

# REFERENCE HANDBOOK

## Supervisors and Administrators Of Washington Local Schools

July 1, 2018 – June 30, 2020

Approved by the Board of Education on June 28, 2018

# Notes

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## **Preface**

This handbook contains information regarding practices, procedures, benefits, evaluation, and salary schedules. Board of Education resolution is required for revisions to this document. Employees covered under this handbook are expected to comply with these provisions as well as Board of Education policies, state mandates, job description responsibilities, Master Agreement provisions, and directives.

For purposes of this handbook, employees shall be understood to mean current administrators, supervisors, classified supervisors, and any subsequent positions approved by the Board of Education as administrative, supervisory, or included under these provisions.

## **ARTICLE 1 – EQUAL OPPORTUNITY**

### **Section 1.1 – Equal Opportunity Employer**

The Board of Education will provide equal opportunity for employment and advancement regardless of race, color, national origin, sex, disability, religion, military status, ancestry, genetic information or age (except as authorized by law) provided the candidate meets the qualifications of the vacant position and is the most qualified of those interviewed.

### **Section 1.2 – Selection Procedure**

In the event of an administrative vacancy not filled by transfer, the district will follow applicable state certification laws and the procedures below to qualify as an equal opportunity employer.

The Director of Human Resources shall develop a notice which includes the vacant position, the job description, salary range, contractual year, and application deadline.

The vacancy notice will be posted publicly on the district website. The Superintendent shall appoint a committee to conduct interviews of qualified candidates. The committee will refer the top candidate(s) to the Superintendent and/or Assistant Superintendent for further consideration. All candidates will be notified regarding the status of their applications.

## **ARTICLE 2 – CONTRACTS**

### **Section 2.1 – Contractual Year**

- Administrators: August 1 - July 31
- Classified Supervisors: July 1 - June 30

Actual number of workdays per contractual year will vary according to position. Supervisors/administrators not on twelve-month contracts shall follow the teachers' calendar plus additional days as designated in the salary scale.

### **Section 2.2 – Salary and Daily Rate of Pay (Per Diem)**

Total Regular Salary includes the placement on the appropriate salary schedule plus the education stipend, if applicable.

Per diem is the total regular salary divided by the number of “daily rate” days. This rate is used for purposes of determining severance, retirement, and personal leave compensation.

200 days	Special Education Case Manager
210 days	Junior High Associate Principals
210 days	Elementary Principals
210 days	Supervisor of Safety and Security
215 days	Assistant Principal – Whitmer
230 days	12 month Supervisors/ Administrators

### **Section 2.3 – Holidays**

Employees on twelve-month contracts shall be entitled to the following:

1. Labor Day Observance	
2. Thanksgiving Day	
3. The day after Thanksgiving	
4. The day before Christmas	December 24
5. Christmas Day	December 25
6. The day before New Year's	December 31
7. New Year's Day	January 1
8. Martin Luther King Jr. Observance	
9. Presidents' Day	
10. Good Friday	
11. Memorial Day Observance	
12. Independence Day	July 4

Any additional days granted to bargaining-unit members.

#### **Restrictions:**

- Twelve-month employees shall be required to report for work on designated holidays should those days be included in the teachers’ calendar; that holiday may be taken at another time as approved.
- If December 24 and December 31 fall on Friday, (December 25 and January 1 on Saturday), Thursday and Friday will be observed as holidays.
- If December 24 and December 31 fall on Saturday (December 25 and January 1 on Sunday), Friday and Monday will be observed as holidays.
- If December 24 and December 31 fall on Sunday (December 25 and January 1 on Monday), Monday and Tuesday will be observed as holidays.
- If July 4 falls on Saturday, Friday will be observed as the holiday; if July 4 falls on Sunday, Monday will be observed as the holiday.

## **Section 2.4 – Salary Schedule Placement**

### **Administrators**

Up to eight (8) years of experience as an administrator may be recognized at the time of the initial employment contract. Non-administrative employees who are recommended for an administrative contract may be placed at step 3 of the administrative schedule with salaries frozen until experience reaches that point.

### **Classified Supervisors**

Placement on the salary schedule will be determined by an evaluation of the qualifications of the candidate, to include, but not be limited to, training, experience, and previous salary. Up to eight (8) years of experience as a supervisor may be recognized at the time of the initial employment contract.

- RSO/RSB: Certification as a Registered School Business Official (RSBO) or certification as a Registered School Business Administration (RSBA) through the Ohio Association of School Business Officials is recognized as professional advancement with stipend granted in addition to the supervisor/administrator's position on the salary schedule.

## **Section 2.5 – Term of Contract**

Experience as a supervisor/administrator in the district will be considered when new contracts are recommended. Contracts may be issued for periods of time ranging from one to four years.

