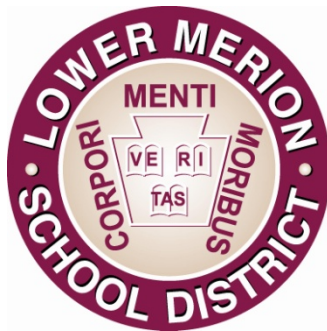


CONTRACT AGREEMENT
For the School Years
2017-2018, 2018-2019, and 2019-2020



between

**THE LOWER MERION
BOARD OF SCHOOL DIRECTORS**

and

**LOWER MERION EDUCATION
ASSOCIATION, PSEA-NEA**

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>Page</u>
PREAMBLE	3
DEFINITIONS	3
RECOGNITION	5
TERM OF AGREEMENT	5
GRIEVANCE PROCEDURE	5
DUES DEDUCTION.....	9
MAINTENANCE OF MEMBERSHIP	9
LMEA PRESIDENT	10
ASSOCIATION DAYS	11
RELEASE TIME FOR PSEA/NEA/OFFICERS/DIRECTORS	11
DISTRICT/LMEA COLLABORATION COMMITTEE.....	12
ACCIDENTS.....	12
ATTACKS.....	13
CONFIDENTIAL PERSONNEL FILE	14
LEAVE BECAUSE OF ILLNESS.....	14
LEAVE BECAUSE OF FAMILY ILLNESS.....	16
LEAVE BECAUSE OF DEATH IN FAMILY.....	16
LEAVE BECAUSE OF MATERNITY	17
LEAVE FOR CHILDREARING.....	17
RETRAINING/STUDY LEAVE (PROFESSIONAL STAFF)	20
PERSONAL DAYS	20
SABBATICAL LEAVE OF ABSENCE (PROFESSIONAL STAFF)	21
PAID HOLIDAYS (SUPPORT STAFF)	22
VACATION SCHEDULE (SUPPORT STAFF).....	23
PAYROLL PROCEDURES.....	24
LENGTH OF WORKDAY	26
LENGTH OF WORK YEAR.....	27
SALARY PROVISIONS.....	31
PREPARATION LEVELS AND REQUIREMENTS (PROFESSIONAL STAFF)	34
PROCEDURES FOR QUALIFYING FOR HIGHER SALARY SCALES (PROFESSIONAL STAFF)	34
EXTRA PAY FOR EXTRA RESPONSIBILITY (EPER).....	35
SALARY CREDIT FOR APPROVED TRAVEL (PROFESSIONAL STAFF).....	38
SALARY CREDIT FOR MILITARY SERVICE (PROFESSIONAL STAFF).....	38
UNIFORMS (SUPPORT STAFF)	38
CAFETERIA EMPLOYEES’ MEALS (SUPPORT STAFF).....	40
SEVERANCE PAY.....	40
TUITION REIMBURSEMENT	41
ADDITIONAL PROFESSIONAL RESPONSIBILITIES (PROFESSIONAL STAFF).....	42
COLLEGE RECOMMENDATION WRITING (PROFESSIONAL STAFF).....	43
PROFESSIONAL MEETINGS (PROFESSIONAL STAFF)	43
SCHOOL VISITS (PROFESSIONAL STAFF).....	45
GRANTS AND NEW PROGRAMS (PROFESSIONAL STAFF).....	46

HEALTH CARE INSURANCE46
FLEXIBLE SPENDING ACCOUNT51
HEALTH AND ACCIDENT INCOME INSURANCE52
LIFE INSURANCE.....52
JUST CAUSE53
LAYOFFS/SUBCONTRACTING.....54
LAYOFFS/DEMOTIONS.....54
REDUCTION IN FORCE/SENIORITY (SUPPORT STAFF).....55
TRANSFERS.....58
MOVEMENT FROM ONE JOB TO ANOTHER (SUPPORT STAFF).....59
POSTING OF VACANCIES59
TRANSPORTATION PROCEDURES (SUPPORT STAFF).....60
WORKING CONDITIONS.....61
TEMPORARY ASSIGNMENTS (SUPPORT STAFF).....61
HEALTH AND SAFETY61
INDIVIDUAL EDUCATION PROGRAMS (IEPS) (PROFESSIONAL STAFF)61
EVALUATIONS62
NO STRIKE – NO LOCKOUT62
HEADINGS63
REOPENING THE CONTRACT63
SEPARABILITY CLAUSE63
FAMILY AND MEDICAL LEAVE ACT (FMLA)63
STAFF/PARENT COMMUNICATION64
HIGH SCHOOL TEACHER WORKLOAD AND ONLINE INSTRUCTION (PROFESSIONAL)64
SIGNATURES66

PREAMBLE

WHEREAS, the parties to this Agreement, the Board of School Directors of the Lower Merion School District and the Lower Merion Education Association, affiliated with the Pennsylvania State Education Association and the National Education Association, recognize their collective and individual responsibilities for achieving and maintaining excellence in education; and

WHEREAS, the Board and the Association pledge to each other and to the community that they will meet these responsibilities with reason and cooperation, avoiding confrontation and conflict to the degree possible; and

WHEREAS, in accordance with these principles, the Board and the Association, having negotiated in accordance with the Public Employees Relations Act, Commonwealth of Pennsylvania, 1970, and Act 88 of 1992 have reached the following Articles of Agreement;

NOW, THEREFORE, the Board and the Association hereby agree as follows:

ARTICLE 1
Definitions

Unless it is otherwise expressly provided, the following words and phrases, where used in this Agreement, shall mean:

- A. "**Association**" shall mean the Lower Merion Education Association.
- B. "**Bargaining Unit**" shall mean those employees certified by the Pennsylvania Labor Relations Board.
- C. "**Board**" shall mean the Board of School Directors, Lower Merion School District, Ardmore, Pennsylvania.
- D. "**Degree**" shall mean an academic degree.
- E. "**Employee**" shall mean the professionals and support employees who are regularly scheduled to work.
- F. "**Head Coach**" shall mean one of the coaches of an athletic team having more than one (1) coach.
- G. "**Immediate Family**" shall mean father, mother, brother, sister, daughter, son, husband, wife, parent-in-law, near relative who resides in the same household and any person with whom the employee has made his/her home.

- H. "**Near Relative**" shall mean first cousin, grandfather, grandmother, grandchildren, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.
- I. "**Parties**" shall mean the Board and the Association.
- J. "**Principal**" shall mean the administrative head of the school to which the employee is currently assigned.
- K. "**Salary**" shall mean the amount of money the employees shall receive for their contracted work year, day or hour.
- L. "**School District**" shall mean the Lower Merion School District, Ardmore, Pennsylvania.
- M. "**State**" shall mean the Commonwealth of Pennsylvania.
- N. "**Superintendent**" shall mean the chief executive officer of the School District.
- O. "**Supervisor**" shall mean the person to whom the employee is directly responsible, if other than the principal.
- P. "**Per Diem**" shall mean an amount of money determined by dividing the employee's salary by the number of days worked per year as defined in Article 27.
- Q. Except as described in Article 53, Section D., "**Seniority**" shall be the amount of time an employee has been in continuous employment in the Lower Merion School District. Seniority of employees who were employed for a period of time and interrupted their service by a resignation shall be computed from the date of latest hire. Tie breakers:
 - 1. date of Board appointment
 - 2. date of employee's acceptance of the position
 - 3. date of initial application for the position
 - 4. flip of coin
- R. "**Online Instruction**" shall mean any combination of instruction, assessment and communication conducted online, in addition to or in place of classroom instruction, which is specifically authorized and designated by the district as online Instruction.
- S. "**School Holiday**" shall mean a scheduled day off as identified by the official work calendar for the position that the employee holds.

ARTICLE 2
Recognition

The Board recognizes the Association as the exclusive bargaining representative for the bargaining unit of professional employees who are regularly scheduled to work at least half-time per year and support employees who are regularly scheduled to work.

ARTICLE 3
Term of Agreement

The term of this agreement shall commence July 1, 2017 and shall continue in full force until June 30, 2020 or until such later date as the Board and the Association may hereafter agree to be the extended date. Any such extended date shall be evidenced by a written amendment to this Agreement. Both parties shall signify their approval to such an amendment by affixing their signatures thereto.

ARTICLE 4
Grievance Procedure

Purpose

The purpose of the grievance procedure is to provide a formal means of resolving disagreements about the provisions of this contract. These proceedings shall be as informal as may be appropriate at any level of the procedure. The parties further agree that orderly and expeditious resolutions of grievances shall occur.

Definition

A grievance shall be defined as a written claim by an employee or the Association based upon a personal loss or injury because there has been an alleged misinterpretation, misapplication, or violation of the terms of this Agreement relating to salaries, employee benefits or working conditions.

Timeliness

"Days" as used in this Article shall refer to workdays. A workday is a day when work is scheduled, excluding the day when a grievance is submitted. Between May 1 and the close of the school year, the time limits shall consist of calendar days so that the matter may be resolved before the close of the school year or as soon thereafter as possible.

Procedure

1. If at all possible, an alleged grievance should be resolved at the lowest administrative level.

2. During and notwithstanding the pendency of any grievance, it is understood that employees shall continue to observe all assignments, applicable rules and regulations of the School District and directions of their principal or supervisor until such grievance shall have been resolved.
3. Any individual employee or group of employees shall have the right to present grievances and to have them adjusted without the intervention of the Association as long as:
 - a. the adjustment is not inconsistent with the terms of this Agreement, or successor Agreements; and
 - b. the Association has been given an opportunity to be present and heard at each step of the proceedings.

Step I - Informal-Verbal

An employee with a grievance shall discuss it first with the employee's principal, supervisor or director in an attempt to resolve it informally at that level. The principal, supervisor or director shall schedule a meeting with the grievant and/or the employee's representative to be held within five (5) days of notification to the principal, supervisor or director by the grievant and/or the employee's representative that a grievance is being presented. If the principal, supervisor or director does not schedule a meeting, or fails to render a decision within three (3) days, the grievant may proceed to Step II.

Step II - Formal-Written

If the action in Step I fails to resolve the grievance to the satisfaction of the grievant, the grievant may present the grievance to the Director of Human Resources within five (5) days after receipt of the principal's, supervisor's or director's decision. The appeal shall be made, in duplicate, on the appropriate form. The basis for the employee's continued dissatisfaction shall be specifically delineated. The Director of Human Resources shall note the date and time of the presentments, initial both copies, and shall hold a hearing with the grievant and/or his representative within a five (5) day period. The Director of Human Resources shall, before holding the hearing with the grievant and before rendering his decision, advise the Association, through the office of the Superintendent, of the pendency and nature of the grievance unless it is clear that the Association is representing the grievant in the presentment of the grievance. The Step II decision shall be in writing and rendered within five (5) days.

Step III – Superintendent

If the action in Step II fails to resolve the grievance to the satisfaction of the grievant, or if the Director of Human Resources fails to hold a hearing or render a timely decision, the grievant may request a hearing of the grievance by the Superintendent. The appeal shall be made on the appropriate form. The basis for the employee's continued dissatisfaction shall be specifically delineated. Such appeal must be made within five (5) days after receipt of the decision at Step II. The Superintendent shall set a hearing date which shall be within five (5) days of the receipt of the grievant's written request for a hearing, and notice shall also be sent to the Association. The Superintendent or the Superintendent's designee shall render a decision in writing within

five (5) days after the hearing and shall communicate his/her decision to the grievant and the Association.

Step IV – Arbitration

If the decision at Step III fails to resolve the grievance, or if the Step III administrator fails to hold a hearing or render a timely decision, the grievance may be submitted by the Association to binding arbitration. The Association shall advise the Superintendent, within ten (10) days after receiving a decision, of the Association's desire to proceed to arbitration. The parties shall first attempt to mutually agree upon an arbitrator. If an agreement is not reached within fifteen (15) days, an arbitrator shall be selected, on a rotating basis, from the list of permanent arbitrators below.

Permanent Arbitrators:

- Margaret Brogan
- Scott Buchheit
- John Skonier
- Joan Parker
- Tim Brown

In the event that one of the above-named arbitrators is no longer able to serve, the parties shall mutually agree upon a replacement arbitrator.

The arbitrator shall limit him/herself to evidence and arguments presented to him/her by the parties or their representatives and shall consider nothing else. The decision of the arbitrator shall be final and binding upon the parties.

Costs of Arbitration

The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room, shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

Arbitrability

If the Superintendent disagrees as to the arbitrability of the dispute, either party may request a conference to discuss the issue of arbitrability and to seek to resolve the differences between the parties. If the disagreement over arbitrability persists, the arbitrator appointed under the procedures set forth herein shall rule upon the question of arbitrability prior to hearing the merits of the dispute in question. If the arbitrator rules that the dispute is subject to arbitration, and if both parties are prepared to present their cases, then the arbitrator shall proceed to hear the dispute on its merits. If either party is unprepared to proceed, the arbitrator shall promptly schedule a second meeting to hear the dispute on its merits.

Arbitration Procedure

The arbitrator selected shall confer with the representatives of the Board and the Association and hold hearings promptly. A ruling shall be issued no later than thirty (30) days from the date

of the close of the hearings, or, if oral hearings have been waived, then from the date the final statements and proof on the issues are submitted. The arbitrator's recommendation shall be in writing and shall set forth findings of fact, reasoning, and conclusions. The arbitrator shall confine the opinion to the particular issue(s) submitted.

Miscellaneous

1. A grievance to be considered under this procedure must be initiated by the employee, or the Association, within thirty (30) days of its occurrence or within thirty (30) days after the employee would reasonably be expected to know of its occurrence. However, failure to grieve in one case shall under no circumstances be construed as forfeiting the right to grieve in similar cases at some later date.
2. If the grievant does not choose to be accompanied and represented by an Association representative, the Association shall have the right to be present and to state its views at all levels of the grievance procedure.
3. An employee may be present at any level of the grievance procedure, where the grievance is to be discussed.
4. Hearings at any level of the grievance procedure may be waived by mutual agreement of the parties.
5. A grievance when presented at Step II and thereafter shall be in writing, in duplicate, and shall specify:
 - a. the nature of the grievance;
 - b. the Contract Article or Section which has allegedly been misinterpreted, misapplied or violated;
 - c. the nature of the personal loss or injury;
 - d. the specific remedy sought; and
 - e. after Step I, the basis for the dissatisfaction with the decision previously rendered.
6. Failure at any step of this procedure to hold the required hearing or communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step.
7. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step. At all steps the number of days indicated shall be considered as maximum. However, the time limits may be extended by mutual agreement in writing.
8. Failure to appear at a scheduled hearing shall constitute abandonment of the grievance, provided that adequate notice has been given the grievant(s) and Association of such

- scheduled hearing, and further provided that if emergencies arise, and with reasonable notice given to the parties, the hearing shall be rescheduled.
9. Should any decision of the Pennsylvania Labor Relations Board, or any court of competent jurisdiction within the State, determine that any provision of this grievance procedure is contrary to the provisions and intent of the Public School Employees Relations Act, then in such case the provisions set forth in the grievance procedure shall be so construed as to conform to such decision.
 10. At the Superintendent's request, the Association shall provide him with a copy of the individual's or group of individuals' written authorization that the Association grieve for them.
 11. By mutual agreement of the parties, a set of forms to be used in Steps II and III of this Article shall be prepared.

ARTICLE 5
Dues Deduction

- A. The Board shall deduct portions of the annual, combined dues of the Association, the Pennsylvania State Education Association, the National Education Association, and PACE, from the paychecks of those employees who submit a signed form furnished by the Association and approved by the Superintendent.
- B. The Board shall forward the sum of money deducted for dues to the Treasurer of the Association as soon as possible after each pay date.
- C. The Board shall not be held responsible for clerical errors which may be made in the deduction of dues for the Association pursuant to this Article.
- D. The Board shall not remove any Association member from the dues deduction list in Section A above except upon written instructions of the Association.
- E. The District shall provide the Association with a staff list in an electronic format, which shall include the following information: employee name, seniority date, step and column placement (if applicable). This list will be available no later than October 15th of each school year and provided thereafter upon request by the Association.

ARTICLE 6
Maintenance of Membership

- A. Employees who are members of the Association, or who become members of the Association during the term of this Agreement, shall remain members of the Association

for the duration of the Agreement. However, employees may resign from the Association by sending written notice to the President of the Association.

- B. The form used for Dues Deductions shall incorporate the provisions of Section A above.

ARTICLE 7

LMEA President

- A. It is agreed to, by, and between the Lower Merion Board of School Directors and the Lower Merion Education Association, that the active President of the Lower Merion Education Association be freed from as many non-teaching duties as possible. Both parties realize that the educational process should be disrupted as little as possible. The following means for providing release time for the LMEA President shall be used to the extent reasonably possible:

1. In the event an elementary school employee becomes President:
 - a. At the President's option, the President may transfer to the middle school with full rights to return to the same elementary position at the end of the term as President.
 - b. If the individual chooses to remain in an elementary school, every effort will be made to grant the individual as much release time as is made available to an employee from the middle school or high school. This shall include, but not be limited to the following:
 - i. No assigned duties (morning, lunch, afternoon) for the school year.
 - ii. Permission to leave school at the conclusion of the pupil day.
 - iii. Permission to arrive at school at 8:55 a.m.
 - iv. Special area subjects (art, music, physical education, etc.) shall be scheduled at the end of the day.
2. In the event a middle school employee becomes President:
 - a. No assigned duty during the homeroom period (Welsh Valley) or during the advisory and club periods (Bala Cynwyd).
 - b. No assigned duty during the lunch shifts.
 - c. Assigned the preparation period immediately prior to homeroom (Welsh Valley) or immediately prior to lunch (Bala Cynwyd).
 - d. No assigned supervisory duties before or after school.
 - e. No assigned duties during assembly programs at the discretion of the principal.
 - f. Permission to leave school at the conclusion of the pupil day.

- g. Release from team planning meetings (five per week are scheduled at Welsh Valley, three per week are scheduled with two unscheduled, at Bala Cynwyd) at the discretion of the principal.
 - h. No supervisory assignments during non-teaching periods.
 - i. Reduce the teaching load by two or more periods per day.
 - j. Keep the number of academic preparations per day to a minimum.
 - 3. In the event a high school employee becomes President:
 - a. No assigned duty during the advisory/academic recovery period.
 - b. No supervisory assignments during the non-teaching periods.
 - c. Schedule all classes consecutively in the morning.
 - d. Keep the number of academic preparations per day to a minimum.
 - e. Reduce the teaching load by two or more periods per day.
- B. In the event that a Support Staff member of the bargaining unit should become President of the Lower Merion Education Association, it is agreed by and between the parties that the President of the Association shall be given as much release time from assigned duties as a Professional employee to the extent reasonably possible.
- C. In the event there are changes in the law regarding release time for union activity or eligibility of released time activities for full reimbursement of contributions to PSERS, the parties will meet and discuss regarding any replacement language.

ARTICLE 8
Association Days

- A. The Board shall provide substitute service, but no other expense, so that officers and delegates of the Association may attend Region, State, and National meetings of their professional organization, providing that the total number of substitute days shall not exceed sixty (60) days annually.
- B. The President of the Association shall notify the Superintendent, as early in the school year as possible, concerning the personnel and dates involved in meetings under Section A above.

ARTICLE 9
Release Time for PSEA/NEA/Officers/Directors

- A. Employees who serve as a PSEA/NEA officer shall be given an unpaid leave. Employees who serve as members of the PSEA/NEA Board of Directors shall be granted release time.

- B. The Board agrees to maintain the employee's membership in the Pennsylvania School Employees' Retirement System during the term of leave. The School District will be reimbursed by the Association for the contributions for the district and the individual.

ARTICLE 10

District/LMEA Collaboration Committee

- A. A joint District/LMEA Collaboration Committee will be established for the purpose of addressing issues related to special education policies and procedures. This will be an advisory committee and may make written recommendations to the School Board and the LMEA Combined Negotiations Committee (CNC). The Special Education Collaboration Committee will be comprised of up to five (5) representatives appointed by LMEA and up to five (5) representatives appointed by the District. The Collaboration Committee will meet once every other month during the school year, unless otherwise mutually agreed.
- B. During the term of the Agreement job descriptions shall be prepared by the administration and drafts provided to the LMEA for input before approval.

ARTICLE 11

Accidents

- A. All Workers' Compensation monies paid to employees, as a result of accidents to employees while engaged in activities associated with their employment, shall remain the property of such employees in addition to any monies paid by the Board under Article 15 of this Agreement.
- B. If the accident under Section A above has been caused by the affected employees' negligence, then the Workers' Compensation payment for time lost from work shall be considered an offset, to that extent, against Board payments under Article 15 of this Agreement.
- C.
 - 1. If an employee had at least ten (10) accumulated sick leave days prior to a work-related accident, for which Workers' Compensation is paid and is subsequently unable to return to work for at least ten (10) workdays, the employee has the option to repurchase sick leave days used. To reclaim the first ten (10) sick leave days, the employee must reimburse the District, within ten (10) days of returning to work, the amount of money received as Workers' Compensation for these first ten (10) sick leave days. Additional days may be reclaimed on a dollar-for-dollar basis with the employee's current daily rate being the per day charge for reclaiming a sick leave day. The maximum number of days available to be repurchased shall not exceed the employee's total used sick leave days for that period of absence.

2. To repurchase unused sick leave days, a member of the bargaining unit must inform the District, in writing, within ten (10) days of the employee's return to work, termination or retirement, of the employee's intention to repurchase sick leave.
 3. Vacation days are not to be used as an offset unless mutually agreed to by the LMEA member and the administration.
- D. Employees shall be eligible to continue participation in a Board-sponsored health care plan in accordance with Article 42 for up to ninety (90) days following commencement of an approved workers compensation claim, provided the employee exhausts any accumulated sick leave during that period.

