



**CONTRACT AGREEMENT BETWEEN THE
LOWER MERION BOARD OF SCHOOL
DIRECTORS AND THE LOWER MERION
EDUCATION ASSOCIATION, PSEA-NEA,
EFFECTIVE FOR THE SCHOOL YEARS 2020-21,
2021-22, 2022-23, AND 2023-24**

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>Page</u>
PREAMBLE.....	3
DEFINITIONS.....	3
RECOGNITION	4
TERM OF AGREEMENT.....	4
GRIEVANCE PROCEDURE	5
DUES DEDUCTION	8
MAINTENANCE OF MEMBERSHIP	9
LMEA PRESIDENT	9
ASSOCIATION DAYS.....	10
RELEASE TIME FOR PSEA/NEA/OFFICERS/DIRECTORS	10
DISTRICT/LMEA COLLABORATION COMMITTEE	11
ACCIDENTS.....	11
ATTACKS	12
CONFIDENTIAL PERSONNEL FILE.....	12
LEAVE BECAUSE OF ILLNESS.....	13
LEAVE BECAUSE OF FAMILY ILLNESS	14
LEAVE BECAUSE OF DEATH IN FAMILY	15
LEAVE BECAUSE OF MATERNITY	15
LEAVE FOR CHILDREARING.....	16
RETRAINING/STUDY LEAVE (PROFESSIONAL STAFF).....	18
PERSONAL DAYS	18
SABBATICAL LEAVE OF ABSENCE (PROFESSIONAL STAFF).....	19
PAID HOLIDAYS (SUPPORT STAFF).....	19
VACATION SCHEDULE (SUPPORT STAFF).....	20
PAYROLL PROCEDURES	21
LENGTH OF WORKDAY	23
LENGTH OF WORK YEAR	25
SALARY PROVISIONS.....	28
PREPARATION LEVELS AND REQUIREMENTS (PROFESSIONAL STAFF).....	31
PROCEDURES FOR QUALIFYING FOR HIGHER SALARY SCALES (PROFESSIONAL STAFF)	31
EXTRA PAY FOR EXTRA RESPONSIBILITY (EPER).....	32
SALARY CREDIT FOR APPROVED TRAVEL (PROFESSIONAL STAFF)	34
SALARY CREDIT FOR MILITARY SERVICE (PROFESSIONAL STAFF).....	35
UNIFORMS (SUPPORT STAFF)	35
CAFETERIA EMPLOYEES’ MEALS (SUPPORT STAFF).....	36
SEVERANCE PAY	36
TUITION REIMBURSEMENT.....	37
ADDITIONAL PROFESSIONAL RESPONSIBILITIES (PROFESSIONAL STAFF).....	38
COLLEGE RECOMMENDATION WRITING (PROFESSIONAL STAFF)	39
PROFESSIONAL MEETINGS (PROFESSIONAL STAFF)	39
SCHOOL VISITS (PROFESSIONAL STAFF)	41
GRANTS AND NEW PROGRAMS (PROFESSIONAL STAFF).....	41
HEALTH CARE INSURANCE.....	42
FLEXIBLE SPENDING ACCOUNT	44
HEALTH AND ACCIDENT INCOME INSURANCE	45
LIFE INSURANCE	45
JUST CAUSE.....	45

LAYOFFS/SUBCONTRACTING.....46
LAYOFFS/DEMOTIONS.....47
REDUCTION IN FORCE/SENIORITY (SUPPORT STAFF).....48
TRANSFERS50
MOVEMENT FROM ONE JOB TO ANOTHER (SUPPORT STAFF).....51
POSTING OF VACANCIES51
TRANSPORTATION PROCEDURES (SUPPORT STAFF).....52
WORKING CONDITIONS.....53
TEMPORARY ASSIGNMENTS (SUPPORT STAFF).....53
HEALTH AND SAFETY53
INDIVIDUAL EDUCATION PROGRAMS (IEPS) (PROFESSIONAL STAFF).....53
EVALUATIONS53
NO STRIKE – NO LOCKOUT.....54
HEADINGS54
REOPENING THE CONTRACT54
SEPARABILITY CLAUSE54
FAMILY AND MEDICAL LEAVE ACT (FMLA).....55
STAFF/PARENT COMMUNICATION55
HIGH SCHOOL TEACHER WORKLOAD AND ONLINE INSTRUCTION (PROFESSIONAL).....56
SIGNATURES56

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. **"District"** shall mean the Lower Merion School District, Ardmore, Pennsylvania.
- F. **"Employee"** shall mean the professionals and support employees who are regularly scheduled to work.
- G. **"Head Coach"** shall mean one of the coaches of an athletic team having more than one (1) coach.
- H. **"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 their home.
- I. **"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.
- J. **"Parties"** shall mean the Board and the Association.

- K. **"Principal"** shall mean the administrative head of the school to which the employee is currently assigned.
- L. **"Salary"** shall mean the amount of money the employees shall receive for their contracted work year, day or hour.
- M. **"State"** shall mean the Commonwealth of Pennsylvania.
- N. **"Superintendent"** shall mean the chief executive officer of the 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 26.
- 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, 2020 and shall continue in full force until June 30, 2024 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 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 Human Resources Manager 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 Human Resources Manager 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 Human Resources Manager 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 Human Resources Manager 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 their 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 be limited to evidence and arguments presented to the arbitrator 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 student 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 student 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 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 14 of this Agreement.
- B. If the accident under Section A., above, has been caused by the affected employee's negligence, then the Workers' Compensation payment for time lost from work shall be considered an offset, to that extent, against Board payments under Article 14 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 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 District, except material received prior to the individual's employment by the 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 District and shall have subtracted therefrom 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 access 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 access 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 Human Resources Manager 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 B.2., above, the employee shall return to service on the thirty-first (31st) calendar day after childbirth and, upon return, shall provide to the Human Resources Manager 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 Human Resources Manager 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 Human Resources Manager.
- 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 their 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 their work calendar, but before Midyear, the Employee must extend their 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 their Child Rearing Leave for an additional school/work year of half school/work year provided the employee notifies the District's Human Resources Department of their 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 Human Resources Manager 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 Human Resources Manager 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 four (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., above).
 - 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. 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 their 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 their return to work.
- E. If not used by the employee, all unused personal days, shall be added each year to their 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 their salary. In addition, the employee shall receive a written warning that failure to comply with the policies of the District could result in dismissal.
- G. An employee who does not work the full work schedule as shown on the calendar for their 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 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 District.
 - 4. Employees will be notified within two (2) weeks if their vacation request is not approved.
 - 5. The employee may change the dates requested by informing their supervisor a minimum of two (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 two (2) hours in advance of their 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:

12-Month Employees				
# of Pays	2020-21	2021-22	2022-23	2023-24
1	7/10/2020	7/9/2021	7/8/2022	7/7/2023
2	7/24/2020	7/23/2021	7/22/2022	7/21/2023
3	8/7/2020	8/6/2021	8/5/2022	8/4/2023
4	8/21/2020	8/20/2021	8/19/2022	8/18/2023
5	9/4/2020	9/3/2021	9/2/2022	9/1/2023
6	9/18/2020	9/17/2021	9/16/2022	9/15/2023
7	10/2/2020	10/1/2021	9/30/2022	9/29/2023
8	10/16/2020	10/15/2021	10/14/2022	10/13/2023
9	10/30/2020	10/29/2021	10/28/2022	10/27/2023
10	11/13/2020	11/12/2021	11/11/2022	11/10/2023
11	11/27/2020	11/26/2021	11/25/2022	11/24/2023
12	12/11/2020	12/10/2021	12/9/2022	12/8/2023
13	12/25/2020	12/24/2021	12/23/2022	12/22/2023
14	1/8/2021	1/7/2022	1/6/2023	1/5/2024
15	1/22/2021	1/21/2022	1/20/2023	1/19/2024
16	2/5/2021	2/4/2022	2/3/2023	2/2/2024
17	2/19/2021	2/18/2022	2/17/2023	2/16/2024
18	3/5/2021	3/4/2022	3/3/2023	3/1/2024
19	3/19/2021	3/18/2022	3/17/2023	3/15/2024
20	4/2/2021	4/1/2022	3/31/2023	3/29/2024
21	4/16/2021	4/15/2022	4/14/2023	4/12/2024
22	4/30/2021	4/29/2022	4/28/2023	4/26/2024
23	5/14/2021	5/13/2022	5/12/2023	5/10/2024
24	5/28/2021	5/27/2022	5/26/2023	5/24/2024
25	6/11/2021	6/10/2022	6/9/2023	6/7/2024
26	6/25/2021	6/24/2022	6/23/2023	6/21/2024

10-Month Employees				
# of Pays	2020-21	2021-22	2022-23	2023-24
1	9/4/2020	9/3/2021	9/2/2022	9/1/2023
2	9/18/2020	9/17/2021	9/16/2022	9/15/2023

