

*D. Ross*

MASTER AGREEMENT

BETWEEN THE

PICKERINGTON ASSOCIATION OF TEACHERS

AND THE

PICKERINGTON BOARD OF EDUCATION

SEPTEMBER 1, 1987 through JUNE 30, 1990

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ARTICLE 1

RECOGNITION

The Pickerington Board of Education, hereinafter referred to as the "Board", recognizes the Pickerington Association of Teachers, OEA, NEA, COTA, hereinafter referred to as the "Association". As the sole and exclusive bargaining representative of the bargaining unit defined in Article 2, Bargaining Unit.

affiliated with

1F

## ARTICLE 2

### BARGAINING UNIT

- A. For the purposes of defining the bargaining unit, all full and part-time, certificated employees shall be included. Excluded shall be the Superintendent, Directors, Principals, Assistant Principals, all other certificated administrators, Athletic Director, supervisory employees, casual employees, and substitutes that work less than sixty (60) consecutive work days in the same assignment.
- B. Notwithstanding the above, part-time and hourly unit members shall have their pay benefits and other rights under this contract prorated accordingly with the exception of life insurance.

language & salary placement

ARTICLE 3

SCOPE OF NEGOTIATIONS

The obligation to bargain collectively means to negotiate at reasonable times and to execute a written contract incorporating the terms of any agreement reached. The obligation to bargain collectively does not require the Board or the Association to agree to a proposal nor does it require the making of a concession.

Those matters which are negotiable are: wages, hours, terms and other conditions of employment and the continuation, modification, or deletion of an existing provision of this Agreement.

## ARTICLE 4

### PROCEDURES FOR CONDUCTING NEGOTIATIONS

Either party may request negotiations for a successor Agreement by issuing a notice to negotiate to the other party between one hundred twenty (120) and ninety (90) days prior to the expiration of this Agreement. The State Employment Relations Board will also be notified of the intent to open negotiations at this time.

Within fifteen (15) days of receipt of said notice, representatives of the parties shall meet and submit proposals for the successor Agreement. Said proposals shall be comprehensive in nature and no additional issues shall be introduced after the first session without mutual agreement. Subsequent bargaining sessions shall be set at times and dates as are mutually agreed to by the teams.

Negotiations sessions shall be conducted in executive session; however, this does not prohibit the flow of information to either party's constituency.

Upon request of either bargaining team, a bargaining session may be recessed to permit a caucus.

When negotiations are conducted during regular school hours, release time shall be provided for the Association's negotiating team.

There shall be three (3) signed copies of the final agreement. One (1) copy shall be retained by the Board, one (1) by the Association, and one (1) shall be submitted to the State Employment Relations Board.

As tentative agreement is reached on each issue, it shall be so noted and initialed by each party. When consensus is reached covering the areas under discussion, the proposed Agreement shall be reduced to writing as a tentative agreement and submitted to the Association and the Board for approval. Following approval by the Association and Board, a contract shall be entered into by both parties. The Association and the Board agree to abide by the terms of the Agreement. The final Agreement, as adopted by the Board and ratified by the Association, will be printed by a professional printer and presented to each member within thirty (30) days. The cost of such printing, including labor and material, shall be borne by the Board. The Association shall be responsible for getting a print-ready copy to the Board.

In the event an agreement is not reached after forty-five (45) days from the first bargaining session, either of the parties shall have the option of requesting the assistance of a federal mediator under the guidelines of the Federal Mediation and Conciliation Service. In the event that the services of a mediator are called upon, the mediation process will last twenty-one (21) calendar days from assignment of a mediator and/or the expiration date of the contract, whichever is less, the mediation process may be extended by mutual agreement of the parties.

Within forty-five (45) days prior to the expiration of the contract, the parties by mutual agreement, may agree to another alternative dispute resolution procedure. Any mutually agreed change shall be sent, in writing, to the State Employment Relations Board.

- size of group
- communicate when (if) you go to impasse



ARTICLE 5  
ASSOCIATION RIGHTS

The Association shall be granted the following sole and exclusive privileges:

A. Use of school facilities for meetings.

Meetings shall be arranged to not interrupt normal instructional programs and in keeping with Board policy governing use of buildings.

B. Use of school equipment.

*monthly report of supplies*  
Use of school equipment such as duplicating machines, typewriters, calculators and audio-visual machines; Board purchased consumable materials used by the Association, i.e., paper, shall be paid for by the Association at Board cost plus a nominal fee for handling. The Association assumes full financial responsibility for any loss, or willful damage to Board owned equipment while in use by the Association. The above mentioned equipment may only be used before or after the normal unit member day but not at any time which would conflict with normal school usage of this equipment.

C. Use of bulletin boards.

The Board agrees to designate one (1) bulletin board per teacher workroom for use of the Association.

D. School Mail.

The Association has the right to use the regular school mailboxes and mail delivery system.

E. Identifying Insignia.

The Association may place identifying stickers on unit members' mailboxes.

F. Payroll Deductions. *— 10 pay periods*

The Board agrees to deduct from salaries of the unit members, dues for the Association/OEA/NEA/COTA and individual associations as said unit members, individually and voluntarily authorize the Board to deduct, and to transmit the monies promptly to the Association. Unit member authorization will be on a form provided by the Association. The Association relieves the Board and all its officers from any liability in dues deduction disputes.

G. Information Concerning Board Meetings.

The Association shall receive an advance copy of the Agenda of each Board meeting, including material received by the Board that is

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intended for public discussion and review. Such material shall be sent at the same time said material is sent to the Board.

H. Directory Information.

The Association shall be provided directory information of all bargaining unit members by October 15 of each year.

I. Board Meeting Participation.

The Association shall have the right to address the Board during public discussion at any regular Board meeting with advance notice. The Association will be granted ten (10) minutes to address the Board.

J. General Teachers Meetings.

The Board shall allow an Association representative(s) to address unit members for twenty (20) minutes following the general teacher's meeting at the beginning of the year. The Association shall also have the right to address new unit members during lunch at their orientation meeting prior to the beginning of the school year.

K. Transaction of Association Business.

Duly authorized representatives of the Association and its affiliates may transact Association business on school property at any time before, after or during the regular school day; provided, however, that no such business shall be transacted on any class time, nor shall such Association business in any way, interfere with scheduled student-teacher, parent-teacher, or administrator-teacher conferences or other school functions or activities. All visitors, including Association representatives must report to the building office during teaching hours and sign in before transacting such business.

# ARTICLE 6

## SALARY SCHEDULE September, 1987

<u>YEARS</u>	<u>BA</u>	<u>5 YR.</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
0	17,267 1.0000	18,821 1.0900	20,720 1.2000	21,670 1.2550	22,620 1.3100
1	18,044 1.0450	19,598 1.1350	21,670 1.2550	22,620 1.3100	23,569 1.3650
2	18,821 1.0900	20,375 1.1800	22,620 1.3100	23,569 1.3650	24,519 1.4200
3	19,598 1.1350	21,152 1.2250	23,569 1.3650	24,519 1.4200	25,469 1.4750
4	20,375 1.1800	21,929 1.2700	24,519 1.4200	25,469 1.4750	26,419 1.5300
5	21,152 1.2250	22,706 1.3150	25,469 1.4750	26,419 1.5300	27,368 1.5850
6	21,929 1.2700	23,483 1.3600	26,419 1.5300	27,368 1.5850	28,318 1.6400
7	22,706 1.3150	24,260 1.4050	27,368 1.5850	28,318 1.6400	29,268 1.6950
8	23,483 1.3600	25,037 1.4500	28,318 1.6400	29,268 1.6950	30,217 1.7500
9	24,260 1.4050	25,814 1.4950	29,268 1.6950	30,217 1.7500	31,167 1.8050
10	25,037 1.4500	26,591 1.5400	30,217 1.7500	31,167 1.8050	32,117 1.8600
11	25,814 1.4950	27,368 1.5850	31,167 1.8050	32,117 1.8600	33,066 1.9150
12	26,591 1.5400	28,145 1.6300	32,117 1.8600	33,066 1.9150	34,016 1.9700
13	27,368 1.5850	28,922 1.6750	33,066 1.9150	34,016 1.9700	34,966 2.0250
14	28,318 1.6400	29,872 1.7300	34,016 1.9700	34,966 2.0250	35,915 2.0800
18	29,268 1.6950	30,822 1.7850	34,966 2.0250	35,915 2.0800	36,865 2.1350
25	30,045 1.7400	31,599 1.8300	35,915 2.0800	36,865 2.1350	37,815 2.1900

SALARY SCHEDULE

September, 1988

<u>YEARS</u>	<u>BA</u>	<u>5 YR.</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
0	18,130 1.0000	19,762 1.0900	21,756 1.2000	22,753 1.2550	23,750 1.3100
1	18,946 1.0450	20,578 1.1350	22,753 1.2550	23,750 1.3100	24,747 1.3650
2	19,762 1.0900	21,393 1.1800	23,750 1.3100	24,747 1.3650	25,745 1.4200
3	20,578 1.1350	22,209 1.2250	24,747 1.3650	25,745 1.4200	26,742 1.4750
4	21,393 1.1800	23,025 1.2700	25,745 1.4200	26,742 1.4750	27,739 1.5300
5	22,209 1.2250	23,841 1.3150	26,742 1.4750	27,739 1.5300	28,736 1.5850
6	23,025 1.2700	24,657 1.3600	27,739 1.5300	28,736 1.5850	29,733 1.6400
7	23,841 1.3150	25,473 1.4050	28,736 1.5850	29,733 1.6400	30,730 1.6950
8	24,657 1.3600	26,289 1.4500	29,733 1.6400	30,730 1.6950	31,728 1.7500
9	25,473 1.4050	27,104 1.4950	30,730 1.6950	31,728 1.7500	32,725 1.8050
10	26,289 1.4500	27,920 1.5400	31,728 1.7500	32,725 1.8050	33,722 1.8600
11	27,104 1.4950	28,736 1.5850	32,725 1.8050	33,722 1.8600	34,719 1.9150
12	27,920 1.5400	29,552 1.6300	33,722 1.8600	34,719 1.9150	35,716 1.9700
13	28,736 1.5850	30,368 1.6750	34,719 1.9150	35,716 1.9700	36,713 2.0250
14	29,733 1.6400	31,365 1.7300	35,716 1.9700	36,713 2.0250	37,710 2.0800
18	30,730 1.6950	32,362 1.7850	36,713 2.0250	37,710 2.0800	38,708 2.1350
25	31,546 1.7400	33,178 1.8300	37,710 2.0800	38,708 2.1350	39,705 2.1900

SALARY SCHEDULE

September, 1989

<u>YEARS</u>	<u>BA</u>	<u>5 YR.</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
0	19,036 1.0000	20,749 1.0900	22,843 1.2000	23,890 1.2550	24,937 1.3100
1	19,893 1.0450	21,606 1.1350	23,890 1.2550	24,937 1.3100	25,984 1.3650
2	20,749 1.0900	22,462 1.1800	24,937 1.3100	25,984 1.3650	27,031 1.4200
3	21,606 1.1350	23,319 1.2250	25,984 1.3650	27,031 1.4200	28,078 1.4750
4	22,462 1.1800	24,176 1.2700	27,031 1.4200	28,078 1.4750	29,125 1.5300
5	23,319 1.2250	25,032 1.3150	28,078 1.4750	29,125 1.5300	30,172 1.5850
6	24,176 1.2700	25,889 1.3600	29,125 1.5300	30,172 1.5850	31,219 1.6400
7	25,032 1.3150	26,746 1.4050	30,172 1.5850	31,219 1.6400	32,266 1.6950
8	25,889 1.3600	27,602 1.4500	31,219 1.6400	32,266 1.6950	33,313 1.7500
9	26,746 1.4050	28,459 1.4950	32,266 1.6950	33,313 1.7500	34,360 1.8050
10	27,602 1.4500	29,315 1.5400	33,313 1.7500	34,360 1.8050	35,407 1.8600
11	28,459 1.4950	30,172 1.5850	34,360 1.8050	35,407 1.8600	36,454 1.9150
12	29,315 1.5400	31,029 1.6300	35,407 1.8600	36,454 1.9150	37,501 1.9700
13	30,172 1.5850	31,885 1.6750	36,454 1.9150	37,501 1.9700	38,548 2.0250
14	31,219 1.6400	32,932 1.7300	37,501 1.9700	38,548 2.0250	39,595 2.0800
18	32,266 1.6950	33,979 1.7850	38,548 2.0250	39,595 2.0800	40,642 2.1350
25	33,123 1.7400	34,836 1.8300	39,595 2.0800	40,642 2.1350	41,689 2.1900

## ARTICLE 7

### SALARY SCHEDULE RULES AND REGULATIONS

1. Schedule is based on 185 days of annual service - 186 days for new unit members.
2. Each unit member who has completed training which would qualify him/her for a higher bracket shall file with the Treasurer of the Board and the County Superintendent by September 15, an official transcript to verify the additional training.  
  
Verification of additional training submitted prior to June 30 will affect salary for the up-coming year.
3. Unit members new to the system shall be given full credit for each year of service as a regular public school unit member to a total of at least ten (10) years and/or for not more than five (5) years of military service. (Eight (8) continuous months or more of active military service shall equal one (1) year service credit).
4. The 150 hour column shall be defined as at least 150 semester hours and a bachelor's degree.
5. For a unit member to qualify for the MA+15 column or the MA+30 column, the hours must be graduate level hours earned after the masters degree is conferred. The MA+15 and MA+30 columns refer to semester hours of training. Undergraduate hours may be counted with the approval of the Superintendent.

Salary notice

Additional hours - no lump sum - divide over remaining pay

## ARTICLE 8

### TUTORS SALARY SCHEDULE AND REGULATIONS

#### SALARY SCHEDULE

<u>YEARS</u>	<u>SEPTEMBER, 1987</u>	<u>SEPTEMBER, 1988</u>	<u>SEPTEMBER, 1989</u>
0	9.93	10.43	10.95
1	10.35	10.87	11.41
2	10.77	11.31	11.88
3	11.19	11.75	12.34
4	11.61	12.19	12.80
5	12.03	12.63	13.26
6	13.28	13.94	14.64

1. When an individual is employed for the first time or current tutors as of September 1, 1987, previous teaching or tutoring experience up to five (5) years shall be evaluated and then appropriately placed on the tutors' salary schedule. (Effective 9/1/87)
2. Tutors will be paid their regular hourly earnings for days that school is canceled due to calamity conditions.
3. Tutors will be hired as either part-time or full-time. Tutors' hours and benefits will not be reduced during the school year if there is a reduction in their student load.