ARTICLE 12

Attacks

- A. Whenever an employee shall be rendered unable to perform regular duties by reason of an unprovoked attack while on duty, the Board shall pay such person's full salary up to but not exceeding one (1) year. For purposes of this Article, "while on duty" means arising in the course of employment, but does not include attacks by a third person intended to injure the employee because of reasons personal to the employee and not directed against the employee as an employee or because of the employment.
- B. Workers' Compensation payments made to the employee for the time lost from work, covering the year or any part of the year in Section A above, shall be considered as an offset to that extent against the Board's responsibility in Section A above.
- C. Employees shall suffer no loss of accumulated sick leave under Section A above.
- D. At its expense, the Board may make provision, at reasonable intervals, for medical examinations of persons affected by Section A above.
- E. If the attack under Section A above has been deliberately provoked by the attacked employee, the Board's responsibility under this Article shall then be limited to payments under Article 14, and any Workers' Compensation payment made to the employee for time lost from work shall be considered as an offset, to that extent, to Board payments under Article 14 of this Agreement.

ARTICLE 13
Confidential Personnel File

- A. Confidential personnel files maintained by the School District shall be available only to the employee involved and such other administrative and/or supervisory personnel duly authorized by the Board.
- B. Each employee shall have the right to examine, copy and duplicate any material in the employee's own confidential file maintained by the School District, except material received prior to the individual's employment by the School District.
- C. Each employee shall have placed in the employee's confidential personnel file any material or comments the employee wishes to have included therein pertaining to material already in the file.
- D. Employees shall give the Human Resources Department twenty-four (24) hours notice of their intention to act under Sections B and C above.
- E. Disciplinary action and any accompanying correspondence applicable to the original discipline placed in an employee's personnel file shall be expunged five (5) years after the date of the disciplinary action provided there have been no incidents related to the original discipline within those five (5) years and that the violations were not of a criminal nature, incidents related to child abuse or sexual harassment/abuse. It is further understood that it is the responsibility of the employee to make a formal request in writing for the correspondence to be expunged.

ARTICLE 14
Leave Because of Illness

A. **Support Staff**

Whenever an employee is prevented by personal illness or injury from reporting for work, except for absence due to an injury incurred while in remunerative work outside of the employee's school duties, the employee shall be paid, for each day of absence, the full salary entitled based upon the employee's regularly scheduled workday as follows:

- 1. For ten (10) days if regularly scheduled to work twelve (12) months;
- 2. For eight (8) days if regularly scheduled to work ten (10) months, including assistants paid an annual salary; and
- 3. For seven (7) days if a regularly scheduled hourly or daily worker.

4. Transportation Department:

- a. This Article does not apply to those employees classified as drivers in the Transportation Department in their first full year of employment.
 - b. 12 Month Instructors/Bus Drivers get ten (10) sick days, 10 Month Bus Drivers get eight (8) sick days, and Hourly Bus Drivers get seven (7) sick days.
 - c. Transportation hourly employees who exceed their allotment of sick and personal days shall be subject to progressive discipline.
5. If not used, the number of paid days under Section A above shall accumulate without limit, as long as the employee is employed by the Board.
 6. The days of eligibility under this provision shall be calculated from the time of the employee's first employment in the School District and shall have subtracted there from any days of absence for which full payment was made.
 7. A physician's certificate may be required for such sick leave, at the option of the Superintendent.
 8. Should a discontinuance of employment occur during the school year, then only a proportionate part of the employee's annual sick leave shall be credited to the employee's account for that year.
 9. Employees shall have accessibility to their accumulated number of sick days through KRONOS Employee Self-Service.
 10. When an employee is absent from work, under this or any other Article contained herein, the employee must notify AESOP prior to the first day of absence.

B. Professional Staff

1. Employees shall be granted ten (10) paid days annually for absences due to personal illness. If not used, the ten (10) days or any portion thereof may be accumulated without limit as long as the employee is employed by the Board.
2. When an employee is absent from work, under this or any other Article contained herein, the employee must notify AESOP prior to the first day of absence.
3. Employees shall have accessibility to their accumulated number of sick days through KRONOS Employee Self-Service.

4. Employees who are absent for more than five (5) consecutive days must submit a physician's certificate stating the reasons for the absence.
5. Employees whose absences are suspicious, excessive, or constitute a pattern shall be warned. Such employees may be required to provide a doctor's certificate for subsequent absences after due warning.
6. Should an employee cease to be employed by the Board during the year, the employee shall be credited with one (1) day of sick leave for every nineteen (19) days, or major fraction thereof, of employment that year.

ARTICLE 15

Leave Because of Family Illness

- A. Employees may be absent from work with full pay based upon their regularly scheduled workday, to attend to the illness of a member of their immediate family. Such absences shall be deducted from the employee's accumulated sick leave.
- B. Employees must provide, in writing, an explanation of the circumstances of the relative's illness and why it was necessary for the employee to attend to the relative.
- C. Professional Staff - The Board shall provide an unpaid leave of absence for up to ninety (90) working days to any employee who must care for an ill family member without any loss of seniority privileges or salary step placement.
- D. Support Staff – The Board shall provide an unpaid leave of absence of:
 1. One-half (1/2) year; or
 2. One semester to any employee who must care for an ill family member without any loss of seniority privileges or salary step placement.

ARTICLE 16

Leave Because of Death in Family

- A. Employees may be absent from work for up to five (5) days, with pay, due to the death of a member of their immediate family to be taken within thirty (30) working days of the death. Such absences shall not be deducted from the employees' accumulated sick leave.
- B. Employees may be absent from work for one (1) day, with pay, on the day of the funeral of a near relative. Such an absence shall not be deducted from the employees' accumulated sick leave.

- C. The Superintendent may extend the period of absence, under Sections A and B above, with pay, as the situation may warrant.

ARTICLE 17

Leave Because of Maternity

- A. Employees who become pregnant and who file a written request with the Director of Human Resources shall be granted a maternity leave at a time to be determined by the employee's physician.
- B. Such leave shall continue for thirty (30) calendar days after childbirth and employees shall return to work on the next school day thereafter unless:
 - 1. The employee's doctor certifies in writing that the employee is able to return to work on an earlier date, in which case that earlier date will mark the end of the maternity leave; or
 - 2. The employee's doctor certifies in writing that a medical complication has arisen, stemming from the pregnancy or childbirth, which temporarily prevents the employee from returning to work on the thirty-first (31st) calendar day. In such cases, the maternity leave shall continue until the employee's doctor certifies in writing that the employee is able to return to work, and that later date shall mark the end of the maternity leave.
- C. Disabilities caused or contributed to by pregnancy, childbirth and recovery thereafter shall make the employee eligible for all benefits of this Agreement under the same terms and conditions as any other ill or disabled employee.
- D. Barring complications to which reference is made in Section B2 above, the employee shall return to service on the thirty-first (31st) calendar day after childbirth and, upon return, shall provide to the Director of Human Resources a medical certificate signed by the attending physician attesting to the individual's medical fitness to return to work.
- E. Nothing in this Agreement shall prohibit any female employee from requesting and being granted an unpaid leave of absence at any time during pregnancy according to Article 18 hereof.

ARTICLE 18

Leave for Childrearing

- A. Any contracted professional or support employee in a permanent position may request and shall be granted a Child Rearing Leave of Absence starting on the date of:

1. The conclusion of the Maternity Leave associated with the birth of that particular child; or
 2. The date of adoption in cases of adopted children.
- B. Long Term Substitute employees are not entitled to Child Rearing Leave once their maternity and/or FMLA (if eligible) leave has concluded.
- C. Requests for Child Rearing Leave of Absence must be submitted at least sixty (60) days prior to the anticipated birth.
1. In cases of adoption, the normal sixty (60) day notification may be waived by the Director of Human Resources in the event that sixty (60) day notification is not provided by the adoption agency.
 2. In cases of unforeseen birth problems, the normal sixty (60) day notification may be waived by the Director of Human Resources.
- D. The employee shall be granted Child Rearing Leave without pay. Salary credit, sick leave, and personal leave will not be granted nor will they accrue. Seniority rights shall continue to accrue. The Board shall not provide life, disability, or health insurance benefits during the leave. However, medical insurance may be continued by the employee during the Child Rearing Leave period, subject to the rules and regulations of the Board's insurance carrier, provided that the full premiums shall be paid by the employee. If the employee is eligible for Family Medical Leave, 12 weeks of Child Rearing Leave will apply to FMLA leave and health benefits will continue at the expense of the district. Following the conclusion of FMLA leave, the employee may choose to continue health benefits by paying the premium for coverage.
- E. Child Rearing Leave shall be granted for either one (1) calendar year or, at the employee's request, less than a calendar year, provided the employee returns on either the first day of his/her respective work calendar or Midyear, which is defined as follows:
1. Elementary and Secondary Professional Employees (MS/HS) – the first day of the 2nd semester
 2. Support Employees – the midpoint of the work calendar for the employee's respective position
- F. If an Employee's full year of leave ends after the beginning of the first day of his/her work calendar, but before Midyear, the Employee must extend his/her initial leave until Midyear or, at the employee's request, until the first day of the following school/work year. Employees whose full year of leave ends after Midyear must extend their initial leave for the remainder of the school/work year.

- G. An employee may extend his/her Child Rearing Leave for an additional school/work year of half school/work year provided he/she notifies the district HR Department of his/her intentions by April 1st.
- H. Should an unforeseen emergency arise, such as death or a serious reversal of family finances, at the employee's request the employee may be assigned to the first vacancy which occurs for which the employee is properly qualified.
- I. An employee on Child Reading Leave must notify the Director of Human Resources in writing by April 1st of the intention to return to work. Requests for extension or reductions under Section F and G above must be made by April 1st.
- J. In the event the employee does not provide the Director of Human Resources with written notice of intention to return to work in the specified period of time, it shall be considered that the employee has vacated the position and the employee shall be terminated.
- K. Employees who have/adopt an additional child(ren) while on leave may continue on leave provided their total time on leave does not exceed four (4) calendar years. An employee who has been on 4 years of continuous leave must return to work or resign. Extensions shall not be granted if the extension will result in the employee's continuous leave exceeding four (4) years at the next available return date (as defined in Section E).
- L. Employees who return from Child Rearing Leave are eligible for another Child Rearing Leave as needed, but shall only be eligible to extend that Child Rearing Leave if they worked a full year between leaves.
- M. Employees who adopt children of pre-school age shall be eligible for Child Rearing Leave under the provisions of this Article.
- N. Child Rearing Leave shall also be granted to a male employee consistent with the leave for a natural mother.
- O. Upon return to employment following a Child Rearing Leave, the employee shall be offered the same or a substantially equivalent position in pay and skill if such a position is vacant and available. If such a job is not vacant and available, the employee shall be offered any other available position for which the employee is qualified.

ARTICLE 19

Retraining/Study Leave (Professional Staff)

- A. In the event that Professional Staff members are notified by the Superintendent or the Superintendent's designee that they will be furloughed, such professional employees will be eligible to apply for a retraining/study leave.
- B. Professional Staff members applying for a retraining/study leave shall receive first priority under the sabbatical leave provisions and must make written application on or before May 1, or after May 1, within ten (10) days after receiving notice of the furloughed.
- C. Professional Staff members applying for such retraining/study leave must meet with the Superintendent or the Superintendent's designee to discuss the possible area of certification which may improve the prospects for reemployment.
- D. After the initial meeting with the Superintendent, a written plan of study will be presented to the Superintendent for his/her approval. The plan will then be submitted to the Board of School Directors for approval.
- E. The Board agrees to pay at least one-half (1/2) of the tuition costs incurred for retraining or recertification for a period of two (2) years or until the employee is fully certified. The two (2) year period shall begin on the first day of the first semester in which the employee is enrolled in the approved recertification program.

ARTICLE 20

Personal Days

- A. Support Staff
Employees shall be granted up to five (5) personal days each year. The first three (3) of these days will be with full pay and the last two (2) shall be at half (1/2) pay.

Professional Staff
Employees shall be granted up to five (5) personal days each year. The first three (3) of these days will be with full pay and the last two (2) shall be with pay, but minus \$100 per day.
- B. Employees shall not be granted personal days on a day(s) immediately preceding or following a school holiday(s) or during the designated periods set aside on the District calendar without approval of the Superintendent. Dates related to testing or other significant events will be designated annually in the District calendar during which times this section will apply. No later than February 15th, the Superintendent shall designate up to fifteen (15) days as Priority Dates for the subsequent school year and provide notice of the Priority Dates for the subsequent school year and provide notice of the Priority Dates

to LMEA. Employees who wish to seek Superintendent approval must complete a Special Considerations Form and forward it to the Human Resources Department a minimum of a week in advance. The Superintendent's decision is binding and not grievable. The Superintendent's authority shall include any decision involving whether the personal day immediately precedes or follows a school holiday, or is during a designated period.

- C. Not more than ten percent (10%) of the total number of employees in the School District shall be granted personal leave on the same day.
- D. Employees requesting personal leave shall:
 - 1. Record the absence in AESOP three (3) days before the personal day.
 - 2. If unable to give notice, due to an emergency, the employee shall record the absence as "emergency personal" in AESOP and complete a Special Considerations form within three (3) days of his/her return to work.
- E. If not used by the employee, all unused personal days, shall be added each year to his/her accumulated sick leave.
- F. An employee who fails to give proper notice under Section D above, shall have a day, or days, salary deducted from his or her salary. In addition, the employee shall receive a written warning that failure to comply with the policies of the School District could result in dismissal.
- G. An employee who does not work the full work schedule as shown on the calendar for his/her respective position will receive a prorated portion of personal days. The proration will be determined by the number of days worked as compared to the number of days in the work calendar for the employee's position.
- H. Staff is expected to attend Open House even when a personal day is approved for that day.

ARTICLE 21

Sabbatical Leave of Absence (Professional Staff)

- A. The provisions of the Pennsylvania School Code of 1949 as amended, pertaining to Sabbatical Leaves of Absence are incorporated herein by reference thereto as if the same were set forth herein at length.
- B. Sabbatical Leave requests for the beginning of any given year must be received from an employee, in writing, by the Superintendent on or before April 1 for first semester requests, and on or before October 1 for second semester requests, except for emergency health situations.

- C. The Board shall have the right to make such regulations as it may deem necessary to make certain that employees on leave, as provided in Section A above, shall utilize such leave for the purpose for which it was granted and may require periodic reports from employees who are on leave in such a manner as may be deemed necessary.

ARTICLE 22

Paid Holidays (Support Staff)

- A. Employees who are regularly scheduled to work a full twelve (12) months and whose salary is based upon an annual rate of pay shall have twelve (12) paid holidays per year designated by the Superintendent whenever possible during those days when schools are not in session.
- B. Hourly and daily employees, employed a minimum of nine hundred (900) hours per year, shall have six (6) paid holidays designated by the Superintendent for which they will receive pay based on the number of hours such employees are regularly scheduled to work per day or upon their per diem rate.
- C. Hourly and daily employees employed a minimum of five hundred forty (540) hours per year but less than 900 per year, shall have four (4) paid holidays designated by the Superintendent for which they will receive pay based upon the number of hours such employees are regularly scheduled to work per day or upon their per diem rate.
- D. District employees who are employed beyond the regularly scheduled year by working as hourly summer help and are employed over the 4th of July holiday shall receive that day as a paid holiday.
- E. **Optional Holidays**

School secretaries who are regularly scheduled to work a full twelve (12) months and whose salary is based upon an annual rate of pay shall have the option:
 - 1. To work at a per diem rate based on their annual rate of pay for seven (7) additional holidays; or
 - 2. May at their option have seven (7) additional paid holidays.
- F. Sections A through E above do not apply to employees on an unpaid leave of absence.

ARTICLE 23**Vacation Schedule (Support Staff)**

A. Full time 12 month employees employed on or before November 16, 2015, shall accrue vacation according to the following:

1. Ten (10) workdays after one (1) full year of active employment.
2. Fifteen (15) workdays after five (5) full years of active employment.
3. Twenty (20) workdays after ten (10) full years of active employment.
4. Twenty-five (25) workdays after fifteen (15) full years of active employment.

Employees on unpaid leave are not considered in active employment. Vacation time is earned for time worked. Vacation time may be used in the year following the year it was accrued.

Full time 12 month employees employed after November 16, 2015, shall accrue vacation according to the following:

1. Ten (10) workdays after one (1) full year of active employment.
2. Fifteen (15) workdays after seven (7) full years of active employment.
3. Twenty (20) workdays after fifteen (15) full years of active employment.

Employees on unpaid leave are not considered in active employment. Vacation time is earned for time worked. Vacation time may be used in the year following the year it was accrued.

B. The year of employment for the purposes of this Agreement shall be considered as commencing July 1. Those employees who do have completed one (1) full year of service by July 1 shall receive a prorated number of vacation days

C. Employees entitled to vacation may elect to split their vacation time into two (2) or more segments spread throughout the year.

D. To assist the District in planning and assigning work, employees must submit vacation requests by March 1 for at least half of their earned vacation time for the upcoming school year.

1. Supervisors will review the requests submitted and notify each employee by March 15 if their vacation request is not approved.
2. Conflicts and scheduling problems shall be resolved on the basis of seniority within the given department subject to the needs of the School District such as the nature of the assignment, section workloads, and the number of individuals already approved to be on vacation.
3. Vacation requests submitted after March 1 will be decided on a first-come first-serve basis depending upon the needs of the School District.

4. Employees will be notified within two weeks if their vacation request is not approved.
 5. The employee may change the dates requested by informing his/her supervisor a minimum of 2 weeks in advance or less at the supervisor's discretion.
- E. To take two (2) or more consecutive vacation days that were not previously requested, the employee must give notice as indicated below and receive supervisory approval. Vacation time requested with less than the required notice will be approved at the discretion of the employee's immediate supervisor.
- 2-4 vacation days – 1 week notice
5 or more vacation days – 2 weeks notice
- Employees who want to take a single vacation day that was not previously requested must report the absence in AESOP a minimum of 2 hours in advance of his/her designated starting time.
- F. The district recognizes the value of vacation time and will make a concerted effort to provide coverage as needed so employees may take vacation time. Employees will forfeit any unused vacation time not used by June 30.
- G. Employees moved from one category of employment to another shall have their years of employment considered for purposes of computing the number of days.

ARTICLE 24
Payroll Procedures

- A. For the duration of this contract, employees shall be paid on a 26-pay per year basis. Full time employees shall be paid on a 26-pay per year basis. Full time employees shall not have the option of electing any other payment option. Employees who separate from service either permanently or temporarily due to an unpaid leave of absence prior to the end of the school year shall be paid any money that has been earned. Employees who begin their employment after the beginning of the school year shall receive a prorated salary based on time worked and their salary will be divided evenly over the remaining pays in the 26-pay cycle. Employees who return from an unpaid leave prior to the end of the school year will receive their prorated salary based on time worked and their salary will be divided evenly over the remaining pays in the 26-pay cycle.

B. Pay Dates:

	2017 - 2018	2018 – 2019	2019 - 2020
JULY	July 14, 2017 July 28, 2017	July 13, 2018 July 27, 2018	July 12, 2019 July 26, 2019
AUGUST	August 11, 2017 August 25, 2017	August 10, 2018 August 24, 2018	August 9, 2019 August 23, 2019
SEPTEMBER	September 8, 2017 September 22, 2017	September 7, 2018 September 21, 2018	September 6, 2019 September 20, 2019
OCTOBER	October 6, 2017 October 20, 2017	October 5, 2018 October 19, 2018	October 4, 2019 October 18, 2019
NOVEMBER	November 3, 2017 November 17, 2017	November 2, 2018 November 16, 2018 November 30, 2018	November 1, 2019 November 15, 2019 November 29, 2019
DECEMBER	December 1, 2017 December 15, 2017 December 29, 2017	December 14, 2018 December 28, 2018	December 13, 2019 December 27, 2019
JANUARY	January 12, 2018 January 26, 2018	January 11, 2019 January 25, 2019	January 10, 2020 January 24, 2020
FEBRUARY	February 9, 2018 February 23, 2018	February 8, 2019 February 22, 2019	February 7, 2020 February 21, 2020
MARCH	March 9, 2018 March 23, 2018	March 8, 2019 March 22, 2019	March 6, 2020 March 20, 2020
APRIL	April 6, 2018 April 20, 2018	April 5, 2019 April 19, 2019	April 3, 2020 April 17, 2020
MAY	May 4, 2018 May 18, 2018	May 3, 2019 May 17, 2019 May 31, 2019	May 1, 2020 May 15, 2020 May 29, 2020
JUNE	June 1, 2018 June 15, 2018 June 29, 2018	June 14, 2019 June 28, 2019	June 12, 2020 June 26, 2020

- C. Where errors in paychecks are clerical in character, uncomplicated either by non-conformity to rules and regulations or by varying interpretations of policy, the School District's Business Office shall immediately rectify such errors.
- D. Where problems arise because of non-conformity to rules and regulations, it shall be the responsibility of the employee to meet such rules and regulations. If required, salary adjustments shall be made at the next payroll period.
- E. Employees are required to receive their pay through direct deposit to a financial institution(s) of the Employee's choice.
- F. Hourly transportation employees shall receive their pay over ten (10) months for time worked. Hourly transportation employees who have elected to receive their pay over 26 pays as of November 16, 2015, shall be eligible, at their option, to continue to receive their pay over 26 pays, with necessary adjustments. Prior to exercising this option, employees shall receive a full pay disclosure. Requests by eligible employees shall be submitted to the Business Office at the time routes are selected in August of each year.

ARTICLE 25
Length of Workday

A. Support Staff

Full time employees shall work a five (5) day week from Monday through Friday. The length of the workday for employees shall be shown on the chart below. The specific starting and ending time for each employee will be set by the district. Any overtime worked must be approved in advance in writing by the employee’s Principal, Supervisor or authorized lead person.

