIATION

FORMAL WRITTEN GRIEVANCE FORM

NAME OF GRIEVANT _____ DATE _____

ARTICLE(S) VIOLATED: _____

DATE OF ALLEGED VIOLATION: _____

BRIEF STATEMENT OF GRIEVANCE: _____

_____

_____

RESOLUTION SOUGHT:_____

_____

_____

DATE OF INFORMAL HEARING (LEVEL I): _____

DISPOSITION: _____

_____

_____

SUPERVISOR:_____DATE _____

DATE SUBMITTED AT LEVEL II: _____

GRIEVANT: _____

DATE OF LEVEL II HEARING _____

DISPOSITION: _____

_____

_____

SUPERVISOR:_____DATE _____

DATE SUBMITTED AT LEVEL III: _____

GRIEVANT: _____

DATE OF LEVEL III HEARING: _____

DISPOSITION: _____

_____

_____

SUPERINTENDENT: _____ DATE _____

DATE SENT TO LEVEL V - ARBITRATION: _____

SIGNED FOR THE GRIEVANT _____

SIGNED FOR THE ASSOCIATION _____

TITLE: _____

APPENDIX C

GRANVILLE EDUCATION ASSOCIATION
TEACHER SALARY SCHEDULE
EFFECTIVE JULY 1, 2025

2025-2026										
45,201	Index	BA	Index	BA + 150	Index	MA	Index	MA + 25	Index	MA + 40
1	1.0000	45,201	1.0650	48,139	1.1500	51,982	1.2300	55,598	1.2800	57,858
2	1.0550	47,687	1.1200	50,625	1.2200	55,146	1.3100	59,214	1.3600	61,474
3	1.1100	50,173	1.1750	53,112	1.2900	58,310	1.3900	62,830	1.4400	65,090
4	1.1650	52,660	1.2300	55,598	1.3600	61,474	1.4700	66,446	1.5200	68,706
5	1.2200	55,146	1.2850	58,084	1.4300	64,638	1.5500	70,062	1.6000	72,322
6	1.2750	57,632	1.3400	60,570	1.5000	67,802	1.6300	73,678	1.6800	75,938
7	1.3300	60,118	1.3950	63,056	1.5700	70,966	1.7100	77,294	1.7600	79,554
8	1.3750	62,152	1.4500	65,542	1.6400	74,130	1.7900	80,910	1.8400	83,170
9	1.4200	64,186	1.5050	68,028	1.7100	77,294	1.8700	84,526	1.9200	86,787
10	1.4650	66,220	1.5600	70,514	1.7800	80,458	1.9500	88,143	2.0000	90,403
11	1.5100	68,254	1.6150	73,000	1.8500	83,622	2.0300	91,759	2.0800	94,019
12	1.5550	70,288	1.6700	75,486	1.9200	86,787	2.1100	95,375	2.1600	97,635
13	1.5900	71,870	1.7100	77,294	1.9700	89,047	2.1650	97,861	2.2150	100,121
14	1.5962	72,150	1.7162	77,575	1.9762	89,327	2.1712	98,141	2.2212	100,401
15	1.6023	72,426	1.7223	77,850	1.9823	89,603	2.1773	98,417	2.2273	100,677
16	1.6085	72,706	1.7285	78,130	1.9885	89,883	2.1835	98,697	2.2335	100,957
17	1.6146	72,982	1.7346	78,406	1.9946	90,159	2.1896	98,973	2.2396	101,233
18	1.6208	73,262	1.7408	78,686	2.0008	90,439	2.1958	99,253	2.2458	101,513
19	1.6270	73,543	1.7470	78,967	2.0070	90,719	2.2020	99,533	2.2520	101,793
20	1.6331	73,818	1.7531	79,242	2.0131	90,995	2.2081	99,809	2.2581	102,069
21	1.6393	74,099	1.7593	79,523	2.0193	91,275	2.2143	100,089	2.2643	102,349
22	1.6470	74,447	1.7670	79,871	2.0270	91,623	2.2220	100,437	2.2720	102,697
23	1.6547	74,795	1.7747	80,219	2.0347	91,971	2.2297	100,785	2.2797	103,045
24	1.6624	75,143	1.7824	80,567	2.0424	92,319	2.2374	101,133	2.2874	103,394
25	1.6701	75,491	1.7901	80,915	2.0501	92,667	2.2451	101,481	2.2951	103,742
26	1.6778	75,839	1.7978	81,263	2.0578	93,015	2.2528	101,830	2.3028	104,090
27	1.6886	76,327	1.8086	81,751	2.0686	93,503	2.2636	102,318	2.3136	104,578
28	1.6993	76,811	1.8193	82,235	2.0793	93,987	2.2743	102,801	2.3243	105,061
29	1.7101	77,299	1.8301	82,723	2.0901	94,475	2.2851	103,290	2.3351	105,550
30	1.7209	77,787	1.8409	83,211	2.1009	94,963	2.2959	103,778	2.3459	106,038
31	1.7317	78,275	1.8517	83,699	2.1117	95,452	2.3067	104,266	2.3567	106,526
32	1.7426	78,766	1.8626	84,190	2.1226	95,942	2.3176	104,756	2.3675	107,016
33	1.7535	79,261	1.8735	84,684	2.1335	96,436	2.3285	105,249	2.3784	107,509
34					2.1444	96,929	2.3394	105,742	2.3893	108,002