#### TUTORING EXPERIENCE TOWARD REGULAR TEACHER SALARY

1. Experience credit will be granted for tutoring in the Pickerington Schools only.
2. If a tutor works the equivalent of 6/8's time or greater, they will be granted one (1) year salary credit for teaching for each year of tutoring. Tutors who work less than 6/8's time will be granted one (1) year salary credit for each two (2) years of tutoring. If a tutor has an uneven number of years' experience, the credit will be rounded downward.
3. The seniority date for tutors who transfer to regular teaching positions will begin on the date the tutor is awarded a regular teaching contract.

### TUTOR TIME SHEETS

Time sheets are to be completed accurately and submitted to the Special Education Consultant. Time worked should be reported in decimals. Planning time is to be reported on the time sheets as planning time. Tutors may schedule one-half (1/2) hour of planning time for every two and one-half (2 1/2) hours of tutoring. All other hours worked shall be reported as time worked with students or assigned duties.

### TUTOR TRANSFERS

Tutors requesting transfers to other tutoring assignments will be given first consideration for tutoring vacancies in order of seniority, however, the overriding factor in making such assignments will be to assign personnel into positions that are most likely to enhance the educational program. In the event a more senior tutor is not reassigned, the Superintendent will provide written reasons for the denial.



## ARTICLE 9

### SUPPLEMENTAL DUTY SCHEDULE

Coaches and advisors of extra-curricular activities shall be compensated as set forth in the schedule which is included and made a part of this Agreement. The Board will provide extra duty pay to those unit members who agree to perform extra-curricular assignments beyond the regular school day.

The following index shall be used to determine compensation for supplemental duties:

<u>GROUP</u>	<u>0</u>	<u>1 &amp; 2</u>	<u>3 &amp; 4</u>	<u>5 &amp; 6</u>	<u>7 &amp; 8</u>	<u>9 OR MORE</u>
I	.13	.15	.17	.18	.20	.22
II	.11	.13	.15	.16	.17	.18
III	.09	.11	.13	.14	.15	.16
IV	.085	.10	.115	.125	.135	.145
V	.08	.09	.10	.11	.12	.13
VI	.055	.065	.075	.085	.095	.105
VII	.045	.055	.065	.075	.085	.095
VIII	.04	.05	.055			

The index ratios shall be applied to the base unit member salary (Bachelor's Degree - 0 experience). Supplemental compensation shall be adjusted each time the base unit member salary is adjusted.

### RULES AND REGULATIONS

1. Experience shall be defined as paid, previous experience in the sport or activity.
2. Coaches and advisors of activities new to the Pickerington School District may be given a credit for years of paid coaching or paid advisory experience in the same sport or activity outside the Pickerington School District, up to a maximum of five (5) years credit. The Board may grant additional experience credit beyond five (5) years.
3. An amount equal to one (1) stipend only will be paid to any two (2) or more activity advisors or coaches who share an assignment.
4. When a new supplemental duty position develops, the Superintendent or his designee shall determine the level placement after consultation

yes

with the principal and Athletic Director for coaching positions. Following approval by the Board for any new supplemental duty position, the Association shall be immediately notified of the new position and its level placement. In the event that the Association disagrees with the level placement of the positions, this will be subject to bargaining.

5. The Board retains the right to determine when a supplemental vacancy exists. Conditions that will be conducive to filling a board-determined vacancy will be:
  - A. Student interest and participation is sufficient to justify the sport or activity.
  - B. A qualified applicant volunteers to fill the posted vacancy.
6. No unit member shall have his/her regular teaching contract non-renewed because of a failure to accept a supplemental duty contract, nor have his/her regular teaching position changed or shifted in any way without his/her consent except in the areas of band and instrumental music. Also, continued employment in a teaching position shall be unaffected by performance in a supplemental position, unless such performance demonstrates good cause for termination or non-renewal.
7. When a supplemental position becomes open, it shall be posted and notification sent to all unit members. Any unit member who wishes to be considered for the supplemental position shall notify the building principal for academic positions, and the Athletic Director for athletic positions, within five (5) working days from the posting date. Unit members who apply will be interviewed and considered on a seniority basis.
8. Coaches or advisors of sports or activities who must qualify to participate in the state tournament shall be paid an additional stipend for such qualifications. The stipend will be granted to all varsity heads and any varsity assistants who are responsible for the achievement of the team or individual as determined by the Athletic Director. For those coaches or advisors of sports or activities that have an automatic entry into the state tournament, the additional stipend shall be paid after the team or club advances beyond the first round of the tournament. The amount of the stipend shall be \$200.00 for 1987-88, \$300.00 for 1988-89, and \$400.00 for 1989-90.
9. In the event a unit member is hired by the board for a supplemental position and participation or interest are not sufficient to sustain the activity, the unit member shall be offered another vacant supplemental position or be given first consideration when a vacancy becomes known.
10. All supplemental contracts shall be non-renewed each year by notification by the Board on or before April 30 of each year unless specifically reemployed by the Board.

Salary to nearest \$

lump sum at end of activity

## ARTICLE 10

### GROUP ASSIGNMENTS FOR EXTRA-CURRICULAR ACTIVITIES

#### Group I

Head Football Coach  
Head Boys Basketball Coach  
Head Girls Basketball Coach  
Head Wrestling Coach  
Marching Band Director

#### Group II

Head Boys Soccer Coach  
Head Girls Soccer Coach  
Head Baseball Coach  
Head Softball Coach  
Head Volleyball Coach  
Head Boys Track Coach  
Head Girls Track Coach  
Asst. Athletic Director

#### Group III

Head Boys Cross Country Coach  
Head Girls Cross Country Coach  
Head Boys Tennis Coach  
Head Girls Tennis Coach  
Head Golf Coach  
Head Swimming Coach  
Asst. Football Coach  
Asst. Wrestling Coach  
Asst. Boys Basketball Coach  
Asst. Girls Basketball Coach  
Asst. Marching Band Director  
M.S. Athletic Coordinator  
H.S. Spring Musical Director

#### Group IV

Asst. Boys Soccer Coach  
Asst. Baseball Coach  
Asst. Softball Coach  
Asst. Volleyball Coach  
Asst. Boys Track Coach  
Asst. Girls Track Coach  
Freshman Football Coach  
Freshman Boys Basketball Coach  
Freshman Girls Basketball Coach  
Freshman Wrestling Coach  
Freshman Baseball Coach

#### Group IV (Cont.)

Freshman Softball Coach  
Freshman Boys Soccer Coach  
Freshman Boys Track Coach  
H.S. Fall Drama Director  
Communication Services - Photo

#### Group V

M.S. Head Boys Coach, Incl. 7th  
Grade Basketball  
M.S. Head Girls Coach, Incl. 7th  
Grade Basketball  
H.S. Varsity Cheerleader Coach,  
Incls. JV, per Fall/Winter  
Season  
Yearbook Advisor  
Asst. H.S. Spring Musical Director  
M.S. Musical Director  
H.S. Vocal Music Ensemble Director

#### Group VI

Asst. H.S. Fall Drama Dir.  
Asst. M.S. Coach  
Summer Baseball Coach  
Summer Softball Coach  
Attached Units Advisor  
M.S. Intramural Coordinator  
↑ Communication Services Coordinator  
District Land Lab Coordinator  
(daily coordinator period or  
supplemental)

#### Group VII

Freshman Cheerleader Coach  
M.S. Cheerleader Coach  
H.S. Student Council Advisor  
H.S. Senior Class Advisor  
H.S. Junior Class Advisor  
Strength Coach  
Football Physical Fitness Director  
(1/2 increment)  
In the Know Advisor  
Department Heads (Reference Article  
32, #3)

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Group VII (Cont.)

District Computer Coordinator  
(salary plus daily coordinators  
period)  
Media Center Evening Supervision

Group VIII

H.S. Club and Enrichment Advisor  
H.S. Freshman/Sophomore Class Adv.  
(1 combined position)  
M.S. Enrichment Supervisor  
M.S. Student Council Advisor

Group VIII (Cont.)

Outdoor Education Coordinator  
Elem./M.S. Computer Coordinator  
Mock Trial Advisor  
Detention Supervisor  
Course Development  
Football Physical Fitness (1/2  
increment)  
H.S./M.S. Science Olympiad Adv.  
Honor Society Advisor  
M.S. Vocal Music Ensembles Dir.  
Industrial Arts Maintenance  
H.S. Activities Coordinator

- Communications
- Ind arts maint.

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ARTICLE 11  
INSURANCE BENEFITS

The Board agrees to provide the following insurance benefits for all regular unit members:

1. Hospitalization and Major Medical

- A. 80%-20% co-insurance
- B. \$100 single/\$200 family deductible
- C. \$250,000 maximum benefit per claim

Single coverage - full premium

Family coverage - family premium less \$25 per month to be paid by the unit member.

Cost containment measures as agreed upon.

2. Life Insurance

The full amount of the premium for \$25,000 of group term life insurance for each unit member effective 9/1/87; \$30,000 - effective 9/1/88; \$35,000 - effective 9/1/89.

3. Dental Insurance

The full amount of the premium for unit members and their families for Dental Insurance.

\* See Appendix for Policy Coverages.

Regular unit members who render part-time or hourly rated service shall be entitled to the above insurance benefits on a pro-rated formula based on the average number of hours worked per day except for life insurance.

The parties agree that the Board has the right to change carriers of hospitalization and major medical insurance, provided;

- 1. Benefits and Service equal or exceed current benefit levels.
- 2. The Board provides a copy of any proposed insurance plan to the Association for its review and discussion with Board representatives at least sixty (60) days prior to proposed implementation date of the new carrier.

20-30

## ARTICLE 12

### STRS PICK-UP

The Board herewith agrees with the Association to pick-up, utilizing the salary reduction method, contributions to the State Teachers Retirement System paid on behalf of the employees in the bargaining unit under the following terms and conditions:

1. The amount to be "picked-up" on behalf of each unit member shall be the percent mandated by STRS of the unit members gross annual compensation. The unit members annual compensation shall be reduced by an amount equal to the amount "picked-up" by the Board for the purpose of State and Federal taxes only.
2. The pick-up percentage shall apply uniformly to all unit members as a condition of employment.
3. The pick-up shall apply to all compensation including supplemental earnings thereafter.
4. The parties agree that should the rules and regulations of the IRS or retirement system change, making this procedure unworkable, the parties agree to return, without penalty, to the former method of employee/employer contributions.
5. Payment for sick leave, personal leave, severance and supplementals, including unemployment and worker's compensation, shall be based on the unit member's daily gross pay prior to reduction. (e.g., gross pay divided by the number of days in a unit members contract).

yes

## ARTICLE 13

### MILEAGE

Mileage reimbursement will be paid for travel involving the use of personal cars for school related responsibilities when unit member attendance is required. The reimbursement rate will be the rate established by the IRS and approved by the Board as of July 1 of each year.

*1st Bd meeting after notification by IRS of change*

The following guidelines shall be observed in claiming mileage reimbursement.

1. Mileage expenses associated with traveling to and from meetings conducted or coordinated by the Fairfield County School staff. Normally, mileage for such meetings will be computed from the members assigned building.
2. Mileage expenses necessitating round trip travel to one or more buildings, or one-way mileage expenses when travel is a part of the employee's regular assignment to more than one building. The following distances shall be observed when submitted.

	<u>One-Way Distance</u>	<u>Round Trip Distance</u>
<i>New h-s.</i>		
Pickerington Elem. to Violet Elem.	2.8 miles	5.6 miles
Pickerington Elem. to Fairfield Elem.	3.0 miles	6.0 miles
Pickerington Elem. to Middle School	1.6 miles	3.2 miles
Pickerington Elem. to High School	1.1 miles	2.2 miles
Violet Elem. to Fairfield Elem.	2.3 miles	4.6 miles
Violet Elem. to Middle School	1.8 miles	3.6 miles
Violet Elem. to High School	3.4 miles	6.8 miles
Fairfield Elem. to Middle School	4.1 miles	8.2 miles
Fairfield Elem. to High School	4.0 miles	8.0 miles
Middle School to High School	.8 miles	1.6 miles

3. Athletic travel, resulting from scouting opponents, shall be the financial responsibility of the athletic department.
4. Extra-curricular club, athletic, and activity sponsors shall be paid mileage when such responsibilities involve travel to locations other than the unit members assigned school building.
5. The unit member is requested to submit mileage statements to his/her principal for approval. Such statements should be submitted on a monthly basis on the form provided. Unit members are requested to retain mileage statements until the amount exceeds \$10.00.
6. Extra-curricular activities involving trips from home to school and back home shall not constitute reimburseable mileage.

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ARTICLE 14

PROFESSIONAL GROWTH COLLEGE CREDIT

Each unit member who earns additional professional growth college credit which was approved by the Board prior to taking the course, will be eligible for reimbursement at the rate of \$60 for each quarter hour of undergraduate college credit, \$93 for each semester hour of undergraduate college credit, \$75 per graduate quarter hour, and \$105 per graduate semester hour for courses completed during the year September 1, 1987 through August 31, 1988. These rates shall be increased to \$65, \$103, \$80, and \$115, respectively, for the year September 1, 1988 through August 31, 1989. These rates shall be further increased to \$70, \$113, \$85, \$125, respectively, for the year September 1, 1989 through June 30, 1990. An annual cap of dollars appropriated shall be as follows:

1987-88 = \$80,000  
1988-89 = \$70,000  
1989-90 = \$60,000

Graduate hours will only be approved for a unit member who holds a graduate student classification at the college in which the graduate course is being taken.

To be eligible for reimbursement the unit member shall have completed a minimum of one school year in the Pickerington Local Schools.