3	10/2/2020	10/1/2021	9/30/2022	9/29/2023
4	10/16/2020	10/15/2021	10/14/2022	10/13/2023
5	10/30/2020	10/29/2021	10/28/2022	10/27/2023
6	11/13/2020	11/12/2021	11/11/2022	11/10/2023
7	11/27/2020	11/26/2021	11/25/2022	11/24/2023
8	12/11/2020	12/10/2021	12/9/2022	12/8/2023
9	12/25/2020	12/24/2021	12/23/2022	12/22/2023
10	1/8/2021	1/7/2022	1/6/2023	1/5/2024
11	1/22/2021	1/21/2022	1/20/2023	1/19/2024
12	2/5/2021	2/4/2022	2/3/2023	2/2/2024
13	2/19/2021	2/18/2022	2/17/2023	2/16/2024
14	3/5/2021	3/4/2022	3/3/2023	3/1/2024
15	3/19/2021	3/18/2022	3/17/2023	3/15/2024
16	4/2/2021	4/1/2022	3/31/2023	3/29/2024
17	4/16/2021	4/15/2022	4/14/2023	4/12/2024
18	4/30/2021	4/29/2022	4/28/2023	4/26/2024
19	5/14/2021	5/13/2022	5/12/2023	5/10/2024
20	5/28/2021	5/27/2022	5/26/2023	5/24/2024
21	6/11/2021	6/10/2022	6/9/2023	6/7/2024
22	6/25/2021	6/24/2022	6/23/2023	6/21/2024
23	7/9/2021	7/8/2022	7/7/2023	7/5/2024
24	7/23/2021	7/22/2022	7/21/2023	7/19/2024
25	8/6/2021	8/5/2022	8/4/2023	8/2/2024
26	8/20/2021	8/19/2022	8/18/2023	8/16/2024

- 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 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 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 Coord.	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 days
Technology Technician	260 days
Complex Manager/Asst. Complex Manager/MS Cafeteria Manager	190 days
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 two (2) flex days equivalent to fourteen (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 two (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 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 two (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 one (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 pre-approval 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, two (2) make-up workshops will be offered during the second semester and must be completed by May 1.
 - f. Spend a minimum of five (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 one (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 District shall participate in a four (4) day 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 in Section B.2., 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 one (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 one (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 Agreement, support staff employees will be placed upon their proper scales as shown in **Appendix B**.
2. Employees shall move one (1) 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 their supervisor to respond to an emergency situation onsite, including but not limited to a weather-related situation, the employee will be paid a minimum of four (4) hours except in situations where the employee continues to work until their regular starting time. In the instance where the employee stays on the clock and continues to work their 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, the employee will be entitled to a shift guarantee of four (4) hours. When an employee is asked by their supervisor to respond to an emergency situation, and the employee responds remotely, the employee 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 this Article.
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 (8.5%) 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 their return, at the point which reflects their 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.

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 Human Resources Manager 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 36, Section B.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, 2020, all EPER payment amounts will provide a minimum increase of 1.0% 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 DOLLARS (\$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 DOLLARS (\$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.
 - 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:

2020-21:	\$64.58
2021-22:	\$65.23
2022-23:	\$65.88
2023-24:	\$66.54

- 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

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).

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.

2020-21:	\$29.37
2021-22:	\$29.66
2022-23:	\$29.96
2023-24:	\$30.26

- 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:

2020-21:	\$54.40
2021-22:	\$54.94
2022-23:	\$55.49
2023-24:	\$56.05

- 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:

Years of Service	2020-21	2021-22	2022-23	2023-24
0	\$7,938	\$8,017	\$8,097	\$8,178
1	\$8,091	\$8,172	\$8,254	\$8,336
2	\$8,247	\$8,329	\$8,412	\$8,497
3	\$8,400	\$8,484	\$8,569	\$8,655
4	\$8,558	\$8,643	\$8,730	\$8,817

- 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 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:

2020-21:	\$42.49
2021-22:	\$42.92
2022-23:	\$43.34
2023-24:	\$43.78

- I. Employees who attend workshops during the school year will receive, at the employee's option, either: (1) Compensation at the rate set forth below 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.

2020-21:	\$38.08
2021-22:	\$38.46
2022-23:	\$38.84
2023-24:	\$39.23

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 28. 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 District-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 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) , one (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 rain gear will be made available at building locations for other employees to use as needed.

Custodians: Five (5) golf shirts, five (5) t-shirts for wear beyond the regularly scheduled student year and a LMSD hat. Employees will be required to wear pants that adhere to a standard set by the 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 District shall furnish Mechanics with five (5) sets of coveralls.

Food Service: Five (5) golf shirts and a LMSD hat. Employees will be required to wear clothing that adheres to a standard set by the school district. Employees will be given an allowance to purchase clothing/shoes. 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 a 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, a 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, the District 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 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

Nutritional Services Employees' Meals (Support Staff)

The District shall provide, without charge, a luncheon meal for each Nutritional Services employee.

ARTICLE 35

Severance Pay

- A. Upon retirement from the District under the superannuation provisions options of the Public School Employees 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 designee shall be required for all courses which the employee submits for reimbursement. The Superintendent or 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 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 six (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 set forth in Section B.3, above, 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. Effective with 2022-23 school year, the following stipend shall increase in accordance with the following schedule:

2022-23: \$2,879

2023-24: \$2,908

- B. Professional employees who serve as NTAP buddies shall receive for each hour of service \$32/hour for a maximum of five (5) hours. Effective with 2022-23 school year, the following stipend shall increase in accordance with the following schedule:

2022-23: \$32.32
 2023-24: \$32.64

- C. The Board shall pay department chairpersons in the high schools their full salaries as employees, plus a supplement of \$4,715 for the duration of this contract. Effective with 2022-23 school year, the following stipend shall increase in accordance with the following schedule:

2022-23: \$4,762
 2023-24: \$4,810

- D. The Board shall pay recess captains their full salaries as employees, plus a supplement of \$4,500 to supervise, organize and plan structured recess activities for one (1) lunch shift (this in no way affects existing agreements involving duties). Effective with 2022-23 school year, the following stipend shall increase in accordance with the following schedule:

2022-23: \$4,545
 2023-24: \$4,590

- 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 School students may be provided with release time by the building principal, based on one-half (1/2) day for every four (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 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., above, 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 District for expenses under Sections A.-F., above, 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 H. 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 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 J. above exceed final statements under Section K. above, employees shall immediately refund such excess to the Board. When final statements under Section K. above exceed advanced payments under Section J. 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 K. 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. Subject to the limitation set forth in Section A.2., below, the District shall offer the following healthcare options for employees:
 - a. 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 90-day supply.
 - b. A Keystone HMO C2-F2 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 90-day supply.
 - c. 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 90-day supply.
2. Effective for the term of this agreement and through June 30, 2024, new hires, as of July 1, 2020, are eligible to enroll in the Keystone HMO C2-F2 or the Personal Choice PPO Plus 6B medical plans only.

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

1. Employees will contribute a percentage of premium based on their applicable salary band as shown in **Appendix F**. Banding is determined by the employee's base salary as set forth in **Appendix B or C**, as applicable.

C. 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.

D. 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.

- E. 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.
- F. 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.
- G. 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.
- H. 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).
- I. 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.
- J. The Board shall fully fund a mutually acceptable Employee Assistance Program.
- K. The Labor Management Committee shall be continued to periodically review the costs, operations, and services of the various medical benefits programs.
- L. 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.

- M. 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 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 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 their correct address and their 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/Library 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:

- a. The vacancy shall be posted in accordance with Article 52 of this Agreement.
 - b. 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.
 - c. 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.
2. Employees requesting a transfer who have been interviewed for a vacancy, but were not successful, may discuss with the Human Resources Manager 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 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 their 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's 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 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 one (1) day may be used after May 1st of any year
 - 2. No more than two (2) consecutive days
 - 3. IEP days are to be pre-approved by the Human Resources Manager and are expected to be utilized on Tuesdays, Wednesdays or Thursdays except as approved by the Human Resources Manager 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 twelve (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 the full-time teacher reports to work and remains for their 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 Section A.1.d., below.
 - 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 the teacher 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 teacher bears the burden of demonstrating that the teacher 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 (5) class sections with the exception of teachers assigned lab sciences who will be assigned no more than four (4) class sections. Online instruction sections of no more than fifteen (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., above, shall be paid, in addition to their regular salary, the prevailing summer school rate.
- D. The District agrees to provide three (3) 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.

President
Lower Merion Education Association

Superintendent
Lower Merion School District

Vice President, Support
Lower Merion Education Association

Board President
Lower Merion School District

Attest:

Board Secretary

Date _____

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 2020-2021

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 student-teacher interchange plays a key role in the education of children and, therefore, both parties agree to continue to work toward maintaining desirable teacher-student 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 their 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 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 pre-existing 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 B

SALARY SCHEDULES – AIDES

	STEP	2020-2021	2021-2022	2022-2023	2023-2024
BEHAVIOR AIDE	1 (1)	35,692	36,584	37,316	38,062
190 days/7.25 hours=1377.5 hours	2 (2)	37,369	38,304	39,070	39,851
	3(3)	38,959	39,933	40,731	41,546
	4 (3.1)	41,682	42,724	43,579	44,450
	5 (4)	44,404	45,514	46,425	47,353
CAMPUS AIDE	1 (1)	28,530	29,243	29,828	30,425
185 days/7 hours=1295 hours	2 (2)	29,675	30,417	31,026	31,646
	3(3)	30,759	31,528	32,158	32,802
	4 (3.1)	32,731	33,550	34,221	34,905
	5 (4)	34,705	35,572	36,284	37,010
CLERICAL AIDE	1 (1)	33,030	33,856	34,533	35,224
190 days/7 hours=1330 hours	2 (2)	34,094	34,946	35,645	36,358
	3(3)	35,157	36,036	36,757	37,492
	4 (3.1)	37,610	38,551	39,322	40,108
	5 (4)	40,063	41,064	41,886	42,723
HEAD CAMPUS AIDE	1 (1)	34,547	35,411	36,119	36,842
185 days/7 hours=1295 hours	2 (2)	35,898	36,795	37,531	38,282
	3(3)	37,203	38,133	38,895	39,673
	4 (3.1)	39,587	40,577	41,388	42,216
	5 (4)	41,970	43,020	43,880	44,758
INSTRUCTIONAL AIDE	1 (1)	31,681	32,473	33,122	33,785
190 days/7.25 hours=1377.5 hours	2 (2)	33,552	34,391	35,079	35,780
	3(3)	35,409	36,295	37,020	37,761
	4 (3.1)	38,020	38,971	39,750	40,545
	5 (4)	40,632	41,648	42,481	43,331

