Representative Roles of a Faculty
Arrange for coverage if you cannot attend.

Third Thursday of the month @ 4:30 PM; location determined by District Governor

Regular school year:
- Workshops months are November and April
- First Thursday of the month (via Zoom or Downtown HS) @ 4:30 PM
- Legislative Assemblies/FR Workshops

Attend All CEA Meetings
As a member of the Building Leadership Team, you are expected to participate in training as well as train the remaining members of your 21st Article 211 Training is typically in late January, half day, you and your administrator will be on the 211 Interview Team.

Phil is our resident expert, he will be presenting on ABC in more detail.

As a member of your Association Building Council (ABC) Serve...
John is our resident expert; he will be presenting on reform panel in more detail.

Participate in the Reform Panel Process

and NEA Representative Assemblies

Elections include CEA officers, Governors, contract ratifications, and delegates to the OEA

Conduct Elections for the Association

quality for legal services through OEA.
potential members do not get to vote, they cannot access the CEA scholarships and do not
members. We want every eligible bargaining unit member to become a CEA member:

CEA attends New Teacher Orientation and works with PAR CT's to help enroll new

Enroll new members and keep track of membership

Membership and Elections
This information is for CEA members only.

PAR Consultant:
Call the PAR office (614-365-5710) if you have a new teacher who has not been assigned a PAR consultant to the district. Teachers who are assigned to members in your building. All PAR consultants are at the PAR office.

Meet with the PAR Consultant and teachers who are assigned to members in your building. All PAR consultants are at the PAR office.

Contribute to a successful PAR Program:
CEA bulletin board in the teachers lounge to post information. As materials come to the building/unit, distribute those to your CEA members. Maintain a

Distribute all CEA materials and information to the membership.

Interacting with Unit Members
The ABC and the staff at least once per month

Your administrator is NOT a member of the ABC, but is required to meet with

Principal

Two CEA bargaining unit members who consent to be appointed by their peers

Two CEA bargaining unit members elected by their peers

The Senior Faculty Representative (SFR)

The ABC is made up of five members. They are:

Association Building Council: Who?
consent to serve.

Your principal selects the two appointed members, but they must be dues-paying members of CEA. They are open to all CEA bargaining unit members, regardless of whether they are elected or appointed. The opportunity to run for one of the two elected spots on ABC is available to members who have served on the Council: Who? (cont.)
**July**

- Consider holding the meetings on the same day each month (second Thursday of the month is recommended).
- CEA recommends holding ABC meetings after school on days where there are no other after school meetings (BLT, etc.).
- ABC meetings should be held at least once per month.

**Association Building Council: When?**
This information is for CEA members.

- Consult means "to seek the advice of," however the principal cannot exclude or block items from being placed on the agenda.
- After consulting with the principal, the ABC Chair (elected at the first meeting) prepares an agenda.
- All CEA bargaining unit members may submit an item for the ABC advance.
- Put a call out for submissions of items of concern seven to ten days in advance.

Association Building Council: How?
This information is for CEA members.

CEA bargaining unit members (who are not on the ABC) may speak to

an item placed on the agenda if it is their item

CEA bargaining unit members may be submitted anonymously

ABC concerns may be submitted on classified staff member

member or individual bargaining unit

ABC concerns should not single out an individual bargaining unit

There is virtually nothing that the ABC cannot discuss.

Association Building Council: What?
A template for minutes is available on the CEA website under "Forms". Encouraged by President Phil Hayes, send a copy of your minutes to your CEA District Governor and Vice-President. Phyllis. After the meeting, the ABC minutes should be distributed to all CEA Bargaining Unit members and their administrators. Your administrator does not "approve" or have the right to edit the minutes of the meeting.
Representative

Roles of a Faculty
Arrange for coverage if you cannot attend.

Third Thursday of the month @ 4:30 PM; location determined by District Governor

District Meetings

Legislative Assemblies/FR Workshops

Attend All CEA Meetings

Report information back to your unit.
As a member of the Building Leadership Team

Gather input from staff and participate in the school improvement agenda.

As a member of the Building Leadership Team, you are expected to participate in training as well as train the remaining members of your 2TT Interview Team. Article 2TT training is typically in late January, half day. You and your administrator will be presented on Abc in more detail.

As a member of your Association Building Council (ABC) Serve...
Participate in the Reform Panel Process
and NEA Representative Assemblies elections including CEA officers, governors, contract ratifications, and delegates to the OEA.

