

COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE
UNIONVILLE-CHADDS FORD EDUCATION ASSOCIATION
AND THE
UNIONVILLE-CHADDS FORD SCHOOL BOARD

JULY 1, 2019 TO JUNE 30, 2023

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**COLLECTIVE BARGAINING AGREEMENT BETWEEN
UNIONVILLE-CHADDS FORD EDUCATION ASSOCIATION
AND
UNIONVILLE-CHADDS FORD SCHOOL BOARD**

ARTICLE I - RECOGNITION

The Unionville-Chadds Ford Education Association, hereinafter called the Association, an affiliate of the Pennsylvania State Education Association and the National Education Association, is hereby recognized by the employer, as the bargaining agent for the Unionville Chadds Ford employees who are professional or temporary professional employees, School Social Workers, and long-term substitutes*, hereinafter called the employees, and are certificated and employed below the first level of supervision and who are properly included in the bargaining unit under the conditions of the Public Employee Relations Act (Act 195 of 1970) and Act 88 of 1992 providing for collective bargaining for public employees, hereinafter called the bargaining unit.

School Social Workers are recognized as members of the bargaining unit. Continued employment is dependent upon maintenance of current PA social work licensure and, if required, PA state certification as Home and School Visitor.

Both parties aver that this agreement sets forth the terms and conditions to which each party agrees to be bound, and that such agreement has been reached voluntarily without undue or unlawful coercion of force by either party.

* (A long-term substitute is defined as any person who performs duties of a professional nature in lieu of an absent employee for one semester or an equivalent number of consecutive days during one work year. Also, any substitute employee working on a day-to-day basis in the same capacity, for an indefinite period of time shall be considered a long-term substitute upon completion of one (1) semester's work or the equivalent number of consecutive days during one (1) work year.)

ARTICLE II - TERM AND CONDITIONS OF AGREEMENT

2.01 TERM OF AGREEMENT

The term of the agreement shall begin on, July 1, 2019, unless otherwise noted herein, and shall continue in force and effect until June 30, 2023. If, by mutual agreement, both parties agree to renegotiate certain items of the agreement prior to June 30, 2023, it is not the intent of this agreement to prohibit such negotiation.

2.02 CONDITIONS OF AGREEMENT

There are items enumerated and dealt with in a separate document, which is not part of the bargaining agreement. As such they are not subject to the grievance procedure contained in the bargaining agreement but are subject to the meet-and-discuss procedure, if and when disputes arise.

2.03 SEPARABILITY

If any provision of this agreement or any application of the agreement to any employee or group of employees is held to be contrary to law, then such provision shall not be deemed valid, but all other provisions or applications shall continue in full force and effect.

2.04 NO STRIKE - NO LOCK OUT

As a condition of the various provisions of this agreement, the bargaining unit agrees that it will not engage in, nor support, a strike against the employer (as defined in Act 195 of 1970 and Act 88 of 1992), and the employer agrees that it will not conduct, or cause to be conducted, a lock out--all for the term of this agreement.

2.05 WAIVERS

The parties agree that the items leading to this agreement have been discussed during negotiations and that no additional negotiations on this agreement will be conducted on any item, during the life of this agreement, except as provided for by the section "TERM OF AGREEMENT".

2.06 CONTRACT DISTRIBUTION

Upon ratification of a new agreement, the employer shall provide an electronic copy for all employees within two (2) weeks. The District will also provide a hard copy for each employee upon request.

2.07 SEXUAL BIAS

Words used in the masculine form may be read to include the feminine; the feminine may be read to include the masculine.

2.08 PAYROLL

All teachers shall be paid on a biweekly pay basis. Payment of wages shall be made via direct deposit.

ARTICLE III - ASSOCIATION RIGHTS AND PRIVILEGES

3.01 ASSOCIATION RELEASED TIME

The Association will be granted four (4) person-days of released time, at no cost to the Association, with approval of the administration. Up to five (5) additional days, at a cost to the Association of the minimum daily substitute rate, shall be granted with approval of the administration. Requests for this released time will be made to the administration at least two weeks in advance. The President, or his designee, shall be granted release time to meet with district administrators and/or association members who request assistance.

3.02 PARTICIPATION IN ORIENTATION PROGRAMS

During the district-wide faculty meeting prior to the beginning of the student year, an Association representative(s) will be granted thirty (30) minutes to address the faculty.

3.03 DUES DEDUCTION

A. The Board agrees to deduct dues for the Association and its affiliates, excluding PACE, for those members who authorize such deductions.

B. These deductions will be made in one of the three following ways:

1. 8 pay periods beginning with first payroll in October.
2. Lump sum deduction on the first payroll in October.
3. Lump sum deduction in the last of the 8 pay period deductions.

C. In the event that a member terminates services with the Unionville-Chadds Ford School District prior to the total deductions having been made, the balance necessary to complete the total will be deducted from the member's final paycheck.

D. Payroll deduction authorization forms shall be provided, distributed and collected by the Association. The collected forms shall be given to the Business Office no later than ten (10) calendar days prior to the first pay in October.

E. The Association and its membership shall hold harmless the employer in the event of legal problems arising from dues deduction.

3.04 MAINTENANCE OF MEMBERSHIP

All employees who have joined the Association or who join the Association in the future must remain members for the duration of this agreement, provided that any employee, or employees, may resign from the Association during a period of fifteen (15) days prior to June 30 of each year. The Association shall announce specific dates for this period annually. The Association shall be solely responsible for enforcing item 3.04.

3.05 USE OF SCHOOL BUILDINGS AND EQUIPMENT

The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The Principal of the building in question shall be notified in advance of the time and place of all such meetings.

The Association shall have the right to use school facilities and equipment, and all types of audio-visual equipment at reasonable times when such equipment is not otherwise in use or being held for valid reasons. Where necessary, requests shall be made for specially trained people to operate machinery on behalf of the Association.

3.06 USE OF MAIL FACILITIES, ELECTRONIC COMMUNICATIONS AND MAILBOXES

The Association shall have the right to use the inter-school mail facilities, electronic communications and school mailboxes.

3.07 USE OF BULLETIN BOARDS

Faculty room bulletin boards shall be at the disposal of the Association. The Association shall also be permitted to use bulletin board space in the main office of each building for Association notices.

3.08 NO REPRISALS CLAUSE

Effective the date of ratification there shall be no reprisals taken in the future by the School Board or the Association on account of any activity engaged in by either party during the course of these negotiations.

ARTICLE IV - EMPLOYEE RIGHTS

4.01 JUST CAUSE

No employee shall be reprimanded in writing, or reduced in rank or compensation, or dismissed without just cause.

4.02 NONDISCRIMINATION

The employer and the Association agree that there shall be no discrimination on the basis of race, religion, national origin, sex, age, sexual orientation, or domicile.

4.03 PERSONNEL FILE

An employee may review the contents of his personnel and building level file in the presence of the administrator who maintains that file. A copy of specific item(s) in that file will be provided to the employee upon written request to the administrator who maintains the file. This copy will be provided without cost to the district. Items may not be altered, added to, or removed from the file by the employee. A written response to any contents of his file may be directed to the Superintendent or administrator maintaining the file for inclusion in the file.

4.04 NOTIFICATION OF ASSIGNMENT

Prior to the close of the school year, the building principals shall inform each of his/her respective teachers of their tentative teaching assignment. The information shall include any changes from the normal workday as outlined in the faculty handbook and the number and type of subject preparations required by the tentative schedule.

4.05 EVALUATION OF STUDENTS

The employee shall determine the grades of students within established building practices. These practices shall be communicated, in writing, to employees at the beginning of each school year.

4.06 EMPLOYEE SAFETY

A. The Board and the Association recognize a mutual responsibility in the area of teacher protection as it relates to health and safety.

B. The Board shall give full legal support for any assault upon an employee and where the employee was acting properly in the discharge of that employee's duties within the scope of employment. The Association President shall be notified by the appropriate administrator (building or District) of any assault suffered by any employee.

C. Employees shall report cases of assault or injury suffered by them in connection with their employment to their building administrator as soon as possible. The building administrator shall immediately forward such notification to the Superintendent and the Association President.

D. When absences arise out of or from such assault or injury, the employee may use leaves as provided for in sections 7.01, 7.02, and 7.04 until Workers' Compensation payments are received. The use of any leaves provided for in the contract during the time period where payments are received from Workers' Compensation shall be at the discretion of the employee and in accordance to law. An employee may buy back any days used under sections 7.01, 7.02, or 7.04 during their absence by refunding the appropriate Workers' Compensation payment to the employer.

E. The Board shall have the right to have the employee examined periodically, at the Board's expense, by a physician appointed by the Board for the purpose of establishing the extent and approximate period of disability.

4.07 EMPLOYEE EVALUATION

The employer will inform and provide in-service training to the professional staff prior to the implementation of the evaluation system. Evaluation systems or forms imposed on the district by state or federal agencies will be discussed with the Association prior to implementation. School Social Workers will be evaluated using the same method of evaluation for teachers.

All evaluations shall be performed only by properly certified persons, authorized to rate or evaluate by the School Code of 1949, as amended. Peer evaluation or observation shall not be solicited, received, or used by the employer in developing any type of evaluation. Employees in the bargaining unit shall not be required to participate in the evaluation(s) of other employees in the unit.

Any teacher rated unsatisfactory at the conclusion of any school year by the Superintendent or a member of his/her staff charged with supervisory responsibilities shall have his/her salary frozen. Such a teacher must be evaluated again by the end of the first semester of the subsequent

school year and if the teacher receives a satisfactory rating on his/her next rating, all scheduled compensation increase will be reinstated for the balance of the school year.

