



2023 – 2027 AGREEMENT

BETWEEN

MANHEIM CENTRAL SCHOOL DISTRICT

AND

MANHEIM CENTRAL EDUCATION ASSOCIATION

Table of Contents

AGREEMENT	1
ARTICLE 1. RECOGNITION	1
ARTICLE 2. MANAGEMENT RIGHTS	1
ARTICLE 3. COMMITTEE ON FACULTY CONCERNS/ MEET AND DISCUSS	1
ARTICLE 4. NON-DISCRIMINATION	2
ARTICLE 5. NO STRIKE – NO LOCKOUT	2
ARTICLE 6. GRIEVANCE PROCEDURE.....	3
ARTICLE 7. MEETINGS ON CONTEMPLATED DISCIPLINE.....	4
ARTICLE 8. PERSONNEL FILE	4
ARTICLE 9. JUST CAUSE	4
ARTICLE 10. ASSIGNMENTS/TRANSFERS/REASSIGNMENTS.....	5
ARTICLE 11. EMPLOYEE PARKING	5
ARTICLE 12. AVAILABILITY OF FACILITIES FOR CLASSROOM PREPARATION	6
ARTICLE 13. ASSOCIATION USE OF FACILITIES	6
ARTICLE 14. LENGTH OF TEACHER DAY	6
ARTICLE 15. LEAVING THE BUILDING.....	7
ARTICLE 16. LESSON PLANS.....	7
ARTICLE 17. LENGTH OF TEACHER YEAR.....	7
ARTICLE 18. EXTRA-DUTY CONTRACTS, SUMMER STIPEND DAYS, AND PROFESSIONAL DUTIES BEYOND THE CONTRACT DAY AND YEAR.	8
ARTICLE 19. PAID TIME OFF	9
ARTICLE 20. RETURN TO WORK CERTIFICATES	12
ARTICLE 21. ACCOUNTING FOR SICK AND PERSONAL DAYS, SALARY AND SALARY POSITION	12
ARTICLE 22. ASSOCIATION LEAVE.....	12

ARTICLE 23.	LEAVES OF ABSENCE.....	13
	23.1 Family Leave.....	13
	23.2 Other Leaves.....	16
	23.3 Family and Medical Leave Act.....	16
	23.4 Sabbatical Leaves of Absence for Professional Development or Restoration of Health.....	16
ARTICLE 24.	COLLECTION OF MONIES.....	18
ARTICLE 25.	ELEMENTARY TEACHER ASSIGNMENT.....	18
ARTICLE 26.	BUS, PLAYGROUND AND RECESS DUTIES.....	19
ARTICLE 27.	SECONDARY TEACHER ASSIGNMENT.....	19
ARTICLE 28.	HOMEBOUND INSTRUCTION.....	21
ARTICLE 29.	MILEAGE.....	22
ARTICLE 30.	PAYMENT FOR JURY DUTY.....	22
ARTICLE 31.	TUITION REIMBURSEMENT.....	22
ARTICLE 32.	EXPENSE REIMBURSEMENT.....	25
ARTICLE 33.	EXTRACURRICULAR ACTIVITIES.....	26
ARTICLE 34.	RETIREMENT.....	26
ARTICLE 35.	INSURANCE.....	28
ARTICLE 36.	SALARIES.....	34
	36.3. M and M Equiv. Salary Columns.....	35
	36.4. M+15, M+30, M+45 and M+60 Salary Columns.....	35
ARTICLE 37.	PAY PERIODS/DIRECT DEPOSIT.....	37
ARTICLE 38.	PAYROLL DEDUCTIONS/FAIR SHARE.....	38
ARTICLE 39.	DISSEMINATION OF AGREEMENT.....	39
ARTICLE 40.	POSTING OF VACANCIES.....	39
ARTICLE 41.	INDUCTION STIPEND.....	39
ARTICLE 42.	INSTRUCTIONAL FACILITATORS.....	39
ARTICLE 43.	MANHEIM CENTRAL ONLINE ACADEMY.....	40

ARTICLE 44. SECURITY CAMERAS.....	44
ARTICLE 45. INCORPORATION OF MEMORANDA OF AGREEMENTS	45
ARTICLE 46. SEPARABILITY	45
ARTICLE 47. MODIFICATION	45
ARTICLE 48. TERM OF AGREEMENT.....	45
APPENDIX B. MEDICAL PLAN SCHEDULE OF BENEFITS	61
APPENDIX C. INCOME PROTECTION BENEFITS/DISABILITY INSURANCE.....	64
APPENDIX D. DENTAL PLAN SCHEDULE OF BENEFITS	66
APPENDIX E. VISION PLAN SCHEDULE OF BENEFITS	67
APPENDIX F-1. 2023-2024 SALARY SCHEDULE	69
APPENDIX F-2. 2024-2025 SALARY SCHEDULE	70
APPENDIX F-3. 2025-2026 SALARY SCHEDULE	71
APPENDIX F-4. 2026-2027 SALARY SCHEDULE	72
APPENDIX G-1. 2023-2024 SALARY SCHEDULE STEP PLACEMENT CHART	73
APPENDIX G-2. 2024-2025 SALARY SCHEDULE STEP PLACEMENT CHART	74
APPENDIX G-3. 2025-2026 SALARY SCHEDULE STEP PLACEMENT CHART	75
APPENDIX G-4. 2026-2027 SALARY SCHEDULE STEP PLACEMENT CHART	76
APPENDIX H. STIPENDS FOR INSTRUCTIONAL FACILITATORS, TECHNOLOGY AMBASSADORS AND TEAM LEADERS	77

AGREEMENT

This Agreement is made and entered into by and between the Board of Education of the Manheim Central School District of Lancaster County, Pennsylvania, hereinafter called the Employer, and the Manheim Central Education Association, hereinafter called the Association.

ARTICLE 1. RECOGNITION

The Employer recognizes the Association as the exclusive bargaining representative for all professional employees, including teachers (full-time and part-time), counselors, librarians, nurses, school social workers, instructional facilitators, lead teachers, tech coaches, math coaches, literacy coaches, online learning coordinators, technology ambassadors, and long-term substitutes (defined as substitutes hired for a definite period of time of at least ninety (90) days) but excluding principals, assistant principals, head nurse, all other substitute teachers, and all other employees of the Employer performing non-professional work, and any other supervisors, first level supervisors, and confidential employees, as defined in the Public Employee Relations Act. The term “employee(s)” as used hereinafter shall refer only to those employees included in said bargaining unit.

ARTICLE 2. MANAGEMENT RIGHTS

It is agreed that nothing in this Agreement shall limit the Employer in the exercise of its function of management, in such areas of discretion or policy as the functions and programs of the Employer, standards of services, its overall budget, utilization of technology, the organizational structure and the selection and direction of personnel.

ARTICLE 3. COMMITTEE ON FACULTY CONCERNS/ MEET AND DISCUSS

3.1. A “Committee on Faculty Concerns/Meet and Discuss” shall be established, comprised of eight members. Four members (including one co-chairperson) shall be designated by the Employer from Administration and staff, and four members (including one co-chairperson) shall be designated by the Association. The committee shall meet as necessary during the academic year under a rotating chair and submit recommendations in writing to the Employer with respect to matters affecting quality of education and effective operation of the District.

3.2. An agenda shall be prepared in writing by the co-chairperson and distributed one week in advance of each meeting to all committee members.

3.3. Either party may invite additional persons to speak at the meetings on subjects pertinent to their fields of teaching or expertise.

ARTICLE 4. NON-DISCRIMINATION

Both the Employer and the Association agree not to discriminate against any Employee on the basis of race, creed, color, gender, marital status, age, handicap, national origin, Association activity, political activity or Association Membership.

The Board declares it to be the policy of the Employer to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both. Employees may file a Formal Complaint or learn more about Title IX by reaching out to the Title IX Coordinator at one of the following locations:

- Manheim Central School District Office, 281 White Oak Rd., Manheim, PA 17545
- flannerya@manheimcentral.org
- (717) 664-8547

ARTICLE 5. NO STRIKE – NO LOCKOUT

5.1. The Employer agrees not to lockout Employees during the term of this Agreement.

5.2. The Association agrees that it will not call, encourage or condone any strike (as that term is defined in Act 195 and Act 88) or picketing of any of the Employer's locations or operations during the term of this Agreement.

ARTICLE 6. GRIEVANCE PROCEDURE

6.1. A grievance is defined as an alleged misinterpretation or misapplication of the provisions of this Collective Bargaining Agreement.

Step 1. No later than ten (10) District Office working days after the occurrence giving rise to the grievance, the aggrieved Employee or Employees shall submit the grievance in writing to the principal concerned, on a form provided by the Employer. The principal shall reply in writing within five (5) District Office working days. It is expected that Step 1 will be resorted to only after an aggrieved Employee has attempted to resolve his/her problem informally.

Step 2. If the grievance is not resolved under Step 1, the Association may, within five (5) District Office working days of the written reply of the principal, appeal in writing to the Superintendent, who will meet to discuss the matter with the aggrieved and a representative of the Association within ten (10) District Office working days after receipt of the written appeal. The Superintendent will advise the aggrieved and Association representative in writing of his or her decision within five (5) District Office working days of the meeting.

Step 3. If the grievance is not resolved under Step 2, the Association may, within five (5) District Office working days after receipt of the reply of the Superintendent, appeal in writing to the Board of Education which shall take up the matter at its next official meeting. The Board may have present and hear from individuals having relevant information, in which case the aggrieved and an Association representative shall have a right to be present and to be heard. The Board will, within ten (10) District Office working days of the meeting, convey its decision in writing to the aggrieved and the Association.

Step 4. Within ten (10) District Office working days after receipt of the Board's decision, the Association may submit the matter to arbitration by requesting a list of seven (7) arbitrators from the Bureau of Mediation. Arbitrators shall be members of the

American Arbitration Association. Selection of an arbitrator shall be made by alternately striking from the list, with the Employer having the first strike.