Conduct elections for the Association
quality for legal services through OEA. Potential members do not get to vote, they cannot access the CEA scholarships and do not enroll new members. We want every eligible bargaining unit member to become a CEA member.

CEA attends New Teacher Orientation and works with PAR CTS to help enroll new members and keep track of memberships.
This information is for CEA members only.

PAR Consultant.

Call the PAR office (614-365-5110) if you have a new teacher who has not been assigned a teachers new to the district receive PAR services.

Meet with the PAR Consulting Teachers who are assigned to members in your building. All contribute to a successful PAR Program.

CEA bulletin board in the teachers lounge to post information. As materials come to the building/unit; distribute those to your CEA members. Maintain a

Distribute all CEA materials and information to the membership

Interacting with Unit Members
REFORM PANEL
To improve the teaching and learning conditions in your building through collaboration.

**WHY USE REFORM PANEL?**

This information is for CEA members only.
ROLE OF THE PANEL

- The panel has the authority to grant, cancel, or vary variances in the Master Agreement (Contract).
- The panel may grant variances for a specific period of time or ask for a yearly report on variances.
- Make it permanent.

The information is for CEA members only.
Breakfast in the classroom
Kindergarten staggered start
Spitting a Department Chair
Nurses opting out of PAR
Changing the bell schedule to accommodate TBLs
Teachers choosing to teach an extra period
Changes to the writing portfolio
and requires the signature of the C-Chairs.

All new programs and incentives outside of the contract must be approved by the panel.

EXAMPLES

This information is for CEA members only.
All bargaining unit members that did not vote will be counted as no vote.

Secret ballot.

Any variance must have a 2/3rds vote of approval from the bargaining unit members by

VOTING ON A VARIANCE

This information is for CEA members only.
SUBMITTING A VARIANCE REQUEST

- Download form from the CCS or CEA website.
- Complete the form with the signature of the SFR and the principal.
- Send Forms to Angela Thompson (athompson4@columbus.k12.oh.us)
- The SFR, or the designee and the Building Principal will present in front of the panel for approval.

This information is for CEA members only.
<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
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<tbody>
<tr>
<td>June</td>
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<tr>
<td>May</td>
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<td>Sept</td>
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This information is for CEA members only.
concerns
members are utilizing the negotiated procedures for addressing such
Representatives play a key role in enforcing this language and ensuring
regarding the occupational health and safety of CEA members. Faculty
The 2019-2022 CEA Master Agreement includes contract language

Health and Safety
### Reporting a Violation

<table>
<thead>
<tr>
<th>Notes</th>
<th>Deadline</th>
<th>Action</th>
<th>Who</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:CEABioHealthServices@ceaohio.org">CEABioHealthServices@ceaohio.org</a></td>
<td>Within ten (10) workdays or</td>
<td>Responds in</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Thank you,

In ten days, it is my understanding I should receive a response.

- Provide location
- Describe violation/complaint
- Include date of violation/complaint

Safety compliant. A written notification of a health and

Per Article 206.05 of the CEA Master Agreement, I

Dear [Principal/Supervisor],
Move to Step Three.

If corrective action is identified in complaint(s) are satisfied with project completion, if not response, process sends. If no response received, appeal filing responds within ten (10)

<table>
<thead>
<tr>
<th>Step</th>
<th>Deadline</th>
<th>Action</th>
<th>Who</th>
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<tbody>
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<td>TWO</td>
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</table>

CFA: Faculty and CEA
Request for the resolution of the immediate
Submit concern via email to Director of Building and Grounds

Appeal filing responds within ten (10)

Responding to the Director of Safety, Principal's Supervisor/Principal's

Within five (5) workdays of

Appeal Health and

Representative CEA Faculty member or Bargaining unit

Non-CCS: Worksites

Building and Grounds

CCS Worksite appeal

APPEAL PROCESS

This information is for CEA members only.
### Reduction Program (PERRP)

**Filing a Complaint with Public Employees Risk**

<table>
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<tr>
<th>Step</th>
<th>Action</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three</td>
<td>Fill complaint with CEA</td>
<td>CEA representative, CEA facility member, or bargaining unit</td>
</tr>
</tbody>
</table>

**Fillable PDF:**
- Visit [https://www.blc.ohio.gov/roydowntips/PERRP-Form-SH-6.pdf](https://www.blc.ohio.gov/roydowntips/PERRP-Form-SH-6.pdf)
- The forms SH-6 can be found at:
  - [PERRP](https://www.blc.ohio.gov/roydowntips/PERRP-Form-SH-6.pdf)

When filing, cc: CEA at:
- CEAhealth@state.gov
- CEA at:

This fillable PDF can be submitted via email to health@blc.ohio.gov.

