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ARTICLE 1

RECOGNITION AGREEMENT

1.01 Parties to the Agreement

This agreement is entered into between the Washington County Joint Vocational School District Board of Education, hereinafter referred to as the “Board” and the Washington County Career Center Teachers Association, OEA/NEA hereinafter referred to as the “Association.”

1.02 Recognition of Bargaining Unit

The Board recognizes the Association and its representatives as the sole and exclusive representative of all certified/licensed teachers, employed under regular contracts and full-time licensed adult technical personnel. Excluded: Superintendent, Directors, Assistant Directors, all teachers employed under hourly contracts, all noncertificated employees, and any other confidential, supervisor, or management-level employees defined in Section 4117.01 of the Ohio Revised Code (ORC).

1.03 Creation of New Positions

Should the Board create a new position or allocate duties within a position(s) which the Board excludes from the bargaining unit, the following process will be used to resolve the issue. The Board and the Association shall meet to attempt to determine the position(s) that are excluded and included in the bargaining unit, within fifteen (15) days following either party’s request to do so. If the parties are unable to reach an agreement within fifteen (15) calendar days following their first meeting, the Association and the Board hereby mutually agree to submit the disputed classification(s) to the State Employment Relations Board for unit determination.

1.04 Non-Discrimination in Employment

There shall be no employment discrimination of any kind against any person because of membership or lack of membership in the bargaining unit or support or lack of support of the bargaining unit; because of such person's activities on behalf of the bargaining unit or inactivity; or because of such person's race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, “Protected Classes”), or any other legally protected category, in its programs and activities, including employment opportunities, as prohibited by law.

ARTICLE 2 NEGOTIATIONS PROCEDURE

2.01 Request for Negotiations

- A. Negotiations shall be initiated by either party at least 60 days, but no sooner than 90 days, prior to the expiration of this agreement.
- B. A request from the Association should be sent to the President of the Board. A request from the Board should be sent to the President of the Association.
- C. Within one (1) week of the request, a mutually convenient meeting date shall be arranged. At the initial session, the parties shall exchange their detailed written proposals. No new items shall be submitted thereafter except upon mutual agreement of the parties.

2.02 Negotiation Meetings

Negotiations shall be completed on or before forty-five (45) days following the initial negotiations session unless an extension of time is mutually agreed to by the parties. The parties shall meet at reasonable times within the negotiations period to effect an exchange of facts, opinions, proposals, and counterproposals in a sincere effort to reach mutual understanding and agreement on all appropriate matters submitted for negotiations. All parties are obligated to deal openly and fairly with each other on all matters and to conduct such negotiations in good faith, but such obligation does not compel either party to agree to a proposal. Such meetings as may be called during the regular school day will have the staff participants excused from regular duties without loss of pay to attend such meetings.

2.03 Negotiating Teams

Negotiations shall be conducted in closed-door sessions by teams representing the respective parties, each team to consist of no more than five (5) persons, inclusive of lay or professional consultants. The selection of the team shall be at the sole discretion of each party.

2.04 Scope of Bargaining

The scope of bargaining shall include all matters pertaining to wages, hours, or terms and other conditions of employment, and the continuation, modification, or deletion of an existing provision of this agreement.

2.05 Exchange of Information

Upon reasonable advance request, the Board will provide the Association, at no cost, with all available public information in such form as it exists pertaining to subjects of negotiation. Such request shall be in writing to the Treasurer and signed by the President of the Association.

2.06 Caucus

Upon request of either party, a negotiation meeting shall be recessed to permit the requesting party a period of time, not to exceed thirty (30) minutes, to caucus, unless extended time is mutually agreed upon.

2.07 Agreement

When a tentative agreement is reached on all items subject to negotiations, the proposed agreement shall be first submitted to the Association for ratification. Upon delivery to the President of the Board of written verification by the President of the Association that the Association has properly ratified the agreement, it shall be submitted to the Board for its approval. The Board will conduct a ratification vote on the agreement no later than the next regular Board meeting following the Association ratification.

2.08 Dispute Resolution Procedure

Thirty (30) days prior to the expiration date of this agreement the parties will notify the Federal Mediation and Conciliation Service (FMCS) of such negotiations. From that point (30 days prior), should an impasse occur, either party shall have the right to request the assistance of FMCS. In the event an agreement is not reached by the expiration date of this agreement, then the Association shall have the right to proceed in accordance with Section 4117.14 D (2) and Section 4117.18 (c) of the Ohio Revised Code.

2.09 Right of Individuals

All members of the Association negotiating committee shall have the right to express their views during negotiations and shall be free from reprisal or intimidation during and after the completion of negotiations.

ARTICLE 3 GRIEVANCE PROCEDURE

3.01 Purpose

A grievance procedure is a method by which an individual, group of employees, or the Association can express a complaint, problem, or dispute without the fear of reprisal and obtain a fair hearing at progressively higher levels.

3.02 Definitions

- A. A "grievance" is a claim by a bargaining unit member of the Association of an alleged violation, misinterpretation, or misapplication of any of the provisions of this agreement.
- B. A grievant is a bargaining unit member(s), or the Association having a grievance. The Association shall designate one or more representatives for grievance procedures. Any grievant may consult his/her representative(s) for assistance.
- C. For grievance procedure only "days" shall mean scheduled workdays exclusive of Saturdays, Sundays, vacation periods, and holidays during the regular school year.
- D. The term "bargaining unit member" when used in this document shall refer to an individual or group of individuals who are members of the bargaining unit.

3.03 Time Limits

- A. The grievant shall initiate action within thirty (30) days of the event or condition upon which the grievance is based. If the initiation of such action is longer than thirty (30) days, the right to use the procedure described can be considered waived. The grievant shall be given forty-eight (48) hours advance notice prior to the actual hearing being conducted.
- B. Time limits stipulated should be adhered to strictly as maximums to ensure rapid resolution to problems and issues concerned. If the grievant misses a deadline, it is deemed to have been resolved at the last level, and, if the administration misses a deadline, it is deemed that the grievance procedure progress to the next level. Time limits may be extended only by mutual written agreement of all parties of interest.

3.04 Procedures

A. Level I - Informal

Within thirty (30) days of an event or condition that an individual considers a grievance, he/she shall discuss the problem with his/her Director. He/she may do this alone or with an Association representative.

B. Level I – Formal

In the event, the grievant is not satisfied with the disposition at the informal step or if no decision has been rendered within five (5) days of the Informal Meeting, the grievant may initiate the following proceedings.

In all levels of the formal proceedings, Grievance Report Forms (Appendix B) shall be made: one for the grievant, one for the administration, and one for the Association.

Within five (5) working days of the written and dated filing, a hearing shall be arranged between the grievant, the Director, and the Association representative, and other parties who may be needed to give information relative to the claim. Five (5) working days following the hearing a written disposition shall be provided to the grievant(s).

C. Level II

If the grievant is not satisfied by the written disposition of the Director or his/her designated representative, he/she may seek a hearing with the Superintendent, or his/her designated representative, within five (5) working days after receiving the written disposition from the hearing in Level I - Formal. The written disposition will be initialed and dated by both parties. Within the next five (5) working days, a hearing shall be arranged and held between the grievant, the Superintendent or his/her designated representative and a representative of the Association, and other parties that may need to give information relative to the claim. Five (5) working days following the hearing a written disposition shall be provided to the grievant(s).

D. Level III

If the grievant is not satisfied by the written disposition in Level II, he/she may request that the Association submit the issue to Arbitration within five (5) working days after the Level II written disposition. The Association may or may not agree to such request. The Association shall notify the superintendent in writing within ten (10) working days after the Level II written disposition.

The arbitrator shall be appointed by the American Arbitration Association according to its voluntary rules and regulations.

The arbitrator shall render his/her decision to the Grievant, the Superintendent, the Board, and the President of the Association and the decision will be final and binding. The cost of the arbitrator's services shall be shared equally by the Board and the grievant or Association.

3.05 Miscellaneous

- A. Both parties agree that grievance proceedings should be handled confidentially.
- B. Nothing contained herein shall be construed as limiting the individual right(s) of a bargaining unit member having a complaint or problem to discuss the matter informally with members of the administration through normal channels of communications, without intervention and/or consultation of the Association, provided the adjustment is not inconsistent with terms of existing personnel policies in effect or this contract.
- C. Nothing in this procedure shall be construed so as to deny the Association or its representatives or the Board the right to redress before an appropriate administrative agency or through the courts, if such a course seems to them at their sole discretion, more appropriate. Nothing in this procedure shall be construed to deny the individual, the Association, or its representatives, the right to seek redress by law.
- D. No bargaining unit member may be represented by an organization other than the Association or representative(s) in any grievance procedure initiated pursuant to this agreement.
- E. No bargaining unit member shall be denied the right to legal advice or representation and/or counsel in any of the levels listed above. A grievant may elect to represent himself/herself without Association representation. The grievant bears no responsibility to notify any member of the Association if they elect this course of action. However, a copy of any settlement shall be sent by the Administrator involved to the Association President at the same time it is sent to the grievant. No settlement shall be in conflict with the agreement.
- F. A grievance may be withdrawn at any level without prejudice or record.
- G. Copies of all written decisions of grievances shall be sent to all parties involved, the Association President, the aggrieved, and the appropriate administrator.
- H. No records, documents, or communications concerning a grievance shall be placed in the personnel file of any of the participants in procedures described in this agreement.
- I. No administrative representative may conduct more than one level of this grievance procedure.
- J. Employees required to appear at an arbitration hearing occurring during the regular workday will be given release time without loss of pay.

ARTICLE 4 EMPLOYMENT STATUS

4.01 Notice of Non-Renewal

The Board shall provide written notice of non-renewal by June 1 to bargaining unit members whose contracts will not be renewed for the following year. Notwithstanding Section 3319.11 of the Ohio Revised Code, such notice shall not be required for supplemental and extended service contracts and the terms of this Article shall not apply to such contracts.

4.02 Non-Renewal of Limited Contracts

After an initial three (3)-year probationary period, no bargaining unit member shall be non-renewed except for just cause defined to be evaluated as a poorly performing teacher, clearly demonstrated inefficiency, or extreme immorality, willful and persistent violations of reasonable regulations of the Board, or for other good and just cause and reason for which shall be stated in writing. A bargaining unit member who has received notice of non-renewal may obtain a review of the decision by filing a written request for review within three (3) days of receiving the notice. Such review shall include the following procedure:

- A. Within three (3) working days of the bargaining unit member's written request a hearing will be held with the Director.
- B. Within three (3) working days of the hearing with the Director, the employee may request a hearing with the Superintendent.
- C. Within five (5) working days of the hearing with the Superintendent, the employee may request a hearing with the Board of Education.
- D. Within ten (10) working days of the hearing with the Board of Education, a decision in writing shall be rendered. A copy of the decision shall be sent to the bargaining unit member and the Superintendent.
- E. Grievances concerning the non-renewal will be submitted at Level III of the grievance procedure within ten (10) working days after receipt of the Board's written decision to non-renew.
- F. The bargaining unit member has the right to be represented by counsel of his/her choosing. Each party shall inform the other twenty-four (24) hours in advance of the hearing if persons in addition to themselves shall be present for the hearing.

4.03 Initial Employment

Bargaining unit members to be employed by the Board shall be recommended by the Superintendent and assigned to a teaching position by the Superintendent, unless another procedure is prescribed by statute (ORC 3319.07).

4.04 Contract Status

- A. A bargaining unit member will be granted a limited contract or a continuing contract. To be eligible for a continuing contract, a bargaining unit member must have held an Ohio educator's license for at least seven (7) years, have taught in the District for at least three (3) of the last five (5) years, and have either a professional, permanent, or life certificate or a Professional License with the required hours. Notwithstanding Section 3319.11(B) of the Ohio Revised Code, a new bargaining unit member who has previously been issued a continuing contract by another district may, at the discretion of the Board, be deemed eligible for a continuing contract after two years, but shall otherwise be ineligible for continuing contract status until such time as his or her three (3)-year probationary period is fully completed (that is, the fourth year of employment).
- B. All members of the bargaining unit who do not qualify for a continuing contract shall receive limited contracts as follows:
a one (1) year contract, for up to three years, then
up to two (2), two (2) year contracts, and then
a five (5) year contract.
- The Superintendent may, however, on a one-time basis, recommend to the Board a one-year contract in lieu of a multi-year contract.

4.05 Continuing Contract

A bargaining unit member who satisfies the requirements for continuing contract eligibility during the term of a multi-year contract may, upon the recommendation of the Superintendent, be considered eligible at such time according to the requirements of Ohio Revised Code 3319.11.

4.06 Individual Contracts

- A. Each bargaining unit member employed shall be given a written contract specifying the salary for regular duties. If bargaining unit members are assigned supplementary duties beyond and in addition to regular duties, they will be granted a supplemental contract which shall be a limited contract. (ORC 3319.08)
- B. The initial written contract shall contain provisions for the following:
1. Name of the teacher.
 2. Name of the school district.
 3. Academic department or technical program.
 4. Type of contract (limited or continuing); if limited, the number of years in the contract.
 5. Annual compensation to be paid during the year of issuance of the contract.
 6. Basis of determining the compensation.
 7. Frequency of salary payments.
 8. Statement that teachers agree to abide by adopted Board policies.
 9. The Said contract shall contain signatures of the Board President, the Board Treasurer, and the Teacher along with the date of issuance.

- C. Should a re-assignment or transfer be made, an addendum shall be added to the contract at least ten (10) days in advance of the re-assignment or transfer containing the: Academic department or technical program.

