

AGREEMENT

BETWEEN

**THE CLEAR FORK VALLEY LOCAL
BOARD OF EDUCATION**

AND

**THE CLEAR FORK VALLEY EDUCATION ASSOCIATION
AFT, OFT Local #4109**

EFFECTIVE

JULY 1, 2022

THROUGH

JUNE 30, 2025

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ARTICLE I - RECOGNITION/NEGOTIATING PROCEDURES

A. Recognition

1. The Clear Fork Valley Board of Education recognizes the Clear Fork Valley Education Association as the sole and exclusive representative of the certificated/licensed teaching personnel of the Clear Fork Valley Schools. The term of recognition shall be continuous unless the C.F.V.E.A. is removed or replaced as representative in accordance with the provisions of the Ohio Revised Code Chapter 4117. Administrative, supervisory, non-certified personnel and substitutes are not eligible for representation by the C.F.V.E.A.
2. The Treasurer of the C.F.V.E.A. shall submit to the Board Treasurer in writing the names and addresses of the officers and total membership of the C.F.V.E.A. annually by October 1st.
3. Employees have the right to join or refrain from joining an organization of their professional or economic improvement for the advancement of public education. Membership in any organization shall not be required as a condition of employment in the Clear Fork Valley School System. The Janus decision by the U.S. Supreme Court eliminated fair share.

All payroll deductions for Association dues will be made twice monthly, totaling sixteen (16) per academic school year.

- a) The Treasurer or treasurer's designee shall notify the (Co-) President(s) of the C.F.V.E.A. when an individual new to the CFVLS has been offered a teaching contract.
4. Recognition of the Clear Fork Valley Education Association by the Clear Fork Valley Board of Education shall be for the purpose of arriving at agreements concerning those matters which are not within the province of the Superintendent of Schools and which are within the province of the Board of Education.

B. Definitions

1. Regular full-time employee shall be defined as any bargaining unit employee hired to work seven and one-half (7 ½) hours per school day inclusive of lunch.
2. Regular part-time employee shall be defined as any bargaining unit employee hired to work less than seven and one-half (7 ½) hours a day or less than five (5) days a week.

C. Procedures

1. Statement of Principles

- a. The Board of Education of the Clear Fork Valley Local Schools, hereinafter referred to as the "Board", and the Clear Fork Valley Education Association, Local #4109, hereinafter referred to as the "C.F.V.E.A.", state that the principles stated in succeeding sections of this document shall govern the negotiations process between the Board and the C.F.V.E.A.
- b. "Good Faith" requires that the Board and the C.F.V.E.A. be willing to react to each other's proposals. If a proposal is unacceptable, the other side is obligated to give reasons why. Nothing in this Agreement shall compel either party to agree to a proposal or to make a concession.

2. Subjects of Negotiation

Representatives of the Board and the C.F.V.E.A. will negotiate in good faith a salary schedule, fringe benefits, and other terms and conditions of employment.

3. Requests for Negotiation

- a. If either of the parties desires to negotiate changes in salaries or other terms and conditions of employment, it shall notify the other party in writing not later than three (3), months and not earlier than four (4) months prior to the expiration date of any agreement of understanding reached pursuant to the terms of this negotiating procedure unless otherwise agreed upon by both parties. Notification in writing from the C.F.V.E.A. shall be submitted to the Superintendent. Notification in writing from the Board shall be addressed to the (Co-) President(s) of the C.F.V.E.A. The above notifications shall include a list of items from each party to be subject of negotiations.
- b. Within fifteen (15) working days after receipt of such notice, an initial meeting will be held at which the C.F.V.E.A. and the Board will submit in writing their proposals.
- c. In the first negotiations session, proposals shall be in form and detail specifying that to which agreement is sought. Topical listings of items proposed for negotiation shall constitute a clear failure of compliance with this requirement and may be disregarded.
- d. The items proposed shall constitute the total negotiations. No new items may be submitted unless by mutual agreement of both parties. Any items

not submitted for negotiations and in the current agreement, unless affected by a date, shall remain in full force and effect in the successor agreement.

4. Negotiation Meetings

- a. Negotiation meetings shall be scheduled at the request of the parties and, until negotiations are concluded, either party may require at each meeting a decision on the date, time and place of a subsequent meeting.
- b. Meetings shall be scheduled at reasonable intervals to avoid conflict and interference with school and employment schedules.
- c. Either party may recess for caucuses up to forty (40) minutes or longer if both parties agree.
- d. Minutes of meetings shall be kept by each party only if it deems necessary, and only in such form and detail as it may determine advisable

5. Representation

- a. The representatives of the Board shall consist of not more than five (5) designees. Only one (1) of the five (5) may be an outside consultant.
- b. The representatives of the C.F.V.E.A. shall consist of no more than five (5) designees. Only one (1) of the five (5) may be an outside consultant.
- c. The use of additional consultants/specialists may be used with the mutual consent of the Board and the C.F.V.E.A. in an effort to create equal representation.

6. Assistance and Study Committees

Either party may call upon professional and lay persons to consider and make suggestions concerning matters under discussion.

7. Information

The parties agree to furnish, upon written request and in a reasonable time, available information concerning the financial status of the District and such other available information as will assist the parties in the development and evaluation of proposals.

8. News Releases

Neither party shall make a release to the news media, community member, or

group regarding negotiations as long as negotiations are in progress without the mutual consent of both parties.

9. Agreement

- a. Tentative agreement on negotiated items shall be reduced to writing and initialed by the representatives of each party. All agreements are tentative, based upon the complete resolution of all issues.
- b. The purpose of "tentative agreements" is to develop a package that will be submitted to the teachers and the Board for ratification. Initialing of tentative agreements shall be done in good faith.
- c. The committee of the Association must affirm the acceptance of the Agreement first by a membership vote, and then the same shall be presented to the Board for its decision. If approved, the Agreement shall be binding on both parties.
- d. Within thirty (30) working days after the signing of the Agreement, copies shall be made available to all certified/licensed employees and Board members. The responsibility for printing and distributing the copies of the Agreement, including reopeners, will be that of the C.F.V.E.A. for 1995-96 and thereafter shall alternate between the parties.

10. Disagreement

- a. If agreement is not reached within sixty (60) days following commencement of negotiations; either party may, at any time thereafter, request the employment of a mediator, and the cost, if any, of such mediating services shall be shared equally by the Board and the C.F.V.E.A. However, if after sixty (60) days from commencement of negotiations should either side request that negotiations be extended before mediation, and if both parties mutually agree to do so, negotiations before mediation will be extended up to thirty (30) additional days making a total number of days for any one (1) negotiating session ninety (90) days from the day of the initial meeting.
- b. The mediator shall be supplied by the Federal Mediation and Conciliation Service or any other source acceptable to both parties.
- c. In the event mediation fails to help the parties reach agreement, the final act of the mediator shall be to report to the parties in writing declaring the points of disagreement and the position of the parties on the impasse items as they appear to the mediator and his/her recommendations.

11. No Reprisal Clause

Representatives of the Board and Clear Fork Valley Education Association shall participate in negotiations freely without concern for penalty, sanction, reprisal, or recrimination.

ARTICLE II – GRIEVANCE PROCEDURE

A. Purpose

This grievance procedure has been established to enable employees to seek solutions to violations of specific articles of the Master Agreement.

It is the intent of this procedure to provide solutions at the lowest administrative level.

B. Definitions

1. Employer

The Clear Fork Valley Local Board of Education
Richland County, 211 School Street, Bellville, Ohio 44813

2. Employee

Member of the bargaining unit employed by the Board.

3. Grievance

A complaint by an employee and/or group of employees that there has been a violation or a misapplication of a specific article of the Master Agreement.

4. Grievant (Aggrieved)

Member of the bargaining unit employed by the Board making a complaint, or a group of same, or the C.F.V.E.A.

5. Days

Actual bargaining unit employee working days unless specified otherwise.

6. Employee Organization

The Clear Fork Valley Education Association (C.F.V.E.A.) as recognized by the Board.

C. Rights

1. No reprisals of any kind will be taken by the employer, employee, or employee organization during or after the resolution of the grievance.

2. All time limits described within are maximum, but may be extended by mutual agreement. Every effort will be made by all parties to conclude the procedure(s) in a minimum amount of time.

3. The grievant may, at their choice, be represented by the C.F.V.E.A. at any and all steps of the procedure.
4. The fact that an employee files a grievance shall not have any bearing on the employee's future transfer, assignment, promotion, or employment recommendations. Filed grievances do not become part of an employee's personnel file.
5. Failure to communicate the disposition of any grievance within the prescribed time limits will result in the grievance moving directly to the next step in the procedure.
6. An employee must file any grievance within fifteen (15) days after they know of or should have known of the act upon which the grievance is based.

D. General Provisions

1. All grievances will be filed on authorized forms only. (See Appendix C)
2. Grievance forms will be prepared by the employer and distributed by the employee organization.

E. Procedure

All employees will make an effort to resolve their complaints by first discussing it with their immediate supervisor. If the employee is not granted the redress sought, the employee may then file a formal grievance.

Step I

If the grievance is not resolved within five (5) days of the informal meeting, the aggrieved may present a formal claim to their immediate supervisor by submitting a completed Grievance Report Form. Within five (5) days of receipt of the grievance, the immediate supervisor will meet with the aggrieved and the aggrieved's representative(s), if elected by the aggrieved, in an effort to resolve the matter. The immediate supervisor shall indicate their disposition of the grievance within five (5) days after such meeting by completing the report form and returning it to the aggrieved and the C.F.V.E.A.

Step II

If the grievance is not resolved at Step I, the grievant and/or the C.F.V.E.A. shall complete Grievance Report Form, Step II, and submit the grievance to the Superintendent within ten (10) days after being notified by their immediate supervisor in Step I. Within ten (10) days of receipt, the Superintendent and/or designated representatives will meet with the grievant and/or their representative to resolve this matter. Within ten (10) days of this meeting, the Superintendent shall

indicate in writing their disposition of the grievance and forward it to the aggrieved. The C.F.V.E.A. shall be notified in writing of said disposition.

Step III

If the grievance is not resolved at Step I or II, the grievant and/or the C.F.V.E.A. shall complete the Grievance Report Form, Step III, and the grievant and/or C.F.V.E.A. shall have the right to submit the grievance to the Board of Education within ten (10) days after the Superintendent replies to the grievance in Step II. The Board shall meet with the grievant and/or their representative at its next regularly scheduled meeting to resolve the matter. Within ten (10) days working days of this meeting, the Board shall indicate in writing the disposition of the grievance by completing the form and forwarding it to the aggrieved. The C.F.V.E.A. shall be notified in writing of said disposition.

Step IV

If the aggrieved, with the written concurrence of the C.F.V.E.A., is not satisfied with the disposition of the grievance at Step III, they may within ten (10) days submit the grievance to arbitration by the American Arbitration Association whose rules and regulations shall, likewise, govern the proceedings. The arbitrator may not add to, alter or delete from, the terms of the negotiated items. The arbitrator shall have all power and remedies within lawful statutes to render an award which shall be final and binding on both parties. In cases where arbitration of an issue is questioned, the matter of arbitrability shall be ruled upon by the arbitrator prior to a ruling by the arbitrator on the actual grievance. The cost for services of the arbitrator will be split equally among the parties.

ARTICLE III – RIGHTS

A. Management Rights

The Board hereby retains and reserves unto itself, without limitations, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Ohio and of the United States.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of the contract and Ohio statutes; and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Ohio and the rules and regulations promulgated by the Ohio State Board of Education and the Constitution and laws of the United States.

B. Bargaining Unit Privileges

1. Exclusivity

The Board shall accord the privileges enumerated in this Article to the C.F.V.E.A., Local #4109, A.F.T./O.F.T. as the sole and exclusive bargaining agent. These privileges shall not be provided to any other agent who has as its purpose the representation of certified/licensed employees in collective bargaining until such time as a valid and lawful challenge to the certification status of the C.F.V.E.A. is recognized by S.E.R.B.

2. Rights

The C.F.V.E.A. will have the right to use of faculty lounge bulletin boards, mailboxes, inter-school mail delivery, and school facilities for the purpose of meetings.

3. Dues Deduction/Payroll

The Board agrees to deduct C.F.V.E.A., Local #4109, A.F.T./O.F.T., dues plus other deductions mutually agreed upon by the C.F.V.E.A. and the Board where the employee authorizes the Board. Authorization for these deductions for a school year must be made by the employee in writing to the Treasurer on or before October 1st.

- a. The Board recognizes the C.F.V.E.A as a teacher professional organization (TPO) and in accordance with Section 4117.01 Revised Code and STRS Board Rule 3307-6-01, agrees to make C.F.V.E.A. officer stipend payments through the regular CFVLSD payroll at no additional cost of the Board. The C.F.V.E.A. shall reimburse the Board's contribution cost for the STRS payment and the Board's cost for Medicare if applicable on behalf of each C.F.V.E.A. officer who requests this option.

The treasurer of the C.F.V.E.A shall deposit the stipend and reimbursements to the CFVLSD Treasurer by June 10th of each year, and stipend payments to C.F.V.E.A. officers shall be made by June 30th. The C.F.V.E.A treasurer will itemize the stipend and reimbursement amounts.

The C.F.V.E.A. officer stipend amount, based upon the C.F.V.E.A. Constitution and By Laws, is for terms of service of one year from July 1st through June 30th.

4. Conference/Convention Days

- a. The Superintendent shall authorize up to a combined total of four (4) days per year to members elected to represent the C.F.V.E.A. or chosen to serve on programs or in any capacity at C.F.V.E.A. meetings, conferences or conventions.

- b. The (Co-)President(s) of the C.F.V.E.A. will be given one (1) additional professional day, upon request and without Board compensation for expenses (registration fee, travel allowance, etc.), to attend one (1) major O.F.T. conference per year. The Board shall be responsible only for the expense of a substitute.

ARTICLE IV – TEACHING CONDITIONS

A. Normal School Day

The certified/licensed employee day will be seven and one-half (7 ½) hours inclusive of lunch and recess period. Hours are dictated by State Laws and Board Policy. The beginning and ending times will be determined by the respective building principal to reflect State Laws and Board Policy. Special in-service meetings, district-wide staff meetings, building faculty meetings, or conferences with students and/or parents may extend the day without increasing any additional cost to the Board. Said activities are deemed to be part of the job description.

1. Extended Days – Beginning with the 2010-2011 school year, any school days extended to make up calamity days shall be interpreted as one work day for purposes of paid employee leave.

B. Lunch Period

1. All employees shall have a duty-free thirty (30) minute lunch period.
2. An employee's lunch period shall be within the regular scheduled serving time.
3. Employees may leave the building during their duty-free lunch period with the approval of the building principal or designee, and must notify the main building office.

C. Teaching and Room Assignments

Each certified/licensed employee will receive their teaching and/or room assignment, in writing, no later than July 15th. Should circumstances warrant a change after this date, the respective building principal shall notify the employee of the change(s) immediately and provide assistance as needed to help the teacher make the change successfully.

D. Planning Time/Conference Periods

1. Employees will be provided planning time at least in accordance with the Ohio Department of Education standards. In program planning and student scheduling, building principals will make every attempt to provide opportunities

for employees in the same department and/or grade level to have a common planning time.