## **Section 2.6 – Supplemental Contract**

The availability of the administrator for consultation with students, parents and professional colleagues is essential. Supervisors/administrators may serve as coaches or sponsors of school activities, and may supervise programs for which additional compensation is received and which does not conflict with established workdays, only with prior approval of the Superintendent/designee.

## **Section 2.7 – Direct Deposit**

Employees shall be paid by direct deposit; however, those employed prior to the 1993/94 contract year have the option of payroll deposit.

<b>ARTICLE 3 – BENEFITS</b>
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## **Section 3.1 – Complimentary Passes**

Full-time employees are encouraged to attend athletic events and other school programs involving student participation for which admission is charged to the general public. Therefore, upon presentation of a district ID card, employees will receive free general admission.

## **Section 3.2 – Professional Organization Dues**

Reimbursement for professional organization dues shall be paid, not to exceed 3 memberships selected from the following categories: national, state, community.

## **Section 3.3 – Retirement Pay**

Retirement pay shall be based upon the following and shall be paid from sick leave accumulation. Persons retiring may not receive both severance and retirement pay.

1. 30% of sick leave accumulation for days 1 through 120  
50% of sick leave accumulation for days 121 through 200

65% of sick leave accumulation for days 201 through 340

80% of sick leave accumulation for days 341 and above

TIMES: 10% for each year in the Washington Local school district (cannot exceed 100%).

Definition: A year in the Washington Local School District shall be 12 full months. For purposes of calculating severance and retirement, for the first contract year of employment 120 days worked will be given a full year of service credit in the Washington Local Schools. Partial-year credit will not be granted for any subsequent year.

TIMES: The daily rate of pay.

2. In order to qualify for any retirement pay benefit, the employee must have been employed by the district a minimum of five (5) years.
3. The date from which sick leave may be accumulated for retirement pay purposes will be based on the opinion of the Attorney General of the State of Ohio.
4. The amount paid will be the per diem rate of the employee's total regular salary in effect at the time of retirement.
5. Supplemental contracts or extra duty contracts are not included in the calculation of retirement pay.
6. Retirement pay will be issued as follows:

The maximum IRS 415 contribution will be deposited by the Treasurer into the VOYA account not later than sixty (60) days following the effective retirement date of the employee, provided proof from a recognized retirement system has been submitted. Any amount of money exceeding current annual IRS 415 limit will be deposited at the maximum contribution level allowed by IRS 415 for up to five (5) years beyond retirement until all monies are paid out. Future contributions will be made in January of each year following retirement.
7. Retirement is defined as the process whereby an employee leaves the Washington Local Schools and is immediately eligible for monthly retirement income for life from the State Teachers Retirement System or School Employees Retirement System based on contributions to the retirement system by the employee and/or the Board of Education.
8. Seven (7) additional days' retirement pay shall be granted for early notification of retirement: October 1 for mid-year retirement (excludes building administrators) and March 1 for end-of-the-year retirement. Pay for these seven (7) days will be separate from the regular severance and retirement.

### **Section 3.4 – Retirement and/or Severance Pay Upon Death During Employment**

In the event of the death of an employee who has otherwise qualified for receipt of retirement and/or severance pay pursuant to any agreement or Board of Education resolution, said payment should be made to the designated beneficiary/beneficiaries. The designation shall be made in writing by the employee using Form RS-100 and forwarded to the Director of Human Resources for placement in the Employment Record File (ERF). In the absence of such designation, payment shall be made to the surviving spouse, if any, or in the absence of a surviving spouse, to the deceased employee's estate.

Within fifteen (15) days following receipt of death notice of an employee whose spouse and/or dependents are covered by insurance provided by the Board, the Treasurer shall mail the option for conversion to an individual policy, as provided by Section 3923.122 O.R.C., to the spouse and/or dependents at the last-known address.

**Section 3.5 – Severance Pay**

Upon leaving the district, severance pay will be issued based upon the following considerations:

1. 25% of accumulated sick leave for the first 120 days (not to exceed 30 days)

TIMES: 10% for each year in the Washington Local District (cannot exceed 100%)

Definition: A year in the Washington Local School District shall be 12 full months. For purposes of calculating severance and retirement, for the first contract year of employment 120 days worked will be given a full year of service credit in the Washington Local Schools. Partial-year credit will not be granted for any subsequent year.

TIMES: The daily rate of pay

2. In order to qualify for any severance pay benefits, the employee must have been employed by the district a minimum of five (5) years and have accumulated at least sixty (60) days' sick leave.
3. The date from which sick leave may be accumulated for severance pay purposes will be based on the opinion of the Attorney General of the State of Ohio.
4. The amount paid will be the per diem rate of the employee's total regular salary in effect at the time of severance.
5. Supplemental contracts (extra-service or additional duties) are not included in the calculation of severance.
6. Severance pay will not be granted to employees who have been terminated from employment with the district for reasons of unsatisfactory work performance.
7. An employee may qualify for severance pay only once in a lifetime.

