

AGREEMENT

Between the Diocese of Columbus



**DIOCESE OF
COLUMBUS**

and the

**Central Ohio Association of Catholic
Educators**



COACE
CENTRAL OHIO ASSOCIATION
OF CATHOLIC EDUCATORS

AUGUST 1, 2024 - JULY 31, 2027

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and the

Central Ohio Association of Catholic Educators

August 1, 2024 - July 31, 2027

ARTICLE 1-AGREEMENT

- 1.1 This is an Agreement between the Central Ohio Association of Catholic Educators (hereinafter, the Association) and the Columbus Diocese (hereinafter, the Diocese). The purpose of this Agreement is to set forth the understanding between the parties as to the compensation, hours, terms, and conditions of employment for all employees who receive a Franklin County Teacher-Minister Contract for the Columbus Diocesan Schools of the Franklin County Deaneries, except that this Agreement shall not cover the salaries and other economic fringe benefits of Religious teachers. Any term or condition of this Agreement may be superseded by any contract, agreement, or policy between the Religious Community and the Diocese or Principal, but such supersedence shall apply only to members of the affected religious community. This Agreement shall constitute the sole and entire agreement between the parties with respect to matters set forth herein.
- 1.2 The parties affirm their mutual belief in, and acceptance of, good faith collective bargaining as both a means of pursuing their mutual goals of providing quality Catholic education in the Diocese of Columbus Franklin County Catholic schools and also as a means by which legitimate expression is given to teacher concerns, as represented by the Association.
- 1.3 The Association and the Diocese agree to abide by and enforce the provisions of this Agreement.

ARTICLE 2- DEFINITION OF TERMS

2.1 As used in this Agreement:

- A. Diocese shall mean the Roman Catholic Diocese of Columbus, Ohio.
- B. Superintendent shall mean the Superintendent of Schools of the Diocese of Columbus.
- C. Teachers shall mean the full-time certificated/licensed employees who receive a Franklin County Teacher-Minister Contract.

A full time teacher is defined as one who is under contract by one (1) or more schools to teach in an assignment which requires at least five (5) hours per day for at least four (4) days per week and no less than one hundred twenty (120) days per school year. A teacher who teaches in more than one school who meets the definition of a full-time certificated/licensed employee shall be covered by the provisions of this Agreement, except that the teacher shall hold only a part-time contract as issued by the Diocesan Office of Catholic Schools. To be eligible for economic benefits, including health insurance, under the Agreement, the teacher must notify the Principal of each of the affected schools in writing before signing a part-time contract with each school that he or she would qualify for such benefits by virtue of teaching in more than one school. An affected school may decline to execute the teacher's part-time contract. However, once the school signs the teacher's part-time contract with knowledge of the teacher's status as a full-time certificated/licensed employee, the same full-time status shall remain in effect for any succeeding year in which the teacher is employed, unless an affected school receives notification from the teacher of a change in this status, or unless a teacher receives notification from the Principal of any change in this status. This notification, on the part of the teacher or the Principal, must be given before signing any subsequent part-time contract. Should the teacher fail to give notification of a change in status, where appropriate, any subsequent part-time contract may be terminated by an affected school.

Refer to Policy 4122.0 for the definition of a part-time teacher.

Part-time teachers whose assignments are during an entire school day shall be given conference time, sick leave, and personal business leave based on 1-5 per full day assignment. Salary for part-time teachers shall be prorated based on the basic salary scale contained in Article 24 of the Agreement. In addition, all paid leaves shall be prorated by their contractual agreement and leave is based on part-time employee school day. These provisions are in accordance with Diocesan Policy 4122.0.

- D. Standard School Day shall mean the customary time when students are scheduled to begin and end the day.
Contracted School Day shall mean no more than thirty (30) minutes before and thirty (30) minutes after the standard school day.
- E. Association shall mean the Central Ohio Association of Catholic Educators (COACE). The Association shall represent all teachers of the schools in the Franklin County Deaneries of the

Diocese of Columbus equally and without discrimination, regardless of their membership or non-membership in the Association.

- F. Schools of the Franklin County Deaneries means all Columbus Diocesan Schools located within the geographic boundaries of the following Deaneries: Center-South Columbus (except Cristo Rey), Northwest Columbus, North High / Northland, West Columbus (except London), and East Columbus.

ARTICLE 3-RECOGNITION

For the duration of this Agreement, the Diocese recognizes the Association as the sole and exclusive bargaining representative(s) for all teachers of the schools of the Franklin County Deaneries. Such recognition means that the Diocese shall not deal with any other organization or any other individual, in a manner or for a purpose inconsistent with the terms of this Agreement.

ARTICLE 4- RIGHTS AND RESPONSIBILITIES OF THE ASSOCIATION

- 4.1 In addition to other rights and privileges accorded to the Association elsewhere in this Agreement, the Association shall have the rights specified below.
- 4.2 The Diocese and Schools shall not discriminate against any teacher because of membership in or activity on behalf of the Association.
- 4.3 The President of the Association and authorized Representative(s) shall have the right to visit all schools of the Franklin County Deaneries for the purpose of carrying out Association business. Such visits shall be made only upon prior notification to the school Principal that the purpose of the visit is for Association business. In no event shall such visits interfere with or interrupt normal school operations.
- 4.4 By October 1st of each school year, the Superintendent shall supply to the Association President an accurate and complete list in the form of an electronic data file of all teachers in the schools of the Franklin County Deaneries. This list shall include home addresses and phone numbers. Upon request from the Association President, the list shall also include, on a school-by-school basis, the date of hire, years of experience granted for use on the salary scale, education level attained, and health insurance coverage status. Also, if requested by the Association President, the list shall be updated on a periodic basis during the school year.
- 4.5 Representative(s) of the Association shall be permitted to transact Association business on school property at reasonable times mutually agreed upon by the Principal and designated representatives of the Association Executive Board, without charge, provided that this shall not interfere with or interrupt normal school operations.
- 4.6 In each school the Association shall have at least one but no more than two internal members as its Building Representative(s), as defined in the Association's Constitution and bylaws, for purposes of liaison between the teachers and Principal in matters pertaining to the administration and application of this Agreement.
- 4.7 After election by the teachers, according to the Association's Constitution and bylaws, each school shall, upon notification by the Association, recognize the Building Representative(s) as the official Representative(s) of all teachers at the school in matters pertaining to the administration and application of this Agreement.
- 4.8 Meetings with the Principal: No person in attendance shall be denied scribing and retaining notes during the meeting.
 - A. The Association's Building Representative(s) shall have the right to meet with the Principal at a mutually agreeable time in the event the Building Representative(s) expresses to the Principal that a problem or concern might be resolved by such a meeting.
 - B. If a Principal requests a meeting with a teacher, the teacher may, but is not obligated to, request the presence of a Building Representative at the meeting, or, in the absence or unavailability of a Building Representative, a person agreed upon by the teacher and the Principal, to serve as a witness. The Representative shall act as a witness only and shall not participate in the meeting unless otherwise mutually agreed.

- 4.9 The Association's Building Representative(s), upon timely request, shall be permitted by the Principal to use an individual office or room, computer equipment, and multimedia equipment when available, without charge, for Association business.
- 4.10 The Association's Building Representative(s) shall be permitted reasonable use of school bulletin boards, email addresses, and mailboxes for purposes of communication with all teachers.
- 4.11 The Association Building Representative(s) shall be given time directly before, during, or after the faculty meeting to announce Association business and activities. Administrators may be invited by the Building Representatives to remain at the meeting during the discussion of association business, but otherwise should not be present in the room.
- 4.12 In each school, the Association shall arrange with the Principal for time early on the agenda of orientation days prior to the beginning of the school year for conducting Association business. Administrators may be invited by the Building Representatives to remain at the meeting during the discussion of association business, but otherwise should not be present in the room.
- 4.13 The Agreement will be made available online within 45 days of ratification.
- 4.14 Upon the request of the Association, members of the Association's Executive Board shall be released with regular pay from their normal daily assignment for the equivalent of two (2) school days per school year. When in a negotiation year, any member of the negotiation team shall be granted two (2) additional release days, these days would be in addition to Executive Board Release time. The Executive Board may take additional days but the Association shall reimburse the school for the salary of the substitutes requested upon receipt of invoice. Such request of release time sought shall be made to the appropriate Principal at least twenty-four (24) hours in advance for the President and Vice President and forty-eight (48) hours in advance for all other Executive Board members. The purpose of the release time shall be for conducting Association business.
- 4.15 The Association President and his/her designee, and the Vice President shall meet, as needed throughout the school year with the Superintendent for the purpose of discussion of any problem(s) relative to this Agreement and to share any relevant and available information concerning the financial status of the schools of the Franklin County Deaneries.
- 4.16 The Association President and/or Vice President may, upon written application, be released from his/her regular position of employment for a period of not less than one year, subject to yearly renewal. Application for this release must be submitted to the Superintendent and principal(s) of the employing school(s) by the Association President and/or Vice President by May 1 of the school year prior to the requested release. The Association President and/or Vice President may request full-time or part-time release from his/her regular position of employment. If the Association President and/or Vice President is a High School Teacher, an application for full-time release shall be granted, but an application for part-time release is subject to the approval of the school. If the Association President and/or Vice President is an Elementary School Teacher, an application for full-time release shall be granted, but an application for part-time release is subject to approval of the school.

- 4.17 The Association shall be responsible for reimbursing the school(s) for the entire cost of the Association President's and/or Vice President's salary and benefits, including the school's insurance and pension contributions, where the Association President and/or Vice President is released full-time. The Association shall be responsible for reimbursing the school(s) for the pro-rata share of the Association President's and Vice President's salary and benefits, including the school's insurance and pension contributions, where the Association President and/or Vice President is released part-time. While so released, the President and/or Vice President shall retain all insurance, pension and other benefits in conformity with this Agreement and benefit plan requirements. While so released, the President and/or Vice President shall continue to accrue seniority for salary step increases and for all other purposes as if he or she were continuing in his/her regular position of employment. Upon expiration of the release time, the President and/or Vice President shall be returned to his/her regular position of employment or to a position mutually agreed to by the Association President and/or Vice President and the Principal(s).
- 4.18 Every effort will be made to provide the President and Vice President their last period of the school day as a duty-free period. The President and Vice President will be allowed to perform Association business during this period. If a school is unable to provide the President and Vice President the last period of the day as a duty-free period, the teacher and Principal will mutually schedule a duty-free period agreeable to both parties.
- 4.19 The Association President and Vice President shall be permitted, upon notification to the Principal, to leave the school building to perform Association duties during his/her duty free period.
- 4.20 As stated in the COACE Constitution, the purpose of this Association shall be to foster Catholic education in the Diocese of Columbus by:
- A. Monitoring, protecting, and improving the welfare of all Diocesan teachers;
 - B. Promoting the professional growth of teachers and other professional workers in the schools by encouraging adherence to high standards of professional competence and through the improvement of the welfare of the teachers;
 - C. Acting as a means of communication among professional staff of the schools of the Diocese;
 - D. Providing a means of dialogue between the Association, the Office of Catholic Schools, the Principals' Association, the Diocesan Administration, and any other groups where such a dialogue would be mutually beneficial;
 - E. Involving the Association in Diocesan and community affairs where such is necessary and proper and deemed beneficial to the cause of Catholic education;
 - F. Fostering a spirit of Christian principles.

ARTICLE 5- ASSOCIATION FINANCIAL SECURITY

- 5.1 All teachers, both lay and religious, have the right to join and participate in the Association as dues-paying members or to refrain from joining and participating in the Association as dues paying members.
- 5.2 Association dues may be deducted, upon written authorization by the teacher, from the teacher's payroll checks in a manner and frequency acceptable to the Principal, Pastor, and the Association. The Association shall pay the reasonable costs of payroll deduction processing.
- 5.3 All members of the bargaining unit shall be entitled to representation by the Association and to all the rights and benefits provided under this Agreement without regard to their membership, non-membership, or representation fee status within the Association.

ARTICLE 6- GRIEVANCE PROCEDURE

- 6.1 This grievance procedure is adopted to assure an opportunity for teachers and administrators to have unobstructed communication with respect to alleged grievances without fear of reprisal; to reduce the potential areas of conflict between teachers and administrators and the Diocese to assure freedom of communication through recognized channels of communication among administrators, teachers, and the Diocese; and to contribute to development of improved morale and effectiveness of teachers.

While nothing in this Article is intended to discourage or prohibit informal discussion or resolution of a dispute prior to the filing of a grievance, this grievance procedure shall be the exclusive procedure used for determining all grievances as defined in Article 6.2.

- 6.2 A grievance is a claim that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement, or any regulation, order, or policy of the Diocese, the Diocesan School Office, or any school of the Franklin County Deaneries. Where either the individual teacher(s) or the Association presents a grievance, said party shall be known as the grievant(s). For purposes of the grievance process, there are two types of grievances:

- A. Church Teaching Grievance — A Church Teaching Grievance is a claim that arises out of discipline or termination of employment related to an alleged violation of Catholic Church teaching as set forth in Office of Catholic Schools Policy 4116.1 ("Catholic Church Teaching").

Anonymous allegations shall not be used to initiate disciplinary or termination action against a teacher for an alleged violation of Catholic Church teaching; provided that anonymous allegations may be accepted and acted upon in the event that (a) a criminal act or violation of law is alleged, and/or (b) the anonymous allegation contains or presents a public affirmation or independent evidence of violation of Church teaching.

It is not the intent of a school to discipline or terminate a teacher's employment for violation of Catholic Church teaching without first engaging in a pastoral approach to the teacher's circumstances. The school shall meet with the teacher and advise the teacher of the allegations which, if true, may constitute such a violation; if requested, show the teacher the Catechism or source of the Church teaching; and provide the teacher the opportunity, where practicable, to bring his or her circumstances into compliance with Catholic Church teaching. A COACE representative may attend this meeting, upon request of the teacher.

Any written communications or documentation relative to a teacher's alleged violation of Catholic Church teaching shall not be placed in the teacher's school personnel file at any time. Such communications or documentation shall only be retained by the Diocesan Schools Office and may only be viewed by Diocesan or school officials, COACE, and the individual teacher. These communications or documents may be used in grievance and arbitration proceedings. Unless they involve alleged or actual criminal or illegal conduct, such communications or documentation shall not be released to any parent or otherwise subject to public release, including release to the media.

When the teacher receives written notice from the Principal that he or she is being disciplined or that his or her employment is being terminated, the Principal shall specify if the discipline

or termination arises out of an alleged violation of Section 6.2(A). If there is any question whether the disciplinary action or termination arose out of a violation of Catholic doctrine/morals or Catholic Church teachings the question shall be submitted to the Vicar General of the Diocese, whose decision shall be determinative of whether the grievance is a Church Teaching Grievance.

- B. Standard Grievance — A Standard Grievance is any grievance that is not a Church Teaching Grievance.

6.3 A teacher who participates in these grievance procedures shall not be subjected to discipline or reprisal because of such participation.

6.4 Every effort shall be made to resolve each grievance at the lowest possible level. Specifically, it is the intention of the Association and the Diocese to resolve most grievances, where possible, at Level One of the grievance procedures, as set forth in paragraph 6.9 herein.

6.5 The failure of an individual teacher or the Association to act on a grievance within the prescribed time limits shall bar any further appeal of said grievance. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. However, the time limits at any level may be extended by mutual agreement.

6.6 The Association is responsible to represent a grievant when it determines, in its discretion, that such representation is warranted and the Association alone shall determine whether a grievance will proceed to arbitration. When an individual files a grievance and the Grievance Committee of the Association declines to support or proceed with the grievance, the individual may still pursue his or her individual grievance to Level 3, but may not proceed on his or her individual grievance to arbitration (Level 4).

6.7 An atmosphere of mutual respect is to be maintained between the Association Building Representative(s) and the Building Principal. Each level of the grievance procedure is a meeting where the parties are on equal grounds for the purpose of finding a solution to the problem.