Full Time Positions	Work Hours
12 Mo Driver Instructor/12 Mo District Courier/Safety Instructor/Asst. Route Coordinator	8 hrs plus lunch
Bus Mechanic/Head Bus Mechanic	8 hrs plus lunch
Groundskeeper/Head Groundskeeper	8 hrs plus lunch
Custodian (Head, Day, Night, Lead)/Shipper/Receiver	8 hrs plus lunch
Technicians/Webmaster/Database Analyst	8 hrs plus lunch
Skilled Building Craftsman/Lead B&G	8 hrs plus lunch
Skilled Building Craftsman (hired on or after July 1, 2005)	8hrs+2 plus lunch – 4 days
Laborer/Small Engine Mechanic	8 hrs plus lunch
Library Aide	7 hrs plus lunch
Secretaries (School/District Office)	7 hrs plus lunch
Typist/Receptionist	7 hrs plus lunch
Campus Aide/Head Campus Aide	7 hrs plus lunch
Instructional Aide/Behavior Aide/Job Coach	7 hrs 15 minutes including lunch
Staff Nurse	7 hrs 15 minutes including lunch
Elementary School Cafeteria Manager	7 hrs plus lunch
Complex Mgr/Asst Complex Mgr/MS Cafeteria Manager	7 hrs plus lunch
Parking Lot Attendants	8 hrs plus lunch
Part Time Positions	Work Hours
PT Cafeteria/Recess Aides	Per schedule 2–2.5 hrs
PT Bus Driver	Per schedule – 5 hr minimum
PT Bus Aide/Parking Lot Attendant	Per schedule – 5 hr minimum
PT Custodian	4 hrs – no lunch
PT Food Service Associate	4-4.5 hrs – no lunch
PT Food Service Associate	6 hrs plus lunch
PT Receptionist/PT Clerk/Typist	4 hrs – no lunch
PT Instructional Aide	Per Schedule
PT Staff Nurse	Per Schedule
PT Sports Aide	Per Schedule - average 4 hrs
PT Weekend Custodian	8 hrs inclusive of lunch
PT Parking Lot Attendants	Per Schedule

B. Professional Staff

1. The length of the workday for professional employees shall be seven (7) hours and 20 minutes, inclusive of at least a thirty (30) minute period for lunch.
2. While professional employee may be assigned duties, the school district shall not assign professional employees lunch, playground or hall duties. Teachers will use their best efforts to monitor hallways during the classroom change periods.

ARTICLE 26
Length of Work Year

A. Support Staff

1. The work year of support staff employees shall be the number of days per year listed in the chart below:

Categories of Employees	Length of Work Year
12 Month Secretary	260 days
12 Month Typist/Receptionist	260 days
12 Month Bus Driver/Courier/Safety Instructor/Asst. Route Coor.	260 days
190-Day Elementary Secretary	190 days
Bus Mechanic/Head Bus Mechanic	260 days
Buildings and Grounds Employees	260 days
Custodian/Lead/Head Custodian/Shipper Receiver	260 days
Elementary Cafeteria Manager	183 days
Cafeteria Manager Trainee	180 days
10 Month Secretary – Secondary	195* days
Hourly Bus Driver	193 days
Library Aide	190 days
Instructional Aide/Behavior Aide/Job Coach	188 days plus 14 hours*
Campus Aide/Head Campus Aide	185
Technology Technician	260
Complex Manager/Asst. Complex Manager/MS Cafeteria Manager	190
Staff Nurse	188 days plus 14 hours*
PT Custodian	190 days (760 hrs)
PT Sports Aide	760 hrs
PT Weekend Custodian	700 hrs
PT Clerk/Typist	140 days

*Instructional Aides, Behavior Aides, Job Coaches, and Staff Nurses shall work 2 flex days equivalent to 14 hours per year for the purposes including staff development and team meetings, as assigned by the Director of Student Services or designee, which will be

offered during the summer and after the school day. Employees will be given at least 2 weeks notice prior to the date on which the employee is required to work the additional hour(s). Hours will be calculated in increments of ½ hour, and no employee will be required to work more than one additional hour on a single day without the employee's consent. On staff development days, these employees will be permitted to leave at the conclusion of the program without any loss of pay and/or time.

2. Leap year shall add one (1) day to the work year of 12 month employees.
3. Bus Assistants are guaranteed a work year of 193 days. Bus Assistants shall retain all benefits of the Agreement as per their work schedule.
4. Ten Month Secretaries, Hourly Bus Drivers, and One Hundred Ninety (190) day Clerical/ Library Assistants shall work the Professional Staff year excluding the in-service days. The additional contractual days shall be scheduled immediately preceding or immediately following the Professional Staff year. Work schedules for these categories shall be disseminated at the same time as the regular school calendar.
5. One Hundred Eighty (180) day employees shall work the first One Hundred Eighty (180) days of the student year.
6. In the event of school closings due to emergency situations, the school district shall pay Assistants, Ten month Secretaries, Staff Nurses, Tutors, Campus Aides, and Cafeteria/Recess Assistants. These employees need not report to work. In the event of a late opening, these employees will arrive at the delayed starting time. In the event of an early closing, these employees shall be permitted to leave 1 hour after the student dismissal or earlier at the principal's discretion.
7. All cafeteria hourly employees, and Cafeteria/Recess assistants, shall work the number of days that lunch is served in the schools. All cafeteria hourly employees shall have three (3) paid in-service days scheduled within the school year plus 2 days for the opening and closing of school. Every effort shall be made for all cafeteria hourly employees to reach 180 days per year.
8. On the Early Dismissal day prior to the Thanksgiving break, Support employees will work through lunch and be dismissed 1 hour earlier than their regular work schedule. On this day, no other work schedule adjustments or schedule changes including comp time will be approved. Employees who are using approved leave either for a full day or half day will not be entitled to any compensation or adjustment because they were not present to take advantage of the 1 hour early release. In the event that an employee is needed to deal with a student emergency and cannot leave early, the employee will not be entitled to any compensation or adjustment because they were following-up on a work responsibility. On this day, schools and administrative offices will close 1 hour

earlier than normal as long as there are no unresolved student issues. On Early Dismissal Days Support staff employees who have earned compensation time available to them may use comp time if they are not required to be engaged in scheduled activities and as approved by their Principal or Supervisor.

B. Professional Staff

1. Required of all Professionals

- a. Attend faculty/departmental meetings as scheduled
 - b. Attend Back-to-School Night/Open House as scheduled
 - c. Attend parent conferences as scheduled (Professionals who do not have scheduled conferences can substitute other approved parent meetings or professional responsibilities during the time. Any substitution requires preapproval of the Principal/Supervisor)
 - d. Work to utilize content and/or strategies from Staff Development workshops/activities
 - e. Complete a 2-hour after school workshop focused on a topic directly linked to a Strategic Plan priority goal (these workshops will be designed to be break-out sessions to support the large group session(s) provided on scheduled Staff Development days). The workshop, which may be offered online, will be scheduled on multiple dates and at times that facilitate the dismissal time for the various levels. For those professionals who have commitments which prevent them from staying after school on any of the dates the workshops are offered, 2 make-up workshops will be offered during the second semester and must be completed by May 1.
 - f. Spend a minimum of 5 hours collaborating with content area or grade level partners outside the scheduled collaboration time provided during as part of the scheduled work year/work day. The collaboration activity must be directly related to teaching content, a strategic plan goal, the curriculum review cycle or meeting the needs of diverse learners.
 - g. The activities of the Professional Responsibility Profile will be recorded in “mylearningplan.com.” Act 48 credit will be given for activities which qualify.
2. Professional employees will be scheduled to work 190 days (182 student days plus 8 scheduled non-student days) as reflected on the “Instructional Calendar” to receive the full salary indicated on the salary schedule (prorated for those who work less than a full year).

3. The following distribution of instructional, non-instructional, and emergency days shall be in effect during the term of this Contract.

Total Instructional Staff Work Year	190
Number of Instructional Days	182
Number of Non-Instructional Days	8
Number of emergency days built into calendar	2
Emergency days which must be made up	1

- a. In the event of school closings due to emergency situations, the School District shall pay Professional Staff. These employees need not report to work. In the event of a late opening, these employees will arrive at the delayed starting time. In the event of an early closing, these employees shall be permitted to leave 1 hour after the student dismissal or earlier at the principal’s discretion.
 - b. In the event there are any emergency or inclement weather days, employees shall make up the first one of those days, beyond the mandated one hundred (180) instructional days. As shown by the above chart, all additional days gained by virtue of this Contract shall be non-instructional days that will be used for staff development or curriculum writing purposes.
4. At least five (5) of the one hundred ninety (190) days shall be used for in-service training or curriculum writing and three (3) days devoted to duties associated with the opening and closing of school.
5. During each school year, three evenings shall be used by teachers for parental conferences as scheduled by the principal. In addition, employees shall attend the Open House or Back-to-School night. Employees attending more than one Open House shall be paid at their per diem rate for the additional hours.
6. Faculty and departmental meetings, except in emergencies, shall be limited to ten (10) scheduled meetings per year, if needed.
7. Employees new to the School District shall participate in a four (4) orientation program (NTAP), immediately prior to the date on which all employees report for the beginning of the school year. Professional staff required to complete an Induction Program will attend additional workshops throughout the school year (the equivalent of 1 additional day).
8. Whenever a member of the bargaining unit is asked to work beyond the work year as defined Article 26 Section B above, the compensation will be at the appropriate

rate for that activity listed in this Agreement or the employee's per diem rate. Compensatory time may not substitute for such service.

9. The number of early dismissal days for students will be four (4) per year. The purpose of Early Dismissal Days is to provide time for faculty meetings, staff development and instruction related activities.
 - a. All employees are expected to work their regular schedule on early dismissal days and on the days prior to school holiday/vacation. Offices will remain open for the regularly scheduled hours.
 - b. On Early Dismissal Days - Staff members will be provided a 30 minute lunch period and the afternoon's activities will begin promptly 30 minutes following the dismissal time for the school. The schedule will be adjusted accordingly if staff members are asked to report to a different location so that employees do have a lunch break.
 - c. On the Early Dismissal day prior to the Thanksgiving break, the staff development activity for instructional staff will begin with a working lunch right after the students are dismissed. Employees will be asked to work straight through lunch and then will be dismissed 1 hour early. Employees who are using approved leave either for a full day or half day will not be entitled to any compensation or adjustment because they were not present to take advantage of the 1 hour early release. In the event that an employee is needed to deal with a student emergency and cannot leave early, the employee will not be entitled to any compensation or adjustment because they were following-up on a work responsibility. On this day, schools and administrative offices will close 1 hour earlier than normal as long as there are no unresolved student issues.

ARTICLE 27

Salary Provisions

A. Support Staff

1. For the term of this contract, support staff employees will be placed upon their proper scales as shown in Appendix "B".
2. Employees shall move one full step more than they occupied during the preceding school year except employees at maximum upon any scale shall move to maximum upon the succeeding year's scale.
3. To receive a full year salary credit, employees must work a minimum of one-half of their regularly scheduled work year as defined in Article 26, Section A.

4. New employees shall be paid in accordance with the current paying schedule for the year they begin work and shall be assigned a salary position number in accordance with the current paying schedule.
5. In no case shall employees be paid salaries exceeding the maximum of their respective scales and appropriate Appendices except in accordance with other Articles herein contained, and/or as a result of former incentive increments.
6. A full-time employee hired prior to July 1, 1995, required to work beyond a regularly scheduled work day, as defined herein under Article 25, Section A, shall be paid time and three-quarters for such overtime. A full-time Employee, hired on or after July 1, 1995, shall be paid time and one-half for such overtime. Employees required to work on Saturdays, Sundays or designated holidays under Article 22 of this Agreement, shall be paid time and three-quarters for such work with a minimum work period of four (4) hours per day, excluding security checks in which the minimum work period shall be two (2) hours. Compensatory time, if agreeable between the employee and the principal or supervisor, shall be substituted for overtime payments. Part-time employees shall receive overtime payments after working forty (40) hours per week.
7. When an employee is asked by his/her supervisor to respond to an emergency situation onsite, including but not limited to a weather-related situation, he/she will be paid a minimum of four (4) hours except in situations where the employee continues to work until his/her regular starting time. In the instance where the employee stays on the clock and continues to work his/her regular shift, the employee will be paid for the actual hours worked. The duties performed during the call-in will be directly related to the emergency. If the employee responds to an emergency call onsite and then clocks out after the emergency has been handled, he/she will be entitled to a shift guarantee of four (4) hours. When an employee is asked by his/her supervisor to respond to an emergency situation, and the employee responds remotely, he/she will be paid a minimum of one (1) hour for the first emergency contact and a minimum of two (2) hours for a second emergency contact; thereafter the employee will be paid for all time worked. All time worked in response to an emergency situation is subject to the overtime provisions of Article 27 of this contract.
8. Employees absent under conditions which warrant a salary deduction shall be paid overtime only for hours worked beyond their total regularly scheduled weekly hours. Calculation of overtime payments for twelve (12) month employees shall be based on a 260 day year.
9. Second Shift - A full work day, as described in Article 25 of this Agreement, scheduled to begin 12:00 noon or after shall be designated the second shift. All employees who work this shift shall be paid a premium rate of pay which is eight

and one-half percent (8-1/2%) more than the rate of pay for the same work for employees in the same category who report to work before 12:00 noon.

B. Professional Staff

1. The salary schedules for professional staff shall be as shown in Appendix "C".
2. Employees shall be placed upon their proper scales at points representing their paid service during the previous year, except the employees at maximum upon any scale shall move to maximum upon the succeeding year's scale. Salary credit for placement on the paying schedule shall accrue, from placement at the time of hire, for actual teaching service and paid leaves but shall not include unpaid leaves.
3. New employees shall be paid in accordance with the current paying schedule for the year they begin work and shall be assigned a salary placement at the discretion of the administration.
4. In no case shall employees be paid salaries exceeding the maximum of their respective scales and appropriate Appendices except in accordance with other Articles herein contained, and/or as a result of former incentive increments.
5. Employees who work a school year shall be credited with one (1) full year of service and will move to the next step on the paying schedule. Employees who work less than a school year and are reemployed for the next school year will remain at their respective step; however, employees who work less than a school year because of an approved leave of absence shall be credited with one (1) full year of service and will move to the next step on the paying schedule.
6. Upon return to employment following a Child Rearing Leave, an employee shall be placed on the salary level in effect at the time of his/her return, at the point which reflects his/her preparation level and salary at the time the leave commenced. To receive salary credit for a year of service, the employee must work a minimum of 90 days.
7. The 2017-18, 2018-2019 and 2019-2020 non-recurring cash bonus, as provided in Appendix B, will not be considered gross pay and therefore is not salary eligible for PSERS or salary subject to health care premium payments. Employees who are on leave or separate from service either permanently or temporarily during the year shall be paid a prorated portion of the cash bonus based on time worked.

ARTICLE 28

Preparation Levels and Requirements (Professional Staff)

- A. A Baccalaureate degree (B = Baccalaureate) shall be from an accredited institution and Standard Certificate or Instructional Certificate from the State.
- B. The B+9, B+15, B+24 levels are defined as a Baccalaureate degree from an accredited institution and Standard Certificate or Instructional Certificate from the State, plus indicated semester hours of approved graduate credit from an accredited institution subsequent to the date of having acquired the Baccalaureate degree. With prior approval from the Superintendent or the Superintendent's designee, in-service credits from the School District or a Pennsylvania Intermediate Unit shall be accepted for salary purposes. Effective in the 2015-2016 school year, new hires will no longer be eligible to advance to columns B+9 and B+15.
- C.
 - 1. A Master's degree (M = Master's) shall be from an accredited institution and a Standard Certificate or Instructional Certificate from the State, provided that no incumbent professional staff member is to be harmed.
 - 2. A Master's degree requires an earned degree from an institution of higher education approved by the Pennsylvania Department of Education and an Instructional certificate.
 - 3. All professional employees who begin employment after July 1, 1992 are required to have an earned Master's Degree to move to the Master's column and beyond, provided that no incumbent professional staff member is harmed.
- D. Doctorate - A Doctoral degree shall be earned from an accredited institution and a College Certificate or Instructional Certificate from the State.

ARTICLE 29

Procedures for Qualifying for Higher Salary Scales (Professional Staff)

- A. The employee shall provide the Director of Human Resources with a certified transcript(s) of college and/or university credits earned.
- B. Employees must present the required proof of qualifications for a higher salary scale to the Office of Human Resources by October 10.
- C. For qualifications submitted in October: the employee's base salary shall be increased in accordance with the difference between the employee's Salary Step Number on the vacated scale and that same Salary Step Number on the newly achieved scale.

- Qualifications submitted by the October deadline will be processed for the first pay of December.
- D. Salary increases on the new salary scale shall be added in the usual manner and at the usual time.
- E. Regulations concerning valid proof of qualifications shall be strictly enforced.
- F. For purposes of qualifying for higher salary scales, only graduate courses taken at fully accredited colleges and universities will be considered. All courses must be education courses, courses taken for a new field of certification, or courses taken within a program for a higher degree in a certifiable area. All course work must be approved by the Superintendent or the Superintendent's designee. Only courses which comply with the requirements of Article 36B.1 for tuition reimbursement will be considered for purposes of movement on the salary schedule.¹

ARTICLE 30

Extra Pay for Extra Responsibility (EPER)

- A. 1. Effective September 1, 2018, all EPER payment amounts will provide a minimum increase of 2.0% as set forth in the attached Appendix "D".
2. Upon written request, employees whose compensation exceeds SIX HUNDRED DOLLARS (\$600) per activity may request to be paid in two (2) payments.
3. The procedure for employees who wish to be paid for an activity not listed in the current EPER schedule is attached as Appendix "E".
4. Longevity payments of ONE HUNDRED FIFTY (\$150) for each year of continuous service as a coach will be added with a maximum number of four (4) such payments applied to all sports.
5. Longevity payments of ONE HUNDRED (\$100) for each year of continuous service for activity sponsors will be added with a maximum of four (4) such payments applied to all activities.
6. Continuous service will not be broken by Board-approved leaves or special circumstances approved by the Superintendent.

¹ Examples of courses which could be considered relevant to bargaining unit positions: Master's Degrees Outside of Education such as M.A. in Professional Clinical Counseling (relevant to a school nurse); Master of Science in Applied Mathematics (relevant to a mathematics or science teacher); Master's Degree of Biology (relevant to a biology teacher); or Master of Fine Arts (relevant to an art teacher).

- 7. Employees involved in championship and/or playoffs which exceed the regular season shall be paid the following amounts for each day the activity continues beyond the regular season:

2018-2020: \$63.94

- 8. Employees involved in EPER activities which exceed the regular season shall be paid for each day the activity continues beyond the regular season up to a total amount for post-season activity equal to fifty percent (50%) of regular season compensation earned for this EPER activity.

- 9. New activities shall receive a pay equal to the position in the league's 1-4 average or, if an activity is comparable, through meet-and-discuss.

- 10. When a coaching contract is not renewed, the Athletic Director will notify the person in writing no later than sixty (60) days after the season has ended. If at any time a coach demonstrates improper conduct, the coach can be dismissed.

- B. Members of the bargaining unit who participate in summer workshops shall be paid at the rate below for every hour of participation in workshops. If the per diem substitute teacher rate exceeds the workshop rate in any year of this contract, the substitute teacher rate shall be used.

2018-2020: \$29.08

- C. Summer Workshop Leadership pay shall be paid two times the rate of summer workshop participants for every five hours of presentation time.

- D. The Board agrees to reimburse staff members at the following rates for each hour of presentation time to a maximum of five (5) hours for in-service presentations during in-service days, curriculum writing days, late openers, and early dismissals or faculty meetings:

2018-2020: \$53.86

- E. Compensation for any created activities will be determined through meet-and-discuss sessions between the chief negotiators for both parties.

- F. 1. Employees employed to work in Summer School or on Summer Curriculum Committees will be employed for a period not to exceed one hundred fifty (150) hours divided into twenty-eight (28) days of five and two-tenths (5.2) hours each and a final day of four and four-tenths (4.4) hours. Summer school shall be closed July 4th or the week day designated for the Independence Day observance. Summer Curriculum Committees will not meet on July 4th or the week day

designated for Independence Day observance. For their service, employees will be paid the rates below during the term of this Contract:

	<u>2018-2020</u>
0 years service	\$7,859
1 year service	\$8,011
2 years service	\$8,165
3 years service	\$8,317
4 years service	\$8,473

- 2. Employees in summer service who work twelve (12) days or more in a professional capacity between the closing and opening dates of the teacher work year, and who are also bargaining unit members of this School District during the regular school year, shall be granted Leave Because of Illness, Leave Because of Death of Relatives, and Personal Days under the same rules and regulations as apply during the regular school year. For the purpose of computing accumulated Leave Because of Illness and Personal Leave, July 1 shall be considered the start of the new school year.

- 3. Summer School shall be organized and personnel notified of their assignments by May 1 of each year, provided the final enrollment of students and employment of necessary additional personnel need not take place until after regular school closes.

- G. Employees who serve on Summer Committees for review and/or development of curriculum or in any other professional capacity shall be paid at the Summer School rate.

- H. Tutors will be paid at the following hourly rate:

2018-2020: \$42.07

- I. Employees who attend workshops during the school year will receive, at the employee’s option, either: (1) Compensation at the rate \$37.70 or, (2) Credit for salary placement purposes equal to one credit for every fifteen (15) hours of workshop time. Time spent attending district workshops will be credited toward any continuing education requirements for teacher certification, subject to the approval of the Pennsylvania Department of Education. Workshop leadership pay shall be paid at two (2) times the rate for workshop participants for every hour of presentation time.