**Section 3.6 – Travel Reimbursement**

Employees who use personal automobiles for school business, during the regular workday within the district and proximity, will be reimbursed at the IRS rate in effect at the time of travel.

A mileage log must be maintained. Travel reimbursement forms must be submitted for approval to immediate supervisors by January 1 and July 1 of each year.

**Section 3.7 – Tuition Reimbursement**

Eligibility for reimbursement is based upon employment for at least one full year in the supervisory or administrative position and is for classes that relate directly to professional growth at an amount not to exceed \$1,400.00 per year per employee for July 1, 2016 through June 30, 2018.

Employees must commit to work in the district for a period of one year from the time of reimbursement or repay the district the total amount.

**Section 3.8 – Vacation**

**Twelve-Month Supervisors/Administrators**

Years' Experience	Days	
1 to 21	20	Plus any additional vacation benefits granted to bargaining units.
22 to 24	22	
25 or more	25	

Vacation requests must be submitted on Aesop. Previous employment by the State of Ohio or any political subdivision of the state entitles the employee to service credit counted to determine the total number of vacation days. Vacation days are subject to prior approval and may be used during the year for which the contract is issued.

Employees under contract less than one (1) full contractual year shall receive prorated vacation. EXAMPLE: 5/12 times 20/1 equals 8.3 rounded to the highest full day will be nine (9) days of vacation. Administrators may carry over a maximum of ten (10) days' vacation into the following contractual year.

**Section 3.9 – STRS / SERS Retirement Pick-up**

The Board agrees to pick-up retirement and pick-up on the pick-up.

The Board agrees to pick up the total amount of employee contributions required by Section 3307.26, Revised Code, to be contributed by Administrators and Supervisors to STRS Ohio and SERS Ohio. Washington Local Schools is permitted to pick up employee contributions pursuant to Section 3307.27, Revised Code, and Section 414(h)(2) of the Internal Revenue Code. These picked-up contributions, although designated as employee contributions, are being paid by Washington Local Schools in lieu of employee contributions and shall be paid by the Board as a fringe benefit in addition to the contract salary otherwise payable to the employee. These contributions shall be treated as additional compensation and included in salary for retirement purposes. Administrators and Supervisors may not opt out of the picked-up contributions or elect to receive the contributed amounts directly instead of having them picked up by the Board and paid to STRS or SERS Ohio.

**Section 3.10 – SERS Annuity (403b/457) Contribution**

The Board agrees to pay administrators who are members of SERS the difference between the STRS employee contribution percentage and the SERS employee contribution percentage in a pre-tax annuity as follows. These contributions shall be paid by the Board as a fringe benefit in addition to the contract salary otherwise payable to the employee. These contributions shall be treated as earned compensation and included in salary for retirement purposes.

Year	STRS %	SERS %	Annuity Contribution by Board *
2013-14	11	10	1% of base salary
2014-15	12	10	2% of base salary
2015-16	13	10	3% of base salary
2016-17	14	10	4% of base salary

- If the STRS employee contribution decreases or SERS employee contribution increases prior to FY 2017, a comparable adjustment will be made in the annuity contribution by the board.

**Section 3.11 – Professional Meetings**

Attendance at conferences of educational value that lead to management strength and curriculum growth will be encouraged. Reimbursement shall be governed by district 106-form procedures for attendance and expenses. Excluded from this provision are conferences mandated by the State Department of Education. Advance approval is required by the employee's supervisor.

**Section 3.12 – Enrollment of Employees' Children**

The district shall permit tuition-free enrollment of the dependents of full-time staff members, regardless of the district of residence. Employees must submit written notification to the superintendent by April 1 of the year

preceding enrollment in WLS. Notification shall include the name, age, building, and grade level of children to be enrolled and the reason for building preference. No child may be admitted under this provision after the first day of classes of any school year. Assignment of students to buildings and classes shall be made or denied after reviewing enrollment data. If a full time staff member dies while in the employment of Washington Local Schools, any dependent already enrolled in Washington Local Schools, and any dependent already alive at the time of the employee's death but not yet of school age, shall be eligible to attend Washington Local Schools, tuition free, until they choose to leave the district or until they graduate.

## **ARTICLE 4 – INSURANCE**

### **Section 4.1 – Health Care**

The Board will provide a comprehensive hospitalization and physician group plan for employees who work at least a seven-hour day and are employed for the school year. Both single and family coverage will be provided. Effective July 1, 2013, each employee shall pay \$60.00 per month for family coverage or \$25.00 per month for single coverage. Effective July 1, 2014, each employee receiving either single or family health coverage shall pay ten percent (10%) of the health care / prescription premiums. New employees shall not be given the opportunity to choose the flex health-care option.