ARTICLE V - WORKING CONDITIONS

5.01 WORK YEAR

A. The regular work year for employees shall consist of 190 days. Due to Chapter 49 requirements, inductees in year one of the induction program shall work the equivalent of 193 days without additional compensation.

The work year will consist of 182 student days to include:

- The last day of the second marking period shall be a full Student day.

The work year includes 8 professional days as follows:

- Five (5) professional development days to be directed and scheduled by the administration,
- One (1) in-service day prior to the first student day,
- One (1) teacher clerical day prior to the first student day, and
- One (1) teacher clerical day after the last student day.

Teacher clerical time is for the teacher to discharge professional responsibilities, as determined by the teacher.

B. The Association and the School Board both recognize that continual professional improvement is necessary to maintain the high standards of quality education in the Unionville-Chadds Ford Schools. Accordingly, the Board agrees to continue to provide funds for Professional Education Committee projects, subject to School Board approval.

C. Professional education programs shall not occur during the first two working days or during the last day of the work year, or at the end of any marking period, unless agreed to by the Association. When these activities extend beyond the work year, participation will be voluntary and any employee choosing to participate shall be paid his per diem rate. In addition, Professional Education projects will not be the sole criteria used for an unsatisfactory evaluation at the end of the year.

The Professional Education Committee shall consist of employee representatives from each building. The Association and the Building Principals shall jointly appoint the employee representatives. The Superintendent shall chair the Committee. Others may be invited to meetings at the discretion of the Committee.

D. Middle school and elementary teachers shall participate in two open houses per year. High School Teachers shall participate in one open house per year and one other event during the

school year, selection of which is at the professional employee's choice. The additional event may include, but is not limited to, a second open house, parent conferences, field trips, course selection presentations, orientations, award ceremonies, academic competition, music and drama performances, and art shows. Limitation on a professional employee's ability to choose the additional event shall be based on guidelines established by the Administration limiting the number of employees who can participate in a specific event or if it is a requirement of the employee's teaching assignment or supplemental assignment.

E. Involvement in school activities, beyond the professional day, (such as educational trips or department, grade, or team activities) are voluntary and not subject to per diem rates.

5.02 PROFESSIONAL DAY

A. Unless otherwise excused by the administration, employees shall be on duty in their respective buildings a maximum of eight (8) hours, ten (10) minutes on Mondays and seven (7) hours, ten (10) minutes Tuesday through Friday. This time includes a thirty (30) minute, duty-free, lunch period. One of the first two working Mondays of each month shall be for a building-wide faculty meeting while the other shall be for department/team/grade level meetings. Subsequent working Mondays shall be for teachers to discharge professional responsibilities as coordinated with the building principal/supervisor. Such professional responsibilities shall include, but are not limited to, student assessments, portfolios, inter-disciplinary work and inter-building work. The Mondays immediately before and immediately after the end of the first semester shall be set aside as clerical time for elementary and middle school teachers.

B. It is the intent of the school board that each building principal shall endeavor to provide a minimum of 225 minutes of preparation time per week for each professional employee. There shall be one block of 30 minutes daily, unless agreed to by both the principal and teacher involved. (This shall not include time for passage to and from special area classes in the elementary schools.)

C. Whenever possible, building principals who need employees to be in the building before or after the school day, shall procure that help as follows:

1. Employees shall be asked on a voluntary basis to either come in early or stay late. In no case would their workday exceed that stated above.

2. If the building problem cannot be solved by volunteers, the building principal has the authority to assign adequate coverage. In no case would the workday exceed that stated above.

3. Development of alternative work schedules is not limited by this contract. Both the Association and the Administration will have to agree in writing before such schedules can be put into effect. In no case would the workday exceed the professional day defined above.

4. The professional day defined above may be exceeded in an emergency situation that threatens the safety of the students. Teachers will be assigned this coverage only after no volunteers have been found.

5.03 SUBSTITUTES

A. Substitutes shall be secured for absent employees. However, it is recognized that emergency situations do occur and it may be necessary for employees to substitute. The emergency will not be used when arranging for substitute coverage for planned absences such as district and building committee meetings, professional conferences or meetings, or personal leave, or sports events (except for playoff contests).

B. If the district has tried but cannot obtain substitutes for planned absences, the following procedure shall be followed:

1. Substitutes already in the building shall be assigned to cover additional classes during their preparation time.

2. Teachers who are attending district or building level committees shall remain in class.

3. Teachers will be reassigned during their duty time.

4. Teachers may be assigned and will be compensated to cover classes during their preparation time. Teacher compensation shall be \$42 per hour.

5.04 INDUCTION PROGRAM

A. During year one of the induction program, inductees will work one more day as required in Section 5.01. Participation in the induction program shall be the inductees 24 hours of professional/staff development for that work year. At least eleven (11) of these hours shall take place on the designated Induction and Staff Development days. Release time, not to exceed four (4) half-days (or equivalent time), during the work year will be provided for both the inductee and their mentor for meetings.

B. During year two and three of the induction program, inductees will work the regular work year as required in Section 5.01. Participation in the induction program shall be the inductees 18 hours of professional/staff development for that work year and all meetings shall take place within the work year (5.01) and work day (5.02) sections of this contract.

5.05 DISPENSING MEDICATION

The School District agrees to indemnify from any liability any bargaining unit member who administers medication or medical services to pupils according to School District policy. Parents shall sign hold-harmless waivers relating to this process.

ARTICLE VI - VACANCIES AND TRANSFERS

6.01 POSTING OF VACANCIES/CANDIDATE NOTIFICATION

A. When an employee vacancy occurs, or a new position is created, it shall be posted in each building, and on the district's email system. A bargaining unit vacancy, including supplementals but not homebound instruction, shall be posted for a minimum of ten (10) consecutive calendar days excluding weekends and legal holidays before it is filled. Homebound instruction shall be posted for a minimum of three (3) consecutive calendar days excluding weekends and legal holidays before it is filled unless the teacher of the student is filling it. Any Act 93 vacancy shall be posted for a minimum of three (3) consecutive calendar days excluding weekends and legal holidays before it is filled. The required posting may be waived if the Association agrees that the posting is unnecessary or disruptive.

B. When an employee vacancy occurs during the summer, an Association designee shall be notified of the vacancy in writing. However, the posting periods in paragraph A may begin when the Association designee has been verbally notified, and the position has been posted on the district's email system, in order to expedite the hiring process.

6.02 TRANSFERS

A. Requests by an employee for transfer to a different class, building, or position shall be made in writing to all principals involved, the Association President or his designee and the Superintendent on a yearly basis. The letter shall set forth the reasons for the request, the grade or position sought, and the employee's academic qualifications. The Superintendent's office shall acknowledge receipt of such application in writing. All certified employees requesting transfer to such a position will be interviewed.

B. If employees must be transferred between existing buildings, or grade levels, the administration shall first ask for volunteers and review all requests as outlined in paragraph A above. Involuntary transfers will be made only after a conference between the employee and the Superintendent. During the conference the specific reason(s) for the transfer will be given and, if requested, placed into writing within five (5) calendar days. The employee may, at his option, have an Association representative present at such meeting. The employee will have the opportunity to submit a written rebuttal within five (5) calendar days after receipt of the Superintendent's statement. The Superintendent will consider the rebuttal and advise the employee in writing of the final decision within five (5) calendar days after receipt of the rebuttal. All involuntary transfers for the next school year shall be announced by June 1 of the current school year.

C. Any employee transferred between buildings or relocated to a different classroom shall, after discussion with the Superintendent, be paid for up to three (3) days as outlined in Section 10.01B for the purpose of relocating from one area to another.

D. The District maintains the right to involuntarily transfer the School Social Workers to any position for which they are qualified or certificated.

6.03 REDUCTION IN FORCE (RIF)

The following procedures will be applied during the furlough/recall process with respect to professional employees.

A. The professional employee with the least seniority in the certificated subject presently being taught will be furloughed. Seniority rights are determined on a district-wide basis.

B. If the professional employee is certificated in more than one subject, the employee's seniority may be determined in the subject in which he is more senior.

C. Any bumping resulting from a "RIF" will be limited to two such bumps per rifted position. The employee shall request the right to bump within ten (10) days. In all cases certification areas will be used in the rifting process.

D. A furloughed professional employee who is enrolled in a college program at the time a vacancy occurs for which he is in line to be recalled will be given the option of delaying the return to service until the end of that semester.

E. A furloughed professional employee who refuses an offer of a regular position (not long-term substitute) loses recall rights.

F. Furloughed professional employees will be recalled inversely to their release, for both regular vacancies and temporary vacancies for which they are certificated.

G. A recalled employee shall be placed on the salary schedule on one full step from the step at the time of furlough, unless furloughed and recalled during the same work year.

H. A furloughed employee must report his current address and telephone number and state the intent to accept a position when offered, to the Superintendent, prior to June 30 each year or lose all recall rights.

I. A furloughed employee shall be covered by the district's medical, dental and life insurance only at his own expense for a maximum of two years.

J. A separate seniority list will be kept for School Social Workers using the date of hire as listed in the school Board minutes. The seniority list will be used if a reduction in force becomes necessary under the provisions of the Pennsylvania School Code.

K. Social Workers who possess a valid PA teaching certificate will be offered an interview for any position for which they are qualified and apply.