- a. All employees in grades K through 12 shall have a minimum of forty (40) minutes of preparation time daily on full-session days.
 - b. On days when school is not in session a full day, preparation time will be no less than twenty (20) minutes and no more than forty (40) minutes.
 - c. Part-time employees shall have preparation time in an amount equal to their part-time as it bears to full-time.
2. Employees will be available to spend time with students needing academic consultation during part of the employee's conference period when necessary and possible. Employees are encouraged to use this time for planning procedures, grading papers, and in research and curriculum development.
 3. After the principal has exhausted all means of securing a substitute teacher, teachers/bargaining unit members may be assigned to serve as a substitute teacher during the time they are not scheduled to have pupil contact. This will be done on a rotational basis among those teachers who are available at that time. If a bargaining unit member is assigned to serve as a substitute teacher during their non-contact time, they may seek other bargaining unit members who have non-contact time to serve in their place during that time or other bargaining unit members who are free may volunteer to cover the assignment for them.

E. Teaching Duties

1. *Building Faculty Meetings* – Whenever possible, building faculty meetings will be scheduled one (1) week in advance. Employees shall attend all building faculty meetings called by the principal unless excused by the building principal. Every attempt should be made to limit faculty meetings to one (1) per week, unless unforeseen emergency situations should arise.
2. *Homeroom Assignments* - Employees are subject to homeroom assignments, and when assigned, they shall handle all the details of records, attendance, social activities, and other matters assumed by the homeroom commitment. Employees are also expected to share in supervising non-classroom activities during the school day.
3. *Classroom Procedures/Schedules* - Employees shall keep an outline of class procedures, in a plan book provided by the Board, which should be available at all times for use by the principal or supervisors and as a guide for substitute teachers. Each elementary school employee shall prepare and follow a daily time schedule which has been approved by the principal or Superintendent. A

copy of this schedule should be filed with the principal or Superintendent within two (2) weeks after the beginning of the school term.

4. *Educational Planning and Planbooks* - Planning educational experiences for pupils must be both a continuous and flexible process. This involves pre-planning, the study of each pupil's records and previous experience, as well as assembling materials and organizing resources in their relation to teaching assignments. Long-range planning should involve a statement of goals, methods for achieving these goals, a perfected plan of evaluation, and some estimate of time allotments. Plan books will be provided by the Board for employees' use and should be available at all times for use by the principal or supervisors and as a guide for substitute teachers.
5. *Assigned Periods* - Employees shall keep their classes in session each day during school hours and assigned periods and shall not dismiss them, for any reason, without permission of the principal or Superintendent.

Employees shall be responsible for the orderly departure of all pupils generally and specifically for those who have been assigned to them for any class.

Employees shall give every reasonable assistance to all pupils in their studies.

Any tickets sold in the Building will be sold only in the Building Office and all fiscal policies will be followed in the handling of funds received.

6. *Unassigned Periods* - Employees shall not be absent from school or any period without permission of the principal or Superintendent except as provided for in ARTICLE V - LEAVES of this Agreement. ARTICLE IV, TEACHING CONDITIONS, B, 3 also permits leaving the building for lunch with the approval of the principal or designee.
7. *Students' Health and Welfare* - Employees shall give careful attention to the health and comfort of the pupils under their care. Employees shall observe the physical conditions of the room relative to heating, ventilation, lighting and cleanliness and shall report abnormal conditions to the principal or Superintendent. Employees shall report any unsatisfactory conditions among students pertaining to personal cleanliness, vision, hearing, etc., to the building principal or other appropriate authority.

Employees shall not send pupils on errands away from the school property the exception being if the errand is directly related to the curriculum being instructed at that time and the student(s) guardian is on file with the building administrator granting permission. The school administrator shall have the discretion to refuse such privilege.

8. *Teachers' Handbook* - Employees shall become familiar with and follow the instructions outlined in the Teachers' Handbook that is prepared by the building principal and presented at the orientation meeting.
9. *Records/Reports* - Employees shall keep all records and make all reports as directed by the principal or Superintendent. Online grade books shall be updated weekly unless approved otherwise by Building Administration.
10. *Foregoing Scheduled Planning Time*- When an employee agrees to forego their scheduled planning time each day for the purpose of minimizing student-teacher ratio, and will be instructing an approved graded/accredited class that appears on the master schedule and has a minimum of fifteen (15) students, the employee will be compensated at their hourly rate for that additional instructional time.
11. When any Certified Staff is assigned or volunteers to teach another teacher's class, or any part of another teacher's class, for any part of the day (including lunch or planning time/conference period) as a result of the inability to secure a substitute, that teacher shall be paid a rate of twenty-two dollars (\$22.00) per hour. Coverage will be documented through Kiosk for compensation.

F. Non-Teaching Duties

The primary responsibility of a certified/licensed employee is to teach. It is understood that additional duties must be undertaken to properly supervise students. These duties will be assigned on an equitable basis, and duties will not be invented merely to give the employee something to do. Duties will be assigned in writing (a general list in the Teachers' Handbook as interpreted as in writing) by the appropriate building administrator.

G. Vacancies - Promotions - Transfers

1. All vacancies in certified/licensed staff positions, which the Superintendent intends to fill, shall be posted in each building, through their district email address, group texts from Building Administration and on the district website for a period of seven (7) calendar days. A vacancy is defined as the Superintendent having received a written resignation from a certificated/licensed employee or when a new position is created. The Board reserves the right not to fill any vacancies.
2. In the event that said positions become available during the summer months or holiday periods when school is not in session, defined as that period of time between the last teacher day and the opening staff day of the subsequent school year, a notice of all vacancies specifying the grade level or special subject area will be given to all certificated/licensed employees through their district issued email address, group texts from Building Administration and

posting on the district website for a period of seven (7) calendar days.

3. In the event a position becomes available during the school year, the union leadership and Superintendent shall work together to fill the position while minimizing the disruption to existing class structure. The Board has the option to place a long-term substitute in the vacant position for the remainder of the school year following the established procedures for substitute hiring.

At the conclusion of the school year, should the position in question be needed for the following year, it will be regarded as any open position and the procedures as defined in paragraph 1 of this section will apply.

4. Should certain employees have a specific interest in potential openings or new positions; they may file their intent or application in writing or electronically with the Superintendent or the appropriate administrator and be guaranteed an interview for the position of interest, with the understanding that administration makes all final decisions on employment.
5. Employees who wish to transfer within the system may request same in writing to the Superintendent or the appropriate administrator. Said request will be submitted to the affected principal for their recommendation.
6. In the event that it is necessary for the Superintendent to initiate a transfer, said transfer will be reviewed in person with the affected employee prior to the final decision. The employee will be afforded an opportunity to agree or disagree stating reasons for same. No teacher shall be transferred to a position for which he/she does not hold state certification/licensure. Should an involuntary transfer occur, the Administration will make every attempt to make an efficient transfer by securing necessary classroom materials, and ensuring transfer of existing teacher supplies in a timely manner.

H. Building Facilities

1. The Board will continue to make available lunchroom and lavatory facilities for teacher use. At least one (1) room will be made available for use as a teacher lounge.
2. Employees shall properly care for all school property and equipment.
3. An effort will be made to fulfill the need for each teacher to have a facility which can be locked for the private storage of coats, hats, purses, and other personal belongings.
3. The Board shall provide telephone service in each building in an environment conducive to confidentiality for employee use.

I. Pupil Teacher Ratio

The C.F.V.E.A. and the Board understand and agree that class size plays an important part when providing the education for students, particularly as it relates to individual pupil differences.

Both parties are committed to keeping reasonable class sizes in all classes throughout the District. The administration is sensitive to any classroom-related issue and will engage in ongoing constructive dialogue with all parties.

The administration shall be responsible for the pupil-teacher ratio by the assignment of students and staff and for determining the number of teachers to be employed.

J. School Calendar

A calendar committee consisting of CFVEA Co-Presidents, 2-3 CFVEA Union members and 5 administrators will develop the calendar to be recommended to the Board by the Superintendent.

K. Inclement Weather

When schools are officially closed because of inclement weather or other calamity, employees shall be released from duty for five (5) traditional calamity days. After the five (5) traditional calamity days all other calamity days will be made up through remote learning.

L. Grade Changes

The teaching employee shall have the right to determine the grades of students.

M. Special Needs Students

The following shall apply to teachers who have or will have one (1) or more special needs students included into their classes:

1. Each teacher at each grade level shall have the opportunity to meet with the Special Education teacher to discuss and provide input into decisions affecting special needs students before assignment to the teacher's classroom.
2. The receiving teacher(s) at the appropriate level has the right to be present, and is urged to be present, at any Placement Committee meeting. This includes the annual I.E.P. review.
3. Special needs students assigned to regular classrooms shall, to the extent possible, be equitably assigned by the administration to classrooms at each grade and/or subject level.
4. If more than thirty percent (30%) of the students in an inclusionary classroom are students with an I.E.P., additional help will be considered for the classroom teacher.

5. When medical conditions of a student require services like changing colostomy bags or diapers, cleaning tracheotomy openings or appliances, etc., the Board will address those student needs with additional help.

N. Students with Records of Violent Behavior

In an effort to maintain good communication among all members of the Clear Fork staff procedures will be developed and shared with bargaining unit members at the beginning of each school year to detail how information will be shared with staff members when a student enrolls with a known record of violence, violent acts, or has been involved in sexual misconduct.

ARTICLE V – LEAVES

A. Sick Leave

In order to comply with Section 3319.141 of the Ohio Revised Code, the following guidelines shall be followed:

1. Each bargaining unit employee shall be entitled for each completed month of service to sick leave of one and one-fourth (1 1/4) days with pay.
2. Sick leave may not be taken in less than one-half (1/2) day amounts.
3. Unused sick leave shall be cumulative only up to two hundred ninety (290) days. A cap of two hundred seventy-five (275) days sick leave will be used to calculate severance pay.
4. Employees may use sick leave upon approval of the responsible administrative officer of the Board, for absence due to illness, injury, disability due to pregnancy including post-partum recovery, adoption or fostering of a child under the age of eighteen (18) years of age, or older and incapable of self-care because of a mental or physical disability, exposure to contagious diseases which could be communicated to other employees, and illness, injury or death in the employee's immediate family. Employees will be limited to using three (3) days of sick leave for the purposes of attending a funeral for someone not listed in #5 below. Should extenuating circumstances exist, additional days may be granted by the Superintendent or Superintendent's designee.
5. Immediate family shall be interpreted to include husband, wife, children, brothers, sisters, parents, grandparents, grandchildren, brothers-in-law, sisters-in-law, mother-in-law, father-in-law and anyone living in the same household who is related by blood, marriage, or adoption; or mutual agreement between the Superintendent or designee and the CFVEA.
6. If an absence is for less than one-half (1/2) day, the employee may submit a request in writing (email accepted) to the proper building administrator and copied

to the payroll department to secure certificated/licensed staff to cover classes and have no time deducted from sick leave.

7. Any bargaining unit employee who has exhausted their sick leave accumulation may be advanced up to fifteen (15) days of sick leave or the maximum of what would be accumulated until the end of the current school year. The Board shall recover any pay due because of sick leave advancement of paid time off upon termination of employment of the employee.
8. Any bargaining unit employee who is absent for five (5) or more consecutive work days, or ten (10) days during a semester, or twenty (20) days any given school year shall be required to furnish to the Superintendent or Treasurer, a written statement explaining the cause of the absence. In addition, the Superintendent or Treasurer may request the statement to be prepared by a physician's office. An employee may voluntarily submit a statement from a doctor/physician and that absence would not be counted against the limit in this paragraph.
9. The Board will recognize a maximum of two hundred thirty-five (235) days of cumulative sick days leave for employees transferring from any other agency or agencies of the government of the State of Ohio provided such earned sick leave has been accumulated in the past ten (10) years. A certificate, executed by the responsible administrative officer of an agency from which an employee is transferring, must be presented to the Board Treasurer before sick leave earned outside the Clear Fork Valley Local Schools will be recognized.
10. Employees may choose to make a voluntary gift of sick days to another employee who has exhausted their sick days because of a severe condition, illness, or pregnancy. In such cases, the following guidelines will be followed:
 - a. Once an employee makes a decision to gift sick days to another employee, and the paperwork has been submitted to the Treasurer's office, the decision is irrevocable.
 - b. Gifted sick days cannot be used to enhance severance pay.
 - c. A staff member may not gift more than ten (10) sick days per year. A staff member may not receive more than ten (10) donated sick leave days from any one employee per year.
 - d. The gifting of sick days can be anonymous if the employee so desires.

The gifting of sick days can only be for a serious illness or incapacitating health or medical issues of the employee having a prognosis of recovery being thirty (30) work days or longer or to extend maternity/adoption/child care leave. The Superintendent and CFVEA shall ultimately determine whether the employee qualifies for use of donated sick leave

days based on appropriate paperwork from the employee's physician.

e. Gifted sick days shall not be used to repay advanced sick days.

f. The request to donate or to receive sick days must be submitted to the Treasurer in a timely manner. Gifted sick days shall only be used for current or future sick leave. If the employee wishes to donate sick days anonymously, the Treasurer shall be notified by the donor of such intent via email.

B. Personal Leave Days

1. All bargaining unit employees shall be granted up to four (4) days of personal leave for personal business during each school year without loss of pay and without deduction from sick leave. Personal business is defined as an obligation over which the employee has no control and which requires attention during a school day.
2. Employees shall make every effort to schedule personal appointments after school hours.
3. If the use of personal leave becomes necessary, the request shall be made five (5) days in advance unless it is an emergency.
4. If an absence for personal leave is for less than one-half ($\frac{1}{2}$) day, with the approval of the proper building administrator, the teacher may opt to secure certificated/licensed staff to cover classes and have no time deducted from personal or sick leave credits.
5. Any unused personal leave as of July 1 of each calendar year shall be added to sick leave.
6. The following conditions shall apply to personal leave:
 - a. Personal leave shall not be used for purposes of a vacation. Personal days cannot be used or permitted to extend winter or spring breaks. Personal days may not be used the first or the last ten (10) student days of the school year or on in-service days without the written approval from the Superintendent upon recommendation of CFVEA.
 - b. It is agreed and understood by the parties that certain requests for personal leave are unique and/or once in a lifetime events, both emergent and obligatory in nature, and are not considered to be entertainment or leisure activities that fall on days prohibited in paragraph 6a above.

To accommodate those special occurrences, the Superintendent has

the authority to give special consideration to and may approve those requests upon recommendation of the CFVEA.

c. Personal leave may not be used on parent conference days unless approved by the building principal.

d. Personal leave may not be taken in less than one-half ($\frac{1}{2}$) day amounts.

e. Personal leave may not be used for purposes of gainful employment.

f. Personal leave may not be used in lieu of sick leave without approval from the Superintendent upon recommendation of CFVEA.

g. No more than two (2) bargaining unit employees from each of the following buildings may use personal leave on the same day. The buildings are: the High School, the Middle School, Butler Elementary and Bellville Elementary without approval of the Superintendent upon recommendation of the CFVEA.

h. No more than twenty (20) personal leave days per building may be approved for bargaining unit employees during any one (1) month from September through May. No more than five (5) personal leave days may be approved for these employees during the months of August and June without approval of the Superintendent upon recommendation of CFVEA.