Employees opting other health coverage at date of hire are able to enroll in the WLS' program at a later date. Open enrollment for eligible employees without evidence of insurability will be August 15 to September 15 with coverage effective October 1.

A working spouse who is eligible for a health care plan through another employer and pays 50% or less of the monthly premium, must take at least single coverage through that employer to be eligible for coverage through the district. If a spouse must enroll or re-enroll in his/her company's plan, this must be done at the first available window period after September 1. All employees will be required to re-enroll in order to determine eligibility.

Employees may elect not to be covered under the health care insurance plan. In lieu of this insurance coverage, the employee may elect to receive a \$1,368.00 payment pursuant to the provisions of the Section 125 Employee Benefit Plan.

Employees who are eligible for family coverage and who select single coverage will receive \$960.00 for medical and \$348.00 for prescription annually.

Should a change in coverage be needed due to a major life event (e.g. death of spouse, divorce, dissolution, spouse loss of job), causing a cessation of the employee's alternate source of coverage during the waiver year, the employee may reinstate coverage effective the first day of the following month without having to meet any pre-existing condition requirement provided the employee has filed the proper application with the Treasurer. This re-entry into the insurance program will preclude the employee from receiving the health care insurance waiver payment made in lieu of coverage as indicated during the waiver year. Waiver payment shall be made on a pro rata basis.

### **Section 4.2 – Dental**

Dental insurance will be provided for employees who work at least a seven-hour (7) day and are employed for the school year. Single and family coverage will be offered.

### **Section 4.3 – Vision**

Vision insurance will be provided for employees who work at least a seven-hour (7) day and are employed for the school year. Single and family coverage will be offered.

#### **Section 4.4 – Prescription Drugs**

The same prescription drug insurance plan shall be provided as granted to bargaining units. In lieu of insurance coverage, employees may elect to receive \$636.00 annually.

#### **Section 4.5 – Liability**

Insurance will be provided as required by O.R.C. in the amount of \$2,000,000 per claim or \$5,000,000 aggregate.

#### **Section 4.6 – Life**

A \$250,000 insurance policy will be provided for supervisors and administrators.

#### **Section 4.7 – Cobra**

Pursuant to 4117.10(A), it is hereby provided that Title XXII of the Public Health Service Act, 41, U.S.C. §201, et seq., shall specify the Board's obligation to offer continuation of group health care benefits to covered employees and their qualified beneficiaries, as those terms are defined in the Public Health Service Act.

#### **Section 4.8 – Continuation of Insurance**

For continuation purposes, the Board shall carry employees on its payroll records, as it pertains to insurance other than group health care covered by the Public Health Service Act, for twelve (12) months.

#### **Section 4.9 – 125 Plan**

The Board will contribute \$876.00 toward the employee's 125 Plan.

Per legal requirements for implementation of 125 plans, subject to minimum and maximum contributions and the employment of a 125 plan administrator, the Board will shelter designated dollars per employee request for child care, elder care, and medical expenses.

<b>ARTICLE 5 – EVALUATION</b>
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#### **Section 5.1 – Evaluation**

Principals will be evaluated in compliance with requirements of Ohio Revised Code.

Employees shall submit goals and objectives, drafted in cooperation with immediate supervisors, to immediate supervisors by the first week in October.

An annual evaluation conference shall be held for the purpose of measuring employee progress toward attainment of goals and effective performance of duties as included in the job description. A copy of the goals and objectives will be attached to the evaluation document and placed in the Employment Record File. A subjective statement by the supervisor shall be given to the employee concerning the evaluation. The employee shall sign the evaluation document and a copy shall be placed in the Employment Record File. The employee may write an attachment to the evaluation document.

Deficiencies should be identified and corrective measures suggested by the supervisor. In order to provide time to show progress in correcting deficiencies, the employee shall receive the completed evaluation in accordance with Ohio Revised Code. Additional evaluations may be made.

The Superintendent shall consider the evaluation document when making contractual recommendations to the Board of Education.

Statements of concern or recognition may be added to the Employment Record File at any time. All statements must be filed with the knowledge of both parties.

## **ARTICLE 6 – LEAVES OF ABSENCE**

### **Section 6.1 – Leaves**

Employees who have completed a minimum of two (2) school years of full-time employment in the district, and who have the approval of the Board of Education, are entitled to take a leave of absence without pay for up to twenty-four consecutive months, subject to the following restrictions:

Applications for a leave of absence must be submitted in writing to the Superintendent; the duration of the leave shall not exceed twenty-four months; the leave shall terminate at the end of a semester and shall be contingent upon the availability of a qualified replacement, if needed. Should the initial grant be for less than two years, an extension may be requested prior to the termination of the leave. In no case may the total time of the original leave plus the extended leave exceed twenty-four months.

The contractual status of a continuing-contract employee shall not be adversely affected by a leave of absence. While on leave of absence, employees will not receive sick leave credit, experience credit on the salary schedule, or salary remuneration.