1. Course work will be approved under this provision if such course meets one of the following criteria:
  - A. Courses in the unit members subject field or area of certification.
  - B. Courses to upgrade a current certificate.
  - C. Courses that are a part of a planned graduate program of studies in a professional educational program.
2. In addition to the above, the Board may approve the following for professional growth college credit:

Other professional growth: Such work may include but not be limited to, acquiring new technological skills, gaining better understanding of students, updating one's knowledge base in a particular subject, responding to a particular area needing improvement as indicated in the unit members evaluation, and courses necessary to add teaching areas to an existing certificate or to earn additional certificates.

3. The Board may identify teaching areas in which a need or shortage exists and provide financial incentives for selected interested unit members to acquire certification or to update their skills. The Board may exceed the listed dollar amounts for reimbursement for a unit member who agrees to pursue an area of needed educational programming (i.e., math, science, physics, etc.).



When a unit member resigns, or when a unit member is notified that he/she will not be re-employed, or when a unit member's contract is terminated by the Board, he/she shall not be eligible to receive payment for the professional growth college credit for any courses taken during the quarter or semester in which the resignation, non-renewal, or termination is effective unless the course was completed before the effective date of the resignation, non-renewal, or termination.

The maximum number of hours recognized for reimbursement to any one (1) unit member each year (September 1 thru August 31) shall be twenty-four (24) quarter hours or sixteen (16) semester hours.

For conferences and workshops in which college credit is earned, the Board will not reimburse the unit member for expenses associated with both the conference and professional growth college credit.

The following are the procedural steps to properly qualify for the receipt of stipends for professional growth college credit:

1. Discuss tentative plans and course content with the building principal or appropriate administrator to determine eligibility for a stipend. A completed form requesting approval by the Board of the planned courses. The form must be submitted to the local superintendent through the building principal or appropriate administrator.
2. Upon completion of the approved courses, and upon receipt by the treasurer of a copy of the unit member's grade report or an official transcript, showing successful completion (passing mark of "C" or higher) of the course work, a lump sum payment equal to the specified stipend multiplied by the number of credit hours actually earned shall be paid within twenty (20) days.

*If dropped - must notify*

*Reimbursement does not exceed the fees.*

*Receipt*

*Request within 30 days of finishing.*

## ARTICLE 15

PAY PERIODS

Unit members will be paid bi-weekly on twenty-six (26) checks per year. Pay day will be every other Friday, with the first pay at the end of two (2) weeks after the start of the school year, regardless of the last pay period of the preceding year. In the year that there will be a three (3) week pay period necessary, the Treasurer will notify each unit member two (2) pay periods before the occurrence of this extended or irregular pay period. Should pay day fall on a holiday, checks will be available on the preceding work day except for Christmas and Spring vacation when checks will be mailed.

There will be no payroll deductions for insurance, credit union, tax sheltered annuity or any other unit member requested deductions from the third check received in any month.

All unit member requested deductions shall be forwarded to the proper authority within fifteen (15) days of said deductions except for credit union deductions which shall be forwarded within five (5) work days.

*Deductions - 2nd pay of month*

*Time sheets - Monday before*

*\$ for deduction changes after 1st of year*

*Direct deposit*

*Deduction for levy campaign*

NO

## ARTICLE 16

### SEVERANCE PAY

In accordance with Section 124.391 of the Ohio Revised Code, all unit members who present evidence of retirement from the State Teachers' Retirement System at the time of retirement from active service with the Pickerington Local School District, shall be granted severance pay for their accrued but unused sick leave days according to the following provisions:

1. To be eligible for severance pay, the unit member must meet the following: (1) The Board must accept the unit member's resignation for the purpose of retirement; or a former unit member, or the heirs of the unit member, may apply to the Board for severance pay no later than one (1) year after the last date of service with Pickerington School System; (2) The Board officially accepts the unit member's request for severance pay based on the former unit member moving from active employment into the retirement system.
2. Severance pay shall be for the unit member's accrued but unused sick leave days at the time of retirement based on one-fourth (1/4) of the value of his/her accrued but unused sick leave days. The maximum payment shall be an amount equal to fifty-one (51) days pay for 1987-88, fifty-two (52) for 1988-89, and fifty-three (53) for 1989-90.
3. Payment shall be based upon the unit member's daily rate of pay at the time of retirement. A unit member's annual salary divided by the number of unit member contract duty days will result in the daily rate of pay.
4. Payment of sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the unit member at that time.
5. Such payment shall be made only once to any unit member.
6. Contributions to the unit member's retirement system based upon monies paid for accrued unused sick leave will not be made by either the Board or the unit member.
7. Severance pay shall be paid by check within sixty (60) calendar days of the unit member's effective date of retirement. However, if the retiring unit member dies prior to receipt of severance pay, such severance pay shall be made to the deceased retiree's heirs, successors or assignees as provided by law, will or the courts. The pay shall be subject to all legal deductions.
8. To be eligible for severance pay benefits, a unit member must have been employed by the Pickerington Schools for at least five (5) years at the time of retirement.

Disability

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ARTICLE 17  
CREDIT UNION

Unit members shall be eligible to participate through payroll deduction in the Lan-Fair Federal Credit Union in Lancaster, Ohio. The Board shall provide, whenever duly authorized by any unit member on a form provided by the Lan-Fair Federal Credit Union, payroll deduction on behalf of such unit members for the purpose of payment to the Lan-Fair Federal Credit Union.

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## ARTICLE 18

### NOTIFICATION OF ABSENCE

The Superintendent shall designate one (1) central office employee to deal with complaints or problems related to the hiring of substitutes. Any time a unit member is absent, and a substitute is necessary, the district shall provide one. The unit member shall notify, by telephone, the Superintendent's designee to arrange for a substitute for the period of absence.

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## ARTICLE 19

### SICK LEAVE

The plan for sick leave for unit members shall be as follows:

1. A. There shall be fifteen (15) days of sick leave per school year for each full-time unit member of the Board. Unit members who render part-time, seasonal, intermittent, per diem or hourly service shall be entitled to sick leave for the time actually worked at the same rate as that granted like full-time unit members. A unit member employed as a substitute with an assignment to one specific teaching position shall, after sixty (60) days of service, be granted sick leave. The basis for determining the number of days of sick leave for full-time unit members shall be one and one-fourth ( $1 \frac{1}{4}$ ) days per month for twelve (12) months. The sick leave shall be cumulative to a maximum of two hundred fifteen (215) days.

1. Accumulation of sick leave shall be based on the following formula and credited to unit members sick leave records:

<u>Average Number Hours Worked Per Day</u>	<u>Monthly Accumulation of Sick Leave</u>
6 hrs. 00 min. - 8 hrs. 00 min.	1 $\frac{1}{4}$ days
4 hrs. 30 min. - 5 hrs. 59 min.	1 day
3 hrs. 00 min. - 4 hrs. 29 min.	$\frac{3}{4}$ day
1 hr. 30 min. - 2 hrs. 29 min.	$\frac{1}{2}$ day

2. Unit members shall have sick leave deducted according to the following formula:

<u>Amount Of Time Absent Per Day</u>	<u>Sick Leave Deduction</u>
270 min. ( $4 \frac{1}{2}$ hrs.) or more	1 day
180 min. (3 hrs.) up to 269 min. (4 hrs. 29 min.)	$\frac{3}{4}$ day
90 min. ( $1 \frac{1}{2}$ hrs.) up to 179 min. (2 hrs. 59 min.)	$\frac{1}{2}$ day

- B. At the beginning of a full-time unit member contract year, unit members with a cumulative total of less than five (5) days sick leave will be advanced the number of days necessary to bring their beginning total to five (5) days. If the sum of a unit member's accumulated days of sick leave at any time is below two hundred fifteen (215), only a sufficient number of days shall be recorded to his/her credit to bring the total of the accumulated days of sick leave up to two hundred fifteen (215).

- C. If a person is employed during the school year, he/she shall be credited with days of sick leave in proportion to the fractional part of his/her term which remains at the rate of one and one-fourth (1 1/4) days per month.
- 2. Proof of illness or of absence for other reasons must be established with the local superintendent.
    - A. Each absence of five (5) consecutive days or less must be explained on a form provided by the county schools office. On this form the unit member will certify the reason for absence by indicating one of the following: personal illness, pregnancy or injury, exposure to contagious disease or illness, injury or death in the immediate family.
      - 1. For sick leave purposes, immediate family is defined as father, mother, sister, brother, husband, wife, son, daughter, grandchildren, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, or person or child living in the same household.
    - B. Each unit member absent for more than five (5) consecutive days may be required to furnish a satisfactory written signed statement listing the name and address of the attending physician and the dates when he/she was consulted to justify the use of sick leave. This is to be interpreted to also include absence as result of personal illness or injury in the immediate family. The signing and filing of such absence report by a unit member shall be a certification by him/her that the facts and statements contained in said report are true and correct. The filing of any willfully false statement by a unit member shall be considered by the Board as grounds for suspension or termination of employment under Section 3319.16 of the Ohio Revised Code.
      - 1. A unit member may use a part or all of the accumulated sick leave before a maximum accumulation is earned. After any period of acceptable absence, as described in this sick leave plan, the leave can again be built up to the maximum of two hundred fifteen (215) days by regular attendance. Unit members may use sick leave for absence due to personal illness, disability resulting from pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury or death in the unit members immediate family.
      - 2. A unit member planning to request a leave of absence and/or use of sick leave because of disability resulting from pregnancy shall make her request in writing, accompanied with a statement from her doctor indicating the expected delivery date. This request should be made at least forty-five (45) days prior to her expected delivery date. For the purpose of this provision, disability resulting from pregnancy is the period during which the unit member is not

physically and/or emotionally capable of performing all the duties and functions of her position. This beginning date of disability shall be established by written statement of the unit members doctor. Also, the ending date of the disability shall be established by a written physician's statement.

3. No provision is made in the law for using sick leave in the case of death of a friend or relative other than those in the immediate family. Provision can be made by the Board under personal or emergency leave.
4. Personnel new to the district having accumulated sick leave in other appropriate Ohio employment, as defined in the Ohio Revised Code 3319.141 may transfer a maximum of one hundred twenty (120) days to the Pickerington Schools. If a unit member is transferring accumulated sick leave from another agency, such employment in that agency must have occurred within the past ten (10) years.
5. Any unit member who uses all his/her accumulated sick leave may substitute unused personal, emergency or other forms of leave provided for under Section 3319.08 of the Ohio Revised Code. Each regularly employed unit member who used all accumulated sick leave and personal leave during a school year, shall be entitled to an advancement of five (5) days of sick leave. Such sick leave shall be charged against sick leave subsequently accumulated by the unit member.
6. According to Section 3313.202 of the Ohio Revised Code, the Board shall continue to carry on payroll records all school unit members whose sick leave has been exhausted, or who is on the disability leave of absence, for the purpose of group term life, hospitalization, surgical and major medical insurance coverage. The cost of such coverage is to be paid by the unit member.
7. A unit member absent from work in excess of the number of sick leave or other authorized leave days accumulated by the unit member shall receive a salary deduction calculated by dividing the number of days in the unit member's duty year into gross annual salary thus arriving at a per day deduction.
8. The Superintendent may require that a unit member returning to work after an extended illness, accident or pregnancy leave supply the administration with a doctor's statement indicating that he/she is able to return.

*Bereavement Leave*



## ARTICLE 20

### LEAVES OF ABSENCE

#### A. Assault Leave

The Board shall grant paid assault leave to a unit member that is assaulted by a non-employee of the Board while in performance of his/her duties. In order to receive assault leave, an M.D. (or licensed medical doctor) shall certify that the unit member suffers disabilities as a direct result of the assault that prevents him/her from performing his/her job. The initial allocation of assault leave will be up to ten (10) days as determined by the unit member's physician. Additional days shall be granted if the need is certified by an M.D. (or licensed medical doctor).

#### B. Association Leave

The Association shall be granted four (4) days of Association Leave per year, provided the Association notifies the Superintendent two (2) weeks prior to the leave with the name(s) of the unit member taking the leave.

#### C. Child Care Leave

1. A unit member who has given birth or adopted a child shall be entitled, upon request, to an unpaid leave of absence up to one (1) year. This one year will be available in the following fashion:
  - a) delivery/adoption occurs in the 1st semester or during the summer prior to the 1st semester, the unit member may take the balance of the 1st semester and all of the second semester.
  - b) delivery/adoption occurs in the 2nd semester, the unit member may take the balance of the second semester and the next full school year on unpaid leave.
  - c) The unit member may opt to use unpaid leave until the end of the semester in which the delivery/adoption occurred.
2. Applications for child care leave shall be in writing, and they shall contain a statement of the expected delivery date, the requested beginning date of the leave of absence and the date the unit member desires to return. The application will also contain a physician's statement certifying pregnancy.
3. Applications for child care leave prior to childbirth shall be made at least forty-five (45) days prior to expected delivery date. In the case of adoption, such application shall be made within ten (10) days of the notice from the adoption agency of the expected placement.

4. Unit members on leave of absence shall notify the Superintendent by letter by April 1 of their plans for the ensuing school year. Such intent shall not be construed as a formal commitment for the ensuing school year, unless so stated in the letter. This procedure shall be interpreted as a planning vehicle for the school district, rather than an effort to cause a unit member to make a premature decision regarding employment status.
5. Upon request, a father may be granted an unpaid leave of absence for up to one year. The above procedures and regulations shall be observed in such requests.
6. In the case of a child care leave related to adoptions, the unit member shall:
  - a. Notify the Superintendent of her intent to adopt when she is notified by the social agency that the home study is to commence.
  - b. Notify the Superintendent when: (1) the home study has been completed and approved to enable appropriate arrangements for a replacement, and (2) request child care leave and indicate the approximate length of such leave.
  - c. Upon placement of an adoptive child, the requesting unit member shall be granted five (5) days paid leave as an acclimation period.
  - d. In the case of private adoption, the unit member shall notify the Superintendent that application for private adoption has been made and request a child care leave with an estimate of the beginning and ending date of the leave.