TEACHER SALARY SCHEDULE
EFFECTIVE JULY 1, 2026

2026-2027										
47,009	Index	BA	Index	BA + 150	Index	MA	Index	MA + 25	Index	MA + 40
1	1.0000	47,009	1.0650	50,065	1.1500	54,061	1.2300	57,822	1.2800	60,172
2	1.0550	49,595	1.1200	52,650	1.2200	57,351	1.3100	61,582	1.3600	63,933
3	1.1100	52,180	1.1750	55,236	1.2900	60,642	1.3900	65,343	1.4400	67,693
4	1.1650	54,766	1.2300	57,822	1.3600	63,933	1.4700	69,104	1.5200	71,454
5	1.2200	57,351	1.2850	60,407	1.4300	67,223	1.5500	72,865	1.6000	75,215
6	1.2750	59,937	1.3400	62,993	1.5000	70,514	1.6300	76,625	1.6800	78,976
7	1.3300	62,522	1.3950	65,578	1.5700	73,805	1.7100	80,386	1.7600	82,736
8	1.3750	64,638	1.4500	68,164	1.6400	77,095	1.7900	84,147	1.8400	86,497
9	1.4200	66,753	1.5050	70,749	1.7100	80,386	1.8700	87,908	1.9200	90,258
10	1.4650	68,869	1.5600	73,335	1.7800	83,677	1.9500	91,668	2.0000	94,019
11	1.5100	70,984	1.6150	75,920	1.8500	86,967	2.0300	95,429	2.0800	97,779
12	1.5550	73,100	1.6700	78,506	1.9200	90,258	2.1100	99,190	2.1600	101,540
13	1.5900	74,745	1.7100	80,386	1.9700	92,608	2.1650	101,775	2.2150	104,126
14	1.5962	75,036	1.7162	80,677	1.9762	92,900	2.1712	102,067	2.2212	104,417
15	1.6023	75,323	1.7223	80,964	1.9823	93,187	2.1773	102,354	2.2273	104,704
16	1.6085	75,615	1.7285	81,256	1.9885	93,478	2.1835	102,645	2.2335	104,995
17	1.6146	75,901	1.7346	81,542	1.9946	93,765	2.1896	102,932	2.2396	105,282
18	1.6208	76,193	1.7408	81,834	2.0008	94,056	2.1958	103,223	2.2458	105,574
19	1.6270	76,484	1.7470	82,125	2.0070	94,348	2.2020	103,515	2.2520	105,865
20	1.6331	76,771	1.7531	82,412	2.0131	94,635	2.2081	103,801	2.2581	106,152
21	1.6393	77,062	1.7593	82,704	2.0193	94,926	2.2143	104,093	2.2643	106,443
22	1.6470	77,424	1.7670	83,066	2.0270	95,288	2.2220	104,455	2.2720	106,805
23	1.6547	77,786	1.7747	83,428	2.0347	95,650	2.2297	104,817	2.2797	107,167
24	1.6624	78,148	1.7824	83,790	2.0424	96,012	2.2374	105,179	2.2874	107,529
25	1.6701	78,510	1.7901	84,151	2.0501	96,374	2.2451	105,541	2.2951	107,891
26	1.6778	78,872	1.7978	84,513	2.0578	96,736	2.2528	105,903	2.3028	108,253
27	1.6886	79,380	1.8086	85,021	2.0686	97,244	2.2636	106,410	2.3136	108,761
28	1.6993	79,883	1.8193	85,524	2.0793	97,747	2.2743	106,913	2.3243	109,264
29	1.7101	80,391	1.8301	86,032	2.0901	98,254	2.2851	107,421	2.3351	109,772
30	1.7209	80,898	1.8409	86,540	2.1009	98,762	2.2959	107,929	2.3459	110,279
31	1.7317	81,406	1.8517	87,047	2.1117	99,270	2.3067	108,437	2.3567	110,787
32	1.7426	81,917	1.8626	87,558	2.1226	99,780	2.3176	108,947	2.3675	111,297
33	1.7535	82,431	1.8735	88,072	2.1335	100,293	2.3285	109,459	2.3784	111,809
34					2.1444	100,806	2.3394	109,972	2.3893	112,322