6.8 Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend, and will be held, insofar as possible, after regular school hours, or during non-teaching time of personnel involved. When such hearings or conferences are held, at the option of the administration, during school hours all employees whose presence is required shall be excused with pay, for that purpose. The handling or processing of any grievance by the grieving teacher or the Association Representative(s) shall be conducted to result in no interference with or interruption whatsoever of the instructional program and related work activities of the teaching staff.

6.9 Levels of Procedures

It is understood that these proceedings are confidential.

- A. Levels One – Three

- A. Level One - From the date of the event giving rise to the grievance, the teacher shall have two (2) calendar weeks in which to notify the building Principal formally in writing of said grievance. With this formal notification of said grievance, the calendar of events, as outlined below will commence. Failure to notify in writing within the prescribed time frame will preclude any further action on claimed grievance. The teacher will present the grievance in writing to the Building Principal either directly or through the Association's Building Representative(s). The written grievance should state the specific nature of the grievance and the remedy requested (See Grievance Form, Appendix pg. XXVI). Upon receipt of a grievance, the Principal shall arrange a conference with the grievant, at a mutually agreeable time, but no later than two calendar weeks from the time the grievance is received by the Principal. During the conference, the grievant shall be provided an opportunity to present his/her grievance. Neither party shall be represented by counsel at the conference. The Principal shall render a written decision within three (3) calendar weeks from the date of the conference.

- B. Level Two - If a satisfactory disposition of the grievance is not reached at Level One, the grievant must within one (1) calendar week of the written decision in Level One refer his or her grievance in writing to the Association's Grievance Committee through his or her Representative(s). The Committee will meet in executive session during which any party of interest shall have the right to appear and to be heard. Decision of the Grievance Committee is to be made within two (2) calendar weeks after official reference. If no decision is rendered, or if the grievant is dissatisfied with such decision, he or she may continue the grievance individually and may proceed, without support or representation by the Association, to Level Three of this grievance procedure (but no further) by filing in writing a formal grievance with the Superintendent's office within one calendar week of the decision of the Grievance Committee. If the Association's Grievance Committee agrees with the validity of the grievant's claim, it will file in writing the formal grievance with the Superintendent of Schools, with a copy to the Building Principal within one calendar week of the Committee's decision.

- C. Level Three - Upon receipt of the grievance, the Superintendent shall arrange a conference with the grievant, at a mutually agreeable time, but no later than two calendar weeks from the time the grievance is received by the Superintendent. During the conference, the grievant shall be provided an opportunity to present his/her grievance. The Superintendent or his/her representative may: (1) agree with the grievance (whether the grievant be the Association or the teacher); or (2) negotiate with the grievant to reach a decision/compromise, or (3) inform the grievant that he/she disagrees with the grievance.

The Superintendent has three (3) calendar weeks from the date of the conference to render a decision. If such a decision is not satisfactory, the Association may take the grievance to Level Four.

B. Level Four — Arbitration

- A. Standard Grievance — A Standard Grievance which is taken by the Association to Level Four is subject to binding arbitration. Notice of such an intention must be given to the Superintendent by the Association within two (2) weeks of the Superintendent's decision at Level Three. Upon receipt of such notice, the Superintendent and Association President, or

their designees, will make arrangements to implement the arbitration procedure. The arbitrator will conduct a hearing and will issue a written decision. In the case of a Standard Grievance, this decision will be final and binding on all parties and subject only to the appeal provisions available by law.

- B. Church Teaching Grievance - If the decision of the Superintendent concerning a Church Teaching grievance is not satisfactory, the Association, within one (1) calendar week of receipt of such decision, may notify the Superintendent in writing of its desire to proceed to advisory arbitration for ultimate submittal to the Bishop of the Diocese of Columbus. Upon receipt of such notice, the Superintendent and the COACE President, or their designees, will make arrangements to implement the advisory arbitration procedure. In the case of a Church Teaching grievance, the arbitrator will conduct a hearing and will issue a written advisory decision addressing the facts as established at hearing, and whether those facts support a conclusion that the grievant's acts violated the Catholic Church teaching cited by the Principal. The arbitrator shall have no authority to determine the validity, parameters, or propriety of Catholic Church teachings. The disciplinary action or employment termination shall be considered proper if the evidence demonstrates a violation by the individual teacher grievant. In a Church Teaching grievance, the arbitrator may not consider evidence that other teachers have engaged in the same or similar alleged conduct unless the same or similar conduct was known and addressed by a school and the alleged conduct was determined by the Diocese or the school to either be, or not be, a violation of Catholic Church teaching. The arbitrator's findings shall be submitted to the Bishop who shall then decide, in his sole discretion, whether to accept or reject the arbitrator's findings, and whether disciplinary action or termination imposed by the Principal was appropriate.
- C. Arbitration Procedure — Upon receipt of notice to proceed to arbitration, the Superintendent and Association will make arrangements to implement the arbitration procedure. If mutual agreement as to an arbitrator cannot be made, the parties will request a list of seven (7) labor arbitrators, with business addresses in Ohio, from the American Arbitration Association. From this list, the arbitrator shall be selected by alternate striking of names by the designated representatives of the Superintendent and Association, unless the parties mutually agree to the selection of an arbitrator. The first turn to strike shall be decided by a coin flip. The procedures for arbitration shall be those set forth in the Labor Arbitration Rules of the American Arbitration Association (but with an advisory, rather than binding decision for Church Teaching grievances). Parties may have counsel at the arbitration hearing. Both parties may share the cost of a transcript or either party, at its expense, may have a court reporter transcribe the testimony of the hearing. No tape recording by the parties shall be permitted. Each party to an arbitration proceeding shall be responsible for compensating its own representative(s) and witnesses.

Costs for the arbitration and the arbitrator's fee shall be divided equally between the Diocese or School and the Association. All payments will be made upon receipt of invoice. In both Standard Grievances and Church Teaching grievances, the arbitrator shall decide the question of arbitrability, if raised by either party.

The selection or rejection of an applicant under Articles 11 or 16 shall not be subject to the disaffirmation by an arbitrator, if the school follows the procedures described in such Articles.

ARTICLE 7- TEACHING ENVIRONMENT

- 7.1 The school shall ensure that the following accommodations are made to teachers in order to ensure a satisfactory teaching environment:
- A. Teachers shall be provided with safe, healthful, and clean working conditions at all times.
 - B. Clean and private restrooms, separate from students' facilities, shall be provided exclusively for the use of all teachers.
 - C. Proper office equipment and technology including, but not limited to: a reasonable access to a copy machine, a computer with internet access, a printer, a fax machine, and a scanner shall be available as a shared space that any administrator, teacher, staff, or aide can reasonably access during the school day to carry out their professional tasks.
 - D. Each classroom shall have sufficient instructional board(s) (e.g. chalk, white, bulletin, interactive board, Clevertouch) in every classroom to complement the teacher's instruction.
 - E. A telephone or separate line shall be made available for the use of the teachers. The telephone shall normally be located in the Faculty and staff workroom. If the telephone is not located in this workroom, it shall be located in an area that affords maximum privacy to the teacher.
 - F. Current textbooks and educational materials to provide tools, support, and enrichment for the teacher's implementation of the Diocesan Graded Courses of Study shall be made available in each school for use by the teachers.
 - G. Per Diocesan regulation, class size is limited to 35 students in grades one through twelve and 25 in kindergarten. Specific permission from the Superintendent is required for an exemption from this regulation. In such cases, the Superintendent will talk with the Principal and Pastor and encourage, based on the situation, a full or part-time aide be added.
 - H. All school business must be conducted using the teacher's ceducation.org email account and/or school-based email account on school-owned domain. Personal email accounts are not to be used for school-related business.

ARTICLE 8- BUILDING STAFF MEETINGS

- 8.1 Each teacher may be required to attend no more than two (2) staff meetings per month. A staff meeting is defined as a meeting called by the Principal, which all teachers are required to attend. Teachers will be given a list of staff meetings at the opening meeting annually. Except in the case of an emergency, such required staff meetings will not exceed sixty (60) minutes beyond the end of the contracted day. Early dismissal days with staff meetings will not extend beyond sixty (60) minutes beyond the end of the contracted day. In addition, teachers may be required to attend other necessary meetings that the Principal schedules during the contracted day. Attendance at additional meetings held outside the contracted day will be voluntary unless they are called because of an emergency situation at the school.
- 8.2 Committee meetings are not staff meetings. These committee meetings shall be scheduled at least five (5) school days in advance. Teachers may be assigned to committees by the Principal. Teachers may be required to attend one (1) committee meeting a month. Required committee meetings will not extend beyond 4:30 pm and/or will not exceed sixty (60) minutes beyond the end of the contracted day.
- 8.3 As stated in Article 4.11, the Association Building Representative(s) shall be given time by the principal directly before, during, or after the faculty meeting to announce association business and activity.

ARTICLE 9- PERSONNEL FILES

- 9.1 The parties agree that the Superintendent may establish written policies for the custody, use, and preservation of appropriate records pertaining to teachers. An official personnel file shall be maintained in the office of the Principal for each teacher.

The school's official personnel file shall contain, but not be limited to: a Diocesan teaching application, official college transcripts, a copy of a valid teaching certificate, and letters of reference or a college credential file. Copies of attendance/sick leave/personal business leave forms, teaching contracts, classroom evaluation forms, and registration cards shall be added to the file each year.

The Diocesan Office of Catholic Schools will keep a copy of the teacher's contract, application, official college transcripts, valid teaching certificate, and attendance records. As the Diocese moves toward maintaining electronic records, these will be an acceptable substitute for paper-based records.

- 9.2 Each teacher shall have access to his or her official personnel file at reasonable times, within 24 to 48 hours of the request to view records. An Association Representative or legal counsel shall be granted access to the teacher's personnel file, providing that the teacher has authorized such access in writing. Access shall include the right to copy any material in the teacher's file, except teacher references which may be withheld from review. No teacher shall be granted access to references written at or prior to the time of employment.
- 9.3 Any teacher who has reason to believe that there are inaccuracies in materials contained in his or her file shall have the right to notify the Principal/Assistant Principal in writing that the documents in question should be reviewed to determine their appropriateness in the personnel file.
- 9.4 Material will be removed from the file and destroyed when a teacher's claim that it is inaccurate or unfair is sustained by the Principal/Assistant Principal. If the accuracy or fairness of the documentation cannot be mutually agreed upon, then such disagreement may be clarified by utilization of the grievance procedures (see Article 6) and/or the teacher shall have the right to submit a written statement noting his or her objections to the materials in question. If such a statement is prepared, it shall be signed and dated by the teacher and attached to the material. A teacher may be required to sign materials placed in his or her file. The teacher's signature only acknowledges receipt of the document and does not signify the teacher's agreement to the content.
- 9.5 Any document which does not include as part of its normal distribution a copy to the teacher, or which does not originate with the teacher, shall not be placed in the personnel file unless the teacher is simultaneously provided a copy.
- 9.6 All material placed in the teacher's file shall be signed and dated by the Principal/Assistant Principal before the teacher is provided a copy.
- 9.7 When a teacher transfers between Catholic schools in the Diocese, the principal should send records to the receiving school within a reasonable amount of time.

ARTICLE 10-PROFESSIONAL RESPONSIBILITIES

- 10.1 Professionally, the teacher is required to assist in the operation of the school throughout the school day, according to the direction of the school Principal who shall make assignments of individual teachers as equitably as possible in view of the total school schedule. At the teacher's request, the teacher shall be given the opportunity to discuss his/her assignment with the Principal.
- 10.2 The following provisions apply only to elementary school teachers.
- A. The Principal has the right to make teaching assignments. In the event that a teacher's assignment is to be changed after May 30, the teacher shall be notified by the Principal of the assignment change as soon as practical. The teacher shall be given the opportunity to discuss with the Principal the reason(s) for the assignment change within a reasonable time frame of the change becoming necessary.
 - B. The schedule of academic classes will be based on the standard school day.
 - C. A teacher must have scheduled thirty (30) uninterrupted, duty free, and consecutive minutes for lunch between the hours of 10:30 a.m. and 1:30 p.m every normally scheduled school day.
 - D. Provision shall be made in each teacher's schedule for a minimum of one hundred fifty (150) minutes of planning time each week divided into at least three (3) conference periods each week. The conference periods are not to be scheduled before the first class begins or after the students are dismissed for the day. A planning period need not be rescheduled when an occasional change in school schedule preempts or shortens the scheduled period. No more than one conference period per week can be replaced by special meetings for Elementary School teachers, unless the teacher consents to obtain the subbing fee. A teacher will fill out a one-time form at the beginning of the school year indicating his or her desire to sub for pay and the principal retains it.
- 10.3 The following provisions apply only to secondary school teachers:
- A. A teacher must have scheduled thirty (30) uninterrupted, duty free, and consecutive minutes for lunch between the hours of 10:30 a.m. and 1:30 p.m. during a normally scheduled school day.
 - B. A conference period during and equal to a regularly scheduled academic period must be scheduled during a normal school day. The conference period is not to be scheduled before the first class begins or after the students are dismissed for the day and must consist of at least forty-five (45) consecutive minutes.
 - C. If a homeroom period is scheduled, it is reserved for performing general school business. If it is normally scheduled to exceed twenty (20) minutes, it is to be counted as a study hall.
 - D. The remainder of the school day is to be divided between academic and supervisory time blocks as best fits the overall school program. No teacher is to have preparations for more than three (3) distinctly different courses except in the areas of foreign language, family and consumer sciences, CAD, engineering, woodworking, art, and music, where these

preparations may be increased to four (4). In business, a fourth preparation may be required if at least two of the preparations are in the areas of accounting and computer science. A course is distinctly different from another course when the school's academic regulations allow students to enroll for both courses and receive credit for both courses. In all areas, only with the agreement of the teacher, may these preparations be increased.

- E. Department heads are to be appointed by the administration of each secondary school. The department head is charged with directing the overall planning and coordination of the subjects within his or her department with the aid and advice of individual teachers. Where there are four (4) or more teachers in a department, exclusive of the guidance department, the department head, in recognition of his or her responsibilities, must receive one conference period and one service period per day to carry out departmental functions. During the service period, department heads are not to be assigned duties such as teaching, substituting, study hall monitoring or lunch room supervising. By mutual agreement of the Principal and department head, the department head, in lieu of a service period, may be given a stipend amounting to two hundred dollars (\$200.00) per full-time teacher in the department, but not less than two hundred dollars (\$200.00).

10.4 The following provisions apply to elementary and secondary school teachers:

- A. When a teacher is absent or is not available to teach their assigned classes, the school shall make every reasonable effort to obtain a substitute teacher to cover those classes. Balancing the facts that it can be difficult for administrators to find substitute teachers and that it can be difficult for teachers to lose a conference period, internal substitutions may be utilized to ensure academic continuity for students.

Teachers can be required to substitute for an absent teacher during his/her conference period a maximum of 10 times at an elementary school and 20 times (one standard 45-50 minute class period) at a high school each school year. Once these maximums are reached, all subsequent substitution assignments will be compensated at a rate of \$40 per conference period spent subbing.

- B. In order to ensure meaningful instruction of students during prolonged teacher absences, the school administration must, after five (5) consecutive days of absence by a teacher, make a determination as to the further duration of this absence. Teachers should be cooperative and honest in discussing their needs for prolonged absences with administrators. If it is determined that a teacher is unable to resume his or her duties on the following day, a qualified substitute teacher must be hired until the regular instructor is capable of resuming his or her duties.

If, after the five (5) day period, it is not possible to find a qualified substitute, a regular teacher may be required to continue to substitute for the missing teacher under the terms of Article 10.4.A, but only until a qualified substitute teacher is found. Effort in every case must be made to have a qualified person in the proper instructional area as the substitute teacher. No teacher shall be scheduled for more than six (6) teaching or supervisory periods, including study halls. If a teacher agrees to teach seven or more periods, the teacher shall be

compensated. Compensation for additional class taught shall be determined by dividing the teacher's salary by six (6).