D. Mandatory Court Appearances and Jury Duty

The Board shall grant a unit member leave for jury duty or court appearance arising from performance of duties when required by the U.S. or Ohio courts. The unit member shall receive his/her regular rate of pay and shall be required to return any monies received from the court less expenses.

E. Military Leave

Military leave shall be granted to unit members according to the Ohio Revised Code.

F. Personal Leave

All full-time unit members will be entitled to three (3) days of paid personal leave per school year. Part-time, hourly unit, and short year members shall have their days prorated appropriately.

Personal leave shall be used only for personal business that cannot be conducted at any other time except during the regular school day.

Personal leave shall not be used for shopping, recreation, extending a holiday or vacation period, or for personal business that can be conducted at other times than during the actual workday. Personal leave will not be available during any of the above referenced times or during the first week and the last week of school, unless approved by the Superintendent.

Requests for personal leave shall be submitted to the building principal at least forty-eight (48) hours in advance of the day requested. If emergency circumstances make it impossible to submit the request in advance, the request must be made by telephone and then confirmed by submission of a completed personal leave form.

Unused personal leave days shall be converted to sick leave accumulation.

*Two consecutive days must be accompanied by an explanation.*

G. Professional Leave

The Board shall, within its financial means, provide opportunities for unit members to develop and improve their skills beyond that which may be attained through their assigned duties. Such opportunities include the following:

1. Leave of absence for study.
2. Visits to other classrooms.
3. Scheduled meetings involving county school personnel and individuals from other county schools.
4. Various committee responsibilities which relate to the school district.
5. Workshops within the district.
6. Various other conferences and workshops designed to improve or develop a particular skill.

In planning local staff development programs, such as in-service meetings, every effort shall be made by the groups involved to obtain specialists and materials from state and local agencies, whose services would be at no cost to the Board. The local Superintendent shall be responsible for approving expenditures for Staff Development activities within the limits of the appropriation. Requests for attendance at conferences outside the State of Ohio and for any conference requiring more than one night of lodging must have Board approval. The following procedures and regulations shall be observed.

1. Criteria for Attendance at Professional Meetings

The following items should be considered when evaluating requests for attendance at professional meetings:

- a. Will the Pickerington Schools benefit?
- b. Is the meeting or conference appropriate for person making the request?
- c. How much time would be lost from work?

- d. Are funds available in the appropriation?
- e. How many persons are requesting attendance at this meeting or conference?
- f. How many meetings has this person attended?
- g. Can suitable arrangements be made for the unit members school responsibilities?

2. Visitation

Unit members requesting released time of one (1) school day or less to visit other education institutions must complete the Request for Permission to Attend Professional Meetings or Visitation, form #4080.1, and submit it to the appropriate building principal, who may either reject or approve the request in accordance with item #1 above. To qualify for such reimbursement, the request must have the prior approval of the local Superintendent. Normally, not more than one (1) full day of visitation may be granted to a unit member during the school year.

Mileage for such visitations will not be paid by the Board unless both of the following criteria are met:

- a. The programs or school visited is unique or particularly relevant to the Pickerington Schools and the unit member making such request.
- b. The round trip mileage exceeds thirty (30) miles from the unit member's assigned place of work or point of departure.

3. County Office Meetings

Unit members shall be encouraged to participate in appropriate county office meetings, workshops and activities. Mileage expenses incurred shall be paid by the Board.

4. Conference/Workshop Reimbursement Procedures

Conference/workshop attendance rotation and reimbursement procedures shall be established in each building by the Building Advisory Council.

Upon approval, a unit member shall be entitled to reimbursement of the necessary and actual expenses incurred as a result of attending the conferences or workshop, including mileage at I.R.S. established rate. Expenses must be itemized for such costs and submitted with receipts to the Treasurer upon the unit members return. Tips and liquor are not reimburseable.

For conferences and workshops in which college credit is earned, the district will not reimburse the unit member for expenses associated with both the conference and professional growth college credit. Such reimbursement shall be governed by the following:

- a. Head coaches will be entitled, upon approval, to reimbursement for not more than two (2) clinics per calendar year. Total reimbursement for the two (2) meetings, including the registration fees, meals, mileage and other expenses, shall not exceed three hundred dollars (\$300) per coach during the calendar year.

Assistant coaches may be reimbursed for not more than one (1) clinic for each sport in which the coach is involved, up to one hundred fifty dollars (\$150).

- b. Unit members will be released from school duties to attend approved conferences or clinics at their own expense, in addition to the above limitations.

- c. In the event the evaluation process identifies a unit member quality that could be improved or corrected by attendance at a particular conference or workshop, the school district may reimburse the unit member up to one hundred percent (100%) of the expenses of said conference. *require and*

- d. When the Superintendent, in consultation with other appropriate personnel, determines that a unit member needs to develop or improve a particular skill or quality related to the performance of one's duties, then the school district may reimburse the unit member up to one hundred dollars (\$100) of the expenses incurred while attending the conference.

#### H. Sabbatical Leave

Upon written application not later than April 1 of any school year, a unit member who meets the following qualifications shall be granted a sabbatical leave.

All applications for sabbatical leaves will be reviewed by a committee consisting of three (3) representatives to be named by the Superintendent and three (3) representatives to be named by the Association President. The committee shall consider, among other qualifications, the following:

1. The proposed program of the applicant as related to professional graduate study, travel, writing, or research.
2. The value of the proposed program to the Pickerington Schools, its pupils, and the individual applicant.
3. The applicant's total length of service with the Pickerington Schools.

In order to be eligible for a sabbatical leave, a unit member must have been employed in the Pickerington School District for at least five (5) years.

Unit members requesting such leaves must accompany their applications with detailed plans for the proposed use of their sabbatical leaves. Within ninety (90) days after the expiration of his/her leave, the unit member will make a written report to the Superintendent detailing the use which was made of his/her leave. If the leave was granted for graduate study, the unit member will present to the Superintendent a transcript from the university or college attended.

Unit members approved for a sabbatical leave will be notified of their approval by May 15, or as soon thereafter as possible. A unit member on a sabbatical leave shall be given an employment contract for the year of leave and shall be entitled to a salary equal to the difference between their previous salary and the salary of the substitute teacher replacing them while on sabbatical leave.

As a condition of being granted a sabbatical leave, a unit member must agree to return to the Pickerington Schools for a period of one (1) year upon returning from leave.

Unit members on sabbatical leave shall be given full experience credit on the salary schedule and credit for seniority purposes for the period of the leave, and shall return to their same or to a similar position as they held at the time the leave commenced.

All such sabbatical leaves shall be granted in conformity to the provisions of Section 3319.131 of the Ohio Revised Code.

#### I. Unpaid Leaves

The Board, with the recommendation of the local Superintendent, may grant a leave of absence to a unit member with the following stipulations and guidelines being observed:

##### 1. Requests for Leaves of Absence

All requests for leaves of absence shall be submitted in writing to the local Superintendent through the appropriate Principal. Such requests shall be delivered to the local Superintendent not less than thirty (30) calendar days prior to the requested beginning date of the leave, unless an emergency situation exists, as determined by the local Superintendent.

##### 2. Types of Leaves of Absence

Leaves of absence shall be granted for the following reasons:

- a. Personal illness
- b. Disability
- c. Professional improvement
- d. Illness in immediate family
- e. Military service

A leave of absence may be used only for the purposes stated in the written request. Requests for leaves of absence for personal illness, disability and illness in the immediate family will be granted for the duration of the disability, as determined by the physician. However, a leave of absence may be extended beyond the disability period up to the remainder of the school year upon request of the unit member and if the Superintendent determines that it is in the best interests of the school district to extend the leave.

Professional improvement leaves will be granted for either one (1) semester or one (1) year only, and a leave of absence for "personal" reasons will not be granted this provision.

3. Contract Status

A unit member on a limited contract who has been granted a leave of absence will have his/her contract run concurrent with the leave. If the contract expires during the leave, or if the leave and contract terminate at the same time, the unit member shall be granted an additional contract whose duration shall not exceed that of the contract currently expiring.

4. Assignment Upon Return

The Board cannot guarantee the return of the unit member to the assignment held prior to the leave; however, every effort will be made to return the unit member to a comparable position, acceptable to the unit member.

In cases of a RIF (Reduction in Force) when a leave of absence by a unit member not affected by the RIF would reduce the number of layoffs, that unit member shall, upon request, be awarded his/her former position in the following year as a condition for requesting a leave of absence. Upon return, said position shall not be exempt from the procedures of the RIF policy.

5. Compensation During Leave of Absence

All leaves of absence shall be without pay. Upon returning, the unit member shall resume the same level on the salary schedule assigned at the time the leave commenced, unless one hundred twenty (120) days of service had been completed during the year of the leave of absence. The only exception to this is the case of leaves in the Armed Forces of the United States. Such service of not more than five (5) years shall be considered as though teaching services had been performed.

Benefit

6. Length of Leave of Absence

Leaves of absence for any purpose other than military service, may be granted for not more than two (2) years. If the leave commences during the school calendar year, the normal duration

of the leave will be until the end of the same school year. In unusual circumstances and upon the recommendation of the local Superintendent, the leave may be extended for not more than two (2) full years.

7. Notification of Return

The unit member shall include in his/her request the intended date of return. A leave of absence approved by the Board shall include the starting and ending date of the leave of absence.

*Retirement payment*



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ARTICLE 21

UNIT MEMBER PERSONNEL FILES

- A. There will be established and maintained one (1) official file on all professional teaching unit members. The file shall be maintained in the office of the Superintendent.
- B. Written permission shall be obtained from the unit member prior to disclosing any information outside the school system, except information that is considered public.
- C. All materials placed in the personnel file of any unit member shall be properly dated and include the initials of the unit member in whose file the entry is being made and the initials of the administrator placing information in the file. If a unit member disagrees with the content of the material, the unit member shall initial the material; however, the unit member may then attach additional information to the item in question. In the event the unit member refuses to initial the materials, the administrator shall so record on the document involved and then place the item in the file. Such material shall be considered as a part of the official file.

The unit member may submit letters of merit which shall be placed in his/her personnel file.

- D. If and when a unit member and the Superintendent or his/her designee agree that there is adequate evidence that certain material in said unit members official file is irrelevant, inappropriate or false, or if the validity of a complaint is sustained by the grievance procedure, such material shall be removed from the file or corrected.
- E. A unit member shall have the right to inspect his/her personnel file at any time so long as such request is during the normal working hours of the administration offices. However, there shall be no more than one unit member per hour requesting to inspect his/her file during his/her free time or free period.
- F. All of the above is subject to the Ohio Revised Code.
- G. Any materials of a disciplinary nature shall be expunged from the personnel file after two (2) years if there has been no other intervening incidents of the same nature.

maybe add exceptions criminal  
sexual impositions

## ARTICLE 22

UNIT MEMBER PROTECTION

- A. The Board will provide an updated copy of all Board policies to each unit member lounge/workroom area to use as reference. These copies are to be designated for use solely by unit members. Policy materials will be updated semi-annually. This shall be in addition to the unit member handbook that is to be distributed to each unit member at the beginning of the year.
- B. All complaints from any parent, pupil or other person not employed by the Board concerning a unit member's work performance will be sent to the unit member affected. All verbal complaints that are committed to writing shall also be sent to the affected unit member. The unit member and his/her principal will meet to discuss the complaint. Persistent written complaints that have been substantiated may be used in disciplinary action against the unit member, consistent with terms of this agreement. Should termination proceedings be started against a unit member for persistent substantiated complaints regarding work performance, the unit member will be afforded all due process guarantees outlined in Chapter 3319.16 of the Ohio Revised Code.
- C. Any unit member subject to discipline for breaches of professional conduct, shall be entitled to all due process guidelines stipulated in 3319.16 of the Ohio Revised Code, and the terms of this agreement, which will include good cause. *(another section)*
- D. Disciplinary action is defined as any verbal or written reprimand. All disciplinary action will be conducted in private.
- E. If a meeting is called by the administrator for the purpose of disciplinary action, the unit member may be accompanied by a PAT representative, if he/she so requested. In all cases, the unit member will receive minimally two (2) hours advance notice of the meeting.
- F. Whenever the result of disciplinary action for any infraction or breach in professional performance is reduced to writing by the administrator, it will be filed in the unit member's personnel file and a copy given to the unit member. In the event of no further infractions, the disciplinary note shall be removed from the file after two (2) years.

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ARTICLE 23

UNIT MEMBER CONTRACTS

- A. Upon initial employment of a unit member, the Board shall issue a one (1) year limited contract. If reemployed, the Board shall adhere to the following procedure for issuing limited contracts:

2nd contract	1 year limited
3rd contract	2 year limited
4th and all succeeding contracts	3 year limited

- B. The Board may interrupt the above sequence upon the recommendation of the Superintendent for good cause resulting from the evaluation procedure and grant not more than two (2) successive one (1) year probationary contracts. In granting a probationary contract, the following procedure will be utilized:

The Superintendent/designee will notify, in writing, the unit member of his/her intent to recommend a one (1) year probationary contract before April 1. Written reasons directed at improvements needed will be included with the notification from the Superintendent. The Board will notify the unit member by April 30 of its action upon the Superintendent's recommendation. It is agreed that probationary contracts will be for only one (1) year in length. The Superintendent reserves the right to recommend a subsequent probationary one (1) year contract or a multi-year contract in accordance with the above, based upon the unit member's correction of noted deficiencies.

- C. Continuing contracts shall be issued as provided by ORC 3119.11. Upon the unit member receiving his/her certificate and becoming eligible for continuing contract status, he/she may apply to the Superintendent for consideration.
- D. For purposes of this agreement, "initial employment" means the year that the unit member was first employed with the school district. In cases of interrupted service, initial employment means the year in which the most recent period of uninterrupted service began.
- E. A unit members continuous service in the district will not be interrupted by approved leaves of absence. For the purpose of salary schedule placement, the unit member will not advance on the salary schedule while on an approved leave of absence unless he/she has worked the requisite one hundred twenty (120) days of the school year except for unit members on sabbatical leaves.
- F. All contracts and salary notices shall contain the following information:
1. Type of contract the unit member is under. If limited multiple year contract - year and duration (i.e., two or three years).