6.2 Any grievance not appealed to the next step within the specified time shall be considered waived.

6.3 All costs of arbitration shall be equally shared between the Employer and the Association, except that each party shall be responsible for the costs of presenting its case.

6.4 The award of the arbitrator shall be final and binding, subject to the Act and other legal limitations. The arbitrator shall have no authority to modify, amend, or add to the terms and provisions of the Agreement. Grievances must be arbitrated singly and may not be consolidated for hearing by a single arbitrator without the consent of all parties.

ARTICLE 7. MEETINGS ON CONTEMPLATED DISCIPLINE

Whenever any member of the bargaining unit is required to appear before the Superintendent, Board, or any committee or member thereof, concerning contemplated disciplinary action, discontinuation of employment, or reduction of salary or other economic benefits, the Employee shall, when possible, be given prior written notice of the reasons for such meeting or interview and shall have the option of a representative of the Association present to advise him/her and represent him/her. Prior written notice shall mean two working days.

ARTICLE 8. PERSONNEL FILE

Upon written request an Employee shall have the right to review the contents of his/her personnel file during District Office working hours.

ARTICLE 9. JUST CAUSE

No Employee shall be disciplined, reprimanded in writing, reduced in rank or compensation without just cause.

ARTICLE 10. ASSIGNMENTS/TRANSFERS/REASSIGNMENTS

10.1. Every teacher will be given written notification of his/her tentative teaching assignment for the next school year as early as possible, but no later than July 1. This notification will include building, grade level, and subject area(s) to which the Employee is assigned.

10.2. Employees shall be subject to transfer/reassignment from one position to another within the confines of valid certification.

10.3. Voluntary/Involuntary Transfers. Employees may request a transfer/reassignment for any vacancy for which they are properly certificated. Transfer/reassignment notification and the reason shall be made to the Employee being transferred/reassigned as early as possible before the effective date of such transfer/reassignment. The Principal and/or Superintendent shall confer with the affected Employee prior to the implementation of the transfer/reassignment or for denial of a request.

10.4. When unanticipated circumstances require that transfers/reassignments be made after July 1st, the affected Employee may request a written explanation from the Employer.

10.5. In the event of reconfiguration of grade levels or the opening or closing of a school building, the parties will meet in advance of the final plan for transfers/reassignments.

10.6. The Superintendent shall have final disposition in transfers/reassignments, subject to review by the Board.

ARTICLE 11. EMPLOYEE PARKING

The Employer will provide Employee parking at all schools as long as parking space is available.

ARTICLE 12. AVAILABILITY OF FACILITIES FOR CLASSROOM PREPARATION

Subject to the Employer's safety, security, fiscal and public responsibilities, buildings and rooms shall be made available for classroom preparation in non-school hours.

ARTICLE 13. ASSOCIATION USE OF FACILITIES

The use of building facilities, internal mailing and duplicating equipment for Association business shall be permitted provided that the uses thereof shall be subject to the prior approval of the Superintendent or designee and provided further that the Association shall reimburse the Employer at cost for the incurred expenses and/or resultant damage, if any. Whenever the Association seeks to utilize the school building after 6:00 p.m. or on non-school days, it shall execute a building-use contract beforehand. The use of said facilities for non-economic or non-fundraising purposes shall be free of charge; otherwise, said use shall be at the Association's expense. Any exceptions to the foregoing shall be at the sole discretion of the Employer.

ARTICLE 14. LENGTH OF TEACHER DAY

Employees in the bargaining unit shall generally work seven and one-half (7½) hours per day including a thirty (30) minute duty-free lunch period.

The Employer agrees to make every effort to see that all professional responsibilities will be performed within the seven and one-half (7½) hours. However, the Employee's responsibility will include attendance at nine (9) hours of building faculty and/or professional development meetings each year. An annual schedule of such meetings will be provided by August 1st of each year. Such meetings will be scheduled immediately after the school day and shall last a maximum of one (1) hour. Employees on approved leave, attending other Employer-approved activities, or utilizing one (1) day of Paid Time Off per contractual year on the date(s) of such meeting(s) shall not be required to make up that time, however, will be responsible for familiarizing themselves with the material or information presented at such meetings. All Employees shall attend parent-teacher conferences scheduled in the fall and/or spring.

Under unusual circumstances, the Employer may require attendance at special meetings, provided that such meetings are scheduled at reasonable times and are limited to a reasonable

length of time. Employees shall be excused from attendance by the principal if they are unable to attend a meeting due to lack of adequate notice.

The length of the teacher day as set forth above may be amended to include professional compensation for Employees working beyond the normal teacher day as referenced in Article 18.

ARTICLE 15. LEAVING THE BUILDING

Teachers may leave the building during their scheduled duty-free lunch period upon notification and proper execution of the “Sign Out” and “Sign In” form provided on the Employer’s website. Teachers must receive **prior** permission from the principal or his/her designee to leave the building during planning periods for school-related or emergency reasons.

ARTICLE 16. LESSON PLANS

Teachers shall have available, upon request, lesson plans and seating charts or class rolls for review by appropriate supervisors and for use by substitutes.

In addition, each teacher shall develop plans covering three (3) consecutive days of instruction which could be used by an assigned substitute teacher. These plans shall be submitted to the building principal during the first week of school. It should be understood that these plans will only be used for emergency situations.

ARTICLE 17. LENGTH OF TEACHER YEAR

17.1. The school year shall consist of one hundred ninety (190) teacher days. One full day or two (2) half days shall be used for teacher classroom preparation prior to the first student day and one day shall be used mid-year as a teacher planning day.

Any Employee whose work schedule at the Employer’s discretion exceeds the normal teacher year shall receive a separate extra-duty contract as referenced in Article 18.

**ARTICLE 18. EXTRA-DUTY CONTRACTS, SUMMER STIPEND
DAYS, AND PROFESSIONAL DUTIES BEYOND THE CONTRACT DAY
AND YEAR**

18.1. The length of the teacher day as set forth in Article 14, or the length of the teacher year set forth in Article 17, may be amended to include extra-duty contracts, summer stipend days, and professional duties beyond the contract day/year. Bargaining unit members shall be compensated for such extra-duties as outlined below.

18.2. Any bargaining unit member who is assigned an extra-duty position, as listed in Appendix A, shall receive a separate extra-duty contract to be approved by the School Board. Such contracts shall stipulate the number of days and/or hours to be worked. Acceptance of the extra-duty contracts shall be at the discretion of the Employee to whom the contract is offered and shall occur within ten (10) District Office working days of the offer. The salary schedule for extra-duty contracts is included in Appendix A.

18.3. Summer stipend days are assigned as a maximum number of days to be worked by a department as a collective, not the maximum number of summer stipend days for each individual in the department. Summer stipend days shall be assigned to individual bargaining unit members by the administration. Employees must have hours pre-approved by a principal or supervisor in advance of completing the work.

18.3.1. Unless otherwise noted, summer stipend days shall be paid at the lesser of the teacher's per diem rate or the per diem of Master's, step 6.

18.3.2. The following departments shall be paid at the Employee's applicable per diem rate, with the maximum number of hours annually allocated outlined below:

18.3.2.a. The Guidance Department may be assigned a maximum number of seventy-seven (77) summer days per school year. Unless there are unusual circumstances, High School will be allotted up to 42 days, Middle School will be allotted up to 20 days, and Elementary will be allotted up to 15 days.

18.3.2.b. The Nursing Department may be assigned a maximum number of eleven (11) summer days per school year.

18.3.2.c. The collective of Deans of School Culture and Deans of Students may be assigned a maximum number of fifteen (15) summer days per school year.

18.3.2.d. The School Psychologists Department may be assigned a maximum number of sixty (60) summer days per school year.

18.3.2.e. The Online Learning Coordinators Department may be assigned a maximum number of twenty (20) summer days per school year.

18.3.2.f. The Agricultural Education Department may be assigned a maximum number of fifty (50) summer days per school year.

18.3.2.g. The School Social Worker Department may be assigned a maximum number of three (3) summer days per school year.

18.3.2.h. The Special Education Consultant may be assigned a maximum number of ten (10) summer days per school year.

18.4. Any Employee who is required to work beyond the length of the teacher day and/or the length of the teacher year, but has not issued an extra-duty contract, as defined in Article 18.1, or an extra-curricular contract, as defined in Article 33, shall be paid at the lesser of the teachers per diem rate or the per diem of Master's, step 6.

ARTICLE 19. PAID TIME OFF

19.1. Each Employee shall be entitled to thirteen (13) days of Paid Time Off (PTO) that includes sick and personal days each school year. At the conclusion of each school year, twelve (12) days can be carried over from year to year and will be held in Sick Reserve without limitation. Vacation and emergency days accrued under prior Agreements that have been converted to grandfathered days shall be exempt from the accumulation limit. Based upon prior Agreements for individuals who have accrued grandfathered days, the following provisions shall still apply.

19.2. Employees in the bargaining unit may use annual PTO with the following provisions:

- a. Seven (7) days of annual PTO, if available, must be exhausted before using Sick Reserve. Sick Reserve may only be used for illness and will be used once seven (7) annual PTO days are exhausted and additional sick time is needed.
- b. Except as provided below, consecutive PTO may not exceed three (3) school days.