C. Flex Leave

Flex Leave is defined as days which can be used as either Personal Leave or Sick Leave. Three days per year of Sick Leave will be converted to Flex Leave. Any unused Flex Leave as of July 1 of each calendar year shall be added back to Sick Leave.

D. Parental Leave

A teacher who is about to become the parent of an infant child or who is a parent of an infant under one (1) year of age, or who is about to legally adopt or foster a minor child or an individual who is incapable of self-care because of a mental or physical disability, may request and be granted a Parental Leave of Absence with the conditions set forth below.

1. The Parental Leave of Absence may be for the balance of the present school year in which the child is born, or in the case of adoption or foster care, the date the teacher received the child, or for the amount of time to which they are entitled to leave under the Family and Medical Leave Act, whichever amount of time is greater.

2. The teacher seeking Parental Leave shall submit a written request to the

Superintendent which shall state the length of absence desired by the teacher and the date of their expected return. Said request shall be at least thirty (30) days in advance of the effective date of said leave except in emergency situations or when thirty (30) days is not feasible, in which event the Superintendent shall immediately be notified of the date of said leave.

3. Teachers are required to use all forms of earned or accrued paid leave (e.g. sick leave, personal leave) concurrently with FMLA leave. If the teacher has not earned or accrued adequate paid leave to encompass the entire period of FMLA leave, then the balance of the Parental Leave will be in unpaid status.

4. At the request of the teacher, and with one-week prior notice, the duration of the teacher's Parental Leave may be shortened by the Superintendent.

5. Parental Leave may be extended upon written request by the teacher if extenuating circumstances exist with adjustment and/or healthcare issues and the teacher's request is supported by a written statement from the child's physician or social worker.

6. The use of available sick or flex leave for Parental Leave shall be for a maximum of thirty (30) contracted/working days, per contract year. Contracted/working days shall not include holiday breaks, calamity days, spring break or summer break.

7. Upon return to service following a Parental Leave of Absence, the teacher shall be entitled to reinstatement to the same contractual status, but not necessarily the same position, which was held prior to the leave. Upon reinstatement, the teacher shall be granted a salary increment only if said teacher has taught one hundred twenty (120) days during the year in which the leave is taken. All other benefits contained in this Agreement, will not be accrued or paid to the teacher during the period of time the teacher is on an unpaid Parental Leave of Absence.

8. A Parental Leave of Absence shall not exempt the teacher from decisions regarding nonrenewal or reductions in force.

9. If both parents are employed by Clear Fork Valley then they may use Parental Leave consecutively within a twelve (12) month period.

10. A teacher on a Parental Leave of Absence and who is otherwise qualified, shall be eligible to utilize FMLA leave and be entitled to continued participation, at Board expense, in the health insurance benefit for up to twelve (12) consecutive workweeks or for the duration of the leave, whichever is shorter. Thereafter, if the group insurance policy permits, a teacher on Parental Leave may continue to participate in such benefits by advance payment, on a monthly basis, of the total premium for such benefits.

E. Severance Pay

Employees of the Clear Fork Valley Local School District may, at the time of their retirement from service with the Clear Fork Valley Local School District, apply for severance pay. Only those employees whose effective date of retirement with the State Teachers Retirement System is no later than ninety (90) calendar days after the last paid day of service with the Clear Fork Valley Local Schools shall be eligible for retirement severance pay. The Superintendent may grant a severance payment when extenuating circumstances causes retirement from the district to occur more than ninety (90) calendar days before STRS eligibility for retirement. The maximum severance payment which may be made for employees who have completed ten (10) or more years of service with the district shall be one-fourth (1/4) of two hundred seventy-five (275) days of unused sick leave days not to exceed sixty-nine (69) days. Such payment shall be based on the employee's full per diem rate of pay at the time of separation. Payment for paid time off on this basis shall eliminate all paid time off credit accrued by the employee at that time. The severance payment shall not be made until the employee submits proof to the Treasurer that the first retirement check has been deposited.

For employees who have completed less than five (5) years of service with the district, no severance payment will be issued. For employees who have completed five (5) to nine (9) years of service with the district, the maximum severance payment which may be made shall be one-tenth (1/10) of two hundred seventy-five (275) days of unused sick leave days not to exceed twenty-eight (28) days.

The severance pay described above shall be paid to the estate of an employee of the Clear Fork Valley Local School District who dies while still employed by the District. Payment to the estate shall be made in a timely manner. Employees, who have five (5) or more years of service with the District and pass away while employed by the Clear Fork Valley Local School District, shall have a severance payment made to their estate using the retirement severance calculation from the previous paragraph.

Employees separated from the Clear Fork Valley Local School District, by Reduction In Force or elimination of curriculum offerings, may elect to receive severance payment for unused sick leave. The maximum severance payment which may be made shall be one-fourth (1/4) of two hundred seventy-five (275) days of the unused sick leave days, not to exceed sixty eight (68) days. Such payment shall be based on the employee's full per diem rate of pay at the time of separation. Payment for sick leave on this basis shall eliminate all sick leave credit accrued by the employee at that time. Payment of severance because of separation of employment (RIF or curriculum offering elimination) will be made ninety (90) days after the employee receives their last salary payment from the district providing that other employment in the profession has not been obtained during these ninety (90) days.

Any teacher who desires to have their severance pay deposited into an annuity must notify the Treasurer's office in writing thirty (30) days in advance of their effective date of retirement or last day of active service, whichever is earlier. The notification must state either a percentage or dollar amount of the eligible severance pay to be deposited into an annuity upon retirement. Calculations for the amount of the annuity for severance pay will need to be certified by the Treasurer. The maximum amount an employee authorizes to be annuitized will be distributed to the annuity company of their choice on the last payday of their employment. The employee's choice of the annuitized severance pay must be with a company to which the Clear Fork Local Schools contribute to annuities for other employees.

The maximum allowable tax sheltered annuity annual contribution amount as determined by the various federal codes sections including, but not limited to 403(b), 402(g), 415, and 457. The service contribution to an employee's 403(b) plan or 457 deferred compensation plan aggregated with any previous contributions made by the employee during their last twelve (12) months of employment, cannot exceed the maximum allowable contribution as determined by law. These provisions can be amended as necessary in order to conform to any applicable federal and state tax laws.

F. Professional Development Leave

1. Professional Development Leave is defined as leave relating to your certified/licensed position. This procedure is not to be used for field trips, supplemental activities, and sporting events which will be entered only in KIOSK as Professional Leave with a description of the event.
2. Each bargaining unit employee may request two (2) professional days per year for professional growth activities. Additional days may be granted upon approval of the Superintendent.
3. The Head Coaches of all varsity teams will be permitted two (2) days only per school year for professional athletic meetings for each sport in which they are Varsity Head Coach and may include attending a state tournament contest of the sport they are Varsity Head Coach subject to yearly review. All other coaches will be granted one (1) day professional leave per school year per sport coached for athletic meetings. Professional athletic meetings shall mean workshops or clinics. The days available to employees for professional meetings for academic class work are not to be used by coaches for athletic meetings. All Athletic Leave requests must include an Activity Proposal and a Follow-Up Report specifying how such attendance will benefit Clear Fork student athletes. Documentation will be submitted to the Superintendent or designee.
4. Bargaining unit employees that must take a professional exam to secure a

licensure related to education will be granted a professional day to take said exam, excluding Pupil Activity Permit/License.

5. In order to apply for said leave, the employee must:
 - a. Submit a Professional Development Leave Request form to their immediate supervisor on the designated form ten (10) calendar days prior to in advance of said leave.
 - b. Upon confirmation of approval of said leave, enter information into KIOSK. If attendee expects reimbursement, or to have the District pay for any aspect of the leave, a requisition must be turned into the Treasurer's office two (2) weeks prior to the registration deadline. If extenuating circumstances arise, the Treasurer will consider each request on a case by case basis.
6. Employees granted said leave will be notified in writing or electronically within five (5) working days of the filing of the request. Any requests not granted shall be returned to the employee within the same said time frame with a written explanation for the denial.
7. While on Professional Development Leave, the employee will receive the regular rate of pay, and a substitute will be employed by the Board. Employees on said leave will be reimbursed according to the following rate schedule up to:

Registration fees: 100%

Meals: None

Lodging: \$45.00 per night

Travel: (Only applicable if district provided transportation is unavailable and the employee inquired (via e-mail to "Van") if district transportation is available.) Current IRS rate (mileage calculated from employee's building to destination and return). If multiple employees attend the same conference on the same days from the same building, only one employee will receive mileage reimbursement.

8. Employees, for reimbursement, must complete the Travel Expense Form and provide the Treasurer's Office with all receipts. Said forms are to be submitted to the Treasurer's office each month and will be processed with the next batch of checks that are processed after submission. No one will be reimbursed more than five hundred dollars (\$500) for any single issuance of said leave.
9. Within ten (10) calendar days after the conclusion of said leave, the employee will file a report with the building principal, listing the highlights and other useful information acquired during said leave. The principal will provide for distribution of this report to staff as they deems necessary. A copy of said report shall be forwarded to the Superintendent once received by the building principal.

10. In-service activities are recognized as an important part of each teacher's professional growth. Visitations are recognized as a form of in-service. Applicant will follow the Professional Development Leave procedure as described above.

G. Assault Leave

1. Notwithstanding Section 3319.143 of the Ohio Revised Code, certificated/licensed employees who are absent from work due to a physical disability resulting from an assault which occurs in the course of Board employment will be maintained on regular status during the period of such absence. In order to qualify for said leave an employee shall:
 - a. Within fifteen (15) days of the assault, furnish the Superintendent with a signed statement, on the provided form to justify the use of said leave.
 - b. Within a reasonable time after the assault, submit to the Superintendent a certificate from a licensed physician stating the nature of the disability and its duration.
2. In addition to the above the following rules apply:
 - a. In order to qualify for Assault Leave, eligibility will be determined by the Superintendent following a notification from the proper building administrator.
 - b. Upon receipt of a physician's statement, either party (employee or Superintendent) may request a second opinion to determine when the employee is fit to resume their duties.
 - c. All earnings paid under this policy are in lieu of Workers' Compensation Benefits.
 - d. Regarding any non-insured medical or property damage costs, the Board or its representatives will be an advocate for due process to facilitate compensation for losses incurred by a teacher.
 - e. Assault leave benefits will be discontinued upon the following: retirement of the individual, declaration of eligibility for disability retirement benefits, or resignation of an employee.

H. Sabbatical Leave

Sabbatical Leave for study and research may be granted without pay to full-time regular employees subject to the following conditions:

1. The employee applying must have at least five (5) years of full-time continuous teaching service in the District immediately preceding the date of application for the Sabbatical Leave unless otherwise approved by the Superintendent and the Board of Education.
2. Each year up to five percent (5%) of the eligible teaching staff may be granted sabbatical leaves of absence.
3. No employee will be eligible for Sabbatical Leave if they have been granted such a leave from the District within the seven (7) consecutive years of service immediately preceding the application unless otherwise approved by the Superintendent and the Board of Education.
4. The applicant must present an acceptable plan for educational growth to be followed during the Sabbatical Leave. The proposed plan must contribute to the professional effectiveness of the applicant as a teacher in their current areas of certification/licensure.
5. Application(s) for Sabbatical Leave shall be submitted, in writing, to the Superintendent and must be received by March 15th. If approved by the Superintendent, the leave will be acted upon by the Board by May 31st.
6. An employee on Sabbatical Leave shall not render teaching service for compensation in any other Ohio public and/or private educational institution provided, however, this requirement shall not preclude the acceptance of a fellowship or other assistance in research.
7. Within sixty (60) days after completion of the Sabbatical Leave, the employee granted such leave shall file with the Superintendent a written report of their educational pursuits while on Sabbatical Leave.
8. All sabbatical leaves shall be for a period of one (1) school year only. Written notice of the employee's intent to return to a teaching position in the district shall be received by the Superintendent no later than March 31st of the school year the employee is on sabbatical leave. Failure to provide written notice by this date shall result in the termination of the contract of employment between the Board and the employee and the employee is without further recourse under law or this agreement.
9. An employee on Sabbatical Leave may elect to continue District insurance benefits by paying one hundred percent (100%) of the monthly premium.
10. Upon completion, the employee will return to teach at least one (1) full year in the District or pay to the District the sum of one thousand dollars (\$1,000.00).

11. Upon return, the employee will resume the same contract status, but they will not receive an additional step on the salary schedule for the year on leave.
12. Upon return, the employee will be assigned to a position for which he/she is certified/licensed, but there is no guarantee that it will be the same position, which he/she previously held.

I. Jury & Election Poll Worker Leave

1. An employee called to jury duty or to be a worker at an election polling place shall be entitled to receive their regular rate of pay while serving provided they pay to the District Treasurer all compensation received as a juror or poll worker.
2. Upon presenting documentation to the Treasurer's office from the responsible court of jurisdiction or appropriate county agency, any funds reimbursed to the employee for meals, travel and/or lodging are not considered a part of the daily pay that must be returned to the district.

J. Court Leave

An employee subpoenaed to appear in any court in an action arising out of their employment, provided such appearance is not in connection with an action the employee has taken against the District, shall be entitled to their regular rate of pay while so appearing provided that any witness fee shall be paid to the District Treasurer. Such absence shall not be considered sick or personal leave.

Employees that are required to appear in any court in relationship to any family law matters involving a spouse and/or child [related by blood or adoption (including the adoption process), or through marriage] shall first exhaust their remaining sick leave.

An employee subpoenaed to appear as a witness or appearing as a party in a criminal trial or legal proceeding in which they are not a defendant, shall be entitled to their regular rate of pay. Such absence shall not be considered sick or personal leave.

K. Family and Medical Leave

In applying for the Family and Medical Leave Act of 1993, employees shall run concurrently with their FMLA leave any of their accrued sick leave for leave provided under the FMLA for any part of the 12 week period of such family leave. The thirty (30) day advance notice required by the Act shall be tolled from the date the individual first submits the form to their supervisor. As allowed by the law, the thirty (30) day advanced notice need not be given if the circumstances necessitating the leave do not permit it. Employees may obtain complete details of the Family and Medical Leave provisions by requesting them from the Superintendent's office.

All references to FMLA in this section and elsewhere in the agreement will follow

Board adopted policy and current laws regarding FMLA should the law contradict the negotiated agreement or Board Policy.

L. Retirement Incentive

Employees who choose to retire with retirement benefits during or at the end of the current school year shall be eligible for the retirement incentive provided the employee submits a letter of retirement along with a letter from STRS verifying the employees eligible date of retirement within forty-five (45) calendar days of the eligible retirement date with STRS but no later than February 28th.

The retirement incentive will be a one-time lump sum payment in the amount of five thousand dollars (\$5,000.00). The retirement incentive will be paid to the employee by December 31st of the calendar year in which the retirement effective date occurs.

The retirement incentive applies only to employees eligible for service retirement who retire when they first become eligible for retirement benefits with STRS, and is not to be construed as severance pay (Article V Section C) which applies to all retiring employees.