2. Annual compensation to be paid for the upcoming year.
3. Basis of determination (i.e., classroom unit member - BA degree - five (5) years experience).
4. Number of pay periods.
5. Provisions for the signature and the date of the unit member receiving the contract or notice. For salary notices, such signature will only signify that the unit member has received the notice and not necessarily agreement with the contract.

G. All unit members employed by the Board and paid to perform assignments beyond regular duties shall be given written supplemental contracts in addition to the regular contract. The supplemental contract shall be issued prior to the start of the duty.

Information contained on supplemental contracts:

1. Name of unit member.
2. Name of school district and Board of Education.
3. Duration of contract.
4. Title of the supplemental duty.
5. The amount of pay and the basis of pay, and the group number as negotiated.
6. Signature of the Board President, Treasurer and unit member.

ARTICLE 24

UNIT MEMBER EVALUATION

All unit members shall be assigned by their building principal and/or the Superintendent to one of three evaluation tracks. These evaluation tracks and their respective guidelines are described below.

I. Annual Evaluation Cycle

- A. This evaluation cycle is for the unit member who has consistently demonstrated satisfactory performance over a period of years, based upon preceding evaluations.
- B. Unit members eligible for the Annual Evaluation Cycle are as follows:
  - 1. Unit members who have consistently demonstrated satisfactory performance based upon preceding evaluations.
  - 2. Selected unit members in the first (1st) or second (2nd) year of a three (3) year limited contract.
  - 3. Selected continuing contract unit members; however, a continuing contract unit member may not be assigned to the Annual Evaluation track for more than two (2) consecutive years.
- C. The Annual Evaluation Cycle shall consist of the following components:
  - 1. Establishing job targets
  - 2. An annual summary conference
  - 3. Observations and/or observation conferences are optional
- D. Timeline for Annual Evaluation Cycle
  - 1. Group or individual orientation - By: September 15
  - 2. Establishment of job targets and planning for next year (Pre-evaluation conferences - For April 1 [preceding] through September 30).
  - 3. Summary Conference - Culmination of evaluation - By: May 1

II. Comprehensive Evaluation Cycle

- A. This evaluation cycle is for the unit member who is performing satisfactorily, which includes most unit members in the school district.

B. Unit members eligible for the Comprehensive Evaluation Cycle are as follows:

1. This is the evaluation track to which the majority of unit members will be assigned.
2. Unit members who are in their first (1st) or second (2nd) year with the school district and making satisfactory progress.
3. Unit members in their third (3rd) or fourth (4th) years with the school district and who have received the normal two (2) year limited contract.
4. Unit members who are in the third (3rd) year of a three (3) year limited contract and whose performance is satisfactory.
5. Unit members who are on continuing contracts, performing satisfactorily, and not assigned to the Annual Evaluation track.

C. The timeline for the Comprehensive Evaluation Cycle is as follows:

1. Group or individual orientation - By: September 15
2. Establishment of job targets and planning for next year (Pre-evaluation conference) - From April 1 (preceding year) through September 30.
3. Unit member and evaluator work together in fulfillment of teacher job description and job targets (observations/follow-up conferences) - September 1 through March 31.  
  
Required observation/conference - one by December 1. Note: These dates may be altered by mutual agreement.
4. Summary conference - Culmination of evaluation - By: March 31, if contract expires. By: May 1, if contract does not expire.
5. Contract recommendation, if appropriate - By: April 1
6. Board of Education action on the contract, if appropriate - By: April 30

### III. Corrective Action Program (CAP)

- A. The CAP is for those unit members, regardless of contract status, whose performance has demonstrated an area or a number of areas that are in need of improvement or unsatisfactory, based upon previous evaluations.

- B. Unit members whose performance deteriorates after school opens may be transferred to CAP from another evaluation cycle until December 1.
- C. The unit member's instruction will be formally observed a total of at least six (6) times. These six (6) observations shall be conducted by the building principal, designee, or a District Director.
- D. Timeline for CAP
  - 1. Individual orientation - By: September 15
  - 2. Establishment of job targets - From April 1 through September 30 (Pre-evaluation conference)
  - 3. Unit member and evaluator work together to correct problem areas and to fulfill job targets and job description responsibilities - September 1 through March 31 (approximately one [1] observation per month). Specific corrective action with regard to the alleged deficiency will be suggested by the evaluator.
  - 4. Summary conference - culmination of evaluation By: March 31, if contract expires. By: April 30 if contract does not expire.
  - 5. Contract recommendation, if appropriate - By: April 1
  - 6. Board of Education action on the contract, if appropriate By: April 30
  - 7. Planning for next school year - April 1 through September 30
- E. When a unit member is transferred to CAP from another evaluation cycle during the school year, the evaluator shall meet with the unit member and identify deficiencies in writing. Then, within five (5) school days, the evaluator and unit member shall meet to complete the following:
  - 1. Orientation to the CAP
  - 2. Develop, re-evaluate, or reconstruct job targets.

#### IV. General Considerations

- A. The observation/evaluation process shall be based on the professional performance of the unit member. The private life of the unit member shall not be appropriate subject matter for evaluation of the job performance of professional duties.
- B. Should a unit member disagree with an observation or an evaluation, the unit member may file a written response which shall be attached to the observation form or the evaluation form.

- C. Observations of classroom performance shall not be counted as part of the official evaluation the day prior to Thanksgiving, Christmas, or Spring Break, or within two (2) working days of his/her return when the unit member has had an extended absence of one (1) week or more.
- D. Copies of formal observations and evaluations will go to the principal and/or his designees and to the unit member. The original of the final evaluation will be included in the unit member's personnel file.
- E. The Board may non-renew a unit member for continuing deficiency(ies) in job performance for good cause when said deficiency(ies) have been identified through the "Employee Evaluation" process and the below-detailed procedure has been followed.
1. When the overall performance of a unit member is unsatisfactory, the principal or, when appropriate, designated observer/evaluator shall give the unit member at least five (5) days written notice of a conference to discuss the unit member's alleged deficiency(ies). During the conference, the principal or designated observer/evaluator shall provide the unit member with a written statement of the specific deficiency(ies) on the appropriate form and attempt to develop mutually with the unit member a program to correct such deficiency(ies). Said program shall be directly related to correcting the unit member's specific deficiency(ies).
  2. If the deficiency(ies) are not corrected, the unit member shall, within thirty (30) days following the conference provided in Section E.1. above, receive a written notice setting forth the specific deficiency(ies) not corrected.
  3. If the deficiency(ies) still are not corrected, the unit member shall, not sooner than fifteen (15) days nor later than thirty (30) days after the receipt of the written warning in Section E.2., be afforded a conference with the Superintendent or his/her designee, unless the unit member waives the right in writing. At such conference, the unit member shall be afforded the opportunity to present testimony, evidence, and statements in the unit member's own behalf. The unit member shall be notified of the Superintendent's/designee's decision.
  4. Any teacher replacing a unit member on leave of absence shall automatically have their contract non-renewed on or before April 30 without any cause or evaluation needing to be demonstrated or conducted.



ARTICLE 25

ASSIGNMENTS-VACANCIES-TRANSFER

*210*

I. Voluntary Transfers

A. Current Titled Positions

A unit member who wants to be reassigned to a position for which he/she is certified will place on file in the District Office a request for transfer by April 1. The request for transfer will remain in effect for one (1) full year (April 1 to March 31). If a position opens for which the unit member is certified, the unit member with the most seniority will be given first option for the assignment. The unit member will respond within twenty-four (24) hours of notification.

B. New Titled Positions

In the event a new position is created, the administration will send a notice and job description of the newly created position to all unit members by mail or in the next check of all unit members that signify an interest. Any unit member who is certified may apply for the new positions. Assignment to a new position will be based on system wide seniority and certification. Upon notification of the new positions, unit members will have seventy-two (72) hours in which to respond. *appropriately*

The overriding factor in making decisions will be to assign personnel into positions that are most likely to enhance the education program.

II. Involuntary Transfer

In the event it becomes necessary to transfer a unit member to a different instructional assignment, such transfer shall be done on the basis of the least senior unit member transferred first.

When it is necessary to transfer a unit member because of a shift in enrollment patterns resulting in a reduction of positions in one grade level or building, the transfer procedures used will be those in Article 26, Reduction in Force, Bumping Rights. The reassignment of these unit members without an assignment shall be conducted prior to voluntary transfers.

All other involuntary transfers shall be executed according to system wide seniority, appropriate certification, and after all voluntary transfers have been completed. The final decision on assignment of unit members shall remain the Superintendent's.

III. No assignment decision shall be arbitrary or capricious and will be for a good reason. In the event a more senior member is not reassigned, the Superintendent will provide written reasons for the denial in keeping with the above. This applies to all transfers.

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ARTICLE 26

REDUCTION IN FORCE PROCEDURES

If the Board determines that it is necessary to reduce the number of certificated positions, such reductions shall be for one or more of the following reasons:

- A. A decreased enrollment of pupils or a change in enrollment of pupils in a program at the secondary level.
- B. A return of unit members from leaves of absence.
- C. The suspension of school.
- D. Territorial changes affecting the district.
- E. Financial reasons.

The Board shall determine which positions must be eliminated and the number of unit members to be affected by the reduction in staff.

The Board shall not conduct a reduction in force for financial reasons in the first two (2) years of this Agreement. In the third year, financial reasons, if used to effectuate a reduction in force, will be taken to expedited arbitration as per the rules and regulations of the American Arbitration Association (AAA).

The financial savings to the district from a reduction in force during the third year of this agreement shall not exceed the total financial deficit demonstrated by the Board.

The following procedures shall be observed in implementing a reduction in force (RIF):

A. Definition of Seniority

Seniority is defined as the period of continuous service with the school district beginning with the date the Board took action to authorize a contract. Unit members who substituted for one hundred twenty (120) days or more in the Pickerington Schools and who are awarded a regular contract immediately following the year of substitution shall be awarded seniority privileges beginning with the first day of substitution.

If district seniority is equal, then the following additional considerations will be made in determining the order of seniority:

1. Total years of teaching experience in a state chartered school.
2. Date the employment application was received by the school district.

3. Total qualifications related to the position in question as determined by the superintendent.

Seniority shall not be interrupted by either an authorized leave of absence or by a suspended contract because of a reduction in force.

B. Elimination of Positions and Determination of Reduction in Force List

1. The administration shall develop a Reduction in Force (RIF) list as soon as practicable after the RIF decision is made.
2. Unit members to be affected will then be identified in order of seniority for each certificated area affected by the reduction. The sum of the lists of various areas of certification will equal the number of positions to be reduced.
3. There will be two (2) lists within each certificated area. One list will be for unit members affected who have continuing contracts and the other list for unit members affected who have limited contracts. In no case will a unit member serving under a continuing contract be RIF'd before a member serving under a limited contract in the area of certification to be affected.
4. Unit members on the RIF list who have limited contracts expiring will be authorized a new limited contract, if determined appropriate through the evaluation procedure.
5. Although the RIF list will be prepared as early as possible, actual suspension of a unit member's contract will not occur prior to August 1 unless an emergency situation exists. In such emergency situations, unit members shall be given a thirty (30) day notice prior to suspension. When a RIF is planned for the next school year, notice of the possible suspension of contract shall be given to unit members by April 30; however, actual suspension of the contract shall not occur until after July 31.

C. Bumping Rights

1. Once the RIF lists are prepared, the unit members whose contracts will not be suspended, but whose current assignment has been eliminated, will be identified in order of seniority. Unit members to be reassigned are those with the least seniority in the grade level affected in grades K-6 or the department affected at the secondary level. Reassignment shall be into areas that the individual is certified for.
2. Of this group of unit members to be reassigned, the most senior unit member will: (1) consider available vacant positions for which he/she is certified, (2) bump the unit member with the least seniority throughout the district at that grade level or in that department, (3) bump the unit member with the least

Cannot bump into a position that you have not taught in the past 5 yrs.

seniority throughout the district within his/her area of certification. Vacancies shall be interpreted to include those positions that are currently held by unit members whose contracts will be suspended, but the position itself is not being eliminated.

3. Once the most senior unit member has exercised one (1) of three (3) options described in Item 2, then the next senior unit member will consider the same three (3) options.
4. Since a goal of the school district is to place unit members into positions they desire to the extent practicable, a unit member may decline all three of the options described above if he/she does not believe an appropriate position is available. Upon written request to the Superintendent, the unit member may choose to have his/her contract suspended and be placed on the recall list in order of seniority. The unit member will then be eligible for recall pursuant to Section 4 of these procedures. This option is available only to those unit members who must be reassigned because of a Reduction in Force (RIF).
5. This procedure will continue until all remaining vacancies are filled and all unit members who are not affected by the RIF either have assignments or have declined assignments and elected to have his/her contract suspended.
6. A unit member will have five (5) calendar days to exercise one of the options. If a unit member does not exercise one of the options within the five (5) calendar days, the unit member will be assigned a teaching position.
- \*7. If a vacancy occurs in the original building the year during which a unit member has been transferred, that unit member may request to return to the original building if: (1) school is not in session, (2) if the vacancy occurs prior to August 1, and (3) the unit member is certified for the vacancy.

\*Unless the unit member can move back to an original building in the current year, the reassignment process will not be redone unless mutually agreed to by all concerned.

#### D. Recall from Suspension

1. Unit members whose contracts have been suspended as part of RIF will be eligible for recall for thirty-six (36) months from the effective date of the suspension.
2. The callback process shall begin with the list of unit member holding continuing contracts, followed by those with limited contracts.
3. When a vacancy occurs, the most senior certificated unit member on the callback list of unit members with suspended contracts shall be: (1) contacted either in person or by telephone and

advised of the vacancy, or (2) if personal contact is not possible, the unit member shall be notified of the vacancy by registered mail. It is the unit member's responsibility to keep the District Office personnel informed of his/her whereabouts. *address, certificate a change in employment status.*

4. The unit member shall respond to the vacancy opportunity within five (5) calendar days of notice if the notice is issued prior to August 1. If the notice is issued after July 31, then the unit member shall respond within two (2) calendar days.
5. If a unit member declines the vacancy, or does not respond to a vacancy opportunity within five (5) calendar days, the opportunity for assignment goes to the next most senior unit member on the callback list. The unit member who declines the vacancy will not lose seniority status on the callback list because of the rejection of a job.
6. If no unit member on the callback list accepts the vacancy in order of seniority, then a new unit member from outside the district will be employed for the vacancy.