10.5 The following guidelines apply to both elementary and secondary school teachers regarding scheduling:

- A. Teachers are expected to participate in conferences, whether virtual or in-person, in which dialogue between the parent and teacher is the primary objective. The times and dates of these conferences shall be decided upon by mutual agreement of the faculty and administration.
- B. Teachers may not be required to attend parent conferences that are held outside the school facilities nor school sponsored events which require overnight commitments. Any teacher who, in response to a Principal's request, volunteers to assume responsibility for a school event which requires an overnight commitment shall be compensated at the rate of fifty dollars (\$50.00) per night away from home, exclusive of any otherwise reimbursed lodging, meal, or travel expenses.
- C. For school responsibilities other than those listed in Article 22.1, the Principal may require the teacher's presence at events outside of the school day, in accordance with Article 10.5(B), if the teacher is the moderator of the event or group involved. Where the teacher's presence is required at such an event or function which is held outside a fifty (50) mile radius from the teacher's assigned school, the school shall reimburse the teacher for double occupancy rate, one meal (not to exceed twenty dollars (\$20), and mileage (at the July 1 Internal Revenue Service mileage rate). There will be no reimbursement for the purchase of any alcoholic beverage. Whenever reimbursement is given to a teacher, the fifty dollars (\$50) per night away from home does not apply. Receipts are required for reimbursement.
- D. The Principal may require the teacher's presence at events outside of the school day, in accordance with Article 10.5(B), where such function is directly related to classroom responsibilities or is a major event related to the school's general program and functioning, or where attendance is by mutual agreement of the faculty and administration. Where the teacher's presence is required at such an event or function which is held outside a fifty (50) mile radius from the teacher's assigned school, the school shall reimburse the teacher for double occupancy rate, one meal (not to exceed twenty dollars (\$20), and mileage (at the July 1 state rate). There will be no reimbursement or purchase of alcoholic beverages. Whenever reimbursement is given to a teacher, the fifty dollars (\$50) per night away from home does not apply. Receipts are required for reimbursement. The principal cannot require attendance at athletic (sporting events after school hours), social (gathering of your peers, after school hours), and fundraising (activities to raise money, like and auction, after school hours) events. A principal may choose the teacher's presence, at no more than five (5) events outside the school day. Only one of those events may be a school dance. The principal may provide teacher options for that on dance (i.e. Homecoming, Prom, etc.). However, the principal has the discretion to remove one of those options should there be not enough supervision.

- E. Each teacher shall report to and leave the school at the time designated by the Principal, but it may be no longer than thirty (30) minutes prior to the beginning of the standard school day and thirty (30) minutes after its conclusion.
- F. When a student is homebound, by mutual agreement of the Principal and teachers, a home visitation may be scheduled with another school employee and consent of parent(s)/guardian(s), who must be in attendance.

10.6 The following provisions shall apply to the school calendar:

- A. Since the school's schedule and calendar must be kept flexible to meet changing conditions both within the year and from year to year. The calendar may be amended at the discretion of the Principal in consultation with the staff, with permission of the Superintendent, and within the limits established by Ohio Revised Code and the terms of this Agreement noted elsewhere.

The Principal will consult with the Principal's Advisory Council prior to making recommendations regarding the school's schedule and calendar for the next school year.

The Superintendent shall initiate an effort to standardize a calendar for all schools. The Association President shall be involved in this effort. Initial joint discussions will be held by September 1 of the previous year. The two parties will work mutually towards establishing the school calendar for the coming year by October 1 of the current year.

Each school calendar must include a minimum of one hundred seventy-five (175) academic student days and must also meet or exceed the state minimum number of hours per year based on the Ohio Revised Code.

- B. Teachers may be required to be on duty a maximum of one hundred eighty-five (185) school calendar days in any school year. The Principal may require six (6) non-teaching days (Monday-Friday) immediately before, during, or immediately after the school calendar dates.
 - 1. Regardless of the school's number of hours/minutes in a school's day, they must schedule a minimum of 175 Academic Student Days. This leaves the school a maximum of ten (10) Professional Development Days. The total number of days must not exceed 185 days.
 - 2. Regardless of the school's number of hours/minutes in a school's day, they must not go over 178 Academic Student Days. This leaves the schools a maximum of seven (7) Professional Development Days. The total number of days must not exceed 185 days.
 - 3. Regardless of the number of calamity days/hours the school is closed, they must meet or exceed the minimum Academic Hours at each grade level.
 - (a) Half day Kindergarten must be in session a minimum 455 academic hours.
 - (b) Grades K-6 must be in session a minimum 910 academic hours.
 - (c) Grades 7-12 must be in session a minimum 1,001 academic hours.
 - (d) Schools can count two (2) In-Service/Staff Development Days at five and half (5.5) hours or eleven (11) total.

(e) Schools can count two (2) Parent-Teacher Conference Days or eleven (11) hours total.

If a school does not close during the school year, the school cannot shorten its scheduled year nor can schools schedule days off during the school year because of leftover excess hours.

If attendance required at events outside the contracted school day in accordance with paragraph 10.4(C) exceeds five (5) occasions, each further such required occasion shall be counted as a professional development day towards the one hundred eighty-five (185) day contract maximum. Responsibilities included in Article 22.1 or as provided by a contract supplement are not included in this provision.

The Principal shall notify teachers in writing by the opening faculty meeting of all such meetings or events outside the school day at which their attendance will be required during the school year. In addition, the list of required meetings shall include staff meetings, school-wide and Diocesan-wide professional development dates, and Diocesan-wide events required by USCCB. In the event of cancellation due to extenuating circumstances, it is understood that the event may be rescheduled.

ARTICLE 11- JOB OPENINGS

- 11.1 The Office of Catholic Schools shall post on the Office of Catholic Schools website notice of all administrative, teaching, and supplemental openings. All job openings shall also be posted and/or emailed to staff at each school by the Principal per Diocesan Regulation 4112.05. (Appendix)

ARTICLE 12- PRINCIPAL'S ADVISORY COUNCIL

- 12.1 Schools serve students and families best when collaborative, mission-driven communication occurs. Principals and administrators are encouraged to have regular, open, and respectful dialogue with COACE representatives and teachers. Similarly, COACE representatives and teachers are encouraged to engage in regular, open, and respectful dialogue with principals and administrators. A regular, scheduled, standing meeting between the principal and the COACE building representative should be planned at all schools. At minimum, a meeting to jointly develop the annual school calendar will be held.

Following the Catholic teaching of subsidiarity, issues, concerns, and questions are best addressed at the local level. Every effort should be made to resolve issues, concerns, and questions through direct dialogue rather than involving those outside of the school setting. External services are available if direct conversation cannot reach a resolution.

ARTICLE 13- PROFESSIONAL DEVELOPMENT ASSISTANCE PROGRAM

- 13.1 Certain accredited colleges and universities assign tuition waivers to the Diocese for our teachers in exchange for mentoring their students who are studying to be teachers.

The following provisions apply to tuition waivers:

- A. Disbursement of tuition waivers earned by the schools of the Franklin County Deaneries, part of COACE, shall be made according to the following provisions:
1. First Priority: The teacher working directly with the college student has first priority to use any credits earned as a result of the teacher's supervision of the student teacher. Said teacher must apply as outlined in Article 13.1 D.
 2. Second Priority: After application of the above priority any teacher in school of the Franklin County Deaneries that accepts student teachers may apply for any unused but available tuition waivers, as outlined in Article 13.1 D. The tuition waiver shall be placed in a tuition waiver bank from which the Superintendent is to make equitable distribution. Teachers possessing a Provisional, Professional, or Permanent Ohio Certificate or an Ohio License shall be given first consideration for tuition waivers.
 3. Third Priority: After consultation with the President of the Association, the Diocesan Office of Catholic Schools may release tuition waivers to teachers, administrators or others not covered by this Agreement.
- B. As far as practicable, assignment shall be by seniority. A teacher's seniority shall be defined according to the placement of that teacher on the salary scale. Teachers shall not be limited to the number of tuition waivers they may use if said tuition waivers are available. No one other than a teacher may use tuition waivers except as provided in 13.1 A.3.
- C. A teacher who receives a tuition waiver but does not use it must return the unused waiver to the Office of Catholic Schools Personnel Office prior to the date it has been scheduled for use. Failure to return unused tuition waivers without good cause will result in the denial of future tuition waivers to such a teacher for two (2) years from the date that the tuition waivers were to have been originally used.
- D. A tuition waiver request form is available to teachers and can be accessed from the Diocesan Office of Catholic Schools website. The form must be completed for any request for a tuition waiver or reimbursement if no tuition waivers are available. Dates for submission of tuition waiver forms shall be listed on the Office of Catholic Schools website. The Diocese will respond within 30 days of the tuition waiver deadline on the tuition waiver application.

- 13.2 The following provisions apply to the Reimbursement Program for accredited college or university graduate coursework not paid for in full or paid partially through a tuition waiver. The teacher

will need a denial of tuition waiver form for colleges and universities with which the Diocese exchanges services.

- A. The Reimbursement Program provides monetary assistance to teachers who elect to pursue graduate courses through a college or university. Participation on the part of the teacher is voluntary. The graduate coursework must be in accordance with the teacher's written Individual Professional Development Plan (courses in content area and/or education) and be approved in advance in writing by the Principal.
- B. To be eligible for the Reimbursement Program a teacher must first have applied for a tuition waiver adhering to application deadlines. Eligible teachers shall receive a reimbursement from the teacher's school up to \$1,000 minus the value of any tuition waivers received. This reimbursement shall be made upon submission of grade verification, tuition statements, and verification of denial or value of any tuition waivers. Information for coursework submitted by July 1 will be paid by September 15. Information submitted by July 1 will be paid by September 15, etc. Reimbursement Program monies shall not accumulate from academic year to academic year.
- C. By participating in the Reimbursement Program, a teacher confirms his or her intent to continue his or her employment at the school for at least 1 school year for each quarter/semester in which he or she is reimbursed with a maximum commitment not to exceed 5 school years. If a teacher leaves school employment during this committed period, he or she will repay the school for the amount provided as a reimbursement. If necessary, the school may deduct, to the extent permitted by law, the sum owed from paycheck(s) if the teacher remains employed elsewhere in the Diocese. If the teacher is no longer employed by the Diocese, he or she will make payment arrangements to repay the reimbursement provided within six months of leaving the school. The school reserves the right to pursue legal action to recover these funds.
- D. Refer to Article 24 for information on possible additional professional development monetary assistance.

ARTICLE 14 - PAID LEAVE

This article goes into effect on July 1st, 2026

14.1 PTO Hour Accumulation

Previously, the agreement between COACE and the Diocese made a distinction between sick days and personal days. It is now the intention of the parties that this distinction be removed and that all leave be awarded on an hourly basis (hereinafter known as “PTO hours”), based on a standard 8-hour workday. As such, PTO hours shall be accrued and earned as follows:

A. Prior Accumulated Leave Time: Upon the implementation of this new system, all prior earned and accumulated sick days and personal days of any teacher shall be converted to hours with a conversion rate of 8 hours every day. Once calculated, the PTO hours shall be credited to the teacher.

1. In the case where a teacher has zero documented hours upon the initial transfer of days to hours, a formula will be used to put hours into the payroll system. Formula: Number of years worked in the diocese x 16 hours. For example, a teacher with 20 years’ experience would get 320 hours. This formula is intended solely to address recordkeeping gaps and shall not be interpreted as a reduction of previously earned leave.

B. Standard PTO Hour Accrual: Every full-time teacher shall earn twelve (12) PTO hours per calendar month computed on a ten (10) month basis. PTO hours shall accrue monthly at a rate of 12 hours per month during the ten-month contract year and shall be credited at the end of each completed month of service. This shall result in a total of one hundred and twenty (120) PTO hours being earned by the teacher throughout the year. Total hours accrued will increase at year five and at year fifteen as shown in the chart below.

C. Annual accrual depends on years of service:

- 0–4 years: 120 hours
- 5–14 years: 136 hours
- 15+ years: 144 hours

D. Requests and Records of PTO Hours: All information will be kept updated in the buildings and in the payroll system once available.

E. Teacher Transfers: Once earned, PTO hours may be transferred to a new school of employment as stated below:

1. Accumulated PTO hours shall be retained upon a teacher’s transfer to another school of the Franklin County Deaneries of the Diocese of Columbus.

2. Accumulated PTO hours, up to the limits established in *Article (14.1 A)* above, shall be given to a teacher who transfers from any other Catholic school in the Diocese.

3. A teacher who has prior service within the Diocesan school system shall retain accumulated PTO hours upon his or her reemployment in any school within schools of the Franklin County Deaneries within five (5) years of prior separation.

F. Teachers Injured on the Job: A teacher injured or harmed while in the performance of any assigned duty, shall be excused without loss of pay for the duration of his or her confinement under a physician's care or for thirty (30) working days (240 hours), whichever is the shorter period. Salary from the school for such a period shall not be deducted from the teacher's accumulated PTO hours. A teacher will be expected to file for Workers' Compensation in regard to such injury.

1. Any Workers' Compensation benefits representing lost income for the period of paid leave under this paragraph, which the teacher is awarded as a result of the injury or harm shall be reimbursed to the school by the Bureau or the teacher.

2. If no Workers' Compensation is received, the school shall pay the full amount of salary due the teacher. At the end of this period of time, the teacher may elect either to use accumulated PTO hours or to receive Workers' Compensation benefits (if eligible) provided that the disability resulting from the injury or harm continues.

3. Workers' Compensation Off-Set: If a teacher becomes eligible for Workers' Compensation and/or Social Security disability payments, the teacher's compensation for PTO usage from the school shall be reduced by the amount received from these sources. The principal may require the teacher to apply for these benefits within the recommended time.

14.2 PTO Hour usage

All PTO hours may be used as follows:

A. No Stated Purpose: PTO hours may be used for any purpose. Teachers are not required to give a stated reason for their use, subject to the provisions below. While PTO hours may be used for any purpose, usage remains subject to reasonable administrative procedures and limitations outlined in this Article.

B. Notification by Teacher for Unplanned Absence: When a teacher is unable to report to work, he or she shall notify the principal, or the person designated by the principal, on the first day of absence and each day thereafter, unless one of the following provisions applies:

1. In cases where institutionalization or hospitalization is required, the teacher shall notify the designated administrator upon admission and discharge.
2. In cases where convalescence is required at home, the teacher shall notify the designated administrator upon start and upon termination of the convalescent period.

3. It is encouraged, however, that teachers always try to give twenty-four (24) hours notice of any absence.

C. Prolonged and repeated Absence: After a teacher has used beyond twenty-four (24) consecutive PTO hours, without prior approval, and if there is a demonstrated pattern of abuse, a principal may require a medical certificate for any further absences and/or an improvement plan may be implemented. This provision is subject to the grievance procedure outlined in Article 6. A pattern of abuse shall be defined as repeated unplanned absences occurring immediately before or after weekends, holidays, or school breaks, or other objectively verifiable patterns.

D. Planned Extended Leave: A teacher on a planned extended leave of absence shall meet the Principal prior to the leave for approval and to assure a smooth transition to the substitute teacher. The teacher must create the necessary sub plans for the time off. Examples can include maternity leaves, scheduled medical procedures, etc.

E. Forfeiture of Extra Duty Pay: A teacher on leave forfeits in whole or on a prorated basis any pay for extra duty assignments which they are unable to perform while on a leave of absence. This does not pertain to coaching supplemental classes I-IV. This applies to all other extra duty assignments. This would not apply if the duty can be rescheduled to be done by the original teacher.