ARTICLE VI – EVALUATIONS

- A. Evaluators may make electronic recordings (audio, still picture, video, or any combination) provided that the teacher has agreed to such recordings prior to the observation or walk-through.
- B. The observation and evaluation forms must be signed by the employee indicating that conferences were held at each step of the procedure, the employee has seen but not necessarily agreed with the evaluation, and that copies of the forms have been given to the employee.
- C. The Clear Fork Teacher Evaluation Handbook (C.F.T.E.HB) shall include the evaluation timelines and necessary forms and shall be agreed upon by C.F.V.E.A. President(s) and the Superintendent, signified by an agreement date. The C.F.T.E.HB shall be reviewed yearly with the administration and C.F.V.E.A. for compliance purposes for the Ohio Department of Education. The faculty representatives to the committee shall be selected by the C.F.V.E.A.
- D. Employees shall have the right to request C.F.V.E.A. representation at any evaluation conference.
- E. When evaluations are being used to determine employment contract renewals, RIF lists, and employment status and performance pay only State data made up of tested students shall be used.
- F. Evaluations will be conducted in accordance with the Clear Fork Teacher Evaluation Handbook (C.F.T.E.HB) developed by an ad-hoc committee during the 2017-18 school year. The handbook should be updated as necessary by the committee and recommended for approval each year by September 1st or as

needed due to additional requirements set forth by Ohio Revised Code and/or the Ohio Department of Education.

- G. Evaluations, Improvement Plans, and Professional Development Plans will be completed in accordance to the Clear Fork Teacher Evaluation Handbook (C.F.T.E.HB), Ohio Revised Code, Clear Fork Valley LPDC, and Ohio Evaluation Systems set forth by the Ohio Department of Education.

ARTICLE VII – PERSONNEL RECORDS

The Board believes that in order to avoid interrupting the educational program and to maintain the individual rights of each employee, a uniform procedure for the inspection of public records should be maintained.

- A. Any person seeking to examine a public record maintained by this District shall submit a request, in writing, to the Superintendent on a form to be supplied by the Superintendent. The form shall require that the person seeking access to the public record give their name and address, and specifically identify the public record maintained by this District, which they seek to examine. The records will be made available during regular business hours and copies of such records will be made available at cost within a reasonable amount of time.
- B. Personnel folders will contain records and information relative to compensation, payroll deductions, evaluations, and such information as may be required by the State or Federal Government or considered pertinent by the Superintendent. Anonymous material or material from an unidentified source will not be placed in an employee's file.
- C. A personnel folder for each employee will be accurately maintained in the District in accordance with administrative regulations incorporating the requirements set forth under the Ohio Privacy Act for the protection of employees. All personnel folders will be stored in a locked filing cabinet. Keys will be maintained by the Superintendent/designee and the District Treasurer.
- D. The public will have access to all records in the personnel file with the following exceptions:
 - 1. Medical records.
 - 2. Records pertaining to adoption, probation or parole proceedings.
 - 3. Trial preparation records.
 - 4. Confidential law enforcement investigatory records.
 - 5. Records of which the release is prohibited by State or Federal law.
- E. Each employee has the right to review the contents of their personnel file. Requests to review a personnel file shall be made in writing to the Superintendent, and the

Superintendent shall allow an employee to review the entire contents of their personnel file at the time of such request.

- F. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file after the appeal procedure outlined in the Ohio Revised Code. Employees shall have the right to union representation at any conference concerning their personnel files with exception of pre-employment materials. The appeal procedure permits any employee who disputes the accuracy, relevance, timeliness, or the completeness of information maintained in their file to compel the District to investigate the current status of the information. Employees shall receive a copy of the form completed by the person requesting the inspection of their file.
- G. Personnel records shall be reviewed only in the confines of the Superintendent's office in the presence of the Superintendent or Superintendent's designee.
- H. Employees shall be notified when any individual, who is not an employee of the Clear Fork Valley Local School District, has made a request for personal information.

ARTICLE VIII – INDIVIDUAL CONTRACTS

A. Definitions

- 1. A beginning teacher is an employee with no previous experience. Beginning teachers shall be hired for one (1) year.
- 2. A limited contract is a contract for a definite period of time.
- 3. A continuing contract is a contract that remains in force and effect until the teacher resigns, elects to retire, or until it is terminated or suspended as provided by law.

B. Terms of Employment

Contracts are by and between the individual and the Board.

“Probationary” employees are teachers who have not yet completed four (4) full years under a limited contract with the District. It is understood that “Probationary” employees will be carefully observed.

- 1. “Probationary” teachers shall be issued a one (1) year or new limited contract.
- 2. “Probationary” teachers or any new bargaining unit member will be placed on the level of pay in accordance with their educational level. i.e. A teacher hired

that holds a Master's Degree will fall under that level when salary is being determined.

3. If re-employed, the second, third and fourth contract(s) issued to an employee shall be another one (1) year limited contract.
4. If re-employed and evaluations are satisfactory, the Board shall offer a two (2) or three (3) year limited contract.
5. If re-employed and evaluations are satisfactory, or if not eligible for a continuing contract, the Board shall offer three (3) year limited contracts hereafter.
6. If the above sequence is not followed, written reasons will be given to the employee by the Superintendent.
7. Upon recommendation by the principal, that an employee not be re-employed, the employee may upon request, be granted a conference with the Superintendent. The employee may have the right to be represented at such conference.
8. Applications of this section shall be concurrent with Board Policy AFC & GCN (and related exhibits (E) and revisions (R)).
9. To be eligible for a continuing contract, an employee must meet each of the following:
 - a. Hold a five (5) or eight (8) year professional or permanent license
 - b. Have at least six (6) years of teaching experience in the Clear Fork Valley Local School District
 - c. Maintain two consecutive years of a Final Summative Rating of Skilled or above on the Teacher Evaluation at the time of contract recommendation.

Employees who have had a continuing contract in another school district in Ohio shall become eligible for a continuing contract after serving a three (3) year period in the Clear Fork Valley Local District and maintain two consecutive years of a Final Summative Rating of Skilled or above on the Teacher Evaluation at the time of contract recommendation.

10. A teacher who becomes eligible for a continuing contract during the term of a multi-year contract may be considered for a continuing contract at the end of the multi-year cycle.
11. If an employee is absent without leave for five (5) consecutive school days, a long-term substitute will be hired and the regular teacher salary will be suspended. Upon returning to the District within the same school year, a hearing will be scheduled within forty-eight (48) hours with the Board,

Superintendent, Building Administrator, CFVEA Leadership, and/or legal counsel to justify the absence and make a determination regarding the future employment status. If the absence is justified, back pay will be granted to the employee. No further action will be taken against the employee's contract.

If an employee fails to arrive to work within the first five (5) school days of the school year, salary will be suspended.

If a returning employee has not notified the district office or arrived to work in their classroom within thirty (30) school days, the employee will be considered on an unpaid leave of absence and must follow Article V, Section G – Sabbatical Leave for returning to work.

If a new employee has not notified the district office or arrived to work in their classroom within five (5) school days prior to the next regularly scheduled board meeting, the contract of employment is without further recourse under law or this Agreement.

12. Receipt of a “developing” rating for four years in a row, receipt of an “ineffective” rating for two years in a row; or receipt of a combination of “developing” and “ineffective” ratings for three years in a row based on the on-site observation section of the summative rating of the Ohio Teacher Evaluation System shall result in the nonrenewal of a teacher's limited contract regardless of the contractual term. Teachers with a recent “ineffective” or “developing” rating on their on-site observation may request an additional on-site observation and/or an on-site observation performed by a different evaluator, other than the one assigned to them.

13. Failure to pass the deficient portions of the performance based assessment while teaching under a one year extension of the resident educator license or alternative resident educator license or a one year interim license shall result in the non-renewal of a teacher's limited contract regardless of the contractual term.

C. Reduction in Force

1. If it becomes necessary to reduce the number of employees due to a decrease in pupil enrollment, the return to duty of teachers from leaves of absence, a suspension of schools or territorial changes, or for identified financial reasons, the following provisions shall apply. Such RIF will be in keeping with the provisions of this article and pursuant to section 3319.17 of the Ohio Revised Code.

The CFVEA and certified staff shall be notified prior to April 15th of any proposed teacher reduction. Such notice shall include:

- a. The positions for reductions being considered.
 - b. Reasons for such decisions.
2. Upon receipt of notification of a proposed teacher reduction, the CFVEA has had the right to present its views at an executive session of a Board meeting.
3. The Board shall proceed to reduce teachers based on their performance as indicated on their evaluations in the following sequence:
 - a. The Board shall handle all teacher reductions first through normal attrition which shall be employees who leave the District by reason of retirement, resignation, death or those whose limited contracts are not renewed.
 - b. A list shall be prepared of all employees each year by November 1st according to certification and licensure and final summative evaluation scores (for RIF purposes only) for the last two evaluations cycles completed within the last five (5) school years with each final summative rating being assigned point(s) based upon the following scale:

- i. Accomplished = 4 points
- ii. Skilled = 3 points
- iii. Developing = 2 points
- iv. Ineffective = 1 point

The sum of the points assigned for the two (2) most recent evaluations cycles completed in the last five (5) years shall result in a total that places the teacher in one of the following Categories:

- i. Comparable Category 1 = 0-3 points
- ii. Comparable Category 2 = 4-5 points
- iii. Comparable Category 3 = 6-8 points

Example: A teacher rated Accomplished for his/her last evaluation and Skilled in his/her prior evaluation will have a total of 7 points and therefore will be in Comparable Category 3.

Where only one evaluation is available in the last five (5) school years that summative evaluation rating will be doubled in order to place the teacher in the corresponding Comparable Category.

Example: A teacher rated Skilled for his/her last evaluation cycle will have a total of 6 points and therefore will be in Comparable Category 3.

Where a teacher has previously been evaluated in the District, but not within the last five (5) school years due to being on an approved leave of absence, the summative evaluation rating for the teacher's last evaluation cycle will be doubled in order to place the teacher in the corresponding Comparable Category.

Where no evaluation in the District is available, the teacher will be placed in Comparable

Category 1.

The list shall be sequenced to include the following:

- i. Areas of certification/licensure in effect by August 31 of each school year
 - ii Identification of the Comparable Category
 - iii. The date of the Board meeting at which the employee was hired, and then by the date on which the employee submitted a completed job application if multiple teachers were hired on the same Board meeting date. (All approved "leaves of absence" will be applied towards continuous service for seniority purposes.)
- c. A list shall be prepared indicating the position(s) and/or part positions to be abolished.
- d. Reductions in Force shall be made by suspending teacher contracts based upon the Superintendent's recommendations who shall give preference first to teachers on continuing contracts as follows:
- i. Limited contract teachers by using the following order:
 - 1. Area of licensure/certification within the affected teaching assignment.
 - 2. Rating as determined by the performance evaluation.
 - 3. The Board shall not give preference to any teacher based on seniority, except when making a decision between teachers who have comparable evaluations. When performance ratings are comparable, seniority by date of employment with Clear Fork Valley Local Schools will govern.
 - ii. Continuing contract teachers, only after all Limited contract teachers in the teaching field of assignment, by using the following order:
 - 1. Area of licensure/certification within the affected teaching assignment.
 - 2. Rating as determined by the performance evaluation.
 - 3. When performance ratings are comparable, by date of employment with Clear Fork Valley Local Schools.
4. Notice of Layoffs - An employee laid off as a result of a RIF program shall be given written notification stating the reason for such layoff within fifteen (15) days following Board action of suspension of the employee's contract.
5. Rights While on Suspension

- a. If reemployed, the teacher shall have the right to return to the same contract status, seniority level, total sick leave accumulation, and any other benefits of employment that had accrued to the teacher prior to suspension.
- b. The teacher shall have the right to any and all insurance benefits provided by the Board for a period of 24 months. Said premium shall be paid by the teacher by money order or bank draft made payable to the insurance company and received in the office of the Treasurer by the first of the month.
- c. The Board shall support the teacher's rights to unemployment benefits while under suspension.

6. Recall Rights

- a. Teachers whose continuing contracts are suspended shall be retained on the recall list, during which time they must be offered reemployment in their area(s) of certification.
- b. Teachers whose limited contracts are suspended shall be retained on the recall list for 24 months, during which time they must be offered reemployment in their area(s) of certification.
- c. A teacher may be removed from the recall list if he/she:
 - i. Waives their recall rights in writing
 - ii. Resigns
 - iii. Fails to accept recall to a substantially equivalent position, or
 - iv. Fails to report to work within ten (10) working days after receipt, by certified mail, of the notice of recall unless sick or injured.

- 7. Seniority shall not be the basis for rehiring a teacher, except when making a decision between teachers who have comparable evaluations.
- 8. Employees laid off as a result of the RIF program will be given preferential consideration for appointments as substitute teachers.
- 9. Nothing in this section shall be construed to diminish in any way the legal rights of continuing contract employees.
- 10. Administrative and supervisory personnel are excluded from the provisions of this Article.

11. The administration will provide letters of recommendation for employees affected by a reduction in force, and will attempt to provide other forms of assistance, where possible, upon the request of the employee.
12. On a case-by-case basis, in lieu of suspending a contract in whole, the Board may suspend a contract in part, so that an individual is required to work a percentage of the time the employee otherwise is required to work under the contract and receives a commensurate percentage of the full compensation the employee otherwise would receive under the contract.

ARTICLE IX – SUPPLEMENTAL CONTRACTS

A. Supplemental Contracts

1. Supplemental areas are those that are listed on the Supplemental Salary Schedule. The contract will state the duties and the amount of salary for the position. All supplemental contracts shall be for one (1) year. Job descriptions will be made available to employees upon request.
2. All supplemental contracts shall automatically expire at the end of their term without further action or notice by the Board.
3. Certificated/licensed employees who are qualified and currently employed shall be given first consideration for supplemental contracts. Building principals will provide for equitable opportunity to fill such positions as summer school, Friday/Saturday school, home tutoring, etc. After initial positions are filled by certificated/licensed employees, remaining positions will be reposted for an additional five (5) days before being posted to non-certified/licensed employees or a person not employed by the Board. If no such employee is awarded the position, the Board may offer the position to a non-certified/licensed employee or a person not employed by the Board in accordance with State rules and regulations.
4. Positions on the Supplemental Salary Schedule may be added or deleted by action of the Board. Compensation for any of the positions added by the Board will be negotiated with the C.F.V.E.A.

The Superintendent is authorized to offer an additional number(s) of existing supplemental contracts to other individuals when the activities require more adult supervision. Such authority will be used on a case-by-case basis for existing supplemental contractual positions only.

Each season will begin with the number of coaching positions listed in the agreement.

Requests for additional coaches will be made to the AD, who will contact the Superintendent and C.F.V.E.A. President(s) to explain the need. The Superintendent may make a recommendation to the Board.

In such cases, the Superintendent will discuss these decisions with the union leadership to ensure they are aware of the details of the situations and circumstances.

In addition, Supplemental Contract positions identified on the Supplemental Contract Salary Schedule may be split/added by athletic sport season as necessary depending upon the specific requirements of that sport or supervision.