ARTICLE 31

Salary Credit for Approved Travel (Professional Staff)

- A. Salary credit for travel may be secured by an employee classified as having attained the Master's Degree level of preparation as defined in Article V, Section CI. The employee may be credited with two (2) semester hours of credit for three (3) continuous weeks of approved travel and up to three (3) semester hours of credit for five (5) or more continuous weeks of approved travel, provided none of the credits for such travel is applied by a university toward a degree.
- B. Such credit may be allocated to a maximum of three (3) credits of the thirty (30) credits required for the salary scale of M+30 and to a maximum of six (6) credits of the sixty (60) credits required for the salary scale of M+60.
- C. An employee who wishes salary credit for travel must submit an application to the Superintendent detailing the proposed trip.
- D. The proposed trip may not be associated with duplicate credit, subsidized trips, personal business or sabbatical leave.

ARTICLE 32

Salary Credit for Military Service (Professional Staff)

- A. Salary credit for military service shall be granted to employees who have had any full-time active military service, regardless of the time when such service was experienced, on a one (1)-for-one (1) basis up to a maximum of two (2) years and on a one (1)-for-two (2) basis for the next four (4) years of service with no net fractional credit being given.
- B. This regulation does not apply either to reserve service or to service rendered under the "six months program."
- C. An employee eligible for such salary credit must provide evidence of military service to the Superintendent before it shall be granted.

ARTICLE 33

Uniforms (Support Staff)

- A. Uniforms are not optional and will be worn by the employee while on duty. The only exception is the LMSD issued ball cap labeled with LMSD. Employees in departments other than Food Service are not required to wear the hat, but if they choose to wear a hat, it must be the LMSD hat. Food service employees may opt to wear a hairnet rather than a hat if they so choose. A district provided winter watchman's cap will be provided

for colder season activities for employees whose job responsibilities require them to work outside.

- B. The school district shall provide the following uniforms for employees:

B&G: five (5) full uniforms which shall include five (5) pairs of trousers (employees now have 3 different fabric options available which includes the new carpenter type jean in addition to the existing poly/cotton and cotton pant)) five (5) t-shirts, and five (5) dress shirts (choose from long-sleeve button down; short-sleeve button down, or golf shirt) one (1) Spring jacket (new jackets will be Carhartt Spring jackets) , (1) Coat; winter watch cap, and LMSD baseball hat. Employees have the option to wear their own sweatshirts as long as they do not contain advertising and are one of the prescribed colors, dark brown or black. Rain gear in Buildings and Grounds Department will only be issued to Groundskeepers, but sets of raingear will be made available at building locations for other employees to use as needed.

Custodians: five (5) golf shirts, (5) t-shirts for wear beyond the regularly scheduled student year and an LMSD hat. Employees will be required to wear pants that adhere to a standard set by the school district. Raingear for each custodian will be provided and will be kept at building locations for employees to use as needed.

Transportation: one (1) Spring jacket, one (1) winter parka and one (1) rain gear. The School district shall furnish Mechanics with five (5) sets of coveralls.

Food Service: five (5) golf shirts, LMSD hat. Employees will be required to wear pants that adhere to a standard set by the school district. Employees will be given an allowance to purchase pants. Food service employees will be allowed up to \$11/pair for up to 5 pairs of pants per year.

Campus Aides: five (5) golf shirts and an LMSD hat. Campus Aides who work in summer school will be given five (5) t-shirts to wear during summer school. Golf shirts will be labeled "LMSD staff" and the colors will be coordinated with the school colors.

Parking Lot Aides: five (5) golf shirts, an LMSD hat, a watch cap, Carhartt Spring jacket and winter coat. Parking Lot Aides who work during the summer will also be given five (5) t-shirts. Shirts and coats will be labeled "LMSD staff."

- C. Should an employee lose their furnished uniform, management will furnish an additional uniform at the employee's expense. All uniforms will be replaced as wear is apparent or as needed as determined by the immediate supervisor. Employees will continue to be required to sign for uniforms.
- D. Shorts may be worn from March 1 through October 15 by the following groups of employees: Transportation, Custodial, B&G, Campus Aides, and Parking Lot Attendants as described in the Support Handbook.

- E. General standards of dress apply to all employees for non-uniform items. Employees are to dress and groom themselves in accordance with community norms of decency so as to meet fair standards of safety and health, so as not to cause substantial disruption to the educational process. Employees are expected to dress in a professional manner which reflects positively on the school district since they are regularly in contact with the public. While employees are given the right to select their own non-uniform clothes, they must adhere to the parameters described in the Support Handbook.

ARTICLE 34

Cafeteria Employees' Meals (Support Staff)

The School District shall provide, without charge, a luncheon meal for each cafeteria employee.

ARTICLE 35

Severance Pay

- A. Upon retirement from the School District under the superannuation provisions options of the Public School Employee's' Retirement Act of Pennsylvania or at age 55 with at least 25 years of service, an employee shall be paid the amounts for each day of sick leave accumulated as shown:
 - If less than 100 days @ \$50/day for all days
 - If 100 or more days and less than 200 days @ \$100/day for all days
 - If 200 or more days @ \$150/day for all days
- B. Upon the death of an employee while in the employment of the Board, the surviving spouse, child(ren) or other beneficiary, as designated in writing by the employee shall receive as a cash death benefit, the same amounts as listed in Section A above for each day of sick leave which had been accumulated by the employee prior to death. The Board shall make this death benefit payment as soon as practical but not later than March 15 of the year following the date of such employee's death.
- C. Severance payments made under this Article shall be made as an employer contribution to a tax sheltered account pursuant to the terms of the District's Section 403(b) Plan and such contribution shall be invested as designated by the employee.

ARTICLE 36
Tuition Reimbursement

A. **Support Staff**

The Board will reimburse support staff employees' tuition charges for approved courses taken which are a benefit to the District. Such reimbursement shall be subject to the following requirements:

1. Prior written approval at the discretion of the Superintendent or the Superintendent's designee shall be required for all courses which the employee submits for reimbursement. The Superintendent or Superintendent's designee may waive the requirement for pre-approval.
2. Reimbursement shall be made following submission of a transcript showing evidence of successful course completion.
3. Reimbursement will be limited to Two Thousand Dollars (\$2,000.00).
4. The maximum payment by the Board in any single year shall be limited to \$30,000 in total for all tuition reimbursements pursuant to this Article. Approvals will be made on a first-come, first-served basis until the cap is reached.
5. The funds not distributed in the Support Tuition Reimbursement funds by June 30 will revert to the Professional Reimbursement Fund.
6. Reimbursement shall be made following the submission of a transcript showing evidence of successful course completion with a "B" grade or above, or "Pass" if a pass/fail course, as well as evidence of payment for the course.

B. **Professional Staff**

The Board will reimburse professional staff tuition charges for graduate courses taken at fully accredited colleges and universities. Such reimbursement shall be subject to the following requirements:

1. Prior written approval issued at the discretion of the Superintendent or the Superintendent's designee shall be required for all courses that the employee submits for reimbursement. All courses must be education courses, courses taken for a new field of certification, or courses taken within a program for a higher degree in a certifiable area.
2. Reimbursement shall be made following the submission of a transcript showing evidence of successful course completion with a "B" grade or above, as well as evidence of payment for the course.

3. Reimbursement for graduate courses will be limited to 6 credits per year. The rate of payment will be up to the Pennsylvania State University graduate rate per semester hour. The maximum payment by the Board in any single year shall be limited to \$275,000 in total.
4. Funding will be divided into two application periods. Approval under each deadline shall be made on a first-come, first-served basis. To be eligible for reimbursement courses must be completed between July 1 – June 30 the following year. The first application period shall open January 1 for funds available July 1 of the coming fiscal year. \$175,000 shall be set aside for this application period and employees shall be limited to a maximum of three (3) credits for reimbursement. If the \$175,000 should become encumbered, employees will be notified and there will be no wait list. However, if an approved course is not taken then funding for it will be added to the second application period. A second application period will begin September 30. \$100,000 shall be set aside for this application period and employees may apply for up to six (6) credits for reimbursement. Once the total funding is encumbered, any additional applications will be wait-listed in the order they were received. The same employee may be approved under both deadlines for a different course(s) but total reimbursement will be limited to six (6) credits per year.
5. During the term of the contract, the district will reimburse employees for costs associated with taking PRAXIS exams if done so at the district's request.
6. Subject to the maximum payment by the Board in B.3, during the term of the contract, the District will reimburse teachers up to twenty-five hundred dollars (\$2,500) for application fees and expenses incurred in applying for the National Board of Professional Teaching Standards Certification. Such teachers shall only be eligible for reimbursement fees and expenses involved in applying for the National Board of Professional Standards Certification after receiving such certification and for recertification fees.

ARTICLE 37

Additional Professional Responsibilities (Professional Staff)

- A. Professional employees who serve as NTAP mentors to employees involved in the induction program for permanent certification shall receive for each year of service \$2,850 in salary. To receive payment, mentors must submit required documentation.
- B. Professional employees who serve as NTAP buddies shall receive for each hour of service \$32/hr for a maximum of five (5) hours.

- C. The Board shall pay department chairpersons in the high schools their full salaries as employees, plus a supplement of \$4,668 for the duration of this contract.
- D. The Board shall pay recess captains their full salaries as employees, plus a supplement of \$4,455 to supervise, organize and plan structured recess activities for one (1) lunch shift (this in no way affects existing agreements involving duties).
- E. Payment for all the professional responsibilities referred to in this article with the exception of Buddy pay shall be paid twice a year – second pay in January and second pay in June. Buddy Pay will be paid after timesheets have been approved by the Buddy's Principal.

ARTICLE 38

College Recommendation Writing (Professional Staff)

Employees who write multiple recommendations for Lower Merion or Harriton High students may be provided with release time by the building principal, based on one-half (1/2) day for every 4 recommendations completed.

ARTICLE 39

Professional Meetings (Professional Staff)

- A. The Superintendent and the Association shall appoint a Professional Meetings Committee, consisting of three (3) teachers and three (3) administrators. Co-chairs will be appointed by the Superintendent and the President of the Association.
- B. The professional meetings committee shall meet by the end of May. Professional meetings to be listed shall include, but not be limited to, subject matter meetings in all areas taught in the schools of the School District, teaching methods' meetings, meetings sponsored by industry and/or governmental agencies and meetings of coaches, teachers, counselors, therapists, nurses and librarians (activities listed in EPER Appendix D of this Agreement).
- C. The tentative list of meetings shall be posted in each building by the end of May each school year. Employees interested in attending meetings listed or others described in Section B shall make application on forms provided by the Committee. All applications shall be kept on file in the office of the Superintendent's designee.
- D. The Committee shall meet in September to determine the participants and presenters for National meetings for the school year, and the participants and presenters for other meetings through February of that school year. The Committee shall meet in February to

determine the participants and presenters for (non-national) meetings for the remainder of the school year. Additional meetings may be called by the co-chairs if needed.

- E. The funds will be disbursed as follows: National Conference Participants- up to 40%, Presenters (national and non-national) – up to 20%, Non-national Participants – remaining funds.
- F. At no time shall funds from the Professional Meetings budget be used for district staff development purposes.
- G. When the number of requests to attend meetings exceeds the available funds, the committee shall use the following criteria to determine participants:
 - 1. Attendance at national conference during the previous academic year.
 - 2. Appropriateness of conference for individual's academic field.
 - 3. Appropriateness of conference for individual's extra-curricular responsibilities.
 - 4. Individual's participation as a conference chairperson or presenter.
 - 5. The number of requests to attend a specific conference by level, by school, and from the whole district.
 - 6. Date of the last conference attended.
 - 7. Granting attendance to another conference during the same academic year.
 - 8. Lack of available funds.
 - 9. Preference given to professionals and temporary professionals.
 - 10. Applicants who are speakers at conventions or workshops will be given first priority.
 - 11. Individuals who have not attended a professional meeting or conference in the previous two years.
 - 12. A combination of the above criteria.
- H. The total amount of money in the fund to be recompensed to employees of the school district for expenses under Sections A-F of this article shall not exceed \$40,000. Expenses for attendance at professional meetings incurred by principals and/or other members of the administrative or supervisory staff shall not be included in this amount.

- I. If the Board develops its own projects or officially sponsors professional meetings, the Board shall fund the expenses in addition to Section G. above, and name the personnel to participate.
- J. If the estimated cost of necessary expenses for transportation and registration is two hundred dollars (\$200) or more, and authorization to incur such expense has been given by the Board, advanced payment for transportation and registration shall be made by the proper officers of the School District upon presentation of the estimated expenses to be incurred, followed by a final itemized, verified statement of expense actually incurred upon return from such meetings.
- K. Final, itemized, certified expense statements under this article shall include transportation (proportionate cost if shared), registration, food and lodging. If transportation is by automobile, total transportation charges shall be at the US government (IRS) allowance rate.
- L. Where advanced payments under Section I above exceed final statements under Section J above, employees shall immediately refund such excess to the Board. When final statements under Section J above exceed advanced payments under Section I above or where no advanced payments have been made, the Board shall make such payments as are required as expeditiously as possible.
- M. All expenses incurred by employees under Section J above shall be reasonable and appropriate, and shall be subject to review by the Board.
- N. Employees may be required to report summaries of their experiences at professional meetings, in person or in writing, to their school faculties or to other groups, as requested by the Superintendent.
- O. Under this article, when an automobile is used, the reimbursable rate for mileage will be the US government (IRS) allowance rate per mile.
- P. Whenever the Internal Revenue Service raises the allowable maximum for automobile mileage for business use, it is agreed by the parties that the mileage rate under this article will also be raised.
- Q. This article will be reviewed at the end of the school year. Any changes must be mutually agreed upon and signed by both parties with a Memorandum of Understanding.

ARTICLE 40

School Visits (Professional Staff)

- A. After receiving approval of their principals, employees shall make their own arrangements to visit and observe schools or institutions within a one-day radius. Employees shall notify

their principals when such arrangements have been completed.

- B. All arrangements must be completed and notice given the principal at least seven (7) days prior to the date of the proposed visit.
- C. The Board shall supply substitutes, but no other expenses, for such visits under Section A above, provided that the total number of such substitute days shall not exceed one-hundred fifty (150) days annually.
- D. Employees may be required to report summaries of their visits and observations, in person or in writing, to their school faculties or to other groups by their principals or by the Superintendent.

ARTICLE 41

Grants and New Programs (Professional Staff)

Requests for grants and new programs shall be reviewed by a committee composed equally of representatives of the LMEA and the administration.

ARTICLE 42

Health Care Insurance

A. Health Benefit Plans

- 1. Effective July 1, 2017, through December 31, 2018, the District shall offer the following healthcare options for employees:
 - a. A modified Personal Choice 20/30/70 medical plan with deductibles of \$350/\$500/\$750 and with a prescription drug benefit program offering \$10 Generic Formulary co-pay, \$20 Brand Formulary co-pay, and \$35 Non-Formulary co-pay (Core Plan); and,
 - b. A modified Personal Choice 10/20/70 medical plan with a prescription drug benefit program offering \$10 Generic Formulary co-pay, \$20 Brand Formulary co-pay, and \$35 Non-Formulary co-pay.
- 2. Effective January 1, 2019, the District shall offer the following healthcare options for employees:
 - a. A modified Personal Choice 20/30/70 medical plan with deductibles of \$350/\$500/\$750 and with a prescription drug benefit program offering

\$10 Generic Formulary co-pay, \$30 Brand Formulary co-pay, and \$50 Non-Formulary co-pay; maintenance drugs will be available only through mail order with a 2x co-pay for a 3-month supply (Core Plan); and,

- b. A modified Personal Choice 10/20/70 medical plan with a prescription drug benefit program offering \$10 Generic Formulary co-pay, \$30 Brand Formulary co-pay, and \$50 Non-Formulary co-pay; maintenance drugs will be available only through mail order with a 2x co-pay for a 3-month supply.
3. Effective July 1, 2019, the District shall offer the following healthcare options for employees:
 - a. A modified Personal Choice 10/20/70 medical plan with a prescription drug benefit program offering \$10 Generic Formulary co-pay, \$30 Brand Formulary co-pay, and \$50 Non-Formulary co-pay; maintenance drugs will be available only through mail order with a 2x co-pay for a 3-month supply. The District agrees to offer this Personal Choice 10/20/70 medical plan for employees during the term of this Contract and through June 30, 2020, at which time this plan sunsets and shall no longer be offered following expiration of the agreement or during any status quo period thereafter.
 - b. A modified Personal Choice 20/30/70 medical plan with a prescription drug benefit program offering \$10 Generic Formulary co-pay, \$30 Brand Formulary co-pay, and \$50 Non-Formulary co-pay; maintenance drugs will be available only through mail order with a 2x co-pay for a 3-month supply.
 - c. A Keystone HMO C2F2 medical plan with a prescription drug benefit program offering \$10 Generic Formulary co-pay, \$30 Brand Formulary co-pay, and \$50 Non-Formulary co-pay; maintenance drugs will be available only through mail order with a 2x co-pay for a 3-month supply.
 - d. A Personal Choice PPO Plus 6B medical plan with a prescription drug benefit program offering \$10 Generic Formulary co-pay, \$30 Brand Formulary co-pay, and \$50 Non-Formulary co-pay; maintenance drugs will be available only through mail order with a 2x co-pay for a 3-month supply.
- B. Core Health Plan Defined

Effective July 1, 2017 through June 30, 2019, the Core Health Plan shall be designated as the modified Personal Choice 20/30/70 medical plan with deductibles of \$350/\$500/\$750.

Effective July 1, 2017 through December 31, 2018, the Core Health Plan shall include a prescription drug benefit program offering \$10 Generic Formulary co-pay, \$20 Brand Formulary co-pay, and \$35 Non-Formulary co-pay.

Effective January 1, 2019, the Core Health Plan shall include a prescription drug benefit program offering \$10 Generic Formulary co-pay, \$30 Brand Formulary co-pay, and \$50 Non-Formulary co-pay. Maintenance drugs will be available only through mail order with a 2x co-pay for a 3-month supply. Effective July 1, 2019 the “Core Plan” designation will be eliminated.

C. Payment of Premiums for Health Benefit Plan(s)

1. Employees who elect healthcare coverage shall contribute 2.6% of gross pay toward the cost of health care premiums for the 2017-2018 school year and 2.8% of gross pay for the 2018-2019 school year.
2. Employees who enroll in a medical plan other than the Core Plan will be subject to a mandatory payroll deduction to cover any premium costs in excess of the premiums of the Core Plan for the equivalent coverage in addition to the 2.8% of gross pay. In all instances, the Board shall only pay the premium equivalent to the premium of the Core Plan minus 2.6% of gross salary in 2017-2018 and 2.8% of gross salary in 2018-2019 for the selected level of coverage.
3. Gross pay is defined as salary eligible for PSERS.
4. Effective July 1, 2019, employees will contribute a percentage of premium based on their applicable salary band as shown in Appendix F. Banding is based on gross pay, defined as salary eligible for PSERS.

D. Manner of Payment of Employee Contributions

The Association hereby agrees that the employee’s share of premium costs for a Health Benefit Plan option shall be paid through mandatory payroll deductions. Employees may elect to use pre-tax money by enrolling in the District’s Section 125 plan.

E. Change In Coverage

Employees wishing insurance pursuant to this Article must complete benefit election forms and enrollment cards in the Human Resources Department upon employment or during the open enrollment period. Subsequent enrollment periods will occur during the months of May or June. New coverage will then be effective July 1. If the Bargaining Unit Employee elects to cover the Employee, Employee's spouse and/or one or more eligible dependents, the Employee, Employee's spouse and the Employee's eligible dependents must be covered under the same health benefit plan. For example, husband and wife both employed by District shall be entitled to have only one (1) health benefit plan with the District. Alternatively, Bargaining Unit Employees who are husband and wife employed by the District would be entitled to two (2) single coverages in the event that there are no other dependents involved.

F. During the term of this Agreement or at any time after its expiration date until such time as a new Agreement is executed, should the calculated aggregate cost for any health benefit plans offered pursuant to the Agreement exceed any applicable threshold amount stated in the Patient Protection and Affordable Care Act, including all applicable regulations or guidance thereunder (or any other applicable federal or state legislation enacted hereafter) so as to subject the coverage provider to a tax or fee, the parties agree to address that issue as follows:

1. The District shall notify the Association by at least January 1, 2017 that certain health benefit plan or plans that are offered pursuant to the Agreement are reasonably expected to be subject to the above-referenced tax or fee and what the District intends to do to eliminate or otherwise address the tax or fee;
2. The Association and the District will have up to sixty (60) calendar days from the date of such notice to attempt to reach mutual agreement on the issue;
3. If a mutual agreement is reached, that agreement shall become part of the Agreement and will supersede any affected provisions;
4. If a mutual agreement is not reached within the sixty (60) calendar day period referenced in subsection 2., the following shall occur: (a) the District shall no longer offer the health benefit plan or plans subject to the tax or fees; (b) all employees, spouses and dependents enrolled in the health benefit plan or plans subject to the tax or fees shall no longer be entitled to remain in the health benefit plan or plans that are subject to the tax or fee; (c) and such individuals shall be entitled to enroll in an alternative health benefit plan selected by the District which is most analogous to the Core Plan offered in 2016-2017 that will not be subject to the tax or fee. Such changes shall become part of the Agreement and will not supersede any affected provisions.

Notwithstanding the foregoing, existing employee premium share shall apply on the same basis as the eliminated health benefit plan(s). Grievances under this section shall be exclusively limited to whether the plan offered by the District is the most analogous without triggering the tax or fee threshold. In the event of a grievance under this section, this limited issue shall be submitted in an expedited fashion for an arbitrator to decide with the hearing to be held within fifteen (15) calendar days of submission. The award shall be issued within fourteen (14) calendar days of the close of the hearing.

G. The Board shall provide the Delta Dental Plan, 100% Prevailing Fee, and the Delta Basic Dental Supplemental Program (including Oral Surgery, Prosthetics and Periodontics, but not including Orthodontics) or its equal (understood not to mean "identical") for all employees and their eligible family members.