SALARY SCHEDULES – AIDES (continued)

	STEP	2020-2021	2021-2022	2022-2023	2023-2024
JOB COACH	1 (1)	35,692	36,584	37,316	38,062
190 days/7.25 hours=1377.5 hours	2 (2)	37,369	38,304	39,070	39,851
	3(3)	38,959	39,933	40,731	41,546
	4 (3.1)	41,682	42,724	43,579	44,450
	5 (4)	44,404	45,514	46,425	47,353
LIBRARY AIDE	1 (1)	33,030	33,856	34,533	35,224
190 days/7 hours=1330 hours	2 (2)	34,094	34,946	35,645	36,358
	3(3)	35,157	36,036	36,757	37,492
	4 (3.1)	37,610	38,551	39,322	40,108
	5 (4)	40,063	41,064	41,886	42,723
STAFF NURSE	1 (1)	35,692	36,584	37,316	38,062
190 days/7.25 hours=1377.5	2 (2)	37,369	38,304	39,070	39,851
	3(3)	38,959	39,933	40,731	41,546
	4 (3.1)	41,682	42,724	43,579	44,450
	5 (4)	44,404	45,514	46,425	47,353
CAFÉ/RECESS AIDE		18.22	18.68	19.05	19.43
PT as scheduled					
SPORTS AIDE		19.77	20.26	20.67	21.08
PT as scheduled; max 760hrs/year					

SALARY SCHEDULES – SECRETARIES

	STEP	2020-2021	2021-2022	2022-2023	2023-2024
DISTRICT ADMIN SECRETARY (DABK)	1 (1)	46,766	47,935	48,894	49,872
260 days/7 hours=1820 hours	2 (2)	49,518	50,756	51,771	52,807
	3(3)	52,264	53,571	54,642	55,735
	4 (3.1)	56,113	57,516	58,667	59,840
	5 (4)	59,961	61,460	62,690	63,943
DISTRICT SENIOR ADMIN SECRETARY (DSRA)	1 (1)	49,675	50,917	51,935	52,974
260 days/7 hours=1820 hours	2 (2)	52,599	53,914	54,992	56,092
	3(3)	55,521	56,909	58,047	59,208
	4 (3.1)	59,609	61,099	62,321	63,568
	5 (4)	63,696	65,289	66,594	67,926
ELEMENTARY SECRETARY (ESS)	1 (1)	44,696	45,813	46,729	47,664
260 days/7 hours=1820 hours	2 (2)	47,334	48,517	49,487	50,477
	3(3)	49,951	51,200	52,224	53,268
	4 (3.1)	53,634	54,975	56,075	57,196
	5 (4)	57,317	58,750	59,925	61,124
EXECUTIVE SECRETARY (EXS)	1 (1)	47,401	48,586	49,557	50,548
260 days/7 hours=1820 hours	2 (2)	50,190	51,445	52,473	53,523
	3(3)	52,980	54,305	55,391	56,499
	4 (3.1)	56,880	58,302	59,468	60,657
	5 (4)	60,779	62,299	63,545	64,816
10-MONTH SECRETARY (S 195)	1 (1)	37,645	38,587	39,358	40,146
195 days/7 hours=1365 hours	2 (2)	39,866	40,863	41,680	42,514
	3(3)	42,077	43,128	43,991	44,871
	4 (3.1)	45,174	46,303	47,229	48,174
	5 (4)	48,271	49,478	50,467	51,477

SALARY SCHEDULES – SECRETARIES (continued)

	STEP	2020-2021	2021-2022	2022-2023	2023-2024
10-MONTH SEC’Y NUTRITIONAL SERVICE (S 200)	1 (1)	38,611	39,576	40,367	41,175
200 days /7 hours=1400 hours	2 (2)	40,881	41,903	42,741	43,596
	3(3)	43,154	44,233	45,117	46,020
	4 (3.1)	46,331	47,490	48,440	49,408
	5 (4)	49,508	50,746	51,761	52,796
12-MONTH SECRETARY (S12)	1 (1)	43,054	44,130	45,013	45,913
260 days/7 hours=1820 hours	2 (2)	45,583	46,722	47,657	48,610
	3(3)	48,115	49,318	50,305	51,311
	4 (3.1)	51,657	52,948	54,007	55,087
	5 (4)	55,199	56,579	57,710	58,864
10-MONTH ELEMENTARY SECRETARY (S190)	1 (1)	33,854	34,700	35,394	36,102
190 days/7 hours=1330 hours	2 (2)	34,944	35,817	36,534	37,264
	3(3)	36,034	36,934	37,673	38,427
	4 (3.1)	38,753	39,722	40,516	41,326
	5 (4)	41,472	42,509	43,359	44,226
CLERK/TYPIST (TYPE)	1 (1)	33,783	34,628	35,320	36,026
260 days/7 hours=1820 hours	2 (2)	35,766	36,660	37,393	38,141
	3(3)	37,755	38,699	39,472	40,262
	4 (3.1)	40,535	41,548	42,379	43,227
	5 (4)	43,314	44,396	45,284	46,190
PART-TIME CLERK/TYPIST (TYPE)	1 (1)	18.57	19.04	19.42	19.80
Part time 4 hours/day 10&12 months	2 (2)	19.64	20.13	20.54	20.95
	3(3)	21.12	21.64	22.08	22.52
	4 (3.1)	22.43	22.99	23.45	23.92
	5 (4)	23.75	24.35	24.83	25.33

SALARY SCHEDULES - TECHNOLOGY

	STEP	2020-2021	2021-2022	2022-2023	2023-2024
DATABASE ADMINISTRATOR (DA)	1 (1)	76,700	78,617	80,190	81,794
260 days/8 hrs=2080 hrs	2 (2)	81,495	83,532	85,203	86,907
	3(3)	84,232	86,338	88,065	89,826
	4 (3.1)	89,979	92,228	94,073	95,954
	5 (4)	95,725	98,118	100,081	102,082
DESKTOP TECHNICIAN (DTT)	1 (1)	64,425	66,036	67,357	68,704
260 days/8 hrs=2080 hrs	2 (2)	68,166	69,871	71,268	72,693
	3(3)	71,916	73,714	75,188	76,692
	4 (3.1)	77,190	79,120	80,702	82,316
	5 (4)	82,464	84,525	86,216	87,940
INFORMATIONAL TECH SUPPORT (ITST)	1 (1)	49,197	50,427	51,435	52,464
260 days/8 hrs=2080 hrs	2 (2)	52,522	53,835	54,912	56,010
	3(3)	55,868	57,265	58,410	59,578
	4 (3.1)	59,817	61,313	62,539	63,790
	5 (4)	63,766	65,360	66,668	68,001
INFORMATION TECH SUPPORT HS 1:1 (ITSTHS)	1 (1)	54,439	55,800	56,916	58,054
260 days/8 hrs=2080 hrs	2 (2)	57,762	59,206	60,391	61,598
	3(3)	61,110	62,638	63,890	65,168
	4 (3.1)	65,229	66,860	68,197	69,561
	5 (4)	69,348	71,082	72,503	73,953
NETWORK TECHNICIAN (NT)	1 (1)	82,180	84,234	85,919	87,637
260 days/8 hrs=2080 hrs	2 (2)	87,659	89,851	91,648	93,481
	3(3)	90,397	92,657	94,510	96,400
	4 (3.1)	95,954	98,353	100,320	102,326
	5 (4)	101,511	104,048	106,129	108,252
VIDEO TECHNICIAN (VT)	1 (1)	71,221	73,002	74,462	75,951
260 days/8 hrs=2080 hrs	2 (2)	75,330	77,213	78,758	80,333
	3(3)	78,071	80,023	81,623	83,256
	4 (3.1)	84,006	86,106	87,828	89,585
	5 (4)	89,941	92,189	94,033	95,914
WEBMASTER (WEB)	1 (1)	76,700	78,617	80,190	81,794
260 days/8 hrs=2080 hrs	2 (2)	81,495	83,532	85,203	86,907
	3(3)	84,232	86,338	88,065	89,826
	4 (3.1)	89,979	92,228	94,073	95,954
	5 (4)	95,725	98,118	100,081	102,082