5. Effective with the 2016-2017 school year, years of service on the Supplemental Salary Schedule shall be defined as the total number of years in the same or comparable position.
6. Employees may be offered extended time contracts if duties are required which extend beyond that of one hundred eighty-four (184) days. Extended programming provides career-technical education teachers opportunities to increase student learning outside of the school day, week and year. Extended programming can occur after school hours, on weekends, during holidays, and during summer months. Extended program time does not include regular school contract hours or hours reasonably expected of teachers not receiving extended program time. The majority of all extended program time should be spent on student instructional time, including student activities, professional development, business, industry, lab and community linkages.

The annual contract length for the following teaching positions shall be:

Vocational Agricultural (1)	244 Days
Instrumental Music (1)	209 Days
High School Guidance Counselor (1)	204 Days
Vocational Agricultural/Agricultural Business (1)	204 Days
Vocational Agriculture//Shop (1)	194 Days
Vocational Family Consumer Science (1)	189 Days
Middle School Vocational Agriculture (1)	194 Days
HS/MS Library/Media Specialist (1)	189 Days

The definition of an extended day is seven and one-half (7 ½ hours).

Documentation of extended time will be on a Clear Fork Treasurer/C.F.V.E.A. approved form.

B. Supplementary Salary Payment Items

1. Athletic supplemental contracts of certificated/licensed personnel shall be paid after all required paperwork, reports, inventory, etc... have been satisfactorily completed and signed off on by the athletic director and/or building principal.

All non-athletic supplemental contracts of certificated/licensed personnel shall be paid after minutes of meetings, activity descriptions, inventory, etc... have been satisfactorily completed and signed off on by the building principal.

Job descriptions for supplemental contracts will be developed during the 22/23 school year. Checklists will be developed from those job descriptions and used as the required paperwork for supplemental contract pay moving forward.

2. For supplemental salaries over one thousand five hundred dollars (\$1,500.00) an individual will receive payment on the following schedule:

Fall Supplemental – 50% last pay of September, 50% last pay of January (or upon completion of the supplement)

Winter Supplemental – 50% last pay of January, 50% last pay in April (or upon completion of the supplement)

Spring Supplemental – 50% last pay of April, 50% last pay of June (or upon completion of the supplement)

Year Long Supplemental – The last pay following the 1st semester and the last pay following the 2nd semester.

Notification of this payment option must be made to the Treasurer on or before September 1st. The last half payment shall be made in accordance with item B-1, above.

Requests may be made to the Treasurer for full payment of the supplemental salary. Requests must be made to the treasurer prior to the official start date of the supplement.

3. The hourly rate for Board approved Friday/Saturday school supervision, summer school instruction/intervention, and home tutoring shall be based upon the following schedule:
 - a. For one student (a 1:1 ratio), Twenty-Two (\$22.00) per hour.
 - b. For two to nine students, add two dollars fifty cents (\$2.50) per hour to the rate determined for one student.

- c. For ten or more students, add five dollars (\$5.00) per hour to the rate determined for one student.

Before payment will occur, a time sheet and student signed roster/office attendance sheet must be submitted to the building administrator for approval then forwarded to the payroll department.

4. Each title on the Supplemental Salary Schedule indicates one (1) person unless otherwise noted. If there is more than one (1), each receives the amount listed.
5. The base amount for the 2022-23 Supplemental Salary Schedule will be 4% increase from the 2021-2022 supplemental salary schedule base.

The base amount for the 2023-24 Supplemental Salary Schedule will be 2% increase from the 2022-2023 supplemental salary schedule base.

The base amount for the 2024-25 Supplemental Salary Schedule will be 2% increase from the 2023-2024 supplemental salary schedule base.

C. Changes to the Supplemental Pay Schedule

When changes and revision are necessary in the Supplemental Salary Schedule, a committee of six (6) (three (3) administrators and three (3) members of C.F.V.E.A.) will meet to discuss the schedule. Of the three (3) C.F.V.E.A. appointees, at least one (1) shall represent the coaching supplementals and at least one (1) shall represent the non-coaching supplementals. That committee will make recommendations to the C.F.V.E.A. and the Board.

D. Committee Service

Certified/Licensed Employees who serve on committees (not otherwise afforded a stipend by that committee's bylaws) established by the administration or otherwise recognized by the Board of Education will receive a stipend payment in the month of June according to the following calculation:

1. Determine the total number of attendance units (one unit for each person that attends each meeting) submitted by the meeting leaders.
2. Divide the result of "a" into the committee pool (\$15,000.00) to determine the per-meeting stipend rate.
3. For each individual that attended a committee meeting, multiply the per-meeting rate times the number of meetings attended.

4. The stipend shall not exceed \$500.00.

E. Resident Educator Summative Assessment Mentor Teachers

Teachers serving as mentor teachers as part of the Ohio Department of Education's Resident Educator Summative Assessment (RESA) program will be paid once the mentor meets the requirements of the Clear Fork RESA Coordinator.

Amount to be paid is per teacher mentored.

Year 1 Mentors - \$750

Year 2 Mentors - \$750

Year 3 Mentors - \$350

Year 4 Mentors - \$100

ARTICLE X – PROFESSIONAL ACTIVITIES

A. Meetings

Attendance at the regularly schedule meetings of the C.F.V.L.S.D. in-service is compulsory when held on school time, unless the Superintendent grants a professional leave to an employee.

B. Employee Participation Council

To aid in communication within the District, to maintain a positive relationship between the C.F.V.E.A. and the Board, and to assist in the realization of the philosophy of the Clear Fork Valley Local Schools, an advisory committee called the Employee Participation Council will exist.

Meetings may be held four (4) times each school year, near the end of each grading period, or as needed at the request of the Superintendent or C.F.V.E.A. President(s). The Council will be composed of the Superintendent, one (1) administrator representing each of the buildings of the District, the C.F.V.E.A. President(s), and members of the C.F.V.E.A. Executive Committee.

The Council shall function through open-minded and free discussion, and be open to, but not limited to, items brought to the attention of its members.

The Council shall adopt an agenda at the initial meeting, which may include unsettled items from previous years. The Superintendent and the President(s) of the C.F.V.E.A. will jointly prepare the agenda for each meeting.

C. Curriculum Management Council

To aid in communications in the District and to facilitate the development and implementation of the curriculum of the District, a Curriculum Management Council

was formed in the 1999-2000 school year.

The council will meet as necessary to provide opportunity for teachers to present information or concerns regarding curriculum or academic freedom to the Superintendent or Superintendent's designee and a Board member representative, if available.

ARTICLE XI – GROUP INSURANCE

A. Comprehensive Medical/Hospitalization Plan

1. Plan/Coverage

The deductibles, co-pays, specific definitions, and limits of coverage of the medical, dental, and vision insurance programs of the Clear Fork Valley Local School District shall be defined by the document titled Clear Fork Valley School District Medical, Dental and Vision Benefits Plan Book.

A. All full-time employees (as defined in Article I (B)) are eligible to participate in The Plan and will contribute their portion of the employee's contribution as stipulated in paragraph 2 of this ARTICLE/Section.

B. Part-time employees hired for one-school year whose positions are funded solely by an annual grant will not be eligible to participate in The Plan.

C. All regular part-time employees (as defined in Article I (B)) and who do not qualify for Section A, 1, (B) of this article, are eligible to participate in The Plan and will contribute a pro-rated portion of the monthly premium. The calculation to be used to determine the contribution will be: Subtract from the monthly premium the result of the contracted hours per week divided by thirty-seven and one-half (37.5). The result will be the employee's portion of the premium.

2. Employee Contribution – Medical/Hospitalization

Effective July 1, 2022 (collectible in June, 2022), participating full-time regular employees will pay ten (10) percent of the monthly insurance premium cost for a family or single coverage of the comprehensive medical/hospitalization plan. The employee contribution will remain the same for the duration of this contract.

3. Prescription Drug Reimbursement

The Board will reimburse employees carrying family coverage up to two hundred dollars (\$200.00) and employees carrying single coverage up to one hundred dollars (\$100.00) per calendar year for prescription drug expenses

beginning January 1, 2013.

Employee's Explanation of Benefit (EOB) forms or acceptable receipts from the preceding year for prescription bills may be submitted only once per calendar year, and within sixty (60) days after December 31st. Prescription drug reimbursement to all bargaining unit members will occur once a year between March 1st and April 1st.

B. Dental Insurance

1. The Board will provide dental insurance to all employees of the bargaining unit who work more than eighteen (18) hours per week.
2. Employee Contribution – Dental Coverage

Effective July 1, 2022 (collectible in June, 2022), participating full-time regular employees will pay ten (10) percent of the monthly insurance premium cost for a family or single coverage of the dental insurance plan. The employee contribution will remain the same for the duration of this contract.

C. Term Life Insurance

The Board will provide term life insurance as follows:

1. Twenty-five thousand dollars (\$25,000) coverage for regular full-time employees.
2. Fifteen thousand dollars (\$15,000) coverage for employees working between fifteen (15) and thirty (30) hours per week.

Certified/licensed staff members under company provisions may purchase additional supplemental life insurance. Additional insurance premiums will be deducted from regular paychecks.

D. Vision Care Insurance

1. Employees who work more than eighteen (18) hours per week will be eligible for participation in the Vision Insurance Plan.
2. Employee/Board Contribution – Vision Coverage

Effective July 1, 2022 (collectible in June, 2022), participating full-time regular employees will pay ten (10) percent of the monthly insurance premium cost for a family or single coverage of the vision insurance plan. The employee contribution will remain the same for the duration of this contract.

Summary for all Coverages:

2022-2023 School Year – Employee contribution rate of 10.0%

2023-2024 School Year – Employee contribution rate of 10.0%

2024-2025 School Year – Employee contribution rate of 10.0%

E. Carriers

If any change in insurance carriers used during the term of this Agreement for sections A. through D. is contemplated, the change can be made only if the level of benefits is at least equal and upon the mutual agreement of the Board and the C.F.V.E.A.

F. Cost Containment/Wellness Provisions/Incentives

1. Employees choosing to “opt out” of the Comprehensive Medical/Hospitalization Plan may elect Dental and/or Vision Insurance with a 50% monthly premium participation for the cost of family or single coverage.
2. When two employees are from one family, the Board will pay 100% of the premium toward two single Comprehensive Medical/Hospitalization and Dental and Vision policies or 100% of the premium of one family Comprehensive Medical/Hospitalization and Dental and Vision policy if additional dependents are included on the policy. If a family policy is provided, and both were hired prior to the 2016-2017 school year, the employee not designated as the insured employee, will be paid an amount equal to the “opt out” incentive for a single policy.
3. Reimbursement - Employees may between September 1st and September 30th, in any school year, request in writing exemption from the Comprehensive Medical/Hospitalization Insurance in accordance with Section A., 1., of this Article. The request shall be submitted to the Treasurer of the Board accompanied by proof of medical insurance from another source. Full-time employees exercising this option will be paid:

One thousand, two hundred dollars (\$1,200.00) – Family

Six hundred dollars (\$600.00) - Single

Employees working at least fifteen (15) but less than thirty (30) hours per week exercising this option, will receive one-half ($\frac{1}{2}$) of the above cost containment reimbursements. All payments under this section shall be made by October 30th.

4. Changes in Coverage - Employees shall be eligible to change their enrollment status between September 1st and September 30th each year. In cases of a qualifying event as defined in COBRA, an employee may obtain insurance coverage beginning with the first day of the month following the receipt of a written request to the Treasurer of the Board.

The Board shall be entitled to reimbursement of any cost containment payments in accordance with Section F., 1. above, on a pro-rated basis for the portion of the year (September-August) for which insurance coverage is provided in accordance with this Article.

5. Section 125 Plan - The Board shall make available to employees the option to make the employee portion of premium payments on a pre-tax basis by instituting a plan under Section 125 of the Internal Revenue Code.

G. Insurance Study Committee

Changes to the Health Insurance Plan will coincide with recommendations made by the CFVLSD Insurance Committee. The parties agree the Board can explore and implement an HSA, HRA, or other plan for volunteer participation of staff members as early as January 1, 2023. The parties agree to immediately earnest discussion of insurance cost savings measures utilizing the Insurance Committee and Union Co-Presidents. Any resulting changes to the insurance plan will be committed to an MOU.

ARTICLE XII – SALARY

A. Salary Schedule Information

1. Effective with the 2022-2023 contract year, the base salary will reflect a (3.75%) increase above the 2021-2022 contract year. The BA-0 salary will be thirty-three thousand, five hundred thirty-nine (\$33,539.00) dollars and staff shall receive steps on the salary scale.

Effective with the 2023-2024 contract year, the base salary will reflect a (3.75%) increase above the 2022-2023 contract year. The BA-0 salary will be thirty-four thousand, seven hundred ninety-seven (\$34,797.00) dollars and staff shall receive steps on the salary scale.

Effective with the 2024-2025 contract year, the base salary will reflect a (3.75%) increase above the 2023-2024 contract year. The BA-0 salary will be thirty-six thousand, one hundred two (\$36,102.00) dollars and staff shall receive steps on the salary scale.

2. Beginning with the 2010-2011 contract year, the Certified/Licensed Salary Schedule (Appendix A) will include a column for MA + 30. To obtain the designation of MA + 30, all coursework must be approved by the LPDC committee. All coursework must be directly related to state-adopted teacher/administrative licensure program
 - a. Only Graduate coursework will be accepted to advance education levels on the salary schedule, except in special cases where additional

certification/licensure is sought or courses are only available via Two-Year Junior Colleges/Technical Colleges. Coursework in these special cases may be accepted upon written request to and approval by the LPDC PRIOR to commencing the coursework.

3. The Board will provide the following for certified staff members who pursue or obtain their Nation Board Certification.
 - a. Two (2) additional Professional Leave Days to prepare their National Board Certification portfolio.
 - b. One (1) additional Professional Leave Day for taking the National Board Certification Assessment.
 - c. A one-time four-hundred dollar (\$400.00) stipend upon mailing the National Board Certification portfolio when proof of such mailing has been submitted to the Treasurer. This stipend will be paid during the next payroll cycle following receipt of proof of mailing the portfolio.
 - d. Upon receiving the National Board Certification designation, and submitting a copy of the National Board Certification to the Treasurer, a payment of one-thousand dollars (\$1,000.00) shall be made in the month of September for a period of ten (10) years providing the teacher returns to employment as a classroom teacher in the District for the subsequent school year.

B. Supplemental Salary Schedule Information

The base amount for the 2022-23 Supplemental Salary Schedule will be 4% increase from the 2021-2022 supplemental salary schedule base.

The base amount for the 2023-24 Supplemental Salary Schedule will be 2% increase from the 2022-2023 supplemental salary schedule base.

The base amount for the 2024-25 Supplemental Salary Schedule will be 2% increase from the 2023-2024 supplemental salary schedule base.

C. Salary Payment Information

1. Beginning September 2019, employees employed on a yearly basis shall be paid in twenty-four (24) pay periods to be paid on the 5th and 20th of each month. If the payday falls on a bank holiday, payment shall fall on the preceding day.
2. Employees must accept electronic direct deposit as the method of payment for compensation.

