

SUPPORT SERVICES
EMPLOYEE HANDBOOK



Loveland City School District
2026-2029

Effective 7/1/2026
Updated 8/18/2026

Definition of Employees Covered Under This Handbook

This handbook is applicable to the following employees by title:

- Occupational Therapists
- Physical Therapists
- School Psychologists
- Speech Therapists
- Employees other than administrators employed under R.C. 3319.02 or not covered by any other Collective Bargaining Agreement or Handbook

Leave Definition, Accrual & Use

Personal Leave

Employees shall be entitled to a maximum of three (3) paid personal leave days per contract year.

Personal leave may not be used to extend a vacation or holiday, for recreation, for other employment, or on a scheduled in-service day under normal circumstances or to accompany a friend or spouse on a trip.

Requests for personal leave days, except in the case of an emergency, must be made by email to the supervisor at least three (3) workdays preceding the day being requested. Notice of approval or non-approval shall be made in writing as soon as possible. If the request for personal leave is denied, the employee will be notified immediately, or, if not available, as soon as possible.

All unused personal leave will convert to accumulated sick leave at the end of the contract year.

Misuse of personal leave may be grounds for disciplinary action, including potential termination.

Sick Leave

Employees are entitled to fifteen (15) days of Sick Leave per contract year, in accordance with ORC 3319.141; and shall be credited at the rate of one and one-fourth (1¼) days per month.

Employees may accumulate up to three hundred and forty (340) days of sick leave.

Sick leave may be used for the employee or employee's immediate family member. Immediate family members include the father, mother, husband, wife, child, sister, brother, grandparents, and in-laws bearing any of these relationships, and other persons who are permanent residents of the household.

Personal leave may be utilized for absences due to illness or death in the family of relatives not included in the above definition of "immediate family".

Other Leave:

Jury Duty or Subpoena:

An employee who is required to be absent in compliance with a summons for jury duty or a subpoena requiring the employee to appear in court as a witness shall give proper notice to the appropriate supervisor and provide the district with the official documentation from the court.

The employee shall be excused with pay for the period during which the employee is absent on scheduled days because of jury service or court attendance. When an employee is excused from court duty for part of a day or for an entire day, the employee shall report to the appropriate supervisor in person or by telephone, for such assignment as is reasonable under the circumstances.

Any payment to the employee by the court for services rendered belongs to the employee.

Calamity Days

Employees are not expected to report to work on days when all schools are not in session due to weather conditions or other school closing reasons requiring the declaration of a calamity day unless otherwise directed by the superintendent/designee. Work may be required remotely and in a timely manner, especially as it impacts the District as a whole e.g. payroll must be made on time; vendor checks must be made on time; reporting must meet deadlines.

Holidays & Non-Work Days

Employees covered by this handbook will follow the certified calendar adopted by the board of education each year.

Insurance and Fringe Benefits

Medical, Dental, and Life Insurance:

The Board will provide employees the following Greater Cincinnati Insurance Consortium choice made available to its certified employees:

- Health Insurance – the Board will pay 85% of Family or Individual premiums
- Dental Insurance – the Board will pay 100% for Family or Individual premiums
- Life Insurance – the Board will pay 100% for \$50,000 of term life insurance

Employees opting out of health insurance coverage will receive a stipend of \$100.00 per month.

Insurance which was in force for any dependent(s) on the date of an employee's death will remain in force without payment of premium until the earliest of the following dates:

1. Remarriage of the surviving spouse, in which case the coverage for all dependents terminates;
2. The date a covered person ceases to qualify as a dependent for any reason other than lack of primary support by the employee;
3. Two years from the date of the employee's death.

The coverage, which is continued in force for dependent children as well, will not be affected if the surviving spouse dies during the two year maximum continuation of coverage.

Interns related to job types covered in this handbook will be paid at a rate agreed to by the Board of Education. Interns are not eligible for monthly insurance opt out stipends.

Severance Pay:

Severance pay will be calculated using unused accrued sick leave up to a maximum of 250 days. The Board will pay thirty-five (35) days plus twenty-five percent (25%) of the unused sick leave days above thirty-five (35) at the time of retirement. Severance will be paid based on the daily rate of pay as of the last day of service. Severance will only be paid upon death or submission of

evidence to the Treasurer from a State retirement system showing employee eligibility at the time of retirement.

An additional \$8,000 lump sum payment shall be made to an employee retiring from a State retirement system. This provision applies to all employees hired prior to August 1st, 2023.

Accumulated Leave Plan:

All district employees retiring at age 55 and older are required to participate in the District's accumulated leave plan when receiving a severance payment of converted sick leave upon retirement.