- c. The Employee may use one (1) segment of five (5) consecutive days of PTO subject to the following conditions:
 - 1. The Employee has five (5) PTO days available.
 - 2. Written notice shall be submitted to the principal ten (10) calendar days in advance of the planned PTO. Emergency requests for a personal leave should be arranged with the principal or designee.
 - 3. No use of five (5) consecutive PTO days shall be granted during the first twenty (20) days of the school year or during the last twenty (20) days of the school year except for extenuating circumstances as approved by the Superintendent of Schools.
 - 4. The Superintendent or designee in his/her sole discretion may authorize Employees to use an additional segment of five (5) consecutive days of PTO subject to conditions 1-3 above.
- d. No more than ten percent (10%) of the total number of full-time district Employees, can be scheduled in advance for PTO on any one (1) school day. Communication will be sent to Employees once the 10% cap has been reached for any given day. Requests in advance for PTO above the 10% threshold shall be at the sole discretion of the Superintendent. In the event of a last-minute absence due to illness or emergency circumstances on a cap day, the Employee must communicate with Human Resources and their Supervisor.
- e. All PTO shall be subject to the prior approval of the building Principal/Supervisor.
- f. Except for instances of personal illness, no PTO may be taken during either the first five (5) teacher days or the last five (5) teacher days of the school year. No PTO may be used on the days of Parent/Teacher Conferences and Professional Development/In Service.
- g. Representatives from the District and Association shall meet no less than once each academic year to review issues related to PTO. The Parties mutually agree to negotiate in good faith what, if any, adjustments are necessary after the above provisions have been implemented. Any recommendations jointly agreed upon by the group that relate to wages, hours, and/or terms and conditions of employment shall be reduced to writing and subject to ratification by and between the District and the Association prior to implementation.

19.3 The Employer realizes Employees may need to miss work due to the illness of an immediate family member (i.e., father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, or near relative who resides in the same household, or any person with whom the Employee has made his or her home). Employees may use up to sixty (60) days of their PTO/Sick Reserve for such purposes or for the care of a newborn child or a child who was placed for adoption or foster care under the following condition: the request must be made in writing to the Superintendent and must include appropriate documentation (including a doctor's statement or other documentation in the case of adoption after three (3) consecutive days of absence).

19.4 Bargaining unit members may elect to be paid fifty five dollars (\$55.00) for each accumulated and unused PTO days they have in Sick Reserve at 5, 10, 15, 20, 25, and 30 years of completed consecutive service with Manheim Central School District. Employees who submit an official request for payout to the Employer by March 1, shall be able to elect payment, which is to be made on or before the last pay period after the anniversary year of service. Payments will be made as a non-elective contribution to the Employee's 403(b) tax-sheltered annuity account established with the Employer's approved vendor(s). The Employee shall receive no cash option and the contributions are limited to IRS section 415 limits. Excess contributions will be made to the Employee's retirement account in the next subsequent year up to the IRS section 415 limit. Each eligible Employee must establish a 403(b) account with the Employer's approved vendor(s) prior to separation of service with the Employer. Any Employee who fails to establish a 403(b) account will forfeit the benefit under this section. Previously completed years matching or exceeding the required years will not be considered for payout if completed prior to this agreement settlement date until the next tier is accomplished. For the first year of implementation of this agreement, any Employee who has passed the 5-, 10-, 15-, 20-, 25-, and 30-year milestone (of completed consecutive service in the Manheim Central School District), may also request to be paid for unused PTO.

19.5 When an Employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of up to three school days. The Superintendent may extend the period of absence with pay in their discretion as the case may warrant. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter,

husband, wife, parent-in-law, or near relative who resides in the same household, or any person with whom the Employee has made their home.

When an Employee is absent because of the death of a near relative, there shall be no deduction in salary for an absence of one school day. The Superintendent may extend the period of absence with pay in their discretion as the case may warrant. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

19.6 Exceptions to all above provisions will be limited. Exceptions must be directed to the Superintendent in writing. All decisions regarding exceptions are at the sole discretion of the Superintendent.

ARTICLE 20. RETURN TO WORK CERTIFICATES

Any Employee who is absent from work for more than three (3) consecutive days due to illness or disability may be required to furnish a certificate from a health care provider certifying that the Employee is now fit to return to work.

ARTICLE 21. ACCOUNTING FOR SICK AND PERSONAL DAYS, SALARY AND SALARY POSITION

The Employer will provide each Employee with an accounting of PTO, Sick Reserve Leave, and grandfathered days as part of the bi-weekly pay stub generated by the Employer's payroll system. The Employer shall provide each Employee with an annual letter detailing the Employee's salary position on schedule and leave(s) to be accumulated for the next school year. The Employer may include additional information related to Employee benefits as a matter of information/reference for the Employee.

ARTICLE 22. ASSOCIATION LEAVE

A total of sixteen (16) teacher days of paid leave will be granted for Association business during each school year. The Association shall reimburse the Employer for the cost of a substitute

teacher for all but the first five (5) days of such leave utilized each year. Requests for this leave must be written and forwarded to the Superintendent fifteen (15) work days prior to the anticipated leave.

ARTICLE 23. LEAVES OF ABSENCE

23.1 Family Leave.

An Employee may be eligible for family leave, under and subject to the following conditions and limitations:

23.1.1. Pregnancy Disability Leave. An Employee shall be permitted to use PTO or Sick Reserve leave during a period of pregnancy disability provided timely notice is given. Absent unforeseen circumstances, no later than the fifth month of pregnancy, the Employee shall submit a written request for pregnancy disability leave to the Superintendent accompanied by a physician's written certification of pregnancy and his opinion concerning the date the Employee will probably no longer be able to satisfactorily perform her duties due to medical disability. The request shall set forth the dates on which the Employee desires such leave to begin and end. An Employee who fails to provide the notice required by this provision may nevertheless be entitled to an unpaid FMLA leave.

23.1.2. During the period of medical disability, as certified in writing by a physician, the Employee shall at her option have charged to her available PTO or Sick Reserve all or any portion of the time of continuing medical disability occurring during scheduled work days under and subject to the following conditions:

23.1.2.1. The use of accumulated PTO or Sick Reserve shall be limited to disabilities caused by or attributed to pregnancy, miscarriage, abortion, childbirth and recovery therefrom, except as provided in Article 19 of this Agreement.

23.1.2.2. Initial payment for PTO or Sick Reserve under this provision shall be conditioned upon receipt of a physician's second written certification that such Employee is physically unable to satisfactorily perform her duties as a result of

pregnancy-related disability as of the specified date requested for commencement of payment. An Employee shall continue to accrue seniority and pension rights during periods of paid pregnancy disability leave. Medical insurances may be continued at the Employee's option during such leave under the same terms that would have applied had the Employee remained on active duty.

23.1.2.3. Except as provided under Article 19 of this Agreement, PTO or Sick Reserve payments under this provision shall be discontinued six (6) calendar weeks after the birth of the child or occurrence of the disability unless the Superintendent receives another written certification by the physician that the Employee is still unable to return to work due to continuing disability and, where possible, a physician's written opinion as to the specified date the Employee will be able to resume her duties.

23.1.2.4. Payment will only be made for teacher days as set forth in the approved school calendar.

23.1.3. Child Rearing Leave. If an Employee requests child rearing leave for a period of time when he/she is physically able to perform his/her duties, the Employer shall grant such leave under and subject to the following conditions and limitations:

23.1.3.1. Employees are encouraged to provide as much advance notice of such leave as possible. Employees who fail to provide at least thirty (30) days advance notice may be denied leave unless the need for leave was unforeseeable, in which case an Employee must provide as much advance notice as is practicable.

23.1.3.2. Child rearing leave may be used by a mother or father to care for a newborn child or a child who was placed for adoption or foster care. Such leave must commence within the year following birth or placement of the child.

23.1.3.3. Child rearing leave must be taken in a single continuous period of full-time leave. It may not be taken intermittently.

23.1.3.4. Except as provided under Article 19 of this Agreement, no salary, PTO, or Sick Reserve shall be paid to said Employee, nor shall seniority or pension rights accrue during the period of time the Employee is physically able to perform his/her duties and is on unpaid Child Rearing leave. An eligible Employee may continue medical, dental, and/or vision insurances under the same terms that would have applied had the Employee remained on active duty, provided the Employee has not exhausted his or her 12-week FMLA entitlement (see below). Timely payment of premiums shall be as required below.

23.1.3.5. After twelve weeks of FMLA leave have been used, Employees may maintain at their expense the medical, dental, and/or vision insurances listed in this Agreement. Premiums shall be submitted in advance to the District Business Office by the fifteenth (15th) day of each month.

23.1.4. No Employee may return to work until the Employee's physician certifies in writing that the Employee is physically able to satisfactorily perform his/her duties.

23.1.5. Upon an Employee's application to return to work after family leave, the Employer shall offer him/her the job he/she held before going on leave or a substantially equivalent position conditioned by the pertinent reinstatement provisions of the School Code and the Family and Medical Leave Act of 1993, if applicable.

23.1.6. An Employee on family leave must return to work no later than one year after the commencement of leave. The Employer may, at its discretion, require an Employee to remain on leave until the beginning of the next full academic semester as permitted by law.

23.2 Other Leaves.

23.2.1. Requests for other leaves of absence (for example, personal medical leave or to care for a family member with a serious health condition) shall be made in writing to the Superintendent.

23.2.2. Requests for leaves of absence will be administered by the Superintendent.

23.2.3. In considering such requests, the Superintendent will make determinations dependent upon the needs of the students, the School District, and the Employee.

23.3 Family and Medical Leave Act.

23.3.1. This Article shall be administered and enforced in a manner consistent with the Family and Medical Leave Act of 1993 (FMLA), as amended. The initial twelve weeks of leave taken under this Agreement which qualify for protection under the FMLA during any leave year shall be deemed FMLA Leave and an FMLA-eligible Employee shall have all the rights and obligations bestowed by the Act. For purposes of tracking FMLA leave usage, the leave year shall be defined as that period beginning July 1 and ending June 30. After exhausting FMLA protected leave, an Employee's leave rights shall be governed exclusively by this Agreement and the School Code.

23.3.2. In the event that a challenge is made to the legality or validity of this Article, or any section or clause hereof, before any state or federal administrative agency or any court, this entire Article will automatically become null and void, and Employees shall only be granted leave limited to the period of medical disability, as certified in writing by a physician, or as otherwise required by law.