TEACHER SALARY SCHEDULE
EFFECTIVE JULY 1, 2027

2027-2028										
48,772	Index	BA	Index	BA + 150	Index	MA	Index	MA + 25	Index	MA + 40
1	1.0000	48,772	1.0650	51,942	1.1500	56,088	1.2300	59,990	1.2800	62,428
2	1.0550	51,455	1.1200	54,625	1.2200	59,502	1.3100	63,892	1.3600	66,330
3	1.1100	54,137	1.1750	57,307	1.2900	62,916	1.3900	67,793	1.4400	70,232
4	1.1650	56,820	1.2300	59,990	1.3600	66,330	1.4700	71,695	1.5200	74,134
5	1.2200	59,502	1.2850	62,672	1.4300	69,744	1.5500	75,597	1.6000	78,036
6	1.2750	62,185	1.3400	65,355	1.5000	73,158	1.6300	79,499	1.6800	81,937
7	1.3300	64,867	1.3950	68,037	1.5700	76,572	1.7100	83,401	1.7600	85,839
8	1.3750	67,062	1.4500	70,720	1.6400	79,986	1.7900	87,302	1.8400	89,741
9	1.4200	69,257	1.5050	73,402	1.7100	83,401	1.8700	91,204	1.9200	93,643
10	1.4650	71,451	1.5600	76,085	1.7800	86,815	1.9500	95,106	2.0000	97,544
11	1.5100	73,646	1.6150	78,767	1.8500	90,229	2.0300	99,008	2.0800	101,446
12	1.5550	75,841	1.6700	81,450	1.9200	93,643	2.1100	102,909	2.1600	105,348
13	1.5900	77,548	1.7100	83,401	1.9700	96,081	2.1650	105,592	2.2150	108,030
14	1.5962	77,850	1.7162	83,703	1.9762	96,384	2.1712	105,894	2.2212	108,333
15	1.6023	78,148	1.7223	84,000	1.9823	96,681	2.1773	106,192	2.2273	108,630
16	1.6085	78,450	1.7285	84,303	1.9885	96,984	2.1835	106,494	2.2335	108,933
17	1.6146	78,748	1.7346	84,600	1.9946	97,281	2.1896	106,792	2.2396	109,230
18	1.6208	79,050	1.7408	84,903	2.0008	97,583	2.1958	107,094	2.2458	109,533
19	1.6270	79,352	1.7470	85,205	2.0070	97,886	2.2020	107,396	2.2520	109,835
20	1.6331	79,650	1.7531	85,503	2.0131	98,183	2.2081	107,694	2.2581	110,133
21	1.6393	79,952	1.7593	85,805	2.0193	98,486	2.2143	107,996	2.2643	110,435
22	1.6470	80,328	1.7670	86,181	2.0270	98,861	2.2220	108,372	2.2720	110,810
23	1.6547	80,703	1.7747	86,556	2.0347	99,237	2.2297	108,747	2.2797	111,186
24	1.6624	81,079	1.7824	86,932	2.0424	99,612	2.2374	109,123	2.2874	111,562
25	1.6701	81,454	1.7901	87,307	2.0501	99,988	2.2451	109,499	2.2951	111,937
26	1.6778	81,830	1.7978	87,683	2.0578	100,363	2.2528	109,874	2.3028	112,313
27	1.6886	82,357	1.8086	88,209	2.0686	100,890	2.2636	110,401	2.3136	112,839
28	1.6993	82,879	1.8193	88,731	2.0793	101,412	2.2743	110,923	2.3243	113,361
29	1.7101	83,405	1.8301	89,258	2.0901	101,939	2.2851	111,449	2.3351	113,888
30	1.7209	83,932	1.8409	89,785	2.1009	102,466	2.2959	111,976	2.3459	114,415
31	1.7317	84,459	1.8517	90,312	2.1117	102,992	2.3067	112,503	2.3567	114,942
32	1.7426	84,989	1.8626	90,841	2.1226	103,522	2.3176	113,032	2.3675	115,471
33	1.7535	85,522	1.8735	91,374	2.1335	104,054	2.3285	113,564	2.3784	116,002
34					2.1444	104,586	2.3394	114,096	2.3893	116,534

FULL TIME BUS DRIVER SALARY SCHEDULE

189 DAYS PER YEAR
4.5 HOURS PER DAY

Bus Driver				
Step	**Index**	**2025-2026**	**2026-2027**	**2027-2028**
Base		20,092	20,896	21,679
1	1.0000	20,092	20,896	21,679
2	1.0160	20,413	21,230	22,026
3	1.0320	20,735	21,564	22,373
4	1.0480	21,056	21,899	22,720
5	1.0640	21,378	22,233	23,067
6	1.0800	21,699	22,567	23,413
7	1.0960	22,021	22,902	23,760
8	1.1120	22,342	23,236	24,107
9	1.1280	22,664	23,570	24,454
10	1.1440	22,985	23,905	24,801
11	1.1600	23,307	24,239	25,148
12	1.1760	23,628	24,573	25,495
13	1.1920	23,950	24,907	25,842
14	1.2080	24,271	25,242	26,188
15	1.2240	24,592	25,576	26,535
16	1.2400	24,914	25,910	26,882
17	1.2560	25,235	26,245	27,229
18	1.2720	25,557	26,579	27,576
19	1.2880	25,878	26,913	27,923
20	1.3040	26,200	27,248	28,270
21	1.3202	26,525	27,586	28,621

PART TIME BUS DRIVER SALARY SCHEDULE

189 DAYS PER YEAR
2.25 HOURS PER DAY

Part-Time Bus Driver				
Step	**Index**	**2025-2026**	**2026-2027**	**2027-2028**
Base		20,092	20,896	21,679
1	0.5000	10,046	10,448	10,840
2	0.5080	10,207	10,615	11,013
3	0.5160	10,367	10,782	11,186
4	0.5240	10,528	10,949	11,360
5	0.5320	10,689	11,116	11,533
6	0.5400	10,850	11,284	11,707
7	0.5480	11,010	11,451	11,880
8	0.5560	11,171	11,618	12,054
9	0.5640	11,332	11,785	12,227
10	0.5720	11,493	11,952	12,400
11	0.5800	11,653	12,119	12,574
12	0.5880	11,814	12,287	12,747
13	0.5960	11,975	12,454	12,921
14	0.6040	12,135	12,621	13,094
15	0.6120	12,296	12,788	13,268
16	0.6200	12,457	12,955	13,441
17	0.6280	12,618	13,122	13,614
18	0.6360	12,778	13,290	13,788
19	0.6440	12,939	13,457	13,961
20	0.6520	13,100	13,624	14,135
21	0.6601	13,263	13,793	14,310