Professional Development:

The Board of Education will pay for appropriate seminars and workshops pertaining to the employee's position and approved by their supervisor. Employees will be reimbursed by the Board of Education as described below for related travel expenses.

Mileage & Expense Reimbursement:

Mileage for District business-related travel will be reimbursed at the current IRS mileage rate.

Meals and lodging for District business-related expenses will be reimbursed or directly paid by District cards supported by appropriate documentation submitted in a timely manner. Contact the Treasurer's Office in the case of insufficient documentation.

Salary Schedule

The salary of the covered employees shall be paid based on the schedules contained herein unless contractually agreed upon otherwise.

Tuition Reimbursement

Tuition reimbursement will be provided for up to 6 credit hours per year, per employee, at a rate of 100%. The "year" is defined as July 1 through June 30. To qualify, coursework must be related to the employee's role within Loveland City Schools and receive prior approval from both Human Resources and the immediate supervisor. Required documentation for reimbursement after the course includes the following:

- Official transcript
- Receipt from college or university showing proof of payment
- Purchase order which was authorized prior to the course

Documentation should be submitted within 30 days of course completion to Human Resources. Grades of "B" or better or "P" for a pass/fail course are required for reimbursement.

SALARY SCHEDULE 2026-27

	BA	BA150	MA	MA +10	MA +20	MA +30
STEP	Salary	Salary	Salary	Salary	Salary	Salary
1	49,711	52,793	55,427	57,913	60,398	63,256
2	52,007	55,090	58,013	60,498	62,983	65,842
3	54,304	57,385	60,597	63,082	65,569	68,427
4	56,601	59,682	63,182	65,668	68,153	71,011
5	58,897	61,979	65,768	68,253	70,738	73,597
6	61,193	64,276	68,352	70,837	73,323	76,182
7	63,490	66,572	70,937	73,423	75,908	78,766
8	65,787	68,869	73,522	76,008	78,493	81,351
9	68,084	71,166	76,107	78,592	81,077	83,937
10	70,380	73,463	78,692	81,177	83,663	86,521
11	72,677	75,759	81,277	83,763	86,248	89,106
12	74,974	78,055	83,862	86,347	88,832	91,692
13	77,271	80,352	86,447	88,932	91,418	94,276
14	79,566	82,649	89,032	91,518	94,003	96,861
15	81,863	84,945	91,616	94,102	96,587	99,447
16	84,160	87,242	94,202	96,687	99,173	102,031
17	86,457	89,539	96,786	99,272	101,758	104,616
18	86,457	89,539	96,786	99,272	101,758	104,616
19	88,753	91,836	99,371	101,857	104,342	107,201
20	88,753	91,836	99,371	101,857	104,342	107,201
21	91,050	94,132	101,957	104,442	106,927	109,786
22	91,050	94,132	101,957	104,442	106,927	109,786
23	93,347	96,429	104,541	107,027	109,513	112,371
24	93,347	96,429	104,541	107,027	109,513	112,371
25	93,347	96,429	104,541	107,027	109,513	112,371
26	93,347	96,429	104,541	107,027	109,513	112,371
27	94,425	97,507	105,759	108,245	110,730	113,588
28	94,425	97,507	105,759	108,245	110,730	113,588
29	94,425	97,507	105,759	108,245	110,730	113,588
30	94,425	97,507	105,759	108,245	110,730	113,588
31	94,425	97,507	105,759	108,245	110,730	113,588
32	94,425	97,507	105,759	108,245	110,730	113,588
33	94,425	97,507	105,759	108,245	110,730	113,588
34	94,425	97,507	105,759	108,245	110,730	113,588
35	94,425	97,507	105,759	108,245	110,730	113,588