SALARY SCHEDULES – BUILDINGS AND GROUNDS

	STEP	2020-2021	2021-2022	2022-2023	2023-2024
GROUNDSKEEPER (GKP)	1 (1)	48,434	49,645	50,637	51,650
260 days/8 hrs=2080 hrs	2 (2)	51,285	52,567	53,618	54,691
	3(3)	54,133	55,486	56,596	57,728
	4 (3.1)	58,120	59,573	60,764	61,980
	5 (4)	62,106	63,659	64,932	66,230
HEAD GROUNDSKEEPER (HGKP)	1 (1)	54,248	55,604	56,716	57,851
260 days/8 hrs=2080 hrs	2 (2)	57,440	58,876	60,054	61,255
	3(3)	60,628	62,144	63,386	64,654
	4 (3.1)	65,094	66,721	68,056	69,417
	5 (4)	69,560	71,299	72,725	74,180
LABORER (LBR)	1 (1)	52,550	53,863	54,941	56,039
260 days/8 hrs=2080 hrs	2 (2)	55,643	57,034	58,174	59,338
	3(3)	58,732	60,200	61,404	62,632
	4 (3.1)	63,060	64,636	65,929	67,247
	5 (4)	67,387	69,071	70,453	71,862
LEAD SKILLED BUILDING CRAFTS (LSBC)	1 (1)	62,903	64,476	65,765	67,081
260 days/8 hrs=2080 hrs	2 (2)	66,602	68,267	69,632	71,025
	3(3)	70,305	72,062	73,504	74,974
	4 (3.1)	75,483	77,370	78,917	80,495
	5 (4)	80,659	82,676	84,329	86,016
NIGHT SKILLED BUILDING CRAFTS (NSBC)	1 (1)	60,202	61,708	62,942	64,201
220 days (night with differential);40 days (day) 260 days/8 hours=2080 hours	2 (2)	63,743	65,336	66,643	67,976
	3(3)	67,288	68,970	70,349	71,756
	4 (3.1)	72,242	74,048	75,529	77,040
	5 (4)	77,197	79,127	80,710	82,324
SKILLED BUILDING CRAFTS (SBC)	1 (1)	56,163	57,567	58,718	59,893
260 days/8 hours=2080 hours	2 (2)	59,465	60,952	62,171	63,414
	3(3)	62,772	64,342	65,628	66,941
	4 (3.1)	67,394	69,079	70,460	71,870
	5 (4)	72,017	73,817	75,293	76,799

SALARY SCHEDULES – NUTRITIONAL SERVICES

	STEP	2020-2021	2021-2022	2022-2023	2023-2024
ASSISTANT COMPLEX MANAGER (ACMG)	1 (1)	24,389	24,999	25,499	26,009
190 days/7 hours=1330 hours	2 (2)	25,915	26,563	27,094	27,636
	3(3)	27,432	28,118	28,680	29,254
	4 (3.1)	29,824	30,569	31,181	31,804
	5 (4)	32,215	33,021	33,681	34,355
COMPLEX MANAGER (CFMG)	1 (1)	33,815	34,660	35,353	36,061
195 days/7 hours=1365 hours	2 (2)	35,673	36,565	37,296	38,042
	3(3)	37,899	38,846	39,623	40,416
	4 (3.1)	40,910	41,932	42,771	43,626
	5 (4)	43,920	45,018	45,919	46,837
ELEM SCHOOL CAFETERIA MANAGER (EFMG)	1 (1)	22,567	23,131	23,594	24,066
183 days/7hours=1281 hours	2 (2)	23,833	24,429	24,918	25,416
	3(3)	25,100	25,728	26,242	26,767
	4 (3.1)	26,919	27,592	28,144	28,707
	5 (4)	28,738	29,456	30,046	30,647
MIDDLE SCHOOL CAFETERIA MANAGER (MFGM)	1 (1)	24,473	25,085	25,586	26,098
190 days/7 hours=1330 hours	2 (2)	25,577	26,216	26,741	27,276
	3(3)	26,697	27,364	27,911	28,469
	4 (3.1)	28,499	29,212	29,796	30,392
	5 (4)	30,302	31,059	31,680	32,314
FOOD SERVICE ASSOCIATE (FHR)	1 (1)	13.63	13.97	14.25	14.53
PT as scheduled based on assignment	2 (2)	14.44	14.80	15.10	15.40
	3(3)	15.22	15.60	15.92	16.23
	4 (3.1)	16.34	16.74	17.08	17.42
	5 (4)	17.46	17.89	18.25	18.62

SALARY SCHEDULES – TRANSPORTATION

	STEP	2020-2021	2021-2022	2022-2023	2023-2024
ASSISTANT ROUTER/LEAD DRIVER (ARLD)	1 (1)	50,679	51,946	52,985	54,045
260 days/8 hours=2080 hours	2 (2)	53,660	55,001	56,101	57,223
	3(3)	56,642	58,058	59,219	60,403
	4 (3.1)	60,811	62,331	63,578	64,850
	5 (4)	64,980	66,604	67,936	69,295
BUS DRIVER (THR)	1 (1)	21.34	21.88	22.31	22.76
P/T as scheduled based on assignment	2 (2)	22.21	22.76	23.22	23.68
	3(3)	23.00	23.57	24.05	24.53
	4 (3.1)	24.47	25.08	25.59	26.10
	5 (4)	25.95	26.59	27.13	27.67
BUS AIDE/PARKING LOT ATTENDANT (APBL)	1 (1)	13.15	13.48	13.75	14.03
P/T as scheduled based on assignment	2 (2)	13.34	13.67	13.95	14.22
	3(3)	13.51	13.85	14.13	14.41
	4 (3.1)	16.15	16.55	16.89	17.22
	5 (4)	18.78	19.25	19.63	20.02
BUS AIDE/FOOD SERVICE (BAFS)	1 (1)	20,894	21,416	21,844	22,281
190 days/8 hours=1520 hours	2 (2)	21,568	22,107	22,550	23,001
	3(3)	22,197	22,751	23,206	23,671
	4 (3.1)	25,420	26,056	26,577	27,109
	5 (4)	28,644	29,360	29,948	30,547
BUS DRIVER/FOOD SERVICE ASSOCIATE (BDFS)	1 (1)	28,920	29,643	30,236	30,841
190 days/8 hours=1520 hours	2 (2)	30,237	30,993	31,612	32,245
	3(3)	30,514	31,277	31,902	32,540
	4 (3.1)	33,103	33,931	34,609	35,302
	5 (4)	35,693	36,585	37,317	38,063

SALARY SCHEDULES – TRANSPORTATION (continued)

	STEP	2020-2021	2021-2022	2022-2023	2023-2024
LEAD BUS MECHANIC (LTMEC)	1 (1)	71,322	73,105	74,568	76,059
260 days/8 hours=2080 hours	2 (2)	75,518	77,405	78,954	80,533
	3(3)	79,714	81,707	83,341	85,008
	4 (3.1)	85,583	87,722	89,477	91,266
	5 (4)	91,451	93,737	95,612	97,524
12-MONTH DRIVERS (T12)	1 (1)	48,729	49,948	50,946	51,965
260 days/8 hours=2080 hours	2 (2)	51,597	52,887	53,944	55,023
	3(3)	54,463	55,825	56,941	58,080
	4 (3.1)	58,472	59,934	61,133	62,355
	5 (4)	62,482	64,044	65,325	66,631
BUS MECHANIC (TMEC)	1 (1)	63,680	65,272	66,577	67,909
260 days/8 hours=2080 hours	2 (2)	67,426	69,112	70,494	71,904
	3(3)	71,173	72,952	74,411	75,900
	4 (3.1)	76,413	78,323	79,889	81,487
	5 (4)	81,653	83,695	85,368	87,076

SALARY SCHEDULES – CUSTODIAL SERVICES

	STEP	2020-2021	2021-2022	2022-2023	2023-2024
CUSTODIAN-DAY (CD)	1 (1)	45,685	46,827	47,763	48,719
260 days/8 hours=2080 hours	2 (2)	47,324	48,507	49,478	50,467
	3(3)	48,966	50,190	51,194	52,218
	4 (3.1)	54,300	55,657	56,770	57,906
	5 (4)	59,633	61,124	62,346	63,593
CUSTODIAN-NIGHT (CN)	1 (1)	48,969	50,194	51,197	52,221
260 days/8 hours=2080 hours Differential=school year/40 days at day rate	2 (2)	50,694	51,961	53,000	54,060
	3(3)	52,488	53,800	54,876	55,973
	4 (3.1)	58,203	59,658	60,851	62,069
	5 (4)	63,920	65,518	66,828	68,165
CUSTODIAN NIGHT-HIGH SCHOOL (CN HS)	1 (1)	49,567	50,806	51,822	52,858
260 days/8 hours=2080 hours Differential=all year	2 (2)	51,348	52,631	53,684	54,758
	3(3)	53,128	54,457	55,546	56,657
	4 (3.1)	59,224	60,705	61,919	63,157
	5 (4)	65,320	66,952	68,292	69,657
PART-TIME NIGHT CUSTODIAN (CHR)	1 (1)	23.82	24.42	24.91	25.41
190 days/4 hours maximum=760 hours Differential included	2 (2)	24.70	25.32	25.82	26.34
	3(3)	25.54	26.18	26.71	27.24
	4 (3.1)	28.33	29.03	29.61	30.21
	5 (4)	31.11	31.88	32.52	33.17
PART-TIME DAY WEEKEND CUSTODIAN (DWKD)	1 (1)	21.96	22.51	22.96	23.42
8 hours/day Sat/Sun September-June Must stay on campus-paid lunch	2 (2)	22.75	23.32	23.79	24.26
	3(3)	23.54	24.12	24.61	25.10
	4 (3.1)	26.10	26.75	27.29	27.83
	5 (4)	28.66	29.38	29.97	30.57