3. Each bargaining unit employee shall have deducted from each pay the full employee rate established by S.T.R.S. The Board shall make the necessary arrangements with S.T.R.S. and not deduct state, federal or local taxes on the amount of the employee's total required contribution to S.T.R.S., and such shall be noted on or with the individual teacher's W-2 form. This tax sheltering shall become effective with salary adjustments for the 1983-84 school year or the second pay after the new payroll patch for accomplishing it from the State Department is functional - whichever occurs second.
4. Each employee must file a Federal Income Tax exemption slip with the Treasurer of the Board prior to September 10th of each year. It is the responsibility of the employee to report any change in tax exemption status. The Treasurer will deduct withholding tax in accordance with the provisions of the Federal Tax Law.
5. At the beginning of each year the Treasurer of the Board will furnish each employee with a statement showing salary, amount of various deductions, and amount of salary.
6. Any employee who is absent from duty for reasons other than those approved by the Board or Local Superintendent and outlined in this document shall have deducted from their pay 1/184 of their annual salary times the number of days absent.
7. The Treasurer shall withhold such city income taxes payable by the employee providing the employee notifies the Treasurer, as directed.
8. The Board agrees to deduct Tax Sheltered Annuity Payments where so authorized by the Board and where at least five (5) employees have annuity contracts with a particular company. These deductions will take effect the first pay of each month after the initial billing is received from the annuity company. These deductions may be modified or halted the first pay the month after written notice is supplied to the Treasurer and after the annuity company drops the employee from the billing - whichever occurs last.

The employee agrees to indemnify and hold harmless from any tax liability penalty or interest imposed upon the Board by the Internal Revenue Service or the Treasurer of the State of Ohio resulting from compliance with the employee's instructions with respect to tax sheltered annuity payments.

D. Supplemental Pay for College Credit

The Board shall appropriate for each fiscal year a sum sufficient to provide twenty-two thousand, five hundred dollars (\$22,500) supplemental pay (supplemental pay pool cap) to teachers for earned college credit subject to the following conditions:

1. Courses to be considered for approval:
 - a. must be related to the bargaining unit member's teaching assignment and/or related area of responsibility in the Clear Fork Valley Local Schools.
 - b. would lead to another area of certification/licensure.
 - c. would lead to an advanced degree in the profession of education, and/or
 - d. are necessary for the renewal or upgrade of a teaching certificate/license.
2. All credits must be approved in advance by the Superintendent.
3. In order to be eligible for reimbursement during a fiscal year, the college course must be completed between July 1st and June 30th of each year and applications for pre-approval must be submitted to the Superintendent no later than May 1st of each school year. Any course submitted to the Superintendent for approval to receive reimbursement must be previously approved by the LPDC and must include a grade transcript and a receipt from the college/university showing the tuition amount paid and form of payment used for the college course.
4. For reimbursement an employee must receive at least a grade of B (3.00).
5. Reimbursement payment for the college credit will occur in the month of September and will be paid to those staff members that are employed with the District for the school year following the year when the coursework was completed.
6. Courses taken by correspondence shall be approved by the Local Professional Development Committee.
7. Only courses completed from properly accredited colleges and universities are acceptable for reimbursement.
8. All hours for college work will be converted to semester hour equivalents and the total number of semester hour equivalents will be divided into the supplemental pay pool cap to determine the semester hour reimbursement level. The \$22,500 dollars should be divided evenly among all employees that have taken courses up to the total amount spent on college courses per employee.
9. Procedure for determining the per semester hour payment will be as follows:
 - a. Determine the total number of semester hours being submitted by all individuals.

- b. Divide the result of "A" into the supplemental pool cap (\$22,500.00) to determine the per-semester hour reimbursement rate.
- c. For each individual that submitted documentation for reimbursement, multiply the per-semester hour reimbursement rate times the number of semester hours submitted to calculate the reimbursement.
- d. Any remaining funds in the supplemental pool will continue to be distributed following the formula as above. Reimbursement may not exceed total amount from submitted documentation.

A certified employee of the Clear Fork Valley Local School District is entitled to college tuition reimbursement for college course work provided that:

- All necessary forms were submitted and approved through the LPDC and the superintendent in a timely manner.
 - The class submitted for reimbursement was completed or will be completed before the first day of the next contract year.
 - All appropriate documentation for reimbursement is submitted on the last day of work for the employee or the last day of the class and prior to June 30th of their exit year.
10. After reimbursement payment for college credit has been paid out, if the total amount budgeted has not been disbursed, the remainder of the amount will be equally disbursed in the month of October. Payment will be made to all staff members employed with the District for the next school year if they were employed by the District when the coursework was completed.

E. Retired Re-employed Teachers from Outside the District

1. Decisions to rehire a teacher who has retired under the State Teachers Retirement System may be made by the Board.
2. A retired teacher under STRS who is employed by the Board will be placed on the teacher's salary schedule at step zero (0) for each year of their employment and on the appropriate earned education level. The appropriate earned education scale may be adjusted in accordance with the negotiated agreement.
3. Once an employee of the district, the re-employed retired teacher will be placed at the bottom of any RIF list and will be the first employee(s) reduced in that area/certification if RIF procedures are initiated.
4. A retired re-employed teacher shall not be eligible for the Clear Fork Valley Local Schools Health Insurance Plan (including dental and vision plans) unless mandated by the State Retirement System. Under no circumstances

will the retired re-employed teacher be eligible for the insurance incentive as defined in the negotiated agreement.

5. A retired re-employed staff member will be reimbursed by the Clear Fork Valley Local School District for the monthly premium paid to STRS for medical, dental and vision insurance benefits. This monthly premium may not exceed \$250 for family coverage and \$125 for single coverage. A retired re-employed staff member who works less than full time will receive \$125 and \$68 under the same provisions. These amounts will be discussed with the union and may be changed by mutual agreement. Evidence of the monthly premium paid to STRS must be submitted to the Treasurer each month. Reimbursement will be made to the employee in the next regular budgetary check run after the documentation has been submitted. This provision will not be applicable if STRS subsequently requires participation by the retired-rehired employees in the District health care plan(s).
6. All retired re-employed teachers will be placed on one-year limited contracts and will not follow the sequence of contracts as identified in the negotiated agreement for other teachers. However, the Board may offer the teacher another one-year contract. Notice will be given to the retired re-employed teacher prior to April 30 of each year if the Board considers non-renewal of the contract. However, the Board may offer the teacher another one-year contract.
7. Retired re-employed teachers will be evaluated in compliance with the pertinent sections of the negotiated contract.
8. A retired re-employed teacher will be considered as a new employee subject to, but not limited to, fingerprinting and TB testing. All retired re-employed teachers will be subject to Medicare payments and deductions.
9. A retired re-employed teacher will begin with zero days of accumulated sick leave. They will be eligible to accumulate sick leave days and be eligible for personal leave days as provided in the negotiated agreement. Retired re-employed teachers will not be eligible for any severance payment.
10. All terms, conditions, rights and responsibilities afforded to members of the bargaining unit shall apply to all retired re-employed teachers unless expressly so stated in this section of the agreement.

F. Retired Re-Employed Teachers from within the District

1. Those employees of the Clear Fork Valley Local School District who are eligible for retirement with the State Retirement System and no lapse of service exists within their last year of teaching may be eligible for the retire/rehire provision for employment in a teaching position.

2. Upon notice by the employee to the State Retirement System of their intention to retire, a letter of intent must be presented to the Superintendent if the employee desires to be eligible for a teaching position the following school year.
 3. Teachers returning under this provision will be placed on the salary schedule at step zero (0) and on the appropriate earned education level. Additional years of teaching will not advance steps on the salary schedule. Teachers eligible for the retire/rehire provision for employment must have submitted a letter of retirement resignation with the intent to be rehired prior to February 1st. The employee will be notified in writing of the employment status for the upcoming year within five (5) days following the May Board meeting.
 4. Teachers returning under this provision shall be eligible for the group health, dental, and vision plans as well as the insurance incentives.
 5. The parties expressly agree that this provision supersedes and replaces any contrary provision of the Ohio Revised Code, including, but not limited to, Section 3317.13 and any and all other inconsistent or contrary state or federal statutes, laws, and/or regulations.
 6. Teachers returning under this provision shall follow the provisions set forth in Article XII, Section E, paragraphs 3, 6, 7, 8, 9, and 10.
- G. Extracurricular Activity Admission Waived
Certified/licensed employees will have their charge waived with presentation of proper school/staff ID.
- H. Fingerprinting and Licensure Renewal
- The Board shall pay for the cost of one (1) fingerprinting during the term of this agreement for certificate/licensed teaching personnel's provided the employee has the fingerprinting service performed at the Clear Fork Board of Education Office and provided the purpose of the fingerprinting is to obtain or renew a teaching license. No reimbursement will occur if the fingerprinting service is performed elsewhere.
- I. Home Internet Access
Certified employees will have access to hot spots or some type of internet device.
- J. COVID Bonus
Certified employees will receive a one-time payment of five hundred dollars (\$500) for the first year of the 2022-2025 contract to be paid with the November 20, 2022 pay.

K. Retroactive Pay

Certified employees will receive all retroactive pay covered by this contract not yet paid, including supplemental contracts and class coverage.

ARTICLE XIII – ATTENDANCE & RESIDENCY INCENTIVE

Attendance Incentive

The Board recognizes the need of keeping the regular teacher in the classroom as much as possible. Therefore, the following incentive for excellent attendance shall be provided by the Board. The amount proposed will be prorated to employees of less than full-time status.

The Board shall provide the following Attendance incentive pay:

No (0) sick, personal or flex days used in 1st, 2nd, or 3rd quarters of school year (aligned with grade card distribution) – 50% of 1/184 of annual salary, computed at the end of each quarter and paid within the next two or three pay cycles.

One (1) sick, personal or flex day used in 1st, 2nd, or 3rd quarters of school year (aligned with grade card distribution) – 25% or 1/184 of annual salary, computed at the end of each quarter and paid within the next two or three pay cycles.

No (0) sick, personal or flex days used in the 4th quarter or school year (aligned with grade card distribution) – 100% of 1/184 of annual salary, computed at the end of the quarter and paid within the next two or three pay cycles.

One (1) sick, personal or flex day used in 4th quarter of school year (aligned with grade card distribution) – 50% of 1/184 of annual salary, computed at the end of each quarter and paid within the next two or three pay cycles.

Residency Incentive

Beginning the 2016-17 school year, all employees, who live within the Clear Fork Valley School District shall receive a residency stipend of \$250.00. The stipend shall be paid during the month of December.

ARTICLE XIV – ZIPPER CLAUSE

This Agreement contains the full and complete agreement between the Board and the C.F.V.E.A. on all negotiable issues and neither party shall be required, during the term thereof, to negotiate upon any issue whether it is covered or not covered in this Agreement unless otherwise mutually agreed.

ARTICLE XV – CONTINUOUS PERFORMANCE PLEDGE

- A. The C.F.V.E.A. and its agents agree not to call, engage in, sanction, or approve any strike, or other work stoppage during the duration of this Agreement.
- B. The Board agrees there will be no lockout of employees.
- C. The C.F.V.E.A. and the Board will make every reasonable effort to prevent or terminate violations of this pledge.

ARTICLE XVI – LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

On August 20, 1998, the C.F.V.E.A. and on August 24, 1998, the Board adopted By-laws of the Clear Fork Valley Local Professional Development Committee. Those By-laws are placed in this negotiated agreement by reference unless jointly agreed and changed. Changes to the LPDC By-laws and handbook shall be initiated by the LPDC and approved by the C.F.V.E.A. and the Board before taking effect.

ARTICLE XVII – MEMORANDUM OF UNDERSTANDINGS

All Memorandum of Understandings that have been agreed upon prior to the effective date of this agreement are incorporated into this agreement and as such, no longer remain in effect as a separate document.

ARTICLE XVIII – CONTROLLED SUBSTANCE AND ALCOHOL TESTING

There will be two types of testing that may occur:

- a. **Pre-Employment Testing**
Prior to being offered an initial contract of employment with the District, an individual must successfully pass a pre-employment testing procedure for controlled substances and alcohol at the individual's expense.
- b. **Reasonable Suspicion Testing**
An employee shall submit to and be tested at the request of a Trained Supervisory Employee in the event that sufficient information exists to support a position of reasonable suspicion that the employee may be under the influence of a controlled substance, an illegal substance, and/or alcohol. A "Trained Supervisory Employee" is an employee who has successfully completed a course designed to teach the employee to recognize indicia that another person is under the influence of a controlled substance, illegal substance, or alcohol.

- c. Upon the renewal of an employee's teaching or coaching license, an individual must successfully pass a testing procedure for illegal substances at the Board's expense. The testing procedure will be conducted on school premises during a Professional Development day during the second semester or Jan. 1 thru June 30 of the year in which the license expires. If an employee is not available during the planned test conducted at school, they are required upon request to immediately report for testing to a facility of administration's choice. If testing is missed during a school year due to reasons beyond the control of the district, the employee is required to participate in testing the next school year. All results will be considered medical records and will fall under HIPAA regulations.

In the event an employee tests positive, Board policy will be followed.

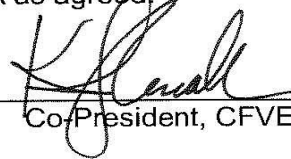
Article XIV – DURATION OF AGREEMENT

This agreement shall take effect on the first day of July 1, **2022** and continue in force until June 30, 2025 at which time it will expire.

This agreement attested to this 20th day of October, **2022** by and between the parties shall bind the Board and CFVEA as agreed.