MECHANIC SALARY SCHEDULE

260 DAYS PER YEAR
8 HOURS PER DAY

Mechanic				
Step	**Index**	**2025-2026**	**2026-2027**	**2027-2028**
Base		43,286	45,017	46,706
1	1.0000	43,286	45,017	46,706
2	1.0218	44,230	45,999	47,724
3	1.0436	45,173	46,980	48,742
4	1.0654	46,117	47,962	49,760
5	1.0872	47,061	48,943	50,778
6	1.1090	48,004	49,924	51,797
7	1.1308	48,948	50,906	52,815
8	1.1526	49,891	51,887	53,833
9	1.1744	50,835	52,869	54,851
10	1.1962	51,779	53,850	55,869
11	1.2180	52,722	54,831	56,887
12	1.2398	53,666	55,813	57,906
13	1.2616	54,610	56,794	58,924
14	1.2834	55,553	57,775	59,942
15	1.3052	56,497	58,757	60,960
16	1.3270	57,441	59,738	61,978
17	1.3488	58,384	60,720	62,997
18	1.3706	59,328	61,701	64,015
19	1.3924	60,271	62,682	65,033
20	1.4142	61,215	63,664	66,051
21	1.4363	62,174	64,660	67,085

EDUCATIONAL AIDE SALARY SCHEDULE

186 DAYS PER YEAR
7 HOURS PER DAY

Educational Aide				
Step	**Index**	**2025-2026**	**2026-2027**	**2027-2028**
Base		20,784	21,616	22,426
1	1.0000	20,784	21,616	22,426
2	1.0210	21,221	22,070	22,897
3	1.0420	21,657	22,524	23,368
4	1.0630	22,094	22,978	23,839
5	1.0840	22,530	23,432	24,310
6	1.1050	22,967	23,885	24,781
7	1.1260	23,403	24,339	25,252
8	1.1470	23,840	24,793	25,723
9	1.1680	24,276	25,247	26,194
10	1.1890	24,713	25,701	26,665
11	1.2100	25,149	26,155	27,136
12	1.2310	25,586	26,609	27,607
13	1.2520	26,022	27,063	28,078
14	1.2730	26,459	27,517	28,549
15	1.2940	26,895	27,971	29,020
16	1.3150	27,331	28,425	29,491
17	1.3360	27,768	28,879	29,962
18	1.3570	28,204	29,333	30,433
19	1.3780	28,641	29,787	30,904
20	1.3990	29,077	30,240	31,374
21	1.4203	29,520	30,701	31,853

SPECIAL EDUCATION AIDE SALARY SCHEDULE

186 DAYS PER YEAR
7 HOURS PER DAY

Educational Aide				
Step	**Index**	**2025-2026**	**2026-2027**	**2027-2028**
Base		20,784	21,616	22,426
1	1.0000	20,784	21,616	22,426
2	1.0210	21,221	22,070	22,897
3	1.0420	21,657	22,524	23,368
4	1.0630	22,094	22,978	23,839
5	1.0840	22,530	23,432	24,310
6	1.1050	22,967	23,885	24,781
7	1.1260	23,403	24,339	25,252
8	1.1470	23,840	24,793	25,723
9	1.1680	24,276	25,247	26,194
10	1.1890	24,713	25,701	26,665
11	1.2100	25,149	26,155	27,136
12	1.2310	25,586	26,609	27,607
13	1.2520	26,022	27,063	28,078
14	1.2730	26,459	27,517	28,549
15	1.2940	26,895	27,971	29,020
16	1.3150	27,331	28,425	29,491
17	1.3360	27,768	28,879	29,962
18	1.3570	28,204	29,333	30,433
19	1.3780	28,641	29,787	30,904
20	1.3990	29,077	30,240	31,374
21	1.4203	29,520	30,701	31,853

PRINCIPAL'S ADMINISTRATIVE ASSISTANT SALARY SCHEDULE

231 DAYS PER YEAR
7.5 HOURS PER DAY

231 Principal Administrative Assistant				
Step	Index	2025-2026	2026-2027	2027-2028
Base		31,982	33,261	34,509
1	1.0000	31,982	33,261	34,509
2	1.0240	32,750	34,059	35,337
3	1.0480	33,517	34,858	36,165
4	1.0720	34,285	35,656	36,993
5	1.0960	35,052	36,454	37,821
6	1.1200	35,820	37,253	38,650
7	1.1440	36,587	38,051	39,478
8	1.1680	37,355	38,849	40,306
9	1.1920	38,122	39,647	41,134
10	1.2160	38,890	40,446	41,962
11	1.2400	39,658	41,244	42,791
12	1.2640	40,425	42,042	43,619
13	1.2880	41,193	42,840	44,447
14	1.3120	41,960	43,639	45,275
15	1.3360	42,728	44,437	46,103
16	1.3600	43,495	45,235	46,932
17	1.3840	44,263	46,034	47,760
18	1.4080	45,031	46,832	48,588
19	1.4320	45,798	47,630	49,416
20	1.4560	46,566	48,428	50,244
21	1.4804	47,346	49,240	51,086