4.07 Reduction In Force

- A. The employment contracts of teachers shall be suspended pursuant to Ohio Revised Code 3319.17 when the Board determines that a reduction in instructional staff is needed due to financial reasons, declining enrollment, or other reasons set forth in such statute. No reduction shall occur after July 1 for the ensuing school year for whom no reduction shall occur within the last 14 calendar days of a quarter for the succeeding quarter or declining enrollment.
1. The Superintendent will provide written notice of intention to RIF by April 30 to any bargaining unit member known at that time to be affected. Copy of said written notice shall also be provided to the Association President. Board action will occur at the June Board meeting for a RIF to take effect the following school year.
 2. Each teacher's name shall appear in order of seniority on a list for his/her area (s) of licensure/certification. Within the teaching field (area of licensure/certification) affected. Teachers with continuing contracts shall receive a preference over teachers on limited contracts. As required by Ohio Revised Code 3319.17, the Board will not give preference to any teacher based on seniority except when deciding between teachers who have comparable evaluations. "Comparable" for purposes of this Article shall mean teachers/school counselors assigned the same ranking from among the four ranking categories under law averaged over the most recent three (3) year period.
 3. When bargaining unit vacancies occur, teachers on the recall list who are licensed/certificated for such vacancies will be recalled to service in inverse order of their layoffs, subject to the requirement in Ohio Revised Code 3319.17 that seniority cannot be the basis for recall except when deciding between teachers who have comparable evaluations. A recalled teacher shall be restored to the same seniority, salary, and fringe benefits as he/she would have received if the layoff had not taken place, provided, however, that such teacher shall not be granted service credit for salary purposes, for the time such teacher's contract was suspended. No new teachers may be hired by the Board for any position as long as there is an eligible teacher licensed/certificated for the position on the recall list, as provided in number 7 of this Article.
 4. A bargaining unit member on the Reduction in Force list will be responsible for notifying the Superintendent and Treasurer of a change in address; and additions, deletions, and/or changes in areas of certification/licensure; and any desire to have their names removed from the recall list.

5. A bargaining unit member on the Reduction in Force list shall be notified of the Board's intention to re-employ. The notice shall be sent by certified mail to the bargaining unit member's last known address. A copy of the letter of recall shall be sent to the Association President.
 6. A bargaining unit member on the Reduction in Force list shall notify the Superintendent and Treasurer within ten (10) days of the receipt date of the certified mail of his/her acceptance of the position for which the bargaining unit member was recalled. Failure to accept recall or to report to work after recall eliminates all recall rights.
 7. Bargaining unit members shall remain on the Reduction in Force list for a three (3) year period from the date of layoff or reduction in staff. Bargaining unit members who accept an offer of employment which is less than the position from which they were laid off shall maintain their recall rights as provided for in this article.
 8. Bargaining unit members employed in career-technical programs who have been reduced in force may elect to waive their recall rights, no later than one year after the agreed-upon separation date and apply for a one-time payment in their final paycheck as follows: 5 years WCCC service = \$10,000, 10 years of WCCC service = \$15,000, and 15 years of WCCC service = \$20,000.
- B. The Association and the administration will cooperate in developing guidelines for program evaluation, elimination/expansion and/or adding.

4.08 Employment of Retired Teachers

This provision sets forth the terms and conditions of employment as applied to rehired retired teachers in the district. (Note: the words “rehired” or “reemployed” as used in this section shall refer to any retired teacher under a state teacher retirement system who is hired into this district, whether previously an employee of the Washington County Career Center or any other school district.)

- A. This provision applies to the hiring of any previously retired teacher following any waiting period required by his/her retirement system.
- B. Previously retired teachers shall initially be placed at experience Step 0 and the appropriate training column of the negotiated salary schedule.
- C. There shall be no guarantee of re-employment of any teacher in the district if the teacher retires or is already retired.
- D. To be eligible for reemployment, a retired teacher must have accepted severance pay and must have eliminated his/her sick leave upon retirement from his/her prior employment.
- E. A retired teacher who is reemployed will not be entitled to any severance pay as defined in Section 11.10 Severance Pay of the negotiated contract.

- F. Retirement is a break in service and all seniority attained by a retired teacher prior to his/her retirement reverts to zero. Retired teachers shall not accumulate bargaining unit seniority under re-employment and shall be considered the least senior teacher during any period of RIF and shall not be entitled to Section 4.08(A)(8).
- G. Retired teachers shall be employed under the sequence of contracts specified in Section 4.04 (B) but shall waive their right to a Continuing Contract with the Board.
- H. Retired teachers who are employed shall not be eligible for benefits specified in Section 11.08 – Tuition Reimbursement but will be eligible for professional leave and reimbursement of professional expenses as defined in the negotiated contract and Board Policy.
- I. Retired teachers who are employed shall not be eligible for Section 10.03 Sabbatical Leave.
- J. Any bargaining unit member contemplating retirement from Washington County Career Center shall have the opportunity to discuss his/her rehiring with an administrative representative of the Board prior to making a retirement decision if the bargaining unit member so requests. If the bargaining unit member desires, he or she may invite an Association representative to attend this meeting. At that meeting, the Administrator shall inform the bargaining unit member of his/her intended recommendation to the superintendent regarding reemployment.
- K. Retired teachers who are employed shall not be eligible for the medical benefits in Section 12.02 unless they are not able to receive or are not entitled to insurance benefits from STRS or other retirement programs.

ARTICLE 5
VACANCIES, TRANSFERS, AND PROMOTIONS

5.01 Vacancy Notification

As vacancies or new positions occur in the bargaining unit or administration, the vacancy notice will be emailed to staff.

5.02 Adult Program Openings

Any bargaining unit member interested in teaching an adult class may file a written statement of such desire with the Adult Technical Director. Bargaining unit members who have filed a written statement indicating a desire to teach in the adult technical program will be contacted as all openings occur during the upcoming school year.

5.03 Vacancy Application

Bargaining unit members who desire a change in the subject assignment and hold certification/licensure for said change may file a written statement of such desire with the Superintendent no later than 14 calendar days after posting said vacancy, except in those cases where the Superintendent declares that an emergency exists, and the position must be filled at the earliest possible date. In such emergency cases, bargaining unit members will be contacted by email. After emailing, bargaining unit members must respond within three (3) working days after the date the notice was placed in the bargaining unit members' email.

5.04 Voluntary Transfer and/or Assignment

In acting on a request for voluntary assignment and/or transfer, the following criteria apply:

- A. Individual certification/licensure
- B. Effectiveness Rating
- C. Related work experience
- D. Seniority, if the comparable evaluation

The final determination shall rest with the Superintendent or his/her designee, applying these criteria in good faith.

5.05 Involuntary Transfer and/or Re-assignment

- A. An involuntary transfer or re-assignment after August 1, to be effective during the current school year, will be made only after a meeting between the bargaining unit member involved and the Superintendent, at which time the bargaining unit member shall be notified in writing of the reasons. A reassignment made pursuant to this provision shall be in the best interest of the school district.
- B. A bargaining unit member being involuntarily transferred or reassigned will be placed only in a position for which such bargaining unit member is certified/licensed. Reassignment shall mean a change in the department or program taught. Involuntary transfer shall be defined as an unrequested change in building assignments. The campus of the Washington County Joint Vocational School District referred to as Washington County Career Center shall be considered as one building.
- C. A bargaining unit member transferred after August 1 shall be granted a supplemental contract of five (5) days at his/her per diem rate to prepare for the upcoming school year.
 - 1. Per-diem rate shall mean the employee's daily rate of pay determined by the following formula:

Total salary, inclusive of extended service, divided by a number of contract days, inclusive of extended service, equals per diem rate.

5.06 Promotions

The Board declares its general support of a policy of filling vacancies, including vacancies in supervisory positions, from within its bargaining unit members staff. However, nothing herein shall preclude the Board of Education from determining that the interests of the school system can best be served by seeking candidates from outside the district.

5.07 Filling Vacancies

- A. The Superintendent determines who shall fill the vacancies. No transfers will be made until all staff candidates have been screened and, in the Superintendent's judgment, the best person has been selected for the position.
- B. Whenever a vacancy arises, the Superintendent shall promptly cause to be posted a notice of same on a bulletin board in each school building for no less than five (5) workdays before the position is filled. Any new position, including supervisory positions, shall be posted with an accompanying job description.
- C. Vacant non-bargaining unit and bargaining unit positions may be filled from outside the unit only after any qualified bargaining or non-bargaining unit member, who has applied, has been interviewed for the vacant position or withdrawn himself/herself from consideration.

5.08 Adult Technical Manager Positions

- A. Any new Adult Technical Training Manager positions will be outside of this agreement.
- B. Any future full-time (be issued a Limited Contract and/or a minimum 1560 hours annually) non-supervisory Adult Technical positions that require an educator's license will be classified as bargaining unit positions and be subject to the negotiated agreement with exceptions to the length of the workday, length of work (school) year, salary, and evaluation instrument, which will be mutually agreed upon by MOU between WCCC bargaining unit president and WCCC administration.

ARTICLE 6 SENIORITY

6.01 Seniority Defined

Seniority, wherever used in this agreement, shall mean length of continuous employment in a bargaining unit position as follows:

- A. Seniority shall begin to accrue from the first day working in a bargaining unit position.
- B. Seniority shall accrue for the total period of time a bargaining unit member is on active pay status or is receiving Workers' Compensation benefits.
- C. Time spent on approved unpaid leave (i.e., unpaid leave, R.I.F., military leave, etc.) shall not contribute to the accrual of seniority but shall not constitute a break in seniority.
- D. Bargaining unit members shall accrue one (1) year of seniority for each year worked as determined by the minimal full-time standard as defined by STRS.
- E. No bargaining unit member shall accrue more than one (1) year of seniority in any work year.

6.02 Equal Seniority

A tie in seniority shall occur when two (2) or more bargaining unit members have the same amount of seniority credit as determined by the seniority list (length of service, certification, contract status). Ties in seniority shall be broken by the following method to determine the most senior bargaining unit member.

- A. The bargaining unit member with the first day worked in a bargaining unit position, excluding extended service days; then
- B. The bargaining unit member with the earliest date of employment (date of Board meeting hire); then
- C. By lottery, with the most senior bargaining unit member being the one whose name is drawn first, etc. This procedure shall be implemented in the presence of a designated Association representative.

6.03 Loss of Seniority

Seniority shall be lost when a bargaining unit member retires or resigns; is employed in a full-time non-bargaining unit position; is non-renewed or terminated.

6.04 Posting of Seniority List

The seniority list shall be posted annually by September 30th of each work year. The Board shall prepare and post on the designated bulletin board in each building a seniority list indicating, by area of certification, license, the first day worked, the date of Board resolution to hire, and the contract status (limited or continuing) of each bargaining unit member. Said list shall be provided to the Association President on or before the date of posting.

- A. The names of bargaining unit members on the seniority list shall appear in seniority rank order within areas of certification, license, contract status, with the name of the most senior bargaining unit member appearing at the top of the listing and name of the least senior bargaining unit member appearing at the bottom of the listing.
- B. The names of bargaining unit members who are certified, licensed in more than one (1) area shall be included on the listing for all areas of certification, and/or license.

6.05 Correction of Inaccuracies

Each bargaining unit member shall have a period of thirty (30) calendar days after posting the seniority list in which to advise the Board or its agents in writing of any inaccuracies which affect his/her seniority. The Board or its agents shall investigate all reported inaccuracies and make such adjustments as may be in order and post the updated list immediately.

ARTICLE 7
WORK YEAR / WORKDAY

7.01 Length of School Year

The length of each secondary school year will be 184 days, which includes at least two in-service and/or preparation days prior to the first day of classes, and at least two other days for in-service and/or preparation with one of those days occurring at the end of the school year. Staff input shall be sought concerning the dates of in-service days and the make-up of calamity days. All in-service days will be normal working days.

A. Calamity days will be made-up in the following manner:

1. The first five (5) calamity days will be forgiven in accordance with ORC 3319.08.
2. Beginning calamity day six (6) teachers will report to school on a two-hour delay schedule unless a level three (3) snow emergency has been declared. When forty (40) or more hours of calamity time has been utilized, teachers will not be required to report.

B. Time missed in excess of minimum required student hours will need to be made up. The make-up days will be the agreed-upon school calendar make-up days and all other times will be added to the end of the school calendar.

7.02 Bargaining Unit Member Workday

A. The length of the bargaining unit member's workday shall be seven (7) hours. Each bargaining unit member shall have a consecutive thirty (30) minute duty-free lunch period.

1. Secondary bargaining unit members may be required to attend up to five (5) faculty meetings per school year which could extend the school day not more than one (1) hour.
2. Up to ten (10) faculty meetings may be held during the teacher's planning time. Such meetings shall not extend beyond the regular day and shall be announced at least (1) one working day in advance. In return for meeting during planning time, teachers shall be granted early release on the last working day of each week, after students are off-campus and all classrooms/labs are in order and properly secured.

B. Secondary bargaining unit members may leave school grounds during their planning period and lunch period with prior approval of their immediate supervisor.

7.03 Planning Time

Each secondary bargaining unit member shall have one (1) consecutive forty (40) minute planning period daily which shall occur during the regular teacher workday. The planning period shall be used to perform responsibilities other than classroom instruction. During such time bargaining unit members shall not be required to supervise or instruct students.

7.04 Waiving Planning Time

As of July 1, 2022, all bargaining unit member planning time is scheduled after the instructional day. However, if during the term of this agreement, WCCC administration schedules any bargaining unit member planning time within the instructional day, WCCC administration will acknowledge the need to compensate any bargaining unit member who is asked to voluntarily waive planning time to assume responsibilities of teaching a class in lieu of a substitute teacher. The bargaining unit member will be responsible for submitting a timesheet as prescribed by the Board of Education at the end of each school day to the Director noting periods taught. Bargaining unit members will be paid pro rata at the hourly rate established for that individual teacher for that particular year.

7.05 Extended Service Schedule

Secondary bargaining unit members in their first two years of teaching a program/academic course may be granted up to five (5) days of extended service in order to prepare for the new program/academic course.