23.4 Sabbatical Leaves of Absence for Professional Development or Restoration of Health.

A Employee who takes a leave of absence for restoration of health or for professional development may, at the Employer's discretion and in accordance with Section 1166 of the Pennsylvania School Code, be permitted to take such leave for one-half (½) year at one-half (½) pay or for one (1) full year at one-half (½) pay, provided the following conditions are met, where applicable:

23.4.1. The Employee seeking a sabbatical leave for professional development is enrolled in a bona-fide traditional on-campus, full session (fall and/or spring) graduate study program at an accredited college or university or is enrolled in on-line courses as part of a graduate study program at an accredited college or university. Transfer courses that have been pre-approved by such a program in which an Employee is enrolled may be taken during a leave. Correspondence, travel, video or other such non-traditional programs will not qualify an Employee for professional development leave. Employees on a half-year leave must take the majority of the credits during the semester for which the leave has been granted. Employees on a full-year leave must, as per the School Code, be enrolled in courses in at least two semesters in the same school year or two consecutive or non-consecutive semesters over two consecutive school years.

23.4.2. The graduate study program for those seeking a sabbatical leave for professional development is in an education-related field or has been approved by the Superintendent.

23.4.3. The Employee on sabbatical leave for professional development successfully completes, as per School Code, a minimum of nine (9) graduate credits or twelve (12) undergraduate credits during any one-half year professional development sabbatical leave; subject to the approval of the Superintendent, three (3) of these credits may be an independent study. For full-year professional development leaves, as per School Code, the Employee is permitted to take a sabbatical leave two (2) semesters and must successfully complete a minimum of nine (9) graduate credits or twelve (12) undergraduate credits each semester.

23.4.4. As per School Code, the number of Employees granted a sabbatical leave for professional development or for restoration of health combined is limited to no more than ten percent (10%) of all district Employees eligible for a sabbatical leave under Section 1166 of the School Code.

23.4.5. Requests for sabbatical leave for restoration of health can be made at any time and need not begin at the start of a semester; however, requests for sabbatical leave for professional development leaves must be received by the Superintendent on or before March 1 for leaves beginning with the following Fall semester and on or before September 1 for leaves beginning with the following Spring semester. Determinations on leave requests shall generally be made no later than at the first Board meeting following the deadline for submission of such requests. Leave requests shall be granted in seniority order, subject to the terms and conditions stated herein and in the School Code.

ARTICLE 24. COLLECTION OF MONIES

An Employee shall not be responsible for monies held by that Employee more than one day unless the Employee is negligent in following the established collection procedures.

ARTICLE 25. ELEMENTARY TEACHER ASSIGNMENT

25.1. Full-time elementary classroom teachers of kindergarten through grade 4 will be provided with forty-five (45) consecutive minutes of preparation time during the course of the student day for each full teacher day. Full-time pre-kindergarten teachers will be provided with forty-five (45) consecutive minutes of preparation time during the course of the teacher work day for each full teacher day. This provision shall not apply to part-time teachers or half-day kindergarten teachers.

In rare instances teachers may be required to use preparation time for professional duties such as student/parent conferences, parent communications, or school-related meetings such as, but not limited to, IEP, MDE and RTII meetings.

Part-time teachers and half-day kindergarten teachers shall have their preparation time prorated in accordance with their appointment fraction.

25.2. Elementary teachers, full- or part-time, who are assigned an overload of teaching duties during their preparation time will be compensated according to the following formula:

Annual Base Salary ÷ 190 Contractual Days = Per Diem Rate;

Per Diem Rate ÷ 420 Minutes (contractual time) = Rate per Minute;

Rate per Minute × Additional Minutes of Teaching/Preparation* = Pay for Additional Duties

* To account for the loss of preparation time for Employees assigned an overload of teaching duties during time that would otherwise be the Employee's daily preparation period, the Pay for Additional Duties in the formula above shall be multiplied by a factor of 1.33.

25.3. Part-time status will be calculated based upon the number of minutes in the school day. For the term of this Agreement, a full-time day is considered to be 420 minutes. Preparation time shall be pro-rated based upon the number of minutes of instructional time.

25.4. The Employer shall have discretion to schedule additional administrative-directed activities and/or meetings with elementary teachers during the normal work day during the time period between the end of the student instructional day and the end of the teacher work day.

ARTICLE 26. BUS, PLAYGROUND AND RECESS DUTIES

No bus duty shall be assigned to Employees.

Playground duty shall be assigned on a rotating basis with no increase in playground supervision over the practice currently being followed by classroom teachers.

A Employee will not be scheduled to every recess and playground duty on the same day. No playground duty shall be assigned prior to the start of the student day.

ARTICLE 27. SECONDARY TEACHER ASSIGNMENT

27.1. The High School teaching assignment may be modified to include one (1) of the following schedule designs for each teacher:

Schedule Design A

27.1.1. Eighteen (18) instructional blocks in a six (6) day cycle of up to ninety-two (92) minutes each and six (6) blocks of

Enrichment/Remediation/Intervention of up to forty-five (45) minutes each in a modified block schedule; and

27.1.2. The foregoing assignment would provide, in a six (6) day cycle, four (4) planning blocks each the length of one (1) core instructional block and two (2) planning blocks each at half the length of a core instructional block; and

27.1.3. Each teacher assigned to eighteen (18) core instructional blocks in a six (6) day cycle shall be assigned to two (2) duties each at half the length of a core instructional block during said cycle.

Schedule Design B

27.1.4. Twelve (12) instructional blocks in a six (6) day cycle of up to ninety-two (92) minutes each, twelve (12) modified instructional blocks of up to forty-four (44) minutes each, and six (6) blocks of Enrichment/Remediation/Intervention of up to forty-five (45) minutes each in a modified block schedule; and

27.1.5. The foregoing assignment would provide, in a six (6) day cycle, five (5) planning blocks each the length of one (1) core instructional block and one (1) planning block at half the length of a core instructional block; and

27.1.6. Each teacher assigned to twelve (12) core instructional blocks and twelve (12) modified instructional blocks in a six (6) day cycle shall be assigned to one (1) duty at half the length of a core instructional block during said cycle.

27.1.7. The High School Administration, in collaboration with a Board member and a representative group of faculty, will annually review the schedule described in Article 27.1 above to determine its effectiveness and make proposed recommendations to the parties to this Agreement, if needed, for revisions to the schedule to better meet the instructional needs of students. Any amendments to the official language set forth herein shall be reduced to writing and signed by the parties to this Agreement.

27.2. Employees assigned to the Middle School shall have the equivalent of one (1) block of preparation time daily that is equivalent to a core instructional block; provided, however, said

preparation time may only be divided, when necessary (as determined by school administration), in at most two (2) similar blocks of time whereby the total daily preparation time is equivalent to one block of core instruction.

27.3. Middle School and High School teachers who are involuntarily assigned in excess of their normal teaching load shall receive additional compensation in accordance with the following formula:

$$\begin{aligned} \text{Annual Base Salary} \div 190 \text{ Contractual Days} &= \text{Per Diem Rate;} \\ \text{Per Diem Rate} \div 420 \text{ Minutes (contractual time)} &= \text{Rate per Minute;} \\ \text{Rate per Minute} \times \text{Additional Minutes of Teaching/Preparation}^* &= \text{Pay for} \\ &\text{Additional Duties} \end{aligned}$$

* To account for the loss of preparation time for Employees assigned an overload of teaching duties during time that would otherwise be the Employee's daily preparation period, the Pay for Additional Duties in the formula above shall be multiplied by a factor of 1.33.

27.4. Part-time status will be calculated based upon the number of minutes in the school day. For the term of this Agreement, a full-time day is considered to be 420 minutes. Preparation time shall be pro-rated based upon the number of minutes of instructional time.

27.5. If sufficient time exists between the end of the student instructional day and the teacher work day, the Employer shall have discretion to schedule administrative-directed activities and meetings with secondary teachers during said time.

ARTICLE 28. HOMEBOUND INSTRUCTION

Employees involved in homebound instruction shall be compensated at a rate of \$35.60 per hour through June 30, 2025. Effective July 1, 2025, said rate shall increase to \$36.76 per hour for the remainder of this Agreement.

ARTICLE 29. MILEAGE

Employees who are asked to use their own cars to travel on authorized school business shall be paid at the current Internal Revenue Service rate per mile. Reimbursement requests shall be turned in monthly for payment. The Employer shall not be required to issue any mileage reimbursement payment to an Employee until the accumulated reimbursement amount is at least \$10.00.

ARTICLE 30. PAYMENT FOR JURY DUTY

To be eligible for payment hereunder the Employee shall notify the Superintendent at least two (2) District Office working days prior to jury duty. Employees required to report for jury duty shall continue to receive their contracted salary and shall remit to the Employer their jury duty pay.

ARTICLE 31. TUITION REIMBURSEMENT

31.1 The Employer shall reimburse full-time Employees for tuition paid by or on behalf of said Employees for successfully passed credits, subject to the following provisions:

31.1.1 Maximum Provisions:

- a. The maximum annual tuition reimbursement shall be 100% of the average cost of twelve (12) graduate credits at Millersville University and Temple University effective on the first day of each university's fall semester. In-service or Act 48 credits shall be reimbursed at the rate established by the school entity which sponsors the in-service or Act 48 course.
- b. Up to twelve (12) credits per fiscal year (July 1 to June 30) for each full-time teacher shall be granted. The course completion date shall determine the year in which a course is credited.

31.2. All credits submitted for tuition reimbursement must be pre-approved by the Superintendent in advance of taking the course.