ARTICLE VII - LEAVES

7.01 PERSONAL LEAVE

Three personal leave days per work year shall be granted each full-time employee (part-time employees and long-term substitutes to receive prorated portion to be rounded up if decimal fraction equals or exceeds .6 personal leave day - rounded down if below .6.) upon request within the conditions set forth below:

A. No more than ten (10) per cent of a building's employees will be granted such leave for any given day. In the event that school is closed, for reasons beyond the control of the Association, and it becomes necessary to make up the lost day(s) during the Thanksgiving, Christmas or Easter holiday, the ten (10) per cent limit may be exceeded (up to a 15% maximum), with administrative approval, in those cases where employees would lose a deposit which had been paid prior to the decision to make up the lost day(s). Numbers shall be rounded as above.

B. Personal leave days which are granted for the day before Thanksgiving, winter and spring holidays shall be requested at least ten (10) working days in advance. Requests for personal leave days other than these shall be made two (2) days in advance. Such request shall be submitted on a district-approved form. Emergency situations will be reviewed by the administration on a case-by-case basis.

C. No personal leave days shall be granted for the first five (5) working days or the last five (5) working days of the school work year and none shall be granted on any of the designated staff/professional development days. Emergency situations will be reviewed by the administration on a case-by-case basis.

D. Personal leave will be granted on a "first-come-first-served" basis as determined by the administration. No requests can be made prior to July 1 of a given school year.

E. Personal leave days may accumulate to a maximum of six (6). All unused personal leave days in any given year shall either be converted to sick days or carried forward (not split) subject to the maximum total of six (6) unless the employee, before June 1, notifies the Business Office, in writing, all unused personal leave days will be converted to sick days.

7.02 SICK LEAVE

A. Sick leave shall be interpreted to apply to absences due to illness of the employee and/or the employee's spouse, dependent child(ren), or parents. This shall not increase the number of sick leave days to which an employee is entitled (ten days per year).

B. Part-time employees and long-term substitutes are entitled to a prorated share of the ten days -- decimal fractions to be rounded up if equal or exceed .6 sick leave days, rounded down if below .6. Retroactive credit for long-term substitute sick leave days shall be granted if there has been no break in service.

C. Summer employees who work on a regularly scheduled basis in a professional capacity shall be eligible for two (2) sick days without loss of pay. The use of these sick days will

not result in any reduction of the accumulated sick leave of the employee. Any unused balance of the sick leave days credited for that summer shall not be cumulative. In the event that these two (2) additional summer sick leave days have been used, the employee will be eligible for additional sick leave days by using on a prorated basis sick leave days credited to that employee from the previous year. Any pro ration charged against accumulated sick leave shall be one (1) full day for each day of absence if employed for three-and-one-half (3 1/2) hours or more per day during the summer and one-half (1/2) day if employed less than three-and-one-half (3 1/2) hours per day.

7.03 UNPAID LEAVES

A. Unpaid leaves are subject to the approval of the School Board. This includes child-rearing leaves, requested at the time of the associated disability leave, (emergency and exceptional cases excluded). The Superintendent will determine the date on which the employee shall return. The period of this leave shall not exceed one calendar year, plus additional time as to allow the leave to terminate at the beginning of a semester. If an employee decides not to return to their position, or if their return date has changed, the employee shall notify Human Resources 60 days prior to the original return date.

B. During unpaid leaves there will be no seniority accrual and eligible employees may participate in district insurance plans (at group rates) at their own expense.

C. Long-term substitutes shall not be eligible for unpaid leaves.

7.04 DISABILITY LEAVE

A. Disability leave, including maternity, shall be granted where the employee's physician verifies the employee's inability to work. The Board retains the right to have the school's physician review the case. Should these two physicians disagree, the opinion of a third mutually agreed on physician will be sought and his decision considered final.

B. If the employee's sick leave is exhausted during this leave, he shall receive the difference between his daily rate and the minimum daily substitute rate per day, for a maximum of 30 days per work year. Such disability days need not be used consecutively but may not exceed the 30 day total in any given work year. These days are not to be used as an extension of the employee's sick leave.

C. Long-term substitutes shall not be eligible for this leave.

7.05 MILITARY LEAVE

Employees shall be granted military leave with pay as prescribed by P.L. 677 (No. 255) (65 P.S. S 114).

7.06 SABBATICAL/PROFESSIONAL DEVELOPMENT/OCCUPATIONAL EXCHANGE LEAVES

These leaves shall comply with the applicable sections of the Pennsylvania School Code (as amended by Act 66 of 1996). When leaves in this section are granted for a half-year, the employee shall receive 5 sick leave days and 1 1/2 personal leave days for the half-year worked.

Forms for applying for these leaves can be found after the Appendix section of this contract.

7.07 BEREAVEMENT LEAVE

A. Whenever a professional or temporary professional employee is absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence not to exceed three (3) working days. The superintendent may extend the period of absence with pay if exigencies of the case warrant. Members of the immediate family shall be defined as parent, parent-in-law, siblings, children, spouse, grandchild, grandparent, or any persons with whom the employee has made his home.

B. Whenever a professional or temporary professional employee is absent from duty because of a death of a near relative of said employee, there shall be no deduction in salary of said employee for an absence on the day of the funeral. The administration may extend the period of absence with pay if exigencies of the case warrant. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law or sister-in-law.

ARTICLE VIII - BASE SALARY SCHEDULE APPLICATION

8.01 STEP PLACEMENT

A. After initial entry onto the schedule, an employee who gets paid for 90 or more days shall proceed a full step until the maximum step has been reached. An employee who gets paid for 89 or less days shall remain on the step for the next school year. If an employee is on leave, other than those in sections 7.02 and 7.06, for a full year, the employee shall be placed a full step following the step at which he left.

B. Any substitute employee upon becoming a long-term substitute employee, as defined in this contract shall be paid retroactively to the first day of employment in that capacity. The salary for said employee shall be negotiated between that employee and the Superintendent. In no case can the salary be less than the "schedule base salary" in effect for that year.

8.02 MASTER'S EQUIVALENCY

The current practice of recognition of Master's Equivalency on the salary schedule shall continue during the term of this agreement, except as amended in Articles 8.03 and 8.04 (Preparation Level Placement and Tuition Reimbursement respectively).

8.03 PREPARATION LEVEL PLACEMENT

A. The preparation level of an employee shall be determined by the number of college credits and Pennsylvania Department of Education credits successfully completed as outlined in the chart below. Credits beyond a degree shall mean credits obtained after the degree has been earned. No retroactive credit will be accepted except in case of Professional Development Leave.

Ending Date of Coursework	Evidence of Satisfactory Completion	Prep Level Payment
By August 31	By October 1	Full year at New Prep Level

B. A grade of "B" or better or a "P" in a pass/fail course must be attained.

C. The Superintendent shall approve courses for this placement based on the following guidelines:

1. The course is approved by the Pennsylvania Department of Education or offered through an accredited college or university offering on-site or online interactive instruction.

2. Credits taken towards enrolled Masters, Doctorate, and certification programs that would lead to an additional endorsement on his/her teacher certificate. Additionally, the Superintendent has the authority to approve non-degree program courses that will result, in his/her sole opinion, in substantial benefit to students and/or the district.

3. Credits taken beyond the Master's + 45 prep level shall be from an accredited college or university or, courses that fulfill district initiatives as approved by the Superintendent.

4. Courses must be accorded full graduate credit from the sponsoring college or university.

5. Course offerings by third party vendors will not be approved.

6. Exceptions to paragraphs 1 and 2 and 4 above shall include:

(a) After a staff member reaches masters prep level, the District will automatically approve twelve (12) credits in Applied Technology.

(b) Professional development leave consistent with School Board Policy 438.1.

7. The procedure for application process is attached as an appendix to this agreement.

D. A Master's 'Equivalency earned by an employee hired on or after 4/1/90 shall be considered a terminal preparation level until or unless the employee earns a Master's degree.

E. Employees hired on or after 4/1/90 that already have a Master's Equivalency will not be subject to Article 8.03, item D, if the equivalency was secured prior to 4/1/90.

F. All employees on staff prior to 4/1/90 shall be able to secure and advance beyond a Master's Equivalency without earning a Master's degree.

G. An employee shall be given credit for a maximum of 12 (18 during a sabbatical) credits per year (Sept. 1 to Aug. 31) counted for preparation level shifts beyond the Master's column. All credits accumulated beyond these maximums shall be used in future years.

8.04 TUITION REIMBURSEMENT

A. Tuition reimbursement in any fiscal year shall be made for any credits approved by the Pennsylvania Department of Education or through an accredited college or university and by the Superintendent as outlined in paragraph E below. Each employee shall be reimbursed in full for each credit taken to a maximum of \$4,000. The annual reimbursement year is July 1 to June 30. The date on which a course is completed dictates from which year the funds are paid.

B. During a Sabbatical Leave, the employee shall be reimbursed in full for each credit taken to a maximum of \$6,000.

C. The Superintendent shall notify the employee of his decision within eleven working days of receiving the request for reimbursement. The intention to take courses shall be submitted to the Superintendent no later than 12 working days in advance of the first session of the class.

D. A grade of "B" or better or a "P" in a pass/fail course must be attained.

E. Reimbursement will be made for credits taken towards enrolled Masters, Doctorate, and certification programs that would lead to an additional endorsement on his/her teacher certificate and for qualified Act 48 credit in accordance with State law. Additionally, the Superintendent has the authority to approve reimbursement for non-degree program courses that will result, in his/her sole opinion, in substantial benefit to students and/or the district.