SALARY SCHEDULES – CUSTODIAL SERVICES (continued)

	STEP	2020-2021	2021-2022	2022-2023	2023-2024
PART-TIME NIGHT WEEKEND CUSTODIAN (NWKD)	1 (1)	23.82	24.42	24.91	25.41
8 hours/day Sat/Sun September-June Must stay on campus-paid lunch Differential included	2 (2)	24.70	25.32	25.82	26.34
	3(3)	25.54	26.18	26.71	27.24
	4 (3.1)	28.33	29.03	29.61	30.21
	5 (4)	31.11	31.88	32.52	33.17
HEAD CUSTODIAN/SHIPPER RECEIVER (HCSR)	1 (1)	55,557	56,946	58,085	59,247
260 days/8 hours=2080	2 (2)	57,445	58,881	60,059	61,260
	3(3)	59,328	60,811	62,027	63,268
	4 (3.1)	63,030	64,606	65,898	67,216
	5 (4)	66,731	68,399	69,767	71,162
LEAD CUSTODIAN (LCHC)	1 (1)	50,188	51,442	52,471	53,521
260 days/8 hours=2080 Differential=All year	2 (2)	51,970	53,269	54,334	55,421
	3(3)	53,752	55,095	56,197	57,321
	4 (3.1)	59,874	61,371	62,598	63,850
	5 (4)	65,997	67,647	69,000	70,380

APPENDIX C**2020-21 Professional Salary Schedule**

STEP	BACH	B+9	B+15	B+24	MAST	M+15	M+30	M+60	DOCT
LTS (1)	55,598	56,389	56,886	57,943	61,065	62,781	64,492	66,208	69,305
LTS (2)	55,916	56,706	57,205	58,261	61,383	63,098	64,810	66,526	69,623
1 (3)	56,234	57,024	57,522	58,580	61,701	63,416	65,128	66,845	69,941
2 (4)	58,787	59,306	59,823	61,215	65,248	67,063	68,873	70,688	73,788
3 (5)	61,138	61,677	62,215	63,969	69,001	70,919	72,834	74,753	77,847
4 (6)	63,583	64,144	64,705	66,849	72,969	74,997	77,022	79,049	82,128
5 (7)	66,127	66,711	67,292	69,856	77,163	79,310	81,450	83,595	86,644
6 (8)	68,771	69,379	69,984	72,999	81,601	83,870	86,133	88,401	91,410
7 (9)	71,522	72,154	72,783	76,285	86,292	88,691	91,086	93,486	96,438
8 (10)	74,384	75,039	75,694	79,718	91,254	93,791	96,323	98,861	101,743
9 (11)	77,358	78,040	78,723	83,304	96,501	99,185	101,863	104,546	107,338
10 (12)	80,453	81,163	81,871	87,053	102,049	104,888	107,719	110,557	113,241
11 (12.1)	83,733	84,472	85,209	90,759	106,852	109,824	112,789	115,760	118,469
12 (12.2)	87,012	87,781	88,547	94,464	111,655	114,761	117,859	120,963	123,696
13	90,292	91,090	91,885	98,171	116,459	119,698	122,928	126,166	128,924

2021-22 Professional Salary Schedule

STEP	BACH	B+9	B+15	B+24	MAST	M+15	M+30	M+60	DOCT
LTS (1)	56,432	57,234	57,740	58,812	61,981	63,723	65,459	67,201	70,344
LTS (2)	56,755	57,556	58,063	59,135	62,303	64,045	65,782	67,524	70,668
1 (3)	57,077	57,879	58,385	59,458	62,626	64,368	66,105	67,847	70,991
2 (4)	59,668	60,195	60,720	62,134	66,227	68,069	69,907	71,748	74,895
3 (5)	62,055	62,603	63,148	64,929	70,036	71,982	73,927	75,874	79,015
4 (6)	64,536	65,106	65,675	67,851	74,063	76,121	78,178	80,235	83,360
5 (7)	67,118	67,712	68,302	70,904	78,320	80,500	82,672	84,849	87,944
6 (8)	69,803	70,420	71,034	74,094	82,825	85,128	87,425	89,727	92,782
7 (9)	72,595	73,236	73,875	77,429	87,586	90,021	92,452	94,888	97,885
8 (10)	75,499	76,165	76,830	80,914	92,623	95,198	97,768	100,344	103,269
9 (11)	78,518	79,211	79,903	84,554	97,949	100,673	103,391	106,114	108,948
10 (12)	81,659	82,381	83,099	88,359	103,580	106,461	109,335	112,215	114,940
11 (12.1)	84,989	85,739	86,487	92,120	108,455	111,472	114,480	117,496	120,246
12 (12.2)	88,317	89,098	89,875	95,881	113,330	116,483	119,627	122,777	125,552
13	91,647	92,456	93,263	99,643	118,205	121,493	124,772	128,058	130,858

2022-23 Professional Salary Schedule

STEP	BACH	B+9	B+15	B+24	MAST	M+15	M+30	M+60	DOCT
LTS (1)	57,279	58,093	58,606	59,694	62,911	64,679	66,441	68,209	71,400
LTS (2)	57,606	58,420	58,934	60,022	63,238	65,005	66,769	68,537	71,728
1 (3)	57,933	58,748	59,260	60,350	63,566	65,333	67,097	68,865	72,055
2 (4)	60,564	61,098	61,631	63,066	67,221	69,090	70,955	72,825	76,018
3 (5)	62,986	63,542	64,095	65,903	71,087	73,062	75,036	77,012	80,200
4 (6)	65,505	66,082	66,660	68,869	75,174	77,263	79,350	81,438	84,611
5 (7)	68,125	68,727	69,326	71,967	79,495	81,707	83,912	86,122	89,263
6 (8)	70,850	71,476	72,100	75,206	84,067	86,404	88,736	91,073	94,173
7 (9)	73,684	74,335	74,983	78,590	88,900	91,372	93,839	96,312	99,353
8 (10)	76,632	77,307	77,982	82,128	94,012	96,626	99,234	101,850	104,818
9 (11)	79,696	80,399	81,102	85,822	99,418	102,183	104,942	107,706	110,582
10 (12)	82,884	83,617	84,346	89,684	105,133	108,058	110,975	113,898	116,664
11 (12.1)	86,264	87,025	87,784	93,502	110,082	113,144	116,198	119,259	122,050
12 (12.2)	89,642	90,434	91,224	97,319	115,030	118,230	121,421	124,619	127,435
13	93,022	93,843	94,662	101,138	119,978	123,316	126,644	129,979	132,821

2023-24 Professional Salary Schedule

STEP	BACH	B+9	B+15	B+24	MAST	M+15	M+30	M+60	DOCT
LTS (1)	57,995	58,819	59,338	60,441	63,697	65,487	67,271	69,062	72,292
LTS (2)	58,327	59,150	59,670	60,773	64,028	65,818	67,603	69,394	72,624
1 (3)	58,657	59,482	60,001	61,105	64,360	66,150	67,935	69,726	72,956
2 (4)	61,321	61,862	62,402	63,854	68,061	69,954	71,842	73,735	76,968
3 (5)	63,773	64,336	64,897	66,727	71,975	73,975	75,973	77,975	81,203
4 (6)	66,323	66,908	67,494	69,730	76,114	78,229	80,342	82,456	85,668
5 (7)	68,977	69,586	70,193	72,867	80,489	82,729	84,961	87,198	90,378
6 (8)	71,736	72,370	73,001	76,146	85,118	87,485	89,845	92,212	95,350
7 (9)	74,605	75,264	75,920	79,573	90,011	92,514	95,012	97,516	100,595
8 (10)	77,590	78,274	78,957	83,154	95,188	97,834	100,474	103,123	106,128
9 (11)	80,692	81,404	82,116	86,895	100,661	103,460	106,254	109,052	111,964
10 (12)	83,920	84,662	85,400	90,805	106,448	109,409	112,362	115,322	118,122
11 (12.1)	87,342	88,113	88,881	94,671	111,458	114,558	117,650	120,749	123,575
12 (12.2)	90,763	91,565	92,364	98,536	116,468	119,708	122,939	126,177	129,028
13	94,184	95,016	95,845	102,402	121,478	124,857	128,227	131,604	134,481

APPENDIX D EPER ACTIVITIES

K-12 Activities					
Pay Rate	EPER Activity	2020-21	2021-22	2022-23	2023-24
Stipend	Bus Duty Monitor	\$2,698	\$2,725	\$2,752	\$2,779
Hourly	Computer Support/Library Monitor	\$42.41	\$42.83	\$43.26	\$43.69
Hourly	Detention Monitor	\$32.13	\$32.45	\$32.77	\$33.10
Hourly	Event Security Monitor	\$32.12	\$32.44	\$32.76	\$33.09
Hourly	Homebound Tutor	\$39.83	\$40.23	\$40.64	\$41.04
Hourly	Intramural Sponsor	\$32.12	\$32.44	\$32.76	\$33.09