31.3 Only the following credits will be eligible for tuition payment: courses or workshops taken for credit at an accredited college or university, or in-service or Act 48 credit approved in advance by the Superintendent, which satisfies one (1) of the following criteria:

- a. Courses directly related to the Employee's area(s) of certification; or
- b. Courses related to District educational initiatives as authorized by the Superintendent; or
- c. Courses or degree work directly related to the Employee's current professional assignment; or
- d. Education courses for purposes of obtaining permanent certification in an Employee's area of professional assignment; or
- e. Coursework that is part of an overall Master's or Doctoral Degree in Education; or
- f. Any other coursework approved by the Superintendent of Schools.

31.4 Courses offered by, or in conjunction with, a third party provider which is not an accredited college or university shall only be reimbursed to a maximum of two (2) courses per five (5) year period. Said courses shall be considered for approval as potential Act 48 hours, as provided by PDE, and are not eligible for column movement on the salary schedule. Courses shall not be self-guided and self-paced with no instructor integral in the actual instruction of the course.

31.5 Reimbursement shall be for tuition only.

31.6 Courses must be successfully completed and passed with a minimum grade of "B" (or a grade of "Pass" in a course graded on a Pass-Fail basis) and otherwise satisfactorily completed according to the standards of the accredited college or university. Unless authorized in advance by the Superintendent, a course may not be taken on a Pass/Fail basis if the option of receiving a letter or numeric grade for the course is available.

- 31.7** Any teacher on sabbatical leave for restoration of health, on child rearing leave, or otherwise on leave for health reasons shall not be eligible for tuition reimbursement for courses started after the commencement of said leave.
- 31.8** Employees are required to teach three (3) full semesters following the completion of courses for which reimbursement has been paid. In the event an Employee voluntarily terminates employment before teaching the required three (3) full semesters, said Employee shall be required to repay the tuition reimbursement payment(s) to the Employer, subject to a one-third ($\frac{1}{3}$) reduction of the repayment amount for each full semester of satisfactory teaching by the Employee following the completion of the course. Repayment shall be made whenever possible by withholding the amount owed from the Employee's paycheck in three (3) equal installments over three (3) consecutive pay periods. If an outstanding balance still remains, the Employee shall make full payment of any outstanding balance within thirty (30) calendar days. If such outstanding balance is not paid by the deadline, the Employer shall have the right to pursue legal action to recover from the Employee. Repayment of tuition shall not be required for: 1) courses required by the Employer, unless such courses were required by law or necessary for an Employee to progress on the salary schedule; 2) courses taken by an Employee who retires or resigns due to extenuating circumstances beyond his/her control; or 3) courses taken by Employees who retire pursuant to an Early Retirement Incentive Program that is offered for a limited time by the State or the Employer when such courses are elected prior to the announcement of such program(s).
- 31.9** Reimbursement shall be made to the Employee within ten (10) business days after the presentation to the Business Office of:
- a. A receipted invoice or cancelled check for the tuition already paid, and
 - b. An official transcript/grade report or other official notice of grade status showing successful completion of the course or courses and credits earned.
- 31.10** The above provisions automatically rule out reimbursement for credits which are "tuition-free" because of grants, fellowships, or scholarships received by Employees.

31.11 Tuition Prepayment. Tuition benefits under this Article may be paid prior to an Employee's payment for or completion of the class(es) provided: (1) the Employee submits the request for payment within the timeframes established by the Superintendent; and (2) the college or university permits the Employer to pre-pay for all courses taken by Employees during the semester with one payment. Tuition payments shall be made within fifteen (15) business days after the Board meeting at which the payment is approved. An Employee must submit an official transcript/grade report or other official notice of grade status demonstrating he/she successfully completed the course within sixty (60) days of the course completion date.

Employees shall be responsible for paying back in full to the Employer any tuition payment made by the Employer on an Employee's behalf, if (i) the course is cancelled and the institution directly reimburses the Employee; (ii) the Employee withdraws, fails to complete or fails to earn the requisite grade as set forth in 30.6; (iii) the Employee fails to provide the transcript or other official notice of grade status showing successful completion of the course within the timeframe set forth above; or (iv) the Employee fails to meet any other condition set forth in the provision. The Employer may deduct from an Employee's paycheck or from other amounts owed to the Employee in order for the Employer to receive repayment.

An Employee's repayment of tuition shall be made to the Employer for any Employee who fails to meet the requirements set forth above with any outstanding balance to be automatically withheld from the Employee's paycheck in three (3) equal installments over three (3) consecutive pay periods. If an outstanding balance still remains, the Employee shall make full payment of any outstanding balance within thirty (30) calendar days.

ARTICLE 32. EXPENSE REIMBURSEMENT

The Employer shall reimburse Employees for documented overnight conference expenses at a rate not in excess of Fifty Dollars (\$50) per day for meals, plus mileage and conference fees. This provision shall pertain only to approved conferences.

ARTICLE 33. EXTRACURRICULAR ACTIVITIES

33.1. The Employer will retain all management rights as provided for under Act 195 and the School Code of 1949, as amended, including the right to add or delete activities.

33.2. The Employer agrees to advertise all positions as enumerated.

33.3. All persons appointed to the said positions will serve at the discretion of the Employer under and subject to the terms and conditions granted in the extracurricular contracts. All extracurricular salaries shall conform to Appendix A. The Employer retains the right to refuse to appoint, to reappoint, or to remove all extracurricular appointees at its sole discretion.

33.4. The Employer reserves the right to recognize outstanding performances and exceptional contributions on the part of any coach or advisor through a merit salary adjustment.

33.5. The experience factor shall be determined upon satisfactory performance. In cases where an evaluation is in dispute, the extracurricular personnel involved will meet with the Director of Athletics & Activities or the appropriate principal in an effort to resolve the problem. If the matter is not resolved at this level, then either party may refer the problem to the Superintendent for disposition. If the decision made by the Superintendent is unacceptable to either party, the matter may be referred to the Employer. The decision of the Employer shall be final.

33.6. The salary schedule for all extracurricular activities is attached hereto as Appendix A and shall be effective July 1, 2023, unless otherwise amended.

33.7. If during the term of this Agreement the Employer creates any new extracurricular positions, the Employer agrees to negotiate the salaries for those positions with the Association.

ARTICLE 34. RETIREMENT

34.1. Conditioned upon meeting all of the following prerequisites and conditions, all Employees who voluntarily retire will be awarded a non-elective Employer contribution of four thousand dollars (\$4,000) into their Section 403(b) tax sheltered annuity account(s).

To be eligible for this contribution, the Employee must:

- a. Have twenty-five (25) or more years of credited service under the Pennsylvania School Employees Retirement System or otherwise voluntarily retire without penalty under PSERS; and
- b. Have been employed by the Manheim Central School District for at least five (5) consecutive years at the time of retirement; and
- c. Give written notice of his/her intent to retire no later than the fifteenth (15th) day of September for mid-year retirements or the fifth (5th) day of January for year-end retirements. Exceptions may be made to the notice of retirement by mutual agreement between the Employer and the Association.

34.2. A voluntary retirement shall be defined as one which is initiated by the Employee as opposed to one which is reasonably required by the Employer for reasons other than mental or physical illness.

34.3. This contribution will be paid to the Employee's 403(b) account at the time of retirement. The Employee shall receive no cash option and the contributions are limited to IRS Section 415 limits. Excess contributions will be made to the Employee's retirement account in the next subsequent year up to the IRS Section 415 limit. Each eligible Employee must establish a 403(b) account with the Employer's approved vendor(s) prior to separation of service with the Employer. Any Employee who fails to establish a 403(b) account will forfeit the benefit under this section.

34.4. Employees who retire from the Employer with proper notice and who meet the requirements in Section 33.1 above shall be paid fifty-five dollars (\$55.00) for each accumulated and unused sick day they have at the time of their retirement. This payment shall be made as a non-elective contribution to the Employee's 403(b) tax-sheltered annuity account established with the Employer's approved vendor(s). The Employee shall receive no cash option and the contributions are limited to IRS Section 415 limits. Excess contributions will be made to the Employee's retirement account in the next subsequent year up to the IRS Section 415 limit. Each eligible Employee must establish a 403(b) account with the Employer's approved vendor(s) prior

to separation of service with the Employer. Any Employee who fails to establish a 403(b) account will forfeit the benefit under this section.

34.5. The notice of intent to retire referenced in Sections 33.1 and 33.4 shall not apply to a full-time Employee who otherwise fulfills the requirements of Section 33.1 and who incurs a permanent, total disability after September 15 for a mid-year retirement or after January 5 for a year-end retirement, and who retires as a result of such permanent, total disability, and who qualifies for and will be utilizing PSERS benefits.

34.6. Payments received under this Article shall not be considered as part of the Employee's annual salary.

34.7. Notwithstanding the above, the Employer retains the discretion to implement voluntary early retirement incentive programs at any time which enhance the benefits provided in this Article.

ARTICLE 35. INSURANCE

35.1. Group Health Insurance. The Employer shall offer a Point of Service (POS) group health insurance plan to its eligible Employees, their spouses and dependents. The terms of the plan and Employee contributions are outlined herein and in Appendix B attached hereto. The Employer reserves the right to change insurers/provider networks or third-party administrators during the term of the Agreement, provided equivalent benefits remain available. As provided in Section 35.6, the Employer will continue to reimburse Employees for certain unreimbursed medical, vision and dental expenses through a Health Reimbursement Arrangement (HRA). In the event the Employer discontinues the HRA for any reason, the Employer may require that these amounts be provided through the Section 125 plan as "flex credits" as permitted by law and consistent with the provisions of IRS Notice 2015-87, Q&A 8, or subsequent regulatory/administrative directives.

The health insurance coverages attached in Appendix B shall remain in effect until June 30, 2027, subject to any conditions set forth herein. The Employer's plan shall provide coverage consistent with and to the extent required under the *Mental Health Parity and Addiction Equity*

Act of 2008, as amended. In addition, the Employer's insurance plan shall cover contraceptives as per the Affordable Care Act of 2010, as amended.