Employees who return from approved leave of one semester or less will be returned to their original school and assignment. The semester may include sick leave, maternity or paternity leave, adoption leave, or a combination thereof. Employees returning from a leave of longer than one semester should expect to return to a comparable, but not necessarily the same, position. However, if organization does not permit employees to return to the same or comparable positions, employees may be assigned to other positions for which they are qualified.

The Superintendent will determine whether employees on leave may return earlier than the approved time to full-time or part-time employment.

Employees on leave shall notify the Superintendent, in writing no later than thirty (30) calendar days prior to the termination of the leave, regarding their intention to return to employment or to resign.

### **Section 6.2 – Assault Leave**

Notwithstanding the provision of O.R.C. Section 3319.141, the district will grant assault leave to employees absent due to physical disability resulting from assault under the following conditions:

Employees absent due to disability resulting from an unprovoked attack which occurs on Board premises or while in attendance at an official school function and is in the course of the employee's employment, shall, subject to the approval of the Superintendent or designee, be granted up to twenty (20) workdays assault leave. The period of absence, as defined in this provision, shall be termed "assault leave." During this leave, employees shall be maintained on full-pay basis.

Assault is defined as intentional physical contact that results in injury. If permanently disabled, employees shall apply for disability retirement and no assault leave shall be granted after retirement has been approved. Before assault leave can be approved, employees shall furnish the Superintendent with the following information:

1. A signed statement describing the circumstances and events surrounding the assault and its cause, including location and time of assault, names and addresses of participants, victims, and witnesses to the extent available.
2. A signed statement from a physician regarding the nature and duration of the disability and the necessity of absence from regular employment.
3. A signed statement of the employee's intent to file criminal assault charges, or if not, a written statement of the reasons for not doing so.

Falsification of either 1 or 2 above shall be grounds for suspension or termination of employment under 3319.16 O.R.C.

Assault leave, approved by the Superintendent, shall not be charged against sick leave earned or earnable by employees on leave granted under regulations adopted by the Board pursuant to 3319.08 R.C. or any other leave to which employees are entitled. Assault leave benefits shall not be paid concurrently with Worker's Compensation wage benefits. The Board shall reimburse employees whose personal effects are damaged or destroyed as a result of an assault hereunder to the extent not otherwise reimbursed from any other source but not to exceed the total sum of \$500.00. The employee may receive additional reimbursement, with proper receipts, through a written request to, and with the approval of, the Superintendent.

In the event of assault that results in more than twenty [20] days of lost time, the Superintendent may authorize additional days of leave.

### **Section 6.3 – Funeral Leave**

An absence of up to five (5) workdays shall be granted to employees who have a death in the immediate family, including mother, father, grandmother, grandfather, brother/sister-in-law, mother/father-in-law, daughter/son-in-law, sister, brother, husband, wife, child, grandchild, or anyone who has virtually held the position of parent or child or anyone who is a permanent member of the household of the employee.

An absence of up to three (3) workdays shall be granted to employees who have a death in the extended family, including aunt, uncle, niece, nephew, guardian, or a person whose legal residence is in the same household.

Employees attending the funeral of someone not in the immediate or extended family will be granted absence for the day of the funeral. The Superintendent may authorize additional funeral leave. Any days taken for funeral leave will be deducted from the number of sick leave days accumulated by the employee.

### **Section 6.4 – Jury Duty**

Employees appointed to jury duty during the work week shall be excused and shall be paid for the absence without deduction from sick leave or personal leave days.

It is understood the employee may retain monies received from the Clerk of Courts for jury service, provided a copy of the summons or jury check stub is forwarded to the Treasurer's office for verification of days absent.

### **Section 6.5 – Maternity, Paternity, Adoption**

The Board of Education may grant a leave of absence for maternity, paternity or adoption, without pay, to any full-time employee upon written request to the Superintendent. A request for a maternity or adoption leave shall include the proper written certification of pregnancy or adoption.

A leave may be granted for a period of time not to exceed twenty-four (24) consecutive months, but must terminate at the end of the semester. Should the initial grant be for less than twenty-four months, an extension

may be requested prior to the termination of the leave. In no case may the total time of the original leave plus the extension exceed twenty-four consecutive months.

Employees may apply to the maternity leave, accumulated sick leave during any portion of the maternity leave, for which a physician certifies the employee physically incapable of performing duties by reason of pregnancy or any other disabling illness or injury incurred during the maternity leave. A doctor's statement attesting to the physical ability to perform normal duties may be required by the Superintendent. It shall be left to the discretion of the Superintendent whether an employee may return earlier than the specified time to full-time or part-time employment.

Employees who return from approved leave of one semester or less will be returned to their original school and assignment. The semester may include sick leave, maternity leave, paternity leave, adoption leave, or a combination.