F. No reimbursement shall be paid if credits were completed in a prior fiscal year without approval of the Superintendent. Evidence of satisfactory completion must be submitted within three (3) months after receipt of the transcript in order to be eligible for reimbursement, except in the case of sabbatical leave, when the submission date will be three (3) months after the date of return to work. The last meeting date of the course shall determine the fiscal year in which the reimbursement can be obtained.

G. Employees hired on or after 4/1/90 with an equivalency secured prior to 4/1/90 shall receive tuition reimbursement as outlined in 8.04 A & B without being in a degree program. Employees hired on or after 4/1/90 without an equivalency secured prior to 4/1/90 shall receive tuition reimbursement as outlined in 8.04 A & B for credits earned in a degree program. Once a Master's degree has been attained, the courses need not be in a degree program. Employees hired on or after 4/1/90 without an equivalency occurred prior to 4/1/90 shall be reimbursed in full for each credit taken to a maximum of \$1,500 during the life of the contract for credits earned outside a degree program.

H. Long term substitutes are ineligible.

I. A pool of money in the amount of \$250,000 will be set aside for the purpose of tuition reimbursement, beginning on July 1 of each fiscal year. Subject to course approval, this money will be allocated on a first-come, first-served basis according to submission time and date.

8.05 MILITARY CREDIT

Credit on the salary schedule may be given for military service, but only at the time of initial employment as a temporary professional employee or professional employee:

Up to 3 years of service	1 year credit
3 to 4 years of service	2 years credit
More than 4 years of service	3 years credit

8.06 SALARY SCHEDULE AND COMPUTATIONS

A. The parties agree that the salaries to be effected by this agreement are accurately reflected by the salary schedules in Appendix A, which are made part of this agreement, and that these schedules of salaries shall remain in force for the period of this agreement. School Social Workers will continue on the teacher salary schedule and will move as per the current Collective Bargaining Agreement.

B. The salary schedules in Appendix A, and the salaries as determined in the special salary computation section, are based on the work year as defined in Section 5.01. The parties agree that the Board may add additional professional development days in any school year for the term of this Agreement and that compensation for each such additional day shall be determined by dividing the employee's salary as determined in this section by the work year as defined in Section 5.01. Involvement in such programs shall be on a voluntary basis.

ARTICLE IX - BENEFITS

9.01 ELIGIBILITY

A. Employees working the equivalent of a semester or more are entitled to full benefits except as specified in the Agreement. Employees who are at .4 FTE or below are not eligible for hospitalization/major medical insurance, prescription benefits, dental benefits, vision benefits, life insurance and disability insurance. Any temporary professional or professional employee who works less than the equivalent of a semester will NOT be eligible for insurance benefits - eg. medical, dental, vision, prescription, life, income protection. However, if said employee wishes to pay for his benefits, he may do so at group rates. The District will administer for all employees plans that meets the requirements of Section 125 of the Internal Revenue Code so that all contributions to health insurance and optional life insurance premiums will be made on a pre-tax basis.

B. Employees eligible for benefits may decline to have such benefits provided by the district. Before an employee is permitted to decline any benefit he must sign a waiver. The employer and the Association will not be held liable as a result for damages for declining this coverage. If the carrier allows for the benefit to be declined, the employee will be paid \$2,400. The opt-out payment shall be made through 24 pays on a pro rata basis. Only those benefits indicated may be declined.

C. New employees hired, who qualify for benefits under this Agreement, will receive said benefits the first of the month following the date of hire.

D. Enrollment will be on an annual basis with changes permitted within thirty (30) days of a qualifying event. A qualifying event is a change in family status that affects coverage (i.e., marriage, death, divorce, birth or adoption, a change in a teacher's or his/her spouse's employment status causing a loss of health or dental coverage).

E. Full-time employees who are demoted shall continue to receive benefits as if he or she were employed in a full time equivalent position for one full year after the effective date of such demotion.

9.02 HOSPITALIZATION/MAJOR MEDICAL

The employer shall provide three (3) hospitalization and medical insurance coverage options for the employees hired on or before February 22, 2016 of this Collective Bargaining Agreement: (1) the Keystone Direct Point of Service C2-F2-02 (base plan); (2) the Personal Choice C4-F4-02; and (3) Personal Choice 1020/80/50. Employee contributions to the premiums of the above plans are as follows.

A. Keystone Direct POS C2-F2-02: 10% employee contribution to the overall premium cost of the coverage selected.

B. Personal Choice C4-F4-02: 10% employee contribution to the overall premium cost of the coverage selected.

C. Personal Choice 1020/80/50: 7% employee contribution

D. This benefit may be declined, if allowed by the carrier.

Employer shall provide the same three hospitalization and medical options for employees hired after February 22, 2016; however, the Personal Choice 1020/80/50 shall be considered the base plan. Employee contributions to the base plan are the same as outlined in C above.

New employees hired after February 22, 2016 may "buy up" to the C4-F4-02 or the C2-F2-02 plan by paying the difference between the Personal Choice 1020/80/50 plan and the standard premium of the buy-up plan selected. This expense would be in addition to the base plan employee premium contributions as listed above in C.

E. A retiree may continue, at his own expense, these benefits, if the carrier permits, to age sixty-five.

9.03 DENTAL INSURANCE

A. Dental insurance coverage, equivalent to the United Concordia/Concordia Flex plus supplemental, three-part rider (100% prosthesis, 100% periodontics, 100% oral surgery) shall be provided by the employer for each employee and eligible dependents. The annual maximum limit of coverage will be \$2,000.00 per person. In addition, the Blue Shield Orthodontic Treatment Plan or an equivalent plan shall apply to all employees selecting dependent coverage. This Plan provides for the payment of 50% of the allowable cost as determined by the insurer for orthodontia to a maximum lifetime benefit of \$1,000.00 for dependents up to age 19. The employee shall pay ten percent (10%) of the overall premium cost.

B. This benefit, in combination with Vision 9.04, may be declined if allowed by the carrier.

9.04 VISION CARE PLAN

A. The employer shall provide the Vision Benefits of America, or its equivalent, for each employee and eligible dependents. The employee shall pay ten percent (10%) of the overall premium cost of this plan.

B. This benefit, in combination with Dental 9.03, may be declined if the carrier permits.

9.05 PRESCRIPTION PLAN

A. Employees and their eligible dependents will be offered Prescription coverage with copays of \$5 for Generic / \$50 for Name Brand, except in the case where a generic is not available the copay shall be \$40 / and \$70 for Formulary. Employees are required to pay a 10% premium contribution for this plan. Employees who take maintenance prescription drugs are required to use the plan's mail order program for such prescriptions and will receive a 90-day supply of such prescriptions for two co-pays.

B. A retiree may continue, at his own expense, these benefits, if the carrier permits, to age sixty-five.

C. This benefit may be declined if allowed by the carrier.

9.06 TOBACCO SURCHARGE

A. All bargaining unit employees (not including their spouses or dependents) who are enrolled in the District's health benefit plan who are habitual or regular tobacco and/or nicotine users (excluding those who use such substances less than five times per year), including tobacco chewing, e-cigarettes and smokers, will be subject to an Employee premium tobacco surcharge of \$100 per month per employee, unless the covered Employee is enrolled in a smoking cessation program approved by the District or Insurance Provider / Administrator.

B. All employees will be required to complete and execute a tobacco declaration form (said form to be drafted by the District in consultation with and the approval by the Association.) Those employees who declare on said form that they do not habitually or regularly use tobacco or nicotine products shall not be subject to the \$100 per month surcharge. Such employees are however under a continuing obligation to disclose to the Employer any change in their tobacco use status.

Any employee who declares use of such products shall be required to pay the \$100 premium surcharge. However, in such cases the surcharge will be waived for any period the employee is enrolled in an approved tobacco-use cessation program.

9.07 EXCISE TAX (CADILLAC TAX)

During the term of this Agreement, or at any time after its expiration date until such time as a new Agreement is implemented, should the premium for any medical plan (in combination with the prescription plan and any Board-provided flexible spending accounts) offered pursuant to the Agreement exceed the threshold amounts as stated in the Patient Protection and Affordable Care Act (or any applicable federal or state legislation enacted hereinafter) so as to subject the medical plan or plans to excise taxes, taxes, or penalties as the result of the combined plans exceeding the thresholds, the issue will be addressed as follows:

A. On or about July 1, the District will annually notify the Association that the plan or plans that are offered pursuant to the Agreement will be subject or will likely be subject to the above-referenced tax or fee;

B. Employees who are enrolled in a plan or plans that are offered pursuant to this Agreement that will be subject to the above-referenced tax or fee will be entitled to receive the richest plan offered by the District that would not be subject to the tax or the fee. Existing Employee premium share shall apply on the same basis as the premium share defined for those plans currently in place covered by this Plan;

C. If all of the plans offered by the District would be subject to the tax or the fee, the District shall notify the Association that the plan or plans that are offered pursuant to this Plan will be subject to the above-referenced tax or fee;

D. The Association will have up to 60 calendar days from the date of such notice to bargain under Act 88 with the Board on addressing the issue of plan design changes or increased premium share;

E. If the parties reach agreement during this 60 day time period, that adoption shall become part of the Plan and will supersede any inconsistent provisions.

F. If the parties do not reach an agreement within the 60 calendar day period all Employees enrolled in the health benefit plan or plans subject to the tax or fee shall no longer be entitled to remain in the health benefit plan or plans that are subject to the tax or fee after December 31st of that year. To the extent the District does not offer a plan or plans below the threshold, and the parties cannot identify a plan to be offered below the excise tax threshold, the parties agree to pursue arbitration to identify the richest plan below the excise tax to be offered when the excise tax is to take effect. Notwithstanding the foregoing, existing employee premium share shall apply on the same basis as the least rich eliminated health benefit plan.