President, Board of Education



Co-President, CFVEA



Superintendent of Schools



Co-President, CFVEA

11/18/22
Date

11/2/22
Date

Salary Schedule 2022- 2023																		
					3.75%													
Years	BS			BS +15			150 Hrs			MA			MA +15			MA +30		Years
0	100%	\$33,539		104%	\$34,881		108%	\$36,222		116%	\$38,905		120%	\$40,247		124%	\$41,588	0
1	104%	\$34,881		108%	\$36,222		112%	\$37,564		120%	\$40,247		124%	\$41,588		128%	\$42,930	1
2	108%	\$36,222		112%	\$37,564		116%	\$38,905		124%	\$41,588		128%	\$42,930		132%	\$44,271	2
3	112%	\$37,564		116%	\$38,905		120%	\$40,247		128%	\$42,930		132%	\$44,271		136%	\$45,613	3
4	116%	\$38,905		120%	\$40,247		124%	\$41,588		132%	\$44,271		136%	\$45,613		140%	\$46,955	4
5	120%	\$40,247		124%	\$41,588		128%	\$42,930		136%	\$45,613		140%	\$46,955		144%	\$48,296	5
6	124%	\$41,588		128%	\$42,930		132%	\$44,271		140%	\$46,955		144%	\$48,296		148%	\$49,638	6
7	128%	\$42,930		132%	\$44,271		136%	\$45,613		144%	\$48,296		148%	\$49,638		152%	\$50,979	7
8	132%	\$44,271		136%	\$45,613		140%	\$46,955		148%	\$49,638		152%	\$50,979		156%	\$52,321	8
9	136%	\$45,613		140%	\$46,955		144%	\$48,296		152%	\$50,979		156%	\$52,321		160%	\$53,662	9
10	140%	\$46,955		144%	\$48,296		148%	\$49,638		156%	\$52,321		160%	\$53,662		164%	\$55,004	10
11	144%	\$48,296		148%	\$49,638		152%	\$50,979		160%	\$53,662		164%	\$55,004		168%	\$56,346	11
12	148%	\$49,638		152%	\$50,979		156%	\$52,321		164%	\$55,004		168%	\$56,346		172%	\$57,687	12
13	152%	\$50,979		156%	\$52,321		160%	\$53,662		168%	\$56,346		172%	\$57,687		176%	\$59,029	13
14	158%	\$52,992		162%	\$54,333		164%	\$55,004		172%	\$57,687		176%	\$59,029		180%	\$60,370	14
15	158%	\$52,992		162%	\$54,333		170%	\$57,016		178%	\$59,699		182%	\$61,041		186%	\$62,383	15
16	158%	\$52,992		162%	\$54,333		170%	\$57,016		179%	\$60,035		183%	\$61,376		187%	\$62,718	16
17	158%	\$52,992		162%	\$54,333		170%	\$57,016		180%	\$60,370		184%	\$61,712		188%	\$63,053	17
18	162%	\$54,333		166%	\$55,675		182%	\$61,041		186%	\$62,383		190%	\$63,724		194%	\$65,066	18
19	162%	\$54,333		166%	\$55,675		182%	\$61,041		187%	\$62,718		191%	\$64,059		195%	\$65,401	19
20	162%	\$54,333		166%	\$55,675		185%	\$62,047		188%	\$63,053		192%	\$64,395		196%	\$65,736	20
21	162%	\$54,333		166%	\$55,675		186%	\$62,383		194%	\$65,066		198%	\$66,407		202%	\$67,749	21
22	162%	\$54,333		166%	\$55,675		186%	\$62,383		195%	\$65,401		199%	\$66,743		203%	\$68,084	22
23	162%	\$54,333		166%	\$55,675		186%	\$62,383		196%	\$65,736		200%	\$67,078		204%	\$68,420	23
24	162%	\$54,333		166%	\$55,675		190%	\$63,724		198%	\$66,407		202%	\$67,749		206%	\$69,090	24
25	162%	\$54,333		166%	\$55,675		190%	\$63,724		199%	\$66,743		203%	\$68,084		207%	\$69,426	25
26	162%	\$54,333		166%	\$55,675		192%	\$64,395		200%	\$67,078		204%	\$68,420		208%	\$69,761	26
27	162%	\$54,333		166%	\$55,675		194%	\$65,066		202%	\$67,749		206%	\$69,090		210%	\$70,432	27
28	162%	\$54,333		166%	\$55,675		194%	\$65,066		203%	\$68,084		207%	\$69,426		211%	\$70,767	28
29	162%	\$54,333		166%	\$55,675		194%	\$65,066		204%	\$68,420		208%	\$69,761		212%	\$71,103	29
30	163%	\$54,669		167%	\$56,010		195%	\$65,401		205%	\$68,755		209%	\$70,097		213%	\$71,438	30
31	164%	\$55,004		168%	\$56,346		196%	\$65,736		206%	\$69,090		210%	\$70,432		214%	\$71,773	31
32	165%	\$55,339		169%	\$56,681		197%	\$66,072		207%	\$69,426		211%	\$70,767		215%	\$72,109	32
33	166%	\$55,675		170%	\$57,016		198%	\$66,407		208%	\$69,761		212%	\$71,103		216%	\$72,444	33
34	167%	\$56,010		171%	\$57,352		199%	\$66,743		209%	\$70,097		213%	\$71,438		217%	\$72,780	34

Salary Schedule 2023- 2024																		
					3.75%													
Years	BS			BS +15			150 Hrs			MA			MA +15			MA +30		Years
0	100%	\$34,797		104%	\$36,189		108%	\$37,581		116%	\$40,365		120%	\$41,756		124%	\$43,148	0
1	104%	\$36,189		108%	\$37,581		112%	\$38,973		120%	\$41,756		124%	\$43,148		128%	\$44,540	1
2	108%	\$37,581		112%	\$38,973		116%	\$40,365		124%	\$43,148		128%	\$44,540		132%	\$45,932	2
3	112%	\$38,973		116%	\$40,365		120%	\$41,756		128%	\$44,540		132%	\$45,932		136%	\$47,324	3
4	116%	\$40,365		120%	\$41,756		124%	\$43,148		132%	\$45,932		136%	\$47,324		140%	\$48,716	4
5	120%	\$41,756		124%	\$43,148		128%	\$44,540		136%	\$47,324		140%	\$48,716		144%	\$50,108	5
6	124%	\$43,148		128%	\$44,540		132%	\$45,932		140%	\$48,716		144%	\$50,108		148%	\$51,500	6
7	128%	\$44,540		132%	\$45,932		136%	\$47,324		144%	\$50,108		148%	\$51,500		152%	\$52,891	7
8	132%	\$45,932		136%	\$47,324		140%	\$48,716		148%	\$51,500		152%	\$52,891		156%	\$54,283	8
9	136%	\$47,324		140%	\$48,716		144%	\$50,108		152%	\$52,891		156%	\$54,283		160%	\$55,675	9
10	140%	\$48,716		144%	\$50,108		148%	\$51,500		156%	\$54,283		160%	\$55,675		164%	\$57,067	10
11	144%	\$50,108		148%	\$51,500		152%	\$52,891		160%	\$55,675		164%	\$57,067		168%	\$58,459	11
12	148%	\$51,500		152%	\$52,891		156%	\$54,283		164%	\$57,067		168%	\$58,459		172%	\$59,851	12
13	152%	\$52,891		156%	\$54,283		160%	\$55,675		168%	\$58,459		172%	\$59,851		176%	\$61,243	13
14	158%	\$54,979		162%	\$56,371		164%	\$57,067		172%	\$59,851		176%	\$61,243		180%	\$62,635	14
15	158%	\$54,979		162%	\$56,371		170%	\$59,155		178%	\$61,939		182%	\$63,331		186%	\$64,722	15
16	158%	\$54,979		162%	\$56,371		170%	\$59,155		179%	\$62,287		183%	\$63,679		187%	\$65,070	16
17	158%	\$54,979		162%	\$56,371		170%	\$59,155		180%	\$62,635		184%	\$64,026		188%	\$65,418	17
18	162%	\$56,371		166%	\$57,763		182%	\$63,331		186%	\$64,722		190%	\$66,114		194%	\$67,506	18
19	162%	\$56,371		166%	\$57,763		182%	\$63,331		187%	\$65,070		191%	\$66,462		195%	\$67,854	19
20	162%	\$56,371		166%	\$57,763		185%	\$64,374		188%	\$65,418		192%	\$66,810		196%	\$68,202	20
21	162%	\$56,371		166%	\$57,763		186%	\$64,722		194%	\$67,506		198%	\$68,898		202%	\$70,290	21
22	162%	\$56,371		166%	\$57,763		186%	\$64,722		195%	\$67,854		199%	\$69,246		203%	\$70,638	22
23	162%	\$56,371		166%	\$57,763		186%	\$64,722		196%	\$68,202		200%	\$69,594		204%	\$70,986	23
24	162%	\$56,371		166%	\$57,763		190%	\$66,114		198%	\$68,898		202%	\$70,290		206%	\$71,682	24
25	162%	\$56,371		166%	\$57,763		190%	\$66,114		199%	\$69,246		203%	\$70,638		207%	\$72,030	25
26	162%	\$56,371		166%	\$57,763		192%	\$66,810		200%	\$69,594		204%	\$70,986		208%	\$72,378	26
27	162%	\$56,371		166%	\$57,763		194%	\$67,506		202%	\$70,290		206%	\$71,682		210%	\$73,074	27
28	162%	\$56,371		166%	\$57,763		194%	\$67,506		203%	\$70,638		207%	\$72,030		211%	\$73,422	28
29	162%	\$56,371		166%	\$57,763		194%	\$67,506		204%	\$70,986		208%	\$72,378		212%	\$73,770	29
30	163%	\$56,719		167%	\$58,111		195%	\$67,854		205%	\$71,334		209%	\$72,726		213%	\$74,118	30
31	164%	\$57,067		168%	\$58,459		196%	\$68,202		206%	\$71,682		210%	\$73,074		214%	\$74,466	31
32	165%	\$57,415		169%	\$58,807		197%	\$68,550		207%	\$72,030		211%	\$73,422		215%	\$74,814	32
33	166%	\$57,763		170%	\$59,155		198%	\$68,898		208%	\$72,378		212%	\$73,770		216%	\$75,162	33
34	167%	\$58,111		171%	\$59,503		199%	\$69,246		209%	\$72,726		213%	\$74,118		217%	\$75,509	34

Salary Schedule 2024- 2025																		
					3.75%													
Years	BS			BS +15			150 Hrs			MA			MA +15			MA +30		Years
0	100%	\$36,102		104%	\$37,546		108%	\$38,990		116%	\$41,878		120%	\$43,322		124%	\$44,766	0
1	104%	\$37,546		108%	\$38,990		112%	\$40,434		120%	\$43,322		124%	\$44,766		128%	\$46,211	1
2	108%	\$38,990		112%	\$40,434		116%	\$41,878		124%	\$44,766		128%	\$46,211		132%	\$47,655	2
3	112%	\$40,434		116%	\$41,878		120%	\$43,322		128%	\$46,211		132%	\$47,655		136%	\$49,099	3
4	116%	\$41,878		120%	\$43,322		124%	\$44,766		132%	\$47,655		136%	\$49,099		140%	\$50,543	4
5	120%	\$43,322		124%	\$44,766		128%	\$46,211		136%	\$49,099		140%	\$50,543		144%	\$51,987	5
6	124%	\$44,766		128%	\$46,211		132%	\$47,655		140%	\$50,543		144%	\$51,987		148%	\$53,431	6
7	128%	\$46,211		132%	\$47,655		136%	\$49,099		144%	\$51,987		148%	\$53,431		152%	\$54,875	7
8	132%	\$47,655		136%	\$49,099		140%	\$50,543		148%	\$53,431		152%	\$54,875		156%	\$56,319	8
9	136%	\$49,099		140%	\$50,543		144%	\$51,987		152%	\$54,875		156%	\$56,319		160%	\$57,763	9
10	140%	\$50,543		144%	\$51,987		148%	\$53,431		156%	\$56,319		160%	\$57,763		164%	\$59,207	10
11	144%	\$51,987		148%	\$53,431		152%	\$54,875		160%	\$57,763		164%	\$59,207		168%	\$60,651	11
12	148%	\$53,431		152%	\$54,875		156%	\$56,319		164%	\$59,207		168%	\$60,651		172%	\$62,095	12
13	152%	\$54,875		156%	\$56,319		160%	\$57,763		168%	\$60,651		172%	\$62,095		176%	\$63,540	13
14	158%	\$57,041		162%	\$58,485		164%	\$59,207		172%	\$62,095		176%	\$63,540		180%	\$64,984	14
15	158%	\$57,041		162%	\$58,485		170%	\$61,373		178%	\$64,262		182%	\$65,706		186%	\$67,150	15
16	158%	\$57,041		162%	\$58,485		170%	\$61,373		179%	\$64,623		183%	\$66,067		187%	\$67,511	16
17	158%	\$57,041		162%	\$58,485		170%	\$61,373		180%	\$64,984		184%	\$66,428		188%	\$67,872	17
18	162%	\$58,485		166%	\$59,929		182%	\$65,706		186%	\$67,150		190%	\$68,594		194%	\$70,038	18
19	162%	\$58,485		166%	\$59,929		182%	\$65,706		187%	\$67,511		191%	\$68,955		195%	\$70,399	19
20	162%	\$58,485		166%	\$59,929		185%	\$66,789		188%	\$67,872		192%	\$69,316		196%	\$70,760	20
21	162%	\$58,485		166%	\$59,929		186%	\$67,150		194%	\$70,038		198%	\$71,482		202%	\$72,926	21
22	162%	\$58,485		166%	\$59,929		186%	\$67,150		195%	\$70,399		199%	\$71,843		203%	\$73,287	22
23	162%	\$58,485		166%	\$59,929		186%	\$67,150		196%	\$70,760		200%	\$72,204		204%	\$73,648	23
24	162%	\$58,485		166%	\$59,929		190%	\$68,594		198%	\$71,482		202%	\$72,926		206%	\$74,370	24
25	162%	\$58,485		166%	\$59,929		190%	\$68,594		199%	\$71,843		203%	\$73,287		207%	\$74,731	25
26	162%	\$58,485		166%	\$59,929		192%	\$69,316		200%	\$72,204		204%	\$73,648		208%	\$75,092	26
27	162%	\$58,485		166%	\$59,929		194%	\$70,038		202%	\$72,926		206%	\$74,370		210%	\$75,814	27
28	162%	\$58,485		166%	\$59,929		194%	\$70,038		203%	\$73,287		207%	\$74,731		211%	\$76,175	28
29	162%	\$58,485		166%	\$59,929		194%	\$70,038		204%	\$73,648		208%	\$75,092		212%	\$76,536	29
30	163%	\$58,846		167%	\$60,290		195%	\$70,399		205%	\$74,009		209%	\$75,453		213%	\$76,897	30
31	164%	\$59,207		168%	\$60,651		196%	\$70,760		206%	\$74,370		210%	\$75,814		214%	\$77,258	31
32	165%	\$59,568		169%	\$61,012		197%	\$71,121		207%	\$74,731		211%	\$76,175		215%	\$77,619	32
33	166%	\$59,929		170%	\$61,373		198%	\$71,482		208%	\$75,092		212%	\$76,536		216%	\$77,980	33
34	167%	\$60,290		171%	\$61,734		199%	\$71,843		209%	\$75,453		213%	\$76,897		217%	\$78,341	34

Supplemental Schedule 2022-2023

4% of 2021/2022 Base Salary

\$33,539.00

			0-2 Yrs Exp	3-4 Yrs Exp	5-6 Yrs Exp	7-8 Yrs Exp	9+ Yrs Exp
Title	# of Contracts	Level	Step 1	Step 2	Step 3	Step 4	Step 5
Activities Coordinator	1	1	0.205	0.21	0.215	0.22	0.225
Varsity Football	1	2	0.165	0.17	0.175	0.18	0.185
Varsity Boys Basketball	1	2					
Varsity Girls Basketball	1	2					
Asst Varsity Boys Basketball	1	3	0.105	0.11	0.115	0.12	0.125
Asst Varsity Girls Basketball	1	3					
JV Boys Basketball	1	3					
JV Girls Basketball	1	3					
Varsity Wrestling	1	3					
Assistant Band Director	1	3					
Asst Varsity Football	4	4	0.1	0.105	0.11	0.115	0.12
Varsity Boys Soccer	1	4					
Varsity Girls Soccer	1	4					
Varsity Volleyball	1	4					
HS Boys Track	1	4					
HS Girls Track	1	4					
Varsity Baseball	1	4					
Varsity Softball	1	4					
Auditorium Sound/Light Manager	1	4					
Varsity Boys Golf	1	5	0.09	0.095	0.1	0.105	0.11
Varsity Girls Golf	1	5					
HS Boys/Girls Cross Country	1	5					
Varsity Boys Tennis	1	5					
Varsity Girls Tennis	1	5					
Freshmen Football	2	6	0.07	0.075	0.08	0.085	0.09
Freshman Boys Basketball	1	6					
Freshman Girls Basketball	1	6					
8th grade Football	2	6					
7th grade Football	2	6					
8th grade Boys Basketball	1	6					
8th grade Girls Basketball	1	6					
7th grade Boys Basketball	1	6					
7th grade Girls Basketball	1	6					
HS Yearbook Advisor	1	6					