211 DAY PRINCIPAL'S ADMINISTRATIVE ASSISTANT SALARY SCHEDULE

211 DAYS PER YEAR
7.5 HOURS PER DAY

211 Principal Administrative Assistant				
Step	Index	2025-2026	2026-2027	2027-2028
Base		29,213	30,381	31,521
1	1.0000	29,213	30,381	31,521
2	1.0240	29,914	31,111	32,277
3	1.0480	30,615	31,840	33,034
4	1.0720	31,316	32,569	33,790
5	1.0960	32,017	33,298	34,547
6	1.1200	32,719	34,027	35,303
7	1.1440	33,420	34,756	36,060
8	1.1680	34,121	35,486	36,816
9	1.1920	34,822	36,215	37,573
10	1.2160	35,523	36,944	38,329
11	1.2400	36,224	37,673	39,086
12	1.2640	36,925	38,402	39,842
13	1.2880	37,626	39,131	40,599
14	1.3120	38,327	39,860	41,355
15	1.3360	39,029	40,590	42,112
16	1.3600	39,730	41,319	42,868
17	1.3840	40,431	42,048	43,625
18	1.4080	41,132	42,777	44,381
19	1.4320	41,833	43,506	45,138
20	1.4560	42,534	44,235	45,894
21	1.4804	43,247	44,977	46,663

BUILDING ADMINISTRATIVE ASSISTANT SALARY SCHEDULE

186 DAYS PER YEAR
7.5 HOURS PER DAY

186 Building Administrative Assistant				
Step	**Index**	**2025-2026**	**2026-2027**	**2027-2028**
Base		25,752	26,782	27,786
1	1.0000	25,752	26,782	27,786
2	1.0240	26,370	27,425	28,453
3	1.0480	26,988	28,067	29,120
4	1.0720	27,606	28,710	29,787
5	1.0960	28,224	29,353	30,454
6	1.1200	28,842	29,996	31,120
7	1.1440	29,460	30,638	31,787
8	1.1680	30,078	31,281	32,454
9	1.1920	30,696	31,924	33,121
10	1.2160	31,314	32,567	33,788
11	1.2400	31,932	33,209	34,455
12	1.2640	32,550	33,852	35,122
13	1.2880	33,168	34,495	35,788
14	1.3120	33,786	35,138	36,455
15	1.3360	34,404	35,780	37,122
16	1.3600	35,022	36,423	37,789
17	1.3840	35,640	37,066	38,456
18	1.4080	36,258	37,709	39,123
19	1.4320	36,876	38,351	39,790
20	1.4560	37,494	38,994	40,457
21	1.4804	38,123	39,648	41,135

OCCUPATIONAL THERAPIST ASSISTANT SALARY SCHEDULE

190 DAYS PER YEAR
7.5 HOURS PER DAY

OTA				
Step	**Index**	**2025-2026**	**2026-2027**	**2027-2028**
Base		35,712	37,140	38,533
1	1.0000	35,712	37,140	38,533
2	1.0240	36,569	38,032	39,458
3	1.0480	37,426	38,923	40,383
4	1.0720	38,283	39,814	41,307
5	1.0960	39,140	40,706	42,232
6	1.1200	39,997	41,597	43,157
7	1.1440	40,854	42,488	44,082
8	1.1680	41,711	43,380	45,007
9	1.1920	42,568	44,271	45,931
10	1.2160	43,426	45,163	46,856
11	1.2400	44,283	46,054	47,781
12	1.2640	45,140	46,945	48,706
13	1.2880	45,997	47,837	49,631
14	1.3120	46,854	48,728	50,555
15	1.3360	47,711	49,619	51,480
16	1.3600	48,568	50,511	52,405
17	1.3840	49,425	51,402	53,330
18	1.4080	50,282	52,294	54,255
19	1.4320	51,139	53,185	55,179
20	1.4560	51,996	54,076	56,104
21	1.4804	52,868	54,983	57,044

HEALTH CLINIC NURSE (NO BACHELOR'S DEGREE) SALARY SCHEDULE

186 DAYS PER YEAR
7.5 HOURS PER DAY

Health Clinic Nurse - No BA				
Step	**Index**	**2025-2026**	**2026-2027**	**2027-2028**
Base		37,297	38,789	40,244
1	1.0000	37,297	38,789	40,244
2	1.0550	39,349	40,922	42,457
3	1.1100	41,400	43,056	44,670
4	1.1650	43,451	45,189	46,884
5	1.2200	45,503	47,323	49,097
6	1.2750	47,554	49,456	51,311
7	1.3300	49,605	51,589	53,524
8	1.3750	51,284	53,335	55,335
9	1.4200	52,962	55,080	57,146
10	1.4650	54,640	56,826	58,957
11	1.5100	56,319	58,572	60,768
12	1.5550	57,997	60,317	62,579
13	1.5900	59,303	61,675	63,987
14	1.5962	59,534	61,915	64,237
15	1.6023	59,761	62,152	64,482
16	1.6085	59,993	62,392	64,732
17	1.6146	60,220	62,629	64,977
18	1.6208	60,451	62,869	65,227
19	1.6270	60,683	63,110	65,476
20	1.6331	60,910	63,346	65,722
21	1.6392	61,138	63,584	65,968