Employees returning from a leave of longer than one semester should expect to return to a position of comparable status, similar to, but not necessarily the same position. However, if organization does not permit the employee to be assigned to the same or comparable position, the employee may then be assigned to some other position for which the employee is qualified.

Employees on leave shall notify the Superintendent, in writing no later than thirty (30) calendar days prior to the termination of the leave, regarding the employee's intention to return to employment, request an extension of the leave (not to exceed twenty-four months), or to resign.

Contractual status of employees on maternity leave, paternity leave, or adoption leave shall not be adversely affected. While on leave, the employee will not receive sick leave credit or experience credit on the salary schedule. Adopting employees will be granted the same leave privileges as natural parents, with every consideration made to expedite the leave.

Paternity leave may be granted, if requested, to full-time employees according to conditions set forth for maternity or adoption leave.

### **Section 6.6 – Military Leave**

Leaves of absence shall be granted to all employees who are inducted into the armed forces, or volunteer for service. Leaves of absence shall be granted to all employees who are alerted to active service from any recognized branch of the armed forces reserves.

### **Section 6.7 – Personal Leave**

Employees under regular contract shall be entitled to **three** ~~two~~ personal leave days per contractual year, to be credited July 1 through June 30. Eligible personal leave shall be granted automatically upon request, except when that day falls immediately before or after holidays, vacation, or non-paid days. Employees requesting leave immediately before or after holidays, vacations, or non-paid days shall be required to show, in writing, justifiable cause for the request, with the Assistant Superintendent deciding whether leave should be granted.

Upon receipt of written request, the Superintendent may authorize additional days of personal leave and may authorize the use of up to two additional days of leave for a religious holy day as identified by a duly constituted religious body.

Unused personal leave days will be compensated at the daily rate of pay.

## **Section 6.8 – Sabbatical Leave**

Employees who have completed five (5) years of WL service, three of which are consecutive years in this district immediately preceding the leave, may, with the approval of the Board of Education as recommended by the Superintendent, be entitled to take leave of absence with partial pay for one or two semesters, subject to the following restrictions:

Employees shall present to the Superintendent, prior to leave approval, a plan for professional growth and shall, at the conclusion of the leave, provide evidence that the plan was followed. Employees shall be required to return to the district at the end of the leave for a period of one year for each semester of leave.

The Board of Education may deny leave unless there is a satisfactory substitute available, may not grant such leaves to more than five (5) percent of the professional staff at any one time, nor grant a leave to any employee more than once for each five (5) years of service, nor grant a leave a second time to the same individual when other members of the staff have filed a request for such a leave.

Employees shall be paid the difference between the substitute's salary and the regular employee's expected base salary. Employees returning from sabbatical leave shall be assured a similar position in this district. A request for the position must be submitted to the Director of Human Resources, in writing, by the second Monday of February.

## **Section 6.9 – Sick Leave**

Employees shall be entitled to accumulate a maximum of fifteen (15) days' sick leave per contractual year, to be earned at 1.25 days of credit for each completed month of service. Sick leave shall be computed and credited at the end of each completed month of service. Sick leave shall be cumulative with no maximum.

Sick leave shall be paid for absences due to the following:

1. Personal illness: Employees absent for more than twenty (20) consecutive workdays due to personal illness shall, upon return to work, provide the Office of Human Resources with a doctor's statement verifying that the employee is physically able to return to work
2. Personal injury
3. Quarantine
4. Illness in the immediate family including mother, father, grandmother, grandfather, brother/sister-in-law, mother/father-in-law, daughter/son-in-law, sister, brother, husband, wife, child, grandchild, or anyone who has virtually held the position of parent or child or anyone who is a permanent member of the household of the employee.

New employees will be credited with an advancement of five days' sick leave at the beginning of the first year of service after completion of five workdays. That advancement will be charged against the sick leave subsequently accumulated under this provision and employees will not be eligible for additional sick leave until the period of service has entitled them to more.

Employees re-entering this district after a separation of less than ten years shall be entitled to unused balance of any accumulated sick leave credit previously earned from public service within the state of Ohio, provided credit is substantiated by written affidavit from previous employer.

Employees returning to service of this district after a separation of less than ten years from public service shall be granted previous accumulated sick leave which shall be placed to the employee's credit upon re-employment in the public schools.

Sick leave credit from previous employment shall not exceed the accumulated total that is currently granted by the Board of Education.

**ARTICLE 7 – TRANSFERS**

The Superintendent, utilizing the following procedures, shall make the decisions regarding transfers and/or assignments:

**Section 7.1 – Voluntary**

1. Transfer requests must be submitted in writing to the Superintendent.
2. Approval or denial of all transfers shall be at the discretion of the Superintendent, with notification of the decision made for the next school year as soon as possible.
3. Unless notified in writing of a change by the Superintendent, two weeks prior to the close of school, current assignments will remain in effect. Changes in assignment may be made, however, after the last two weeks of school, or during the school year, in the event of a resignation, retirement, or other extraordinary circumstance.
4. New transfer requests may be submitted annually, or as vacancies occur.
5. Parents, staff, and students will be notified of changes in assignment prior to the close of the school year if possible.