- A. A written request for extended service days will be made in writing to the Superintendent within two (2) weeks prior to the last student school day.
- B. Secondary bargaining unit members who are approved for extended service days shall document their time on an “hourly” electronic time entry system for reimbursement.
- C. Personal leave and sick leave days shall not be approved for extended service.

ARTICLE 8 WORKING CONDITIONS

8.01 Substitute Teachers

The Board, through its administration, will make every effort to secure qualified substitute teachers when a regular bargaining unit member is not able to cover his/her class or classes.

8.02 Restructuring of Programs

The Association shall be notified at least ten (10) days in advance and provided the opportunity for input prior to the restructuring of full-day programs.

8.03 Student Selection

A committee will be established to develop guidelines for student selection in oversubscribed programs. The committee will consist of the program instructor, the Association President or designated officer, and two (2) members appointed by the Superintendent to meet annually, or as needed, to establish guidelines.

8.04 Academic Freedom

Bargaining unit members shall be guaranteed academic freedom. Such freedom shall be exercised within the bounds of the courses of study and/or State Standards as adopted by the Board. Bargaining unit members shall have the right to create a classroom environment which shall be conducive to investigation, interpretation, analysis, and evaluation of data on all sides of a critical issue under study but shall be responsible for exercising reasonable and sound judgment in accordance with generally accepted professional standards in selecting for discussion those issues which he/she deems relevant to the maturity and understanding of the students involved.

8.05 Lesson Plans

Weekly lesson plans will be in a format designed by the bargaining unit member and Director. Final approval is at the discretion of the Director.

8.06 Student Discipline

The Board recognizes its responsibility to give all responsible support and assistance to bargaining unit members with respect to the maintenance of control and discipline in the classroom. It is the responsibility of the bargaining unit members and administration to provide an atmosphere within the classroom and within the school building that is conducive to learning.

- A. It shall be the responsibility of the bargaining unit member, with the assistance of his/her respective supervisor, to create a set of classroom/laboratory rules consistent with the school discipline policy (Section 15.03). These rules shall reflect a progressive discipline procedure with specific outcomes and actions for compliance and/or noncompliance.

- B. When, according to the respective bargaining unit member's classroom/lab rules/policy, a student has exhausted the alternatives of the teacher's policy, the student shall be referred to the Director/Assistant Director by completing the Discipline Report form.
- C. The Director/Assistant Director, using his/her best judgment of the facts, shall determine the action to be taken.
- D. If, in the Director's/Assistant Director's best judgment, the infraction can be handled without a due process hearing for suspension, appropriate action shall be taken, and the bargaining unit member informed in writing of the action taken. No action by any party shall be in conflict with the discipline policy adopted by the Board.
- E. Should the bargaining unit member involved be dissatisfied with the dispatch with which a problem is handled or with the outcomes of such actions, he/she shall have the right to address concerns directly to the Administrator involved and progressively to the Director and Superintendent. The bargaining unit member may, if dissatisfied with the decisions of the Assistant Director, Director, and Superintendent, receive a hearing in executive session with the Board, to address the problem for final settlement. The decision of the Board shall be the final authority in these matters where not specifically addressed in policy.
- F. As provided in Section 3319.41 of the Ohio Revised Code, a person employed or engaged as a bargaining unit member may, within the scope of his/her employment, use and apply such amount of force as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil for the purpose of self-defense, or for the protection of persons or property.
- G. The Board will establish procedures for the administration of all forms of discipline within the school.
- H. When a pupil is initially assigned/reassigned to a class as a result of disciplinary action, the bargaining unit member(s) shall be so advised prior to assignment.
- I. Bargaining unit members shall be given release time as required for appearances at administrative hearings and court proceedings arising out of their professional activities.

8.07 Bargaining Unit Member Protection

- A. The subject of communication between parents and the school is paramount to maintaining a good school-community relationship. It is most beneficial to all parties that school complaints be resolved through face-to-face conferences. Conventional contacts between a bargaining unit member, pupils' parents, supervisors, director, and other persons involved will be utilized in resolving complaints.

- B. Any formal written complaint about a bargaining unit member by any person shall be reported as soon as possible to the bargaining unit member in writing by the person receiving the complaint.
- C. Disciplinary action will not be taken based on complaints from individuals unless the Board has independently determined that sufficient evidence exists to support such action.
- D. If the issue is not resolved to the satisfaction of the parties involved, the alleged problem will be referred to the Superintendent for further investigation and a conference with said parties. In like manner, the issue, if not resolved, will be referred to the Board.
- E. Any criticism of a bargaining unit member by an administrator, or another agent of the employer shall be made in a discreet manner and never in the presence of students, relatives of students, other bargaining unit members (other than Association representatives), or at public gatherings. Any criticism of an administrator or support staff by a bargaining unit member shall be made in a discreet manner and never in the presence of students, relatives of students, other bargaining unit members, or at public gatherings. All critiques made shall be confidential to the extent reasonably possible and subject to the public records laws.

8.08 Personnel Records

- A. All documents in the file shall be dated, signed, and identified as to source with a copy to the bargaining unit member. The member will also sign and date any addition to his/her file. The refusal of a member to sign and date any addition to his/her file shall not preclude the placement of said material in the member's file. There will be only one official file in the Superintendent's office for each employee.
- B. Each bargaining unit member has the right to examine his/her file during regular office hours. The bargaining unit member may be accompanied by a representative. When a bargaining unit member examines his/her file, an administrative staff person may be present.
- C. The bargaining unit member has the right to attach written comments to any item in the file. Any written comments must be dated and signed by the Superintendent or his/her designee prior to being entered into the file.
- D. The file shall not be removed from the Superintendent's office by the bargaining unit member.
- E. A copy of each item in the file may be made by the bargaining unit member at no cost.
- F. Written reprimands will be removed at the bargaining unit member's request from the personnel file twenty-four (24) months following the date of issuance unless there is a subsequent offense of the same nature occurring within the twenty-four-month period.

- G. No anonymous complaint critical of any bargaining unit member shall be included in the file.
- H. A bargaining unit member will be notified promptly after his/her file is examined by anyone other than the Board, Administration, or State Auditor's Office or designee.

8.09 Individual Rights of Bargaining Unit Members

- A. All bargaining unit members are entitled to full rights of citizenship without discrimination on account of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category.
- B. Bargaining unit members have the right to participate in professional and civic organizations for their personal benefit and interest, so long as those activities do not interfere with the bargaining unit member's performance of his/her duties.
- C. Each bargaining unit member shall abide by this agreement, Board-adopted policies, and the provisions of his/her individual contract, to the extent that it does not endanger his/her personal safety or well-being or that of students in his/her charge.
- D. Discipline and Reprimand
 - 1. A reprimand shall be defined as a disciplinary communication imposed in response to an employee's violation of contract, established policies, or professional standards, neglect of duty, insubordination, or other failure of good conduct (per Ohio State Board of Education), which may be written or verbal with written confirmation.
 - 2. Reprimands shall be conducted confidentially.
 - 3. All teachers shall be given the right to have an Association representative present at the meeting in which a reprimand or suspension is to be issued.
 - 4. No teacher shall be reprimanded or suspended disciplined, reduced in rank or compensation, demoted, or otherwise deprived of any professional advantage without just cause and compliance with applicable provisions of this Contract. This section shall not supersede or apply to section 4.02 (probationary unit members).

8.10 Providing for Special Needs Students

- A. Bargaining unit members involved with the educational instruction of a special needs student (student requiring an IEP/504 Plan) will have the opportunity to participate in the writing of the plan for that student. Bargaining unit members will be informed of the student's IEP/504 Plan conference and may participate in the conference or submit written suggestions for goals. The written suggestions for goals will be presented for consideration at the IEP/504 Plan conference. All educationally involved bargaining unit members will have access to a copy of each student's IEP/504 Plan and revisions.

- B. Bargaining unit members will have the opportunity to attend in-service instruction dealing with handicapped students (including but not limited to IEP/504 Plan writing, instructional or legal requirements, etc.) at district in-service meetings.
- C. The administration will continue to work with partner school districts to facilitate support services for special education students. When related services are requested, the requesting parties will meet with the superintendent, director, assistant director, intervention specialist, home school representative, bargaining unit member, parent(s), and student.
- D. Except in emergency situations, no bargaining unit member will be required to administer any medication to or perform any medical procedure on a student. If the bargaining unit member voluntarily agrees to administer any medication, he/she shall be considered to be acting in accordance with board policy.
- E. Any bargaining unit member who has a student assigned to him/her who cannot take care of personal bodily needs or must be physically lifted for any reason will not be required to assist that student except in an emergency situation. If a bargaining unit member voluntarily agrees to perform any such assistance, then he/she will be considered to be acting in accordance with board policy.
- F. Bargaining unit members will only be required to attend intervention/IEP/504 Plan meetings during the contract day.

8.11 Class Size Reassignment

During any semester when a non-career tech teacher is initially assigned a class in excess of 30 students, and some or all of those students do not need the course to satisfy graduation requirements, and said student(s) do not have transportation to leave campus, those students (above 35) will be reassigned to Career Tech program areas that have less than the established capacity or those students will be assigned to a non-credit bearing course supervised by a non-bargaining unit member.

ARTICLE 9 EVALUATION PROCEDURE

9.01 Overview and Purpose

The Board is responsible for a standards-based teacher/school counselor evaluation policy which conforms to the framework for evaluation of teachers/school counselor(s) as approved by the State Board of Education and aligns with the “Standards for the Teaching Profession and the Ohio Standards for School Counselors” as set forth in State law.

The evaluation policy is intended to provide an evaluation model that is research-based, transparent, fair, and adaptable to the needs of the District, students, and teachers/school counselor(s). The Board believes in the importance of ongoing assessment and meaningful feedback as a powerful vehicle to support improved teaching performance and student growth and to foster professional growth of school counselor(s), as well as promotion and retention decisions for teachers/school counselor(s). The purpose of the evaluation is to improve instruction, counselor services, and to make a record of the teachers’/school counselor(s) performance.

The Board and the Association agree that the following evaluation procedure will be utilized during the life of the agreement. The content of the evaluation is not grievable; however, a bargaining unit member may grieve a violation of the evaluation procedure.

9.02 Application

A. The teacher evaluation procedure contained in this agreement applies to the following employees of the district:

1. Teachers working under a license issued under sections 3319.22, 3319.26, 3319.222, or 3319.226 of the Ohio Revised Code who spend at least fifty percent (50%) of their time providing student instruction.
2. Teachers working under a permanent certificate issued under section 3319.222 of the Ohio Revised Code as it existed prior to September 2003 who spend at least fifty percent (50%) of their time providing student instruction.
3. Teachers working under a permanent certificate issued under section 3319.222 of the Ohio Revised Code as it existed prior to September 2006 who spend at least fifty percent (50%) of their time providing student instruction.
4. Teachers working under a permit issued under 3319.301 of the Ohio Revised Code who spend at least fifty percent (50%) of their time providing student instruction.
5. School counselor working under a license issued under section 3319.113 of the Ohio Revised Code.

- B. Association members not meeting this definition are not subject to evaluation under this Article. The evaluation form for said members is included in the Evaluation Handbook. Upon completion of the evaluation process, these Association members shall be assigned an overall effectiveness rating of “Accomplished”, “Skilled”, “Developing” or “Ineffective.”

9.03 Orientation

The administrator(s) who shall be conducting evaluations shall conduct an orientation session prior to September 15, of each year, or in the case of a new teacher/school counselor(s), within thirty (30) days of the first day employed.

9.04 Establishment of Evaluation Committee

The Board and the Association will establish and maintain an ongoing Evaluation Handbook Committee in accordance with Article 15.04 of this Agreement.

9.05 Professional Development

The board shall meet the requirements of ORC 3319.112(A)(8)(9) to provide professional development and sufficient financial resources to support professional learning required by this agreement.

9.06 Evaluation Procedure

A. Standards-Based Evaluation

1. Members of the bargaining unit to whom ORC 3319.111 applies shall be evaluated in compliance with the law and the standards-based Board policy for teacher evaluation, which shall be based upon the Ohio Department of Education’s Ohio Teacher Evaluation System (OTES) 2.0, including the prescribed forms, as may be amended from time to time in consultation with the Evaluation Committee and shall be updated in the Evaluation Handbook.
 2. Members of the bargaining unit to whom ORC 3319.13 applies shall be evaluated in compliance with the law and the standards-based Board policy for school counselor evaluation, which shall be based upon the Ohio School Counselor Evaluation System (OSCES), including the prescribed forms, as may be amended from time to time in consultation with the Evaluation Committee and shall be updated in the Evaluation Handbook.
- B. Each teacher/school counselor(s) subject to evaluation under this procedure will be evaluated by a “credentialed evaluator.” This evaluator will be a contracted employee of the Washington County JVSD. A credentialed evaluator who is not full-time will only be utilized if a full-time evaluator cannot fulfill his/her duties due to extenuating circumstances.

C. Process and Tools

1. The evaluation process and tools adopted are based on the *Ohio Standards for the Teaching Profession* and the Ohio Teacher Evaluation System (OTES) 2.0 Model developed by the Ohio Department of Education. The evaluation form(s) for said members is/are included in the Evaluation Handbook. Teacher evaluations shall utilize multiple factors, with the intent of providing meaningful feedback to each teacher and assigning an effectiveness rating. The evaluation process shall be described through the implementation of the following tool contained in the OTES Model.
2. The evaluation process and tools adopted for the evaluation of school counselor(s) are based on the Ohio Standards for School Counselors and Ohio School Counselor Evaluation System (OSCES). School Counselor evaluations shall utilize multiple factors, with the intent of providing meaningful feedback to each school counselor and assigning an effectiveness rating. School counselor(s) will be evaluated according to Ohio Revised Code and the Evaluation Framework aligned to the Ohio Standards for School Counselors. Each school counselor will be evaluated on all areas identified by the standards and the ability to produce positive student outcomes using metrics in order to determine the holistic final summative rating of effectiveness according to ODE requirements. The choice for metrics for student outcomes will be determined locally.