Asst Varsity Wrestling	1	7	0.065	0.07	0.075	0.08	0.085
JV Wrestling	1	7					
8th grade Wrestling	1	7					
7th grade Wrestling	1	7					
Asst Varsity Boys Soccer	1	7					
Asst Varsity Girls Soccer	1	7					
JV/Freshmen Boys Soccer	1	7					
JV/Freshmen Girls Soccer	1	7					
Asst HS Boys Track	1	7					
Asst HS Girls Track	1	7					
Show Choir Director	1	7					
Asst Varsity Volleyball	1	8	0.06	0.065	0.07	0.075	0.08
JV/Freshmen Volleyball	1	8					
Asst Varsity Baseball	1	8					
JV/Freshmen Baseball	1	8					
Asst Varsity Softball	1	8					
JV/Freshmen Softball	1	8					
Middle School Boys Track	1	8					
Middle School Girls Track	1	8					
Asst Middle School Boys/Girls Track	1	9	0.055	0.06	0.065	0.07	0.075
Project Support HS Advisor	1	9					
Project Support MS Advisor	1	9					
Newspaper/District Newsletter	1	9					
Musical Director	2	10	0.05	0.055	0.06	0.065	0.07
Musical Set Construction Advisor	1	10					
JV Boys Golf	1	10					
8th grade Volleyball	1	10					
7th grade Volleyball	1	10					
Senior Class Advisor	2	10					
Junior Class Advisor	2	10					
Technology Club Advisor	1	11	0.04	0.045	0.05	0.055	0.06
Tech Team (Middle School)	1	11					
Tech Team (Bellville)	1	11					
Tech Team (Butler)	1	11					
Speech Team Advisor	1	11					
Freshman Class	1	11					
Sophomore Class	1	11					
HS Academic Challenge	1	11					
National Honor Society	1	11					

Virtual Classroom Facilitator	1	11					
Middle School Cross Country	1	12	0.035	0.04	0.045	0.05	0.055
HS Cheerleading Football	1	12					
HS Cheerleading Basketball	1	12					
Flag/Majorette Advisor	1	12					
HS Student Council	2	12					
HS Intramurals	1	12					
Middle School Student Council	1	12					
Bellville Student Council	1	12					
Butler Student Council	1	12					
Art Club Advisor	1	13	0.03	0.035	0.04	0.045	0.05
History Club Advisor	1	13					
Spanish Club Advisor	1	13					
Science Club Advisor	1	13					
Middle School Drama Club Advisor	1	13					
Tri-M Advisor	1	13					
Bellville Newsletter/Student News	1	13					
Butler Newsletter/Student News	1	13					
Fall Weight Coach	1	13					
Winter Weight Coach	1	13					
Spring Weight Coach	1	13					
Summer Weight Coach	1	13					
Marching Band Section Instructor	1	13					
Asst HS Cheerleading Football/Basketball	1	13					
MS Cheerleading Football/Basketball	1	13					
Musical Set Design	1	13					
Anti-Bullying Committee Advisor	1	13					
6th grade Field Trip Coordinator	1	13					
8th grade Field Trip Coordinator	1	13					
Debate Team Advisor	1	14	0.025	0.03	0.035	0.04	0.045
SADD Advisor	1	14					
Ski Club Advisor	1	14					
MS Academic Challenge	1	14					
Asst MS Drama Club	1	14					
Power of the Pen Advisor	1	14					
7th grade Field Trip Coordinator	1	14					

Supplemental Schedule 2023-2024

2% of 2022/2023 Base Salary

\$34,797.00

			0-2 Yrs Exp	3-4 Yrs Exp	5-6 Yrs Exp	7-8 Yrs Exp	9+ Yrs Exp
Title	# of Contracts	Level	Step 1	Step 2	Step 3	Step 4	Step 5
Activities Coordinator	1	1	0.205	0.21	0.215	0.22	0.225
Varsity Football	1	2	0.165	0.17	0.175	0.18	0.185
Varsity Boys Basketball	1	2					
Varsity Girls Basketball	1	2					
Asst Varsity Boys Basketball	1	3	0.105	0.11	0.115	0.12	0.125
Asst Varsity Girls Basketball	1	3					
JV Boys Basketball	1	3					
JV Girls Basketball	1	3					
Varsity Wrestling	1	3					
Assistant Band Director	1	3					
Asst Varsity Football	4	4	0.1	0.105	0.11	0.115	0.12
Varsity Boys Soccer	1	4					
Varsity Girls Soccer	1	4					
Varsity Volleyball	1	4					
HS Boys Track	1	4					
HS Girls Track	1	4					
Varsity Baseball	1	4					
Varsity Softball	1	4					
Auditorium Sound/Light Manager	1	4					
Varsity Boys Golf	1	5	0.09	0.095	0.1	0.105	0.11
Varsity Girls Golf	1	5					
HS Boys/Girls Cross Country	1	5					
Varsity Boys Tennis	1	5					
Varsity Girls Tennis	1	5					
Freshmen Football	2	6	0.07	0.075	0.08	0.085	0.09
Freshman Boys Basketball	1	6					
Freshman Girls Basketball	1	6					
8th grade Football	2	6					
7th grade Football	2	6					
8th grade Boys Basketball	1	6					
8th grade Girls Basketball	1	6					
7th grade Boys Basketball	1	6					
7th grade Girls Basketball	1	6					
HS Yearbook Advisor	1	6					

Asst Varsity Wrestling	1	7	0.065	0.07	0.075	0.08	0.085
JV Wrestling	1	7					
8th grade Wrestling	1	7					
7th grade Wrestling	1	7					
Asst Varsity Boys Soccer	1	7					
Asst Varsity Girls Soccer	1	7					
JV/Freshmen Boys Soccer	1	7					
JV/Freshmen Girls Soccer	1	7					
Asst HS Boys Track	1	7					
Asst HS Girls Track	1	7					
Show Choir Director	1	7					
Asst Varsity Volleyball	1	8	0.06	0.065	0.07	0.075	0.08
JV/Freshmen Volleyball	1	8					
Asst Varsity Baseball	1	8					
JV/Freshmen Baseball	1	8					
Asst Varsity Softball	1	8					
JV/Freshmen Softball	1	8					
Middle School Boys Track	1	8					
Middle School Girls Track	1	8					
Asst Middle School Boys/Girls Track	1	9	0.055	0.06	0.065	0.07	0.075
Project Support HS Advisor	1	9					
Project Support MS Advisor	1	9					
Newspaper/District Newsletter	1	9					
Musical Director	2	10	0.05	0.055	0.06	0.065	0.07
Musical Set Construction Advisor	1	10					
JV Boys Golf	1	10					
8th grade Volleyball	1	10					
7th grade Volleyball	1	10					
Senior Class Advisor	2	10					
Junior Class Advisor	2	10					
Tech Team	1	11	0.04	0.045	0.05	0.055	0.06
Tech Team (Middle School)	1	11					
Tech Team (Bellville)	1	11					
Tech Team (Butler)	1	11					
Speech Team Advisor	1	11					
Freshman Class	1	11					
Sophomore Class	1	11					
HS Academic Challenge	1	11					
National Honor Society	1	11					

Virtual Classroom Facilitator	1	11					
Middle School Cross Country	1	12	0.035	0.04	0.045	0.05	0.055
HS Cheerleading Football	1	12					
HS Cheerleading Basketball	1	12					
Flag/Majorette Advisor	1	12					
HS Student Council	2	12					
HS Intramurals	1	12					
Middle School Student Council	1	12					
Bellville Student Council	1	12					
Butler Student Council	1	12					
Art Club Advisor	1	13	0.03	0.035	0.04	0.045	0.05
History Club Advisor	1	13					
Spanish Club Advisor	1	13					
Science Club Advisor	1	13					
Middle School Drama Club Advisor	1	13					
Tri-M Advisor	1	13					
Bellville Newsletter/Student News	1	13					
Butler Newsletter/Student News	1	13					
Fall Weight Coach	1	13					
Winter Weight Coach	1	13					
Spring Weight Coach	1	13					
Summer Weight Coach	1	13					
Marching Band Section Instructor	1	13					
Asst HS Cheerleading Football/Basketball	1	13					
MS Cheerleading Football/Basketball	1	13					
Musical Set Design	1	13					
Anti-Bullying Committee Advisor	1	13					
6th grade Field Trip Coordinator	1	13					
8th grade Field Trip Coordinator	1	13					
Debate Team Advisor	1	14	0.025	0.03	0.035	0.04	0.045
SADD Advisor	1	14					
Ski Club Advisor	1	14					
MS Academic Challenge	1	14					
Asst MS Drama Club	1	14					
Power of the Pen Advisor	1	14					
7th grade Field Trip Coordinator	1	14					

Supplemental Schedule 2024-2025

2% of 2023/2024 Base Salary

\$36,102.00

Title	# of Contracts	Level	0-2 Yrs Exp	3-4 Yrs Exp	5-6 Yrs Exp	7-8 Yrs Exp	9+ Yrs Exp
			Step 1	Step 2	Step 3	Step 4	Step 5
Activities Coordinator	1	1	0.205	0.21	0.215	0.22	0.225
Varsity Football	1	2	0.165	0.17	0.175	0.18	0.185
Varsity Boys Basketball	1	2					
Varsity Girls Basketball	1	2					
Asst Varsity Boys Basketball	1	3	0.105	0.11	0.115	0.12	0.125
Asst Varsity Girls Basketball	1	3					
JV Boys Basketball	1	3					
JV Girls Basketball	1	3					
Varsity Wrestling	1	3					
Assistant Band Director	1	3					
Asst Varsity Football	4	4	0.1	0.105	0.11	0.115	0.12
Varsity Boys Soccer	1	4					
Varsity Girls Soccer	1	4					
Varsity Volleyball	1	4					
HS Boys Track	1	4					
HS Girls Track	1	4					
Varsity Baseball	1	4					
Varsity Softball	1	4					
Auditorium Sound/Light Manager	1	4					
Varsity Boys Golf	1	5	0.09	0.095	0.1	0.105	0.11
Varsity Girls Golf	1	5					
HS Boys/Girls Cross Country	1	5					
Varsity Boys Tennis	1	5					
Varsity Girls Tennis	1	5					
Freshmen Football	2	6	0.07	0.075	0.08	0.085	0.09
Freshman Boys Basketball	1	6					
Freshman Girls Basketball	1	6					
8th grade Football	2	6					
7th grade Football	2	6					
8th grade Boys Basketball	1	6					
8th grade Girls Basketball	1	6					
7th grade Boys Basketball	1	6					
7th grade Girls Basketball	1	6					
HS Yearbook Advisor	1	6					

Asst Varsity Wrestling	1	7	0.065	0.07	0.075	0.08	0.085
JV Wrestling	1	7					
8th grade Wrestling	1	7					
7th grade Wrestling	1	7					
Asst Varsity Boys Soccer	1	7					
Asst Varsity Girls Soccer	1	7					
JV/Freshmen Boys Soccer	1	7					
JV/Freshmen Girls Soccer	1	7					
Asst HS Boys Track	1	7					
Asst HS Girls Track	1	7					
Show Choir Director	1	7					
Asst Varsity Volleyball	1	8	0.06	0.065	0.07	0.075	0.08
JV/Freshmen Volleyball	1	8					
Asst Varsity Baseball	1	8					
JV/Freshmen Baseball	1	8					
Asst Varsity Softball	1	8					
JV/Freshmen Softball	1	8					
Middle School Boys Track	1	8					
Middle School Girls Track	1	8					
Asst Middle School Boys/Girls Track	1	9	0.055	0.06	0.065	0.07	0.075
Project Support HS Advisor	1	9					
Project Support MS Advisor	1	9					
Newspaper/District Newsletter	1	9					
Musical Director	2	10	0.05	0.055	0.06	0.065	0.07
Musical Set Construction Advisor	1	10					
JV Boys Golf	1	10					
8th grade Volleyball	1	10					
7th grade Volleyball	1	10					
Senior Class Advisor	2	10					
Junior Class Advisor	2	10					
Tech Team	1	11	0.04	0.045	0.05	0.055	0.06
Tech Team (Middle School)	1	11					
Tech Team (Bellville)	1	11					
Tech Team (Butler)	1	11					
Speech Team Advisor	1	11					
Freshman Class	1	11					
Sophomore Class	1	11					
HS Academic Challenge	1	11					
National Honor Society	1	11					
		63					

Virtual Classroom Facilitator	1	11					
Middle School Cross Country	1	12	0.035	0.04	0.045	0.05	0.055
HS Cheerleading Football	1	12					
HS Cheerleading Basketball	1	12					
Flag/Majorette Advisor	1	12					
HS Student Council	2	12					
HS Intramurals	1	12					
Middle School Student Council	1	12					
Bellville Student Council	1	12					
Butler Student Council	1	12					
Art Club Advisor	1	13	0.03	0.035	0.04	0.045	0.05
History Club Advisor	1	13					
Spanish Club Advisor	1	13					
Science Club Advisor	1	13					
Middle School Drama Club Advisor	1	13					
Tri-M Advisor	1	13					
Bellville Newsletter/Student News	1	13					
Butler Newsletter/Student News	1	13					
Fall Weight Coach	1	13					
Winter Weight Coach	1	13					
Spring Weight Coach	1	13					
Summer Weight Coach	1	13					
Marching Band Section Instructor	1	13					
Asst HS Cheerleading Football/Basketball	1	13					
MS Cheerleading Football/Basketball	1	13					
Musical Set Design	1	13					
Anti-Bullying Committee Advisor	1	13					
6th grade Field Trip Coordinator	1	13					
8th grade Field Trip Coordinator	1	13					
Debate Team Advisor	1	14	0.025	0.03	0.035	0.04	0.045
SADD Advisor	1	14					
Ski Club Advisor	1	14					
MS Academic Challenge	1	14					
Asst MS Drama Club	1	14					
Power of the Pen Advisor	1	14					
7th grade Field Trip Coordinator	1	14					

GRIEVANCE REPORT FORM

Name of Grievant:_____ Date Filed:_____

A. Date that the cause of grievance occurred:

B. Statement of grievance: (Include specific contract clause alleged to have been violated)

C. Relief sought:

Signature of Grievant:_____

Date Filed:_____

STEP I

Received by:_____

Date:_____

Disposition of the Immediate Supervisor

Signature:_____

Date:_____

(OVER)

STEP II

Received by: _____

Date: _____

Disposition of the Superintendent

Signature: _____

Date: _____

STEP III

Received by: _____

Date: _____

Disposition of the Board of Education

Signature: _____

Date: _____

STEP IV

I request that this grievance be submitted to arbitration.

Grievant:_____

Date:_____

The C.F.V.E.A. agrees that this grievance should be submitted to arbitration.

C.F.V.E.A.

President_____Date:_____

Received

by:_____Date:_____