

Sick Leave: Follow the Rules

Sick leave is available for you when you or a family member becomes ill. It is important to know how sick leave works so that you do not put yourself at risk for disciplinary action or termination. Follow the rules as outlined in Article 701 of our contract. CEA will represent you if your sick leave has been questioned. In cases where abuse or misuse is substantiated, members will be subject to discipline, up to and including termination. Here are the rule highlights:

- Full-time bargaining unit members earn 15 days of sick leave per year, accruing them at the rate of 1.5 days each month from September through June.
- New employees are allowed to go “into the hole” up to five sick days.
- Sick leave is for personal illness, absence due to illness in the immediate family or for death in the immediate family. See the contract for the parameters.
- If you are absent for one full school day or more, you must report your absence to the Substitute Employee Management System at least 1.5 hours before your scheduled start time and notify your administrator. CEA recommends utilizing CCS email to notify your supervisor of your absence instead of text messages or a messaging app.
- Absences longer than 10 continuous school days require an “Application for Leave” submitted on the tenth day. Before you return, you must have a doctor’s statement and district pre-approval.
- Absences of more than three consecutive school days to care for a family member also require a doctor’s statement.
- If you believe your absence will be longer than three consecutive school days or you have been absent from school for three consecutive school days you must notify your administrator in writing of the estimated duration of the need for sick leave.

Sick Leave Abuse

If your supervisor believes you are abusing sick leave, they have tools available for them, negotiated in the *Master Agreement* to curb sick leave abuse. You may be suspected of abusing sick leave when:

- There is a pattern of use such as workdays before or after a holiday or vacation period, on Mondays or Fridays, or a certain time of year; *or*
- There is reasonable suspicion of sick leave abuse; *or*
- The teacher has been absent using sick leave for three consecutive workdays; *or*
- The teacher has been absent using sick leave for more than 7 days total during the same school year; *or*
- The teacher is on an extended absence and the Superintendent has reasonable grounds to question the continued absence, once every 30 calendar days.

Your supervisor may take one of the following two actions if they suspect you are abusing sick leave:

- 1) Your supervisor could request a conference with you. The conference must take place within two school days of your Supervisor’s request and you are required to be represented by either your Senior Faculty Representative at that building or Association designee. In such a meeting, your supervisor cannot ask the reasons for your absence or request medical documentation substantiating your sick leave usage.
- 2) Your supervisor could contact Human Resources to request that a central office administrator obtain written certification from your physician to justify your use of sick leave. If your supervisor makes such a request, any supporting documentation that you provide would

be sent to that central office administrator, not your supervisor. Your supervisor would not know the reason for your sick leave usage, simply whether or not it was justified.

The following absences cannot be questioned or suspected of sick leave abuse: District-approved leaves of absence (leaves longer than ten days), FMLA (whether continuous or intermittent) and personal leave. If you believe these tools are being utilized in an arbitrary, capricious or harassing manner, this could subject your administrator to the grievance process. Your sick leave was negotiated for you in good faith so that it is there for you when you need it. Let’s live up to our end of the deal and follow the rules.

Losing One of Our Own

We regret to inform you that the Columbus Education Association and Columbus City Schools has lost one of our own. **Jared Jackson**, Physical Education teacher (Lincoln Park and Winterset ES) passed away last week. Our hearts and thoughts go out to his family and his colleagues.

Article 211 Calendar

Information and alerts will be communicated from a single source, at article211@columbus.k12.oh.us.

| | Date | Plan Description |
|----------|------------|---|
| FEBRUARY | Tues 2/25 | Round 2 Postings OPEN [All known openings] by 2 p.m. |
| | Thurs 2/27 | Round 2 Postings CLOSE (End of Quarter—Traditional SY Calendar) Applications no longer accepted after 6 p.m. |
| | Fri. 2/28 | Round 2 Interviews OPEN (Building Substitutes with an ODE license & Full and Part Time Hourly teachers are eligible for the round; special education teachers that selected a “guaranteed” position during bidding are not eligible) Schools and Departments [All known openings] Interview Times are as follows: • Elementary & K-8: After 3:30 p.m. • Middle & High Schools: After 2:30 p.m. |
| MARCH | Tues. 3/4 | Round 2 Interviews CLOSE (Records Day—Students not in attendance) Selection Agreement Forms & Rosters sent by HR (electronically) to Principals by 12 p.m. |
| | Tues. 3/11 | Job Fair — 4:30 p.m. (3700 S. High Street) |

Support Our Students, Please Give to UNCF

A mind is a terrible thing to waste, but a wonderful thing to invest in. Invest in Our Students. Invest in Their Future. The CCS-UNCF Joint Campaign is LIVE!

- Just \$5 can help a student attend college
- Every dollar supports scholarships & HBCUs
- Quick & secure online giving

Scan the QR Code to Donate Now
Join the Movement. Spread the Word.
CCS employees, we can make an impact together!

How You Can Help?

- ✓ Donate just \$5 or more to support student scholarships
- ✓ Share this campaign with your colleagues
- ✓ Help us exceed our \$35,000 goal by Feb. 28

For more info, contact Dorothy Wilson at (614) 253-4731. Together, we create opportunities. Together, we change lives.