1. The Delta Dental Supplemental Program shall be subject to the Usual and Customary Rate (U.C.R.) percentages maxima and restrictions of Delta Dental.
 2. The Board shall pay one hundred percent (100%) of the premium cost of this section.
 3. The annual maximum per person shall be Two Thousand (\$2,000) dollars.
- H. The Board shall provide the Delta Dental Program of Orthodontics or its equal (understood not to mean “identical”) for employees under nineteen and eligible family members and shall pay one hundred percent (100%) of the premium cost thereof.
- I. The Board shall provide Independence Blue Cross Davis Vision Plan or its equal (understood not to mean “identical”) for employees and eligible members of employees' families and shall pay one hundred percent (100%) of the premium cost thereof.
- J. Employees wishing insurance under this Article must complete enrollment cards in the Human Resources Department upon employment, or during the open enrollment period (May and June of each year).
- K. The Board may provide equivalent programs for plans and programs covered under this Article or may decide to self-insure either as part of a consortium or as a single district.
- L. The Board shall fully fund a mutually acceptable Employee Assistance Program.
- M. The Labor Management Committee shall be continued to periodically review the costs, operations, and services of the various medical benefits programs.
- N. Support Staff
- To receive a full year benefits, employees must work a minimum of one-half of their regularly scheduled work year as defined in Article 26. Employees hired after June 30, 1992 who are regularly scheduled to work nine hundred (900) hours or more qualify for Health Care Insurance (medical, dental, vision) as covered in Article 26. All employees hired prior to June 30, 1992 working five hundred forty (540) hours shall retain full benefits under the contract.
- O. Professional Staff
- To receive a full year benefits, employees must work a minimum of half-time.

ARTICLE 43
Flexible Spending Account

- A. 1. The Board will offer a Flexible Spending Account as permitted under the Internal Revenue Code to allow participants to tax shelter the following:
- a. Health Insurance premiums
 - b. Dependent Care (Child & Elderly) expenses
 - c. Disability Insurance premiums, to the extent permitted by law
 - d. Unreimbursed medical expenses
2. Employees who enroll in a Medical Spending Account or Dependent Spending Account shall be permitted to shelter the maximum amount permitted by the Internal Revenue Code.
3. Employees who enroll in the Flexible Spending Account may be issued a debit card to streamline the reimbursement process.
- B. Under the Section 125 Flexible Spending Account Plan, the Employee shall, prior to the period of time designated by the Board as the "Plan Year" as required by IRS Treasury Regulations, in addition to the option of selecting coverage under any District sponsored Health Benefit Plan for the upcoming Plan Year, also have the option to elect not to be covered under any District-sponsored Health Benefit Plan for the Plan Year. Under the Section 125 plan, any Employee who waives all coverage available to the Employee, the Employee's spouse and all dependents, shall be entitled to a cash payment equal to 25% of the current premium of the coverage for which the employee is eligible. This payment shall be included under the Section 125 plan. Any Employee electing to waive all coverage must certify to the Human Resources Department that coverage is available from another source. Bargaining Unit Employees that have another spouse employed by District shall only be permitted to be entitled to receive the cash bonus in the event that both husband and wife both elect not to receive coverage from District.
- C. Any Employee who has so waived coverage and received a cash bonus and (i) is permitted under the terms of the Section 125 Plan to revoke the Employee's waiver for the remainder of the Plan Year, or (ii) is no longer working for the District until the end of the Plan Year for which coverage has been waived, agrees, if a bonus has been paid for a period when coverage is in place or post-termination of employment, to reimburse the District (and be deemed to have authorized the payroll withholding therefore) for an amount equal to the number of days left in the Plan Year on the date of revocation or termination divided by the total working days in the Contract times the cash bonus payment.
- D. Employees who waive health coverage will be paid the cash bonus in two (2) installments – second pay in January and second pay in June. Employees who waive coverage for a portion of the year shall be paid a pro-rated portion of the cash bonus.

ARTICLE 44

Health and Accident Income Insurance

A. For the term of this Agreement, the School Board shall pay eighty percent (80%) of the cost of bargaining unit member enrolled in a Health and Accident Income Insurance Plan mutually acceptable to the Board and the Association.

B. **Professional Staff**

In no event shall the School Board be required to pay more than ONE HUNDRED SIXTY-FIVE DOLLARS (\$165) per annum for each year of this Contract for the cost of such coverage for professional employees.

C. **Support Staff**

In no event shall the School Board be required to pay more than ONE HUNDRED THIRTY-FIVE DOLLARS (\$135) per annum for each year of this Contract for the cost of such coverage for support staff employees.

ARTICLE 45

Life Insurance

A. Employees shall be provided by the Board at its expense with Group Term Life Insurance in an amount equal to two times (2x) their annual salary, including supplemental increments, but excluding supplemental contracts rounded to the next higher ONE THOUSAND DOLLARS (\$1,000) or \$50,000 at the employee's option.

1. The School District shall provide a Five Thousand Dollar (\$5,000) life insurance policy for each professional staff employee and a Three Thousand Dollar (\$3,000) life insurance policy for each support staff employee upon retirement under the superannuation provisions of the Pennsylvania Public School Employees Retirement System at no cost to the individual.

2. It is clearly understood that such life insurance policy shall not be a paid-up life insurance policy at the time of the retirement.

3. These provisions shall not be retroactive.

ARTICLE 46
Just Cause

A. **Support Staff**

1. No member of the support staff shall be dismissed or reduced in compensation without just cause.
2. New hires shall be regarded as probationary employees for the first sixty (60) calendar days [excluding summer recess for ten (10) month employees] of their employment. For bus drivers the probationary period begins with the first date that the driver works with students.
3. Probationary employees shall have seniority standing from the first day of work for the purposes of wage entitlements and seniority set forth in this agreement.
4. Probationary employees shall be subject to discharge at the Board's sole discretion without recourse to the grievance or arbitration provisions of this Agreement.

B. **Professional Staff**

1. No Employee in the Bargaining Unit shall be discharged or suspended with or without pay for disciplinary reasons in excess of five (5) working days without just cause.
2. In the event the District Administration or other party files charges against a Bargaining Unit Employee pursuant to Section 11-1122 of the Public School Code, as amended, relating to the discharge of the Employee, then within ten (10) days of the Board's action, receiving such charges, the impacted Employee shall elect, in writing, whether or not the Employee seeks either an arbitrator to hear the proceeding or the Board to conduct a termination proceeding, with appeal rights to the Secretary of Education. Such election shall be irrevocable and cannot be withdrawn by either the Employee or the Association on behalf of the Employee. In the event the Employee or the Association fails to make an election within the stated time period, then, in that event, the Employee will be relegated to a hearing pursuant to Section 11-1122 of the Public School Code and not an arbitration remedy.
3. In the event the Association elects an arbitration remedy, the parties shall mutually agree to an arbitrator.
4. The powers of the compensation of the arbitrator so selected shall be in accordance with Article 4 of this Professional Staff Agreement.

ARTICLE 47
Layoffs/Subcontracting

A. **Support Staff**

1. The Board and the Association agree to work together during the term of this Agreement in an effort to prevent and/or minimize staff layoffs.
2. The Board further agrees that before any bargaining unit work is subcontracted, which would result in the layoff of bargaining unit members, the issue or issues will be subject to mandatory bargaining under the provisions of Act 195.
3. The Board agrees to provide forty-five (45) days' notice to the Association prior to issuing any Request(s) for Proposal for subcontracting work currently performed by bargaining unit members.

ARTICLE 48
Layoffs/Demotions

A. **Professional Staff**

1. Layoffs of bargaining unit members shall be made in accordance with this Article. The Board agrees to make every effort through attrition, transfers and reassignments, to avoid layoffs and demotions.
2. Layoffs will be made by teaching field with the least senior employee in that field of certification being laid off first. No member of the bargaining unit shall be laid off if there is a less senior employee holding the same certificate in another teaching field.
3. Laid-off employees shall continue to accrue seniority during the period of layoff.
4. Laid-off employees shall be recalled to permanent vacant positions in the inverse order of layoff, with the most senior laid-off employee, in the area of certification of the permanent vacancy recalled first. Employees who are recalled shall have sixty (60) days, or until the beginning of the next semester, whichever is longer, to report to work. Failure to report within the prescribed time lines shall result in the recalled employee forfeiting the right to recall and automatic termination of the employee's contract with the district.
5. Laid off employees shall be offered employment in temporary vacancies, by seniority, in the areas of certification of the temporary vacancies. Laid-off

employees are not required to accept employment from the district in temporary vacancies to protect recall rights to permanent vacant positions. Employees accepting temporary vacant positions shall be afforded all of the rights of contract as if they were in full-time employment, including, but not limited to, salary, fringe benefits and contractual due process.

6. Nothing herein shall prevent a laid-off employee from engaging in another occupation during the period of layoff.
7. A suspended professional employee must annually report to the Board in writing his/her correct address and his/her intent to accept the same or similar position when offered.
8. Employees on approved leave of absence shall continue to accrue seniority as if they were in full-time employment.
9. Demotions of members of the bargaining unit from full time employment to part-time employment shall be in accordance with the School Code.
10. Demoted employees shall be offered full-time employment in the first open position for which the demoted employee is certified. Restoration of a demoted employee to full-time employment shall take precedence over the recall of a laid-off employee for any vacancy.
11. Demoted employees shall accrue full seniority for the period of demotion as if they were in full-time service.
12. Any member of the bargaining unit who has been demoted to a position of fifty percent (50%) or less shall have the right to opt for a voluntary layoff and to reserve all of the rights to recall of other non-voluntary, laid-off employees.

ARTICLE 49

Reduction In Force/Seniority (Support Staff)

- A. In the event a reduction in force is necessary, the procedure used shall be that in the individual department and classification affected, the reduction will be based on seniority.
- B. For the purposes of this Article, the individual departments shall be:
 1. Aides
 2. Buildings and Grounds Employees – Grounds
 3. Building and Grounds Employees - Trades
 4. Custodians

5. Food Service Employees
6. Secretaries/Clerk Typists
7. Transportation Employees
8. Staff Nurses
9. Technology Technicians
10. Campus Aides

C. The seniority within departments shall be:

1. Assistants
 - a. Cafeteria/Recess Aide (CRA)
 - b. Bus Aide (ABPL)
 - c. Instructional Aide (AINS)
 - d. Behavior Aide (BA)/Job Coach (JC)
2. Buildings and Grounds
 - a. Part Time Sports Aide (SA)
 - b. Groundskeeper (GKP)
 - c. Head Groundskeeper (HGKP)
3. Building and Grounds Trades
 - a. Laborer (LBR)
 - b. Skilled Building Craftsman (SBC)
 - c. Lead B&G (LBG)
4. Custodians
 - a. Part Time Weekend Custodian (CHR)
 - b. Part Time Custodian (CHR)
 - c. Custodian (CN, CD, CNHS)
 - d. HS Night Lead Custodian (HSLC)
 - e. Head Custodian (HC)
 - f. Shipper/Receiver/Laundry (SR)
5. Food Service
 - a. Hourly Employee (FHR)
 - b. Elementary Cafeteria Manager (EFMG)
 - c. Middle School Cafeteria Managers (MSFMG)
 - d. Assistant Complex Manager (ACMG)
 - e. Complex Manager (CM)
6. Secretaries/Clerical Aides/Typists
 - a. Clerk/Typist (TYPE)
 - b. Library Aides (A372)
 - c. 190 Day Elementary Secretary (S190)
 - d. 10 Month Secretary (S195)

- e. 200 Day Secretary (S200)
 - f. 12 Month Secretary (S12)
 - g. Elementary Secretaries
 - h. District Administrative Secretary/Bookkeeper (DABK)
 - i. Executive Secretary (ExS)
 - j. District Senior administrative Secretary (DSRA)
7. Transportation
- a. Bus Aide/Parking Lot Aide (ABPL)
 - b. Bus Aide/Food Service (BAFS)
 - c. Bus Driver (THR)
 - d. Bus Driver/Food Service (BDFS)
 - e. 12 Month Driver Instructor/District Courier (T12)
 - f. Driver Safety Instructor/Assistant Route Coordinator
 - g. Mechanic TMEC)
 - h. Head Mechanic (LTMEC)
8. Staff Nurses (SN)
9. Technology Technicians
- a. Information Technology Support Technician (ITST)
 - b. Information Technology Support Technician – High School 1:1 (ITSTHS)
 - c. Desktop Tech (DTT)
 - d. Webmaster/Database Analyst/Video Technician (WEB/DA/VT)
 - e. Network Technician (NWT)
10. Campus Aides
- a. Campus Aide (CA)
 - b. Head Campus Aide (HCA)
- D. The method of reduction in force will be that the least senior employee by department and classification affected will be reduced.
- E. An employee whose position has been reduced or eliminated may only bump within a department as listed in this Article. The individual affected may bump into another position within the department for which they are senior and qualified.
1. The sequence of letters indicates ability to bump (examples below):
- a. e may bump to d, c, b, or a
 - b. d may bump to c, b or a
 - c. c may bump to b or a , b may bump to a
2. A full time employee may bump a part time employee, but a part time employee may not bump a full time employee.

3. The employee affected shall have the option of using two (2) weeks to demonstrate the ability to qualify for another position within the department. Qualification will be determined by the Superintendent or the Superintendent's designee.
- F. An employee who has been bumped from a department may bump into another position in another department for which they are senior and qualified.
1. A full time employee may bump a part time employee, but a part time employee may not bump a full time employee.
 2. The employee affected shall have the option of using two (2) weeks to demonstrate the ability to qualify for another position within the new department or classification. Qualifications will be determined by the Superintendent or the Superintendent's designee.
- G. Any employee who is furloughed will be assigned or recalled by seniority.
- H. If any employee is qualified for another position and requests reassignment to an open position in another department, all former (District service) seniority will apply. Qualifications will be determined by the Superintendent or the Superintendent's designee.
- I. Board-approved leave of absence shall not interrupt seniority.
- J. Hourly or full time bus drivers who become medically disabled to drive and fail the physical examination for driving shall be allowed to bump a less senior bus assistant.

ARTICLE 50

Transfers

- A. Support Staff
1. Involuntary/Voluntary transfers from one job assignment to another – either within one job or from one job category to another – shall be made in the following manner:
 2. The vacancy shall be posted in accordance with Article 52 of this Agreement.
 3. In the event of a loss of position, the person identified to be involuntarily transferred shall be the least senior individual within the department(s) affected. The most senior employee(s) will be assigned first to a new position.

4. In the event a voluntary transfer is requested, the position will be filled by the best qualified applicant. If two or more employees are equally qualified for the position, seniority shall prevail. Qualifications shall be determined by the Superintendent or the Superintendent's designee.
5. Employees requesting a transfer who have been interviewed for a vacancy, but were not successful, may discuss with the Director of Human Resources the reasons for lack of success in transferring, and may be given special assistance as needed.

B. Professional Staff

1. Involuntary transfer methods shall be determined through Meet and Discuss annually.

ARTICLE 51

Movement From One Job To Another (Support Staff)

- A. Within the same department, i.e., transportation, cafeteria, secretaries, employees will be given salary credit for past service to the School District, prorated on the basis of hours per year worked in the old and new positions. Accumulated sick leave credited to the account of employees shall be moved with them in its entirety from one position to another.
- B. In moving from one department or classification to a higher salary schedule in another department or classification, employees will be placed on the next higher step above their current salary level. All benefits will be applicable to the new position. All paid holidays will be granted in the new position where applicable and in strict accordance with this Agreement.
- C. If the movement from one position to another has been initiated by the employee of his or her own free will, and involves movement to a lower scale of pay, the employee shall be placed on the same salary step of the new scale corresponding to the old scale.

ARTICLE 52

Posting of Vacancies

- A. All vacancies shall be posted and prominently displayed in all schools, in the Transportation and Maintenance Buildings, in the Administration Building, and on the district Website.

- B. All employees who apply and meet the stated qualifications will be considered for an interview before the vacancy is filled. All applicants shall be notified as soon as possible after the vacancy is filled.
- C. Upon written request, unsuccessful employee candidates shall be given in writing the reason(s) why they were not selected.

ARTICLE 53

Transportation Procedures (Support Staff)

- A. The District will assign bus drivers to routes.
- B. Sports runs shall be assigned from a pool of sixteen (16) positions. The pool shall be constituted at the beginning of the school year from first, full time drivers and second, hourly drivers, by seniority, in the number needed to bring the pool to sixteen (16) positions. Initially, assignments will be made by seniority and thereafter will continue on a rotating basis among the positions in the pool, except that full time drivers will be guaranteed a minimum offer of 250 hours overtime per year.
- C. Hourly drivers will be given the opportunity, at the beginning of the school year, to volunteer for late bus runs and mid-day assignments. Late bus runs and mid-day assignments shall then be assigned to hourly drivers, by seniority of those who volunteer for said assignments. Field trips will be assigned on a rotating basis throughout the school year to ensure an equitable distribution of hours. Office work, custodial work, summer work, and work requiring a technical background will be assigned to drivers qualified to perform the work, as determined by the Supervisor of Transportation, by seniority.
- D. The Association and the District recognize that the assignment of regular bus runs is conditioned upon the selection, by the driver of a sports run, late bus run and/or a mid-day assignment. However, to the extent possible, drivers will be assigned to their regular bus runs on the basis of their seniority within the Transportation Department on the date when runs are picked in August ("Transportation Seniority"). Transportation Seniority will be limited to this particular day and for this particular purpose. For the purpose of this Article and Section, the use of Transportation Seniority was effective as of November 16, 2015. Further, while recognizing that management, operational considerations, and demonstrated employee performance take precedence over individual preferences, the District will make every effort, at the beginning of the school year to assign drivers to bus runs for which they may express a preference. That preference may be expressed either by completion of a Work Assignment Sheet or in person on the day that assignments are made. Subsequent assignments necessary throughout each school year will be made by the District without regard to preference. Nothing in this Article shall prevent full time drivers from being employed as drivers during the workday.

- E. Hourly employees assigned as spare drivers shall be guaranteed a minimum 6 and 1/2 hour workday in recognition of their revolving assignments.
- F. Nothing in this Article shall prevent the District from assigning full time drivers to any assignment during the normal workday or any driver under emergency or unusual circumstances.
- G. The LMEA has input each year prior to the development of the Transportation Manual.

ARTICLE 54
Working Conditions

- A. The District will provide the necessary training for recertification of school bus drivers' licenses and Commercial Drivers Licenses (CDL).
- B. Cardiopulmonary Resuscitation (CPR) recertification for first-aid retraining provided by the School District shall be made available to all interested employees.

ARTICLE 55
Temporary Assignments (Support Staff)

Employees who are requested by their principal or other duly authorized administrator to perform the duties usually associated with a higher paying support staff classification, and who perform such duties for at least three (3) consecutive days, shall be paid, in addition to their regular salary, the difference between the employee's step on the two pertinent scales, prorated for the number of days in the higher paying classification, retroactive to the first day in the assignment.

ARTICLE 56
Health and Safety

The Board agrees to continue to participate in a Joint Health and Safety Committee.

ARTICLE 57
Individual Education Programs (IEPs) (Professional Staff)

- A. The Board shall grant, without loss of pay, to Special Education Case Managers, four (4) days per year free of other duties or assignments for writing IEPs or at the discretion of the Case Manager data collection and/or progress monitoring.

- B. The following procedures will apply to IEP Days:
1. A maximum of 1 day may be used after May 1st of any year
 2. No more than 2 consecutive days
 3. IEP days are to be pre-approved by the Director of Human Resources and are expected to be utilized on Tuesdays, Wednesdays or Thursdays except as approved by the Director of Human Resources in extraordinary circumstances.
- C. Days not used under Section A above shall be granted to other Special Education employees who need them for the writing of IEPs, at the direction of the Director of Student Services.

ARTICLE 58
Evaluations

A. Professional Staff

1. Uncomplimentary comments made by supervisors on professional evaluations shall be subject to review, first, by appeal to the District Administration and, second, at the option of the bargaining unit member, by a member of the Pennsylvania Bureau of Mediation whose decision shall be advisory and non-binding.
2. Any changes in the present plan must be jointly developed and agreed to. Such changes will be submitted to the Board of School Directors for approval and, if approved, included in the Board Policy.

B. Support Staff

1. The Board and the Association agree to establish a committee which will review the present evaluation instrument. Any changes in the present plan must be jointly developed and agreed to. Such changes will be submitted to the Board of School Directors for their approval and, if approved, included in the Board policy.

ARTICLE 59
No Strike – No Lockout

The parties agree that there shall be neither a strike, as defined in the Public School Employees Relations Act (Act 195), nor a lockout during the term of this Agreement.

ARTICLE 60

Headings

The headings of the various Articles herein contained have no legal significance. Only the actual wording of the Articles is to be considered as the agreement between the parties.

ARTICLE 61

Reopening the Contract

The Board and the Association agree that no additional negotiations on this Agreement shall be conducted in regard to the bargaining unit on any item, whether contained herein or not, during the life of this Agreement except by mutual consent of the parties.

ARTICLE 62

Separability Clause

In the event that any of the provisions of this Agreement are declared invalid by a Court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

ARTICLE 63

Family and Medical Leave Act (FMLA)

- A. For the purpose of FMLA leave, an “eligible employee” is an employee of the District who has been employed by the District for at least 12 months and has met the “hours of service” (Professional Employees) or “hours worked” (Support Employees) requirement stated below:
 - 1. Full Time Professional employees – credited with at least 1250 “hours of service” during the 12 month period immediately preceding the commencement of the leave.
 - a. For the purpose of calculating “hours of service” pursuant to Section A. 1 above, a full time teacher shall be deemed to work nine (9) hours per day for each day he/she reports to work and remains for his/her entire workday during the school year as set forth in Article 26, Section B.1. The nine-hour day shall be inclusive of all teaching and related duties. The teacher shall have the ability to demonstrate FMLA eligibility pursuant to paragraph 4.