D. Documentation of the teacher/school counselor(s)'s evaluation will be made through the Ohio Electronic Teacher and Principal Evaluation System (eTPES).

E. Criteria for Performance Assessment

1. All observations or walk-throughs of a teacher/school counselor(s) shall be conducted openly and with full knowledge of the teacher/school counselor(s).
2. No teacher/school counselor(s) performance information shall be collected by video or audio device without the prior written approval of the association member.

9.07 Observation Schedule

All teachers/school counselors shall be evaluated based on at least two (2) formal observations of at least thirty (30) minutes each and periodic classroom walkthroughs each school year. The first observation will occur before the conclusion of the first semester.

The formal evaluation cycle for teachers shall consist of a professional growth/improvement plan, a pre-observation conference(s), a formal holistic observation (minimum of 30 minutes), a post-conference(s), classroom walkthrough(s), a formal focused observation(s) (minimum of 30 minutes) and a final summative conference (may be done during final post-conference if mutually agreed upon by member and administrator).

The formal evaluation cycle for school counselors shall consist of a professional growth/improvement plan, a pre-observation conference(s) (optional at counselor's

discretion), formal observation(s) (minimum of 30 minutes), post-conference(s), and walkthrough(s).

Teachers/school counselors who are rated Accomplished on the most recent evaluation will be subject to a Full Evaluation Cycle once (1) every three (3) years unless s/he is up for renewal, provided the teacher/school counselor submits a self-directed Professional Growth Plan to the evaluator each year, and for teachers, the evaluator determines the teacher is making growth progress on that plan. Growth progress is defined as completing action steps, attaining a goal statement, and/or providing evidence on qualitative or quantitative indicators for the bargaining unit member. If a teacher/school counselor does not need to complete a full evaluation cycle, they will complete a Less Frequent Evaluation Cycle.

Teachers/school counselors who are rated Skilled on the most recent evaluation will be subject to a Full Evaluation Cycle once (1) every two (2) years unless s/he is up for renewal, provided the teacher/school counselor and the evaluator jointly develop a Professional Growth Plan for the teacher/school counselor, and for teachers, the evaluator determines if the teacher is making growth progress on that plan. Growth progress is defined as completing an action step, attaining a goal statement, and/or providing evidence on qualitative or quantitative indicators for the bargaining unit member. If a teacher/school counselor does not need to complete a full evaluation cycle, they will complete a Less Frequent Evaluation Cycle.

The Less Frequent Evaluation Cycle consists of a professional growth plan, one (1) observation, and one (1) post-conference discussion of progress on the Professional Growth Plan.

A teacher/school counselor may request a formal observation at any time, in addition to those required. Such requests may be denied by the Evaluator. The evaluator will supply the teacher/school counselor with the reason for the denial in writing.

Teacher/school counselor(s) on a one-year limited contract, teachers in the final year of a multi-year contract or being considered for non-renewal shall be formally observed a minimum of three (3) times. A teacher/school counselor(s) may request a formal observation in addition to those required by this procedure.

9.08 Pre-Observation Conferences

- A. Formal observations shall be preceded by a pre-observation process that shall include a conference between the evaluator and teacher/school counselor(s).
- B. The pre-observation process shall give the teacher/school counselor(s) an opportunity to identify areas in which she/he would like focused feedback from the evaluator during the classroom observation.

9.09 Post-Observation Conferences

- A. A post-observation conference shall be held within ten (10) workdays after each formal observation and shall be used to inform the teacher/school counselor(s) if

- observed instructional practices are aligned with the expectations that are identified in the teacher/school counselor(s)'s professional growth or improvement plan.
- B. The purpose of the post-observation conference is to provide reflection and feedback on the observed lesson and to identify strategies and resources for the teacher/school counselor(s) to incorporate in lessons to increase effectiveness.
 - C. The evaluator shall identify areas of reinforcement and refinement which may become part of the teacher/school counselor(s)'s professional development plan.
 - D. Teacher/school counselor(s) may bring additional evidence that supports the lesson observed to share with the evaluator at the conference or within five (5) workdays of the post-conference. The evaluator may consider these as evidence of student learning or evidence to support the teacher/school counselor(s)'s performance.

9.10 Walkthroughs

- A. A walkthrough is an informal observation that lasts at least five (5) and less than fifteen (15) minutes. Information obtained during the walkthrough shall be used as part of the teacher/school counselor's performance rating.
- B. A teacher/school counselor shall be provided a copy of the walkthrough form through eTPES. A meeting may be requested by the teacher/school counselor or evaluator within three (3) days of receiving the walkthrough form.
- C. No more than seven (7) walkthroughs shall be conducted during the school year.
- D. A teacher/school counselor may request a walkthrough at any time in addition to those required by this procedure.

9.11 Highly Qualified Student Data (HQSD)

Upon implementation of OTES 2.0 Highly Qualified Student Data (HQSD) will apply as long as required by law.

Each evaluation shall contain two (2) measures of highly qualified student data (HQSD). When applicable to the subject area taught by the teacher being evaluated, HQSD shall include the value-added progress dimension as one (1) source of HQSD.

HQSD shall be used as evidence in any component of the teacher's evaluation related to the OTES 2.0 rubric which includes HQSD.

The HQSD instrument used must be reviewed by the District Evaluation Committee to ensure it meets the following criteria:

- A. Align to learning standards
- B. Measure what intends to be measured
- C. Be attributable to a specific teacher for courses taught
- D. Demonstrate evidence of student learning, which includes achievement and/or growth
- E. Follow protocols for administering and scoring

- F. Provide trustworthy results
- G. Not offend or be driven by bias

9.12 Evaluation Timeline

- A. Teacher/school counselor evaluations shall be completed by the first day of May.
- B. The credentialed evaluator shall provide the teacher/school counselor(s) a written, signed copy of the evaluation results by the tenth day of May. The evaluation results shall then be signed by the teacher/school counselor and placed in the teacher/school counselor's personnel file.
- C. The teacher/school counselor shall have the right to make a written response to the evaluation and have it attached to the evaluation report to be placed in the teacher/school counselor's personnel file within five (5) working days.
- D. Written notice of nonrenewal shall be provided by the first day of June.

9.13 Retention Promotion Decisions/Removal of Poorly Performing Teachers/School Counselors

Removal of poorly performing teachers/school counselors shall be in accordance with non-renewal and termination statutes of the ORC and/or the relevant provision of this agreement. For this purpose, the Board will look only at the teacher performance rubric and not the student growth component. For a teacher who is transferred to a new assignment, the Board will look only at the teacher performance rubric, not HQSD.

Teachers/school counselors who receive a final summative rating of Accomplished must develop a self-directed professional growth plan and may choose their credentialed evaluator(s) from the Board approved evaluator list. An evaluator may decline the selection if the evaluator denies the selection, s/he must provide the teacher/school counselor with written reasons for the denial. Teacher/school counselor who receive a final holistic rating of Skilled or Developing must develop professional growth plans collaboratively with their credentialed evaluator(s) from the Board approved list.

Teachers/school counselors who receive a final holistic rating of Ineffective must develop an improvement plan with their credentialed evaluator(s). The Superintendent/designee assigns credentialed evaluators to teachers/school counselors who receive a final summative rating of ineffective.

Except as otherwise specified in the terms of this Agreement, nothing in this Article shall be deemed to prevent the Board from exercising its rights to non-renew, terminate, or suspend a teaching contract as provided by law.

9.14 Individual Professional Development Plan

Every staff member must complete an Individual Professional Development Plan at the start of a new license cycle. This is a non-evaluation personal growth assessment. Said plan shall be presented to the LPDC.

Teachers who are Consistently High Performing Teachers (CHPT) will be exempt from any requirements to complete any additional coursework for the renewal of a professional educator license for the succeeding renewal cycle.

9.15 Due Process

Teacher/school counselor may request a change in assigned credentialed evaluator. Such a request will be considered by the Superintendent or his/her designee. The decision of the Superintendent or his/her designee shall be final.

- A. A teacher/school counselor shall be entitled to association representation at any conference held during this procedure in which the teacher/school counselor will be advised of an impending adverse personnel action.
- B. If the evaluation procedures have not to be complied with pursuant to Article 9 of this Agreement the teacher/school counselor is deemed reemployed under a one-year limited contract.

ARTICLE 10 LEAVE PROVISIONS

10.01 Jury Duty Leave

When it becomes necessary for a bargaining unit member to accept jury duty or is subpoenaed in a work-related case, all compensation received for court or jury duty is to be remitted by the employee to the Treasurer's office, unless such duty is performed outside of normal working hours. Such leave shall not be deducted from any other type of leave.

10.02 Military Leave

Military leave will be granted to bargaining unit members pursuant to Ohio Revised Code. Benefits will be granted at a maximum allowable by law.

10.03 Leave of Absence for Professional Improvement

Leave of absence for professional improvement may be granted under the terms and conditions of Section 3319.131 of the Ohio Revised Code as such exists at the time of the execution of this Agreement.

A member who has completed five (5) consecutive years of service may be entitled to take a leave of absence with part pay, for one (1) year, subject to the following restrictions:

- A. A member shall submit by April 1 to the Superintendent a form as requested, a plan for professional growth for approval prior to the granting of such permission.
- B. Upon return from a sabbatical leave of absence, or professional improvement leave, the member shall submit to the Superintendent a report containing transcripts while on leave, a description of travel, and other information pertaining to the evaluation of his/her program.
- C. The member may be required to return to the district at the end of the leave for a period of at least one (1) year.
- D. A satisfactory replacement must be available.
- E. No more than two (2) percent of the bargaining unit members may be granted sabbatical leave at any one time.
- F. Part pay is defined as not more than the excess difference between the substitutes' pay and the member's expected salary that may be paid to the member.
- G. Sabbatical leaves will be for one (1) year only.
- H. No member may be granted a leave more often than once each five (5) years.

- I. No member may be granted a leave a second time when other members of the bargaining unit have filed a request to be granted such leave.
- J. Upon return from sabbatical, a member shall be returned to the same or similar assignment held prior to such leave. Supplemental contracts or extended service do not apply.
- K. Bargaining unit members on sabbatical leave shall retain all previous seniority.

10.04 Unpaid Leave

- A. A bargaining unit member may for the purpose of educational, professional, or other purposes request an unpaid leave of absence of up to two school years. The granting of such request shall be discretionary with the Board. If the employee is ill or disabled and elects not to use accumulated sick leave credit, he/she may apply to the Superintendent for a leave of absence without pay or benefits for the period of disability subject to the specifications and requirements of Section 3319.13 of Ohio Revised Code. Whenever possible, application for such leave shall be made in writing at least sixty (60) calendar days prior to the beginning of the requested leave. Return to part-time or limited service shall be permitted only upon approval of the Superintendent.
- B. The Board will pay bargaining unit members' insurance benefits for up to three (3) months while a bargaining unit member is on disability/medical leave.
- C. Personal Leave days are required to be exhausted prior to approval by the Superintendent or his/her designee and is required before an employee takes unpaid leave (dock day).

10.05 Sick Leave

- A. Bargaining unit members shall be granted fifteen (15) days of sick leave with pay, for each year under contract, which shall be credited at the rate of one and one-fourth (1 1/4) days per month. Upon electronic approval from the Superintendent, newly hired bargaining unit employees who have exhausted his/her accumulated sick leave shall be credited with 5 days sick leave in advance which shall be part of the fifteen (15) days that can be accumulated for the year.
- B. Bargaining unit members may use sick leave for absence due to personal illness, disability due to pregnancy, injury, exposure to contagious diseases which could be communicated to others, and for absence due to illness, injury, or death in the employee's immediate family as defined: parent, step-parent, sister, brother, step-sibling, father-in-law, mother-in-law, grandparents and spouses thereof, great-grandparent and spouses thereof, spouse or significant other ("significant other" is defined to mean one who stands in place of a spouse and who resides with the employee), child, stepchild, son-in-law, daughter-in-law, grandchild, brother-in-law, sister-in-law, aunt, uncle, or legal guardian or another person who stands in the place of a parent and other relative living in the household.

1. If the employee has been absent for five (5) or more consecutive days or eight (8) or more days within 30 calendar days, a certificate from a healthcare provider must be submitted stating they are able to return to work unless written approval has been given from immediate supervisor.
 2. Five (5) days of leave with pay shall be granted to an employee upon the death of a member of his or her immediate family. Immediate family is defined in (B) above. Extended leave beyond five (5) days must be approved by the Superintendent in writing.
- C. Unused sick leave accumulation shall be limited to 270 days, except that a new bargaining unit member with accumulated sick leave in another governmental agency in Ohio shall have placed to his/her credit all sick leave accumulated with his/her previous employer not to exceed 130 days, provided that such re-employment takes place within ten (10) years of the date of the bargaining unit member's last termination from public service.
- D. The unit member will complete an electronic sick leave request justifying the use of sick leave, within five (5) workdays following the unit member's return to work from sick leave. Failure to submit the electronic sick leave request may result in the employee receiving no pay for the day(s).
- E. Falsification of statement pertaining to use of sick leave is grounds for suspension or termination of employment.

10.06 Personal Leave

- A. Four (4) unrestricted personal leave days per school year will be granted to each full-time bargaining unit member.
- B. Application for personal leave should be submitted at least three (3) days prior to use so as to give school officials ample time to obtain a replacement for the position. The administration may waive this time limit in case of emergency.
- C. Four (4) personal leave days will be approved upon submission of the electronic leave request.
- D. Not more than five (5) bargaining unit members shall be permitted to use personal leave on any given workday.
- E. Personal leave days will be taken in full-day increments only.
- F. Personal leave days may not be used on the day before or the day after a holiday, or in-service days except with the approval of the Superintendent or his/her designee.
- G. A bargaining unit member will receive a \$150.00 payment for each unused personal leave day. Said bonus will be paid by the last payday in July after the end of the applicable contract year.