9.08 INCOME PROTECTION

A. An income protection plan shall be provided by the employer for each employee. Coverage shall be 66 2/3% of the insured employee's monthly earnings (base salary) to a maximum of \$3,500 per month for up to two (2) years for sickness or accident, with coverage beginning after the sixtieth (60th) day, or exhaustion of sick leave allowance, whichever is greater, (effective the date of ratification of this Agreement) as provided in the current policy between the U-CF School District and Madison National Life Insurance Co. (or its equivalent) except that a full two years of mental illness coverage will also be provided.

B. Long-term substitutes are ineligible.

9.09 LIFE INSURANCE

A. Term life insurance, including accidental death and dismemberment clauses, shall be provided by the employer for each employee. The amount of this insurance shall be for \$25,000 and, if sufficient interest exists, each employee shall have the option to purchase an additional twenty-five thousand dollars (\$25,000) worth of coverage at his own expense, subject to approval by the carrier. The employer shall select the policy.

B. Long term substitutes are ineligible.

9.10 MILEAGE REIMBURSEMENT

Each employee shall be reimbursed at the rate approved by the I.R.S. or at a lower rate if required by law for the use of his personal vehicle for school business or for traveling between school buildings which are more than one-half (1/2) mile apart. The travel between buildings

applies to employees who are required to divide their professional day. The rate shall apply for the life of the contract.

9.11 SETTLEMENT OF CLAIMS

The settlement of insurance claims shall not be subject to the grievance procedure. In no case, and under no circumstances, shall the employer be required to pay a case settlement, or substitute a benefit of any kind, in lieu of insurance benefits. This item is not intended to relieve the employer of its obligation to provide insurance coverage as agreed upon in this contract.

9.12 FLEXIBLE SAVINGS (SECTION 125) ACCOUNTS

The district shall set up such an account, as per IRS regulations, for any employee so that money for payment of medical expenses, child/dependent care, etc. can be tax sheltered.

9.13 RETIREMENT/SEVERANCE PAY

A. If an employee retires from service and has served a minimum of ten (10) years in the Unionville-Chadds Ford School District a retirement payment shall be made equal to five tenths of one percent (.005) times the number of years of full-time equivalent service in the Unionville-Chadds Ford School District, times the employee's highest base annual salary. In the event of death before this payment is made the payment shall be made to his beneficiary. The funds will be distributed as outlined in paragraph 9.13 C.

B. If an employee resigns from service and has served a minimum of fifteen (15) years in the Unionville-Chadds Ford School District a severance payment shall be made equal to five tenths of one per cent (.005) times the number of years of full-time equivalent service in the Unionville-Chadds Ford School District, times the employee's highest base annual salary. The funds will be distributed as outlined in paragraph 9.13 C.

C. The school district shall make a non-elective employer contribution to the employee's 403(b) retirement account. The employee shall receive no cash option. If the district's contribution causes the employee's account to exceed the section 415(c) contribution limitation for the year, then any excess over that limit shall be contributed to the former employee's 403(b) account in the next tax year, and in each subsequent tax year until the full amount due to employee has been contributed as non-elective employer contributions.

ARTICLE X - SUPPLEMENTAL CONTRACTS

10.01 EXTRA WORK

A. Employees hired, or requested, to work by the administration for any reason beyond the work year in Section 5.01 and/or workday in Section 5.02 shall be paid at a rate set by the School Board, or \$42 per hour, whichever is greater. Such reasons would be, but not limited to, curriculum writing, IEP writing, changes due to transfers, in-service training, pre-hearing conferences, due process hearings, non-labor related mediation conferences, and /or other similar professional related responsibilities.

10.02 HOMEBOUND

Homebound instruction shall be paid at a rate set by the School Board, or \$42 per hour, whichever is greater. Homebound instructors shall also be paid mileage as outlined in this contract.

10.03 NON-TRADITIONAL COURSES

A joint labor-management committee shall be created to continue discussions regarding non-traditional courses. The parties shall agree upon the terms of an applicable Memorandum of Understanding by November 1, 2015. This date may be extended by mutual agreement of the parties.

10.04 SUPPLEMENTAL CONTRACTS

It is agreed that the Board has the right to authorize or not authorize these positions, and to select the individuals to fill these positions, annually. This applies to summer school and summer curriculum work, also. Any supplemental authorized by the board shall be offered to qualified district employees before it is offered to members of the general public. If an employee has received a satisfactory evaluation for the previous year he will be offered a contract to return to that position. When a supplemental contract is terminated, the administrator shall notify the employee concerned before the end of the school year, and shall inform him or her of the reasons for the termination.

Because of supervision issues supplemental holders may be permitted to begin their supplemental activities within 15 minutes of the end of the normal student day.

The existing practice of involving representatives of the Association to review items relating to supplemental positions in the school district will continue.

A. Compensation for supplemental contracts as shown in Appendix B is determined by using the following formula: Units x Category x Unit Value

B. Appendix B is determined as follows:

1. Units: Time spent on the activity, time spent on supervision before and after the activity, travel time spent to and from away activities, and time spent attending meetings. While there may be some slight variation in these hours from year to year, or person-to-person, this represents the minimum time required for the supplemental activity.

2. Categories:

Employee as a Supervisor (1.0): A supplemental in this category are teacher-only activities. Student involvement is optional or minimal.

Employee as an Organizer (1.1): A supplemental in this category are teacher/student or teacher/teacher activities. Teacher serves as an advisor/organizer/monitor of the students/teachers and their activities.

Employee as an Instructor (1.21): A supplemental in this category are teacher/student activities. In addition to the advisor/organizer/monitor role, the teacher also serves as a coach/director of the students. The teacher selects which students will be involved in the activity and their amount of involvement.

C. Unit values for this contract are outlined in the table below:

	2019-2020	2020-2021	2021-2022	2022-2023
Level 1	\$12.24	\$12.37	\$12.50	\$12.63
Level 2	\$12.48	\$12.61	\$12.74	\$12.87
Level 3	\$12.72	\$12.85	\$12.98	\$13.11
Level 4	\$12.97	\$13.10	\$13.24	\$13.38

D. Level placement is determined by the years of service in the same supplemental area. The levels are defined by the chart below:

<u>Years of Service</u>	<u>Level</u>
1 through 3	1
4 through 6	2
7 through 9	3
10+	4

Supplemental holders who move to a position of greater authority or commitment in the same supplemental area will not be paid less than their compensation in their previous position.

E. Playoff Compensation.

1. Head coaches of sports teams will be paid the amounts outlined below per week for each or any part of a week of playoffs beyond the league level in which their team or team member participates. In the event of an open playoff situation, the team or team member must advance beyond the opening round before this section is applicable.

2019-2020	\$132.31 / week
2020-2021	\$133.64 / week
2021-2022	\$134.98 / week
2022-2023	\$136.33 / week


2. When the head coach wants assistant (not ninth grade) coaches involved in the playoffs, the assistant will be paid the amounts outlined below per week as in "B" above. This will only apply to sports where complete teams are involved in the playoffs.

2019-2020	\$66.66 / week
2020-2021	\$67.33 / week
2021-2022	\$68.01 / week
2022-2023	\$68.69 / week


F. No supplemental contracts shall be split up by more than two different individuals.

UNIONVILLE-CHADDS FORD SCHOOL BOARD

By:


School Board President

Attest:

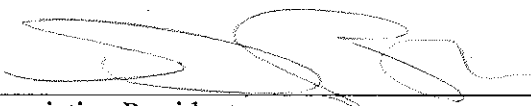

School Board Secretary

Dated:


04-16-2018

UNIONVILLE-CHADDS EDUCATION ASSOCIATION

By:


Association President

Attest:


Association Secretary

Dated:

4/13/18

ARTICLE XI - GRIEVANCE PROCEDURE

A grievance is an alleged violation of the provisions of the collective bargaining agreement. Grievances may be initiated by an employee, a group of employees, or the Association.

After an informal meeting with Association representatives to try to resolve the issue the steps of the grievance procedure are as follows:

Step I - Grievances must be presented by the Association in writing on a form provided by the Association (see Appendix C) to the building principal or an appropriate administrative representative of the employer within twenty-one (21) calendar days after its occurrence.

The building principal or an appropriate representative of the employer shall reply to the grievance, in writing, within fourteen (14) calendar days after receipt of it.

Step II - If Step I fails to resolve the grievance to the satisfaction of the affected parties, the grievance shall be referred by the Association to the superintendent, or his/her designated alternate, on a form supplied by the Association, within seven (7) calendar days after receipt of the building principal's reply.

The Superintendent, or his/her designated alternate, shall reply to the grievance, in writing, within twenty-one (21) calendar days after its receipt.

Step III - If the action in Step II fails to resolve the grievance to the satisfaction of the affected parties, the grievance shall be referred by the Association to the Board of School Director, in writing, within ten (10) calendar days after the aggrieved person or persons receives the decision of the Superintendent.

The Board of a committee of the Board shall reply, in writing, within fourteen (14) days of the receipt of the grievance.

Step IV- If Step III fails to resolve the grievance to the satisfaction of the affected parties, the grievance may be referred by the Association to binding arbitration, as provided in Section 903 of Act 195 (1970) within fourteen (14) calendar days after receipt of the Board's reply.

MEMORANDUM OF UNDERSTANDING BETWEEN UCFEA AND UCFSB

The following provisions are those referred to in Section 2.02 (Conditions of Agreement) in the Collective Bargaining Agreement. It is understood that none of these provisions can be changed without mutual agreement between the School Board and Association.