- b. Subject to the foregoing, employees are not credited with hours of service on days that would not be counted according to the principles established under the Fair Labor Standards Act (“FLSA”) for determining compensable hours of work. For example, sick and vacation days – either paid or unpaid – do not count toward the total number of hours of service.
 - c. Any hours worked during the summer break will be credited as served. In other words, if a teacher works four hours per day in the summer he or she will be credited with four hours of service for that day.
 - d. If the District credits a full-time teacher with nine (9) hours of service per workday when calculating “hours of service,” the District has met its burden to clearly show that Teacher A has or has not worked 1,250 hours during the previous 12 months. If the total is less than 1,250 hours for the prior year of service per this calculation, then the employee bears the burden of demonstrating that he or she worked 1,250 hours or more during that year.
- 2. Full Time Support employees – has worked 1250 or more hours during the 12 month period immediately preceding the commencement of the leave. Paid or unpaid leave does not count toward hours worked.
 - 3. Part Time employees – has worked 900 or more hours during the 12 month period immediately preceding the commencement of the leave. Paid or unpaid leave does not count toward hours worked.

ARTICLE 64

Staff/Parent Communication

The LMEA recognizes the need for timely communication between professionals and parents and agrees to work with the district to facilitate the means for communication within 24 hours.

ARTICLE 65

High School Teacher Workload and Online Instruction (Professional)

- A. Full time high school teachers (grades 9-12) shall be assigned no more than five class sections with the exception of teachers assigned lab sciences who will be assigned no more than four class sections. Online instruction sections of no more than 15 students in a particular course may be substituted for a regular class section.
- B. Teachers who are authorized, but not required, to expand their existing course(s) to include online instruction over the summer and/or during the school year will be paid

1/4 of the prevailing summer school rate for 12 Unit Lessons

1/2 of the prevailing summer school rate for 24 Unit Lessons

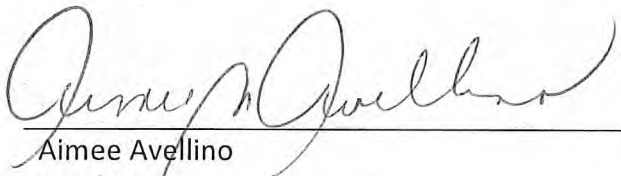
“Unit Lessons” are defined as online lessons equivalent to a standard teaching period.

- C. Teachers who are authorized or required to provide an online instruction course in addition to a full schedule defined in Section (A) shall be paid, in addition to their regular salary, the prevailing summer school rate.
- D. The District agrees to provide three days of paid staff development for any teacher who is assigned online instruction.
- E. Teachers on unpaid leave from the district may be authorized to provide online instruction.
- F. For each new course approved for online instruction the District agrees to compensate teachers for up to eighty (80) hours of online development at the prevailing summer rate.
- G. For the purpose of this article, step placement on the summer school salary schedule is determined by years as an online instructor.
- H. Online summer school instruction may be provided by non-District instructors as determined by the District, after meeting and discussing the potential for posting of the program with the Association.

ARTICLE 66
Signatures

The Agreement shall be signed by Representatives for the Board and the Association, attested to by the Secretary of the Board, and by the President of the Association.


IN WITNESS WHEREOF, the parties to this Agreement have set their hands and seals.



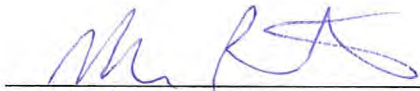
Aimee Avellino
President
Lower Merion Education Association



Robert Copeland
Superintendent
Lower Merion School District



Victor Fedeli
Vice President, Support
Lower Merion Education Association



Dr. Melissa Gilbert
Board President
Lower Merion School District

Attest:



Denise LaPera
Board Secretary

Date 11/19/18

APPENDIX

APPENDIX A – Memoranda of Understanding

APPENDIX B – Support Staff Salary Schedules

APPENDIX C – Professional Salary Schedules

APPENDIX D – EPER Payment Schedules

APPENDIX E – EPER Procedures

APPENDIX F – Salary Banding for Premium Contributions 2019-2020

APPENDIX G – Explanatory Comment – Revisions to Salary Schedules in Appendix B and Appendix C per Arbitration Award

APPENDIX “A”
MEMORANDA OF UNDERSTANDING

A. Professional Responsibilities

1. The Board and the Association agree to develop and strengthen bonds of mutual respect, trust, and understanding through a cooperative process that shall include direct dialogue between the Board and the Association.
2. The Board recognizes that teaching career professionals can best judge the use of their time to address the needs of their students and expects the professionals to provide for those needs that may extend beyond the regularly scheduled day.
3. The Association recognizes the need of teaching professionals to acknowledge their responsibility to provide support for their student's needs that may extend beyond the regularly scheduled school day.

B. Class Size

1. The Lower Merion Board of School Directors and its professional staff, represented by the Lower Merion Education Association recognize that professional staff concerns about workload are genuine and that the quality of the educational program is the paramount concern of both parties.
2. The Board and the Association agree that pupil-teacher interchange plays a key role in the education of children and, therefore, both parties agree to continue to work toward maintaining desirable teacher-pupil ratios based on both research and teacher experiences.
3. Throughout the term of the Agreement, the representatives of the Board and the Association will meet periodically throughout each year to discuss both professional staff workload and staff utilization at all levels within the school district. Reports of these meetings will be made available to the Board as well as the professional staff.

C. Transportation Hours

The Board and Association agree that drivers and aides will be paid for the time worked per the 2.5 hour AM and 2.5 hour PM schedule. Employees are guaranteed to be compensated for a minimum of 5 hours. The Board and Association agree that during the summer employees are guaranteed to be paid a minimum of 2.5 hours.

D. Sign In/Out

1. The Board and Association agree that professionals may be required to sign in.
2. The Board and Association agree that support staff may be required to sign in and out.
3. The Board and Association agree that support and professional may be required to sign in and sign out when they leave the building during the work day.

E. Leaving Early/Arriving Late

The Board and the Association agree that employees may leave up to one (1) hour early and arrive up to one (1) late without loss in compensation with approval from their immediate supervisor.

The Board and Association agree that employees must work three (3) hours to get credit for half a day. Employees will be charged for time not worked in either half or whole day increments.

F. Dual Masters Degree and Masters of Fine Arts

The Board and Association agree that employees who earn two distinct Masters' Degrees at the same time as their first Masters degree or a Master's of Fine Arts as their first Masters degree shall be placed on the Masters+30 salary column. Credits used to obtain Instructional Certification or credits in a combined certification and Master's Degree program do not apply for the additional salary credit. Any other Master's degree program thought to qualify will be jointly reviewed by the LMEA and the administration and a determination will be made regarding salary placement.

G. Special Education Case Managers

Special educators who are responsible for writing and implementing Individual Education Plans (IEP's) under Chapter 14/IDEIA are designated as Special Education Case Managers and will be eligible to take IEP days.

H. Transportation Route Bidding Procedures After School Starts

The following procedures will be in effect for permanent routes that become available after the start of the school year up through April 1. Positions available after April 1 of any year will be assigned by the administration for the remainder of the school year. Permanent positions will include positions available due to retirements, resignations, terminations, or newly created routes. These procedures will apply to both driver and aide routes.

1. When a route becomes available, it will be posted in the same manner as mid-day runs.
2. Interested drivers or aides will have until the posted deadline to bid on the available opening.
3. The route will be offered to the most senior driver or aide who bids on the position. If that person declines the offer, the next most senior person will be offered the position, until the position is filled.
4. Once the driver or aide is assigned the new route, it is the responsibility of the driver or aide to learn the route on his/her own time without additional compensation.
5. A spare driver or aide will assume the route vacated by the selected driver or aide until the new driver or aide is employed. The new employee will assume the route vacated by the driver or aide who successfully bid on the posted route.
6. A driver or aide may change assignments only once during the year before April 1 of the school year at the employee's request.
7. Drivers will not be permitted to change routes if such a change creates a conflict with that driver's other work assignments (for example late run).
8. A driver or aide will not be permitted to change if the new assignment is deemed not to be in the best interest of the District as determined by the Supervisor of Transportation.
9. All existing policies are recognized as part of this procedure.

I. Essential Personnel

The Lower Merion Education Association and the Board of Directors recognize that the safe opening of schools is paramount when weather related or other emergencies occur.

The School District, therefore expects custodians to report to work on Saturdays, Sundays and/or holidays to respond to these emergencies.

The Board, however, acknowledges that circumstances exist that may preclude an employee from reporting to work in these conditions. These circumstances are as follows:

- a. Documentation of a preexisting health condition on file
- b. Military service
- c. Being out of town, provided twenty-four (24) hour's notice was given to the employee's immediate supervisor prior to the request for emergency work
- d. Other circumstances beyond the employee's control

Furthermore, the Board shall institute the following procedures to facilitate the opening of schools when a weather emergency occurs on Saturdays, Sundays, or holidays:

- a. The district will utilize other custodians and other employees for inclement weather emergencies when coverage is not sufficient
- b. Annually, the district shall create a list of volunteers from the transportation department to substitute for custodians not available to respond as inclement weather emergency personnel during weekends and holidays
- c. Current seniority will determine the sequence of calls from this volunteer list with the most senior employee contacted first.
- d. The district may remove volunteers who do not accept emergency work. Removal may be for the remainder of the school year.
- e. Volunteers shall receive time and three-quarters (1.75) pay when their weekly cumulative hours exceed forty (40) in a given week. The regular rate will apply up to and including (40) hours within a given work week.
- f. All employees reporting for inclement weather emergency work shall perform duties directly related to the weather emergency.
- g. Supervisors shall identify the specific work involved when calling essential personnel.

J. Subcontracting – Transportation Services

In an effort to mutually support the District's recent challenges regarding school bus parking, the Parties agree that the District may subcontract additional District transportation services during the life of the Agreement and any period of status quo thereafter provided the following conditions are satisfied: (1) the District shall not layoff any bargaining unit member as a result of such subcontracting; and (2) the District notifies the Association of its intent to subcontract at least sixty (60) days in advance of subcontracting such services. The Parties agree that this Memorandum of Agreement shall remain in effect for the life of this Agreement and any status quo period and shall have no force and effect thereafter. The Parties further agree that this Memorandum of Agreement shall not apply to or modify the current subcontracting practices in the Transportation Department.

The District and LMEA agree that the District's current practice regarding contracting for wellness and related mental health counseling services may continue.

APPENDIX B²

SALARY SCHEDULES – AIDES

	STEP	2017-2018	2018-2019	2019-2020
BEHAVIOR AIDE (BA)	1	\$34,652	\$34,652	\$34,652
190 days/7.25 hours = 1377.5 hours	2	\$36,281	\$36,281	\$36,281
	3	\$37,824	\$37,824	\$37,824
	3.1			\$40,468
	4	\$42,262	\$42,684	\$43,111
CAMPUS AIDE (CA)	1	\$27,699	\$27,699	\$27,699
185 days/7 hours = 1295 hours	2	\$28,811	\$28,811	\$28,811
	3	\$29,863	\$29,863	\$29,863
	3.1			\$31,778
	4	\$33,030	\$33,360	\$33,694
CLERICAL AIDE (CLA)	1	\$32,068	\$32,068	\$32,068
190 days/7 hours = 1330 hours	2	\$33,101	\$33,101	\$33,101
	3	\$34,133	\$34,133	\$34,133
	3.1			\$36,515
	4	\$38,130	\$38,511	\$38,896
HEAD CAMPUS AIDE (HCA)	1	\$33,541	\$33,541	\$33,541
185 days/7 hours = 1295 hours	2	\$34,852	\$34,852	\$34,852
	3	\$36,119	\$36,119	\$36,119
	3.1			\$38,434
	4	\$39,945	\$40,345	\$40,748
INSTRUCTIONAL AIDE (IA)	1	\$30,758	\$30,758	\$30,758
190 days/7.25 hours = 1377.5 hours	2	\$32,575	\$32,575	\$32,575
	3	\$34,378	\$34,378	\$34,378
	3.1			\$36,913
	4	\$38,671	\$39,058	\$39,449
JOB COACH (JC)	1	\$34,652	\$34,652	\$34,652
190 days/7.25 hours = 1377.5 hours	2	\$36,281	\$36,281	\$36,281
	3	\$37,824	\$37,824	\$37,824
	3.1			\$40,468
	4	\$42,262	\$42,684	\$43,111
LIBRARY AIDE (LA)	1	\$32,068	\$32,068	\$32,068
190 days/7 hours = 1330 hours	2	\$33,101	\$33,101	\$33,101
	3	\$34,133	\$34,133	\$34,133
	3.1			\$36,515
	4	\$38,130	\$38,511	\$38,896
STAFF NURSE (SN)	1	\$34,652	\$34,652	\$34,652
190 days/7.25 hours = 1377.5 hours	2	\$36,281	\$36,281	\$36,281
	3	\$37,824	\$37,824	\$37,824
	3.1			\$40,468
	4	\$42,262	\$42,684	\$43,111

² See Appendix G for salary schedule implementation language per Arbitrator’s Award.

SALARY SCHEDULES – AIDES (continued)

	2017-18 Hourly Rate	2018-19 Hourly Rate	2019-20 Hourly Rate
CAFE/RECESS AIDE	\$17.34	\$17.51	\$17.69
PT as scheduled			
SPORTS AIDE	\$18.81	\$19.00	\$19.19
PT as scheduled; maximum 760 hrs/yr			

SALARY SCHEDULES – SECRETARIES

	STEP	2017-18	2018-19	2019-20
DISTRICT ADMIN SECRETARY (DABK)	1	\$ 45,404	\$ 45,404	\$ 45,404
260 days/7 hours = 1820 hours	2	\$ 48,076	\$ 48,076	\$ 48,076
	3	\$ 50,742	\$ 50,742	\$ 50,742
	3.1			\$ 54,479
	4	\$ 57,068	\$ 57,639	\$ 58,215
DISTRICT SENIOR ADMIN SECRETARY (DSRA)	1	\$ 48,228	\$ 48,228	\$ 48,228
260 days/7 hours = 1820 hours	2	\$ 51,067	\$ 51,067	\$ 51,067
	3	\$ 53,904	\$ 53,904	\$ 53,904
	3.1			\$ 57,873
	4	\$ 60,623	\$ 61,229	\$ 61,841
ELEMENTARY SECRETARY (ESS)	1	\$ 43,394	\$ 43,394	\$ 43,394
260 days/7 hours = 1820 hours	2	\$ 45,955	\$ 45,955	\$ 45,955
	3	\$ 48,496	\$ 48,496	\$ 48,496
	3.1			\$ 52,072
	4	\$ 54,551	\$ 55,097	\$ 55,648
EXECUTIVE SECRETARY (ExS)	1	\$ 46,020	\$ 46,020	\$ 46,020
260 days/7 hours = 1820 hours	2	\$ 48,728	\$ 48,728	\$ 48,728
	3	\$ 51,437	\$ 51,437	\$ 51,437
	3.1			\$ 55,223
	4	\$ 57,847	\$ 58,425	\$ 59,009
10-MONTH SECRETARY (S195)	1	\$ 36,549	\$ 36,549	\$ 36,549
195 days/7 hours = 1365 hours	2	\$ 38,705	\$ 38,705	\$ 38,705
	3	\$ 40,851	\$ 40,851	\$ 40,851
	3.1			\$ 43,858
	4	\$ 45,942	\$ 46,401	\$ 46,865
10-MONTH SECRETARY NUTRITIONAL SERVICES (S200)	1	\$ 37,486	\$ 37,486	\$ 37,486
200 days/7 hours = 1400 hours	2	\$ 39,690	\$ 39,690	\$ 39,690
	3	\$ 41,897	\$ 41,897	\$ 41,897
	3.1			\$ 44,982
	4	\$ 47,119	\$ 47,590	\$ 48,066
12-MONTH SECRETARY (S12)	1	\$ 41,800	\$ 41,800	\$ 41,800
260 days/7 hours = 1820 hours	2	\$ 44,255	\$ 44,255	\$ 44,255
	3	\$ 46,714	\$ 46,714	\$ 46,714
	3.1			\$ 50,152
	4	\$ 52,535	\$ 53,060	\$ 53,591
10-MONTH ELEMENTARY SECRETARY (S190)	1	\$ 32,868	\$ 32,868	\$ 32,868
190 days/7 hours = 1330 hours	2	\$ 33,926	\$ 33,926	\$ 33,926
	3	\$ 34,984	\$ 34,984	\$ 34,984
	3.1			\$ 37,624
	4	\$ 39,470	\$ 39,865	\$ 40,264
CLERK/TYPIST (TYPE)	1	\$ 32,799	\$ 32,799	\$ 32,799
260 days/7 hours = 1820 hours	2	\$ 34,724	\$ 34,724	\$ 34,724
	3	\$ 36,655	\$ 36,655	\$ 36,655
	3.1			\$ 39,354
	4	\$ 41,224	\$ 41,636	\$ 42,052

SALARY SCHEDULES – SECRETARIES (continued)

	STEP	2017-18	2018-19	2019-20
PART-TIME CLERK/TYPIST (TYPE)	1	\$18.03	\$18.03	\$18.03
Part-time 4 hours/day 10 & 12 months	2	\$19.07	\$19.07	\$19.07
	3	\$20.50	\$20.50	\$20.50
	3.1			\$21.78
	4	\$22.60	\$22.83	\$23.06

SALARY SCHEDULES - TECHNOLOGY

	STEP	2017-18	2018-19	2019-20
DATABASE ADMINISTRATOR (DA)	1	\$74,466	\$74,466	\$74,466
260 days/8 hours = 2080 hours	2	\$79,121	\$79,121	\$79,121
	3	\$81,779	\$81,779	\$81,779
	3.1			\$87,358
	4	\$91,106	\$92,017	\$92,937
DESKTOP TECHNICIAN (DTT)	1	\$62,549	\$62,549	\$62,549
260 days/8 hours = 2080 hours	2	\$66,181	\$66,181	\$66,181
	3	\$69,821	\$69,821	\$69,821
	3.1			\$74,942
	4	\$78,484	\$79,269	\$80,062
INFORMATION TECHNOLOGY SUPPORT (ITST)	1	\$47,764	\$47,764	\$47,764
260 days/8 hours = 2080 hours	2	\$50,992	\$50,992	\$50,992
	3	\$54,241	\$54,241	\$54,241
	3.1			\$58,075
	4	\$60,689	\$61,296	\$61,909
INFORMATION TECHNOLOGY SUPPORT TECH-HIGH SCHOOL 1:1 (ITSTHS)	1	\$52,853	\$52,853	\$52,853
260 days/8 hours = 2080 hours	2	\$56,080	\$56,080	\$56,080
	3	\$59,330	\$59,330	\$59,330
	3.1			\$63,329
	4	\$66,001	\$66,661	\$67,328
NETWORK TECHNICIAN (NT)	1	\$79,786	\$79,786	\$79,786
260 days/8 hours = 2080 hours	2	\$85,106	\$85,106	\$85,106
	3	\$87,764	\$87,764	\$87,764
	3.1			\$93,159
	4	\$96,612	\$97,578	\$98,554
VIDEO TECHNICIAN (VT)	1	\$69,147	\$69,147	\$69,147
260 days/8 hours = 2080 hours	2	\$73,136	\$73,136	\$73,136
	3	\$75,797	\$75,797	\$75,797
	3.1			\$81,559
	4	\$85,600	\$86,456	\$87,321
WEBMASTER (WEB)	1	\$74,466	\$74,466	\$74,466
260 days/8 hours = 2080 hours	2	\$79,121	\$79,121	\$79,121
	3	\$81,779	\$81,779	\$81,779
	3.1			\$87,358
	4	\$91,106	\$92,017	\$92,937

SALARY SCHEDULES – BUILDINGS AND GROUNDS

	STEP	2017-18	2018-19	2019-20
GROUNDSKEEPER (GKP)	1	\$47,023	\$47,023	\$47,023
260 days/8 hours = 2080 hours	2	\$49,791	\$49,791	\$49,791
	3	\$52,556	\$52,556	\$52,556
	3.1			\$56,427
	4	\$59,109	\$59,700	\$60,297
HEAD GROUNDSKEEPER (HGKP)	1	\$52,668	\$52,668	\$52,668
260 days/8 hours = 2080 hours	2	\$55,767	\$55,767	\$55,767
	3	\$58,862	\$58,862	\$58,862
	3.1			\$63,198
	4	\$66,203	\$66,865	\$67,534
LABORER (LBR)	1	\$51,019	\$51,019	\$51,019
260 days/8 hours = 2080 hours	2	\$54,022	\$54,022	\$54,022
	3	\$57,021	\$57,021	\$57,021
	3.1			\$61,223
	4	\$64,135	\$64,776	\$65,424
LEAD SKILLED BUILDING CRAFTS (LSBC)	1	\$61,071	\$61,071	\$61,071
260 days/8 hours = 2080 hours	2	\$64,662	\$64,662	\$64,662
	3	\$68,257	\$68,257	\$68,257
	3.1			\$73,284
	4	\$76,767	\$77,535	\$78,310
NIGHT SKILLED BUILDING CRAFTS (NSBC)	1	\$58,449	\$58,449	\$58,449
220 days (night with differential); 40 days (day) 260 days/8 hours = 2080 hours	2	\$61,886	\$61,886	\$61,886
	3	\$65,328	\$65,328	\$65,328
	3.1			\$70,138
	4	\$73,472	\$74,207	\$74,949
SKILLED BUILDING CRAFTS (SBC)	1	\$54,527	\$54,527	\$54,527
260 days/8 hours = 2080 hours	2	\$57,733	\$57,733	\$57,733
	3	\$60,944	\$60,944	\$60,944
	3.1			\$65,431
	4	\$68,542	\$69,227	\$69,919