This information is for CEA members only.
They may face fines.

If the employer fails to correct identified hazards within the allotted time, the employer that require corrective action if the employer does not respond, or if PERRP determines the response is inadequate, an inspection of the workplace will result.

1. PERRP determines there are no reasonable grounds to believe that a violation or danger exists. If this occurs, the complainant will be notified of the outcome.

2. PERRP identifies violations and issues citations to the employer.

Two outcomes can result from a complainant's inspection.

• The employer must investigate, correct and respond to (not including the name of the complainant).

• PERRP will notify the employer in writing of the complainant.

What happens if filed with PERRP?
Frequently Used Absence CCS Leaves of
FAMILY MEDICAL LEAVE ACT (FMLA)

12 WORK WEEKS IN A 12 MONTH PERIOD

This information is for CEA members only.

COLUMBUS EDUCATION ASSOCIATION

BALANCE AND MEDICAL PROVIDER RECOMMENDATION

FMLA CAN BE PAID OR A COMBINATION OF BOTH DEPENDING ON YOUR LEAVE

PARENT, NEXT OF KIN

FOR CERTAIN MILITARY RELATED Qualifying Emergencies (spouse, son, daughter,

TWENTY-SIX WORK WEEKS OF LEAVE DURING A SINGLE 12 MONTH PERIOD TO CARE

THE DUTIES OF YOUR JOB

ANY SERIOUS HEALTH CONDITION THAT MAKES THE MEMBER UNABLE TO PERFORM

TO CARE FOR A SPOUSE, CHILD, OR PARENT WHO HAS A SERIOUS HEALTH CONDITION

CHILD W/IN ONE YEAR

THE PLACEMENT OF A CHILD FOR ADOPTION OR FOSTER CARE AND TO CARE FOR THE

THE BIRTH OF A CHILD AND TO CARE FOR THE NEWBORN W/IN ONE YEAR OF BIRTH

12 WORK WEEKS IN A 12 MONTH PERIOD
This information is for CEA members only:

- Includes Individual Member or a Qualifying Family Member
- Missed Days for Medical Condition
- Medical Appointments

Leave for days that are not concurrent days of absence.

INTERMITTENT FMLA
If needed, one renewal will be considered by the Committee.

A maximum of 45 days may be granted.

Members' accumulated unused sick leave donation of sick leave days come from the contributions of other sick and personal leave exhausted due to catastrophic illness or injury of a temporary nature.

(Sick Leave Donation)

Catastrophic Leave
IS ABSENT FOR 3 OR MORE DAYS.

DOCUMENTATION CERTIFYING THE ILLNESS OF A FAMILY MEMBER IF AN EMPLOYEE

THE BARGAINING AGREEMENT REQUIRES SUBMISSION OF MEDICAL

EXPLAINS THE NEED FOR THE ABSENCE OF THE MEMBER

STATES THE ILLNESS/DISABILITY

STATES THE RELATIONSHIP

MUST BE ACCOMPANIED BY A STATEMENT FROM THE PATIENT'S DOCTOR WHICH:

ALL PROVISIONS OF FMLA APPLY

DUE TO ILLNESS OF A FAMILY MEMBER

SICK LEAVE (PAID)
This information is for CEA members only.

Employer Benefit Contributions

If you are in an unpaid status, you are responsible for both employee and employer contributions. If you are not receive pay for a paid holiday or in an unpaid status, you will not receive sick leave pay.

Sick Leave Balance

Regardless of personal time for any additional time, or if you will be unpaid, sick leave balance will be used once your doctor medically releases you to return to work, you may use sick leave balance a disability period exceeding an employee's accumulated sick leave.

In the event your doctor certifies that your certified serious medical condition applies to you, FMLA provisions apply to employees who take leave for their own sick leave (unpaid) ill health.
MATERNITY LEAVE

- Work DATE
- Leave BALANCES AT THE END OF THE UNPAID LEAVE PERIOD TO DELAY THE RETURN TO.
- CAN NOT BE DEDUCTED FROM SICK LEAVE; HOWEVER, YOU COULD USE OTHER AVAILABLE.
- ANY TIME TAKEN AFTER YOU HAVE BEEN MEDICALLY RELEASED BY YOUR PHYSICIAN.
- For these periods or for holidays or dates designated as "Calamity Days.
- During these periods are all considered part of the medically certified.
- During vacation, before/during/following the end of the school.
- Delivery during vacation, before/during/following.
- 6 weeks typical delivery, 8 weeks cesarean delivery.
- To use paid sick leave (including prior to delivery).
- Physician certification required for medical portion of the leave in order.
- All provisions of Fmla and the contract apply.
This information is for CEA members only.