E. Other Considerations

1. No unit member new to the district will be employed until all unit members on the callback list have been reassigned. Exceptions to this will occur when there is no unit member on the callback list certified for a vacancy or when all unit members on the callback list reject a vacancy.
2. Suspended unit members shall have the right to pay premiums for life, hospitalization, dental and other insurance benefits during the period of suspension, provided that said premiums are submitted fifteen (15) days prior to the due date. Ability to pay depends upon the carriers' premium and such coverage is allowed by the Association.
3. During a period of a suspension, a unit member's seniority with the district will be continued; however, a unit member will not be granted experience credit on the salary schedule for the period of time the contract is suspended.
4. Should it be necessary to conduct a RIF of coaching and other supplemental contract positions, a number of factors shall be considered by the administration in determining which positions and individuals will be eliminated from their coaching and/or supplemental contract positions. Factors that will be considered:
  - a. School district seniority and seniority in the particular activity.
  - b. Qualifications of the various individuals involved in a particular extra-curricular program.

- c. The amount of, and level of, the involvement of the various individuals who are associated with the total extra-curricular program. (The intent of this item is to ensure that the extra-curricular supplemental contracts are distributed equitably among available qualified individuals).

This section shall in no way affect a regular limited or continuing contract.

- 5. Once all regular vacancies have been filled, regular unit members who are able to meet minimum certification requirements, may bump learning disabilities tutors who have less seniority than the regular unit member who is not assigned. Tutors who have been bumped will be placed on a callback list for tutoring vacancies only as they arise. Callback notification procedures will be similar to those described in Section D of this policy.
- 6. A unit member whose contract expires during a period of the contract suspension because of a RIF will be eligible for contract renewal as follows:
  - a. A unit member who is suspended for the duration of the contract or who teaches less than one semester on the contract will have his/her contract renewed for the same length as the expiring contract.
  - b. A unit member who teaches more than one semester during a contract and is suspended for the balance, will be eligible for contract renewal pursuant to the district evaluation procedures.
- 7. The parties agree that these procedures apply only to the suspension of contracts as provided under Ohio Revised Code 3319.17 or for financial reasons. This article shall not require the Board to fill any vacancy, nor shall it interfere with any other lawful personnel procedures in the district.



1F

ARTICLE 27

UNIT MEMBER DAY AND YEAR

- A. The unit member work day shall not be longer than seven and one-half (7 1/2) hours.
1. If a required meeting is scheduled, a unit member may be required to remain up to an extra two (2) hours per month beyond the work day. The Board will pay \$10.00/per hour for meetings that exceed the two (2) hour per month cap. Any meeting called and held on the same day shall be within the seven and one-half (7 1/2) hour work day.
  2. If a required duty is scheduled before or after the student day, the unit member will serve that duty. Duties will be assigned by the building principal or his/her designee in a fair and equitable way. Total minutes of duty time shall be assigned as nearly equal as possible among unit members. The duty schedule will be prepared in advance with the understanding that unit members may trade duties if the trade is agreeable to both unit members. The building principal shall be notified prior to the duty if times are traded.
  3. The Board will pay ten dollars (\$10.00) per hour for unit members who supervise bus duty beyond the seven and one-half (7 1/2) hour unit member duty day.
  4. A supplemental contract will be issued for supervisors of administratively organized detentions at the middle school and high school. Unit members who require students to serve detentions with them personally on an intermittent basis will not receive additional compensation.
- B. The work day for each full-time unit members will include:
1. At least a thirty (30) minute, uninterrupted, duty-free lunch period at a time the cafeteria is serving food. Unit members may leave the building during their duty-free lunch period upon notification of the building administrator.
  2. Forty (40) minutes during the student day for educational planning for unit members in grades 7-12.
  3. No less than two hundred (200) minutes per week in the K-6 grades will be scheduled for educational planning time when special area classes are scheduled.
  4. No less than two hundred (200) minutes will be scheduled for educational planning time in grades K-6 during the contract week. This provision shall be operational effective 9/1/88.

*list of to-dos*

*graduation  
open house*

*Definition of planning vs conf time - 55 -*



Effective with the ratification of this contract by the Association and approval by the Board, the Board will solve current planning/conference time discrepancies.

- C. Unit members shall not be asked to substitute during their planning time. *except in an emergency.*
- D. Scheduled parent-teacher conference days arranged by the administration after consultation with building faculty may start at a time different from the regular starting time for unit members; however, such scheduled time shall not exceed seven and one half (7 1/2) continuous hours including a one-half (1/2) hour duty-free time for unit members. Days of parent-teacher conferences will be days of instruction for classes not conducting conferences.
- E. COTA Day will not be a contract duty day.
- F. Unit Member Year

The unit member year shall be defined as follows:

- 180 instructional days
- 2 parent-teacher conference days
- 2 record days (1 mid-year - 1/2 for records and 1/2 for in-service, 1 end of year)
- 1 pre-school day

185 total

ARTICLE 28

OBSERVANCE OF DAILY TIME SCHEDULE

The following procedure shall be used by the school district administrators for enforcement of the daily time schedule:

Chronic Offender - is defined as a unit member who is consistently late, according to the adopted time schedule, five (5) or more minutes at least two (2) or three (3) times per week for a period of two (2) weeks.

This definition of chronic lateness will be used in the appropriate section of the evaluation procedures to determine punctuality.

ARTICLE 29

STRS EARLY RETIREMENT INCENTIVE

if

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The Board may design and implement an early retirement incentive plan. If the Board so chooses, the Association will be contacted to provide input into the design of the plan.

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OK

ARTICLE 30

CURRICULUM COUNCIL

The Curriculum Council has been established to recommend policy on the instructional program and coordinate curriculum development activities in the district. All changes in curriculum and textbooks must be reviewed by the committee and recommendations made to the Board. Curriculum Council recommendations shall be submitted to the Director in charge of curriculum for presentation to the Board.

A. TASKS

1. Survey the curriculum to identify needs.
2. Initiate action based on identified needs.
3. Facilitate communications between organizational units, staff, administration and the community.
4. Review and modify, approve or reject recommendations of ad hoc committees.
5. Arrange for and guide curriculum evaluation.
6. Coordinate the curriculum with the Fairfield County Schools Curriculum Service.

B. GUIDELINES

Unit members, parents and student committee members shall serve a two (2) year term.

1. The Curriculum Council shall consist of:

All Administrators

County Consultant

Unit members - two (2) from each organizational unit:

- two - Fairfield Elementary
- two - Pickerington Elementary
- two - Violet Elementary
- two - Middle School
- two - High School

Board of Education Member

Two - High School Students

Parents - one from each organizational unit:

- one - Fairfield Elementary
- one - Pickerington Elementary
- one - Violet Elementary
- one - Middle School
- one - High School

Should the grade level organizational units change during the term of this agreement, membership on the Curriculum Council shall be adjusted to reflect the revised organization.

2. The Association will be permitted to select one of the two unit member representatives of the Curriculum Council. The other unit member representative shall be selected by the building principal.
3. The Superintendent's designee shall serve as Chairperson. The Chairperson shall appoint a recorder for each year.
4. Unit member representatives will be granted released time when Curriculum Council activities are scheduled during the school day.
5. Minutes of Curriculum Council meetings will be distributed to all members of the council as well as to all professional staff members.
6. The Curriculum Council will meet on a monthly basis during the school year. Special meetings may be held as needed.
7. Any time the Curriculum Council recommends to the Board changes in program, curriculum, etc. and the Board authorizes the major course study to commence, the members of the committee that work on the project shall be compensated for regularly scheduled meetings after the work day.

Each member shall be paid two hundred dollars (\$200.00) for his/her work after the workday, for participation on the committee.

#### C. AD HOC COMMITTEES

Three basic kinds of ad hoc curriculum committees will be utilized:

1. Committees which are grade-level committees for elementary school, and subject committees for secondary schools.
2. Committees which work on selected problems or themes.
3. Textbook selection.

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ARTICLE 31

IN-SERVICE

In-service education shall be of three types:

1. District Wide In-service Programs

- A. District wide in-service activities, which involve all staff members, shall be planned, organized, and coordinated by the Curriculum Council acting as a committee of the whole or an Ad Hoc Committee of the Curriculum Council.
- B. A one-half (1/2) day district wide in-service at mid-year shall be planned by the Association with the approval of the Superintendent.

2. Building In-service Programs

- A. A committee of three (3) people - two (2) from the instructional staff and one (1) administrator, shall be responsible for developing the building level in-service program.
- B. The committee shall attempt to identify areas of staff interest and/or need and plan the program accordingly.

3. Individual In-service Program

Any unit member whose annual evaluation by his/her evaluator indicates one or more areas needing improvement, may be requested to participate in an individual in-service program cooperatively designed to improve the unit member's performance. Participation on the part of the unit member is encouraged, but shall be voluntary, and all expenses shall be borne by the Board.

Outside resources and specialists from the Fairfield County Schools, the State Department of Education, and other agencies shall be utilized as determined by the committees responsible for planning the in-service education.

*Assn asst in cost. for mid-year program.*

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ARTICLE 32

DEPARTMENT HEADS

1. Department heads may be established in grades 7-12 for the following departments:

High School

Math  
Science  
Social Studies  
Foreign Language  
English/Reading  
Phys Ed/Health  
Home Economics  
Art  
Industrial Technology  
Music  
Business

Middle School

Math  
Science  
Social Studies  
Language Arts  
Phys Ed/Health  
Related Arts

2. Department heads will be given two hundred (200) minutes additional release time per week.
3. In the event that enrollment prevents released time, a department head will receive a supplemental position within group 7.
4. Duties and responsibilities will be established by the Director of Personnel. Department Head positions shall be posted and dealt with as all other supplemental positions.
5. In the event that a department head position is not established in a specific area, no unit member shall be asked or required to perform department head duties.

NO      OK

ARTICLE 33  
INDIVIDUAL RIGHTS

The Board fully recognizes all personal rights and freedoms granted unit members by the Constitution and will abide by all laws that pertain to the unit members it employs.

Recognized individual rights shall include:

1. The right to join and participate in civic or professional organization on one's personal time.
2. The right to participate in political functions on one's personal time.
3. The right to hold elected office.
4. The right to privacy and recognition that one's personal life is not a condition of employment, unless it interferes with the effective performance of contract duties.

The Administration or Board shall not take action against a unit member in the form of reprimand or discipline related to personal activities unless such unit member's action is determined in conflict with performance of contract duties and said action shall be given in writing to the unit member.

The involved unit member shall be granted a conference and/or a hearing upon written request.

All of the above is subject to the Ohio Revised Code.



OK. D<sup>o</sup>  
ARTICLE 34

ACADEMIC FREEDOM

It is recognized that a unit member in the Pickerington Local School District has the right to perform his/her professional responsibilities in the classroom in ways he/she believes will best encourage a broad and complete understanding by students of the educational subject matter. Such rights shall be exercised within the bounds of professional responsibility and Board adopted policy and curriculum.

100 OK

ARTICLE 35

PROCEDURES FOR DEVELOPMENT OF SCHOOL CALENDAR

A committee of fifteen (15) shall be established to meet annually upon the call of the local Superintendent to recommend to the Board a school calendar to become effective the next school year. The committee shall be made up of the following:

five (5) unit members	one (1) from each building - to be selected by the Association.
five (5) parents	one (1) from each building - to be selected by the respective building principal.
three (3) support service staff	to be selected from secretarial, custodial, maintenance, food service, and bus driver staffs by the supervisors.
two (2) administrators	one (1) building principal and one (1) district office administrator who shall chair the committee.

Procedures To Follow In Determining The Yearly Calendar

1. After surveying the community and the school personnel to obtain input for the calendar, the calendar committee will develop at least three (3) calendars to be presented to the respective groups by their representatives.
2. Each calendar committee member will have thirty (30) days to present the calendars to their respective groups to obtain their opinion before the final vote by the calendar committee.
3. The final vote will be one (1) person - one (1) vote with all votes being equal.
4. The majority's decision will be presented to the Board.
5. The recommendation of the committee may be rejected by the Board and returned to the committee for further discussion up to two (2) times. However, the Board has the final authority to establish the calendar.

ARTICLE 36

CLASS SIZE

The Board and the Association recognizes that the number of students in a classroom is a significant educational matter which must be based upon a number of factors, including state statutes, the financial resources of the district, the physical facilities available and the overall needs of the educational program. In accordance, the Board and Association agree as follows:

1. The administration will strive to maintain the best district-wide pupil/unit member ratio possible within the parameters of the factors identified above.
2. The goals of the district will be:
  - A. Effective 9/1/88, to keep the number of students in each class in the elementary buildings (K-5 homerooms) to a maximum of twenty-eight (28). The Board will pay five dollars (\$5.00) per pupil per week over twenty-eight (28).
  - B. Effective 9/1/88, to keep the student class load at the middle school and high school (6-12) below one hundred seventy (170) students in an instructional setting per day. The Board will pay five dollars (\$5.00) per pupil per week to teachers with above one hundred seventy (170) students or over thirty (30) per class.

Certain activity classes such as music, physical education and typing will be exempt from these guidelines; however, excessive class size will also be avoided in these areas and no more students shall be assigned than physical facilities permit.

These provisions remain only for the duration of this Agreement.

- Overload payment weekly
- other non inclusions
  - Sp Ed
  - Home Inst.

16

ARTICLE 37  
GRIEVANCE PROCEDURE

In the interest of obtaining timely and effective solutions to problems arising from this Agreement between the Board and the Association, the following procedure is agreed to:

1. Definition

A grievance is a complaint involving the alleged violation, misinterpretation, or misapplication of a provision set forth in this Agreement.