F. Notification of Planned Absence: Except for in cases of emergency and short-term sickness, requests for use of PTO hours shall be submitted to the principal (via payroll system), or a party designated by the principal, at least twenty-four (24) hours in advance of the anticipated absence. No stated reason is needed for such a request. However, if a teacher wishes to use more than twenty-four (24) PTO hours consecutively, such request must be made at least forty-eight (48) hours before the intended use, unless the teacher is reasonably unable to do so. Requests for more than twenty-four (24) PTO hours shall be contingent upon the approval of the principal, or a party designated by the principal, but said approval shall be contingent on limitations in 14.2G.

G. Limitations on Use of PTO Hours: The use of PTO hours shall hereby be limited by for the following reasons:

1. PTO hours may not be used during the first week or last week of the academic school year, or on the day preceding or immediately after an extended school holiday provided for in the school calendar, such as Thanksgiving, Christmas, Spring Break, or Easter vacation period, except upon approval of the Principal, or a party designated by the Principal.
2. Unless approved by the principal, or a party designated by the Principal, PTO hours may not be used during a school-wide or Diocesan-wide professional development day. To regulate PTO time in December, May, and June, a teacher must give a two-week notice unless it is an emergency. The date upon which the PTO time is to be taken in December, May, and June shall be established by mutual agreement of the teacher and the principal, or a party designated by the principal.

3. The maximum number of PTO hours used per semester (August -December and January-June) by a teacher will be set at 80 hours. For a total of 160 for the academic year.
4. This limitation shall apply only to standard PTO usage and shall not include bereavement leave, professional leave, jury duty, or parental leave.

H. Requesting PTO Hours: Requests for PTO hours shall be made via a paper request form until the payroll system established by the Diocese is ready to be used.

14.3 PTO Cash-Out

It is the intention of COACE and the Diocese, in appreciation of the service of its teachers, to allow teachers to optionally cash out a portion of accumulated PTO hours each year. The cash-out portion of PTO begins in spring 2027. PTO hours shall be cashed out as follow:

A. Formula for Cash-Out: Any cash-out of PTO hours shall be calculated pursuant to the following formula:

1. A maximum of 40 hours can be cashed out by a teacher at a rate of \$20.00 per hour on an annual basis.
2. Teachers who retire at or after 30 years of service may cash out up to a maximum of 1,200 hours one time at a rate of \$15.00 per hour. Teachers who elect to receive the Separation Bonus are not eligible for this one time cashout.

Examples of a yearly (annual) cash out:

A teacher opting to cash out 6 hours would get as follows: 6 hours * \$20.00 = \$120

A teacher opting to cash out 20 hours would get as follows: 20 hours * \$20.00 = \$400

A teacher opting to cash out 40 hours would get as follows: 40 hours * \$20.00 = \$800

B. Any hours not cashed out roll over to the next year as they always have.

C. Grandfather Clause: Any teacher who is on year twenty-five (25) or more years of Diocesan full-time teaching experience in the schools of the Diocese as of the 2026-2027 school year will be grandfathered in under the Separation Bonus Program (hereinafter "SBP"). In order to receive SBP benefits a teacher must obtain thirty (30) or more years of Diocesan full-time teaching experience. They will use the prior separation program upon their retirement after surpassing 30 years of service. The prior separation program referenced herein shall be appended to this agreement. All teachers, including those eligible for the SBP, are eligible for the yearly cash-out immediately beginning in the 2026-2027 school year.

1. Starting with the 2026-27 school year, teachers in years 20–24 will have a one-time option to choose whether to be grandfathered into the SBP or to opt into eligibility for the 30-year cash-out under the new PTO policy.

2. A formal declaration form will be provided, allowing each teacher to clearly indicate their selection. The form will be signed by the teacher and building administrator and will be kept on file in the building as well as the Office of Catholic Schools. This decision is final and cannot be modified in future years for any reason—teachers may not participate in both options.

D. Notification: Teachers will notify the principal, or a party designated by the principal, of their intent to cash-out PTO hours, and the amount of hours wished to be cashed out by March 1st of the current school year. The payment of the cash-out will be included with the final paycheck of the contract year.

E. Participation in the PTO cash-out program is voluntary and shall permanently reduce the teacher's accumulated PTO hours by the amount cashed out.

F. Teachers who have retired and received either the SBP or the single cash out option (referenced in 14.3A) and are rehired by the diocese will be eligible only for the yearly cashouts.

14.4 Bereavement Leave

- A. Absence due to death of a member of a teacher's extended family is limited to three working days (24 PTO hours). If the distance is one hundred (100) miles or greater, one (1) additional day for travel shall be granted. The initial three days (24 PTO hours) and the additional travel day shall not be deducted from the teacher's accumulated sick leave or personal business leave. The principal, at his/her discretion, can allow more days off, deducted from the teacher's PTO hours. Extended family is defined to mean the teacher's spouse, child, parent, brother, sister, niece, nephew, grandparent, grandchild, a legal guardian or the person who stands in loco-parentis and a teacher's father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or grandparent-in-law.
- B. Absence due to the death of a teacher's aunt, uncle, or cousin is limited to one (1) working day (8 PTO hours). If the distance is greater than one hundred (100) miles, one (1) additional travel day shall be granted. The initial one (1) day and the additional travel day shall not be deducted from the teacher's accumulated sick leave or personal business leave. The principal, at his/her discretion, can allow more days deducted from the teacher's PTO hours.

14.5 Professional Development Leave

- A. On request of the teacher and in accordance with the school's staff development plan, a teacher shall be granted Professional leave with pay. A teacher shall be granted a minimum of twenty-four (24) hours of professional leave each year for attendance at professional meetings, workshops, clinics, inter-school visits, or for other purposes of professional growth.

14.6 Jury Duty/Subpoena Response Leave

A teacher shall, upon written request to the principal, be granted paid leave for the number of days, or partial days, needed to accept jury duty or to respond to a subpoena. A teacher shall be paid his or her regular salary for the days involved, but shall be required to reimburse the school for any compensation received as payment for jury duty or as witness fee payment for responding to a subpoena minus the cost of parking, if any teacher called for jury duty or as a witness is to immediately inform the principal of this fact. Time for serving on jury duty or responding to a subpoena shall not be deducted from the teacher's accumulated sick leave or Personal Business Leave. (See "Long-Term Leave of Absence Form", Appendix)

14.7 PTO Hour Donation Bank

In the event it becomes necessary, each school will establish a PTO hour donation bank for the use of all teachers in the school as follows:

A. Contributions: Each teacher in the building may voluntarily contribute PTO hours from the teacher's current accumulated PTO hours to the PTO hour donation bank when needed. PTO hours contributed by any teacher shall be deducted from the teacher's accumulated PTO hours. Contributions may be made in any hourly increment, but only on the basis of a signed request by the contributing teacher.

B. Reasons for Use & Limitations: The parties recognize that the PTO hour donation bank is intended for special cases involving prolonged personal illness of the teacher and/or conditions associated with the pregnancy and/or childbirth when it is medically necessary for the teacher to be off work for her own care or care of the child. After a teacher has exhausted accumulated PTO hours, the school PTO hour bank may be used for additional leave by the teacher not to exceed one hundred sixty (160) hours of leave, upon application by the teacher. A physician's statement will be required with the application in order to be considered.

C. Donation Record: The Diocese of Columbus teacher donation record, provided by the principal, is to be completed by the teacher and signed in duplicate by the teacher and Principal. One copy is to be kept by the principal in the teacher's personnel file and one copy is to be forwarded to the teacher.

D. Use of donated PTO hours shall be subject to availability and administered in a fair and equitable manner.

[PTO Donation Form.pdf](#)

14.8 Parental Leave

This Article provides paid maternity, paternity, and adoption leave, coordinated with short-term disability and FMLA where applicable.

- A. Maternity Leave. Up to forty-days (8 weeks) (for a vaginal or C-section delivery) shall be granted to any teacher who has given birth to a child. No time will be deducted from PTO hours for the 8 weeks. Paid parental leave shall be administered in conjunction with leave provided under short-term disability and the Family and Medical Leave Act "(FMLA") and will run concurrently with FMLA leave when an employee is eligible for FMLA leave. A teacher who is granted 12 weeks via FMLA will have the 4 additional weeks unpaid. Maternity Leave eligibility begins on the date of birth of the child.
- B. Maternity leave shall be taken in conjunction with short-term disability benefits. Each school provides base coverage to all full time eligible teachers. All eligible teachers are required to file a claim and participate in the short-term disability program for Maternity Leave. The elimination period is seven (7) calendar days (which equates to five (5) working days) with a benefit of 65% of the teacher's weekly salary and a maximum benefit of \$2,000 per week paid directly to the employee from the insurance company.
- C. Should a holiday or "break – Christmas/Spring Break/Easter/Summer" occur during a teacher's Maternity Leave, no PTO hours will be deducted from the teacher's bank since the teacher would have received pay anyway. However, the teacher will still only receive 35% of their pay from the diocese since Lincoln is paying the other 65%.
- D. In addition to applying for short-term disability benefits, the teacher may also be eligible to apply for the protection of Family Medical Leave Act (FMLA). If a teacher has been employed by the school for 12 months and has worked and/or been paid for, at minimum of 1,250 hours, then the teacher would also be required to apply for the FMLA, which would run side-by-side with the short-term disability benefits.
- E. Paternity leave shall be taken, at the option of the teacher, on the date of birth, date of discharge from the hospital, or within ten weeks from either date. Ten (10) days paid leave of absence (which shall not be charged to PTO hours) shall be granted to any teacher whose spouse has given birth to a child. Paternity leave may be taken at other times upon request by the teacher and approval by the principal.
- F. Adoption leave shall be taken, at the option of the teacher, on the date of placement, within two (2) weeks thereafter, or in connection with court proceedings. Ten (10) days paid leave of absence (which shall not be charged to PTO hours) shall be granted to any teacher who adopts a child. Adoption leave may be taken at other times upon request by the teacher and approval by the

principal. Additionally, a \$5,000 stipend will be given to a teacher who adopts a child to aid in adoption costs.

14.9 Miscellaneous Provisions Regarding Paid Sick Leave

- A. For purposes of computing the one hundred and twenty (120) days of service required to qualify for a salary step pursuant to Article 21.2(A), PTO hours and all other paid leave days count day for day toward the attainment of the one hundred and twenty (120) days of service.
- B. PTO hours granted pursuant to Articles 14.1 shall, where applicable be substituted for leave granted under the Diocesan Schools' Family Medical Leave Act (FMLA) policy. In this regard, the Diocesan Schools' FMLA policy should be consulted.

14.10 Nursing Mothers

Schools will provide reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has a need to express the milk. Schools also will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. This space may be temporarily created or converted into a space, for expressing milk, or made available when needed by the nursing mother.

Schools will provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The frequency of breaks needed to express milk as well as the duration of each break will likely vary.

ARTICLE 15- UNPAID LEAVES OF ABSENCE

- 15.1 Medical Leave for Illness of Teacher or Teacher's Immediate Family
- A. A teacher shall, upon written request to the Principal, on the official form (See Appendix) be granted a leave without pay to care for personal illness or injury to the teacher or a member of the teacher's immediate family as described in Article 14.1 (J2). A copy of the signed form will be given to the teacher. For unpaid leaves involving medical reasons, a medical certificate stating the nature of the illness and the need for a leave from a licensed physician or other medical professional may be required to justify the use of unpaid leave or to return to work. Such leave shall extend to a date no later than the close of the next following school year, but may, at the teacher's option, be for a shorter period of time. The teacher is required to notify the Principal, in writing, at the time of request for leave, of the anticipated date of return. The provisions of Article 15.7(E) also apply. The ill health leave may be renewed at the discretion of the Principal for an additional school year upon written request of the teacher.
- B. If the leave is due to the illness or injury to the teacher, the Diocesan Disability Plan applies for teachers meeting eligibility and participation requirements of the plan.
- 15.2 Child-Rearing Leave. Without prejudice to a teacher's ability to use sick leave pursuant to Articles 14.1 (J2) and 14.8 due to pregnancy, childbirth, or adoption, any teacher who becomes pregnant shall, upon written request to the Principal, be granted leave without pay to absent her from work for child-rearing purposes. The date of departure shall be selected by the teacher and she shall notify the Principal of this date as far in advance as is practicable. Child-rearing leave may continue until the teacher is medically able to return to work. The teacher also has the option of continuing the child-rearing until the beginning of the next school year or the beginning of the following school year. In either case, the teacher must inform the principal in writing of the expected return date at the beginning of the leave. The provisions of Article 15.7(E) also apply. The child-rearing leave may be renewed at the discretion of the Principal for an additional school year upon the written request of the teacher.
- 15.3 Paternity and Adoption Leave. A teacher who adopts, or whose spouse gives birth to, a child shall be granted a leave without pay for purposes of caring for the child. The teacher's anticipated date of departure shall be selected in relation to the anticipated due date and/or date the teacher receives the adopted child, and the teacher shall make a written application as far in advance as is practicable. This leave may continue until the beginning of the next school year or the beginning of the following school year. In either case the teacher must inform the principal in writing of the expected return date at the beginning of the leave. The provisions of Article 15.7(E) also apply. Upon the written request of the teacher, the leave may be renewed at the discretion of the Principal for an additional school year beyond the original request.
- 15.4 Continuing Education Leave. A teacher shall, upon written request to the Principal, be granted a leave of absence without pay for purposes of pursuing a full-time course of studies in an accredited institution of higher learning. Such leave shall be granted to any teacher of at least three (3) years' service to the school. Such leave shall be granted for one (1) school year, with a possibility of renewal for one (1) additional school year upon the teacher's written request to the

Principal prior to April 1st of the first school year. The provisions of Article 15.7(E) also apply. Failure to register for a full-time course of studies shall be deemed an automatic resignation.

- 15.5 Military Leave. Upon written application to the Principal, a teacher shall be granted military leave without pay. Military leave and re-employment thereafter shall be governed by the provisions of applicable federal and state law. Any teacher whose teaching service has been interrupted by active duty in the armed services shall receive credit on the salary scale for such duty according to the requirements of applicable federal and state law.
- 15.6 Special Leave. Upon written application to the Principal, a teacher shall be granted, at the discretion of the Principal, leave without pay. The leave, if granted, may not be for the purposes of obtaining conflicting employment.
- 15.7 Miscellaneous Provisions Regarding Unpaid Leave.
- A. Unpaid leaves of absence granted under Articles 15.1, 15.2 and 15.3 above, where applicable, shall be subject to the Diocesan Family Medical Leave Act (FMLA) policy except to the extent that such leaves either alone or in conjunction with paid leave exceed the benefits provided by Diocesan FMLA policy. FMLA leave shall run concurrently with covered leaves granted under Articles 14 and 15. (See Appendix)
 - B. A leave of absence shall not in itself constitute grounds of non-renewal of a teacher's contract.
 - C. In establishing the date upon which the leave begins and in establishing a return to work date, the teacher shall, where practicable, consult with the Principal in order to attempt to reach mutually acceptable date(s). Notification by the teacher of the date upon which the leave begins and the return to work date shall be binding upon the school in all cases, provided that applicable procedures have been followed. In no case shall the notice of return to work be less than two (2) weeks, unless waived by the Principal (see Appendix).
 - D. No contract for a full school year shall be offered to a replacement teacher until after the Principal has ascertained in writing that the teacher on leave does not intend to return to work for the school year following expiration of the leave. In addition, a written notice shall be given to the Principal between November 1 and December 1 or between March 1 and April 1 of the semester in which the leave expires. Failure on the part of the teacher on leave to provide such notification on time shall relieve the Principal of the obligation to hire the teacher on leave for the semester or year following the expiration of the leave and shall constitute an automatic resignation on the part of the teacher.
 - E. If a teacher fails to report to work on an agreed-upon date of return, such failure shall constitute an automatic resignation, and shall relieve the Principal of any obligation to continue the teacher's employment. In the case of an emergency, the date of return may be extended and the automatic resignation may be rescinded by the Principal.
 - F. Upon return to the school, the teacher shall be placed on the salary step following the step which the teacher was paid in his or her last individual contract, provided the teacher taught a minimum of one hundred twenty (120) days under that contract.