Can be intermittent

The remainder of the leave can use other leave balances before going into an unpaid status for.

Also, based on a member's sick leave balance, for medical necessity.

Use is based upon physician certification of the mother.

All provisions of FMLA and the contract apply.

Paternity Leave
ASSAULT LEAVE
Applying For ADA Accomodations

Jeremy Baiman, OEA Labor Relations Consultant
has been compiled by the Columbus Education Association for CEA members and the Ohio Education Association Legal Services Department, and Member Advocacy (EPRMA).

Much of the information in this presentation is provided by the Ohio Education Association's Legal Services Program.

Legal services will be provided at no cost through the NEA. Members' questions regarding individual situations should be directed to the CEA Office. If medical advice or legal is necessary, members should consult a lawyer.

This presentation is for informational purposes only and does not constitute legal advice.

Disclaimers
accommodations for members

CEA available to assist members with creating reasonable workplace

and Ohio Civil Rights Commission

Enforced through complaints to the Equal Employment Opportunity Commission

Governments.

The ADA covers employers with 15 or more employees, including state and local

Title. The ADA prohibits retaliation against employees for asserting their ADA rights

Protects employers to provide reasonable accommodations

Prohibits discrimination in employment based on employee's disability

Federal law prohibiting discrimination against people with disabilities

Americans with Disabilities Act (ADA)
Medical condition that may inhibit employment from using PPE—latex allergy

Medical leave

Telework/remote work

Transfer to vacant position with less contact with other people

PPE / Distancing / Other transmission reduction measures

Specific accommodations that reduce risk

CDC school reopening guidance

Look to CDC recommendations to reduce risk of exposure for specific groups and accommodation is necessary to reduce that risk

Impairment puts employee at higher risk of serious complications

Connection between impairment and specific need for accommodation

ADA — Potential COVID-19 Accommodations
People with liver disease
People with chronic kidney disease undergoing dialysis
People with diabetes
People with severe obesity (body mass index [BMI] of 40 or higher)
Use of corticosteroids and other immunosuppressing medications
Transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged conditions including cancer, treatment, smoking, bone marrow or organ transplantation
People who are immunocompromised, which can be caused by many
People who have serious heart conditions
People with chronic lung disease or moderate to severe asthma
People with all ages with underlying medical conditions particularly if not

(As a disability is not a basis for an accommodation

People 65 years + (Age alone – without any health conditions that qualify

ADA – Higher Risk Conditions
This information is for CEA members only:

- May be entitled to reasonable accommodations, just as with any other condition.
- Stress disorder
- Examples: anxiety disorders, obsessive-compulsive disorder, post traumatic
- More difficulty coping with the stress and disruption caused by the pandemic

CEA bargaining unit members with certain mental health conditions may have

ADA – Mental Health Conditions
Member

- May be entitled to FMLA leave or other leave to care for a disabled family member
- Family and Medical leave Act (FMLA)/ Other family leave
- Accommodations for other reasons
- Member's disability less favorable than employees who need
- Employees who need an accommodation because of a family
- ADA does prohibit "associational discrimination" – Cannot treat
- Family member having a disability
- ADA does not require accommodations based on an employee's
- ADA usually won't apply

ADA – Living with High Risk Individuals
ADA – How to Request an Accommodation

https://tinyurl.com/CCSRequestAccommodation

Online form to request accommodation:

ComplianceOffice@Columbus.k12.oh.us

614-365-5143

Department, Not Human Resources

Administered through the CCS Office of Compliance in the Legal
Should begin the process of requesting an accommodation sooner rather than later.

- Insufficient information about medical condition or requested accommodation.
- Undue hardship — Get details; discuss alternatives.
- Denied and try to address any problem, it’s possible.
- If an employer denies a requested accommodation, employee should ask why it was denied and try to address any problem, if possible.
- If the employer asks for it:
  - Medical documentation: Employees do not have to include details about their medical condition.
  - A suitable reasonable accommodation.
  - Employers must consider the request and engage in an interactive process to try to find a good idea to make a written record.

No „magic words“ are required. It doesn’t have to be in writing, but it’s a good idea to request a need arise. CEA is available to assist members with making a request.

Accommodation can be requested upon hiring or at any point during employment when

**ADA – How to Request an Accommodation**