Middle School Activities					
Pay Rate	EPER Activity	2020-21	2021-22	2022-23	2023-24
Stipend	MS Assistant AD/Facilities Manager	\$9,794	\$9,892	\$9,991	\$10,091
Stipend	MS Assistant Equipment Manager	\$1,688	\$1,705	\$1,722	\$1,739
Stipend	MS 7th - 8th Grade Teams Coach	\$3,079	\$3,110	\$3,141	\$3,173
Stipend	MS 7th - 8th Grade Teams Assistant Coach (if needed)	\$2,567	\$2,593	\$2,619	\$2,645
Game	MS Basketball Scorer	\$33.41	\$33.74	\$34.08	\$34.42
Game	MS Basketball Timer	\$33.41	\$33.74	\$34.08	\$34.42
Stipend	MS Drama Artistic Coordinator	\$3,234	\$3,266	\$3,299	\$3,332
Stipend	MS Drama Director	\$2,557	\$2,583	\$2,609	\$2,635
Stipend	MS Drama Musical Director	\$3,833	\$3,871	\$3,910	\$3,949
Stipend	MS Drama Technical Coordinator	\$3,233	\$3,265	\$3,298	\$3,331
Stipend	MS Equipment Manager	\$2,516	\$2,541	\$2,566	\$2,592
Stipend	MS FAD Sponsor	\$2,982	\$3,011	\$3,041	\$3,072
Stipend	MS Football Head Coach (Unlimited)	\$3,079	\$3,110	\$3,141	\$3,173
Stipend	MS Football Coach (Unlimited)	\$2,567	\$2,593	\$2,619	\$2,645
Stipend	MS Football Head Coach (115)	\$3,079	\$3,110	\$3,141	\$3,173
Stipend	MS Football Coach (115)	\$2,567	\$2,593	\$2,619	\$2,645
Game	MS Football Down Yardage Marker	\$33.41	\$33.74	\$34.08	\$34.42
Stipend	MS Newspaper Sponsor	\$2,732	\$2,759	\$2,787	\$2,815
Stipend	MS Science Olympiad Head Coach	\$5,229	\$5,281	\$5,334	\$5,387
Stipend	MS Science Olympiad Coach	\$3,922	\$3,961	\$4,001	\$4,041
Stipend	MS Science Olympiad Head Club Sponsor	\$3,137	\$3,168	\$3,200	\$3,232
Stipend	MS Science Olympiad Asst. Club Sponsor	\$2,353	\$2,377	\$2,401	\$2,425
Stipend	MS Science Olympiad Head Coach – Ext. Season	\$3,137	\$3,168	\$3,200	\$3,232
Stipend	MS Science Olympiad Asst. Coach – Ext. Season	\$2,353	\$2,377	\$2,401	\$2,425
Stipend	MS Student Council Monitor	\$3,735	\$3,772	\$3,810	\$3,848

Stipend	MS Track Head Coach	\$3,079	\$3,110	\$3,141	\$3,173
Stipend	MS Track Coach	\$2,567	\$2,593	\$2,619	\$2,645
Game	MS Track Judge (Dual Meet)	\$60.40	\$61.00	\$61.61	\$62.23
Game	MS Track Starter (Dual Meet)	\$77.11	\$77.88	\$78.66	\$79.45
Game	MS Track Timer (Dual Meet)	\$60.40	\$61.00	\$61.61	\$62.23
Stipend	MS TSA/Engineering Head Coach	\$4,459	\$4,504	\$4,549	\$4,594
Stipend	MS TSA/Engineering Coach	\$3,544	\$3,580	\$3,615	\$3,651
Stipend	MS TSA/Engineering Head Club Advisor	\$2,992	\$3,022	\$3,052	\$3,082
Stipend	MS TSA/Engineering Asst. Club Advisor	\$2,177	\$2,198	\$2,220	\$2,243
Stipend	MS TSA/Engineering Head Coach – Ext. Season	\$2,229	\$2,251	\$2,274	\$2,297
Stipend	MS TSA/Engineering Asst. Coach – Ext. Season	\$1,773	\$1,790	\$1,808	\$1,826
Stipend	MS Wrestling Head Coach	\$3,353	\$3,387	\$3,421	\$3,455
Stipend	MS Wrestling Coach	\$2,998	\$3,028	\$3,058	\$3,089
Game	MS Wrestling Scorer	\$39.83	\$40.23	\$40.64	\$41.04
Game	MS Wrestling Timer	\$39.83	\$40.23	\$40.64	\$41.04
Stipend	MS Yearbook Sponsor	\$3,545	\$3,581	\$3,616	\$3,653

High School Activities					
Pay Rate	EPER Activity	2020-21	2021-22	2022-23	2023-24
Stipend	HS Academic Decathlon Sponsor	\$2,835	\$2,863	\$2,892	\$2,921
Stipend	HS Amnesty International Sponsor	\$2,169	\$2,191	\$2,213	\$2,235
Stipend	HS Art Forum Sponsor	\$2,024	\$2,044	\$2,065	\$2,085
Stipend	HS Assistant Athletic Director	\$10,903	\$11,012	\$11,122	\$11,233
Stipend	HS Band Director	\$9,956	\$10,055	\$10,156	\$10,257
Stipend	HS Band Assistant Director	\$3,740	\$3,777	\$3,815	\$3,853
Stipend	HS Baseball/Softball Head Coach	\$6,065	\$6,126	\$6,187	\$6,249
Stipend	HS Baseball/Softball Coach (Varsity Asst./JV)	\$4,666	\$4,713	\$4,760	\$4,808
Stipend	HS Baseball/Softball Coach (9th Grade)	\$3,419	\$3,453	\$3,488	\$3,522
Stipend	HS Basketball Head Coach	\$7,933	\$8,012	\$8,092	\$8,173
Stipend	HS Basketball Coach (Varsity Asst./JV)	\$5,875	\$5,934	\$5,993	\$6,053
Stipend	HS Basketball Coach (9th Grade)	\$4,258	\$4,301	\$4,344	\$4,387
Game	HS Basketball Game Supervisor	\$143.96	\$145.39	\$146.85	\$148.32
Game	HS Basketball Scorer	\$68.11	\$68.80	\$69.48	\$70.18
Event	HS Basketball Scout (up to 15 games)	\$79.70	\$80.50	\$81.30	\$82.11
Hourly	HS Basketball Security	\$32.12	\$32.44	\$32.76	\$33.09
Game	HS Basketball Ticket Seller/Taker	\$68.11	\$68.80	\$69.48	\$70.18
Game	HS Basketball Timer	\$68.11	\$68.80	\$69.48	\$70.18
Game	HS Basketball Timer/Scorer (9th Grade)	\$68.11	\$68.80	\$69.48	\$70.18
Stipend	HS Best Buddies	\$2,710	\$2,737	\$2,764	\$2,792

Stipend	HS Chamber Choir Director	\$4,912	\$4,961	\$5,010	\$5,060
Stipend	HS Cheerleading Head Coach	\$9,755	\$9,852	\$9,951	\$10,050
Stipend	HS Cheerleading Coach (Varsity Asst./JV)	\$8,582	\$8,668	\$8,754	\$8,842
Stipend	HS Chess Club Sponsor	\$2,251	\$2,274	\$2,297	\$2,320
Stipend	HS Crew Head Coach	\$7,628	\$7,704	\$7,781	\$7,859
Stipend	HS Crew Coach	\$5,863	\$5,922	\$5,981	\$6,041
Stipend	HS Cross Country Head Coach	\$5,512	\$5,567	\$5,622	\$5,679
Stipend	HS Cross Country Coach	\$4,240	\$4,282	\$4,325	\$4,368
Stipend	HS Dance Team	\$2,211	\$2,233	\$2,255	\$2,278
Stipend	HS Debate Sponsor	\$3,493	\$3,528	\$3,563	\$3,598
Stipend	HS Diving Coach	\$3,797	\$3,835	\$3,873	\$3,912
Stipend	HS Drama Coordinator (2 Shows)	\$7,585	\$7,661	\$7,738	\$7,815
Stipend	HS Drama Coordinator (3 Shows)	\$11,375	\$11,488	\$11,603	\$11,719
Hourly	HS Drama Sponsor (Acting, Costumes, Music (Musicals only), Sound & Lighting, Scenery)	\$32.12	\$32.44	\$32.76	\$33.09
Stipend	HS Drama Stage Crew/AV Manager	\$8,583	\$8,669	\$8,755	\$8,843
Stipend	HS Drill Team Coach	\$5,332	\$5,385	\$5,439	\$5,493
Stipend	HS Environmental Club Sponsor	\$2,460	\$2,485	\$2,510	\$2,535
Stipend	HS FAD/SADD Sponsor	\$3,118	\$3,149	\$3,181	\$3,212
Stipend	HS Field Hockey Head Coach	\$5,844	\$5,902	\$5,961	\$6,021
Stipend	HS Field Hockey Coach (Varsity Asst./JV/JVB)	\$4,496	\$4,540	\$4,586	\$4,632
Stipend	HS Film & Photography Sponsor	\$4,337	\$4,380	\$4,424	\$4,468
Stipend	HS Flower Show Head Sponsor	\$2,893	\$2,922	\$2,951	\$2,980
Stipend	HS Flower Show Sponsor	\$2,555	\$2,581	\$2,607	\$2,633
Stipend	HS Football Head Coach	\$11,399	\$11,513	\$11,628	\$11,744
Stipend	HS Football Coach (Varsity Asst./JV/9th Grade)	\$8,140	\$8,221	\$8,303	\$8,386
Game	HS Football Building Supervisor	\$60.40	\$61.00	\$61.61	\$62.23
Game	HS Football Down Yardage Marker	\$56.55	\$57.12	\$57.69	\$58.26
Game	HS Football Head Field Security	\$93.83	\$94.77	\$95.71	\$96.67
Game	HS Football Field Security	\$91.24	\$92.16	\$93.08	\$94.01
Game	HS Football Field Supervisor	\$51.42	\$51.93	\$52.45	\$52.98
Game	HS Football Game Supervisor	\$143.95	\$145.38	\$146.84	\$148.31
Game	HS Football Public Address	\$68.11	\$68.80	\$69.48	\$70.18
Game	HS Football Scorer	\$68.11	\$68.80	\$69.48	\$70.18
Event	HS Football Scout (up to 25 games)	\$123.40	\$124.64	\$125.88	\$127.14
Game	HS Football Head Ticket Seller/Taker	\$77.11	\$77.88	\$78.66	\$79.45
Game	HS Football Ticket Seller	\$60.40	\$61.00	\$61.61	\$62.23
Game	HS Football Timer	\$68.11	\$68.80	\$69.48	\$70.18
Game	HS Field Hockey Timer	\$68.11	\$68.80	\$69.48	\$70.18
Stipend	HS Friendship Club	\$2,710	\$2,737	\$2,764	\$2,792
Stipend	HS Golf Head Coach	\$3,090	\$3,120	\$3,152	\$3,183