- G. A teacher on an unpaid leave of absence shall retain all insurance and pension benefits in conformity with this Agreement, provided that the teacher pays all amounts, including contributions normally paid by the employer as billed or required under such insurance or pension benefit. No paid leave benefits shall accrue during an unpaid leave of absence. A teacher on unpaid leave is not eligible for fee waivers.
- H. The teacher hired as a replacement for the teacher on unpaid leave of absence shall be notified at the time of employment that he or she is a temporary employee for the duration of the unpaid leave. Both the duration and statement of temporary employment shall be clearly stated on the replacement teacher's individual contract.
- I. A teacher on unpaid leave of absence is required to maintain a current address and phone number with the school.
- J. A teacher who gives false reason for an unpaid leave may be subject to appropriate discipline including termination.
- K. In an instance where the expiration of the leave is the close of a future semester, a teacher shall provide the Principal with written notice that he or she intends to return to work for the semester following the expiration of leave.

ARTICLE 16- PROVISIONS FOR SCHOOL CLOSURE OR CONSOLIDATION

16.1 The following notification, displacement and reinstatement provisions apply to teacher(s) affected by a school closure or a school consolidation:

- A. Teachers must be notified of a school closure or consolidation no later than April 15 of the year preceding the year in which the school will close. Failure to provide such notification by April 15 shall cause the provisions of Article 16.2 to apply.
- B. Except as provided in Article 16.1(D) and (E), in the case of a school closing or consolidation, Limited Contracts will not be offered for the next school year and Continuing Contracts will be null and void as of the conclusion of the current school year.
- C. In the circumstances where a Continuing becomes void because of a school closing or consolidation and where the teacher is unable to secure a comparable position by September 1 of the next school year following the displacement, the school shall provide the teacher with a severance pay bonus of percent (15%) of his/her current teaching salary.
- E. Any teacher, possessing an Ohio License and Continuing Contract, who is laid off because of a school closing or consolidation, shall be placed in a hiring pool. Should a teaching position become vacant in another Franklin County school in the Diocese of Columbus, the principal of the school having the vacancy will interview and give first consideration to teachers possessing appropriate certification.

When a vacancy exists, the Principal and/or the Office of Catholic Schools will notify the teachers in the hiring pool. A displaced teacher's right under this Article remains in effect until the close of the next school year following notification of the displacement. A displaced teacher, hired under the provisions of this Article, must be offered the same type of contract which the teacher held prior to the layoff. The teacher must be given full credit for all teaching experience which he/she has earned within the schools of the Franklin County Deaneries. The Principal at any time has the option to grant to the teacher full credit for all teaching experience.

16.2 The following provisions apply when the teacher(s) affected by a school closing or consolidation is (are) given notification after April 15 of the year preceding the year in which closing is to occur:

- A. If the closing is the result of fire, earthquake, or weather-related circumstances, the contract or contracts involved shall become null and void.
- B. The teacher's contract must be honored for the next school year according to the salary step applicable for the next school year. As a condition for receiving a salary during that next school year, the teacher must accept assigned educational duties. Assignments shall be arranged under the direction of the Diocesan Office for Catholic Schools. If the teacher is able to secure other employment during the year following the closing, the teacher shall thereafter be paid the difference in salary, if any, between the amount of the teaching contract as prorated on a monthly basis over twelve (12) months and the amount paid monthly by the new employer. The teacher may invalidate the teaching contract at any time during the year.

- C. The teacher is obligated to interview with any school for any available position for which he or she holds certification and for which the teacher has been notified of an opportunity to interview. A teacher's second failure to appear for an interview or to accept an offered position constitutes an automatic resignation on the part of the teacher, and the teacher's contract shall become null and void. If the teacher is offered a new position, the teacher must be offered the same type of contract (Continuing or Limited) which the teacher would have been eligible for had the layoff not occurred with the same salary for which the teacher would have been eligible had the closing not occurred. For purposes of determining seniority within the building, the Principal shall credit the teacher with all years of teaching experience which he or she has earned within all schools of the Franklin County Deaneries.

ARTICLE 17- PROVISIONS FOR THE ELIMINATION OF A TEACHING POSITION

- 17.1 The following provisions apply whenever a school eliminates a teaching position. For the purpose of this Agreement a teaching position is considered eliminated when a course/ class at grade level has been eliminated or when a course/class at grade level has been reduced to where the teacher is no longer needed full time.
- A. Without prejudice to a Principal's option not to renew a Limited Contract under Article 20.5, the Principal shall use building seniority in a teacher's area of certification in determining whose position is to be eliminated.

Teachers who hold Limited Contracts, shall be laid off prior to teachers holding Multi-Year Contracts, and teachers holding Multi-Year Contract shall be laid off prior to teachers holding Continuing Contracts.
 - B. School and Diocesan seniority rights are granted to teachers, who:
 - 1. Have certificates or a license in any secular subject issued by the Ohio Department of Education and Workforce (DEW).
 - 2. Are teaching secondary religion and have received the appropriate non-tax license from the Ohio Department of Education and Workforce (DEW).
 - E. In the event that two (2) or more teachers have identical building seniority:
 - 1. Ranking will be determined by their total teaching experience within the schools of the Franklin County Deaneries;
 - 2. Should their total seniority from the schools of the Franklin County Deaneries be identical, then the teacher with the higher level of education including degrees held and then the amount of coursework beyond the degree will be chosen.
 - F. A teacher possessing an Ohio License and a Continuing Contract whose position has been eliminated may be reinstated at the school should the school in the year following the elimination of the position either reestablish the same position or an equivalent position and/or have a vacancy which is to be filled in the area of certification in which the laid off teacher is certified. The teacher shall contact the school upon the posting of a vacant position as described above. The school must first afford the laid off teacher an opportunity to be reinstated prior to hiring any other applicant. Reinstatement shall apply by order of seniority among teachers whose positions were eliminated at the same time.
 - G. The school and the Office of Catholic Schools shall make every effort to aid and relocate a teacher possessing both an Ohio License and a Continuing Contract whose position has been eliminated.
- 17.2 The following notification, displacement and reinstatement provisions apply to teacher(s) affected by the elimination of a position:
- A. A Teacher whose position is to be eliminated must be verbally discussed and notified in writing (if a contract is given to the teacher before May 15, that fulfills the written

requirement) of layoff no later than May 15 of the year preceding the year in which the position elimination occurs. Failure to provide such notification by May 15 shall cause the provisions of Article 17.3 to apply.

See Policy 4112.11; Teachers whose contracts are not to be renewed must be notified of such decision, in writing, by May 15.

- B. In the case of elimination of a position, this provision applies except that an affected teacher must be allowed to displace, according to building seniority, any less senior teacher in the same building in that teacher's area of certification as provided by Article 17.1.
- C. In the circumstances where a Continuing Contract becomes void because of the elimination of a position, and where the teacher is unable to secure a comparable position by September 1 of the next school year following the displacement, the school shall provide the teacher with a severance pay bonus of fifteen percent (15%) of his/her current teaching salary.
- D. Any secondary school teacher, possessing both an Ohio License and a Continuing Contract, who is laid off because of an elimination of a position shall be offered a position in the area for which he/she is certificated if such a position is vacant in another Franklin County secondary school in the Diocese of Columbus. This consideration shall apply by seniority such that the most senior teacher by year of certification will be offered the first vacant position. Other candidates may not be offered contracts for the position(s) in question until this offer has been made. The offer shall be considered to have been declined if the teacher's refusal is in writing or if the teacher does not accept an invitation to interview within five (5) working days of being notified of the opportunity to interview, or if a contract is not returned signed within ten (10) working days of being offered. If the teacher declines a contract offer, the Diocese shall have no further obligations to the teacher. A displaced secondary school teacher's right under this Article remains in effect until the close of the next school year following notification of displacement. A displaced teacher, hired under the provisions of this Article, must be offered the same type of contract (Continuing) which the teacher held prior to the elimination of a position. The teacher must be given full credit for all teaching experience which he or she has earned within schools of the Franklin County Deaneries. The Principal at any time has the option to grant to the teacher full credit for all teaching experience.
- E. Any elementary teacher, possessing Ohio License and a Continuing Contract whose position has been eliminated, shall be placed in a hiring pool. Should a teaching position become vacant in another school of the Franklin County Deaneries, the principal of the school having the vacancy will interview and give first consideration to teachers possessing appropriate certification. When a vacancy exists, the Principal and/or the Office of Catholic Schools will notify the teachers in the hiring pool. A displaced elementary teacher's right under this Article remains in effect until the close of the next school year following notification of the displacement. A displaced teacher, hired under the provisions of this Article, must be offered the same type of contract (Continuing) which the teacher held prior to the position being eliminated. The teacher must be given full credit for all teaching experience which he/she has earned within all schools of the Franklin County Deaneries. The Principal at any time has the option to grant to the teacher full credit for all teaching experience.

- 17.3 The following provisions apply when the teacher(s) affected by the elimination of a position is (are) given notification after May 15 of the year preceding the year in which the elimination of the position(s) is to occur:
- A. If the elimination of the position is the result of fire, earthquake, or weather-related circumstances, the contract or contracts involved shall become null and void.
 - B. The teacher's contract must be honored for the next school year according to the salary step applicable for the next school year. As a condition for receiving a salary during that next school year, the teacher must accept assigned educational duties. Assignments shall be arranged under the direction of the Office for Catholic Schools
 - C. If the teacher is able to secure other employment during the year following the closing or cutback, the teacher shall thereafter be paid the difference in salary, if any, between the amount of the teaching contract as prorated on a monthly basis over twelve (12) months and the amount paid monthly by the new employer. The teacher may invalidate the teaching contract at any time during the year.
 - D. The teacher is obligated to interview with any school for any available position for which he or she holds certification and for which the teacher has been notified of an opportunity to interview. A teacher's second (2nd) failure to appear for an interview or to accept an offered position constitutes an automatic resignation on the part of the teacher, and the teacher's contract shall become null and void. If the teacher is offered a new position, the teacher must be offered the same type of contract (Continuing or Limited) for which the teacher would have been eligible to receive had the position not been eliminated. For purposes of determining seniority within the building, the Principal shall credit the teacher with all years of teaching experience which he or she has earned within all schools of the Franklin County Deaneries.

ARTICLE 18- TEACHER EVALUATIONS

18.1 The following provisions apply to teacher evaluation per Diocesan Policy 4117.0.

- A. The supervision and evaluation of teachers are the responsibilities of the Principal who may share these responsibilities with the Assistant Principal, department heads, or other administrators. Principals must use the evaluation standards developed by the Office of Catholic Schools. Any evaluation performed on or after February 1 cannot be used to determine the granting of multi-year or continuing contracts. The teacher also may request that an additional evaluation be made by a person mutually agreed to by the teacher and the Principal. A copy of the evaluation and any written report of an observation shall be given to the teacher within one month of the evaluation. The teacher has a right to discuss the evaluation with all parties concerned (see Appendix). All evaluators must have successfully completed teacher evaluation procedures at the State, Diocesan, or School level.
- B. The evaluation is to be made as a guideline in determining the qualifications of the teacher. The evaluation is to be done to aid the teacher in becoming proficient in his or her chosen profession, and to aid the teacher in understanding his or her role in the classroom and the relationship with the student entrusted to his or her care.
- C. Performance Improvement Plan Policy. If a principal determines at any time that a teacher is underperforming, a Performance Improvement Plan with goals that are timely and measurable, detailing expectations and a timeline will be put in place. The President of COACE and the Superintendent of Schools will review and sign off on the SMART goals, unless the teacher declines the involvement of COACE. Failure of the teacher to meet the prescribed expectations within the timeline may, at the discretion of the principal/pastor, result in termination.

The following timeline will be used by those involved:

- 1. A principal will choose no more than 2-3 goals that the teacher needs improvement in. The goals must be timely and measurable. At the discretion of the superintendent and COACE president, goals may exceed the prescribed number above.
- 2. The plan will have a recommended timeline of 20-40 school days to be completed. At the discretion of the superintendent and COACE president, goals may exceed the prescribed number above.
- 3. The Principal will meet with the pastor of their school for his approval to go over the prescribed plan within 3 business days of creating the plan.
- 4. The Principal will send an email to the Superintendent and President of COACE with the Performance Improvement Plan.
- 5. The Superintendent and President of COACE will have 3 business days to make suggestions, changes or approve the Performance Improvement Plan.
- 6. The Principal will meet with the teacher to go over the prescribed plan with the teacher within 3 business days of receiving the plan that has been signed off on by the pastor,

Superintendent, and President of COACE. The teacher has 3 business days to sign and return the plan. Failure to do so may result in termination.

7. The Principal will meet with the teacher weekly to review the plan. The meeting will be scheduled by the Principal.
 8. At the end of the plan, the Principal will meet with the teacher and a final document will be used to sign off as to if the teacher met the goals of the improvement plan.
- D. All teachers with zero years of experience or who are newly employed in the system shall participate in the Diocesan Mentoring Program to aid them in acclimation to the profession and the school environment.



PERFORMANCE TEACHER IMPROVEMENT PLAN

Teacher name _____ School _____

Date plan will start _____ End Date _____

Area of Concern 1

___ Planning and Preparation ___ Learning Environment ___ Instruction ___ Professionalism

Area of Concern 2

___ Planning and Preparation ___ Learning Environment ___ Instruction ___ Professionalism

Area of Concern 3

___ Planning and Preparation ___ Learning Environment ___ Instruction ___ Professionalism



THE DIOCESE OF COLUMBUS

Area of Concern	Action Steps (timeline with specific dates included)	Data collection methods and sources	Evidence of progress (data) and dates when achieved.



THE DIOCESE OF COLUMBUS

I have reviewed this plan, understand it, and plan to implement it

Teacher Signature

Date

I have reviewed this plan with the teacher

Administrator Signature

Date

(For Elementary Schools) I have reviewed this plan.

Elementary School Pastor

Date

The Teacher may decline to involve COACE in the review of this plan, but a copy will be shared with COACE leadership. Sign below to decline.

Teacher Signature

Date

This plan has met the necessary requirements and has been signed off by the Superintendent of School and President of COACE.

Superintendent's Signature

Date

COACE President's Signature

Date



Outcome of the Plan

Plan was completed on - _____

Plan was _____ Successful _____ Not successful

Comments:

Attach weekly meeting notes and documentation.

ARTICLE 19- INDIVIDUAL CONTRACTS

- 19.1 Teachers shall be offered appropriately worded individual teaching contracts. When issued, the contract will be signed by both the Pastor and Principal of an elementary school and by the Principal of a secondary school (see Appendix).
- 19.2 The individual contract shall set forth the teacher's regular teaching duties and shall specify the salary and compensation to be paid for regular teaching duties. The salary and compensation may be increased, but not diminished during the school year for which the contract is made.
- 19.3 The following provisions apply to all contracts:
- A. The decision not to offer a contract may not be based upon the salary level achieved by reasons of years of service and/or level of education.
 - B. No teacher shall terminate his or her contract after the 10th day of July of any school year or during the school year, prior to the termination of the annual session, without the consent of the Superintendent, pastor or Principal. A teacher may terminate his or her contract at any other time by giving five (5) days written notice to the Superintendent, Pastor or Principal. The parties to this Agreement recognize the importance of honoring teacher contracts and mutually encourage the faithful performance of all contracts. The Office of Catholic Schools will report teachers who break contracts after July 10 to the Ohio Department of Education and Workforce (DEW).
 - C. A contract may be terminated or a teacher may be disciplined at any time for breach or violation of a teacher contract, gross inefficiency or immorality, for serious unethical conduct, or for willful and/or persistent violations of reasonable regulations of the school or the Diocesan Office of Catholic Schools. The teacher has the right to appeal such termination of contract through the grievance procedure. A written statement of these regulations must be available and readily accessible to teachers at the employing school.
 - D. A contract may be terminated at any time by mutual agreement and consent of both parties. Either party may initiate action to terminate.
 - E. At no time after July 10 shall a school in the Diocese of Columbus offer a contract to a teacher who has a signed contract with another school within the Diocese of Columbus.
- 19.4 Individual contracts shall be of two types: Limited Contracts and Continuing Contracts, except as provided in Article 20.8.
- 19.5 Limited Contracts: A Limited Contract shall be for one (1) year and is subject to the following provisions:
- A. Under a Limited Contract, a teacher shall have no vested rights to renewal of the contract.
 - B. A teacher who will not be offered a Limited Contract must be notified of such a decision, in writing, by May 15th of the current school year.