HEALTH CLINIC NURSE (WITH BACHELOR'S DEGREE) SALARY SCHEDULE

186 DAYS PER YEAR
7.5 HOURS PER DAY

Health Clinic Nurse - With BA				
Step	**Index**	**2025-2026**	**2026-2027**	**2027-2028**
Base		41,027	42,668	44,268
1	1.0000	41,027	42,668	44,268
2	1.0550	43,283	45,014	46,702
3	1.1100	45,539	47,361	49,137
4	1.1650	47,796	49,708	51,572
5	1.2200	50,052	52,055	54,007
6	1.2750	52,309	54,401	56,441
7	1.3300	54,565	56,748	58,876
8	1.3750	56,412	58,668	60,868
9	1.4200	58,258	60,588	62,860
10	1.4650	60,104	62,508	64,852
11	1.5100	61,950	64,428	66,844
12	1.5550	63,796	66,348	68,836
13	1.5900	65,232	67,842	70,386
14	1.5962	65,487	68,106	70,660
15	1.6023	65,737	68,366	70,930
16	1.6085	65,991	68,631	71,205
17	1.6146	66,242	68,891	71,475
18	1.6208	66,496	69,156	71,749
19	1.6270	66,750	69,420	72,024
20	1.6331	67,000	69,681	72,294
21	1.6392	67,252	69,942	72,565

TECHNOLOGY COACH SALARY SCHEDULE

211 DAYS PER YEAR
7.5 HOURS PER DAY

Technology Coach				
Step	**Index**	**2025-2026**	**2026-2027**	**2027-2028**
Base		40,147	41,753	43,318
1	1.0000	40,147	41,753	43,318
2	1.0240	41,110	42,755	44,358
3	1.0480	42,074	43,757	45,398
4	1.0720	43,037	44,759	46,437
5	1.0960	44,001	45,761	47,477
6	1.1200	44,964	46,763	48,516
7	1.1440	45,928	47,765	49,556
8	1.1680	46,891	48,767	50,596
9	1.1920	47,855	49,769	51,635
10	1.2160	48,818	50,771	52,675
11	1.2400	49,782	51,773	53,715
12	1.2640	50,745	52,775	54,754
13	1.2880	51,709	53,777	55,794
14	1.3120	52,672	54,779	56,834
15	1.3360	53,636	55,781	57,873
16	1.3600	54,599	56,783	58,913
17	1.3840	55,563	57,786	59,952
18	1.4080	56,527	58,788	60,992
19	1.4320	57,490	59,790	62,032
20	1.4560	58,454	60,792	63,071
21	1.4804	59,433	61,811	64,128

THEATER MANAGER SALARY SCHEDULE

184 DAYS PER YEAR
7.25 HOURS PER DAY

Theater Manager				
Step	**Index**	**2025-2026**	**2026-2027**	**2027-2028**
Base		27,355	28,449	29,516
1	1.0000	27,355	28,449	29,516
2	1.0240	28,011	29,131	30,224
3	1.0480	28,668	29,814	30,932
4	1.0720	29,324	30,497	31,641
5	1.0960	29,981	31,180	32,349
6	1.1200	30,637	31,863	33,057
7	1.1440	31,294	32,545	33,766
8	1.1680	31,950	33,228	34,474
9	1.1920	32,607	33,911	35,183
10	1.2160	33,263	34,594	35,891
11	1.2400	33,920	35,276	36,599
12	1.2640	34,576	35,959	37,308
13	1.2880	35,233	36,642	38,016
14	1.3120	35,889	37,325	38,724
15	1.3360	36,546	38,007	39,433
16	1.3600	37,202	38,690	40,141
17	1.3840	37,859	39,373	40,849
18	1.4080	38,515	40,056	41,558
19	1.4320	39,172	40,739	42,266
20	1.4560	39,828	41,421	42,975
21	1.4804	40,496	42,116	43,695

COMPUTER TECH SALARY SCHEDULE

260 DAYS PER YEAR
8 HOURS PER DAY

Computer Tech				
Step	**Index**	**2025-2026**	**2026-2027**	**2027-2028**
Base		56,354	58,608	60,806
1	1.0000	56,354	58,608	60,806
2	1.0240	57,707	60,015	62,265
3	1.0480	59,059	61,421	63,725
4	1.0720	60,412	62,828	65,184
5	1.0960	61,764	64,235	66,643
6	1.1200	63,117	65,641	68,103
7	1.1440	64,469	67,048	69,562
8	1.1680	65,822	68,454	71,021
9	1.1920	67,174	69,861	72,481
10	1.2160	68,527	71,268	73,940
11	1.2400	69,879	72,674	75,400
12	1.2640	71,232	74,081	76,859
13	1.2880	72,584	75,487	78,318
14	1.3120	73,937	76,894	79,778
15	1.3360	75,289	78,301	81,237
16	1.3600	76,642	79,707	82,696
17	1.3840	77,994	81,114	84,156
18	1.4080	79,347	82,520	85,615
19	1.4320	80,699	83,927	87,074
20	1.4560	82,052	85,334	88,534
21	1.4804	83,427	86,764	90,017