SALARY SCHEDULE 2027-28

	BA	BA150	MA	MA +10	MA +20	MA +30
STEP	Salary	Salary	Salary	Salary	Salary	Salary
1	50,705	53,849	56,536	59,071	61,606	64,522
2	53,047	56,191	59,173	61,708	64,243	67,159
3	55,390	58,533	61,809	64,344	66,880	69,796
4	57,733	60,876	64,446	66,981	69,516	72,432
5	60,075	63,219	67,083	69,618	72,153	75,069
6	62,417	65,562	69,719	72,254	74,789	77,706
7	64,760	67,903	72,356	74,891	77,426	80,341
8	67,103	70,246	74,993	77,528	80,063	82,978
9	69,446	72,589	77,629	80,164	82,699	85,615
10	71,787	74,932	80,266	82,801	85,336	88,251
11	74,130	77,274	82,903	85,438	87,973	90,888
12	76,473	79,617	85,539	88,074	90,609	93,525
13	78,816	81,959	88,176	90,711	93,246	96,161
14	81,158	84,302	90,813	93,348	95,883	98,798
15	83,501	86,644	93,449	95,984	98,519	101,435
16	85,843	88,987	96,086	98,621	101,156	104,071
17	88,186	91,330	98,722	101,258	103,793	106,708
18	88,186	91,330	98,722	101,258	103,793	106,708
19	90,528	93,673	101,359	103,894	106,429	109,345
20	90,528	93,673	101,359	103,894	106,429	109,345
21	92,871	96,014	103,996	106,531	109,066	111,981
22	92,871	96,014	103,996	106,531	109,066	111,981
23	95,214	98,357	106,632	109,168	111,703	114,618
24	95,214	98,357	106,632	109,168	111,703	114,618
25	95,214	98,357	106,632	109,168	111,703	114,618
26	95,214	98,357	106,632	109,168	111,703	114,618
27	96,314	99,457	107,875	110,410	112,945	115,860
28	96,314	99,457	107,875	110,410	112,945	115,860
29	96,314	99,457	107,875	110,410	112,945	115,860
30	96,314	99,457	107,875	110,410	112,945	115,860
31	96,314	99,457	107,875	110,410	112,945	115,860
32	96,314	99,457	107,875	110,410	112,945	115,860
33	96,314	99,457	107,875	110,410	112,945	115,860
34	96,314	99,457	107,875	110,410	112,945	115,860
35	96,314	99,457	107,875	110,410	112,945	115,860

SALARY SCHEDULE 2028-29

	BA	BA150	MA	MA +10	MA +20	MA +30
STEP	Salary	Salary	Salary	Salary	Salary	Salary
1	52,226	55,464	58,232	60,843	63,454	66,457
2	54,639	57,878	60,948	63,559	66,170	69,174
3	57,052	60,289	63,663	66,274	68,887	71,889
4	59,465	62,702	66,379	68,991	71,602	74,604
5	61,877	65,115	69,096	71,707	74,317	77,321
6	64,289	67,528	71,811	74,421	77,033	80,037
7	66,703	69,941	74,526	77,138	79,749	82,752
8	69,116	72,354	77,242	79,854	82,465	85,467
9	71,529	74,767	79,958	82,569	85,179	88,184
10	73,941	77,180	82,674	85,285	87,896	90,899
11	76,354	79,592	85,390	88,001	90,612	93,615
12	78,768	82,005	88,105	90,716	93,327	96,332
13	81,181	84,418	90,821	93,432	96,044	99,046
14	83,592	86,831	93,537	96,149	98,760	101,762
15	86,005	89,243	96,252	98,864	101,474	104,479
16	88,418	91,656	98,969	101,579	104,191	107,194
17	90,832	94,070	101,683	104,295	106,907	109,910
18	90,832	94,070	101,683	104,295	106,907	109,910
19	93,244	96,483	104,399	107,011	109,622	112,625
20	93,244	96,483	104,399	107,011	109,622	112,625
21	95,657	98,895	107,116	109,727	112,338	115,341
22	95,657	98,895	107,116	109,727	112,338	115,341
23	98,070	101,308	109,831	112,443	115,054	118,057
24	98,070	101,308	109,831	112,443	115,054	118,057
25	98,070	101,308	109,831	112,443	115,054	118,057
26	98,070	101,308	109,831	112,443	115,054	118,057
27	99,203	102,441	111,110	113,722	116,333	119,336
28	99,203	102,441	111,110	113,722	116,333	119,336
29	99,203	102,441	111,110	113,722	116,333	119,336
30	99,203	102,441	111,110	113,722	116,333	119,336
31	99,203	102,441	111,110	113,722	116,333	119,336
32	99,203	102,441	111,110	113,722	116,333	119,336
33	99,203	102,441	111,110	113,722	116,333	119,336
34	99,203	102,441	111,110	113,722	116,333	119,336
35	99,203	102,441	111,110	113,722	116,333	119,336

Additional Board of Education policies that govern the employment of employees and general operations of the school district can be found on the school district's website at:
<https://www.lovelandschools.org/administration/board-of-education/agendas-minutes>.

Should the benefits and terms and conditions of employment provided for in this handbook conflict with the benefits and terms and conditions of employment provided for in Board policy, the benefits and terms and conditions of this handbook shall prevail.

This handbook was adopted by the Board of Education on August 18, 2026 and shall supersede all previously adopted employee specific handbooks.