- C. The decision not to offer a Limited Contract is not subject to grievance unless the teacher feels it was based upon salary level achieved.
- D. A teacher who is offered a Limited Contract must receive a signed contract no later than May 15 of the school year of current employment. The date on the contract should be the same day that the contract is given to the teacher. A teacher, who desires to accept a Limited Contract must return the contract properly signed within two calendar weeks of receipt, indicated by the date on the contract. The contract will then become binding on both parties.
- E. Failure to deliver a signed contract to the Principal within such two (2) weeks may be considered by the school as a decline of the contract offer.

19.6 Continuing Contracts

- A. A Continuing Contract is a contract that shall remain in effect until the teacher resigns, elects to retire, or until it is terminated as set forth in previous articles. To qualify for a Continuing Contract a teacher must have completed seven (7) consecutive years of service in the school or schools offering the contract and, in accordance with their IPDP, must have completed thirty (30) graduate semester hours, forty-five (45) graduate quarter hours or ninety (90) CEUs (or an equivalent combination) beyond a degree in education.

If a displaced teacher who has a Continuing Contract is offered a position in a new school, the new school must waive the requirement of seven (7) years of service and offer the teacher a Continuing Contract.

- B. A Continuing Contract will be offered only upon request of the teacher. The teacher is responsible for providing proof that all requirements of a Continuing Contract have been met. The request is to be made in writing to the Principal between February 15 and April 15 of the year prior to that for which the Continuing Contract is being requested. Any teacher who is qualified according to Article 20.6A for a Continuing Contract shall be given a Continuing Contract in accordance with Article 19.1.
- C. A teacher on Continuing Contract must receive a signed contract by May 15 of the school year of current employment. A teacher who desires to accept the Continuing Contract must return the contract properly signed within two calendar weeks. The contract will then become binding on both parties.
- D. The following process may be used to rescind a Continuing Contract:

Year One: Observation/Evaluation

If a principal feels that a teacher on a continuing contract is underperforming, the principal may conduct a formal evaluation of the teacher. If the principal determines that the teacher is underperforming, the teacher will be placed on an improvement plan. The improvement plan can be in place for the remainder of the current school year and extend into the following year, or may only be implemented for the upcoming school year. COACE leadership will be notified at the time the teacher receives the underperforming evaluation and the improvement plan is presented.

Year Two- Improvement Plan for “Probation”

The principal must indicate the areas that are in need of improvement and have the underperforming evaluation signed and dated by both the principal, teacher, and COACE leadership. The teacher will be put on a probationary period for the entire school year following the negative evaluation.

Whenever possible, the teacher placed on probation will be given consideration for the same position, meaning the same grade level (elementary school) or subject level (high school), for which the improvement plan was developed, unless the teacher and administrator agree on a change in grade level or subject area.

- 19.7 Multi-Year Contracts. Effective immediately, no new multi-year contracts offered. All current multi-year contracts will be honored until their termination date, as stated on the Contract, is reached.
- 19.8 The provisions of Article 19 also apply to members of religious communities who would otherwise be eligible for Continuing Contracts. In order to be considered as holding such a contract, the religious community member must make a written request of and receive written approval from his/her Principal for such designation. This request and approval must be made in the same manner as would be applicable to lay teachers seeking a contract.
- 19.9 The teacher shall, upon request of the Principal, submit a non-binding letter of intent, if known, regarding his/her return to the teaching position in the school for the following year.

ARTICLE 20- CERTIFICATION FOR TEACHERS OF RELIGION

Diocesan Schools Policy 4113.1 as revised 7/21 shall apply to all teachers (see Appendix).

ARTICLE 21- BENEFITS

21.1 Insurance

The Diocese of Columbus will offer insurance benefits to qualifying school employees. Information about these benefits can be found on the Diocesan website. These benefits include term life, disability, long term care, medical, dental, and vision options.

21.2 403(b) Plan.

The Diocese provides a 403(b) matching pension plan for employees who meet the eligibility requirements of the pension plan. All lay teachers who meet the eligibility requirements of the Plan shall be entitled to the benefits of the CATHOLIC DIOCESE OF COLUMBUS 403(b) PLAN as set forth in the terms of the then current 403(b) plan document. The 403(b) plan may be changed or modified at any time at the sole discretion of the Diocese. Eligibility, benefits, procedure, and appeals shall be as stated in the Plan document.

21.3 Details of all employee benefits may be found on the Human Resources website of the Diocese of Columbus.

ARTICLE 22- BASIC SALARY SCHEDULE

22.1 The basic salary paid a full-time teacher in the Franklin County schools in the Diocese of Columbus shall be per the salary scales set hereto in the following schedule.

2024-25 SCHOOL YEAR

	BA	BA18	BA30	MA	MA18	MA30	PhD
0	\$39,878	\$42,536	\$43,847	\$49,256	\$50,100	\$50,930	\$53,039
1	\$40,317	\$43,004	\$44,329	\$49,901	\$50,702	\$51,541	\$53,675
2	\$40,897	\$43,623	\$44,967	\$50,560	\$51,381	\$52,231	\$54,395
3	\$41,347	\$44,103	\$45,462	\$51,232	\$51,946	\$52,806	\$54,993
4	\$41,802	\$44,588	\$45,962	\$51,919	\$52,585	\$53,455	\$55,669
5	\$42,262	\$45,079	\$46,468	\$52,646	\$53,269	\$54,150	\$56,393
6	\$42,727	\$45,575	\$46,979	\$53,393	\$53,972	\$54,865	\$57,138
7	\$43,197	\$46,076	\$47,496	\$54,162	\$54,695	\$55,600	\$57,903
8	\$43,672	\$46,583	\$48,018	\$54,953	\$55,439	\$56,357	\$58,691
9	\$44,152	\$47,095	\$48,585	\$55,604	\$56,204	\$57,134	\$59,501
10	\$44,682	\$47,660	\$49,168	\$56,227	\$56,991	\$57,934	\$60,334
11	\$45,227	\$48,242	\$49,768	\$56,868	\$57,800	\$58,757	\$61,190
12	\$45,788	\$48,840	\$50,385	\$57,527	\$58,453	\$59,421	\$61,882
13	\$46,365	\$49,455	\$51,020	\$58,206	\$59,108	\$60,086	\$62,575
14	\$46,958	\$50,088	\$51,673	\$58,905	\$59,782	\$60,771	\$63,288
15	\$47,569	\$50,739	\$52,344	\$59,623	\$60,475	\$61,476	\$64,022
16	\$48,139	\$51,450	\$53,129	\$60,321	\$61,189	\$62,202	\$64,778
17	\$48,621	\$52,222	\$53,937	\$60,924	\$61,923	\$62,948	\$65,555
18	\$49,107	\$52,744	\$54,654	\$61,533	\$62,679	\$63,716	\$66,355
19	\$49,598	\$53,271	\$55,310	\$62,149	\$63,399	\$64,449	\$67,118
20	\$50,094	\$53,804	\$56,002	\$62,770	\$64,033	\$65,093	\$67,789
21	\$50,595	\$54,342	\$56,702	\$63,398	\$64,674	\$65,744	\$68,467
22	\$51,101	\$54,885	\$57,269	\$64,032	\$65,320	\$66,402	\$69,152
23	\$51,612	\$55,434	\$57,841	\$64,672	\$65,974	\$67,066	\$69,843
24	\$52,128	\$55,989	\$58,420	\$65,319	\$66,633	\$67,736	\$70,542
25	\$52,649	\$56,548	\$59,004	\$65,972	\$67,300	\$68,414	\$71,247
26	\$53,176	\$57,114	\$59,594	\$66,698	\$67,973	\$69,098	\$71,960
27	\$53,761	\$57,685	\$60,190	\$67,431	\$68,720	\$69,858	\$72,751
28	\$54,352	\$58,262	\$60,792	\$68,173	\$69,476	\$70,626	\$73,551
29	\$54,950	\$58,845	\$61,400	\$68,923	\$70,241	\$71,403	\$74,360
30	\$55,555	\$59,433	\$62,014	\$69,681	\$71,013	\$72,189	\$75,178

Above 30 years of service – add a 2% increase to the previous year’s base salary.

22.2 The following general provisions apply to the teacher's progression towards maximum salary:

- A. Full credit shall be granted for the number of years of teaching experience in any Franklin County school in the Diocese of Columbus when calculating the step a teacher is to be placed on the schedule. Credit for up to five (5) years of teaching experience in non-Franklin County schools shall be granted to a teacher when calculating the step a teacher is to be placed on the schedule. The principal has the option to grant the teacher full credit for all teaching experience. A year of teaching experience is defined as employment of at least one hundred and twenty (120) teaching days of any school year on a full time basis.
- B. No teacher shall be required to accept a reduction in his or her present salary because of implementation of an applicable basic salary schedule. No teacher granted prior military credit shall lose said credit because of implementation of the applicable basic salary schedule.
- C. Eligibility of B.A.+18 hours shall be granted to teachers who complete eighteen (18) semester credit hours [or twenty-seven (27) quarter credit hours] of undergraduate or graduate study, after the completion of the B.A. or B.S. degree. These hours must be generally related to the teacher's area(s) of certification/licensure, in the methodology of teaching in the area(s), or in such areas as administration, supervision, media studies, curriculum, guidance and counseling, or other related areas.

Eligibility of B.A.+30 hours shall be granted to teachers who complete thirty (30) semester credit hours [or forty-five (45) quarter credit hours] of undergraduate or graduate study, after the completion of the B.A. or B.S. degree. These hours must be generally related to the teacher's area(s) of certification/licensure, in the methodology of teaching in the area(s), or in such areas as administration, supervision, media studies, curriculum, guidance and counseling or other related areas.

"M.A. +18" shall be defined as the completion of eighteen (18) semester credit hours [or twenty-seven (27) quarter credit hours] of graduate credit, above and beyond those graduate hours required for the completion of the M.A. or M.S.; these hours shall be generally related to the teacher's area(s) of certification/licensure, or in such areas as administration, supervision, media studies, curriculum, guidance and counseling, or other related areas. (These credits may be taken before or after the M.A. or M.S., but may not be part of the M.A. or M.S. program.)

"M.A. +30" shall be defined as the completion of thirty (30) semester hours [or forty-five (45) quarter credit hours] of graduate credit, above and beyond those graduate hours required for the completion of the M.A. or M.S.; these hours shall be generally related to the teacher's area(s) of certification/licensure, or in such areas as administration, supervision, media studies, curriculum, guidance and counseling, or other related areas. (These credits may be taken before or after the M.A. or M.S., but may not be part of the M.A or M.S. program.)

- D. Salary adjustments for additionally earned credits beyond the Bachelor's degree or Master's degree shall be effective at the beginning of the next semester after verification. However, the salary adjustment is contingent upon the teacher notifying the school in writing by April 15 of the current year that he or she expects to complete the coursework involved during the

next school year. This notification shall include approximately when the verification will take place. This requirement may be waived by the Principal.

- 22.3 The annual basic salary shall be paid, at the option of each teacher, either over a ten (10) month period commencing in September and ending in June or over a twelve (12) month period commencing in September and ending in August. Teachers must be paid either biweekly or semi-monthly at the discretion of the school. For purposes of computing the payment of a teacher's contract when the entire year's contract is not fulfilled, salary shall be determined and paid according to the following formula:

Basic Salary X Number of scheduled days served (including days of paid leave).

The basic salary does not include compensation for the teacher's performance of extra-duty activities, nor is the performance of said activities to be a condition for the teacher's receipt of his or her basic salary.

The basic salary does not include compensation for the teacher's performance of duties associated with their regular teaching position which take place outside of the contracted school day, nor is the performance of said activities to be a condition for the teacher's receipt of his or her basic salary. Compensation for these duties are outlined in Article 24.4.

- 22.4 Teachers who are required by either the Diocese or the administration of their building to perform duties associated with the regular teaching position outside their contracted school day will receive as compensation an additional full day of pay for each occurrence, calculated by taking their annual base salary and dividing by 185. Duties associated with their regular teaching position would include: assessment of students, communication with students and parents, curriculum planning.

ARTICLE 23- SUPPLEMENTARY SALARIES FOR EXTRA DUTY ASSIGNMENTS

Both COACE and the Diocese agree that Article 23 should be updated to reflect the separation of athletic and academic activities. Because of the discussion and time requirements for developing this model, it will be deferred until Summer 2024. Until such time, the article as updated below will remain in effect.

23.1 "Extra Duty Assignments" are defined as duties, the majority of which are performed outside the school day. The assignments should be significant, periodic, recurring and/or permanent. The assignments should not be directly tied to required curriculum/instruction activities.

Salaries will be paid to secondary school teachers performing the extra duty assignments listed in Class I through V (23.1 A). Salaries will be paid to elementary school teachers performing extra duty assignments as listed in Class VI (23.1 A). These salaries shall be determined by the schedule set forth for each classification. The current B.A. Minimum shall be used as the base for computing supplementary salaries.

Nothing in this agreement prohibits a school from providing a supplement to a teacher for the performance of an extra duty assignment not otherwise compensated under Article 23.1A.

CLASS I

- Athletic Director
- Head Basketball
- Head Football
- Band Director

CLASS II

- Head Baseball
- Head Track
- Head Volleyball
- Head Soccer
- Head Wrestling
- Head Softball
- Head Lacrosse
- Head Ice Hockey
- Head Cross Country
- Head Field Hockey
- Head Golf

Head Swimming

CLASS III

Head Tennis

Drama (Musical, per show)

Assistant Athletic Director

Assistant Basketball

Assistant Football

Head Water Polo

Head Bowling

CLASS IV

Assistant Baseball

Assistant Soccer

Assistant Softball

Assistant Track

Assistant Wrestling

Assistant Volleyball

Assistant Lacrosse

Assistant Ice Hockey

Cheerleading Moderator (per season)

In The Know Moderator

Student Council Moderator

Robotics

CLASS V

Assistant Cheerleading Moderator

Assistant Cross Country

Assistant Field Hockey

Assistant Golf
Assistant Swimming
Assistant Tennis
Assistant Water Polo
Assistant Bowling
Ultimate Frisbee
Drill Team Moderator
National Honor Society Moderator
School Newspaper Moderator
School Yearbook Moderator
Drama (non-musical, per show)
Grant Writer*
OCSAA Steering Committee Chairperson*
* For both Elementary and Secondary

CLASS VI

Administration approved co-curricular club with a teacher advisor that meets regularly.