Stipend	HS Golf Coach (Varsity Asst./JV)	\$2,063	\$2,084	\$2,105	\$2,126
Stipend	HS Grade Sponsor (Grade 9)	\$3,451	\$3,486	\$3,521	\$3,556
Stipend	HS Grade Sponsor (Grade 10)	\$3,516	\$3,551	\$3,586	\$3,622
Stipend	HS Grade Sponsor (Grade 11)	\$4,373	\$4,417	\$4,461	\$4,506
Stipend	HS Grade Sponsor (Grade 12)	\$4,639	\$4,685	\$4,732	\$4,779
Stipend	HS GSA	\$2,320	\$2,343	\$2,367	\$2,390
Stipend	HS Ice Hockey Head Coach	\$7,640	\$7,716	\$7,793	\$7,871
Stipend	HS Ice Hockey Coach (Varsity Asst./JV)	\$6,855	\$6,923	\$6,993	\$7,063
Stipend	HS HOPE Sponsor	\$2,140	\$2,162	\$2,183	\$2,205
Stipend	HS Indoor Track Head Coach	\$9,489	\$9,584	\$9,680	\$9,776
Stipend	HS Indoor Track Coach (Varsity Asst.)	\$7,299	\$7,372	\$7,446	\$7,520
Stipend	HS Jazz Band Director	\$5,923	\$5,982	\$6,042	\$6,102
Stipend	HS Lacrosse Head Coach	\$5,809	\$5,867	\$5,925	\$5,985
Stipend	HS Lacrosse Coach (Varsity Asst./JV)	\$4,466	\$4,511	\$4,556	\$4,602
Stipend	HS Lacrosse Coach (9th Grade) (JVB)	\$3,796	\$3,834	\$3,872	\$3,911
Event	HS Lacrosse Scout (up to 10 games)	\$79.70	\$80.50	\$81.30	\$82.11
Game	HS Lacrosse Timer	\$68.11	\$68.80	\$69.48	\$70.18
Stipend	HS Language Club Sponsor	\$3,259	\$3,292	\$3,325	\$3,358
Stipend	HS Literary Magazine Sponsor	\$2,788	\$2,815	\$2,844	\$2,872
Stipend	HS LMSDTV Sponsor	\$4,136	\$4,177	\$4,219	\$4,261
Stipend	HS Mock Trial Sponsor	\$2,445	\$2,470	\$2,494	\$2,519
Stipend	HS Math Club Sponsor	\$2,547	\$2,573	\$2,598	\$2,624
Stipend	HS National Honor Society Sponsor	\$3,007	\$3,037	\$3,067	\$3,098
Stipend	HS Newspaper Advisor	\$8,019	\$8,100	\$8,181	\$8,262
Stipend	HS Newspaper Business Manager	\$3,952	\$3,992	\$4,032	\$4,072
Stipend	HS Outdoor Track Head Coach	\$6,418	\$6,482	\$6,547	\$6,612
Stipend	HS Outdoor Track Coach (Varsity Asst.)	\$4,938	\$4,987	\$5,037	\$5,088
Stipend	HS SAGE	\$3,986	\$4,026	\$4,067	\$4,107
Stipend	HS School Store Sponsor	\$3,180	\$3,212	\$3,244	\$3,277
Stipend	HS Science Olympiad Head Coach – Competition	\$5,229	\$5,281	\$5,334	\$5,387
Stipend	HS Science Olympiad Asst. Coach – Competition	\$3,922	\$3,961	\$4,001	\$4,041
Stipend	HS Science Olympiad Head Club Sponsor	\$3,137	\$3,168	\$3,200	\$3,232
Stipend	HS Science Olympiad Assistant Club Sponsor	\$2,353	\$2,377	\$2,401	\$2,425
Stipend	HS Science Olympiad Head Coach – Ext. Season	\$3,137	\$3,168	\$3,200	\$3,232
Stipend	HS Science Olympiad Asst. Coach – Ext. Season	\$2,353	\$2,377	\$2,401	\$2,425
Stipend	HS Service League Sponsor	\$2,516	\$2,541	\$2,566	\$2,592
Stipend	HS Soccer Head Coach	\$6,903	\$6,972	\$7,042	\$7,113
Stipend	HS Soccer Coach (Varsity Asst./JV)	\$6,372	\$6,436	\$6,500	\$6,565
Stipend	HS Soccer Coach (9th Grade)	\$3,651	\$3,688	\$3,725	\$3,762

Event	HS Soccer Scout (up to 10 games)	\$79.70	\$80.50	\$81.30	\$82.11
Game	HS Soccer Timer	\$68.11	\$68.80	\$69.48	\$70.18
Stipend	HS Speech Club Sponsor	\$2,793	\$2,821	\$2,849	\$2,877
Stipend	HS Squash Head Coach	\$2,802	\$2,830	\$2,858	\$2,887
Stipend	HS Squash Coach	\$2,242	\$2,265	\$2,287	\$2,310
Stipend	HS Student Council Sponsor	\$5,109	\$5,160	\$5,211	\$5,263
Stipend	HS Student Voice Sponsor	\$2,981	\$3,010	\$3,040	\$3,071
Stipend	HS Swimming Coach	\$4,532	\$4,577	\$4,623	\$4,669
Stipend	HS Tennis Head Coach	\$4,858	\$4,907	\$4,956	\$5,005
Stipend	HS Tennis Coach (JV)	\$4,018	\$4,058	\$4,099	\$4,140
Stipend	HS Tiyatro Sponsor	\$6,347	\$6,410	\$6,474	\$6,539
Game	HS Track Judge (Dual Meet)	\$56.55	\$57.12	\$57.69	\$58.26
Game	HS Track Judge (Tri Meet)	\$73.95	\$74.69	\$75.44	\$76.19
Game	HS Track Starter (Dual Meet)	\$73.26	\$73.99	\$74.73	\$75.48
Game	HS Track Starter (Tri Meet)	\$91.24	\$92.16	\$93.08	\$94.01
Game	HS Track Timer (Dual Meet)	\$51.42	\$51.93	\$52.45	\$52.98
Game	HS Track Timer (Tri Meet)	\$71.97	\$72.69	\$73.42	\$74.15
Stipend	HS TSA/Engineering Head Coach – Competition	\$4,459	\$4,504	\$4,549	\$4,594
Stipend	HS TSA/Engineering Asst. Coach – Competition	\$3,544	\$3,580	\$3,615	\$3,651
Stipend	HS TSA/Engineering Head Club Advisor	\$2,992	\$3,022	\$3,052	\$3,082
Stipend	HS TSA/Engineering Asst. Club Advisor	\$2,177	\$2,198	\$2,220	\$2,243
Stipend	HS TSA/Engineering Head Coach – Ext. Season	\$2,229	\$2,251	\$2,274	\$2,297
Stipend	HS TSA/Engineering Asst. Coach – Ext. Season	\$1,773	\$1,790	\$1,808	\$1,826
Stipend	HS Ultimate Frisbee Coach	\$7,099	\$7,170	\$7,242	\$7,314
Stipend	HS Volleyball Head Coach	\$5,003	\$5,053	\$5,103	\$5,154
Stipend	HS Volleyball Coach (Varsity Asst./JV/9th Grade)	\$3,848	\$3,887	\$3,925	\$3,965
Stipend	HS World Affairs Club Sponsor	\$4,509	\$4,554	\$4,599	\$4,645
Stipend	HS Wrestling Head Coach	\$8,612	\$8,698	\$8,785	\$8,873
Stipend	HS Wrestling Coach (Varsity Asst./JV)	\$6,624	\$6,690	\$6,757	\$6,824
Game	HS Wrestling Game Supervisor	\$143.95	\$145.38	\$146.84	\$148.31
Game	HS Wrestling Scorer	\$68.11	\$68.80	\$69.48	\$70.18
Game	HS Wrestling Security	\$32.13	\$32.45	\$32.77	\$33.10
Game	HS Wrestling Ticket Seller/Taker	\$68.11	\$68.80	\$69.48	\$70.18
Game	HS Wrestling Timer	\$68.11	\$68.80	\$69.48	\$70.18
Stipend	HS Yearbook Advisor	\$8,050	\$8,130	\$8,211	\$8,294
Stipend	HS Yearbook Business Manager	\$3,909	\$3,948	\$3,987	\$4,027