**Section 7.2 – Involuntary**

1. The Superintendent will hold a conference with the employee/s involved for the purpose of discussing proposed changes in assignment.
2. Formal notification in writing shall be received from the Superintendent two weeks prior to the close of school. Unless notified of changes, current assignments will remain in effect. Changes in assignment may be made, however, after the last two weeks of school, or during the school year, in the event of a resignation, retirement, or other extraordinary circumstances.
3. Parents, staff, and students will be notified of changes in assignment prior to the close of school if possible.

**Section 7.3 – Period of Assignment**

Every effort will be made to retain principals in positions for a minimum of two (2) years.

**ARTICLE 8 – SALARY SCHEDULES**

**Special Education Case Manager**

**Schedule 1  
204 Days (Includes 4 flex days)  
200 Days – Daily Rate**

<b>Step</b>	<b>2018/2019</b>	<b>2019/2020</b>
0	67,574	68,925
1	69,778	71,173
2	71,982	73,421
3	74,186	75,669
4	76,390	77,917
5	78,594	80,165
6	80,798	82,413
7	83,002	84,661
8	85,206	86,909
9	87,410	89,157
10	89,614	91,405
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

**Elementary Principal**

**Schedule 2**  
**214 Days (Includes 4 flex days)**  
**210 Days – Daily Rate**

<b>Step</b>	<b>2018/2019</b>	<b>2019/2020</b>
0	83,069	84,730
1	85,273	86,978
2	87,477	89,226
3	89,681	91,474
4	91,885	93,722
5	94,089	95,970
6	96,293	98,218
7	98,497	100,466
8	100,701	102,714
9	102,905	104,962
10	105,109	107,210
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

**Unassigned Schedule**

**Schedule 3.1**  
**214 Days (Includes 4 flex days)**  
**210 Days – Daily Rate**

<b>Step</b>	<b>2016/2017</b>	<b>2017/2018</b>
0	62,432	63,056
1	64,572	65,217
2	66,712	67,378
3	68,852	69,539
4	70,992	71,700
5	73,132	73,861
6	75,272	76,022
7	77,412	78,183
8	79,552	80,344
9	81,692	82,505
10	83,832	84,666
Step Differential	2,140	2,161
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

**Associate Principal / Junior High**

**Schedule 3.2**  
**214 Days (Includes 4 flex days)**  
**210 Days – Daily Rate**

<b>Step</b>	<b>2018/2019</b>	<b>2019/2020</b>
0	79,680	81,274
1	81,884	83,522
2	84,088	85,770
3	86,292	88,018
4	88,496	90,266
5	90,700	92,514
6	92,904	94,762
7	95,108	97,010
8	97,312	99,258
9	99,516	101,506
10	101,720	103,754
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

**Assistant Principal - Whitmer**

**Schedule 4  
219 Days (Includes 4 flex days)  
215 Days – Daily Rate**

<b>Step</b>	<b>2018/2019</b>	<b>2019/2020</b>
0	79,680	81,274
1	81,884	83,522
2	84,088	85,770
3	86,292	88,018
4	88,496	90,266
5	90,700	92,514
6	92,904	94,762
7	95,108	97,010
8	97,312	99,258
9	99,516	101,506
10	101,720	103,754
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

**Special Education Coordinator Supervisor**

**Schedule 5.1  
12 months  
230 Days – Daily Rate**

<b>Step</b>	<b>2018/2019</b>	<b>2019/2020</b>
0	77,787	79,343
1	79,991	81,591
2	82,195	83,839
3	84,399	86,087
4	86,603	88,335
5	88,807	90,583
6	91,011	92,831
7	93,215	95,079
8	95,419	97,327
9	97,623	99,575
10	99,827	101,823
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

**Junior High Principal**

**Schedule 5.2  
219 Days  
215 Days – Daily Rate**

<b>Step</b>	<b>2018/2019</b>	<b>2019/2020</b>
0	85,779	87,495
1	87,983	89,743
2	90,187	91,991
3	92,391	94,239
4	94,595	96,487
5	96,799	98,735
6	99,003	100,983
7	101,207	103,231
8	103,411	105,479
9	105,615	107,727
10	107,819	109,975
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

**Associate Principal / High School – 12 Month**

**Schedule 5.3  
12 Months  
230 Days – Daily Rate**

<b>Step</b>	<b>2018/2019</b>	<b>2019/2020</b>
0	87,709	89,463
1	89,913	91,711
2	92,117	93,959
3	94,321	96,207
4	96,525	98,455
5	98,729	100,703
6	100,933	102,951
7	103,137	105,199
8	105,341	107,447
9	107,545	109,695
10	109,749	111,943
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