- H. A bargaining unit may elect to waive the bonus for non-use of personal leave days and elect to roll all unused personal leave days into his/her sick leave accumulation. Any bargaining unit member electing to roll unused personal leave days will notify the Board's treasurer no later than the last teacher workday of any school year.

10.07 Assault Leave

The Board of Education will grant assault leave, wherein a bargaining unit member who is absent due to physical disability resulting from an assault which occurs in the course of an employee's employment by the Board of Education, the Board will maintain the bargaining unit member on full-pay status during the period of such absence under the following provisions:

- A. The bargaining unit member who has been assaulted must furnish a written, signed statement on forms provided by the Board to justify the use of assault leave.
- B. If medical attention is required, a certificate stating the nature of the disability and its duration from a licensed physician shall be required before assault leave can be approved for payment.
- C. Falsification of either a written, signed statement or a physician's certificate shall be grounds for suspension or termination of employment under Section 3319.16 of the Ohio Revised Code.
- D. During such assault leave the bargaining unit member shall be maintained on full pay basis less the amount of worker's compensation received.
- E. Assault leave granted under these regulations shall not be charged under sick leave earned or earnable under Section 3319.141 of the Ohio Revised Code or leave granted under regulations adopted by the Board pursuant to Section 3319.08 of the Ohio Revised Code.
- F. Assault leave will be limited to thirty (30) calendar days.

10.08 Family and Medical Leave

- A. Notwithstanding other provisions of this agreement, the Board and the Association agree to abide by the provisions of the Family and Medical Leave Act of 1993. The parties to this agreement agree that all benefits guaranteed by the act will be provided to employees covered by this agreement. Any alleged violations of the act may be processed as grievances using the procedure herein. Pursuit of such a grievance in no way prevents an employee from enforcing his/her rights under the act as provided by law.
- B. Eligibility

Eligibility will be determined by the applicable federal guidelines of FMLA.

C. Leave Provisions

1. Each eligible employee is entitled to and shall be granted upon request up to 12 weeks of unpaid leave per year to care for a new child or a sick child, parent or spouse, or to use for the employee's own medical treatment. Such leave may be taken for the care of a newly adopted or newly placed foster child, as well as a newborn child. Such leave shall also be granted under the applicable Military Family Leave Provisions of FMLA, or for other use provided by FMLA.
2. Any leave beyond 12 weeks in a year for these combined purposes may be granted pursuant to the other leave provisions of this agreement. Any contractual unpaid leave shall be granted upon request at the expiration of that granted under the Family and Medical Leave Act.
3. Eligible employees may choose to substitute paid leave granted by other provisions of this agreement for all or part of the unpaid leave granted under this article. The Board may also require the substitution of paid leave.
4. Leave taken to care for a new child must be taken within one year of birth or placement of the child. The employee must give the Board thirty days' notice of the birth or placement if possible, or as much notice as possible, if less than thirty days.
5. Leave under the Act may be taken intermittently, when medically necessary. The employee will attempt to schedule medical procedures so as not to interrupt his/her work unnecessarily.

D. Protection of Employment and Insurance

1. The Board shall return the employee taking a leave under this article to the same position (or equivalent) he/she occupied prior to the leave.
2. The Board shall continue to pay the Board contribution to the current medical insurance plan and to STRS for the employee while he/she is on leave under this section.
4. The taking of leave under this article shall not result in the loss of any employment benefit accrued prior to the date the leave commenced.

E. Medical Certification

The Board may require medical certification from a licensed physician as to the medical necessity for leave under this article. Such certification will include a statement by the physician that the employee is unable to perform all the duties of his/her position, or that their presence is required to care for a seriously ill family member. This section shall be uniformly applied.

10.09 Catastrophic Leave Assistance Program

- A. The Washington County Career Center shall maintain a Catastrophic Leave Assistance Program that will allow individual employees to donate up to twenty-five (25) days of sick leave to each eligible applicant, during any school year. Employees with less than fifty (50) days of accumulated sick leave shall not be eligible to contribute.
- B. To qualify for the Catastrophic Leave Assistance Program, an employee must have:
1. Experienced a personal catastrophic illness or injury or a member of the immediate family (spouse, child, or parent) must have experienced a catastrophic illness or injury
 - or
 2. Is subject to a Federal, State, or local quarantine or isolation order and has written statement from Health Department/Qualifying Government Entity or licensed Medical Provider and
 3. Employee must have exhausted his/her sick and personal leave.

The Catastrophic Leave Assistance Program cannot be used beyond the end of the school year in which the application is made.

- C. Request for use of the Catastrophic Leave Assistance Program will be considered on a case by case basis. A committee, composed of one (1) member appointed by the Association President, the Superintendent, and the Treasurer, will make a determination based on the following criteria:
1. The employee must have experienced a personal catastrophic illness or injury or a member of the immediate family (spouse, child, or parent) must have experienced a catastrophic illness or injury that has exhausted or will exhaust the employee's sick leave and personal leave.
 2. The total use of the Catastrophic Leave Assistance Program for the employee shall not exceed the current school year. A new application may be made in the following school year. However, the maximum use of the program for a catastrophic illness or injury shall not exceed 184 days of donated leave. The total use of the CLAP program for the employee's immediate family shall not exceed a maximum of twenty (20) days.
 3. All requests will be subject to the responses of the staff who wish to make donations to an individual approved by the committee.
 4. All donations of sick leave by staff members will remain confidential and should be submitted to the committee. The committee will submit the names and number of days to be deducted from each of the donating employees to the Treasurer. The Treasurer will only deduct donated days as they are used. Said notification is to be submitted ten (10) days prior to the payroll date.
 5. Activation of the program shall require the consensus of the committee.

ARTICLE 11 COMPENSATION

11.01 Salary

A. Base Salary

1. Effective July 1, 2025, of the school year 2025-2026, the base salary for a bargaining unit member with no experience will be \$47,987 (3.50%).
2. Effective July 1, 2026, of the school year 2026-2027, the base salary for a bargaining unit member with no experience will be \$49,667 (3.50%).
3. Effective July 1, 2027, of the school year 2027-2028, the base salary for a bargaining unit member with no experience will be \$51,405 (3.50%).

B. Career-Technical Program Teacher Initial Placement

1. The first five (5) years of full-time related work experience is necessary for initial certification.
2. Full-time related work experience beyond the first three (3) years will be equated at the ratio of one for one.
3. Placement on the salary schedule will not exceed Step 12.

11.02 Salary Index

	C	B	B2	A	AA	AAA
Years Of Service	Career-Tech/ Bachelors	Associates Degree/ Bachelors+150 Semester Hrs.	Career- Tech & Bachelors	Master's	Master's +15 Semester Hrs.	Master's +30 Semester Hrs.
0	1.0000	1.0400	1.0675	1.0950	1.1500	1.2000
1	1.0400	1.0850	1.1150	1.1450	1.2000	1.2500
2	1.0800	1.1300	1.1625	1.1950	1.2500	1.3000
3	1.1225	1.1775	1.2113	1.2450	1.3000	1.3500
4	1.1650	1.2250	1.2600	1.2950	1.3500	1.4000
5	1.2075	1.2725	1.3088	1.3450	1.4000	1.4500
6	1.2550	1.3250	1.3650	1.4050	1.4600	1.5100
7	1.3025	1.3775	1.4213	1.4650	1.5200	1.5700
8	1.3500	1.4300	1.4775	1.5250	1.5800	1.6300
9	1.3975	1.4825	1.5338	1.5850	1.6400	1.6900
10	1.4450	1.5350	1.5900	1.6450	1.7000	1.7500
11	1.4925	1.5875	1.6463	1.7050	1.7600	1.8100
12	1.5400	1.6400	1.7025	1.7650	1.8200	1.8700
13	1.5875	1.6925	1.7588	1.8250	1.8800	1.9300
16	1.6000	1.7063	1.7735	1.8407	1.8963	1.9475
19	1.6125	1.7200	1.7882	1.8563	1.9125	1.9650
22	1.6250	1.7338	1.8029	1.8719	1.9288	1.9825
25	1.6375	1.7475	1.8175	1.8875	1.9450	2.0000

A. Column C

1. Defined as a Bargaining unit members employed with a Career-Technical Teaching license/Adult Education Permit and without an Associates' Degree,

OR
2. Defined as Bargaining unit members employed with a Bachelor's Degree.

B. Column B

1. Defined as an earned Associates' Degree or equivalent from an accredited institution and a 5-year Professional Career-Technical license/4-year Adult Education Permit,

OR
2. Defined as a Bachelor's Degree with either 150 semester hours or has earned additional semester hours to a total of 150 hours after receiving their Bachelor's Degree.

C. Column B2

1. Defined as a career-technical teacher who has earned a Bachelor's Degree and a 5-year Professional Career-Technical license/4-year Adult Education Permit.
2. Alternative Recognition of Training/Professional Development/CEU's of Program Teacher (ART) placement is defined in the MOU Dated 10/12/2023 and also included in Appendix C.

D. Column A

1. Defined as a Master's Degree related to education or the individual's area of certification.

E. Column AA

1. Defined as 15 graduate semester hours earned after the award of the Master's related to education, or the individual's area of certification,

OR
2. Defined as undergraduate semester hours earned after the award of the Master's directly related to the individual's area of certification. (No more than 1/2 of the 15 semester hours shall be undergraduate.)

F. Column AAA

1. Defined as 30 graduate semester hours earned after the award of the Master's related to education, or the individual's area of certification,

OR
2. Defined as graduate or undergraduate semester hours earned after the award of the Master's related to education, or the individual's area of certification. (No more than 1/2 of the 30 semester hours shall be undergraduate.)

11.03 Pay Period

- A. The Board of Education agrees to provide the members of the bargaining unit twenty-four (24) payments on the 5th and 20th of each month. If the pay date occurs on a holiday it will be paid the day before; if it occurs on a Saturday or Sunday, it will be paid on the proceeding Friday.
- B. The Board requires all employees to use direct deposit of payroll to a financial institution authorized by the bargaining unit member.

11.04 Payroll Deductions

- A. The Board of Education of the Washington County Joint Vocational School District hereby authorizes salary deduction plans for the following:
 - 1. federal
 - 2. state
 - 3. local
 - 4. tax-sheltered annuity
 - 5. retirement
 - 6. insurance-hospital (major medical)
 - 7. supplemental insurance
 - 8. employees' option
 - 9. West Virginia income tax
- B. All deductions shall be in a group of ten (10) or more before they will be considered by the Board except Numbers 1, 2, 3, and 5.
- C. All salary deductions other than those required by the federal and state government will be deducted only upon written approval by the employee.
- D. The Treasurer's office shall be given thirty (30) days' notice of the beginning or ending of a salary deduction by an individual.
- E. Organizations, companies, or individuals desiring the school to establish a salary deduction plan must submit a desired plan to the Board for advance approval.

11.05 Professional Membership Dues of Advisors

The Board will pay the professional membership dues for each bargaining unit member to the student organization for which the bargaining unit member is an advisor.

- A. The Board of Education will pay chapter advisor(s) (maximum of 2) as follows:
Skills USA Chapter Advisor - \$1,200; BPA Chapter Advisor - \$800; FFA Chapter Advisor - \$800; Student Council/National Honor Society - \$800. Staff members interested in a Chapter Advisor position will apply to the Director, who will supervise and evaluate all Chapter Advisors. Payment will be made in the first paycheck in June.

11.06 Professional Meetings, Conferences, and Visitations

- A. Upon written approval of the Director and the Superintendent, release time with pay shall be granted for:
 - 1. Attendance at educational conferences, including the Ohio Education Association (OEA) and/or the National Education Association (NEA) conferences or meetings by a bargaining unit member.
 - 2. Attendance at workshops, seminars, and other professional improvement sessions, including observing in other schools.
 - 3. All professional trips requested out of state must be approved by the Director and Superintendent. These trips must be requested in writing two weeks preceding the activity.
- B. Upon approval of Superintendent and Director:
 - 1. Any bargaining unit member chaperoning student(s) to local, regional, state, or national level activities will be paid his/her regular daily rate each day of the activity held on a day when school is not in session. The Superintendent will determine the number of approved chaperones for each activity.
 - 2. Bargaining unit members who are members of the Association for Career and Technical Education shall, at board expense receive reimbursement expenses while attending the annual State ACTE Conference sponsored by ACTE in the summer.

11.07 Use of Personal Automobile

- A. The Board will purchase excess liability insurance to cover employees voluntarily transporting students in their car to and from Board authorized activities approved by an administrator. Insurance will be a minimum of \$300,000 per person bodily injury and property damage.
- B. Bargaining unit members will obtain the permission of the Superintendent prior to using their personal vehicle. Travel shall be reimbursed in accordance with the IRS mileage rate for use of their personal vehicle.

11.08 Tuition Reimbursement

The following requirements must be met to be eligible for tuition reimbursement:

- A. All credit earned must be from an accredited institution.
- B. The Director, Superintendent, and Board if required (refer to 11.08 F) must authorize and approve all credit before payment is granted. Approved credit will be relevant to the professional development of the staff member.