Examples (but not limited to):

After School/Summer Enrichment Programs Advisors

"Drug-Free Schools" Club Advisor

"Math Counts" Advisor

Play and/or Talent Show Coordinator (per show)

"Power of the Pen" Advisor Safety Patrol Coordinator

Science Fair/Science Day Coordinator

Student Council Advisor

SUPPLEMENTAL SALARY SCHEDULE - 2024-25

This Year's Base Salary (BAO)

\$ 39,878

Class		I		II		III		IV		V		VI	
Percentage		14.00%		12.00%		10.00%		8.00%		5.00%		3.00%	
Increment		0.50%		0.50%		0.35%		0.35%		0.35%		0.35%	
YEARS OF EXPERIENCE	0	14.00%	\$ 5,583	12.00%	\$ 4,785	10.00%	\$ 3,988	8.00%	\$ 3,190	5.00%	\$ 1,994	3.00%	\$ 1,196
	1	14.50%	\$ 5,782	12.50%	\$ 4,985	10.35%	\$ 4,127	8.35%	\$ 3,330	5.35%	\$ 2,133	3.35%	\$ 1,336
	2	15.00%	\$ 5,982	13.00%	\$ 5,184	10.70%	\$ 4,267	8.70%	\$ 3,469	5.70%	\$ 2,273	3.70%	\$ 1,475
	3	15.50%	\$ 6,181	13.50%	\$ 5,384	11.05%	\$ 4,407	9.05%	\$ 3,609	6.05%	\$ 2,413	4.05%	\$ 1,615
	4	16.00%	\$ 6,380	14.00%	\$ 5,583	11.40%	\$ 4,546	9.40%	\$ 3,749	6.40%	\$ 2,552	4.40%	\$ 1,755
	5	16.50%	\$ 6,580	14.50%	\$ 5,782	11.75%	\$ 4,686	9.75%	\$ 3,888	6.75%	\$ 2,692	4.75%	\$ 1,894
	6	17.00%	\$ 6,779	15.00%	\$ 5,982	12.10%	\$ 4,825	10.10%	\$ 4,028	7.10%	\$ 2,831	5.10%	\$ 2,034
	7	17.50%	\$ 6,979	15.50%	\$ 6,181	12.45%	\$ 4,965	10.45%	\$ 4,167	7.45%	\$ 2,971	5.45%	\$ 2,173
	8	18.00%	\$ 7,178	16.00%	\$ 6,380	12.80%	\$ 5,104	10.80%	\$ 4,307	7.80%	\$ 3,110	5.80%	\$ 2,313
	9	18.50%	\$ 7,377	16.50%	\$ 6,580	13.15%	\$ 5,244	11.15%	\$ 4,446	8.15%	\$ 3,250	6.15%	\$ 2,452
	10	19.00%	\$ 7,577	17.00%	\$ 6,779	13.50%	\$ 5,384	11.50%	\$ 4,586	8.50%	\$ 3,390	6.50%	\$ 2,592
	11	19.50%	\$ 7,776	17.50%	\$ 6,979	13.85%	\$ 5,523	11.85%	\$ 4,726	8.85%	\$ 3,529	6.85%	\$ 2,732
	12	20.00%	\$ 7,976	18.00%	\$ 7,178	14.20%	\$ 5,663	12.20%	\$ 4,865	9.20%	\$ 3,669	7.20%	\$ 2,871
	13	20.50%	\$ 8,174	18.50%	\$ 7,377	14.55%	\$ 5,802	12.55%	\$ 5,005	9.55%	\$ 3,808	7.55%	\$ 3,011
	14	21.00%	\$ 8,374	19.00%	\$ 7,577	14.90%	\$ 5,942	12.90%	\$ 5,144	9.90%	\$ 3,948	7.90%	\$ 3,150
	15	21.50%	\$ 8,574	19.50%	\$ 7,776	15.25%	\$ 6,081	13.25%	\$ 5,284	10.25%	\$ 4,087	8.25%	\$ 3,290
ADD \$250 IF EXPERIENCE IS BEYOND 15 YEARS													

23.2 The following apply to extra duty assignments:

- A. Extra duty assignments are arranged within six (6) classifications, each with a percentage and incremental index.
- B. In secondary schools, years of experience up to fifteen (15) years shall be credited to a teacher who has previously performed the same duty assignment in the current school. Head positions shall receive full credit for all years' experience in the same sport or activity. Credit, up to five (5) years, shall be granted to a teacher for performance of extra duty assignment in any other school. Beginning in 2004-2005, two hundred and fifty dollars (\$250) is added if experience is beyond fifteen years.
- C. In elementary schools, years of experience up to fifteen (15) years up shall be credited to a teacher who has previously performed the same duty assignment. Beginning in 2014-2015, two hundred and fifty dollars (\$250) is added if experience is beyond 15 years.
- D. No teacher who is presently performing an extra duty assignment shall have his or her supplemental salary reduced by implementation of an appropriate supplemental salary schedule.
- E. In accordance with the school's established guidelines or procedures, teachers who must use private transportation to perform the assigned extra duty activities, shall be reimbursed by the individual department and/or Principal, at the Diocesan mileage reimbursement rate.
- F. If boys' and girls' teams of the same sport are not considered separate duty assignments, and if the total number of participants is twenty-five (25) or more, then the sport must have an assistant coach.

23.3 Any vacant compensated extra duty positions listed in Article 23.1 shall be posted in the school where the vacancy occurs. All eligible teachers in the school may apply and shall receive consideration for such positions.

23.4 Where the teacher agrees to perform an extra duty assignment he or she shall be compensated for such assignment as set forth in Article 23.1, if such extra duty assignment is subject to compensation under this Agreement. A teacher may volunteer to perform an extra duty assignment that is not compensated pursuant to Article 23.1, but, under no circumstances, shall the teacher be required, as a condition of employment or reemployment, to perform such uncompensated extra duty activities. A teacher who has previously performed an uncompensated extra duty assignment shall not be required as a condition of re-employment to perform a compensated extra duty assignment. Where a teacher volunteers to perform a compensated extra duty assignment he or she shall not be required to perform that assignment beyond that contract year.

23.5 Each school shall develop and maintain a written position description for each compensated extra duty assignment. This written position description shall list assignment responsibilities and time expectations. This written position description shall be developed or revised by the Principal with assistance from teachers and shall be available for inspection by teachers in the school.

- 23.6 Notwithstanding any other provisions of this Agreement, a teacher who performs compensated supplemental or extra duty assignments while working under a Limited Contract may be required by the Principal to continue to perform such assignments while working under subsequent Limited Contracts. A school may decline to offer a subsequent Limited Contract to a teacher for any reason, including the inability or refusal of the teacher to continue to perform a compensated supplemental or extra-duty assignment.

With respect to a teacher who performs compensated supplemental or extra duty assignments while working under a Multi-Year or Continuing Contract, the teacher shall continue to perform such assignments in subsequent school years unless, at least one (1) year before the time that the supplemental or extra duty assignment would first be performed in the following year, either the teacher or the school provides written notice to the other that the teacher will not perform the assignment. The school and the teacher may mutually agree, at any time and upon such terms as are mutually acceptable; to modify or to terminate any compensated supplemental or extra duty assignments

- 23.7 Teachers performing the duties of a Trained and Certified Resident Educator Mentor/Facilitator as defined by the State of Ohio will be compensated \$1,000 per mentee per year. The Resident Educator Mentor/Facilitator's school shall be responsible for all fees related to Mentor/Facilitator training and certification.

ARTICLE 24- (T.A.C.T.) TUITION ASSISTANCE FOR CHILDREN AND TEACHERS

- 24.1 The purpose of this Section is to provide financial assistance to children of teachers who are enrolled in elementary or secondary schools covered by this Agreement. This agreement shall not prejudice a school's ability to individually exempt tuition of children of teachers.
- A. Teachers are encouraged to apply for all forms of financial assistance throughout the Diocese. Tuition assistance currently exists through the EdChoice Scholarship program, JPSN Program, Emmaus Road Scholarship fund (SGO), Diocesan Tuition Assistance, and parish and school grants and scholarships. In addition, three forms of potential financial assistance exist specifically to support teachers, which consist of school tuition discounts, T.A.C.T. Scholarships and reimbursement for graduate coursework both through the T.A.C.T. fund.
 - B. Current employed teachers must complete the tuition discount application form and submit it to the principal of the child's school by March 15 for the following year. The tuition for each child of each lay teacher will be discounted up to fifty percent (50%) in the elementary schools and up to seventy percent (70%) in the secondary schools. Newly-enrolled teachers must complete the tuition discount application form by September 15 of the year they begin employment. This tuition discount does not apply to fees, books, charges, or other incidental expenses.
 - C. If the teacher receives an Emmaus Road Scholarship, Diocesan Tuition Assistance, T.A.C.T. Scholarship, and/or parish or school grant or scholarship, this must be deducted first from the school's full tuition. After applying those forms of tuition assistance, then the tuition discount will be applied, up to fifty percent (50%) in the elementary schools and up to seventy percent (70%) in the secondary schools. All forms of tuition assistance must be deducted first from the school's full tuition before applying the EdChoice Scholarship amount.
 - D. The creation and purpose of the T.A.C.T. fund is to help provide tuition scholarships to teachers with the greatest financial need. Teachers must complete the T.A.C.T. Scholarship internal application as well as apply through FACTS Grant & Aid by March 15 of each year. Funds shall be used for this purpose, up to a total of \$50,000 in scholarships awarded annually.
- 24.2 To help provide additional financial assistance to teachers, the T.A.C.T. fund also provides reimbursement for graduate courses. Teachers must complete the Graduate Coursework internal application form. Funds shall be used for this purpose, up to a total of \$20,000 in reimbursements awarded annually.
- 24.3 Schools shall contribute to this T.A.C.T. fund based upon enrollment, as follows:

TUITION ASSISTANCE FUND		
	STUDENT ENROLLMENT	TUITION ASSISTANCE FUND CONTRIBUTION
SECONDARY SCHOOLS	900+	\$ 6,000.00
	500-899	\$ 4,500.00
	300-499	\$ 3,500.00
ELEMENTARY SCHOOLS	500 +	\$ 2,500.00
	400-499	\$ 2,000.00
	250-399	\$ 1,500.00
	200-249	\$ 1,000.00
	Under 200	\$ 500.00

**Application Process for Tuition Assistance for Children of Teachers and
Administrators Program (TACT)
Covered by the COACE Agreement**

- ***Tuition assistance discounts*** are available to children of teachers and administrators covered by the COACE Agreement.
- The discounts are applicable for children in grades K - 12.
- The discounts are for each child of each lay teacher and may be discounted up to fifty percent (50%) in the elementary schools and up to seventy percent (70%) in the secondary schools.
- This *Internal Application Form* must be completed and submitted to the principal by the parent/educator by **March 15**.
- *Internal Application Forms* are available on the Office of Catholic Schools website, through the school Principal or from the C.O.A.C.E. Building Representative.
- There is no charge for processing this *Internal Application Form*.
- Tuition assistance discounts are awarded for one year only. Re-application can be made each year.
- Applicants are also encouraged to apply for the T.A.C.T. Scholarships. These scholarships require this application form and applicants must also complete a FACTS Grant & Aid application with all accompanying documentation and fee of \$35.00 by **March 15**. (If non-custodial parent, the educator must have custodial parent complete and submit the FACTS form.)
- Log in to your [Parent Login for FACTS](#) and click on the [Payment Plan/Financial Aid](#) tab and complete the financial aid application and submit.
- T.A.C.T. Scholarships are awarded for one year only. Re-application can be made each year.
- If the employment status of the educator changes and makes the educator no longer eligible for the tuition assistance discount or T.A.C.T. Scholarship or if the child is not enrolled in the school indicated on the application form the discount and scholarship become null and void.
- The original application forms must be submitted. No faxes are permitted. Teachers are encouraged to keep a copy for their files.
- If by the deadline there are incomplete applications and/or ones without accompanying required documentation or the FACTS fee they will not be processed.
- Apply early to avoid possible non-processing of your application since, if time allows, FACTS will contact you if your application is incomplete.

**Internal Application Form for Tuition Assistance for Children of Teachers and Administrators Program (TACT)
Covered by the COACE Agreement**

- I would like to be considered for the _____ school year for the tuition assistance discount for my child(ren) enrolled in grades K - 12.
- I realize these discounts will be applied after all other forms of tuition assistance available throughout the diocese.
- I would like to be considered for the _____ school year for the T.A.C.T. Scholarship for my child(ren) enrolled in grades K - 12.
- I realize these scholarships are based on financial need.
- I have, by March 15, filed a FACTS application (only if applying for the T.A.C.T. Scholarship).

A. General Information:

Name of Educator: _____

Street Address	City	State	Zip

Phone (H) _____ (W) _____

Active email address _____

School where employed _____

If divorced or separated and the non-custodial parent provide name of custodial parent

B. Application for: (Indicate information for the next school year.)

Students Name	Grade	School

C. Other Scholarships/Grants: (List any other tuition scholarship/grant that your child will receive, such as, EdChoice or JPSN, Emmaus Road Scholarship, parish grant, etc)

Students Name	Source	Amount

DEADLINE:

This completed, original form must be submitted to the principal and to the Office of Catholic Schools via email at tact@columbuscatholic.org no later than **March 15**.

ARTICLE 25- SEPARATION BONUS PROGRAM

COACE and the Diocese agree that, once the PTO model discussed above is ready for implementation, this article will be removed from the Agreement. Until such time, this article remains in effect.

25.1 Eligibility and Selection. Eligible teachers with thirty (30) or more years of Diocesan full-time teaching experience in the schools of the Diocese may choose to voluntarily resign their employment under the Separation Bonus Program (hereinafter “SBP”) and choose to receive one of the benefits set forth below. In order to be eligible for SBP benefits a teacher must (a) have thirty (30) or more years of Diocesan full-time teaching experience at the time of application, (b) apply for the SBP benefits in writing at their school no later than March 15 of the current school year (in order to apply for benefits at the end of the current school year), and (c) be selected for SBP participation by the school, according to teachers’ seniority. The number of teachers who may be selected to receive the SBP benefit annually in each school is as follows:

A. Elementary schools: at least one (1) teacher annually (and more at the school’s discretion); and

B. High schools: at least two (2) teachers annually (and more at the school’s discretion), provided that high schools may limit participation to one (1) teacher per department annually.

In the event that more than one eligible teacher applies for SBP benefits in a given year, selection will be done on the basis of seniority, which shall be the applying teacher at the school with the highest number of full-time years of teaching experience in the schools of the Diocese. Teachers will be notified of their selection or non-selection no later than April 15 of the year of application.

25.2 Separation Bonus Program Benefits. An eligible and selected teacher may select one of the following three SBP benefit options:

1. Plan A – Teacher Elects Health Care. An eligible teacher may select to continue single-only coverage and participation in the Diocesan health care insurance program, as that program and health care benefits may exist from time to time, for a five-year period. The five-year period shall begin upon cessation of the teacher’s Diocesan health care coverage upon the employee’s employment termination. The Diocese will comply with federal laws and regulations concerning coverage and coordination of benefits with Medicare. If the teacher is or becomes eligible for Medicare, the teacher must immediately notify the Diocese and promptly supply any necessary information regarding Medicare eligibility and coverage coordination. Upon selection of Plan A by the teacher, the school shall pay the amount of the employer’s contribution for single health care coverage, on the same terms and amount as applicable to other teacher single health care plan participants. The teacher shall be responsible for the timely payment of the remainder of the Diocesan health insurance premium in order to maintain the coverage. (A teacher who selects Plan A single coverage may elect to continue at his or her own expense the “+1” or family coverage for the five-year period, if the teacher had such coverage at the termination of employment and prior coverage, in which event the school shall pay and subsidize only the cost of single coverage for the teacher.)

2. Plan B – Teacher Elects Payments upon Immediate Retirement. An eligible teacher who formally retires and who immediately commences receiving pension benefits, and who

does not elect Plan A health care coverage, may elect to receive the following SBP payments:

Full Years of Service at Date of Retirement	Total Payment
30-34 years	\$30,000
35-39 years	\$35,000
40 or more years	\$40,000

3. Plan C – Teacher Elects Payments without Commencing Retirement Benefits. An eligible teacher who retires from service but does not commence retirement benefits and does not select Plan A health care coverage may elect to receive the following SBP payments:

Full Years of Full-Time Service at Date of Total Payment	Selection for Program Participation
30-34 years	\$20,000
35-39 years	\$25,000
40 or more years	\$30,000

A teacher must designate which option (either Plan A, B, or C) they select at the time of their written application to participate in the program.