A grievant is a unit member, group of unit members, or the Association, alleging the grievance.

A group grievance or an Association grievance shall have arisen out of identical, or substantially the same, circumstances affecting more than one unit member. Each affected unit member shall be listed on the grievance form.

A day shall mean an actual working school day.

2. Non-reprisal

No grievant shall be subject to reprisal or discrimination for having followed this grievance procedure.

3. Procedure

A. Informal

1. An individual grievant shall first discuss the issue with his/her principal or immediate supervisor.
2. A group grievance or an Association grievance shall be initiated at the Superintendent's level.

B. First Formal Level - Principal

If an individual grievance is not resolved at the informal level, the grievant shall complete and submit, on an Association provided grievance form, the basis of the grievance, including the specific article(s) of the Agreement giving rise to the grievance, and the relief sought, to his/her building principal or immediate supervisor.

The written grievance must be submitted within twenty (20) days of action giving rise to the grievance, or when the grievant should reasonably become aware of the action or circumstances giving rise to the grievance.

The principal shall complete the appropriate section of the grievance form and provide a copy to the grievant, Association, and the Superintendent. This shall be done within seven (7) days of receipt of said grievance.

If the grievant is not satisfied with the principal's response, or the grievance has not otherwise been resolved, the grievant may submit the grievance to the Superintendent within seven (7) days of receipt of the principal's or immediate supervisor's response.

C. Second Formal Level - Superintendent

Within seven (7) days of the Superintendent's receipt of the grievance, a grievance hearing shall be held at a time and location of mutual agreement of the parties.

The Superintendent shall complete the appropriate response section of the grievance form and provide a copy to the grievant and the Association. Said response shall be within seven (7) days of the hearing.

If the grievant is not satisfied with the Superintendent's response, or the grievance has not otherwise been resolved, the grievant may request of the Association that the grievance be submitted to arbitration. Said request shall be within ten (10) days of receipt of the Superintendent's response.

D. Third Formal Level - Arbitration

With concurrence of the Association, and within ten (10) days of the grievant's request, the Association may give notice to the Superintendent, for the Board, of its demand for arbitration.

A representative for the Board and the Association shall meet to agree upon an arbitrator. If the representatives cannot agree upon an arbitrator within seven (7) days of the Association's notice to demand arbitration, an arbitrator shall be obtained through the American Arbitration Association, in keeping with its rules and regulations, unless otherwise provided by provisions in this Article.

The arbitrator will confer with representatives of the Board and the Association and hold such hearings as necessary to obtain the information and facts necessary to make his/her findings. The arbitrator's decision shall be in writing and will state his/her findings, reasoning, and conclusion of the issue(s) submitted by the Board and Association. The arbitrator's authority shall be strictly limited to deciding only the issue(s) presented and shall be based solely on his/her interpretation of the meaning or application of the express relevant language of the Agreement. Further, the arbitrator shall have no authority to add to, subtract from, or modify in any manner, a term of this contract.

A copy of the award shall be submitted to the Board and Association within thirty (30) calendar days of the hearing, or, within thirty (30) days of the date briefs are due to arbitrator, if post-hearing briefs are filed. The award shall be final and binding on the parties.

Expenses for the arbitrator's services shall be equally shared by the parties.

#### E. Miscellaneous

Time limits stated in the foregoing may be extended by written mutual agreement.

A grievant may appear at any hearing provided in this procedure, or may be represented by the Association.

The Association shall have the right of representation at any hearing or discussion of a grievance after the informal level.

A grievant has the right to withdraw a grievance at any time during the grievance procedure, without prejudice. *who pays.*

A grievant has the right of Association representation at any and all formal hearings in the grievance procedure.

No grievance shall be resolved inconsistent with the terms and conditions of this Agreement without written concurrence of the Association.

*Limits on arbitrator*

OK

NP

ARTICLE 38

INTERNAL COMPLAINT PROCEDURE

If a unit member has a complaint or concern regarding a Board policy, administrative procedure or practice and such is not subject to the grievance procedure in this Agreement, said unit member shall have the right to the following:

1. The matter should be first discussed with the principal or immediate administrative supervisor.
2. If the concern is not resolved in discussion with the principal, the concerned unit member may arrange a meeting with the Superintendent in an effort to resolve the matter.
3. If, after meeting with the Superintendent, the matter is not resolved, the unit member may request a meeting with the Board to discuss the matter.

A unit member may have an Association representative present at any meetings provided under this Article.

no file.

ARTICLE 39

BUILDING ADVISORY COUNCIL

There shall be established in each building a Building Advisory Council for the purpose of providing a forum to express faculty and administrative concerns, creating building level goals and policies, and improving building wide communications between departments and/or grade levels.

A. Rules and Regulations

1. In the elementary buildings, the membership of each Council shall consist of one (1) unit member elected from each grade level, one (1) special area unit member (art, physical education, music), one (1) media center specialist, and the building principal. Grade level representatives shall be elected by the unit members assigned to that grade level.
2. In the middle school and high school, the membership of each Council shall consist of one (1) unit member elected from each department, one (1) media center specialist, one (1) guidance counselor, and the building principal. At the middle school, the sixth grade shall also be represented by two (2) unit members from that grade level.
3. Each year, the Council shall elect a chairperson from its membership, excluding the building principal, and this chairperson shall be responsible for preparing an agenda and distributing copies to all unit members prior to each meeting. Any staff member or administrator who wishes to have a particular topic or concern placed on the agenda for discussion should consult the Council chairperson.
4. Each year, the Council should elect a Secretary from its membership who will be responsible for recording the minutes for all Council meetings. Immediately after each meeting the Secretary should prepare a copy of the minutes and distribute these to each unit member in the building.
5. The Council should be responsible for setting its own meeting schedule and for distributing copies of this schedule to all unit members. In general, it is suggested that each Council meet at least once per month.
6. All meetings of the Advisory Councils shall be open to every unit member, non-certified employee, and administrator.
7. Issues discussed and voted upon with a majority vote shall be submitted as a recommendation to principals and the Superintendent. Feedback upon the recommendations will be provided to the Council.



OK.

ND

ARTICLE 40

SAVINGS CLAUSE

Should any article, section, or clause of this Agreement be declared illegal as a result of being in conflict with any applicable law, then that article, section, or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect, and the article, section, or clause deleted shall be re-bargained so that it is in compliance with the law.

Add in:

- Zipper Clause
- Management Rights Clause

## ARTICLE 41

### DURATION

The terms and conditions of this Agreement shall remain in full force and effect from September 1, 1987, through June 30, 1990.

This contract supersedes any policy, rules, regulations or past practices of the district which may be contrary or inconsistent with the terms of this Agreement.

Negotiations for a successor contract shall commence no later than ninety (90) calendar days prior to the expiration of the contract.

By affixing my signature, I affirm that necessary action has been taken by my respective party to enter into this Agreement.

FOR THE

PICKERINGTON ASSOCIATION  
OF TEACHERS

PICKERINGTON LOCAL BOARD  
OF EDUCATION

Madeline S. Bostwick 12/4/87  
PRESIDENT DATE

Dr. Robert Conley  
BOARD PRESIDENT DATE

Charles L. Fick  
TEAM MEMBER

Daniel B. Gun  
SUPERINTENDENT

W. Mark Jones  
TEAM MEMBER

Lillian Holloway  
TREASURER

Peggy Miller  
TEAM MEMBER

H. Lewis Steen  
TEAM MEMBER

Sharon Miller  
TEAM MEMBER

Marion B. Givens  
OSBA REPRESENTATIVE

Jeff B. Westfall  
OEA REPRESENTATIVE

## APPENDIX

All relevant forms specifically referenced by a provision of this contract follow as an appendix.

INSURANCE COVERAGES/SERVICES

Hospital Services (Inpatient)

Surgery

Assistant at Surgery

Anesthesia

Diagnostic Services

Medical Care

Therapy Services

- Radiation Therapy
- Chemotherapy
- Dialysis Treatments
- Therapy by Physical Means
- Speech Therapy
- Occupational Therapy
- Inhalation Therapy

Maternity Services

Psychiatric Care Services

Substance Abuse Services

Ambulance Service

Private Duty Nursing Services

Hospital Prescription Drugs

Blood Services

Medical and Surgical Supplies

Durable Medical Equipment

Prosthetic Appliances

Orthotic Devices

Dental Services for Accidental Injury

COST CONTAINMENTS

Mandatory Second Surgical Opinion

Pre-Admission Review



## PICKERINGTON LOCAL SCHOOL DISTRICT

Application for Graduate Program of Studies

When a certificated employee plans to enter a graduate program of studies for the purpose of seeking a graduate degree, the following information must be submitted:

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Building Assignment \_\_\_\_\_ Teaching Assignment \_\_\_\_\_

Years of Experience in the Pickerington School System \_\_\_\_\_

Degree Sought \_\_\_\_\_ Major \_\_\_\_\_

University or College where program will be earned \_\_\_\_\_

Approximate length of time planned to complete program \_\_\_\_\_

Number of hours in program - Semester \_\_\_\_\_ Quarter \_\_\_\_\_

Relate how this program will benefit you as an educator:

List the titles of required courses:

List the titles of anticipated elective courses: (use back for additional courses)

\_\_\_\_\_  
Signature of employee making request

\_\_\_\_\_  
Date Recommendation (approval/disapproval) to Board of Education

\_\_\_\_\_  
Signature of Principal      Signature of Superintendent

\_\_\_\_\_  
Date Board of Education Action (approval/disapproval)

Reason for denial \_\_\_\_\_

Application Instructions: Submit one copy to the employee's principal/supervisor. When action is taken by the Board of Education, a copy will be returned to the employee. A copy will be retained in the District Office. A Request for Approval of Professional Growth College Credit form will need to be submitted for each course request.

## PICKERINGTON LOCAL SCHOOL DISTRICT

Request for Approval of Professional Growth College Credit

In order for a teaching employee to be eligible for a stipend for additional college credit, the following application must be submitted:

Teacher's Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Current Teaching Assignment \_\_\_\_\_

Years of Experience in the Pickerington School System \_\_\_\_\_

University or College Where Course(s) will be taken \_\_\_\_\_

Semester or Quarter: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Number of Hours to be Completed: Semester Hours \_\_\_\_\_ Quarter Hours \_\_\_\_\_

Graduate or Undergraduate: Graduate \_\_\_\_\_ Undergraduate \_\_\_\_\_

List below the course titles, the course numbers and the semester hours or quarter hours for each course:

\_\_\_\_\_  
 \_\_\_\_\_

Relate how this additional college credit will benefit you as a teacher:

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of employee making request

-----  
 Recommendation (approval/disapproval) to Board of Education  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Principal

\_\_\_\_\_  
 Signature of Superintendent

\_\_\_\_\_  
 Board of Education Action (approval/disapproval)

\_\_\_\_\_  
 Date

Reason for denial \_\_\_\_\_

-----  
Application Instructions: Submit one copy to the employee's principal/supervisor. When action is taken by the Board of Education, a copy will be returned to the employee. A copy will be retained in the District Office.

PICKERINGTON LOCAL SCHOOL DISTRICT

APPENDIX A-5

Report of Absence

Teachers and Non-Teaching School Employees

Each teacher or non-teaching employee who is absent at any time must fill out this form and submit it to the building principal or non-teaching supervisor.

ABSENCE FROM WORK STATEMENT

Part I

I certify that I was absent from work on the dates indicated below because of the reasons specified:

- |                                      |                                  |
|--------------------------------------|----------------------------------|
| A. _____ Personal Illness or injury  | E. _____ Approved Personal Leave |
| B. _____ Illness in immediate family | F. _____ Approved Vacation Leave |
| C. _____ Death in immediate family   | G. _____ Approved Unpaid Absence |
| D. _____ Approved Professional Leave | H. _____ Approved Assault Leave  |
|                                      | I. _____ Jury Duty Leave         |

Date of Period of Absence	No. of days Absence	Reasons-Give Code Letter Above or Write Explanation
1. From _____ to _____	_____	_____
2. From _____ to _____	_____	_____
3. From _____ to _____	_____	_____
4. From _____ to _____	_____	_____

If you are absent more than once during a given calendar month, use lines 2, 3, and 4.

If medical attention was required, complete Part II.

Part II

\_\_\_\_\_  
Name of Attending Physician

\_\_\_\_\_  
Dates Consulted

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

Falsification of this statement is grounds for suspension or termination of employment under Sections 3319.081 and 3319.16 of the Ohio Revised Code.

Adopted: 8/7/77  
 Revised: 10/10/77  
 Revised: 12/ 8/80  
 Revised: 12/ 8/82



## PICKERINGTON LOCAL SCHOOL DISTRICT

REQUEST FOR PERSONAL LEAVE

As a reminder, personal leave shall be used only for personal business that cannot be conducted at any other time except during the regular school day.

Personal leave shall not be used for shopping, recreation, extending a holiday or vacation period, or for personal business that can be conducted at other times than during the actual workday. Personal leave will not be available during any of the above referenced times, or during the first week and the last week of school, unless approved by the Superintendent.

-----

(Date of request)

I, \_\_\_\_\_, do hereby request \_\_\_\_\_ days(s) of  
(Name of employee) (No. of days)

personal leave on \_\_\_\_\_  
(Month) (Day) (Year)

Comment: (optional) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature of employee making request)

-----

\_\_\_\_\_  
(Date) Supervisor or Principal recommendation (approved/disapproved)

No. of days \_\_\_\_\_ (Signature of Principal)

\_\_\_\_\_  
(Date) Local Superintendent decision (approved/disapproved)

No. of days \_\_\_\_\_ (Signature of Superintendent)

Reason for denial \_\_\_\_\_

-----

Application Instructions: Submit one copy to the employee's principal supervisor. When action is taken by the District Office, two copies will be returned to the principal/supervisor. One copy will be retained by the principal/supervisor and the other copy is to be returned to the employee.