The monthly Employee contributions for health insurance coverage shall become effective July 1 of the applicable contract year. The Employee premium share contributions from the prior year shall increase or decrease by the same percentage increase or decrease experienced by the Employer's plan when comparing the prior year's "expected" pseudo rates against the current year's "expected" pseudo rates as provided by the Employee Health Care Consortium. Said change in the Employee premium share contributions shall become effective July 1st during each year of the Agreement.

35.2. Income Protection/Disability Insurance. The group income protection/disability insurance benefit plan attached hereto as Appendix C, or equivalent or better coverage if the plan is amended during the life of this Agreement, shall remain in effect until June 30, 2027, with the Employer paying 100% of the cost of coverage for Employees.

35.3. Dental Insurance. The group Employee dental insurance program attached hereto as Appendix D shall remain in effect until June 30, 2027, with the Employer paying One Hundred Percent (100%) of the cost of coverage for Employees. The Employer further agrees that it will pay \$35 per month toward the premium of an insured dependent enrolled in the Employer-sponsored group dental plan, said plan to be selected by mutual agreement of the parties.

35.4. Vision Insurance. The group Employee vision insurance program attached hereto as Appendix E shall remain in effect until June 30, 2027, with the Employer paying One Hundred Percent (100%) of the cost of coverage for Employees. The Employer further agrees that it will provide two-party and family group vision insurance coverage to Employees with the understanding that the additional cost of any spouse and/or dependent vision insurance coverage, if elected by the Employee, shall be borne entirely by the Employee.

35.5. Group Life and Accidental Death & Dismemberment Insurance. The Employer shall pay 100% of the cost of coverage for Employees for group life and accidental death and dismemberment insurance in the amount of Fifty Thousand Dollars (\$50,000).

35.6. Health Reimbursement Arrangement (HRA). Subject to any terms and conditions outlined herein and to the extent permissible by law, the Employer shall maintain a Health Reimbursement Arrangement (HRA) for the duration of this Agreement for the purposes of reimbursing current Employees who meet the eligibility criteria set forth below for certain unreimbursed medical, vision and dental expenses. The maximum combined annual reimbursement available under this HRA shall be \$700 per calendar year paid on a pre-tax basis per eligible Employee for qualifying expenses as outlined below.

To be eligible for this HRA benefit, the Employee must have group health insurance coverage either through the Employer or through another qualified group health plan of the Employee's spouse or parent (in which case the Employee must provide proof of qualified coverage).

Only the following expenses qualify for reimbursement through the HRA: out-of-pocket copayments, coinsurance, deductibles, premiums for a non-HRA group insurance plan, and any other qualified medical care as permitted under Internal Revenue Code §213(d) and the Employer's HRA Plan Document.

This benefit shall be administered on a calendar year basis as a notional HRA, meaning in no event shall any Employee be reimbursed more than \$700 in qualifying expenses actually incurred during any one calendar year. Unused HRA funds still remaining in an Employee's HRA account at the end of one calendar year do not rollover to reimburse expenses incurred in a subsequent year, although prior year HRA funds remain on the books for qualifying expenses incurred in that prior year until the time for submitting receipts for those qualifying expenses incurred in that prior year has expired (see below). Unused HRA funds remaining from a prior year after the timeline for submitting receipts has fully expired will be forfeited to the HRA Plan.

At its discretion, the Employer may provide Employees with a debit card for reimbursement at qualifying health care providers. The Employee may also submit a request for reimbursement within fifteen (15) months of the date an eligible service was actually rendered, provided the Employee was covered under the HRA plan at the time of service. Regardless of the means of reimbursement request, an Employee must be able, upon the Employer's request, to substantiate that the expense qualifies for reimbursement under the HRA plan by submitting properly receipted bills.

For so long as any eligible Employee remains in the employ of the District, the Employer shall be responsible for paying any and all maintenance and administrative fees associated with Employees' HRA accounts, if any.

35.7. Spouse/Dependent Opt-Out/Waiver Payment. Subject to any terms and conditions outlined herein, the Employer shall pay Employees who waive medical insurance coverage for their dependent children and/or spouse up to a maximum of Three Hundred Dollars (\$300.00) per year, less taxes and withholding, paid in equal installments during the calendar year on each of the twenty-four (24) pay periods. Any new or current Employee whose dependent children and/or spouse switch to other group health insurance coverage during the Employer's plan year is eligible to receive a pro-rata stipend based on the number of pay periods remaining in the plan year. Payments shall cease immediately if the Employee leaves the District's employment, ceases to be eligible for Employee coverage under the Employer's health plan, or enrolls or re-enrolls his/her dependent children and/or spouse in the Employer's health plan, where applicable and permitted by law and the Employer's health plan.

To be eligible for this benefit, an Employee must notify the Employer s/he is waiving medical insurance coverage for his/her dependent children and/or spouse during the open enrollment period and not later than December 1 of each year. Such election may not be changed during the year until the next open enrollment period, unless the Employee or his/her spouse/dependents experience a qualifying life event.

Before payment of the stipend in installments can begin, the Employee must sign an acknowledgement indicating his/her understanding that declining spouse and/or dependent coverage may subject the Employee to adverse tax consequences for which the Employer is not responsible, and the spouse or dependents seeking a subsequent enrollment in the Employer's group health plan may face eligibility and coverage limitations pursuant to the terms of the Employer's group health insurance plan or applicable law.

The Employer reserves the right to increase the amount of the spouse/dependent waiver payment from time to time as it deems necessary. This payment shall be discontinued immediately if it is ever determined that the waiver payment is unlawful or inconsistent with applicable plan terms.

35.8. Employee Opt-Out/Waiver Payment. The Employer shall pay an opt-out stipend of \$1,500 per year, less taxes and withholding, to Employees who, pursuant to the Employer's Section 125 written plan document, elect to opt out of coverage under the Employer's medical plan. Employees seeking the opt-out stipend must provide documentation satisfactory to the Employer showing they have enrolled in other group health insurance coverage in order to be eligible for the stipend. Employees who enroll in health insurance policies on the individual market are not eligible for the opt-out stipend.

The stipend is to be paid out in equal installments over the course of the calendar year on each of the twenty-four (24) pay periods. Any new or current Employee who switches to other group health insurance coverage during the Employer's plan year is eligible to receive a pro-rata stipend based on the number of pay periods remaining in the plan year. Payments shall cease immediately if the Employee leaves the District's employment, ceases to be eligible for Employee coverage under the Employer's health plan, or enrolls or re-enrolls himself/herself and/or any dependents in the Employer's health plan, where applicable and permitted by law and the Employer's health plan.

In the event two District Employees covered by this Agreement are married to each other and each is eligible for his/her own Employer-provided benefits package under this Agreement, the Employer shall pay only one (1) of them the Employee opt-out payment set forth herein if either one of them chooses not to enroll in his/her own health insurance plan with the Employer.

The Employer reserves the right to increase the amount of the opt-out stipend from time to time as it deems necessary. This payment shall be discontinued immediately if it is ever determined that the waiver payment is unlawful or inconsistent with applicable plan terms.

35.9. Working Spouse Surcharge. If an Employee has elected health coverage for his/her spouse under the Employer's medical plan (e.g., two-party or family coverage), the Employee must verify whether his/her spouse has access to health insurance from another employer. If the working spouse does have access to such coverage from his/her own employer and chooses not to be covered by his/her own employer, the Employee will be required to pay an additional fee for his/her spouse to stay on the Employer's medical plan. In addition to the Employee's normal applicable share of the premium, the Employee must pay an additional working spouse surcharge of \$1,500 per year (payable in installments over the course of the year) via payroll deduction on

each of the twenty-four (24) pay periods in accordance with Article 38. This working spouse surcharge provision shall not apply to any Employee whose spouse also works for the Employer.

35.10. Retirees. Qualifying retirees shall be entitled to continue purchasing health, dental, and vision insurance coverage for themselves and their qualifying dependents at their cost to the extent provided by Section 5-513 of the School Code as that law is interpreted and amended from time to time. Health Reimbursement Arrangements (HRAs) are not available under the retiree plan. Continuation of HRA reimbursements shall only continue if elected under COBRA.

Consistent with federal tax law, retirees shall no longer have the option of applying the value of their retirement bonus toward their health insurance coverage beyond retirement; said bonus must be paid as a non-elective Employer contribution into the Employee's 403(b) tax-sheltered annuity account(s) with no cash option.

Consistent with the School Code, retirees who are covered or eligible to be covered as either an Employee or dependent under any other employer-provided group health insurance plan following their retirement from the Manheim Central School District shall not be eligible for coverage under any Manheim Central School District health insurance program until such time as their eligibility to be covered by said alternate employer-provided group health insurance plan ceases and, further provided, the retiree at that point has not yet reached Medicare eligibility.

35.11. Legal and Policy Compliance. As the plan sponsor, the Employer must ensure that its Employee welfare benefit plans comply with federal law, including but not limited to the Patient Protection and Affordable Care Act (PPACA or ACA) of 2010, as amended, the Public Health Service Act (PHSA) and the Internal Revenue Code (IRC).

If the Employer deems it necessary to create, modify, or terminate any of the welfare benefit plans set forth in this Article to comply with federal law and regulations, to redress actual or potential liability of the District or its plan fiduciaries, or to maintain the beneficial tax treatment of eligible Employee benefits, the Employer shall immediately: (1) notify the Association in writing, and (2) commence negotiations over any such matters to resolve them in good faith through the collective bargaining and ratification processes mandated under Act 195 of 1970, as amended. If, in the opinion of the District's legal counsel, the Employer's continued provision of certain bargained-for benefits could result in liability to the District (including but not limited to

excise taxes, fines, penalties, or the loss of tax benefits), the Employer and the Association shall cooperatively determine whether and to what extent plan changes are needed. If the negotiated plan changes reduce Employee benefits under this Agreement, the parties shall immediately negotiate either enhanced welfare benefits (e.g., increased dental, vision, disability, or life insurance coverage or reduced Employee premium share contributions) or additional cash payments to affected Employees to remediate the effect of the necessary plan changes. If the plan changes result in a cost savings to the Employer, the parties shall also negotiate the application of the net savings for the benefit of all affected Employees.