1. CONTRACT EXAMINATION

The employee designate shall be given time by the employer to read a copy of the current Bargaining Agreement before he signs his professional employee contract.

2. RIGHT TO INFORMATION

The employer shall continue to furnish to the Association information concerning the educational program, financial resources, personnel data, insurance data, minutes of Board meetings, and other information that would assist the Association in developing constructive programs on behalf of the professional employees and their students. The employer shall also supply information that may be necessary for the Association to process any grievance or complaint. Written requests for information shall be made to the Superintendent.

3. CONFERRING ON EDUCATIONAL AND POLICY MATTERS

The Board agrees that, whenever possible, the Association shall be advised of impending changes in Board and/or Administrative policy prior to adoption of such changes. Upon request, the Board shall provide the opportunity for a discussion of the Association viewpoint of the policy.

The Board agrees that a committee, composed of Board and Association representatives, shall meet at the request of either party to discuss recommendations submitted by Association members. This committee shall deal with matters affecting professional employees.

4. SAFE WORKING CONDITIONS

If an employee considers a condition to be unsafe or hazardous, the employee shall immediately notify his building principal. If the condition has not been corrected within a reasonable amount of time, the Superintendent shall be notified.

5. BOARD POLICY MANUAL

Copies of the latest revision of the Board Policy Manual shall be available as follows:

1. Each building shall have two (2) copies, one of which shall be kept in the school library.
2. The Association shall have one (1) copy.

6. CALENDAR DEVELOPMENT

The existing practice of involving representatives of the Association in the development of the school calendar will continue.

7. HEALTH CARE REFORM REOPENER

It is the intent of the parties that the Employer and the employees shall not be required to pay twice for health insurance coverage - once pursuant to the terms of this Agreement and again by operation of law. According, in the event that a federal or state law or regulations for health care services requires the employer or the employees to pay for the same, similar, or a portion of the benefits provided by this Agreement, or in the event the Employer or the employees are otherwise required to contribute additional costs for health care benefits by operation of law in excess of the cost of health care benefits set forth herein, the parties agree that the cost of such health care benefits, and/or the level of benefits, shall be subject to renegotiation. Such negotiations may be commenced upon the request of either the Employer or the Association by giving thirty (30) days' written notice to the other party and shall be for the sole purpose of negotiating a change in the provisions for health care benefits set forth in this Agreement as a result of the implementation of federal or state health care reform.

If within thirty (30) days of the receipt of such notice by either party, the parties have not reached a mutual written agreement regarding the allocation of health care costs and/or the level of benefits, either party may submit this matter directly to arbitration under the grievance provisions of this Agreement. The sole issue before the arbitrator in such case shall be the appropriate allocation of the cost of health care.

During the process of negotiation and arbitration of the health care issue all other provisions of this Agreement shall remain in effect without change.

APPENDIX A - SALARY SCHEDULES

2019-2020 SALARY SCHEDULE

Full step movement, prep level movement.

STEP	Bach	Bach+24	Mast	Mast+15	Mast+30	Mast+45	Mast+60
1	\$ 50,180	\$ 51,658	\$ 54,028	\$ 56,517	\$ 59,130	\$ 61,874	\$ 66,439
2	50,632	52,131	54,526	57,039	59,678	62,450	67,061
3	51,087	52,610	55,028	57,567	60,233	63,031	67,689
4	51,548	53,094	55,536	58,101	60,792	63,619	68,323
4.5	51,781	53,339	55,793	58,370	61,075	63,916	68,644
5	52,014	53,583	56,049	58,639	61,358	64,213	68,964
5.5	52,380	53,967	56,453	59,063	61,804	64,681	69,468
6	52,746	54,351	56,856	59,486	62,249	65,148	69,972
6.5	53,701	55,353	57,908	60,591	63,409	66,366	71,287
7	54,655	56,355	58,960	61,696	64,568	67,583	72,601
7.5	55,647	57,398	60,055	62,845	65,774	68,850	73,968
8	56,639	58,440	61,149	63,994	66,980	70,117	75,335
8.5	57,672	59,524	62,287	65,189	68,235	71,435	76,757
9	58,704	60,607	63,424	66,384	69,489	72,752	78,178
9.5	59,777	61,734	64,608	67,626	70,794	74,122	79,657
10	60,850	62,861	65,792	68,868	72,099	75,492	81,136
10.5	61,967	64,033	67,023	70,161	73,456	76,917	82,674
11	63,083	65,205	68,253	71,453	74,813	78,341	84,211
11.5	64,244	66,424	69,533	72,797	76,224	79,823	85,810
12	65,405	67,643	70,812	74,140	77,635	81,304	87,409
12.5	66,613	68,911	72,144	75,538	79,103	82,846	89,073
13	67,820	70,179	73,475	76,936	80,570	84,387	90,736
13.5	69,076	71,498	74,860	78,390	82,097	85,990	92,466
14	70,331	72,816	76,244	79,844	83,623	87,592	94,195
14.5	71,964	74,530	78,044	81,734	85,608	89,676	96,443
15	73,596	76,244	79,844	83,623	87,592	91,759	98,691
15.5	76,671	79,408	83,102	86,980	91,052	95,328	102,441
16	79,745	82,572	86,360	90,336	94,512	98,896	106,191

2020-2021 SALARY SCHEDULE

Full step movement, prep level movement.

STEP	Bach	Bach+24	Mast	Mast+15	Mast+30	Mast+45	Mast+60
1	\$ 50,505	\$ 51,983	\$ 54,353	\$ 56,842	\$ 59,455	\$ 62,199	\$ 66,764
2	50,957	52,456	54,851	57,364	60,003	62,775	67,386
3	51,412	52,935	55,353	57,892	60,558	63,356	68,014
4	51,873	53,419	55,861	58,426	61,117	63,944	68,648
5	52,339	53,908	56,374	58,964	61,683	64,538	69,289
5.5	52,705	54,292	56,778	59,388	62,129	65,006	69,793
6	53,071	54,676	57,181	59,811	62,574	65,473	70,297
6.5	54,026	55,678	58,233	60,916	63,734	66,691	71,612
7	54,980	56,680	59,285	62,021	64,893	67,908	72,926
7.5	55,972	57,723	60,380	63,170	66,099	69,175	74,293
8	56,964	58,765	61,474	64,319	67,305	70,442	75,660
8.5	57,997	59,849	62,612	65,514	68,560	71,760	77,082
9	59,029	60,932	63,749	66,709	69,814	73,077	78,503
9.5	60,102	62,059	64,933	67,951	71,119	74,447	79,982
10	61,175	63,186	66,117	69,193	72,424	75,817	81,461
10.5	62,292	64,358	67,348	70,486	73,781	77,242	82,999
11	63,408	65,530	68,578	71,778	75,138	78,666	84,536
11.5	64,569	66,749	69,858	73,122	76,549	80,148	86,135
12	65,730	67,968	71,137	74,465	77,960	81,629	87,734
12.5	66,938	69,236	72,469	75,863	79,428	83,171	89,398
13	68,145	70,504	73,800	77,261	80,895	84,712	91,061
13.5	69,401	71,823	75,185	78,715	82,422	86,315	92,791
14	70,656	73,141	76,569	80,169	83,948	87,917	94,520
14.5	72,289	74,855	78,369	82,059	85,933	90,001	96,768
15	73,921	76,569	80,169	83,948	87,917	92,084	99,016
15.5	77,033	79,771	83,465	87,342	91,415	95,690	102,804
16	80,145	82,972	86,760	90,736	94,912	99,296	106,591

2021-2022 SALARY SCHEDULE

Full step movement, prep level movement.

STEP	Bach	Bach+24	Mast	Mast+15	Mast+30	Mast+45	Mast+60
1	\$ 50,830	\$ 52,308	\$ 54,678	\$ 57,167	\$ 59,780	\$ 62,524	\$ 67,089
2	51,282	52,781	55,176	57,689	60,328	63,100	67,711
3	51,737	53,260	55,678	58,217	60,883	63,681	68,339
4	52,198	53,744	56,186	58,751	61,442	64,269	68,973
5	52,664	54,233	56,699	59,289	62,008	64,863	69,614
6	53,396	55,001	57,506	60,136	62,899	65,798	70,622
6.5	54,351	56,003	58,558	61,241	64,059	67,016	71,937
7	55,305	57,005	59,610	62,346	65,218	68,233	73,251
7.5	56,297	58,048	60,705	63,495	66,424	69,500	74,618
8	57,289	59,090	61,799	64,644	67,630	70,767	75,985
8.5	58,322	60,174	62,937	65,839	68,885	72,085	77,407
9	59,354	61,257	64,074	67,034	70,139	73,402	78,828
9.5	60,427	62,384	65,258	68,276	71,444	74,772	80,307
10	61,500	63,511	66,442	69,518	72,749	76,142	81,786
10.5	62,617	64,683	67,673	70,811	74,106	77,567	83,324
11	63,733	65,855	68,903	72,103	75,463	78,991	84,861
11.5	64,894	67,074	70,183	73,447	76,874	80,473	86,460
12	66,055	68,293	71,462	74,790	78,285	81,954	88,059
12.5	67,263	69,561	72,794	76,188	79,753	83,496	89,723
13	68,470	70,829	74,125	77,586	81,220	85,037	91,386
13.5	69,726	72,148	75,510	79,040	82,747	86,640	93,116
14	70,981	73,466	76,894	80,494	84,273	88,242	94,845
14.5	72,614	75,180	78,694	82,384	86,258	90,326	97,093
15	74,246	76,894	80,494	84,273	88,242	92,409	99,341
15.5	77,396	80,133	83,827	87,705	91,777	96,053	103,166
16	80,545	83,372	87,160	91,136	95,312	99,696	106,991

2022-2023 SALARY SCHEDULE

Full step movement, prep level movement.