TECHNOLOGY INTEGRATION COORDINATOR SALARY SCHEDULE

231 DAYS PER YEAR
8 HOURS PER DAY

Technology Integration Coordinator				
Step	**Index**	**2025-2026**	**2026-2027**	**2027-2028**
Base		64,313	66,885	69,394
1	1.000	64,313	66,885	69,394
2	1.035	66,564	69,226	71,822
3	1.070	68,815	71,567	74,251
4	1.100	70,744	73,574	76,333
5	1.130	72,674	75,581	78,415
6	1.160	74,603	77,587	80,497
7	1.190	76,532	79,594	82,578
8	1.220	78,462	81,600	84,660
9	1.250	80,391	83,607	86,742
10	1.280	82,321	85,613	88,824
11	1.310	84,250	87,620	90,906
12	1.340	86,179	89,626	92,987
13	1.365	87,787	91,299	94,722
14	1.390	89,395	92,971	96,457
15	1.415	91,003	94,643	98,192
16	1.440	92,611	96,315	99,927

MAINTENANCE TECHNICIAN SALARY SCHEDULE

260 DAYS PER YEAR
8 HOURS PER DAY

Maintenance				
Step	**Index**	**2025-2026**	**2026-2027**	**2027-2028**
Base		42,437	44,134	45,789
1	1.0000	42,437	44,134	45,789
2	1.0240	43,455	45,193	46,888
3	1.0480	44,474	46,252	47,987
4	1.0720	45,492	47,312	49,086
5	1.0960	46,510	48,371	50,185
6	1.1200	47,529	49,430	51,284
7	1.1440	48,547	50,489	52,383
8	1.1680	49,566	51,549	53,482
9	1.1920	50,584	52,608	54,581
10	1.2160	51,603	53,667	55,680
11	1.2400	52,621	54,726	56,778
12	1.2640	53,640	55,785	57,877
13	1.2880	54,658	56,845	58,976
14	1.3120	55,677	57,904	60,075
15	1.3360	56,695	58,963	61,174
16	1.3600	57,714	60,022	62,273
17	1.3840	58,732	61,082	63,372
18	1.4080	59,751	62,141	64,471
19	1.4320	60,769	63,200	65,570
20	1.4560	61,788	64,259	66,669
21	1.4804	62,823	65,336	67,786

HVAC TECHNICIAN SALARY SCHEDULE

260 DAYS PER YEAR
8 HOURS PER DAY

HVAC				
Step	Index	2025-2026	2026-2027	2027-2028
Base		51,371	53,425	55,429
1	1.0000	51,371	53,425	55,429
2	1.0240	52,603	54,708	56,759
3	1.0480	53,836	55,990	58,089
4	1.0720	55,069	57,272	59,420
5	1.0960	56,302	58,554	60,750
6	1.1200	57,535	59,836	62,080
7	1.1440	58,768	61,119	63,411
8	1.1680	60,001	62,401	64,741
9	1.1920	61,234	63,683	66,071
10	1.2160	62,467	64,965	67,402
11	1.2400	63,700	66,248	68,732
12	1.2640	64,932	67,530	70,062
13	1.2880	66,165	68,812	71,392
14	1.3120	67,398	70,094	72,723
15	1.3360	68,631	71,376	74,053
16	1.3600	69,864	72,659	75,383
17	1.3840	71,097	73,941	76,714
18	1.4080	72,330	75,223	78,044
19	1.4320	73,563	76,505	79,374
20	1.4560	74,796	77,787	80,704
21	1.4804	76,049	79,091	82,057

APPENDIX D

Certificated/Licensed Evaluation Timeline

Deadline Date	Procedures	Full Evaluation Process	Off-Year Evaluation Process	Professional Growth Plan
No later than Sept. 15	Teacher and evaluator will meet individually or in a group no later than September 15 to discuss evaluation procedures. The Superintendent and Director of Human Resources are not eligible to be credentialed evaluators. A teacher must submit a written request to the teacher's building principal/supervisor with a copy to the Superintendent for consideration of a continuing contract no later than September 15 of that school year.	Evaluation Cycle Identified	Evaluation Cycle Identified	Developed and submitted no later than September 15. Rating from previous evaluation: Accomplished: Developed and submitted by individual to evaluator Skilled: Developed collaboratively between individual and evaluator Less than Skilled: Developed at the direction of the evaluator
No later than May 1	Evaluator will conduct a pre-conference with the teacher prior to the first formal classroom observation. All other observations may be unannounced. At least two (2) formal observations of at least thirty (30) minutes per observation must be completed. Evidence of each classroom observation will be shared with the teacher at the post conference and stored within the required warehousing system	OBSERVATION 1: • Holistic observation that occurs with a pre- and post-conference. • Announced • 30-minute minimum observation required • Recommended maximum of two areas of focus within the OTES rubric identified	OBSERVATION 1 ONLY: • Holistic observation that occurs with a post-conference. • Unannounced • 30-minute minimum observation required	Mid-Year Review/Discussion completed between evaluator and teacher recommended but not required.