**Associate Principal / High School – 214 Days**

**Schedule 5.4  
214 Days  
210 Days – Daily Rate**

<b>Step</b>	<b>2018/2019</b>	<b>2019/2020</b>
0	81,965	83,604
1	84,169	85,852
2	86,373	88,100
3	88,577	90,348
4	90,781	92,596
5	92,985	94,844
6	95,189	97,092
7	97,393	99,340
8	99,597	101,588
9	101,801	103,836
10	104,005	106,084
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

**Curriculum Specialist**

**Schedule 5.5  
214 Days  
210 Days – Daily Rate**

<b>Step</b>	<b>2018/2019</b>	<b>2019/2020</b>
0	81,965	83,604
1	84,169	85,852
2	86,373	88,100
3	88,577	90,348
4	90,781	92,596
5	92,985	94,844
6	95,189	97,092
7	97,393	99,340
8	99,597	101,588
9	101,801	103,836
10	104,005	106,084
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

**Supervisor of Safety and Security**

**Schedule 6.0  
210 Days**

<b>Step</b>	<b>2018/2019</b>	<b>2019/2020</b>
0	54,978	56,078
1	57,182	58,326
2	59,386	60,574
3	61,590	62,822
4	63,794	65,070
5	65,998	67,318
6	68,202	69,566
7	70,406	71,814
8	72,610	74,062
9	74,814	76,310
10	77,018	78,558
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

**Supervisor of Nutrition Services  
Supervisor of Transportation**

**Schedule 6.1 / without degree  
12 Months  
230 Days - Daily Rate**

<b>Step</b>	<b>2018/2019</b>	<b>2019/2020</b>
0	60,216	61,420
1	62,420	63,668
2	64,624	65,916
3	66,828	68,164
4	69,032	70,412
5	71,236	72,660
6	73,440	74,908
7	75,644	77,156
8	77,848	79,404
9	80,052	81,652
10	82,256	83,900
Step Differential	2,204	2,248

**Supervisor of Facilities / Technical Services**  
**EMIS Coordinator**  
**Supervisor of Nutrition Services (with degree)**  
**Supervisor of Transportation (with degree)**

**Schedule 6.1.1**  
**12 Months**  
**230 Days - Daily Rate**

<b>Step</b>	<b>2018/2019</b>	<b>2019/2020</b>
0	65,282	66,588
1	67,486	68,836
2	69,690	71,084
3	71,894	73,332
4	74,098	75,580
5	76,302	77,828
6	78,506	80,076
7	80,710	82,324
8	82,914	84,572
9	85,118	86,820
10	87,322	89,068
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

**Assistant Supervisor of Facilities  
Assistant Supervisor of Transportation  
Information Technology Manager**

**Schedule 6.2  
12 Months  
230 Days - Daily Rate**

<b>Step</b>	<b>2018/2019</b>	<b>2019/2020</b>
0	54,813	55,909
1	57,017	58,157
2	59,221	60,405
3	61,425	62,653
4	63,629	64,901
5	65,833	67,149
6	68,037	69,397
7	70,241	71,645
8	72,445	73,893
9	74,649	76,141
10	76,853	78,389
Step Differential	2,204	2,248
RSBO	1,850	1,850
ASE-2	750	750
CNE OR VCP	1,850	1,850
MCNE	2,750	2,750

CNE (Certified Novell Engineer)

VCP (VMware Certified Professional)

MCNE (Master Certified Novell Engineer)

**Administrator / Computer Services**

**Schedule 6.3  
12 Months  
230 Days - Daily Rate**

<b>Step</b>	<b>2018/2019</b>	<b>2019/2020</b>
0	79,680	81,274
1	81,884	83,522
2	84,088	85,770
3	86,292	88,018
4	88,496	90,266
5	90,700	92,514
6	92,904	94,762
7	95,108	97,010
8	97,312	99,258
9	99,516	101,506
10	101,720	103,754
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

**High School Principal  
 Director of Curriculum  
 Director of Human Resources  
 Director of Student Services  
 (Director of CTC\*)  
 Director of Technology**

**Schedule 6.4  
 12 Months  
 230 Days - Daily Rate**

\* Director of CTC position is converted to HS Associate Principal. Debra Heban is grandfathered into this pay scale until she vacates the position.

<b>Step</b>	<b>2018/2019</b>	<b>2019/2020</b>
0	100,364	102,371
1	102,568	104,619
2	104,772	106,867
3	106,976	109,115
4	109,180	111,363
5	111,384	113,611
6	113,588	115,859
7	115,792	118,107
8	117,996	120,355
9	120,200	122,603
10	122,404	124,851
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

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