## PICKERINGTON LOCAL SCHOOL DISTRICT

REQUEST FOR PERMISSION TO ATTEND PROFESSIONAL MEETING OR VISITATION

This is my formal request to be absent from school to attend the

(Name of professional meeting, visitation, conference, workshop,  
clinic, etc.)

at \_\_\_\_\_ on the following dates \_\_\_\_\_

Reason for request \_\_\_\_\_

I will need a substitute to take my place on the following dates:

\_\_\_\_\_  
(Date of request) (Signature of employee making request)

Estimated expenses: (no expenses for visitation) Meal expenses \_\_\_\_\_

Registration fee \_\_\_\_\_ Lodging expenses \_\_\_\_\_

Travel expenses (Board mileage rate 21 cents per mile) \_\_\_\_\_

Total estimated expenses \_\_\_\_\_

\_\_\_\_\_  
(Date) Supervisor or principal recommendation (approval/disapproval)

\_\_\_\_\_  
(Date) Local Superintendent decision or recommendation to Board of  
Education (approval/disapproval) (Signature of Superintendent)

Approximate expense allowance \_\_\_\_\_

Reason(s) for denial \_\_\_\_\_

Application Instructions: Submit one copy to the employee's principal/  
supervisor one month in advance whenever possible - minimum two weeks (14  
days). When action is taken by the District Office, copies will be return-  
ed to the treasurer, principal/supervisor and the requesting employee.

PICKERINGTON LOCAL SCHOOL DISTRICT  
REQUEST FOR UNPAID ABSENCE\_\_\_\_\_  
Date of RequestI \_\_\_\_\_, do hereby request \_\_\_\_\_ day(s) of unpaid  
Name of Employee numberabsence for the following dates: \_\_\_\_\_  
Month DaysReason for request (if of a personal nature, state "personal"): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
Signature of employee making request-----  
\_\_\_\_\_  
Date Principal/Supervisor recommendation (Approved/Disapproved)

Number of days \_\_\_\_\_ Signature of Principal/Supervisor

\_\_\_\_\_  
Date Local Superintendent decision (Approved/Disapproved)

Number of days \_\_\_\_\_ Signature of Superintendent

Reason for denial: \_\_\_\_\_  
-----

Application Instructions: Submit one copy to the employee's principal/supervisor. When action is taken by the District Office, two copies will be returned to the principal/supervisor. One copy will be retained by the principal/supervisor and the other copy is to be returned to the employee.

## PICKERINGTON LOCAL SCHOOL DISTRICT

## JOB TARGET FORM

Instructions: The attached list of job targets has been developed by the teacher and the evaluator during a pre-evaluation conference held on the date noted below. These job targets are to be used as a guide for instructional improvement by the teacher during the current school year. As such they should be stated in specific terms which make them relatively measurable and observable. The targets are not necessarily listed in priority order. It should be noted that there is space provided for the teacher and/or the evaluator to comment upon any and all of the targets that are listed. Further, it should be understood that these targets do not preclude any item of the adopted Teachers Job Description. At the conclusion of the evaluation conference, a copy of this form will be inserted in the teacher's official personnel file.

JOB TARGETS:

TEACHER COMMENTS:

EVALUATOR COMMENTS:

---

Signature of Teacher

---

Date

---

Signature of Evaluator

WHITE-TEACHER'S COPY    CANARY-PRINCIPAL'S COPY    PINK-DISTRICT OFFICE'S COPY

## PICKERINGTON LOCAL SCHOOL DISTRICT

## OBSERVATION FORM

Teacher \_\_\_\_\_ Date \_\_\_\_\_ Time/Period \_\_\_\_\_

Subject/Topics \_\_\_\_\_ Grade \_\_\_\_\_ Building \_\_\_\_\_

Method of Presentation: \_\_\_\_\_ lecture \_\_\_\_\_ lab \_\_\_\_\_ discussion \_\_\_\_\_ testing  
\_\_\_\_\_ other \_\_\_\_\_

Effective	Needs Improvement	Unsatisfactory	Not Applicable	Refer to Comments
-----------	-------------------	----------------	----------------	-------------------


## TEACHER CHARACTERISTICS

1. Knowledge and understanding of subject matter was evident.
2. Class activities related to instructional objectives.
3. Class activities were organized and effectively paced.
4. Opening activities were well planned and smoothly conducted.
5. Closing instructions, including an assignment, were clear and understandable.
6. Teacher interaction was positive and productive.
7. There was appropriate classroom control.
8. Students were on task.
9. Classroom was neat and attractive.

## GENERAL COMMENTS/RECOMMENDATIONS OF THE OBSERVER:

The signature below certifies that the teacher has reviewed the above for conference and has received a copy of this form. This signature does not necessarily mean that agreement exists. Teacher comments may be added to this sheet - dated and signed. At the conclusion of the evaluation conference a copy of this form will be inserted in the teacher's official personnel file.

\_\_\_\_\_  
Signature of Teacher\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Evaluator

WHITE-TEACHER'S COPY    CANARY-PRINCIPAL'S COPY    PINK-DISTRICT OFFICE'S COPY

PICKERINGTON LOCAL SCHOOL DISTRICT  
UNSATISFACTORY PERFORMANCE/PROGRESS REPORT

Teacher \_\_\_\_\_ Date \_\_\_\_\_

At this time it is felt your performance is unsatisfactory in the following areas:

Suggestions or recommendations for improvement:

The signature below certifies that the teacher has reviewed the above in conference and has received a copy of this form. This signature does not necessarily mean that agreement exists. Teacher comments may be added to this sheet - dated and signed. At the conclusion of the evaluation conference a copy of this form will be inserted in the teacher's official personnel file.

\_\_\_\_\_  
Signature of Teacher                      Date                      Signature of Evaluator

# TEACHER EVALUATION - SUMMARY CONFERENCE FORM

Teacher \_\_\_\_\_ School Year \_\_\_\_\_ Date \_\_\_\_\_

Subject \_\_\_\_\_ Grade \_\_\_\_\_ Building \_\_\_\_\_

Effective
Needs Improvement
Unsatisfactory
No Opportunity to Observe
Refer to Comments

## TEACHER JOB DESCRIPTION

The following evaluator sheet is to be completed for the summary conference by the evaluator. Ratings are to be checked. The form discussed with the teacher at the conference. Comments may be made at the end of this form by either the teacher or the evaluator. conclusion of the evaluation conference a copy of this form will be inserted in the teacher's official personnel file.

[illegible][illegible][illegible]

#### A. PERSONAL QUALITIES/CHARACTERISTICS

1. Personality is one which is affable and lends a positive, comfortable atmosphere to the classroom environment.
2. Handles stress situations in a calm, collected and rational manner.
3. Personal appearance, both grooming and attire, is appropriate and establishes a professional image.
4. Voice is clear, distinct and projects well.
5. Demonstrates an ability to communicate clearly and effectively with:
  - a. Students
  - b. Parents
6. Has and employs a sense of humor.

### B. PROFESSIONAL QUALITIES/CHARACTERISTICS

1. Daily conduct of classroom reflects a respect for the student.
2. Classroom conduct and demeanor of the teacher assists the student in the development of a positive self image.
3. Classroom conduct, rules and regulations, and demeanor of the teacher foster in the student a sense of self-responsibility.
4. Encourages positive citizenship on the part of students.
5. Conducts oneself as stated in the Code of Ethics with:
  - a. Students
  - b. Fellow teachers
  - c. Administration
  - d. School community
6. Provides for own professional growth through advanced course work, seminar or conference attendance, reading of professional journals or pertinent subject matter material and visitations.
7. Attempts to foster positive public relations with the school community.

**C. PROFESSIONAL RESPONSIBILITIES/DUTIES - CLASSROOM**

1. Is punctual to all assignments: school day, classes as assigned, duties.
2. Insures proper safety of the students, equipment and materials.
3. Insures proper care of the facility and furnishings.
4. Insures an organized, comfortable physical classroom environment to the fullest extent possible.
5. Prepares and maintains bulletin boards that:
  - a. Display general, daily and safety information
  - b. Enhance and are pertinent to classroom work of the content area
6. Develops and communicates reasonable and proper rules of classroom behavior.
7. Maintains proper discipline and control to insure an effective learning climate.
8. Conducts and instructs classes in accordance with adopted curriculum guides and course outlines.
9. Prepares and punctually turns in weekly lesson plans.
10. Identifies specific goals and objectives for both units and lessons as well as daily presentations: reflected in both lesson plans and class presentations.
11. Presentations are well organized and follow a logical pattern.
12. Presentations are made in an effective way to insure that students understand what is being presented and why.
13. Teacher and presentations demonstrate a competent knowledge of the subject matter being taught.

[illegible]

1. Provides additional help for students outside the class but within the normal teacher school day.
2. Carries out non-classroom duties such as supervision of lunchroom, playground, hall duty, bus duty, homeroom, study hall, etc.
3. Attends and/or is willing to participate in school related after school activities, within reason.
4. Attends faculty meetings as required or requested within the normal school day.
5. Completes required forms and paper work punctually and neatly.
6. Enforces school rules and regulations effectively and in a supportive manner.
7. Carries out in a supportive manner Board of Education policies and procedures and administrative rules and regulations.
8. Serves on building or district committees as needed or requested, within reason.
9. Assists in the development and/or revision of curriculum, within reason.
10. Assists in the selection of textbooks and instructional materials, within reason.
11. Coordinates efforts and materials with other teachers who instruct similar courses, grade level, or in the same department.
12. Fosters and maintains cooperative working relationships with:
  - a. Other teachers
  - b. Support service personnel
13. Supervises student teachers or field experience students
14. Works with and supervises volunteer aides.
15. Seeks assistance, as needed or appropriate, of specialized district or county personnel:
  - a. Learning disabilities personnel
  - b. Health personnel: nurse, speech and hearing, etc.
  - c. Psychological or guidance personnel



Comments and Suggestions:

APPENDIX A-12  
(Cont.)

Teacher Comments (if desired):

**EVALUATION CYCLE ASSIGNMENT FOR NEXT SCHOOL YEAR**

- ☐ Annual Evaluation  
☐ Comprehensive Evaluation  
☐ Corrective Action Program

**CONTRACT RECOMMENDATIONS**

The following contract recommendations will be made to the Superintendent of Schools:

- ☐ Annual Evaluation (no contract recommendation at this time)  
☐ Termination  
☐ Renewal      ☐ One Year      ☐ Two Years      ☐ Continuing  
☐ Non-renewal

The signature below certifies that the teacher has reviewed this in conference and has received a copy of this form. This signature does not necessarily mean that agreement has been reached. Teacher comments may be added to this sheet - dated and signed.

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluator

WHITE—TEACHER'S COPY

CANARY—PRINCIPAL'S COPY

PINK—DISTRICT OFFICE'S COPY

## PICKERINGTON ASSOCIATION OF TEACHERS

GRIEVANCE TIMELINE

## Grievance Defined:

- I. Contract Violation
- II. Board/Admin Policy...Board level only

Grievant: Individual, Group, Association

Day: Work Day

Informal: Required

Days to file initial - 1st level formal...20

Principal Hearing? Not required

Principal's Written Response: within 7 days of filing

Grievance Moved to 2nd (Supt.) Level: within 7 days of receipt of Principal's response.

Supt. Hearing: within 7 days of receipt of request

Supt. Response: within 7 days of hearing

Request for Board hearing: within 10 days of receipt of Supt. response

Board Hearing: no timeline stated

Board Response: no timeline stated

Request for Arbitration: within 10 days of receipt of Board Response

Goes to Assn.

Assn. Griev. Comm. has 10 days to determine submission to arbitration.

If Assn. agrees to submit to arbitration...7 days to agree on an arbitrator...then use AAA

Final Step. Arbitration binding on Association and Board.

GRIEVANCE FORM

Grievance No. \_\_\_\_\_

Date Filed \_\_\_\_\_

PICKERINGTON ASSOCIATION of TEACHERS

Grievant's Name \_\_\_\_\_ Position \_\_\_\_\_ Building \_\_\_\_\_

Grievance Defined \_\_\_\_\_

Date Grievance Occurred \_\_\_\_\_

Relief Sought \_\_\_\_\_

NOTE: Attach additional relevant documents or additional statements.

Signature of grievant \_\_\_\_\_

Principal Level \_\_\_\_\_ Date Filed \_\_\_\_\_

Administrative Response \_\_\_\_\_  
(Add attachment if additional Space is needed)

Administrator's Signature \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_  
(cc: to Supt., PAT, Grievant)

Grievant's Response to Step 1 Administrative Response:

\_\_\_\_\_ The above response resolves this grievance and the matter is hereby resolved.  
\_\_\_\_\_ The above response does not resolve this grievance and it is hereby requested the matter be carried to Step 2 of the Grievance Procedure.

Grievant's Signature \_\_\_\_\_  
cc: Supt., PAT, Grievant

Date \_\_\_\_\_

Superintendent Level

Date of filing \_\_\_\_\_

Date of Hearing \_\_\_\_\_

Superintendent's Response \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

cc: Grievant, PAT

Grievant's Response Superintendent's Response \_\_\_\_\_

\_\_\_\_\_  
The above response resolves this grievance.  
\_\_\_\_\_  
The above response does not resolve this grievance and it is  
hereby requested it be submitted to the Board of Education.

\_\_\_\_\_  
Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Board of Education Level \_\_\_\_\_ Date Filed \_\_\_\_\_

Date of Hearing \_\_\_\_\_

Board Response \_\_\_\_\_

\_\_\_\_\_  
Signatory for the Board, Position \_\_\_\_\_ Date \_\_\_\_\_

Grievant's Response to Board Response

\_\_\_\_\_  
The above response resolves this grievance.  
\_\_\_\_\_  
The above response does not resolve this grievance and it  
is hereby requested the matter be submitted to arbitration.

\_\_\_\_\_  
Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_

cc: PAT; Supt.

PAT Grievance Committee Arbitration Request Determination

\_\_\_\_\_ It is hereby recommended that this grievance not be submitted to arbitration in keeping with provisions of the Grievance Procedure.

\_\_\_\_\_ It is hereby recommended that this grievance be submitted to arbitration in keeping with provisions of the Grievance Procedure.

\_\_\_\_\_ Signatory for PAT, Position

\_\_\_\_\_ Date

Date Filed with Superintendent \_\_\_\_\_  
cc: PAT, Grievant