Deadline Date	Procedures	Full Evaluation Process	Off-Year Evaluation Process	Professional Growth Plan
	as required by Ohio Revised Code.		INFORMAL OBSERVATIONS: • Two (2) walk-throughs required with feedback to the teacher provided.	
	The post classroom observation conference will normally be held within five (5) school days of the classroom observation unless unusual circumstances prevail. Any teacher may receive a recommendation for an area of refinement. If a teacher receives a rating of less than Skilled in any area of the teacher performance rubric the administrator will document the area of refinement and the means of assistance on the post-conference recording form. Teachers who receive a final summative rating of Skilled or Accomplished must have a professional growth plan established no later than September 15 of the following school year. A teacher who has a final summative rating of Ineffective or any teach who is placed on an Improvement Plan must have the Improvement plan	OBSERVATION 2: • Observation that occurs with an attempt to emphasize the identified areas of focus from Observation #1 that is followed by a post-conference. • Unannounced • 30-minute minimum observation required INFORMAL OBSERVATIONS: • Two (2) walk-throughs required with feedback to the teacher provided.		

Deadline Date	Procedures	Full Evaluation Process	Off-Year Evaluation Process	Professional Growth Plan
	developed within ten (10) days of the final evaluation conference. This plan shall be incorporated within the Professional Growth Plan that must be submitted no later than September 15 of the following school year. This provision does not preclude modification of a growth or improvement plan based on relevant information received after the ten (10) day deadline, but any such modification must be made within ten (10) days of receipt of such information with the full knowledge of the individual being evaluated. Teachers, who are on limited or extended limited contracts pursuant to Ohio Law and under consideration for nonrenewal and/or the denial of a continuing contract must receive at least three (3) formal observations during the evaluation cycle. Teachers holding an initial full-year limited contract whose final summative rating is Ineffective will be automatically recommended for nonrenewal and be			

Deadline Date	Procedures	Full Evaluation Process	Off-Year Evaluation Process	Professional Growth Plan
	given written notice of nonrenewal by June 1. All formal and informal observations for staff completed.			
No later than May 10	Written evaluation must be received by May 10.	Final Summative Evaluation Document Completed	Final Summative Evaluation Document Completed	Professional Growth Plan reviewed as a component of final evaluation document discussion.
Contract Denial Procedures				
Regular April Board of Education Meeting	Staff member must be notified by the Superintendent if the intention is to recommend to the Board the nonrenewal of a limited contract, the denial of a continuing contract for which service and certification status would normally make them eligible, or a limited contract renewal for less than the normal time as outlined in the Agreement.			
10 days after notification	Staff member may request, and shall be granted, a conference with the Superintendent (accompanied by Association representation if desired) to discuss the decision to recommend nonrenewal; at such conference, the Superintendent shall discuss with the staff member the reasons for the decision to recommend nonrenewal.			
Regular May Board of Education Meeting	Staff member may request and shall be granted the right to appear before the Board in executive session, if he/she desires, prior to final action on his/her contract.			
No Later than June 1	If the Board approves the recommendation of nonrenewal, the employee shall be notified in writing by June 1 of the year in which the limited contract expires. Failure of the Administration to comply with this provision of the Agreement results in automatic re-employment of the affected member on another limited contract or continuing contract, if eligible.			
Meaning of "Days"	Unless otherwise specified, the word "days" means school days in this Appendix.			
Time Adjustments	In the event of an unforeseen absence of a staff member or evaluator that makes strict adherence to the time deadlines in this Appendix impracticable, the affected deadline will be reasonably adjusted in light of the particular circumstances. This provision does not apply to the June 1 deadline for written notice of nonrenewal of a limited contract.			
Observations				
Observations	Observations, formal and informal, may occur during in-person and virtual (Zoom or other administratively designated platforms) settings. Formal holistic and focused observations that occur in virtual settings (Zoom or other administratively designated platforms) must include a pre-conference between the evaluator and staff member. All in-person and virtual observations include a post-conference as part of the OTES 2.0 process.			

APPENDIX E - 1

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

SICK LEAVE BANK

Donation Form: Due September 15th

Name of Employee (print) _____ I would like to donate one (1) day to the Sick Leave Bank.

_____ Initial here — I currently do not have accumulated sick leave days but desire to be a part of the Sick Leave Bank.

_____ Initial here — I authorize the payroll clerk to deposit my next earned sick leave day to the sick leave bank.

Signature _____

Date _____

Treasurer's Office

Received by _____

Date _____

APPENDIX E - 2

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

SICK LEAVE BANK

Request form

Name of Employee (print) _____

Provide a detailed explanation for request and attach appropriate physician documentation.

_____

_____

_____

_____

(circle one) First Request Second Request

Signature _____ Date _____

The following is to be completed by the Review Committee:

Proper Documentation from Doctor: Yes No

Committee's Decision: Approved Denied

Signatures of Committee Members:

Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

CERTIFICATE (O.R.C. 5705.412)

RE:

IT IS HEREBY CERTIFIED that the Granville Exempted Village School District has sufficient funds to meet the contract, obligation, payment, or expenditure f or the above, and has in effect for the remainder of the fiscal year and the succeeding fiscal year the authorization to levy taxes which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the district to maintain all personnel, programs, and services essential to the provision of an adequate educational program on all the days set forth in its adopted school calendar f or the current fiscal year and for a number of days in the succeeding fiscal year equal to the number days instruction was held or is scheduled for the current fiscal year, except that if the above expenditure is for a contract, this certification shall cover the term of the contract or the current fiscal year plus the two immediately succeeding fiscal years, whichever period of years is greater.

DATED: 5/6/25

BY: _____
Treasurer

BY: _____
Superintendent

BY: _____
President, Board of Education