- C. To be eligible for additional college credit payment, a professional staff member must have completed one (1) year in the District prior to enrolling in courses and receiving payment.
- D. Eligibility will also be based on the preparation and certification of the professional staff member. In order to be eligible, the professional staff member must hold a teaching certificate or license in Ohio in the field or subject areas in which he/she is employed.
- E. All credit earned, which would qualify for advancement on the salary schedule, must be on file in the office of the Superintendent by September 30th of each school year. Payment must be made within thirty (30) days of receipt of written proof. If official transcripts cannot be filed by the above-mentioned date, a letter or grade report from the educational institution granting the credit verifying completion of the credit will be accepted until the official transcript is obtained.
- F. Reimbursement
 - 1. For more than sixty (60) semester hours or ninety (90) quarter hours may be approved at the discretion of the Board of Education. Those hours must relate directly to the area of specialization or the education profession. Six years prior service at Washington County Joint Vocational School District is a necessity for consideration.
 - 2. College Credit Plus (CC+) participating teachers without a Masters' Degree in the area of study will be paid a \$750 stipend per course up to a maximum of \$2,250 per year. Participating with a Masters' Degree in the area of study, or those with a Masters' Degree and at least 18 graduate hours in the area of study, will be paid a \$1,250 stipend per course up to a maximum of \$3,750 per year.
- G. The Board will provide tuition reimbursement to eligible bargaining unit members as follows:
 - 1. The Board shall appropriate a total amount of seventeen thousand dollars (\$17,000) each fiscal year to implement the tuition reimbursement article for bargaining unit members. Funds will be allocated equally between two (2) periods. The first allocation will be for eligible bargaining unit members completing coursework between July 1 and December 31. The second allocation period will be for completing coursework between January 1 and June 30. Any unused amount from the first allocation period will be added to the amount for the second allocation period. Submission for the first round should be submitted for approval on or before September 15 and the second round shall be submitted for approval on or before February 15 (for Spring Semester) and May 15 (for Summer Semester) of each academic year.
 - 2. Stipends shall not exceed three hundred sixty dollars (\$360) per quarter hour or five hundred forty dollars (\$540) per semester hour. Stipends will not exceed the actual cost per credit hour including assessed student fees (registration, lab, technology, or other general fee).

Cumulative stipends paid in one calendar year exceeding \$5,250 will follow the guidelines of the Internal Revenue Service (IRS).

3. Each bargaining unit member shall be initially limited to twelve (12) quarter or nine (9) semester hours per year.
 4. If funds remain on June 30th, a bargaining unit member may apply to the committee for additional hours of reimbursement on a pro-rated basis by dividing the dollar amount remaining by the number of hours requested.
 5. A listing will be available in the Board office detailing the name, number of credit hours, and amount reimbursed for each bargaining unit member who has received or applied for tuition reimbursement during the current school year along with the dollars still available in the tuition reimbursement fund.
 6. In the event that applications for reimbursement exceed the remainder in the fund, consideration will first be given to those who have not previously been approved for reimbursement in the current fiscal year.
 7. At the request of either party, a committee of two (2) bargaining unit members appointed by the Association President and one (1) member, appointed by the Superintendent, may meet for the purposes of screening candidates, making selections, and discussing procedures for administering the provisions of this article.
- H. Newly employed career-technical instructors shall be eligible to receive up to three thousand dollars (\$3,000) per year for the first four (4) years of employment to be used for courses necessary to obtain their supplemental or Alternative Resident Educator (A-Re) license. Unused monies in one year may be rolled over into the consecutive year during the four (4) year period. Career Center fleet vehicle and fuel card will be made available for transportation to all required courses.

11.09 Board Pickup of Employee Contributions to STRS

- A. For purpose of this section, the total annual salary per pay period for each bargaining unit member shall be the salary otherwise payable under this agreement and their contracts. The total annual salary and salary per pay period of each bargaining unit member shall be payable by the Board in two parts: (1) deferred salary and (2) cash salary. A bargaining unit member's deferred salary shall be equal to that percentage of said bargaining unit member's total annual salary or salary per pay period which is required from time to time by the State Teachers Retirement System (STRS) to be paid as a bargaining unit member contribution by said member and shall be paid by the Board to STRS on behalf of said members as follows:

<u>Pickup on Pickup</u>	<u>Salary Reduction</u>
(Assume & Paid by Board)	
2016-17 3%	Balance of Member's Contribution
and to continue thereafter	

- B. The Board shall compute and remit its bargaining unit member contributions to STRS based upon total annual salary, including the "pickup." The Board shall report for federal and state income tax purposes as a bargaining unit member's gross income said member's total annual salary less the amount of the "pickup." The Board shall report for municipal income tax purposes as a bargaining unit member's gross income said member's total annual salary, including the amount of the "pickup." The Board shall compute income tax withholding based upon gross income as reported to the respective taxing authorities.
- C. The Treasurer shall implement the provisions of this section effective July 1, 2016, and shall apply to all compensation including supplemental earnings beginning with the first pay period for the 2016-17 contract(s).
- D. Board pickup shall terminate immediately if deemed illegal by a court of competent jurisdiction or by the Internal Revenue Service.
- E. The Board shall compute and remit all applicable contributions to STRS based upon annual salary and/or earned compensation which includes the amount of the pickup computed therein.
- F. The pickup percentage shall apply uniformly to all employees of the bargaining unit and no employee covered by this provision shall have the option to elect a wage increase or other benefit in lieu of the employer pickup.
- G. The salary schedule will be used for the purpose of computing the daily rate of pay, for determining paid salary adjustments to be made due to absences, and for all other purposes of compensation.

11.10 Severance Pay

- A. Retirement shall be defined as actual retirement as having been approved for retirement benefits under the State Teachers' Retirement System. Bargaining unit members who elect to retire shall be paid a lump sum equal to the percentages as stated below of total accrued but unused sick leave credit:
 - 1. Less than fifteen (15) years of service in the Washington County Joint Vocational School District - 25% of total accrued but unused sick leave to a maximum of sixty-eight (68) days paid.
 - 2. Fifteen (15) or more years of service in the Washington County Joint Vocational School District - 30% of total accrued but unused sick leave to a maximum of eighty-one (81) days paid.
 - 3. Thirty-five (35) or more years of service in the Washington County Joint Vocational School District – 35% of total accrued but unused sick leave to a maximum of ninety-four and one-half (94.5) days paid.
 - 4. Such payment shall be based upon the employee's daily rate of pay at the time of retirement exclusive of overtime or supplementary pay.

5. Any employee having reached his/her maximum sick leave accumulation of two hundred seventy (270) days, will receive one additional severance day added to the maximum allowed for each year the employee has a two hundred seventy (270) day sick leave accumulation on the last of the school year.
- B. Payment for such leave on this basis shall be considered to eliminate all sick leave credit accrued by the bargaining unit member. Such payment shall be made only once to any bargaining unit member. Bargaining unit members must request severance pay on the form provided by the Board. Each bargaining unit member who has elected to retire will receive his/her severance pay in his/her final paycheck from the Board. A bargaining unit member may, upon notification to the treasurer, have his/her severance pay placed in an annuity or IRA.
- C. In case of death of an employee, the severance pay to which the deceased employee would have been entitled shall be paid in accordance with Section 2113.04 of the Ohio Revised Code.

11.11 State Mandated Background Check

The Board shall reimburse those teachers renewing or converting to a five (5) year license up to seventy dollars (\$70.00) for the cost of the required criminal background check. The reimbursement will be made within 30 calendar days of the Board's receipt of evidence that the employee has paid for his/her background check.

11.12 Resident Educator Mentor/Coach

1. The Superintendent or his/her designee will make a determination as to the assignment of Mentors/Coaches to specific teachers on the first (1st), second (2nd), or third (3rd) year of their Resident Educator License or Alternative Resident Educator License no later than September 1st of each school year.
2. Any teacher who is qualified to serve as a Resident Educator Mentor, as defined by ODE, or Coach (who has five (5) year professional license) may submit their name to the Superintendent or his/her designee.
3. A meeting will be held prior to September 1, each school year with Mentor(s)/Coach(es) and Mentee(s) to explain the program, answer questions, and allow the Mentor(s)/Coach(es) the opportunity to meet and make initial plans with the Mentee(s).
4. Mentor(s)/Coach(es) will be paid according to the following scale:
(Not to exceed three (3) Mentee(s) per year)

Mentor to a Year 1 Resident Educator or a Coach to a first-year career-technical teacher will meet a minimum of 20 hours per academic year, document topics covered in time entry system, and be paid \$50 per hour up to \$1,000/year/Mentee

Mentor to a Year 2 Resident Educator or a Coach to a second-year career-technical teacher will meet a minimum of 20 hours per academic year,

document topics covered in time entry system, and be paid \$50 per hour up to: \$1,000/year/Mentee

Mentor to a Year 3 Resident Educator or a Coach to a third-year career-technical teacher will meet a minimum of 10 hours per academic year, document topics covered in time entry system, and be paid \$50 per hour up to: \$500/year/Mentee

5. Confidentiality

All interaction, written or verbal, between the Mentor teacher/Coach and the Mentee shall be confidential information, except as required by law. No Mentor/Coach shall participate in an informal or formal contractual evaluation of a Bargaining Unit Member. No Mentor/Coach shall be directed, required, or requested to make any recommendation regarding the employment of a Bargaining Unit Member in the program.

11.13 Certified Nursing Assistant (CNA) Program Coordinator

The CNA Program Coordinator will be paid their hourly rate based on a seven (7) hour workday. The pay will be one (1) hour per month, up to twelve (12) months. All time will be entered in the electronic time system.

ARTICLE 12 INSURANCE

12.01 Term Life Insurance

The Board will provide at its expense term life insurance of \$50,000 with accidental death and dismemberment benefits for a full-time bargaining unit member.

12.02 Health Plan

- A. The Board will pay ninety percent (90%) of the single plan and ninety percent (90%) of the family plan for employees electing to enroll in the health plan program referred to in Appendix A. The Board shall deposit \$85.00 each pay (\$2,040 annually) for each single plan and \$170.00 each pay (\$4,080 annually) for each family plan into the Health Savings Account for each pay the employee is enrolled.
- B. Employees will have the right to enroll annually. Bargaining unit members who wish to update their plan shall notify the treasurer no later than December 1st for a plan change effective January 1st of any year. Employees may enroll during the plan year if they meet the established criteria.
- C. Notwithstanding paragraph (A), the Board shall comply with the Patient Protection and Affordable Care Act provisions that are effective for each section of the PPACA in the year applicable to Washington County Joint Vocational School District. The Board plan shall only be available to full-time employees, determined through a 12-month “look-back” period, excluding all unpaid leave including vacations up to 501 hours per measurement period, in accordance with the PPACA and Treasury regulations.

12.03 Health Care Committee

A seven (7) member Health Care Committee shall be established upon agreement of this contract and maintained with four (4) representatives appointed by the bargaining unit and three (3) representatives appointed by the Board. The purpose of the Health Care Committee shall be to improve the quality of health care and lower the cost of health insurance for all enrollees of the health insurance plan. The duties of this committee shall be to review and analyze all pertinent health care and health insurance information. The committee’s area of review may include, but is not limited to, the following:

Review of current plan provisions and proposals for any modification in the benefit plans and/or providers;

Recommendation of any health insurance education programs for current and potential enrollees; and

Review of any additional cost-containment measures that may alter the delivery of health care services, while maintaining quality.

- A. In the event that consensus cannot be reached as to plan modifications during the time the contract is in effect, the current plan shall remain in effect. If consensus as to plan modifications or changes occurs, the new proposal(s) shall be submitted to both sides for ratification.
- B. The Board shall provide the Committee with information on bargaining unit claims and experience, financial reports, and other data that they are able to obtain as requested by the Committee. The Committee shall determine the duration and frequency of all regular meetings. An annual written update of the Committee's work shall be provided to the bargaining unit and the Board.

12.04 Dental Insurance

The Board will provide at a full cost the premium for dental insurance for all bargaining unit members as outlined below:

Specifications:

Maximum Benefits per Covered Person

100% Diagnostic and Preventative

80% Basic Restorative and Routine Dental Services

60% Major Restorative, \$1,500 per calendar year maximum

50% Orthodontic Services, lifetime maximum \$1,500

\$25 deductible, single

\$75 deductible, family

12.05 Vision Insurance

The Board will provide group vision insurance and pay the composite rate for plan frequency of 24/24/24.

12.06 Prescription Safety Glasses

The Board will supply, annually, prescription safety glasses for all bargaining unit members who are required to wear them. All prescription safety glasses will be obtained from the same optometrist at the lowest price possible.

ARTICLE 13

MANAGEMENT RIGHTS

13.01 Board Reserves Management Rights

Except as specifically abridged, delegated, granted or modified by a specific and express term of this agreement, the Board hereby retains and reserves to itself and the administration without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in them of the laws and the constitution of the State of Ohio, including but not limited to management's right to: determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy as the functions and programs of the Board, standards of service, its overall budget, utilization of technology, and organizational structure; hire, assign, direct, schedule, supervise, and evaluate bargaining unit members; maintain and improve the efficiency and effectiveness of school operations; determine the methods, processes, means and personnel by which school operations are to be conducted; suspend, discipline, demote, or terminate bargaining unit members for just cause; lay off, non-renew, transfer, promote, or retain bargaining unit members; determine the adequacy of the work force; determine the overall mission of the school district as an educational unit; effectively manage the work force; take actions to carry out the mission of the school district; determine the work hours of bargaining unit members and the instructional hours for pupils; and direct, assign, and schedule pupils.

ARTICLE 14 ASSOCIATION RIGHTS

14.01 Association Rights

There will be no reprisals taken against any bargaining unit member by reason of his/her membership or non-membership in the Association. Furthermore, the Board authorizes the Washington County Career Center Teachers Association:

- A. To use the facilities of any building for meetings and Association business, without fee, upon notification to the administrator in charge of such building. Permission to use facilities shall be given as long as it does not interfere with any previously authorized activity in said building.
- B. To use the inter-school mail system to distribute Association bulletins, newsletters, or other communications of a general nature.
- C. To use two (2) bulletin boards exclusively for Association business.
- D. None of the rights set forth above shall be exercised in a way as to interfere with teaching duties.
- E. The Board shall provide one staff workroom in the DCB Building and one staff workroom in the Annex Building.