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 Human Resources Manager 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 Human Resources Manager

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* = [(S + 2E + 3V)/30] + Participation + Knowledge + Pressure

S= TOTAL AFTER SCHOOL HOURS

E= EVENINGS

V= SATURDAY + SUNDAY + SCHOOL CLOSING

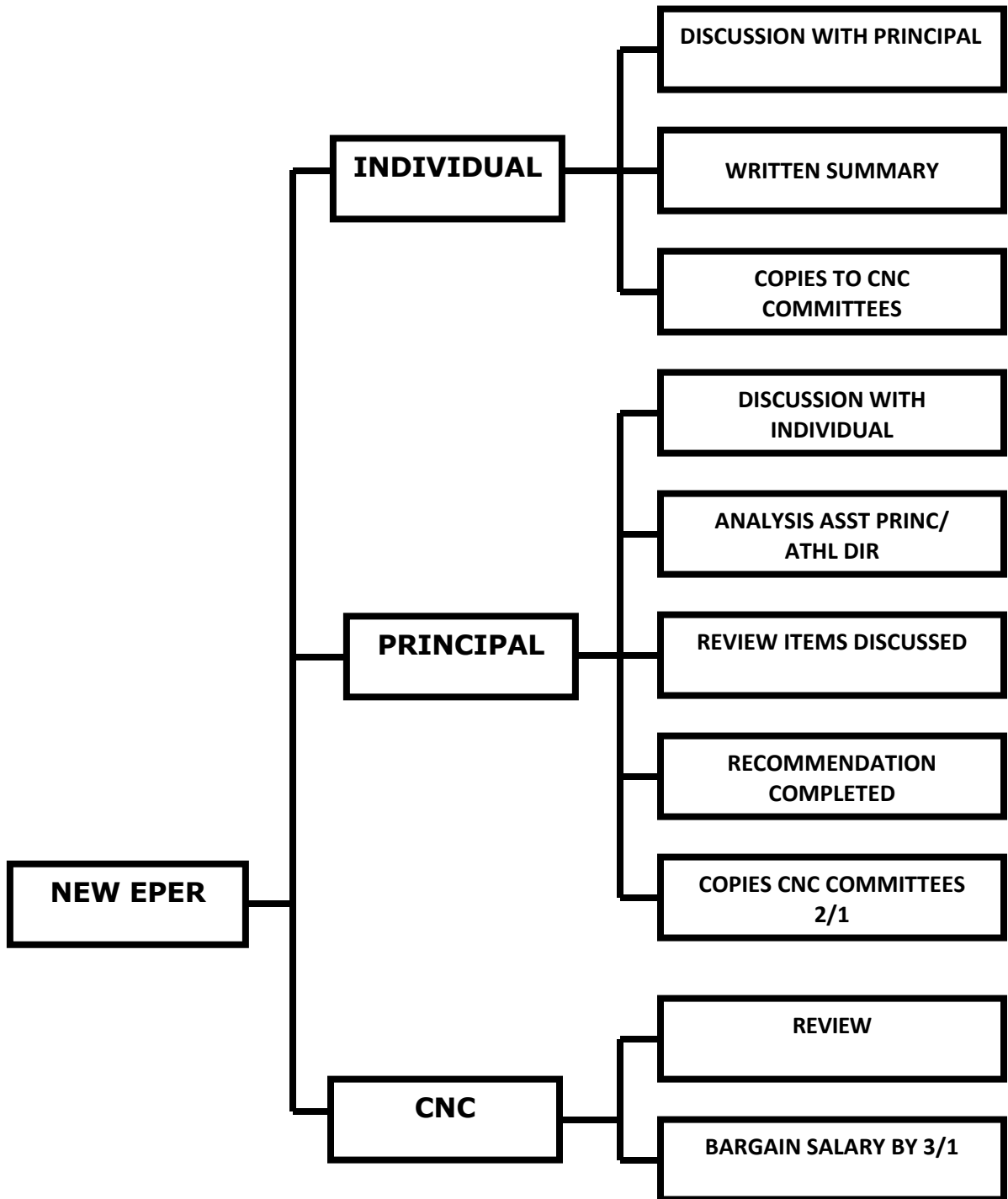
PARTICIPATION	15 OR LESS PARTICIPANTS	= 1
PARTICIPATION	MORE THAN 15	= 2
KNOWLEDGE		= 1 OR 2
PRESSURE		= 1 OR 2

* T is rounded up

UNIT VALUES

2020-2024 \$263

APPENDIX E
EPER ACTIVITIES REVIEW PROCEDURE



APPENDIX F

TABLE A: Salary Banding for Premium Contributions 2020-2021

Band	Salary Range	Plan and % of Premium		
		PPO Option	HMO Option	DED Option
A	Less than \$30,000	4.5%	2.0%	1.0%
B	\$30,000-\$50,000	7.5%	3.0%	1.5%
C	\$50,001-\$80,000	9.5%	5.0%	2.0%
D	\$80,001-\$100,000	11.5%	9.0%	2.5%
E	\$100,001-\$120,000	12.5%	11.0%	3.0%
F	Greater than \$120,000	14.5%	13.0%	4.0%

TABLE B: Salary Banding for Premium Contributions 2021-2022

Band	Salary Range	Plan and % of Premium		
		PPO Option	HMO Option	DED Option
A	Less than \$30,000	5.5%	2.0%	1.0%
B	\$30,000-\$50,000	8.5%	3.0%	1.5%
C	\$50,001-\$80,000	10.5%	5.0%	2.0%
D	\$80,001-\$100,000	12.5%	9.0%	2.5%
E	\$100,001-\$120,000	13.5%	11.0%	3.0%
F	Greater than \$120,000	15.5%	13.0%	4.0%

TABLE C: Salary Banding for Premium Contributions 2022-2023

Band	Salary Range	Plan and % of Premium		
		PPO Option	HMO Option	DED Option
A	Less than \$30,000	6.5%	2.0%	1.0%
B	\$30,000-\$50,000	9.5%	3.0%	1.5%
C	\$50,001-\$80,000	11.5%	5.0%	2.0%
D	\$80,001-\$100,000	13.5%	9.0%	2.5%
E	\$100,001-\$120,000	14.5%	11.0%	3.0%
F	Greater than \$120,000	16.5%	13.0%	4.0%

TABLE D: Salary Banding for Premium Contributions 2023-2024

Band	Salary Range	Plan and % of Premium		
		PPO Option	HMO Option	DED Option
A	Less than \$30,000	7.5%	3.0%	2.0%
B	\$30,000-\$50,000	10.5%	4.0%	2.5%
C	\$50,001-\$80,000	12.5%	6.0%	3.0%
D	\$80,001-\$100,000	14.5%	10.0%	3.5%
E	\$100,001-\$120,000	15.5%	12.0%	4.0%
F	Greater than \$120,000	17.5%	14.0%	5.0%

INDEX

<u>Article</u>	<u>Page</u>
Accidents.....	11
Additional Professional Responsibilities (Professional Staff).....	39
Association Days	10
Attacks	12
Cafeteria Employees’ Meals (Support Staff).....	36
College Recommendation Writing (Professional Staff).....	39
Confidential Personnel File	12
Definitions	3
District/LMEA Collaboration Committee	11
Dues Deduction	8
Evaluations.....	54
Extra Pay for Extra Responsibility (EPER)	32
Family and Medical Leave Act (FMLA)	55
Flexible Spending Account.....	44
Grants and New Programs (Professional Staff)	42
Grievance Procedure.....	5
Headings.....	55
Health and Accident Income Insurance.....	45
Health and Safety	53
Health Care Insurance	42
Individual Education Programs (IEPs) (Professional Staff).....	54
Just Cause	46
Layoffs/Demotions.....	47
Layoffs/Subcontracting	47
Leave Because of Death in Family.....	15
Leave Because of Family Illness.....	14
Leave Because of Illness	13
Leave Because of Maternity	15
Leave for Childrearing	16
Length of Work Year.....	25
Length of Workday	24
Life Insurance	45
LMEA President	9
Maintenance of Membership	9
Movement From One Job To Another (Support Staff)	51
No Strike – No Lockout	54
Online Instruction (Professional)	56
Paid Holidays (Support Staff)	20
Payroll Procedures.....	22
Personal Days.....	18

Posting of Vacancies 52

PREAMBLE 3

Preparation Levels and Requirements (Professional Staff) 31

Procedures for Qualifying for Higher Salary Scales (Professional Staff)..... 31

Professional Meetings (Professional Staff)..... 40

Recognition 4

Reduction In Force/Seniority (Support Staff) 48

Release Time for PSEA/NEA/Officers/Directors 10

Reopening the Contract 55

Retraining/Study Leave (Professional Staff) 18

Sabbatical Leave of Absence (Professional Staff) 19

Salary Credit for Approved Travel (Professional Staff) 34

Salary Credit for Military Service (Professional Staff)..... 35

Salary Provisions..... 29

School Visits (Professional Staff) 41

Separability Clause 55

Severance Pay..... 37

Signatures 57

Staff/Parent Communication..... 56

Teacher Workload 56

Temporary Assignments (Support Staff) 53

Term of Agreement..... 4

Transfers 51

Transportation Procedures (Support Staff) 52

Tuition Reimbursement..... 37

Uniforms (Support Staff) 35

Vacation Schedule (Support Staff) 20

Working Conditions 53

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 2020-2024