SALARY SCHEDULES – NUTRITIONAL SERVICES

	STEP	2017-18	2018-19	2019-20
ASSISTANT COMPLEX MANAGER (ACMG)	1	\$23,679	\$23,679	\$23,679
	2	\$25,160	\$25,160	\$25,160
190 days/7 hours = 1330 hours	3	\$26,633	\$26,633	\$26,633
	3.1			\$28,955
	4	\$30,660	\$30,967	\$31,277
COMPLEX MANAGER (CFMG)	1	\$32,830	\$32,830	\$32,830
195 days/7 hours = 1365 hours	2	\$34,634	\$34,634	\$34,634
	3	\$36,795	\$36,795	\$36,795
	3.1			\$39,718
	4	\$41,801	\$42,219	\$42,641
ELEMENTARY SCHOOL CAFETERIA MANAGER (EFMG)	1	\$21,910	\$21,910	\$21,910
183 days/7 hours = 1281 hours	2	\$23,139	\$23,139	\$23,139
	3	\$24,369	\$24,369	\$24,369
	3.1			\$26,135
	4	\$27,351	\$27,625	\$27,901
MIDDLE SCHOOL CAFETERIA MANAGER (MFGM)	1	\$23,760	\$23,760	\$23,760
190 days/7 hours = 1330 hours	2	\$24,832	\$24,832	\$24,832
	3	\$25,919	\$25,919	\$25,919
	3.1			\$27,669
	4	\$28,840	\$29,128	\$29,419
FOOD SERVICE ASSOCIATE (FHR)	1	\$13.23	\$13.23	\$13.23
Part-time as scheduled based on assignment	2	\$14.02	\$14.02	\$14.02
	3	\$14.78	\$14.78	\$14.78
	3.1			\$15.86
	4	\$16.61	\$16.78	\$16.95

SALARY SCHEDULES – TRANSPORTATION

	STEP	2017-18	2018-19	2019-20
ASSISTANT ROUTER/LEAD DRIVER (ARLD)	1	\$49,203	\$49,203	\$49,203
	2	\$52,097	\$52,097	\$52,097
260 days/8 hours = 2080 hours	3	\$54,992	\$54,992	\$54,992
	3.1			\$59,040
	4	\$61,844	\$62,462	\$63,087
<hr/>				
BUS DRIVER (THR)	1	\$20.72	\$20.72	\$20.72
Part-time as schedule based on assignment	2	\$21.56	\$21.56	\$21.56
	3	\$22.33	\$22.33	\$22.33
	3.1			\$23.76
	4	\$24.69	\$24.94	\$25.19
<hr/>				
BUS AIDE /PARKING LOT ATTENDANT (ABPL)	1	\$12.77	\$12.77	\$12.77
Part-time as scheduled based on assignment	2	\$12.95	\$12.95	\$12.95
	3	\$13.12	\$13.12	\$13.12
	3.1			\$15.68
	4	\$17.87	\$18.05	\$18.23
<hr/>				
BUS AIDE/FOOD SERVICE (BAFS)	1	\$20,285	\$20,285	\$20,285
190 days/8 hours = 1520 hours	2	\$20,940	\$20,940	\$20,940
	3	\$21,550	\$21,550	\$21,550
	3.1			\$24,680
	4	\$27,262	\$27,535	\$27,810
<hr/>				
BUS DRIVER/FOOD SERVICE ASSOCIATE (BDFS)	1	\$28,078	\$28,078	\$28,078
190 days/8 hours = 1520 hours	2	\$29,356	\$29,356	\$29,356
	3	\$29,625	\$29,625	\$29,625
	3.1			\$32,139
	4	\$33,970	\$34,310	\$34,653
<hr/>				
LEAD BUS MECHANIC (LTMEC)	1	\$69,245	\$69,245	\$69,245
260 days/8 hours = 2080 hours	2	\$73,318	\$73,318	\$73,318
	3	\$77,392	\$77,392	\$77,392
	3.1			\$83,090
	4	\$87,038	\$87,908	\$88,787
<hr/>				
12-MONTH DRIVERS (T12)	1	\$47,310	\$47,310	\$47,310
260 days/8 hours = 2080 hours	2	\$50,094	\$50,094	\$50,094
	3	\$52,877	\$52,877	\$52,877
	3.1			\$56,769
	4	\$59,466	\$60,061	\$60,662
<hr/>				
BUS MECHANIC (TMEC)	1	\$61,825	\$61,825	\$61,825
260 days/8 hours = 2080 hours	2	\$65,462	\$65,462	\$65,462
	3	\$69,100	\$69,100	\$69,100
	3.1			\$74,187
	4	\$77,713	\$78,490	\$79,275

SALARY SCHEDULES – CUSTODIAL SERVICES

	Step	2017-18	2018-19	2019-20
CUSTODIAN –DAY (CD)	1	\$44,354	\$44,354	\$44,354
260 days/8 hours = 2080 hours	2	\$45,946	\$45,946	\$45,946
	3	\$47,540	\$47,540	\$47,540
	3.1			\$52,718
	4	\$56,755	\$57,323	\$57,896
CUSTODIAN- NIGHT (CN)	1	\$47,543	\$47,543	\$47,543
260 days/8 hours = 2080 hours Differential = School year/40 days at day rate	2	\$49,217	\$49,217	\$49,217
	3	\$50,959	\$50,959	\$50,959
	3.1			\$56,508
	4	\$60,836	\$61,444	\$62,058
CUSTODIAN - NIGHT HIGH SCHOOL (CNHS)	1	\$48,123	\$48,123	\$48,123
260 days/8 hours = 2080 hours Differential = All year	2	\$49,852	\$49,852	\$49,852
	3	\$51,581	\$51,581	\$51,581
	3.1			\$57,499
	4	\$62,167	\$62,789	\$63,417
PART-TIME NIGHT CUSTODIAN (CHR)	1	\$23.13	\$23.13	\$23.13
190 days/4 hours maximum = 760 hours Differential included	2	\$23.98	\$23.98	\$23.98
	3	\$24.80	\$24.80	\$24.80
	3.1			\$27.50
	4	\$29.60	\$29.90	\$30.20
PART-TIME DAY WEEKEND CUSTODIAN (DWKD)	1	\$21.32	\$21.32	\$21.32
8 hours/day Sat/Sun September-June Must stay on campus – paid lunch	2	\$22.09	\$22.09	\$22.09
	3	\$22.85	\$22.85	\$22.85
	3.1			\$25.34
	4	\$27.28	\$27.55	\$27.83
PART-TIME NIGHT WEEKEND CUSTODIAN (NWKD)	1	\$23.13	\$23.13	\$23.13
8 hours/day Sat/Sun September-June Must stay on campus – paid lunch Differential included	2	\$23.98	\$23.98	\$23.98
	3	\$24.80	\$24.80	\$24.80
	3.1			\$27.50
	4	\$29.60	\$29.90	\$30.20
HEAD CUSTODIAN/ SHIPPER RECEIVER (HCSR)	1	\$53,939	\$53,939	\$53,939
260 days/8 hours = 2080 hours	2	\$55,772	\$55,772	\$55,772
	3	\$57,600	\$57,600	\$57,600
	3.1			\$61,194
	4	\$63,511	\$64,146	\$64,787
LEAD CUSTODIAN (LCHC)	1	\$48,726	\$48,726	\$48,726
260 days/8 hours = 2080 hours Differential = All year	2	\$50,456	\$50,456	\$50,456
	3	\$52,186	\$52,186	\$52,186
	3.1			\$58,130
	4	\$62,813	\$63,441	\$64,075

APPENDIX C³**2017-2018 Professional Salary Schedule**

STEP	BACH	B+9	B+15	B+24	MAST	M+15	M+30	M+60	DOCT
LTS1 (1)	\$ 54,508	\$ 55,283	\$ 55,771	\$ 56,807	\$ 59,868	\$ 61,550	\$ 63,227	\$ 64,910	\$ 67,946
LTS2 (2)	\$ 54,820	\$ 55,594	\$ 56,083	\$ 57,119	\$ 60,179	\$ 61,861	\$ 63,539	\$ 65,222	\$ 68,258
1 (3)	\$ 55,131	\$ 55,906	\$ 56,394	\$ 57,431	\$ 60,491	\$ 62,173	\$ 63,851	\$ 65,534	\$ 68,570
2 (4)	\$ 57,634	\$ 58,143	\$ 58,650	\$ 60,015	\$ 63,969	\$ 65,748	\$ 67,523	\$ 69,302	\$ 72,341
3 (5)	\$ 59,939	\$ 60,468	\$ 60,995	\$ 62,715	\$ 67,648	\$ 69,528	\$ 71,406	\$ 73,287	\$ 76,321
4 (6)	\$ 62,336	\$ 62,886	\$ 63,436	\$ 65,538	\$ 71,538	\$ 73,526	\$ 75,512	\$ 77,499	\$ 80,518
5 (7)	\$ 64,830	\$ 65,403	\$ 65,973	\$ 68,486	\$ 75,650	\$ 77,755	\$ 79,853	\$ 81,956	\$ 84,945
6 (8)	\$ 67,423	\$ 68,019	\$ 68,612	\$ 71,568	\$ 80,001	\$ 82,225	\$ 84,444	\$ 86,668	\$ 89,618
7 (9)	\$ 70,120	\$ 70,739	\$ 71,356	\$ 74,789	\$ 84,600	\$ 86,952	\$ 89,300	\$ 91,653	\$ 94,547
8 (10)	\$ 72,925	\$ 73,568	\$ 74,210	\$ 78,155	\$ 89,465	\$ 91,952	\$ 94,434	\$ 96,923	\$ 99,748
9 (11)	\$ 75,841	\$ 76,510	\$ 77,179	\$ 81,671	\$ 94,609	\$ 97,240	\$ 99,866	\$ 102,496	\$ 105,233
10 (12)	\$ 78,875	\$ 79,572	\$ 80,266	\$ 85,346	\$ 100,048	\$ 102,831	\$ 105,607	\$ 108,389	\$ 111,021
11 (12.1)	\$ 81,798	\$ 82,521	\$ 83,240	\$ 88,661	\$ 104,379	\$ 107,283	\$ 110,179	\$ 113,081	\$ 115,728
12 (12.2)	\$ 84,721	\$ 85,469	\$ 86,215	\$ 91,976	\$ 108,710	\$ 111,734	\$ 114,750	\$ 117,773	\$ 120,435
13	\$ 87,644	\$ 88,418	\$ 89,189	\$ 95,290	\$ 113,042	\$ 116,186	\$ 119,322	\$ 122,464	\$ 125,142

* Nonrecurring \$750 cash bonus if on Step 13 in 2016-17

³ See Appendix G for salary schedule implementation language per Arbitrator's Award.

2018-2019 Professional Salary Schedule

Step	BACH	B+9	B+15	B+24	MAST	M+15	M+30	M+60	DOCT
LTS1 (1)	\$ 54,508	\$ 55,283	\$ 55,771	\$ 56,807	\$ 59,868	\$ 61,550	\$ 63,227	\$ 64,910	\$ 67,946
LTS2 (2)	\$ 54,820	\$ 55,594	\$ 56,083	\$ 57,119	\$ 60,179	\$ 61,861	\$ 63,539	\$ 65,222	\$ 68,258
1 (3)	\$ 55,131	\$ 55,906	\$ 56,394	\$ 57,431	\$ 60,491	\$ 62,173	\$ 63,851	\$ 65,534	\$ 68,570
2 (4)	\$ 57,634	\$ 58,143	\$ 58,650	\$ 60,015	\$ 63,969	\$ 65,748	\$ 67,523	\$ 69,302	\$ 72,341
3 (5)	\$ 59,939	\$ 60,468	\$ 60,995	\$ 62,715	\$ 67,648	\$ 69,528	\$ 71,406	\$ 73,287	\$ 76,321
4 (6)	\$ 62,336	\$ 62,886	\$ 63,436	\$ 65,538	\$ 71,538	\$ 73,526	\$ 75,512	\$ 77,499	\$ 80,518
5 (7)	\$ 64,830	\$ 65,403	\$ 65,973	\$ 68,486	\$ 75,650	\$ 77,755	\$ 79,853	\$ 81,956	\$ 84,945
6 (8)	\$ 67,423	\$ 68,019	\$ 68,612	\$ 71,568	\$ 80,001	\$ 82,225	\$ 84,444	\$ 86,668	\$ 89,618
7 (9)	\$ 70,120	\$ 70,739	\$ 71,356	\$ 74,789	\$ 84,600	\$ 86,952	\$ 89,300	\$ 91,653	\$ 94,547
8 (10)	\$ 72,925	\$ 73,568	\$ 74,210	\$ 78,155	\$ 89,465	\$ 91,952	\$ 94,434	\$ 96,923	\$ 99,748
9 (11)	\$ 75,841	\$ 76,510	\$ 77,179	\$ 81,671	\$ 94,609	\$ 97,240	\$ 99,866	\$ 102,496	\$ 105,233
10 (12)	\$ 78,875	\$ 79,572	\$ 80,266	\$ 85,346	\$ 100,048	\$ 102,831	\$ 105,607	\$ 108,389	\$ 111,021
11 (12.1)	\$ 81,944	\$ 82,668	\$ 83,389	\$ 88,820	\$ 104,568	\$ 107,476	\$ 110,377	\$ 113,285	\$ 115,936
12 (12.2)	\$ 85,013	\$ 85,764	\$ 86,512	\$ 92,293	\$ 109,087	\$ 112,122	\$ 115,148	\$ 118,181	\$ 120,852
13	\$ 88,082	\$ 88,860	\$ 89,635	\$ 95,767	\$ 113,607	\$ 116,767	\$ 119,918	\$ 123,077	\$ 125,767
*	\$ 881	\$ 889	\$ 896	\$ 958	\$ 1,136	\$ 1,168	\$ 1,199	\$ 1,231	\$ 1,258

* Nonrecurring 1% cash bonus if on Step 13 in 2017-18

2019-2020 Professional Salary Schedule

STEP	BACH	B+9	B+15	B+24	MAST	M+15	M+30	M+60	DOCT
LTS1 (1)	\$ 54,508	\$55,283	\$55,771	\$56,807	\$ 59,868	\$61,550	\$ 63,227	\$64,910	\$ 67,946
LTS2 (2)	\$ 54,820	\$55,594	\$56,083	\$57,119	\$ 60,179	\$61,861	\$ 63,539	\$65,222	\$ 68,258
1 (3)	\$ 55,131	\$55,906	\$56,394	\$57,431	\$ 60,491	\$62,173	\$ 63,851	\$65,534	\$ 68,570
2 (4)	\$ 57,634	\$58,143	\$58,650	\$60,015	\$ 63,969	\$65,748	\$ 67,523	\$69,302	\$ 72,341
3 (5)	\$ 59,939	\$60,468	\$60,995	\$62,715	\$ 67,648	\$69,528	\$ 71,406	\$73,287	\$ 76,321
4 (6)	\$ 62,336	\$62,886	\$63,436	\$65,538	\$ 71,538	\$73,526	\$ 75,512	\$77,499	\$ 80,518
5 (7)	\$ 64,830	\$65,403	\$65,973	\$68,486	\$ 75,650	\$77,755	\$ 79,853	\$81,956	\$ 84,945
6 (8)	\$ 67,423	\$68,019	\$68,612	\$71,568	\$ 80,001	\$82,225	\$ 84,444	\$86,668	\$ 89,618
7 (9)	\$ 70,120	\$70,739	\$71,356	\$74,789	\$ 84,600	\$86,952	\$ 89,300	\$91,653	\$ 94,547
8 (10)	\$ 72,925	\$73,568	\$74,210	\$78,155	\$ 89,465	\$91,952	\$ 94,434	\$96,923	\$ 99,748
9 (11)	\$ 75,841	\$76,510	\$77,179	\$81,671	\$ 94,609	\$97,240	\$ 99,866	\$102,496	\$105,233
10 (12)	\$ 78,875	\$79,572	\$80,266	\$85,346	\$ 100,048	\$102,831	\$105,607	\$108,389	\$111,021
11 (12.1)	\$ 82,091	\$82,816	\$83,538	\$88,979	\$ 104,757	\$107,671	\$110,577	\$113,490	\$116,146
12 (12.2)	\$ 85,306	\$86,060	\$86,811	\$92,612	\$ 109,466	\$112,511	\$115,548	\$118,591	\$121,271
13	\$ 88,522	\$89,304	\$90,083	\$96,246	\$ 114,175	\$117,351	\$120,518	\$123,692	\$126,396
*	\$ 885	\$ 893	\$ 901	\$ 962	\$ 1,142	\$ 1,174	\$ 1,205	\$ 1,237	\$ 1,264

* Nonrecurring 1% cash bonus if on Step 13 in 2018-19

APPENDIX D EPER ACTIVITIES⁴

<u>K-12 Activities</u>			
<u>Pay Rate</u>	<u>EPER Activity</u>	<u>2018-19</u>	<u>2019-20</u>
Stipend	Bus Duty Monitor	\$2,671	\$2,671
Hourly	Computer Support/Library Monitor	\$41.99	\$41.99
Hourly	Detention Monitor	\$31.81	\$31.81
Hourly	Event Security Monitor	\$31.80	\$31.80
Hourly	Homebound Tutor	\$39.44	\$39.44
Hourly	Intramural Sponsor	\$31.80	\$31.80
<u>Middle School</u>			
<u>Pay Rate</u>	<u>EPER Activity</u>	<u>2018-19</u>	<u>2019-20</u>
Stipend	MS Assistant AD/Facilities Manager	\$9,697	\$9,697
Stipend	MS Assistant Equipment Manager	\$1,671	\$1,671
Stipend	MS 7th - 8th Grade Teams Coach	\$3,049	\$3,049
Stipend	MS 7th - 8th Grade Teams Assistant Coach (if needed)	\$2,542	\$2,542
Game	MS Basketball Scorer	\$33.08	\$33.08
Game	MS Basketball Timer	\$33.08	\$33.08
Stipend	MS Drama Artistic Coordinator	\$3,202	\$3,202
Stipend	MS Drama Director	\$2,532	\$2,532
Stipend	MS Drama Musical Director	\$3,795	\$3,795
Stipend	MS Drama Technical Coordinator	\$3,201	\$3,201
Stipend	MS Equipment Manager	\$2,491	\$2,491
Stipend	MS FAD Sponsor	\$2,952	\$2,952
Stipend	MS Football Head Coach (Unlimited)	\$3,049	\$3,049
Stipend	MS Football Coach (Unlimited)	\$2,542	\$2,542
Stipend	MS Football Head Coach (115)	\$3,049	\$3,049
Stipend	MS Football Coach (115)	\$2,542	\$2,542
Game	MS Football Down Yardage Marker	\$33.08	\$33.08
Stipend	MS Newspaper Sponsor	\$2,705	\$2,705
Stipend	MS Science Olympiad Head Coach*	\$3,916	\$3,916
Stipend	MS Science Olympiad Coach*	\$1,957	\$1,957
Stipend	MS Science Olympiad Head Club Sponsor	\$3,060	\$3,060
Stipend	MS Science Olympiad Asst. Club Sponsor	\$2,295	\$2,295
Stipend	MS Science Olympiad Head Coach - Ext. Season**	\$3,060	\$3,060
Stipend	MS Science Olympiad Asst. Coach – Ext. Season**	\$2,295	\$2,295
Stipend	MS Student Council Monitor	\$3,698	\$3,698
Stipend	MS Track Head Coach	\$3,049	\$3,049
Stipend	MS Track Coach	\$2,542	\$2,542
Game	MS Track Judge (Dual Meet)	\$59.80	\$59.80
Game	MS Track Starter (Dual Meet)	\$76.35	\$76.35
Game	MS Track Timer (Dual Meet)	\$59.80	\$59.80
Stipend	MS TSA/Engineering Head Coach*	\$3,916	\$3,916
Stipend	MS TSA/Engineering Coach*	\$1,957	\$1,957
Stipend	MS TSA/Engineering Head Club Advisor	\$2,918	\$2,918
Stipend	MS TSA/Engineering Asst. Club Advisor	\$2,123	\$2,123

⁴ See Collective Bargaining Agreement between LMSD and LMEA for the School Years 2015-16 and 2016-17 for 2017-18 EPER rates. The 2017-18 EPER rates are the same as the 2016-17 EPER rates.