14.02 Payroll Deduction of Dues

- A. The Employer agrees to deduct from the wages of any employee-member of the Association, the dues, initiation fees, and assessments of the Association, upon notification from the Association Treasurer. This deduction shall be without cost to the Association or the member.
- B. Deductions of the annual dues and assessments will be made in as nearly equal pay period installments during the school year and in an amount determined by the Association. Deductions shall begin no later than the first pay period in October and continue for a number of pays determined by the Association. Any member hired or becoming eligible for membership after October 1 shall be entitled to payroll deduction of dues on a schedule determined by the Association Treasurer and the individual member. All monies deducted for such purposes shall be transmitted to the Association not more than five (5) days following the collection via an electronic transfer to an account designated by the Association.
- C. In the event an employee severs employment or cancels their membership outside of the cancellation period defined in this Contract, the District Treasurer shall deduct all owed and remaining dues from the employee's next check immediately following such notification.

14.03 Membership Enrollment and Continuation

- A. Association membership is annual with the membership year being September 1 through August 31. Once a member enrolls such membership shall be continuous thereafter for each subsequent membership year unless the individual cancels their membership.
- B. Any individual who wishes to cancel their membership must notify the Association Treasurer in writing between August 1 and August 31. A member may cancel their membership outside of the aforementioned cancellation period but shall be responsible for all remaining dues and assessments of the current membership year and by such cancellation acknowledges that he/she is forgoing any rights specifically reserved to members of the Association.
- C. No payroll deductions changes will be made unless written authorization from the Association Treasurer is received by the Treasurer.

ARTICLE 15 COMMITTEES

15.01 Building Council

A council of teachers and administrators may be assembled to discuss any relevant matter deemed to be worthy of concern by either the teaching staff or the administration. Teacher members of said council shall be appointed by the Association President to represent both academic and career-technical areas and shall not exceed four (4) persons. Administration members shall be appointed by the Superintendent and shall also be limited to four (4) persons. Meetings may be held at the request of either party.

15.02 Local Professional Development Committee (LPDC)

- A. The make-up of the LPDC shall consist of at least three bargaining unit members, selected by the Association President with ratification by a vote of the membership, and two administrative personnel, appointed by the Superintendent. Association members of this committee shall serve three (3) year alternating terms with one member being replaced annually.
- B. LPDC members shall meet monthly during the school year as needed. Members will be paid their hourly rate based on a seven (7) hour workday. All time will be entered in the electronic time system.
- C. The Board will provide training for all LPDC members with the provisions of 15.02 B in force.
- D. The Board will provide permanent electronic storage for all LPDC materials.

15.03 Student Handbook Committee

The Association President shall appoint bargaining unit members to serve on a committee to review the student handbook which will include student discipline policy. The composition of this committee shall be three (3) from the administration and three (3) from the bargaining unit. The committee shall be subject to call by the Superintendent or his/her designee.

15.04 Evaluation Committee

- A. The Board and the Association hereby establish an ongoing Evaluation Committee made up of three (3) Association members appointed by the Association President and two (2) administrators appointed by the Board or its designee.
- B. This committee shall monitor legal developments and make recommendations for revisions to the teacher evaluation policy and Evaluation Handbook. The committee shall also be responsible for recommendations regarding Highly Qualified Student Data (HQSD).
- C. The committee shall operate by consensus.

- D. All committee work by Association members outside of the teacher workday shall be paid their hourly rate based on a seven (7) hour workday not to exceed \$1,000 (one thousand dollars) per academic year. All time will be entered in the electronic time system.
- E. If either party wishes to consider any change to the evaluation procedure during the term of this agreement, it shall discuss the matter with the committee. If, by consensus, the committee recommends to change or revise the evaluation procedure during the term of this agreement, then said recommendation shall be subject to approval by the board and the association. Such a change may be bargained without opening the entire agreement.

15.05 Advisory Committee

Advisory Committee work by the Association members on all school Advisory Committee designated date will be paid their hourly rate based on a seven (7) hour workday. Not to exceed three (3) hours.

ARTICLE 16

TERMS OF AGREEMENT

16.01 Consistency with Law

If any specific provision of this agreement is invalidated by a court ruling or a subsequent change in the law, the parties shall, upon written request of either party, negotiate in good faith regarding any necessary change in this agreement.

16.02 Entire Agreement

This agreement supersedes all previous oral and written agreements between the Board and the Association.

16.03 Agreement May Be Amended

This agreement may be amended by mutual written consent of both parties.

16.04 Conflict in Board Policy

The Board shall adopt its policies as may be necessary to give full force and effect to this agreement. Should there be a conflict between this agreement and any policy, then the terms of this agreement shall prevail.

16.05 Copies of the Agreement

Electronic copies of this agreement shall be provided to each bargaining unit member no later than the first in-service day. Each bargaining unit member hired thereafter shall receive an electronic copy. Any revisions or amendments also shall be provided electronically and distributed to each bargaining unit member.

16.06 Terms of Agreement

Terms of the agreement shall be effective July 1, 2025, and continue until June 30, 2028, following ratification by the Washington County Career Center Teachers' Association and the Washington County Career Center Board of Education.

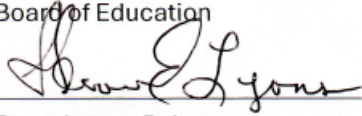
16.07 Severability

Should the State Employment Relations Board or any court of competent jurisdiction, determine, after all, appeals or times for appeal have been exhausted, that any provision herein is unlawful, such provision or portion thereof, shall be automatically terminated but all other provisions of the Contract shall remain in full force and effect.

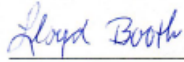
17.01 IN WITNESS WHEREOF, the parties hereto have set their hands at Marietta, OH this 5th day of June 2025.

Washington County Joint Vocational School District

Board of Education



Steve Lyons, Belpre



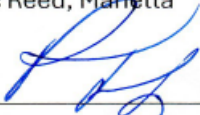
Lloyd Booth, Fort Frye



Jeff Lauer, Frontier



Eric Reed, Marietta



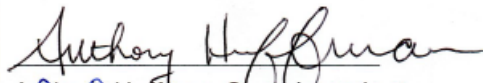
Pat Lang, Ohio Valley Educational Service Center



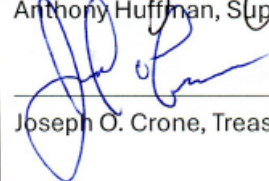
Jesse Roush, Warren



Hugh Arnold, Waterford



Anthony Huffman, Superintendent



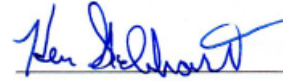
Joseph O. Crone, Treasurer

Board Approved – June 5, 2025

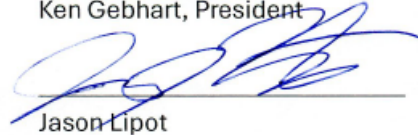
Resolution #44-25

Washington County Career Center

Teacher's Association



Ken Gebhart, President



Jason Lipot



Kristin Sigman



Tyler Stacy



WASHINGTON COUNTY JVS SALARY SCHEDULE
2025-2026 Teachers Salary Schedule effective 7/1/2025

YRS. EXP.	C VOC. LICENSE/ BACHELOR	B ASSOC. DEGREE/ BA - 150 SEM. HRS.	B2 CT & BACHELOR	A MASTER'S	AA MASTER'S + 15 SEM. HRS.	AAA MASTER'S + 30 SEM. HRS.
0	47,987 1.0000	49,906 1.0400	51,226 1.0675	52,546 1.0950	55,185 1.1500	57,584 1.2000
1	49,906 1.0400	52,066 1.0850	53,506 1.1150	54,945 1.1450	57,584 1.2000	59,984 1.2500
2	51,826 1.0800	54,225 1.1300	55,785 1.1625	57,344 1.1950	59,984 1.2500	62,383 1.3000
3	53,865 1.1225	56,505 1.1775	58,127 1.2113	59,744 1.2450	62,383 1.3000	64,782 1.3500
4	55,905 1.1650	58,784 1.2250	60,464 1.2600	62,143 1.2950	64,782 1.3500	67,182 1.4000
5	57,944 1.2075	61,063 1.2725	62,805 1.3088	64,543 1.3450	67,182 1.4000	69,581 1.4500
6	60,224 1.2550	63,583 1.3250	65,502 1.3650	67,422 1.4050	70,061 1.4600	72,460 1.5100
7	62,503 1.3025	66,102 1.3775	68,204 1.4213	70,301 1.4650	72,940 1.5200	75,340 1.5700
8	64,782 1.3500	68,621 1.4300	70,901 1.4775	73,180 1.5250	75,819 1.5800	78,219 1.6300
9	67,062 1.3975	71,141 1.4825	73,602 1.5338	76,059 1.5850	78,699 1.6400	81,098 1.6900
10	69,341 1.4450	73,660 1.5350	76,299 1.5900	78,939 1.6450	81,578 1.7000	83,977 1.7500
11	71,621 1.4925	76,179 1.5875	79,001 1.6463	81,818 1.7050	84,457 1.7600	86,856 1.8100
12	73,900 1.5400	78,699 1.6400	81,698 1.7025	84,697 1.7650	87,336 1.8200	89,736 1.8700
13	76,179 1.5875	81,218 1.6925	84,400 1.7588	87,576 1.8250	90,216 1.8800	92,615 1.9300
16	76,779 1.6000	81,880 1.7063	85,105 1.7735	88,330 1.8407	90,998 1.8963	93,455 1.9475
19	77,379 1.6125	82,538 1.7200	85,810 1.7882	89,078 1.8563	91,775 1.9125	94,294 1.9650
22	77,979 1.6250	83,200 1.7338	86,516 1.8029	89,827 1.8719	92,557 1.9288	95,134 1.9825
25	78,579 1.6375	83,857 1.7475	87,216 1.8175	90,575 1.8875	93,335 1.9450	95,974 2.0000

WASHINGTON COUNTY JVS SALARY SCHEDULE
2026-2027 Teachers Salary Schedule effective 7/1/2026

YRS. EXP.	C VOC. LICENSE/ BACHELOR	B ASSOC. DEGREE/ BA - 150 SEM. HRS.	B2 CT & BACHELOR	A MASTER'S	AA MASTER'S + 15 SEM. HRS.	AAA MASTER'S + 30 SEM. HRS.
0	49,667 1.0000	51,654 1.0400	53,020 1.0675	54,385 1.0950	57,117 1.1500	59,600 1.2000
1	51,654 1.0400	53,889 1.0850	55,379 1.1150	56,869 1.1450	59,600 1.2000	62,084 1.2500
2	53,640 1.0800	56,124 1.1300	57,738 1.1625	59,352 1.1950	62,084 1.2500	64,567 1.3000
3	55,751 1.1225	58,483 1.1775	60,162 1.2113	61,835 1.2450	64,567 1.3000	67,050 1.3500
4	57,862 1.1650	60,842 1.2250	62,580 1.2600	64,319 1.2950	67,050 1.3500	69,534 1.4000
5	59,973 1.2075	63,201 1.2725	65,004 1.3088	66,802 1.3450	69,534 1.4000	72,017 1.4500
6	62,332 1.2550	65,809 1.3250	67,795 1.3650	69,782 1.4050	72,514 1.4600	74,997 1.5100
7	64,691 1.3025	68,416 1.3775	70,592 1.4213	72,762 1.4650	75,494 1.5200	77,977 1.5700
8	67,050 1.3500	71,024 1.4300	73,383 1.4775	75,742 1.5250	78,474 1.5800	80,957 1.6300
9	69,410 1.3975	73,631 1.4825	76,179 1.5338	78,722 1.5850	81,454 1.6400	83,937 1.6900
10	71,769 1.4450	76,239 1.5350	78,971 1.5900	81,702 1.6450	84,434 1.7000	86,917 1.7500
11	74,128 1.4925	78,846 1.5875	81,767 1.6463	84,682 1.7050	87,414 1.7600	89,897 1.8100
12	76,487 1.5400	81,454 1.6400	84,558 1.7025	87,662 1.7650	90,394 1.8200	92,877 1.8700
13	78,846 1.5875	84,061 1.6925	87,354 1.7588	90,642 1.8250	93,374 1.8800	95,857 1.9300
16	79,467 1.6000	84,747 1.7063	88,084 1.7735	91,422 1.8407	94,184 1.8963	96,726 1.9475
19	80,088 1.6125	85,427 1.7200	88,815 1.7882	92,197 1.8563	94,988 1.9125	97,596 1.9650
22	80,709 1.6250	86,113 1.7338	89,545 1.8029	92,972 1.8719	95,798 1.9288	98,465 1.9825
25	81,330 1.6375	86,793 1.7475	90,270 1.8175	93,746 1.8875	96,602 1.9450	99,334 2.0000

WASHINGTON COUNTY JVS SALARY SCHEDULE
2027-2028 Teachers Salary Schedule effective 7/1/2027

YRS. EXP.	C VOC. LICENSE/ BACHELOR	B ASSOC. DEGREE/ BA - 150 SEM. HRS.	B2 CT & BACHELOR	A MASTER'S	AA MASTER'S + 15 SEM. HRS.	AAA MASTER'S + 30 SEM. HRS.
0	51,405 1.0000	53,461 1.0400	54,875 1.0675	56,288 1.0950	59,116 1.1500	61,686 1.2000
1	53,461 1.0400	55,774 1.0850	57,317 1.1150	58,859 1.1450	61,686 1.2000	64,256 1.2500
2	55,517 1.0800	58,088 1.1300	59,758 1.1625	61,429 1.1950	64,256 1.2500	66,827 1.3000
3	57,702 1.1225	60,529 1.1775	62,267 1.2113	63,999 1.2450	66,827 1.3000	69,397 1.3500
4	59,887 1.1650	62,971 1.2250	64,770 1.2600	66,569 1.2950	69,397 1.3500	71,967 1.4000
5	62,072 1.2075	65,413 1.2725	67,279 1.3088	69,140 1.3450	71,967 1.4000	74,537 1.4500
6	64,513 1.2550	68,112 1.3250	70,168 1.3650	72,224 1.4050	75,051 1.4600	77,622 1.5100
7	66,955 1.3025	70,810 1.3775	73,062 1.4213	75,308 1.4650	78,136 1.5200	80,706 1.5700
8	69,397 1.3500	73,509 1.4300	75,951 1.4775	78,393 1.5250	81,220 1.5800	83,790 1.6300
9	71,838 1.3975	76,208 1.4825	78,845 1.5338	81,477 1.5850	84,304 1.6400	86,874 1.6900
10	74,280 1.4450	78,907 1.5350	81,734 1.5900	84,561 1.6450	87,389 1.7000	89,959 1.7500
11	76,722 1.4925	81,605 1.5875	84,628 1.6463	87,646 1.7050	90,473 1.7600	93,043 1.8100
12	79,164 1.5400	84,304 1.6400	87,517 1.7025	90,730 1.7650	93,557 1.8200	96,127 1.8700
13	81,605 1.5875	87,003 1.6925	90,411 1.7588	93,814 1.8250	96,641 1.8800	99,212 1.9300
16	82,248 1.6000	87,712 1.7063	91,167 1.7735	94,621 1.8407	97,479 1.8963	100,111 1.9475
19	82,891 1.6125	88,417 1.7200	91,922 1.7882	95,423 1.8563	98,312 1.9125	101,011 1.9650
22	83,533 1.6250	89,126 1.7338	92,678 1.8029	96,225 1.8719	99,150 1.9288	101,910 1.9825
25	84,176 1.6375	89,830 1.7475	93,429 1.8175	97,027 1.8875	99,983 1.9450	102,810 2.0000

APPENDIX A

Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services
Washington County Career Center : Plan 1

Coverage Period: 07/01/2025- 06/30/2026
Coverage for: Single or Family | Plan Type: PPO

 The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately.