STEP	Bach	Bach+24	Mast	Mast+15	Mast+30	Mast+45	Mast+60
1	\$ 51,155	\$ 52,633	\$ 55,003	\$ 57,492	\$ 60,105	\$ 62,849	\$ 67,414
2	51,607	53,106	55,501	58,014	60,653	63,425	68,036
3	52,062	53,585	56,003	58,542	61,208	64,006	68,664
4	52,523	54,069	56,511	59,076	61,767	64,594	69,298
5	52,989	54,558	57,024	59,614	62,333	65,188	69,939
6	53,721	55,326	57,831	60,461	63,224	66,123	70,947
7	55,630	57,330	59,935	62,671	65,543	68,558	73,576
7.5	56,622	58,373	61,030	63,820	66,749	69,825	74,943
8	57,614	59,415	62,124	64,969	67,955	71,092	76,310
8.5	58,647	60,499	63,262	66,164	69,210	72,410	77,732
9	59,679	61,582	64,399	67,359	70,464	73,727	79,153
9.5	60,752	62,709	65,583	68,601	71,769	75,097	80,632
10	61,825	63,836	66,767	69,843	73,074	76,467	82,111
10.5	62,942	65,008	67,998	71,136	74,431	77,892	83,649
11	64,058	66,180	69,228	72,428	75,788	79,316	85,186
11.5	65,219	67,399	70,508	73,772	77,199	80,798	86,785
12	66,380	68,618	71,787	75,115	78,610	82,279	88,384
12.5	67,588	69,886	73,119	76,513	80,078	83,821	90,048
13	68,795	71,154	74,450	77,911	81,545	85,362	91,711
13.5	70,051	72,473	75,835	79,365	83,072	86,965	93,441
14	71,306	73,791	77,219	80,819	84,598	88,567	95,170
14.5	72,939	75,505	79,019	82,709	86,583	90,651	97,418
15	74,571	77,219	80,819	84,598	88,567	92,734	99,666
15.5	77,721	80,458	84,152	88,030	92,102	96,378	103,491
16	80,945	83,772	87,560	91,536	95,712	100,096	107,391

APPENDIX B - SUPPLEMENTAL POSITIONS

HIGH SCHOOL

<u>No. of</u>	<u>Name</u>	<u>Units</u>	<u>Category</u>
	TRAINER: EXTRA DUTY	400	1
	LIGHT & STAGE	285	1
	MULTILITH	235	1
	MUSICAL CHOREOGRAPHER	220	1
	MUSICAL ORCHESTRA	135	1
3	STAGECRAFT	110	1
	MUSICAL COSTUMES	95	1
	ATHLETIC DIRECTOR	1165	1.1
	YEARBOOK-HEAD	290	1.1
	YEARBOOK-ASST.	247	1.1
	STUDENT COUNCIL	290	1.1
	SENIOR CLASS	290	1.1
	ST. ACTIVITIES COORDINATOR	240	1.1
4	CHEERLEADERS	235	1.1
	INTERNATIONAL CLUB	170	1.1
	DANCE ENSEMBLE	170	1.1
	JUNIOR CLASS	120	1.1
	FBLA	115	1.1
	FORENSICS	105	1.1
	SCIENCE ACT. COORDINATOR	105	1.1
	SCHOOL STORE	105	1.1
6	L.I.N.K.		
	2019-2020	\$2,121.00	
	2020-2021	\$2,142.21	
	2021-2022	\$2,163.64	
	2022-2023	\$2,185.28	
	EARTH CLUB	55	1.1
	S.A.D.D.	55	1.1
	SOPHOMORE CLASS	55	1.1
	FRESHMAN CLASS	55	1.1
	HONOR SOCIETY	55	1.1
	WEBWORKS	55	1.1
	FOOTBALL- HEAD	506	1.21
4	FOOTBALL- ASST.	385	1.21
2	9TH GRADE FOOTBALL	275	1.21
1	9TH GRADE ASST. FOOTBALL	190	1.1
	BAND-HEAD	443	1.21
	BAND-ASST.	346	1.21
	BAND-FRONT	306	1.21
	INDOOR DRUM LINE DIRECTOR	306	1.21
	FIELD HOCKEY HEAD	357	1.21

	FIELD HOCKEY-ASST.	280	1.11
	FIELD HOCKEY JVB	235	1.21
2	SOCCER-HEAD	357	1.21
2	SOCCER - ASST.	280	1.21
2	9 TH GRADE SOCCER	235	1.21
	GIRLS VOLLEYBALL-HEAD	347	1.21
	GIRLS VOLLEYBALL-ASST.	270	1.21
	GIRLS 9 TH GRADE VOLLEYBALL	235	1.21
1	CROSS COUNTRY-HEAD	328	1.21
2	CROSS COUNTRY-ASST.	258	1.21
	GOLF	254	1.21
	BOYS VOLLEYBALL HEAD	340	1.21
2	TENNIS HEAD	254	1.21
2	TENNIS ASST. COACH	190	1.21
	WRESTLING-HEAD	397	1.21
2	WRESTLING-ASST.	320	1.21
2	BASKETBALL-HEAD	397	1.21
2	BASKETBALL-ASST.	320	1.21
2	9 TH GRADE BASKETBALL	275	1.21
	SWIMMING-HEAD	332	1.21
	SWIMMING-ASST.	255	1.21
	WINTER TRACK HEAD	250	1.21
	WINTER TRACK-ASST.	192	1.21
	SPRING TRACK-HEAD	332	1.21
6	SPRING TRACK-ASST.	255	1.21
	BASEBALL-HEAD	313	1.21
	BASEBALL-ASST.	235	1.21
	9 TH GRADE BASEBALL	235	1.21
	SOFTBALL-HEAD	313	1.21
	SOFTBALL-ASST.	235	1.21
2	LACROSSE-HEAD	313	1.21
2	LACROSSE-ASST.	235	1.21
2	9 TH GRADE LACROSSE	235	1.21
	NEWSPAPER-HEAD	290	1.21
	NEWSPAPER-ASST.	252	1.21
	MUSICAL DIRECTOR	290	1.21
2	PLAY	195	1.21
	ACADEMIC COMPETITION	130	1.21
	INDOOR COLOR GUARD	305	1.21
	VOCAL MUSIC	305	1.21
	BEST BUDDIES	106	1.10
	SCREEN PRINTING & GRAPHICS	213	1.10

DEPARTMENT CHAIRS

2019-2020	\$933.24 + \$159.58 per person
2020-2021	\$942.57 + \$161.18 per person
2021-2022	\$952 + \$162.79 per person
2022-2023	\$961.52 + \$164.42 per person

SATURDAY INTRAMURALS

2019-2020	\$318.15
2020-2021	\$321.33
2021-2022	\$324.54
2022-2023	\$327.79

FALL FITNESS CENTER

2019-2020	\$2,424.00
2020-2021	\$2,448.24
2021-2022	\$2,472.72
2022-2023	\$2,497.45

WINTER FITNESS CENTER

2019-2020	\$2,424.00
2020-2021	\$2,448.24
2021-2022	\$2,472.72
2022-2023	\$2,497.45

SPRING FITNESS CENTER

2019-2020	\$2,424.00
2020-2021	\$2,448.24
2021-2022	\$2,472.72
2022-2023	\$2,497.45

MENTORS per inductee

2019-2020	\$1,156.45
2020-2021	\$1,168.01
2021-2022	\$1,179.69
2022-2023	\$1,191.49

DETENTION per person per hour

2019-2020	\$42.42
2020-2021	\$42.84
2021-2022	\$43.27
2022-2023	\$43.70

<u>No. of</u>	<u>Name</u>	<u>Units</u>	<u>Category</u>
	MATH COACH	130	1.21
	CLUB WAVE ADVISOR	55	1.1
	FALL AFTER SCHOOL LIBRARY	86	1.1
	WINTER AFTER SCHOOL LIBRARY	86	1.1
	SPRING AFTER SCHOOL LIBRARY	94	1.1
3	WORD LANGUAGE EXCHANGE ORGANIZER	170	1.1

MIDDLE SCHOOL

<u>No. of</u>	<u>Name</u>	<u>Units</u>	<u>Category</u>
	SCIENCE FAIR SUPERVISOR	35	1
	MATH COUNTS	42	1
3	BEFORE SCH. SUPERVISOR	70	1
	HAWK-TV	76	1
	YEARBOOK-HEAD	180	1
	YEARBOOK-ASST	153	1
	ATHLETIC DIRECTOR	750	1.1
2	CHEERLEADERS	215	1.1
	STUDENT COUNCIL	140	1.1
	INTRAMURAL SUPERVISOR	105	1.1
2	DRAMA	105	1.1
	ACAD. COMP. KNOWLEDGE BOWL	105	1.1
	ACAD. COMP. FORENSICS	105	1.1
1	FOOTBALL LEAD	275	1.21
	2019-2020		(Plus \$505)
	2020-2021		(Plus \$510.05)
	2021-2022		(Plus \$515.15)
	2022-2023		(Plus \$520.30)
3	FOOTBALL	275	1.21
4	SOCCER	215	1.21
2	FIELD HOCKEY	215	1.21
2	VOLLEYBALL	215	1.21
4	BASKETBALL	245	1.21
2	WRESTLING	245	1.21
2	BASEBALL	215	1.21
2	SOFTBALL	215	1.21
4	LACROSSE	215	1.21
4	TRACK	215	1.21
	CROSS COUNTRY	215	1.21
10	TEAM LEADER		
	2019-2020	\$2,158.37 + \$159.58 per person	
	2020-2021	\$2,179.95 + \$161.18 per person	
	2021-2022	\$2,201.75 + \$162.79 per person	
	2022-2023	\$2,223.77 + \$164.42 per person	

