

7. Credit Union
 8. OEA Fund for Children and Public Education
- E. If for any reason the Board fails to make a deduction for any employee as above provided, it shall make that deduction from the employee's next pay in which such deduction is normally deducted after the error has been called to its attention (in writing) by the employee. The Association agrees to hold the Board and its designees harmless for any and all errors arising out of the dues deduction procedure.
- F. Direct deposit of payroll checks shall be made available to district employees enrolled at a financial institution offering direct deposit services. All employees shall be enrolled in direct deposit for payroll and supplemental services.
- G. A bargaining unit member holding a supplemental contract will be paid as follows:
1. The bargaining unit member shall have the option of receiving half his/her supplemental stipend midway through his/her supplemental activity. The second half will be paid at the conclusion of the supplemental activity. An employee holding a year long supplemental shall have the option of having his/her supplemental compensation prorated over all pays.
 2. A supplemental contract shall not be considered completed until the building principal has signed off. Final payment shall not be made until all duties are completed.
 3. Upon Board approval for a supplemental position, the bargaining unit member shall inform the Chief Financial Officer in writing how he/she is electing to receive his/her compensation. Any bargaining unit member who fails to notify the treasurer within ten (10) working days after Board approval of a supplemental shall have his/her stipend included in his/her regular pay.

13.08 Professional Growth

A. General Provisions

1. All full time certified employees of the Eastern Local School District may participate.
2. The applicant must have served in the Eastern Local School District a minimum of two (2) years immediately preceding the application for Professional Growth Reimbursement and must continue employment in the District for a minimum of two (2) years after receiving the most

recent reimbursement. This provision shall not apply to any bargaining unit member who has been granted a Board approved leave, non-renewed, or otherwise not reemployed by Board action.

3. Credit hours must be earned at a time that would not interfere with the applicant's assignment in the school.
4. If a bargaining unit member elects to leave employment with the District within a two (2) year period after receiving a professional growth reimbursement, the bargaining unit member will repay the District an amount equal to the amount of any and all professional growth reimbursement he/she has received during the preceding two (2) years. Such repayment will be made by way of deduction from the bargaining unit member's final pay check(s) and/or by check or money order if the bargaining unit member's final pay does not cover the amount owed. All repaid money will be returned to the professional growth fund.
5. All "Professional Growth Reimbursement Application Forms" (appendix E) are to be returned to and approved by the LPDC chair.
6. All "Professional Growth Reimbursement Application Forms" (Appendix E) must be submitted to and approved by the LPDC and Superintendent prior to enrolling in the course(s) for which reimbursement.

B. Basis for Reimbursement

1. Professional growth reimbursement is offered as an incentive to certificated/licensed employees to continue formal training; college or university credits will be used to earn professional growth reimbursement.
2. Fifteen thousand dollars (\$15,000) shall be budgeted each year for this purpose and is to be divided as follows:
 - a. Five thousand dollars (\$5,000) for fall semester; five thousand dollars (\$5,000) for spring semester; and five thousand dollars (\$5,000) for summer semester.
 - b. The amount of reimbursement will be based on a per-credit amount which shall be determined by dividing the semester allocation by the number of credit hours for which reimbursement has been applied for by bargaining unit members for said semester.

- c. The bargaining unit member shall submit proof of payment and transcript to the Superintendent by January 15 for the fall semester; by June 15 for the spring semester; and by September 15 for the summer semester.
- d. Any reimbursement will not exceed the amount the bargaining unit member paid for such courses.
- e. Payment will be rendered within thirty (30) days of deadline specified in Section B(2)(c) above.

C. Eligibility

- 1. Applicants must be working toward a Master's Degree, or course(s) necessary for recertification/licensure. Credit will not be given for correspondence courses.
- 2. If the Superintendent approves the application, the professional growth reimbursement will be awarded upon receipt of an official transcript from the educational institution upon successful completion of the course. A grade of "C" or higher must be achieved for that class. An applicant must submit transcripts and grades no later than the deadline for applications in order to receive professional growth reimbursement.
- 3. An employee shall not be eligible for reimbursement if he/she receives compensation from a government or other foundation for the course in question.

D. Payment

- 1. Reimbursement shall not exceed the actual cost of college or university credit.
- 2. In order to receive reimbursement in the current fiscal year, a bargaining unit member must submit verification of course completion to the Superintendent no later than the deadline for applications.

13.09 Severance Pay

Upon a teacher's retirement or death said teacher or his/her estate will receive severance pay computed from said employee's current per diem rate of pay. The amount will be based on the following: Employees with twenty (20) years or more in the local school district will be paid one-fourth (1/4) of their accumulated unused sick leave with a maximum based on one-fourth (1/4) of two hundred (200) days. Employees with ten (10) years or more in the local school district will be paid one-fourth (1/4) of their accumulated unused sick leave with a maximum based on one-fourth (1/4) of one hundred seventy (170) days. All others shall be paid, as severance pay, one-fourth (1/4) of the teachers accumulated unused sick leave with a maximum based on one-fourth (1/4) of one hundred thirty (130) days.

APPENDIX E

PROFESSIONAL GROWTH REIMBURSEMENT APPLICATION FORM

***** THIS FORM MUST BE SUBMITTED PRIOR TO ENROLLING IN COURSE(S) FOR WHICH REIMBURSEMENT IS REQUESTED AND APPROVED BY LPDC CHAIR *****

Name of Bargaining Unit Member _____

Date of Request _____ School Year _____

Title of Course _____

Course # _____

Date/Term of Course _____

College, University or Institution _____

Course Credit Hour(s) _____ Course Fee _____

Description of Course _____

Signature of Applicant _____ Date _____

Signature of LPDC Chair _____ Date _____

Approval of Superintendent _____

Approval Date _____

For Additional Information please consult Article 13.07 Professional Growth of the Master Agreement.