Stipend	MS TSA/Engineering Head Coach – Ext. Season**	\$2,175	\$2,175
Stipend	MS TSA/Engineering Asst. Coach – Ext. Season**	\$1,729	\$1,729
Stipend	MS Wrestling Head Coach	\$3,320	\$3,320
Stipend	MS Wrestling Coach	\$2,968	\$2,968
Game	MS Wrestling Scorer	\$39.44	\$39.44
Game	MS Wrestling Timer	\$39.44	\$39.44
Stipend	MS Yearbook Sponsor	\$3,510	\$3,510

High School

<u>Pay Rate</u>	<u>EPER Activity</u>	<u>2018-19</u>	<u>2019-20</u>
Stipend	HS Academic Decathlon Sponsor	\$2,807	\$2,807
Stipend	HS Amnesty International Sponsor	\$2,148	\$2,148
Stipend	HS Art Forum Sponsor	\$2,004	\$2,004
Stipend	HS Assistant Athletic Director	\$10,795	\$10,795
Stipend	HS Band Director	\$9,857	\$9,857
Stipend	HS Band Assistant Director	\$3,703	\$3,703
Stipend	HS Baseball/Softball Head Coach	\$6,005	\$6,005
Stipend	HS Baseball/Softball Coach (Varsity Asst./JV)	\$4,620	\$4,620
Stipend	HS Baseball/Softball Coach (9th Grade)	\$3,385	\$3,385
Stipend	HS Basketball Head Coach	\$7,854	\$7,854
Stipend	HS Basketball Coach (Varsity Asst./JV)	\$5,817	\$5,817
Stipend	HS Basketball Coach (9th Grade)	\$4,216	\$4,216
Game	HS Basketball Game Supervisor	\$142.53	\$142.53
Game	HS Basketball Scorer	\$67.44	\$67.44
Event	HS Basketball Scout (up to 15 games)	\$78.91	\$78.91
Hourly	HS Basketball Security	\$31.80	\$31.80
Game	HS Basketball Ticket Seller/Taker	\$67.44	\$67.44
Game	HS Basketball Timer	\$67.44	\$67.44
Game	HS Basketball Timer/Scorer (9th Grade)	\$67.44	\$67.44
Stipend	HS Best Buddies	\$2,581	\$2,581
Stipend	HS Chamber Choir Director	\$4,863	\$4,863
Stipend	HS Cheerleading Head Coach	\$9,658	\$9,658
Stipend	HS Cheerleading Coach (Varsity Asst./JV)	\$8,497	\$8,497
Stipend	HS Chess Club Sponsor	\$2,229	\$2,229
Stipend	HS Crew Head Coach	\$7,552	\$7,552
Stipend	HS Crew Coach	\$5,805	\$5,805
Stipend	HS Cross Country Head Coach	\$5,457	\$5,457
Stipend	HS Cross Country Coach	\$4,198	\$4,198
Stipend	HS Dance Team	\$2,189	\$2,189
Stipend	HS Debate Sponsor	\$3,458	\$3,458
Stipend	HS Diving Coach	\$3,759	\$3,759
Stipend	HS Drama Coordinator (2 Shows)	\$7,510	\$7,510
Stipend	HS Drama Coordinator (3 Shows)	\$11,262	\$11,262
Hourly	HS Drama Sponsor (Acting, Costumes, Music (Musicals only), Sound & Lighting, Scenery)	\$31.80	\$31.80
Stipend	HS Drama Stage Crew/AV Manager	\$8,498	\$8,498
Stipend	HS Drill Team Coach	\$5,279	\$5,279
Stipend	HS Environmental Club Sponsor	\$2,436	\$2,436
Stipend	HS FAD/SADD Sponsor	\$3,087	\$3,087
Stipend	HS Field Hockey Head Coach	\$5,786	\$5,786
Stipend	HS Field Hockey Coach (Varsity Asst./JV/JVB)	\$4,451	\$4,451
Stipend	HS Film & Photography Sponsor	\$4,294	\$4,294
Stipend	HS Flower Show Head Sponsor	\$2,864	\$2,864
Stipend	HS Flower Show Sponsor	\$2,530	\$2,530
Stipend	HS Football Head Coach	\$11,286	\$11,286

Stipend	HS Football Coach (Varsity Asst./JV/9th Grade)	\$8,059	\$8,059
Game	HS Football Building Supervisor	\$59.80	\$59.80
Game	HS Football Down Yardage Marker	\$55.99	\$55.99
Game	HS Football Head Field Security	\$92.90	\$92.90
Game	HS Football Field Security	\$90.34	\$90.34
Game	HS Football Field Supervisor	\$50.91	\$50.91
Game	HS Football Game Supervisor	\$142.52	\$142.52
Game	HS Football Public Address	\$67.44	\$67.44
Game	HS Football Scorer	\$67.44	\$67.44
Event	HS Football Scout (up to 25 games)	\$122.18	\$122.18
Game	HS Football Head Ticket Seller/Taker	\$76.35	\$76.35
Game	HS Football Ticket Seller	\$59.80	\$59.80
Game	HS Football Timer	\$67.42	\$67.42
Game	HS Field Hockey Timer	\$67.42	\$67.42
Stipend	HS Friendship Club	\$2,581	\$2,581
Stipend	HS Golf Head Coach	\$3,059	\$3,059
Stipend	HS Golf Coach (Varsity Asst./JV)	\$2,043	\$2,043
Stipend	HS Grade Sponsor (Grade 9)	\$3,417	\$3,417
Stipend	HS Grade Sponsor (Grade 10)	\$3,481	\$3,481
Stipend	HS Grade Sponsor (Grade 11)	\$4,330	\$4,330
Stipend	HS Grade Sponsor (Grade 12)	\$4,593	\$4,593
Stipend	HS GSA	\$2,297	\$2,297
Stipend	HS Ice Hockey Head Coach	\$7,564	\$7,564
Stipend	HS Ice Hockey Coach (Varsity Asst./JV)	\$6,787	\$6,787
Stipend	HS HOPE Sponsor	\$2,119	\$2,119
Stipend	HS Indoor Track Head Coach	\$9,395	\$9,395
Stipend	HS Indoor Track Coach (Varsity Asst.)	\$7,227	\$7,227
Stipend	HS Jazz Band Director	\$5,864	\$5,864
Stipend	HS Lacrosse Head Coach	\$5,751	\$5,751
Stipend	HS Lacrosse Coach (Varsity Asst./JV)	\$4,422	\$4,422
Stipend	HS Lacrosse Coach (9th Grade) (JVB)	\$3,758	\$3,758
Event	HS Lacrosse Scout (up to 10 games)	\$78.91	\$78.91
Game	HS Lacrosse Timer	\$67.44	\$67.44
Stipend	HS Language Club Sponsor	\$3,227	\$3,227
Stipend	HS Literary Magazine Sponsor	\$2,760	\$2,760
Stipend	HS LMSDTV Sponsor	\$4,095	\$4,095
Stipend	HS Mock Trial Sponsor	\$2,421	\$2,421
Stipend	HS Math Club Sponsor	\$2,522	\$2,522
Stipend	HS National Honor Society Sponsor	\$2,977	\$2,977
Stipend	HS Newspaper Advisor	\$7,940	\$7,940
Stipend	HS Newspaper Business Manager	\$3,913	\$3,913
Stipend	HS Outdoor Track Head Coach	\$6,354	\$6,354
Stipend	HS Outdoor Track Coach (Varsity Asst.)	\$4,889	\$4,889
Stipend	HS SAGE	\$3,947	\$3,947
Stipend	HS School Store Sponsor	\$3,149	\$3,149
Stipend	HS Science Olympiad Head Coach - Competition*	\$5,207	\$5,207
Stipend	HS Science Olympiad Asst. Coach - Competition*	\$3,906	\$3,906
Stipend	HS Science Olympiad Head Club Sponsor	\$3,075	\$3,075
Stipend	HS Science Olympiad Assistant Club Sponsor	\$2,306	\$2,306
Stipend	HS Science Olympiad Head Coach – Ext. Season**	\$3,106	\$3,106
Stipend	HS Science Olympiad Asst. Coach – Ext. Season**	\$2,329	\$2,329
Stipend	HS Service League Sponsor	\$2,491	\$2,491
Stipend	HS Soccer Head Coach	\$6,835	\$6,835
Stipend	HS Soccer Coach (Varsity Asst./JV)	\$6,309	\$6,309

Stipend	HS Soccer Coach (9th Grade)	\$3,615	\$3,615
Event	HS Soccer Scout (up to 10 games)	\$78.91	\$78.91
Game	HS Soccer Timer	\$67.44	\$67.44
Stipend	HS Speech Club Sponsor	\$2,765	\$2,765
Stipend	HS Squash Head Coach	\$2,774	\$2,774
Stipend	HS Squash Coach	\$2,220	\$2,220
Stipend	HS Student Council Sponsor	\$5,058	\$5,058
Stipend	HS Student Voice Sponsor	\$2,951	\$2,951
Stipend	HS Swimming Coach	\$4,487	\$4,487
Stipend	HS Tennis Head Coach	\$4,810	\$4,810
Stipend	HS Tennis Coach (JV)	\$3,978	\$3,978
Stipend	HS Tiyatro Sponsor	\$6,284	\$6,284
Game	HS Track Judge (Dual Meet)	\$55.99	\$55.99
Game	HS Track Judge (Tri Meet)	\$73.80	\$73.80
Game	HS Track Starter (Dual Meet)	\$72.53	\$72.53
Game	HS Track Starter (Tri Meet)	\$90.34	\$90.34
Game	HS Track Timer (Dual Meet)	\$50.91	\$50.91
Game	HS Track Timer (Tri Meet)	\$71.26	\$71.26
Stipend	HS TSA/Engineering Head Coach - Competition*	\$4,416	\$4,416
Stipend	HS TSA/Engineering Asst. Coach - Competition*	\$3,509	\$3,509
Stipend	HS TSA/Engineering Head Club Advisor	\$2,933	\$2,933
Stipend	HS TSA/Engineering Asst. Club Advisor	\$2,133	\$2,133
Stipend	HS TSA/Engineering Head Coach Ext. Season**	\$2,207	\$2,207
Stipend	HS TSA/Engineering Asst. Coach Ext. Season**	\$1,755	\$1,755
Stipend	HS Ultimate Frisbee Coach	\$7,029	\$7,029
Stipend	HS Volleyball Head Coach	\$4,953	\$4,953
Stipend	HS Volleyball Coach (Varsity Asst./JV/9th Grade)	\$3,810	\$3,810
Stipend	HS World Affairs Club Sponsor	\$4,464	\$4,464
Stipend	HS Wrestling Head Coach	\$8,527	\$8,527
Stipend	HS Wrestling Coach (Varsity Asst./JV)	\$6,558	\$6,558
Game	HS Wrestling Game Supervisor	\$142.52	\$142.52
Game	HS Wrestling Scorer	\$67.44	\$67.44
Game	HS Wrestling Security	\$33.84	\$33.84
Game	HS Wrestling Ticket Seller/Taker	\$67.44	\$67.44
Game	HS Wrestling Timer	\$67.44	\$67.44
Stipend	HS Yearbook Advisor	\$7,970	\$7,970
Stipend	HS Yearbook Business Manager	\$3,870	\$3,870

* From Regionals through State Competition

** After State Competition

APPENDIX E
EPER ACTIVITIES REVIEW PROCEDURE

I. The individual shall:

1. Discuss the new conditions with the building principal
2. Identify what has changed that merits a compensation review
3. Identify the number of students involved
4. Complete the attached questionnaire
5. Write a summary of the discussion
6. Send copies to LMEA CNC and the Director Human Resources no later than February 1

II. The principal shall:

1. Discuss the condition(s) with the individual
2. Review the assistant principal/athletic director’s analysis of the conditions
3. Review the proposal and discussion
4. Complete a written recommendation
5. Send copies to the LMEA CNC and the Director of Human Resources

III. The Combined Negotiations Committees shall:

1. Review the materials
2. Make appropriate recommendations to negotiate salary
3. Complete the process by March 1 if possible

IV. **EPER SALARY = T * UNIT VALUE**

$$T* = \frac{[S + 2E + 3V]}{30} + \text{Participation} + \text{Knowledge} + \text{Pressure}$$

S= TOTAL AFTER SCHOOL HOURS

E= EVENINGS

V= SATURDAY + SUNDAY + SCHOOL CLOSING

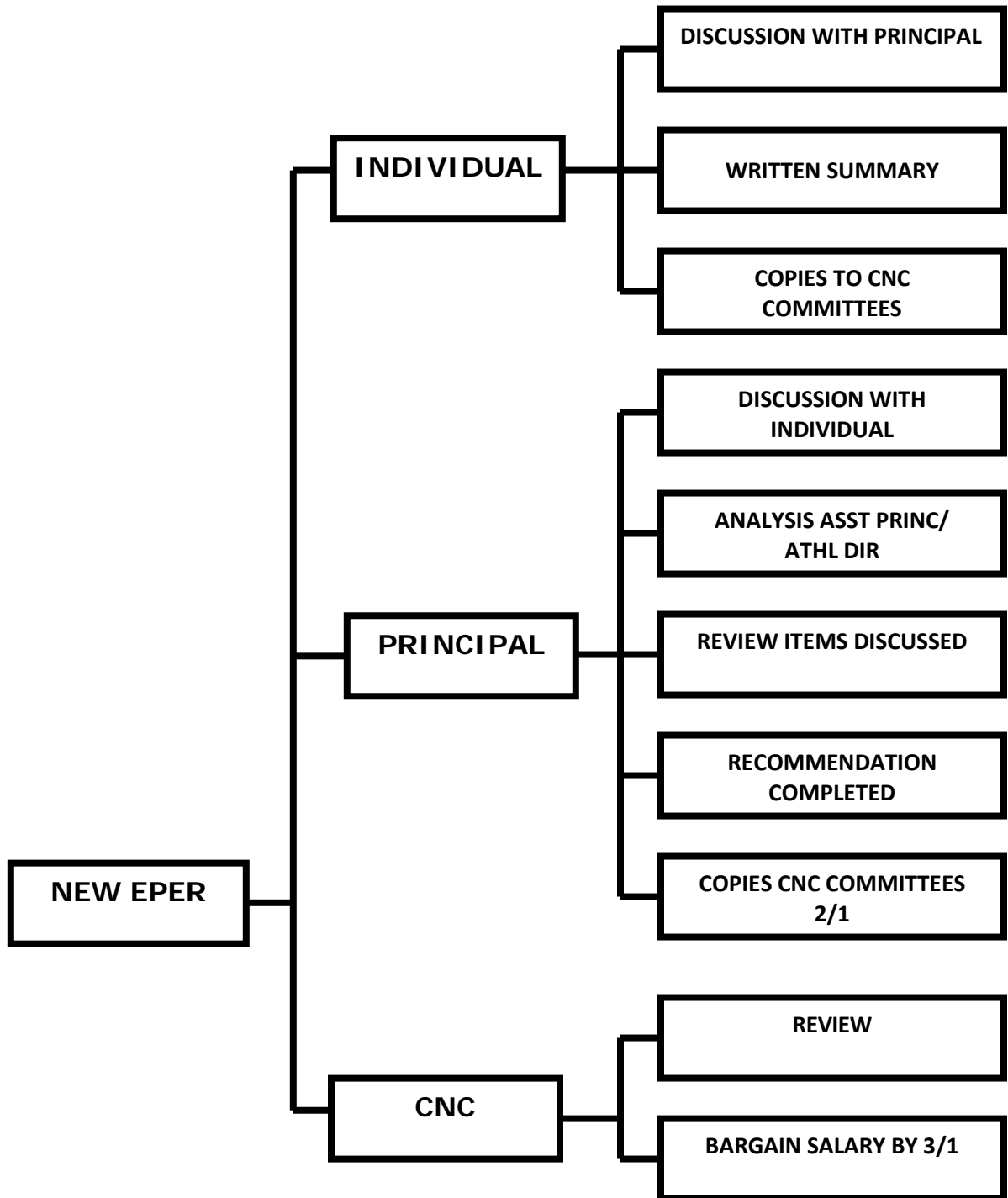
PARTICIPATION	15 OR LESS PARTICIPANTS	= 1
PARTICIPATION	MORE THAN 15	= 2
KNOWLEDGE		= 1 OR 2
PRESSURE		= 1 OR 2

* T is rounded up

UNIT VALUES

2018-2019	\$263
2019-2020	\$263

APPENDIX E
EPER ACTIVITIES REVIEW PROCEDURE



APPENDIX F
Salary Banding for Premium Contributions 2019-2020

Band	Salary Range	Plan and % of Premium			
		<u>PPO 1</u>	<u>PPO 2</u>	<u>HMO</u>	<u>DED</u>
A	<\$30K	6%	4%	2%	1%
B	\$30K-50K	9%	7%	3%	1.5%
C	\$50K-\$80K	11%	9%	5%	2%
D	\$80K-\$100K	13%	11%	9%	2.5%
E	\$100K-\$120K	14%	12%	11%	3%
F	\$120K+	16%	14%	13%	4%

APPENDIX G

Explanatory Comment – Revisions to Salary Schedules in Appendix B and Appendix C per Arbitration Award

YEAR 1: Effective upon Ratification:

- A. Effective September 1st, 2017, Appendix B shall be modified as follows:
 - 1. All Salary Schedules shall be modified to eliminate references to “nonrecurring cash bonus” if on Step 4 in the prior year.
 - 2. Effective September 1, 2017, the maximum step in each Appendix B Salary Schedule shall be adjusted by adding 2.0% to each maximum step.
 - 3. Effective September 1, 2017 employees not at the maximum step in Appendix B will advance one (1) step.

- B. Appendix C shall be modified by creating a new 2017-2018 Professional Salary Schedule which shall be modified as follows:
 - 1. Effective upon ratification, Step 13 will be increased by 2.0% and two (2) new steps will be inserted between Steps 12 and 13. The values for these new steps will be set equally between existing Step 12 and the new Step 13 after it has been increased by 2.0%
 - 2. Effective upon ratification, individuals on the Professional Salary schedule, not at the maximum step, will advance one (1) step.
 - 3. Employees on the maximum step at ratification (not moving on to the maximum step) shall receive a one-time bonus of \$750 following ratification.

YEAR 2: Effective September 1, 2018:

A. Appendix B:

The maximum step in each Appendix B Salary Schedule shall be adjusted by adding 1.0% to each maximum step and employees not at the maximum step in Appendix B will advance one (1) step.

B. Appendix C:

Effective on the 14th payroll of the 2018-2019 year, Step 13 will be increased by .5% and employees on the Professional Salary Schedule, not at the maximum step, will advance one (1) step. Employees who were on Step 13 (not moving onto Step 13) will receive a 1% non-recurring cash bonus.

YEAR 3: Effective September 1, 2019:

A. Appendix B:

Each Appendix B Salary Schedule will be modified to add an additional step between existing steps 3 and 4 at the midpoint between those steps. The maximum step in each Salary Schedule shall be adjusted by adding 1.0% to each maximum step and employees not at the maximum step in Appendix B will advance one (1) step.

B. Appendix C:

Effective September 1, Step 13 will be increased by .5% and employees on the Professional Salary Schedule, not at the maximum step, will advance one (1) step. Employees who were on Step 13 (not moving onto Step 13) will receive a 1% non-recurring cash bonus.

STEPS 1 AND 2 ON THE SALARY SCHEDULE

As shown on Appendix C:

Step movement for employees currently on Steps 1 and 2.

Effective with ratification employees currently on Step 2 (Group A) who are eligible for step movement will move to Step 3. Effective with ratification employees currently on step 1 who are eligible (Article 27, B.5) (Group B) will move to Step 3. Step 3 becomes Step 1 on the new renumbered schedule.

Effective on the 14th pay 2018-19 Group A employees who are eligible for step movement will move to step 2 (old step 4) and in September 2019, if eligible will move to step 3 (old step 5).

Effective on the 14th pay 2018-19 Group B employees will remain on step 1 (old step 3). In September 2019 Group B employees, if eligible will move to step 2 (old step 4).

INDEX

<u>Article</u>	<u>Page</u>
Accidents.....	12
Additional Professional Responsibilities (Professional Staff)	42
Association Days	11
Attacks.....	13
Cafeteria Employees’ Meals (Support Staff).....	40
College Recommendation Writing (Professional Staff)	43
Confidential Personnel File	14
Definitions.....	3
District/LMEA Collaboration Committee	12
Dues Deduction.....	9
Evaluations.....	62
Extra Pay for Extra Responsibility (EPER).....	35
Family and Medical Leave Act (FMLA)	63
Flexible Spending Account	51
Grants and New Programs (Professional Staff)	46
Grievance Procedure	5
Headings.....	63
Health and Accident Income Insurance	52
Health and Safety.....	61
Health Care Insurance.....	46
Individual Education Programs (IEPs) (Professional Staff)	61
Just Cause.....	53
Layoffs/Demotions.....	54
Layoffs/Subcontracting	54
Leave Because of Death in Family	16
Leave Because of Family Illness	16
Leave Because of Illness.....	14
Leave Because of Maternity	17
Leave for Childrearing.....	17
Length of Work Year	27
Length of Workday.....	26
Life Insurance	52
LMEA President.....	10
Maintenance of Membership	9
Movement From One Job To Another (Support Staff)	59
No Strike – No Lockout	62
Online Instruction (Professional)	64
Paid Holidays (Support Staff)	22
Payroll Procedures	24
Personal Days.....	20

Posting of Vacancies 59

PREAMBLE 3

Preparation Levels and Requirements (Professional Staff) 34

Procedures for Qualifying for Higher Salary Scales (Professional Staff)..... 34

Professional Meetings (Professional Staff)..... 43

Recognition 5

Reduction In Force/Seniority (Support Staff) 55

Release Time for PSEA/NEA/Officers/Directors 11

Reopening the Contract..... 63

Retraining/Study Leave (Professional Staff) 20

Sabbatical Leave of Absence (Professional Staff) 21

Salary Credit for Approved Travel (Professional Staff) 38

Salary Credit for Military Service (Professional Staff)..... 38

Salary Provisions 31

School Visits (Professional Staff)..... 45

Separability Clause..... 63

Severance Pay 40

Signatures 66

Staff/Parent Communication..... 64

Teacher Workload..... 64

Temporary Assignments (Support Staff) 61

Term of Agreement..... 5

Transfers 58

Transportation Procedures (Support Staff) 60

Tuition Reimbursement 41

Uniforms (Support Staff)..... 38

Vacation Schedule (Support Staff)..... 23

Working Conditions 61

APPENDIX A – MEMORANDA OF UNDERSTANDING

APPENDIX B – SUPPORT STAFF SALARY SCHEDULES

APPENDIX C – PROFESSIONAL SALARY SCHEDULES

APPENDIX D – EPER PAYMENT SCHEDULES

APPENDIX E – EPER PROCEDURES

APPENDIX F – SALARY BANDING FOR PREMIUM CONTRIBUTIONS 2019-2020

APPENDIX G – EXPLANATORY COMMENT – REVISIONS TO SALARY SCHEDULES IN APPENDIX B AND APPENDIX C PER ARBITRATION AWARD