This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-640-2583. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other undefined terms see the Glossary. You can view the Glossary at [MedMutual.com/SBC](https://www.medicare.gov/coverage/preventive-care-benefits/) or call 800-640-2583 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall <u>deductible</u> ?	\$4,000/single, \$8,000/family Network \$8,000/single, \$16,000/family Non-Network	Generally, you must pay all of the costs from providers up to the <u>deductible</u> amount before this <u>plan</u> begins to pay. If you have other family members on the <u>plan</u> , each family member must meet their own individual <u>deductible</u> until the total amount of <u>deductible</u> expenses paid by all family members meets the overall family <u>deductible</u> .
Are there services covered before you meet your <u>deductible</u> ?	Yes. Certain <u>preventive care</u> and all services with <u>copayments</u> are covered and paid by the <u>plan</u> before you meet your <u>deductible</u> .	This <u>plan</u> covers some items and services even if you haven't yet met the <u>deductible</u> amount. But a <u>copayment</u> or <u>coinsurance</u> may apply. For example, this <u>plan</u> covers certain <u>preventive services</u> without <u>cost-sharing</u> and before you meet your <u>deductible</u> . See a list of covered <u>preventive services</u> at https://www.healthcare.gov/coverage/preventive-care-benefits/ .
Are there other <u>deductibles</u> for specific services?	No	You don't have to meet <u>deductibles</u> for specific services.
What is the <u>out-of-pocket limit</u> for this <u>plan</u> ?	\$4,000/single, \$8,000/family Network \$12,000/single, \$24,000/family Non-Network	The <u>out-of-pocket limit</u> is the most you could pay in a year for covered services. If you have other family members in this <u>plan</u> , they have to meet their own <u>out-of-pocket limits</u> until the overall family <u>out-of-pocket limit</u> has been met.
What is not included in the <u>out-of-pocket limit</u> ?	<u>Premiums</u> , balance-billed charges and health care this <u>plan</u> doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
Will you pay less if you use a <u>network provider</u> ?	Yes. See MedMutual.com/SBC or call 800-640-2583 for a list of participating providers.	This <u>plan</u> uses a <u>provider network</u> . You will pay less if you use a <u>provider</u> in the <u>plan's network</u> . You will pay the most if you use an <u>out-of-network provider</u> , and you might receive a bill from a <u>provider</u> for the difference between the <u>provider's</u> charge and what your <u>plan</u> pays (<u>balance billing</u>). Be aware your <u>network provider</u> might use an <u>out-of-network provider</u> for some services (such as lab work). Check with your <u>provider</u> before you get services.
Do you need a <u>referral</u> to see a <u>specialist</u> ?	No	You can see the <u>specialist</u> you choose without a <u>referral</u> .

 All coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies. Services with copayments are covered before you meet your deductible, unless otherwise specified.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
If you visit a health care <u>provider's</u> office or clinic	Primary care visit to treat an injury or illness	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
	<u>Specialist</u> visit	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
	<u>Preventive care/ screening/ immunization</u>	No charge	30% <u>coinsurance</u>	You may have to pay for services that aren't <u>preventive</u> . Ask your <u>provider</u> if the services you need are <u>preventive</u> . Then check what your <u>plan</u> will pay for.
If you have a test	<u>Diagnostic test</u> (x-ray)	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
	<u>Diagnostic test</u> (blood work)	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
	Imaging (CT/PET scans, MRIs)	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
If you need drugs to treat your illness or condition More information about <u>prescription drug coverage</u> is available at MedMutual.com/SBC	Generic copay - retail Tier 1	0% <u>coinsurance</u>	See Plan Documents for Details	Covers up to a 30-day supply.
	Generic copay - home delivery Tier 1	0% <u>coinsurance</u>	See Plan Documents for Details	Covers up to a 90-day supply.
	Preferred brand copay - retail Tier 2	0% <u>coinsurance</u>	See Plan Documents for Details	Covers up to a 30-day supply.
	Preferred brand copay - home delivery Tier 2	0% <u>coinsurance</u>	See Plan Documents for Details	Covers up to a 90-day supply.
	Non-preferred brand copay - retail Tier 3	0% <u>coinsurance</u>	See Plan Documents for Details	Covers up to a 30-day supply.
	Non-preferred brand copay - home delivery Tier 3	0% <u>coinsurance</u>	See Plan Documents for Details	Covers up to a 90-day supply.
	<u>Specialty drugs</u>	Applicable drug tier copay applies	See Plan Documents for Details	Covers up to a 30-day supply.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
	Physician/surgeon fees (Outpatient)	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
If you need immediate medical attention	<u>Emergency room care</u>	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
	<u>Emergency medical transportation</u>	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
	<u>Urgent care</u>	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
If you have a hospital stay	Facility fee (e.g., hospital room)	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
	Physician/ surgeon fee (inpatient)	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	Benefits paid based on corresponding medical benefits		None
	Inpatient services	Benefits paid based on corresponding medical benefits		None
If you are pregnant	Office visits	No charge	30% <u>coinsurance</u>	Cost sharing does not apply to certain <u>preventive services</u> . Depending on the type of services, copay, <u>coinsurance</u> or <u>deductible</u> may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound).
	Childbirth/delivery professional services	No charge after <u>deductible</u>	30% <u>coinsurance</u>	
	Childbirth/delivery facility services	No charge after <u>deductible</u>	30% <u>coinsurance</u>	

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
If you need help recovering or have other special health needs	<u>Home health care</u>	No charge after <u>deductible</u>	30% <u>coinsurance</u>	(90 visits per benefit period)
	<u>Rehabilitation services</u> (Physical Therapy)	No charge after <u>deductible</u>	30% <u>coinsurance</u>	(20 visits per benefit period)
	<u>Habilitation services</u> (Occupational Therapy)	No charge after <u>deductible</u>	30% <u>coinsurance</u>	(20 visits per benefit period)
	<u>Habilitation services</u> (Speech Therapy)	No charge after <u>deductible</u>	30% <u>coinsurance</u>	(20 visits per benefit period)
	<u>Skilled nursing care</u>	No charge after <u>deductible</u>	30% <u>coinsurance</u>	(90 days per benefit period)
	<u>Durable medical equipment</u>	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
	<u>Hospice services</u>	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
If your child needs dental or eye care	Children's eye exam	No charge	30% <u>coinsurance</u>	None
	Children's glasses	Not Covered		Excluded Service
	Children's dental check-up	Not Covered		Excluded Service

Please visit the Washington County Career Center Benefit Portal:
[Washington County Career Center – Benefit Portal](#)

APPENDIX B

Grievance No. _____

GRIEVANCE REPORT FORM

Distribution of Form

1. Supervisor
2. Superintendent
3. Association
4. Teacher

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Name(s) of Grievant(s)

Date Filed

LEVEL I, FORMAL

A. Date Cause of Grievance Occurred: _____

B. 1. Statement of Grievance: _____

2. Relief Sought: _____

Signature

Date

C. Disposition by Supervisor: _____

Supervisor

Date

LEVEL II

A. Position of Grievant and/or Association: _____

Signature

Date

B. Date received by Superintendent or Designee _____

C. Disposition by Superintendent or Designee: _____

Superintendent

Date

LEVEL III

A. Position of Association: _____

Signature

Date

B. Date Submitted to Arbitration _____

C. Disposition and Award of Arbitrator: _____

Arbitrator

Date

APPENDIX C



21740 State Route 676, Marietta, Ohio 45750

High School
Phone: 740.373.2766
Fax: 740.376.2244
Superintendent Fax:
740.373.9026
www.thecareercenter.net
Inspiring and empowering all to dream, believe and achieve.

Adult Technical Training
Phone: 740.373.6283
Toll Free: 800.648.3695
Fax: 740.376.2240
www.mycareerschool.com

Memorandum of Understanding
Between Washington County Career Center (WCCC) Teachers Association (TA)
And the
WCCC Board of Education (BOE)

Alternative Recognition of Training/Professional Development/CEUs of Program Teachers (ART) for
Consideration of Salary Schedule Advancement

Whereas the WCCC is a skills and technical education facility with many program teachers possessing education qualities obtained through alternative learning experiences; and

Whereas the WCCC Salary Index (article 11.02) placement columns are geared towards standard academic base degrees (i.e., associate, bachelor, master) with financial progression for higher education; and

Whereas the BOE and TA wish to encourage teachers to continue growth of technical skill and taxonomy knowledge and to promote competitive compensation; and

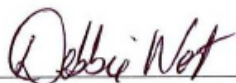
Whereas certifications and trainings may or may not be from a college institute completing in a degree,

The WCCC BOE and TA agree to the following:

1. Define the following degree equivalents:
 - a. An associate degree as a minimum of 60 semester hours
 - b. A bachelor degree as a minimum of 120 semester hours
 - c. A master degree as a minimum of 30 semester hours
2. Calculation for conversion of training/professional development shall be as follows:
 - a. 10 contact hours as 1 CEU
 - b. 3 CEUs will equal 1 semester hour
3. Accept CEUs toward a degree equivalent in the Salary Index:
 - a. CEU must be relevant directly to taxonomy or instructional delivery or is directly related to the field in which the program instructor teaches.
 - b. WCCC administration and WCCC TA agree to sum hours already in semester hours with hours approved and alternatively converted under this ART MOU.

- c. Any evidence of training/PD/CEUs completed prior to this agreement will be reviewed and approved, by a majority vote, of two members of the bargaining unit, two members of the WCCC administration, with superintendent voting to break any ties. Consideration by this committee will be given as to length of distant past of training/PD/CEU being considered and if training/PD/CEU was before or after WCCC employment. All current WCCC program teachers wishing to submit evidence under this clause will submit to superintendent within 90 days of execution of this agreement. Any salary schedule advancement granted after this 90-day submission period will commence with the 2024-2025 school year. Subsequently, timelines for ART will follow Article 11 of the Agreement between WCCC BOE and WCCC TA.
- d. All future PD/CEUs for consideration under this MOU must be pre-approved by director and superintendent, and be eligible for approval by LPDC, relating to IPDP.
- e. This alternative means of PD/CEU recognition for CTE teachers will extend to, but not to exceed, column B2 "CT & Bachelor degree" equivalent.
- f. LPDC approval does not automatically indicate approval under this MOU agreement. WCCC administration and WCCCTA recognize it will be possible for LPDC to approve a PD or CEU for licensure renewal and the ART committee disapproves PD or CEU for salary advancement.

The above Memorandum will be effective October 13, 2023, and be incorporated into the collective bargaining agreement hence forward.



For the Board, Date October 12, 2023



For the Union, Date October 12, 2023

Board Approved: 10/12/2023
Resolution #56-23

APPENDIX D



Memorandum of Agreement

between WCCC Teachers Association (TA)

and the

WCCC Board of Education (BOE)

(Part-time Bargaining Unit Member for 2025-2026 Academic Year)

WHEREAS the Washington County Career Center (WCCC) High School anticipates an increased student enrollment in the 2025-2026 academic year; and

WHEREAS, there is a need to assign Academic Instructors to support student preparation for the State End-of-Course Exams; and

WHEREAS the Board of Education (BOE) and the Teachers Association (TA) recognize the necessity of employing additional instruction staff to meet academic demands; and

WHEREAS, multiple part-time Bargaining Unit Members will be employed as Academic Instructors at up to fifty percent (50%) of the normal time for a bargaining unit member per Article 7.01; and

The WCCC BOE and TA agree to the following:

1. A part-time Bargaining Unit Member shall be employed up to 184 Days per year at .50 FTE (Full Time Equivalent)
2. Sick leave shall be prorated in accordance with the amount of time a member is contracted to work. Half-time Member shall receive .5 x 105 hours (7.0 hours per day x 15 days per school year) or 52.5 hours of sick leave.
3. Personal leave shall be prorated in the same manner as sick leave. Half-time Member shall receive .5 x 28 hours (7.0 hours x 4 days per school year) or 14 hours of personal leave per school year.

NOW, THEREFORE, BE IT RESOLVED, that the BOE authorizes the employment of part-time Academic Instructors to provide instruction during the 2025-2026 academic year.

The above Memorandum shall be deemed to be incorporated into the new collective bargaining unit agreement commencing July 1, 2025.

Wherefore the parties, by their representatives, have indicated their approval of the foregoing Memorandum by affixing signatures below:


For the Board, Dated June 24, 2025


For the Union, Dated June 24, 2025