1	SPECIAL AREA TEACHER REP.		
	2019-2020	\$1,145.34	
	2020-2021	\$1,156.79	
	2021-2022	\$1,168.36	
	2022-2023	\$1,180.04	
	MENTORS per inductee		
	2019-2020	\$1,156.45	
	2020-2021	\$1,168.01	
	2021-2022	\$1,179.69	
	2022-2023	\$1,191.49	
	DETENTION per person per hour		
	2019-2020	\$42.42	
	2020-2021	\$42.84	
	2021-2022	\$43.27	
	2022-2023	\$43.70	
6	MIDDLE SCHOOL DEPARTMENT CHAIRS		
	2019-2020	\$933.24 + \$159.58 per person	
	2020-2021	\$942.57 + \$161.18 per person	
	2021-2022	\$952 + \$162.79 per person	
	2022-2023	\$961.52 + \$164.42 per person	
	COMMUNICATIONS	180	1.0
	HANDBELLS	104	1.21
	SCHOOL STORE	76	1.21
	FALL AFTER SCHOOL LIBRARY	107.5	1.1
	WINTER AFTER SCHOOL LIBRARY	107.5	1.1
	SPRING AFTER SCHOOL LIBRARY	117.5	1.1
	MUSICAL DIRECTOR	140	1.21
3	MUSICAL ASSISTANTS	90	1.10

ELEMENTARY SCHOOLS

<u>No. of</u>	<u>Name</u>	<u>Units</u>	<u>Category</u>
	HEAD TEACHER	190	1.1
	MATH 24 CHALLENGE SUPERVISOR	201	1
	GRADE CHAIRPERSON, ALL SCHOOLS		
	2019-2020	\$1,078.68 + \$159.58 per person	
	2020-2021	\$1,089.47 + \$161.18 per person	
	2021-2022	\$1,100.36 + \$162.79 per person	
	2022-2023	\$1,111.36 + \$164.42 per person	
	MENTORS per inductee		
	2019-2020	\$1,156.45	
	2020-2021	\$1,168.01	
	2021-2022	\$1,179.69	
	2022-2023	\$1,191.49	
	DETENTION per person per hour		
	2019-2020	\$42.42	

	2020-2021	\$42.84	
	2021-2022	\$43.27	
	2022-2023	\$43.70	
3	ELEMENTARY TECHNOLOGY DISTRICT NURSE COORDINATOR		Determined annually
	2019-2020	\$2,055.35	
	2020-2021	\$2,075.91	
	2021-2022	\$2,096.67	
	2022-2023	\$2,117.64	

APPENDIX C - GRIEVANCE FORM

UNIONVILLE - CHADDS FORD EDUCATION ASSOCIATION

NAME: _____

BUILDING: _____

AREA OF CONTRACT VIOLATED (ARTICLES/SECTIONS):

NATURE OF GRIEVANCE (INCLUDE DATE OF OCCURRENCE & NAMES OF PEOPLE INVOLVED):

RELIEF SOUGHT:

SIGNATURE: _____
OF ASSOCIATION REPRESENTATIVE

DATE: _____

STEP I: RECEIVED BY _____

DATE: _____

(Building Principal or Representative)

RESPONSE OF BUILDING PRINCIPAL:

SIGNATURE: _____

RETURNED TO ASSOCIATION REPRESENTATIVE _____

SIGNATURE: _____

DATE: _____

STEP II: RECEIVED BY _____

DATE: _____

(Superintendent or Representative)

RESPONSE OF SUPERINTENDENT:

SIGNATURE: _____

RETURNED TO ASSOCIATION REPRESENTATIVE ON _____

SIGNATURE: _____

STEP III: RECEIVED BY _____

DATE: _____

(Board President or Representative)

RESPONSE OF BOARD PRESIDENT:

SIGNATURE: _____

RETURNED TO ASSOCIATION REPRESENTATIVE _____

SIGNATURE: _____

APPENDIX D — SABBATICAL LEAVE REQUEST FORM

Name: _____ Position: _____

Building: _____ Length of Leave (Date, Year) _____

Purpose of Leave: **Restoration of Health**

A request for the purpose of restoration of health shall be accompanied by a definitive statement of the nature of the health problem and the need for leave, all supplied by the attending physician. Prior to return to work, the employee's physician shall submit a statement stating that the employee is able to return to employment, and a description of the current status of the health relative to the condition for which the leave was granted.

I have read the section of the School Board Policy 438 concerning sabbatical leave, and agree to all in terms and conditions.

Employee Signature

Date

SUPERINTENDENT'S RECOMMENDATION:

I recommend/do not recommend that the School Board approve the requested sabbatical leave.

Signature, Date

APPENDIX E — PROFESSIONAL DEVELOPMENT LEAVE REQUEST FORM

Name: _____
Building: _____

Position: _____
Length of Leave (Dates, Year): _____

PURPOSE OF LEAVE: Professional Development

Professional Development Leave shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by state regulation or law.

Required for Board Consideration:

Narrative

- a. Overview - Provide a clear, concise overview of your experience, purpose and reason for the sabbatical. Specify the benefits of the leave to the employee and the district.
- b. Needs assessment - objectively address the specific situation, opportunity, problem, issue, or need the professional development leave will support
- c. Goals and objectives - describe the outcome of your professional development and the direct connection to the current or proposed district curriculum
- d. Methods - list the specific activities to be undertaken

Required after Board Approval:

- a. Course Approval - submit to the superintendent the list of courses to be taken prior to registration
- b. Official Transcripts - submit to the superintendent upon return from professional development leave within the first month
- c. Evaluation upon return -- within the first month of return, submit to the superintendent a formal report describing the educational activities pursued, their benefits and relevancy to the district

Request form must be submitted to the Superintendent by the fifth working day of January of the school year preceding the school year of the requested leave. Documentation is to be attached, as per the provisions of School Board policy 438.1. (Copy attached).

I have read the section of School Board Policy concerning Professional Development leave, and agree to all its terms and conditions.

Employee Signature, Date

SUPERINTENDENT'S RECOMMENDATION:

I recommend/do not recommend the School Board approve the requested Professional Development leave.

Signature, Date

APPENDIX F — OCCUPATIONAL EXCHANGE LEAVE FORM

Name: _____
Building: _____

Position: _____
Length of Leave (Dates, Year): _____

PURPOSE OF LEAVE: Occupational Exchange

Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave as specified in Board policy.

Upon return from such leave, the employee shall submit to the Board a final report detailing the work experience and its benefits.

I have read the section of School Board Policy 438.1 concerning Occupational Exchange Leave, and agree to all its terms and conditions.

Employee Signature, Date

SUPERINTENDENT'S RECOMMENDATION:

I recommend/do not recommend that the School Board approve the requested Occupational Exchange leave.

Signature, Date

APPENDIX G - COURSE APPROVAL & TUITION REIMBURSEMENT

Teacher & Professional Staff Course Approval & Tuition Reimbursement

To ensure that credits are eligible for reimbursement and prep level movement follow the guidelines below.

Course Pre-Approval: Course Approval Forms should be submitted 12 days prior to start of class through MLP. There is a fill-in form on the left hand side of MLP.

Course Title & Number Box: Please be sure to include the course number as well as the title of the course as not to delay approval.

Provider Box: This should always be the name of the College or University issuing the credits.

Purpose: My Learning Plan is used for multiple reporting purposes (see box below). When submitting "Course Approval/Tuition Reimbursement" forms, please do not check the ACT 48 box. Although you can receive Act 48 credit from the college or university issuing the graduate credits, UCFSD is not providing the Act 48 credit.

Purposes
Purpose <input type="checkbox"/> Act 48 Certification <input type="checkbox"/> Tuition Reimbursement

Tuition cost: Include only the actual tuition amount. Books and other fees are **NOT** reimbursed by UCFSD.

Annual Tuition Reimbursement: The annual reimbursement year runs from July 1 to June 30. The date on which a course is completed dictates from which year the funds are paid. For example, if a course ends on June 30, 2013, it would be paid from the 2012-2013 reimbursement funds as long as the funds are still available. Lou Leipold can provide an update of reimbursement money available any time throughout the year.

Submission for Reimbursement after the Course is Complete:

After you receive your grade for the course, please mark the course complete in MLP and send the grade and receipt to Lou Leipold at district office. This paperwork can also be scanned as a PDF and sent via email. The course cannot be approved for payment until the course is marked complete in MLP.

Grade reports or transcripts must include the following: Student Name, Institution Name, Course Number, Course Title, and Grade.

Proof of payment must be a detailed receipt for the course. This can be printed from a college's or university's website as long as your name, the institution's name, the tuition amount and the term of the course are shown on the receipt. Credit card statements are no longer accepted as proof of payment.

Submission for reimbursement must be made within three (3) months of course completion to be eligible for reimbursement.

Due Date for Prep Level Change:

The annual term to earn prep level credits runs from September 1 to August 31. Coursework must be completed by August 31 and evidence of satisfactory completion must be received by October 1 to be eligible for full year Prep Level change retroactive to beginning of school year.