All Employee benefit plans set forth in this Article and its Appendices are available pursuant to internal self-funded programs or fully-insured insurance policies approved by the Employer to effectuate the benefits negotiated in this Agreement. Employees and their spouses or dependents are subject to the terms and conditions contained in the Employer policies or Plan Documents, copies of which are available upon request.

ARTICLE 36. SALARIES

36.1. Salaries for full-time Employees for each school year during the term of this Agreement shall be as set forth in Appendix F. If, however, the Employer is unable to maintain the prior fiscal year's level of funding due to a loss of revenue at the state and local levels as a result of legislative changes which either eliminate the property tax system in the Commonwealth of Pennsylvania or significantly change the state's funding formula during only the 2023-2024, 2024-2025, or 2025-2026 fiscal years, the parties agree to reopen this Agreement for the remaining contract years for the purpose of renegotiating salaries only. The loss of revenue to the Employer from these legislative changes must exceed three percent (3%) of the prior year's level of funding for the salaries effectuated by this Agreement to be subject to renegotiations.

36.2. Placement on the salary schedule shall be determined in accordance with the following:

36.2.1. The term Bachelor's used in this Agreement shall mean Bachelor's degree with an Instructional 1 or Educational Specialist 1 Certificate in the area in which the Employee is employed to perform.

36.2.2. Bachelor's+15 and Bachelor's+30 shall mean Bachelor's degree with an Instructional 1 or Educational Specialist 1 Certificate with 15 credits actually taken and earned subsequent to the attainment of the Bachelor's degree and Instructional 1 or Educational Specialist 1 Certificate and Bachelor's degree with an Instructional 1 or Educational Specialist 1 Certificate with 30 credits actually taken and earned subsequent to the attainment of the Bachelor's degree and Instructional 1 or Educational Specialist 1 Certificate, respectively.

36.3. M and M Equiv. Salary Columns

36.3.1. The term Master's (M) shall mean an earned Master's degree in the area in which the Employee is employed to perform.

36.3.2. The term Master's Equivalency (M. Equiv.) shall mean the receipt of a Master's Equivalency Certificate from the Pennsylvania Department of Education in the area in which the Employee is employed to perform.

36.3.3. The receipt of a Master's Equivalency Certificate shall not qualify an Employee to utilize the Master's degree column or any subsequent columns of the salary schedule, with the following exception:

36.3.3.1. Employees who received a Master's Equivalency Certificate on or before September 1, 1993, may qualify to utilize the Master's degree and M+15 columns.

36.4. M+15, M+30, M+45 and M+60 Salary Columns

The terms M+15, M+30, M+45 and M+60 shall mean an earned Master's degree with 15, 30, 45 and 60 graduate credits actually taken and earned subsequent to the attainment of the Master's degree, respectively, with the following exceptions set forth in Subparagraphs 36.4.1 and 36.4.2.

36.4.1. For Employees with an earned Master's degree, in-service credits or undergraduate credits shall be used for placement on the salary schedule only if the Credits Committee approves such credits.

A maximum of fifteen (15) in-service credits may be approved and used for placement on the salary schedule.

The Credits Committee shall be composed of six (6) members: three (3) appointed by the Employer and three (3) appointed by the Association. In all Committee decisions a majority vote shall be final and binding.

36.4.2. The receipt of a Master's Equivalency Certificate shall not qualify an Employee to utilize the M+15 salary columns, with the following exception:

36.4.2.1. Employees who received a Master's Equivalency Certificate on or before September 1, 1993, may qualify to utilize the M+15 salary column provided they have actually taken and earned fifteen (15) graduate credits subsequent to the receipt of the Master's Equivalency Certificate. Undergraduate and in-service credits shall not be utilized or counted toward placement at the M+15 salary column, nor shall credits earned prior to receipt of the Master's Equivalency Certificate be utilized or counted toward placement at the M+15 salary column.

36.4.2.2. Employees who received a Master's Equivalency Certificate on or before September 1, 1993, and who are placed in the M+15 column as per Section 35.4.2.1 can move to the M+30, M+45 and M+60 columns only as follows:

- a. Employee must achieve an earned Master's Degree subsequent to placement in the M+15 column AND must earn an additional fifteen (15) graduate credits for placement in the M+30 column;
- b. Employee must earn thirty (30) graduate credits subsequent to achieving the earned Master's Degree for placement in the M+45 column;
- c. Employee must earn forty-five (45) graduate credits subsequent to achieving the earned Master's Degree for placement in the M+60 column.

36.4.3. The receipt of a Master's Equivalency Certificate shall not qualify an Employee to utilize the M+30, M+45 or M+60 salary columns.

36.4.4. The term graduate credit(s) when used in this Agreement shall mean credits actually taken and earned from an accredited college or university, including Graduate Educational Workshops (earned subsequent to July 1, 1994), and/or credits counted toward the fulfillment of the institution's requirements for the granting of an earned Master's or Doctorate degree. Educational Workshop credits earned between September 1992 and July 1, 1994, are not counted for lateral movement on the salary schedule.

36.5. The term Doctorate (D) shall mean an earned Doctorate degree granted by an accredited college or university in an area in which the Employee is employed to perform.

36.6. No Employee shall be paid an annual base salary which is higher than the last step on the printed salary schedule for the normal teacher year.

36.7. For purposes of placement on the salary schedule (Appendix F), Employees who have received a Master's of Fine Arts (M.F.A.) prior to October 18, 2012, shall be compensated no differently than Employees who have received their doctorate (Ed.D.).

36.8. Employees who submit the official transcripts or report card of earned graduate credits needed for column movement to the Employer by October 1 shall receive horizontal column movement on the salary schedule retroactive to the beginning of the school year. Employees who submit the required transcripts or report card of earned graduate credits needed for column movement to the Employer by February 1 shall receive horizontal column movement on the salary schedule retroactive to the fourteenth (14th) pay period of the school year.

ARTICLE 37. PAY PERIODS/DIRECT DEPOSIT

Employees shall be paid bi-weekly over twelve (12) months. Employees shall be paid by the Employer via direct deposit.

ARTICLE 38. PAYROLL DEDUCTIONS/FAIR SHARE

38.1. The Employer agrees to the following payroll deductions when a signed authorization is filed with the Business Office of the Employer authorizing such deductions. Requests for deductions shall be made one (1) month in advance of the beginning date of such deductions. Deductions shall be limited to the following: (1) United Way (United Fund), (2) Lanco Credit Union, (3) Approved tax sheltered programs, (4) Association dues, (5) PACE, and (6) Section 125 Flexible Spending Account (FSA) Deductions. Elective payroll deductions (e.g., annuities, health insurance, etc.) shall be made during the first two (2) pay periods in a month. The Employer assumes no liability in connection with such deductions or remittances, and the Association shall indemnify and hold harmless the Employer against any and all claims, demands, suits, or other forms of liability which arise out of or by reason of the deductions. Deductions for numbers (1), (2), (3), (4), (5) and (6) above shall be sent directly to their designated accounts each pay period.

Deductions for approved tax sheltered programs shall only be made for the first two (2) pay periods of each month. No deductions will be taken from the third pay period of any month.

38.2. Fair Share. Should the decision in *Janus v. AFSCME* (2018) be overturned, the Employer shall conform to the Fair Share Provision of the laws of Pennsylvania. Each nonmember in the bargaining unit represented by the Association under the *Public Employee Relations Act* shall be required to pay a fair share fee as provided by Act 84 of 1988. The Employer and the Association agree to comply with all the provisions of said law; to that end, no such deductions of fair share fees shall be withheld via automatic payroll deduction prior to January 16 of any year.

The Association agrees to extend to all nonmembers the opportunity to join the Association. Non-members with bona fide religious objections to a fair share fee may direct the Association to contribute their agency fee to a non-religious charity. The Association's escrow agent shall provide verification of said payment to any affected nonmember once the total agency fee obligation has been fully satisfied via payroll deduction.

If any legal action is brought against the Employer as a result of any actions it is required to perform by the Association pursuant to this Section, the Association agrees to provide for the defense of the Employer at the Association's expense and through counsel selected by the Association.

The Employer agrees to give the Association immediate notice of any such legal action brought against it, and agrees to cooperate fully with the Association in the defense of the case. If the Employer does not fully cooperate with the Association, any obligation of the Association to provide a defense under this Section shall cease.

The Association agrees in any action so defended, to indemnify and hold the Employer harmless for any monetary damages the Employer might be liable for as a consequence of its compliance with this Section; except that it is expressly understood that this save harmless provision will not apply to any legal action which may arise as a result of any willful misconduct by the Employer's failure to properly perform its obligation under this Section.

ARTICLE 39. DISSEMINATION OF AGREEMENT

The Employer agrees to pay a one-time cost of printing this Agreement for all current Employees. All new bargaining unit members shall receive a copy upon employment. The text of this Agreement shall be placed on the Employer's website.

ARTICLE 40. POSTING OF VACANCIES

Absent an emergency, for a period of at least two (2) weeks prior to the filling of a vacancy, notice of the Employer's intention of filling a professional vacancy shall be distributed to all Employees via e-mail. Positions will also be posted on the Employer's website.

ARTICLE 41. INDUCTION STIPEND

Mentor teachers appointed by the Employer for the induction program shall be paid an annual stipend of \$877 per year through June 30, 2025. Effective July 1, 2025, said annual stipend shall increase to \$906 per year for the remainder of this Agreement. Mentors appointed for part of a year shall have their annual stipends prorated.