Do you have a Continuous Glucose Monitor?

Your Union is aware of issues being experienced by our members filling and ordering Continuous Glucose Monitors (CGM). These issues first came to your Union’s attention after the switch from Express Scripts to Caremark as our pharmacy provider. If you or your dependents are experiencing issues with CGMs through Caremark, please contact the CCS Benefits Department via phone (614-365-6475) or email (benefitquestions@columbus.k12.oh.us).

Continued on Page 2

The CEA Master Agreement is set to expire in fewer than 176 days.

Grievance Update

CEA works to protect your rights and maintain the integrity of the negotiated contract. While we advise bargaining unit members to work out problems at the building level first, we know this isn't always possible. We regularly inform you of grievances we are working to resolve. To view each grievance in its entirety, go to <https://www.ccaohio.org/wp-content/uploads/2025/02/Grievance-250224-25.pdf>.

| Building/Unit Admin. | Statement of Grievance | Relief Requested | Disposition |
|-----------------------|---|---|---|
| Cassady ES Amber Hall | The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the principal of Cassady ES, Amber Hall, ... | That the principal apologize in writing to the grievant, that the principal does not subject the grievant to repeated and/or extreme verbal abuse in the... | Awaiting Step 2 hearing. |
| CCS Administration | The Columbus City Schools Board of Education and/or its agents violated, misinterpreted, and/or misapplied provisions of the... | Grievant shall be made whole in every way, including but not limited to the following: The Board shall remove all references to the Written Reprimand... | Board of Governors voted to approve moving the issue to arbitration. |
| CCS Administration | Columbus City Schools Board of Education and/or its agents violated, misinterpreted, and/or misapplied provision of the 2022... | The grievant shall be made whole in every way, including but not limited to the following, the Written Reprimand issued on May 8, 2024, shall be... | Requested to be filed at Step 2. |
| CCS Administration | The Board and/or its agents violated, misinterpreted, and/or misapplied provisions of the MOU - Working Agreement for... | Grievants shall be made whole in every way, including but not limited to: The board shall immediately rescind notices of nonrenewal and issue one year... | Advanced to arbitration. |
| CCS Administration | The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the Board/Administration's unilateral... | The grievants shall be made whole in every way including, but not limited to the following: The Board/Administration shall immediately rescind the... | Step 2 hearing held. Awaiting response. |
| CCS Administration | The Columbus City Schools Board of Education and/or its Agents violated, misinterpreted, and/or misapplied negotiated... | Grievant shall be made whole in every way, including but not limited to the following: Grievant shall immediately be paid in full for 2024-2025... | Settlement reached. District issued directive to Principals and ADs on Supplemental process. |
| CCS Administration | The Master Agreement was violated, misinterpreted, and/or misapplied when grievant was issued a three day unpaid... | Grievant shall be made whole in every way, including not limited to the following: The Board shall remit to grievant any/all wages and benefits lost as... | Settlement reached. Discipline reduced and grievant made whole. |
| CCS Administration | The Columbus City Schools Board of Education and/or its agents violated, misinterpreted, and/or misapplied provisions of the... | Grievant shall be made whole in every way, including but not limited to the following: The Board shall immediately restore grievant to the position of... | Settlement reached. Grievant made whole. No adverse action for future supplemental application. |
| CCS Administration | The Columbus City Schools Board of Education and/or its agents violated, misinterpreted, and/or misapplied provisions of the... | Grievant shall be made whole in every way, including but not limited to the following: The Board shall immediately compensate grievant in the amount... | Filed at Step 2. |
| CCS Administration | The Columbus City Schools Board of Education and/or its agents violated, misinterpreted, and/or misapplied provisions of the... | Grievant shall be made whole in every way, including but not limited to the following: The Board shall immediately remove all references to the Letter... | Filed at Step Two pursuant to Article 404.02(E) of the Master Agreement. |
| CCS Administration | The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the Board/ Administration failed to follow the... | The grievants shall be made whole in every way, including but not limited to the following: That the Board/ Administration shall re-do the... | Filed at Step 2 |

Article 211: Alternative Interview Panels

The *Master Agreement* defines the interview panel as the principal, the Senior Faculty Representative, one elected member of the Association Building Council and two parents/members of the school community. However, as noted in the Art. 211 Manual, buildings may request an alternately constructed panel. The following schools/units have requested and been approved for an alternate interview panel:

Africentric HS, Africentric MS, Alpine ES, Arts Impact MS, Beatty Park ES, Beechcroft HS, Briggs HS, Cassady ES, Cedarwood ES, Champion MS, Climate & Culture Systems, Clinton ES, Cols. City Prep-Boys, Cols. City Prep-Girls, Early Childhood Ed., East Linden ES, Easthaven ES, Fairmoor ES, Gables ES, Gifted & Talented, Hamilton STEM Acad., Hilltonia MS, Indian Springs ES, Lincoln Park ES, Linden STEM Acad., Linden-McKinley STEM HS, Maize ES, Medina MS, Northgate Intermediate, Oakmont ES, Olde Orchard ES, Parkmoor ES, Psychologists, School Counselors, Shady Lane ES, Sherwood MS, Siebert ES, South HS, Southwood ES, Starling PreK-8, Teaching & Learning, Transformation & Leadership, Walnut Ridge HS, West Mound ES, Westmoor MS, and Whetstone HS.