- 25.3 Payment. The SBP payment under Plans B and C, above, shall be paid over no less than 3 years, and no more than 5 years, at the sole option and discretion of the individual school. Annual payments shall begin at the start of the school year in the Fall following approval for SBP benefits. The payments shall be made in equal installments on the school's normal payroll dates throughout the school year. (For example, if a teacher is to be paid a SBP benefit of \$30,000 over a three-year period, the teacher will be paid \$10,000 per school year, in equal installments at the school's normal payroll dates during the course of the school year.) Eligible and selected teachers shall have the option to designate all or part of an annual Plan B or Plan C payment to be contributed to the teacher's 403B retirement account (after tax withholding and to the extent permitted by the Plan and applicable laws). Payment for Plan A, B or C benefits shall be the responsibility of the school or parish where the teacher is employed at the time of the approval of their SBP application. In the event the school closes prior to the teacher receiving the total amount of money granted by the SBP, the parish (for elementary) or Diocese (for high schools) will be responsible for the remaining payments.

In accordance with the Internal Revenue Code and various other taxing authorities, all SBP health care coverage and/or payments are subject to federal, state, city, social security and Medicare taxes. The teacher will receive a W-2 each year from the school or parish where the teacher was employed at the time of the resignation.

In the event of a teacher's death prior to receiving the total amount of money to be paid under Plan B or C, the remaining payments will be continued, according to the original schedule of payments, to the teacher's spouse, other beneficiary or secondarily to his or her estate, unless the teacher otherwise directed by written communication to the school. (No Plan A health insurance shall continue beyond a teacher's death.) Only the payments received by the teacher's beneficiary or estate in the year of death will be reported on a W-2 by the school or parish. The

payments in the remaining years would not be subject to city, social security or Medicare taxes (and would be reported on a Form 1099).

- 25.4 Employment. Application by a teacher for SBP benefits constitutes a resignation from employment contingent upon selection of the teacher to participate in the program, effective at the end of the school year. A teacher who has been approved for or paid any SBP benefits shall not be eligible for rehire or reemployment in any teaching position in the schools of the Diocese.

ARTICLE 26 - AMENDMENT

The Association President and designees [not to exceed two (2)] and the Superintendent and designees [not to exceed two (2)] may meet privately during the duration of this Agreement for the purpose of discussing the amendment of this Agreement. In the event this discussion produces a mutual accord that a specific amendment is desirable, such proposal for amendment will be referred to the Interim Negotiating Committee for its concurrence. The Interim Negotiations Committee shall be composed of no more than three (3) Representative(s) named by the Episcopal Moderator for Education and no more than three (3) Representative(s) named by the Association. If the Interim Negotiations Committee mutually agreed upon the Amendment, it will be submitted to the Association's Executive Board for approval and then to the Bishop for approval.

ARTICLE 27 - SEPARABILITY

- 26.1 The Association and the Diocese intend that this Agreement shall in all respects be construed and applied in a manner consistent with applicable statutes, regulations, and court decisions. In the event that any provision of this Agreement shall be determined by appropriate authority to be contrary to any statute or regulation, such provision alone shall become thenceforth invalid and of no effect, but all other provisions of this Agreement shall not be deemed illegal or unenforceable. The parties agree to meet within two (2) weeks to discuss any decision, which renders any portion of this Agreement null and void.
- 26.2 If, during the term of this Agreement, there is any change in any applicable law or regulation which would invalidate any provision of this Agreement, the parties will meet to negotiate any necessary change in the Agreement relative to the affected provision only.
- 26.3 The teacher-minister contract provided by the Diocese of Columbus supersedes the above.

ARTICLE 28 - DURATION OF AGREEMENT: REOPENER PROVISIONS

This Agreement shall become effective August 1, 2024 upon ratification by the Association and the Diocese, and shall remain in effect until 11:59 p.m. on July 31, 2027. Negotiations for a successor Agreement shall commence no later than October 1, 2026.

APPENDIX
POLICIES, REGULATIONS AND FORMS

Policy 4116.1 Adherence to Catholic Church Teaching

Policy 4112.11 Individual Contracts Full and Part-Time

Policy 4122.0 Part-Time Teachers

Policy 4122.0 Part-Time Teachers

Policy 4112.05 Posting of Openings

Policy 4117.0 Evaluation of Staff

Long-Term Leave of Absence Form

Termination of Employment Form

Academic Conversion Chart

Spousal Employment Statement

Appendix to the Agreement- Non-Member Fees

Addendum to Article 7



4116.1

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

PERSONNEL

ADHERENCE TO CATHOLIC CHURCH TEACHINGS

All school personnel who serve in Catholic schools shall be examples of Catholic moral behavior and professionalism. As explained by the National Conference of Catholic Bishops:

The integration of religious truth and values with the rest of life is brought about in the Catholic school not only by its unique curriculum but, more important, by the presence of teachers [personnel] who express an integrated approach to learning and living in their private and professional lives.

All school personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocesan Department for Education, the Diocese and the employing school. School personnel may be disciplined or terminated for violations of these standards, or any conduct which is contrary to, or rejects or offends the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include:

Public support of activities or beliefs contrary to Catholic Church teaching;

Public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; Entry into a marriage which is not recognized by the Catholic Church; Having an abortion or publically supporting abortion rights; Sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; Pursuing or publically supporting in vitro fertilization.



4116.1 (cont'd)

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

PERSONNEL

Diocesan Department for Education policies and regulations are available online at www.cdeducation.org/Policies. The teachings of the Catholic Church can be found in “The Catechism of the Catholic Church” which is online at: <http://www.vatican.va/archive/ENG0015/INDEX.HTM>.

Should you have any questions, feel free to contact the Diocesan Human Resources Director at 614-241-2537. For CONFIDENTIAL questions or concerns, please email your question to confidential@colodioc.org.

Office of Catholic Schools
Catholic Diocese of Columbus

Adopted 4/82
Reviewed 8/95 8/00
Revised 5/89 8/05 4/14, 5/15



4112.11

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

PERSONNEL

INDIVIDUAL CONTRACTS - FULL TIME AND PART-TIME

Teachers whose contracts are to be renewed must receive their signed contracts no later than May 15 of the school year of the currently employed school year. Teachers must sign and return the contract no later than May 30, of the currently employed school year. No teacher shall terminate his or her contract after the 10th day of July of any school year or during the school year, prior to the termination of the annual session, without the consent of the superintendent, pastor, or principal.

In writing, notify teachers about the non-renewal of their contracts no later than May 15 of the currently employed school year.



4122.0

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

PERSONNEL

PART-TIME TEACHERS

A part-time teacher is defined as one who is under contract to teach on a continuous basis for less than one hundred and twenty (120) teaching days and/or less than five (5) hours per day in one school year. The hiring shall be done by the principal of the school. The part-time teachers shall be duly certified to teach in the areas for which he or she is hired. Salary for part-time teachers shall be pro-rated based on the local scale. Insurance coverage, as provided by the specific terms of the Diocesan insurance programs, is available for staff members meeting eligibility and participation requirements of the specific programs.

Part-time teachers whose assignments are an entire school day should be given consideration regarding conference time, sick and personal business leave based on 1/5 per full day assignment.

In the event that a part-time teacher is offered part-time contracts at two or more schools, and the combined hours under the contracts would meet the requirements for full-time employment, it shall be a condition of eligibility for salary and benefits that the teacher must notify the principal of each of the affected schools of the proposed eligibility for salary and benefits, so that each school may determine whether to continue or terminate the part-time contract.

Office of Catholic Schools
Catholic Diocese of Columbus

Adopted 8/71

Reviewed 9/80, 8/05, 8/10, 5/15

Revised 5/89, 8/95, 8/00



4112.11

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

PERSONNEL

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4117.0

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

PERSONNEL

EVALUATION OF STAFF

All licensed personnel must be evaluated by the administrator or by a designated representative according to the guidelines for the supervision and evaluation of teachers.

The official procedures and instruments which have been approved by the Office of Catholic Schools shall be used throughout the diocese.

The administrator shall provide a copy of these guidelines and an explanation of the supervision and evaluation process to teachers new to the building within the first month of their active employment within the school.

**Office of Catholic Schools
Catholic Diocese of Columbus**

Adopted 4/76
Reviewed 2/81, 8/95, 8/00, 8/10, 5/15
Revised 5/89, 8/05, 8/08

**LONG-TERM
LEAVE OF ABSENCE FORM**

NAME: _____ (Last) (First) (Maiden)

ADDRESS: _____ CITY

CURRENT POSITION: _____

S.S.#: _____

DATE OF BEGINNING OF LEAVE: _____

ANTICIPATED DATE OF RETURN: _____

REASONS FOR LEAVE

_____ HEALTH (Please Specify) _____

_____ SPECIAL (Please Specify) _____

_____ CHILD REARING LEAVE: _____

_____ CONTINUING EDUCATION _____

_____ MILITARY _____

_____ ADOPTION OR PATERNITY

_____ JURY DUTY

PAID LEAVE: _____ OR UNPAID LEAVE: _____

NAME OF SCHOOL: _____

(Teacher's Signature)

(Date)

(Principal's Signature)

(Date)

NOTE: This form must be completed and mailed to the Diocesan Office of Catholic Schools PRIOR TO a teacher beginning the leave of absence.

cc:Teacher
School Personnel File

Revised 7/02

DIOCESE OF COLUMBUS – OFFICE OF CATHOLIC SCHOOLS

TERMINATION OF EMPLOYMENT
FOR SCHOOL ADMINISTRATORS AND TEACHERS K-12

NAME LAST FIRST MAIDEN

ADDRESS CITY ZIP

S.S.#: _____ POSITION: _____

DATE OF INITIAL EMPLOYMENT: _____ DATE OF TERMINATION: _____

DATE OF LAST PAY: _____

THE REASON(S) FOR TERMINATION

DISCHARGED BECAUSE OF:	VOLUNTARY QUIT BECAUSE OF:	OTHER:
<input type="checkbox"/> IMPROPER ATTITUDE	<input type="checkbox"/> CHANGE OF RESIDENCE	<input type="checkbox"/> WITHOUT NOTICE
<input type="checkbox"/> UNSATISFACTORY WORK	<input type="checkbox"/> DISSATISFACTION WITH WORK	<input type="checkbox"/> LEAVE OF ABSENCE
<input type="checkbox"/> INSUBORDINATION	<input type="checkbox"/> PERSONAL REASONS	<input type="checkbox"/> MILITARY OBLIGATION
<input type="checkbox"/> ABSENTEEISM	<input type="checkbox"/> PREGNANCY	<input type="checkbox"/> TRANSFERRED
<input type="checkbox"/> MISCONDUCT	<input type="checkbox"/> RETURN TO SCHOOL	<input type="checkbox"/> CONTRACT NOT RENEWED
<input type="checkbox"/> TARDINESS	<input type="checkbox"/> VOLUNTARY RETIREMENT	<input type="checkbox"/> OTHER
<input type="checkbox"/> FALSIFIED EMPLOYMENT APPLICATION	<input type="checkbox"/> ACCEPT OTHER EMPLOYMENT	
<input type="checkbox"/> VIOLATING DIOCESAN AND/OR SCHOOL POLICY	<input type="checkbox"/> PHYSICAL CONDITION	
<input type="checkbox"/> WAGE DISPUTES	<input type="checkbox"/> DOMESTIC CIRCUMSTANCES	
	<input type="checkbox"/> VOLUNTARY	
	<input type="checkbox"/> VESI	

Explain reason(s) for termination of employment: _____

PREVIOUS WARNINGS: VERBAL: DATE: _____ WRITTEN: DATE: _____

WOULD YOU RECOMMEND THAT THIS TEACHER BE EMPLOYED IN ANOTHER CATHOLIC SCHOOL?

_____ YES _____ NO

REMARKS: _____

NAME OF SCHOOL ADDRESS CITY

TEACHER'S SIGNATURE: _____ DATE: _____

PRINCIPAL'S SIGNATURE: _____ DATE: _____

NOTE: This form must be mailed to the Diocesan Office of Catholic Schools and also the Diocesan Insurance Office whenever a teacher resigns, transfers or is dismissed whether during the school year or at the end of the year.

cc: Teacher
School Personnel File
Diocesan Insurance Office



6112.0

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

INSTRUCTION

CLASS SIZE

Class size is limited to 35 students in grades one through twelve and 25 in kindergarten. Specific permission from the Superintendent is required for an exemption from this regulation. In such cases, the superintendent will talk with the principal and pastor and encourage, based on the situation a full or part-time aide be added.

Academic Credit Conversion Chart

<u>Semester Hours</u>	<u>Quarter Hours</u>	<u>C.E.U</u>
1/3.....	1/2.....	1
2/3.....	1.....	2
1.....	1.5.....	3
1 1/3.....	2.....	4
1 2/3.....	2.5.....	5
2.....	3.....	6
2 1/3.....	3.5.....	7
2 2/3.....	4.....	8
3.....	4.5.....	9
3 1/3.....	5.....	10
3 2/3.....	5.5.....	11
4.....	6.....	12
4 1/3.....	6.5.....	13
4 2/3.....	7.....	14
5.....	7.5.....	15
5 1/3.....	8.....	16
5 2/3.....	8.5.....	17
6.....	9.....	18
7.....	10.5.....	21
8.....	12.....	24
9.....	13.5.....	27
10.....	15.....	30
11.....	16.5.....	33
12.....	18.....	36
13.....	19.5.....	39
14.....	21.....	42
15.....	22.5.....	45
16.....	24.....	48
17.....	25.5.....	51
18.....	27.....	54
19.....	28.5.....	57
20.....	30.....	60
21.....	31.5.....	63
22.....	33.....	66
23.....	34.5.....	69
24.....	36.....	72
25.....	37.5.....	75
26.....	39.....	78
27.....	40.5.....	81
28.....	42.....	84
29.....	43.5.....	87
30.....	45.....	90

Note: Please refer to the Licensure and Professional Development Guidelines for detailed information about CEU credits. The Diocesan Department for Education website is www.cdeducation.org



**CATHOLIC DIOCESE OF COLUMBUS
SPOUSAL EMPLOYMENT STATEMENT**

This is to verify that my spouse is not eligible for any group health coverage due to one of the following reasons (please check one):

- Spouse is not eligible for benefits at his/her place of employment
- Self-employed
- Not employed
- Spouse also is employed by the Diocese
- Retired

I confirm that this is a true statement by my signature below.

Employee Signature

Date

Witness by Notary,

STATE OF _____

COUNTY OF _____

BEFORE ME, the undersigned, a Notary Public, personally appeared

_____ who executed the above Spousal
Employment Statement as a free and voluntary act.

IN WITNESS WHEREOF, I have signed my name and affixed my official notarial seal this

Day of _____, 20_____

(SEAL)

Notary Public:

My Commission Expires: _____

**Please send completed form to: Catholic Diocese of Columbus
198 East Broad Street, Columbus, OH 43215-3766
ATTN: Insurance Office**

APPENDIX TO THE AGREEMENT- NON-MEMBER FEES

In addition to the grievance and arbitration services for which non-member lay teachers may be charged under Section 5.2 of the Agreement, the Association has informed the Diocese that it may charge these non-members for individualized services provided by the Association under the Agreement. The Association may require these non-members to pay a reasonable retainer in advance for the provisions of these services. The individualized services for which the Association may charge these non-members, and require an advance retainer, do not include services or activities provided to teachers as a group. The Diocese has no objection to the Association's representation of these non-members under the Agreement in accordance with the provisions of this letter.