2025 Helen Jenkins Davis Scholarship

This scholarship is named in memory of Helen Jenkins Davis, who was one of the first Black teachers to teach in an integrated school. Helen Jenkins Davis, the daughter of a freed enslaved person, was the first African-American educator hired by CCS. She taught for 37 years, always encouraging students to excel in educational and personal goals.

Six awards are available in the amount of \$3,000 each with the goal of encouraging high scholastic and ethical standards. The eligibility criteria includes: Black/African-American graduating senior of CCS, a 3.0 GPA or higher with a plan to attend four-year accredited college or university.

Complete the application, provide an official transcript, a FAFSA Student Aid Report, two signed letters of recommendation, and an essay bio. **The application deadline is Mar. 8.**

Visit our website at www.helenjenkinsdavisscholarship.org. Go to: <https://qrco.de/bffp2G> to download the application.

Is Your License Expiring?

If your license from ODE is expiring June 30, 2025, and you have a limited employment contract, **you must complete the required coursework or CEUs necessary for renewal and apply before Mar. 15** to be licensed by ODE for the 2025-2026 school year. If you have a continuing contract, you have through June to complete your coursework and submit your application. Failure to renew your license may result in suspension of pay and initiation of termination/non-renewal proceedings.

In addition to the online application, you will need to complete a background check. **All fingerprinting must be completed electronically through Webcheck.** A permanent certificate still **requires fingerprinting every five years.** CCS Human Resources, at 3700 S. High St., oversees this process. The CCS Fingerprint Office is open Monday-Friday, 8 a.m.-4 p.m. **Face-to-face operations are**

on an **appointment-only** basis. To schedule a time to complete your fingerprints, go to bit.ly/3lCxyZ9. If you have questions about the date of your last background check, or you don't plan to renew your license, contact **Leslie Butler**, Human Resources, Teacher Licensure, at license@columbus.k12.oh.us. Contact her about questions about CEUs or the license renewal process.

Do You Have a Continuing Contract?

Bargaining unit members can only submit their Continuing Contract application using Google Forms. You will have to be logged into your CCS email account to access the online form. For instructions, go to bit.ly/40jw1ak. All the eligibility requirements must be met to be considered.

Questions regarding this information should be directed to Teacher Certification & Licensure at (614) 365-6680 or license@columbus.k12.oh.us. All applicants will receive an electronic confirmation. Applicants must check their email (spam or clutter folders) to ensure they receive the confirmation as additional information may be requested. Approvals, denials, or delay notices for the Continuing Contract applications will be sent via email by Mar. 31, 2025.

* Note: Official transcripts must be sent. Email license@columbus.k12.oh.us to verify if the transcripts on file are up to date.

Special Notes

Transplant Needed for CEA Member: Robyn Chernack, Intervention Specialist (Cedarwood ES), is in need of a kidney donation from a living donor. Such donations are typically very successful and ideal when made by living donors. Eligible donors have matching blood types and are free of diseases including high blood pressure, diabetes, cancer, kidney and heart disease. Donors are able to lead normal lives. To become a donor, go to: bit.ly/40y23zN.

Make a Donation to the Catastrophic Sick Leave Bank: When someone experiences a life-threatening illness or injury, and they are out of accrued time, they can apply for catastrophic leave. When approved, sick leave days can be donated, allowing them to remain in paid status and receive healthcare benefits. These members have been approved for Catastrophic Leave and are in need of donated days: **Erin McIntyre**, W. Mound ES, Building Sub; **Tana Samuels**, Eakins ES (Building Sub); **Scott Thompson**, Displaced; **Kelly Angel**, East Linden ES; and **Stephanie Dillon**, Avalon ES (Nurse). To donate, **complete the Catastrophic Sick Leave Donation Form**, available on the CEA and CCS websites. Submit the completed form to leavesofabsence@columbus.k12.oh.us.

Statewide Educators of Color Network: On **Saturday, Jan. 25**, NeXT Hub hosted their first session (out of 4) for the Statewide Educators of Color Network. For the past two years, NeXT Hub has hosted this network to provide a space for solidarity and shared experience for educators of color across Ohio. Join us with Grace McDaniel and former CCS educator Dr. Jenell Igeleke Penn in January, and for **following sessions on Feb. 15, Mar. 1, and Apr. 5**. Register for this event at bit.ly/40s6BsD.

Spring 2025 Election

The following elected positions will be filled in the 2024-2025 election cycle: **For National and State: 2025 NEA Local Delegates; NEA State At-Large Delegates***; **2025-26 OEA Delegates**. Ballots were sent to buildings the week of Feb. 17. The **voting window begins Tuesday, Feb. 25, and ends Tuesday, Mar. 11**. Members of the Elections Committee will **collect ballots for tally Wednesday, Mar. 12**. Contact Elections Chair Brittany Pierce at (440) 225-2631 with any questions.