ARTICLE 42. INSTRUCTIONAL FACILITATORS

42.1. Instructional Facilitators shall be reimbursed for professional organization(s) relating to their certification (excluding PSEA, NEA, and MCEA), at the discretion of the Employer.

42.2. Instructional Facilitators may be granted additional tuition reimbursement, at the discretion of the Superintendent.

42.3. Instructional Facilitators appointed by the Board will be paid an annual stipend in accordance with Appendix H.

42.4. The Employer, in its sole discretion, shall determine the number and assignment of Instructional Facilitator positions.

ARTICLE 43. MANHEIM CENTRAL ONLINE ACADEMY

43.1 The intent of the Manheim Central Online Academy is to attract students enrolled in other cyber charter or charter schools to the District's own in-house virtual school to minimize the District's outgoing charter school payments to other entities to the extent possible, to offer supplemental courses, but not to supplant bargaining unit work borne by the Association. If a virtual course is needed and all reasonable internal options have been exhausted, a third-party course could be used for the student(s). The District and the Association agree that no bargaining unit members will be demoted, furloughed, non-renewed or replaced as a direct result of the District's implementation of the Manheim Central Online Academy.

The District has created the Manheim Central Online Academy intended to serve resident students who are:

- participating in a home education program pursuant to School Code § 1327.1
- being privately tutored pursuant to School Code §1327
- attending a charter school or cyber charter school
- attending a private, parochial, or independent school
- interested in taking supplemental courses which are not available as part of the District's brick and mortar curriculum due to a lack of sufficient student interest
- lawfully absent from the District's regular program due to medical reasons
- best suited for virtual instruction

43.2 Training

Bargaining unit members shall be provided during the traditional teacher workday and within the normal work year as specified by the Collective Bargaining Agreement adequate

training in any technology and/or role that they will be required to use/perform in fulfilling their responsibilities relative to the Manheim Central Online Academy.

43.3 Curriculum Design and Material Preparation of Manheim Central Online Academy Course Instruction

43.3.1 Employees approved to design curriculum and prepare materials for a Manheim Central Online Academy course will do so subject to the following parameters:

- a. The District will allot a one-time maximum of up to 150 hours for writing a new one (1) credit course or 10 hours for adapting an existing virtual course when it is collectively determined that changes are needed to make the course deliverable.
- b. The District will allot a one-time maximum of up to 75 hours for writing a new half (0.5) credit course or 5 hours for adapting an existing virtual course when it is collectively determined that changes are needed to make the course deliverable.
- c. The District will allot a one-time maximum of up to 40 hours for writing a new quarter (0.25) credit course or 2.5 hours for adapting an existing virtual course when it is collectively determined that changes are needed to make the course deliverable.

The District reserves the right to designate in-service days and/or up to a maximum of four (4) regular contract days to be devoted to Manheim Central Online Academy course design, adaptation, and development. Any time required beyond the designated in-service and regular working hours, up to the maximum hours allotted per course, will be compensated at the negotiated curriculum rate according to Appendix A2. At the conclusion of course creation, course and content will be audited and approved by administration before implementation.

43.3.2 Manheim Central Online Academy in grades K-4 shall be offered through a third-party provider but shall be facilitated by members of the bargaining unit. No courses will be created for K-4 elementary by a bargaining unit member.

43.4 Facilitation of Manheim Central Online Academy Courses within the Teacher Day

43.4.1 At the 5-12 level, online facilitation can be assigned to a bargaining unit member

within the teacher day as defined in Article 14, if it is assigned as part of the normal teaching load, as defined in Article 27. Within an instructional block, the teacher may be assigned no more than three (3) online courses with a maximum case-load at any given time of twenty-nine (29) total students (not 29 per course).

43.4.2 At the K-4 level, online facilitation can be assigned to a bargaining unit member within the teacher day as defined in Article 14, if it is their sole assignment. They shall be limited to a maximum case-load at any given time of twenty-six (26) students in no more than two (2) consecutive grade levels.

43.5 Facilitation of Manheim Central Online Academy Courses Outside the Teacher Day

43.5.1 Assignment of K-12 Online Facilitation Overload Assignments

At the 5-12 level, the bargaining unit member who created a Manheim Central Online Academy course shall have the first right to facilitate the course. All other opportunities for bargaining unit members to either instruct a Manheim Central Online Academy course or to facilitate a Manheim Central Online Academy course offered through a third-party provider will be publicized to bargaining unit members. The District will prioritize assigning to any certified member of the bargaining unit who expresses interest and is not already assigned overload. The District reserves the right to involuntarily assign staff to facilitate online courses based on scheduling needs and certification. Any bargaining unit member who is involuntarily assigned to instruct or facilitate a Manheim Central Online Academy course shall be informed of such a decision no later than August 1. Should changes in student enrollment or staff resignation necessitate an involuntary transfer during the course of the work year, notice will be provided no less than three days prior to any assignment being effective. Training in the Manheim Central Online Academy platform will be provided prior to a bargaining unit member working as a Manheim Central Online Academy instructor or facilitator.

43.5.2 K-4 Online Facilitation and Payment

The maximum number of students assigned beyond the regular teaching assignment to a

teacher's case-load at any given time is five (5). Responsibilities for facilitating a course include any planning/preparation, instruction, assessment and/or communication with learners/families. K-4 teachers who are teaching Manheim Central Online Academy students outside of their regular teaching assignment, will be compensated for each student enrolled in a Manheim Central Online Academy course based on the below schedule. This will be calculated and paid out based on the daily enrollment rate. Teachers will be paid upon the conclusion of each marking period according to the following:

- a) Five hundred dollars (\$500.00) per student per course for all parts of Grades K-4 ELA and Math; and
- b) Two hundred and fifty dollars (\$250.00) per student per course for all parts of Grades K-4 Science and Social Studies courses; and
- c) Seventy-five dollars (\$75.00) per student per course for all parts of Grades K-4 Special Area courses.

43.5.3 5-12 Online Facilitation and Payment

The maximum number of courses to be assigned, per semester, to an individual teacher participating in Manheim Central Online Academy instruction is three (3). Responsibilities for facilitating a course include any planning/preparation, instruction, assessment and/or communication with learners/families. The maximum number of students enrolled in Manheim Central Online Academy instruction and on a teacher's case-load at any given time is 29 total (not 29 per course). Facilitation of a Manheim Central Online Academy course by a bargaining unit member shall be considered a regular instructional period/block assignment during the teacher day; otherwise, the teacher will be compensated for each student enrolled beyond the third day of a Manheim Central Online Academy course based on the following:

- a) Five hundred dollars (\$500.00) per student per credit (1 credit course)
- b) Two hundred and fifty dollars (\$250.00) per student per half (0.5 credit course)

c) One hundred twenty-five dollars (\$125.00) per student per quarter (0.25 credit course)

* If fewer than 3 students register, a teacher would get a minimum equivalent to 3 students worth of pay.

43.5.4 Accounting for Students by Marking Period

Students dropped after the 3-day drop/add period but before the midpoint of the marking period will count as .5 student; if dropped after the midpoint of the marking period but before the end of the marking period, they will count as 1 whole student.

43.6 The District and Association shall maintain a Manheim Central Online Academy Working Group to review issues related to the Manheim Central Online Academy. The Working Group shall be composed of four (4) District administrators and four (4) bargaining unit members selected by the Association. The Working Group shall meet as frequently as the parties mutually deem appropriate, but no less than once each semester during the academic year. Any recommendations jointly agreed upon by the Manheim Central Online Academy Working Group that relate to wages, hours, and/or terms and conditions of employment shall be reduced to writing and subject to ratification by and between the District and the Association prior to implementation.

43.7 The District and Association reserve to themselves any and all rights that they have under the Public-School Code, the Public Employee Relations Act, the State Board of Education regulations, and any other applicable laws that directly or indirectly relate to the operation of the Manheim Central Online Academy.

ARTICLE 44. SECURITY CAMERAS

The sole purpose of the security cameras in and around school district buildings is to ensure the safety and security of faculty, staff, and students on district premises. The video surveillance equipment in the District is not intended to be used, and shall not be used, to evaluate bargaining unit Employees.

ARTICLE 45. INCORPORATION OF MEMORANDA OF AGREEMENTS

The following Memoranda of Understanding (MOUs) already agreed to by and between the parties to this Agreement and as attached hereto shall remain in full force and effect for the life of this Agreement, notwithstanding any sunset dates that may be noted within them:

1. *Back-to-School Night MOU*, dated May 2012 and signed 5/30/2012 by Board President Bryan Howett and MCEA President Jonathan Charles;
2. *Small Personal Appliances Usage Fee MOU*, dated June 8, 2012 and signed 6/11/2012 by Board President Bryan Howett and MCEA President Jonathan Charles
3. *Release Time for IEP Writing*, dated February 11, 2013, signed by Board President Bryan Howett and MCEA President Louise Anderson;

ARTICLE 46. SEPARABILITY

If any provisions of this Agreement or any application of this Agreement to any Employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE 47. MODIFICATION

The parties agree that this Agreement represents the entire agreement between the parties and that it may not be rescinded, altered or changed during the term of this Agreement except by instrument, in writing, duly executed by both parties.

ARTICLE 48. TERM OF AGREEMENT

The provisions of this Agreement shall remain in full force and effect from July 1, 2023 until June 30, 2027, unless otherwise extended, in writing, by mutual agreement of the Employer and Association.

In witness whereof, the Board of Education of the Manheim Central School District and the Manheim Central Education Association have caused these presents to be executed by their duly authorized officers.

Manheim Central School District

By: Kelli Hammond
President

Attest: Amy M Bunker

Dated: 12/12/22

Manheim Central Education Association

By: [Signature]
President

Attest: [Signature]

Dated: 12/12/22

APPENDIX A-1. EXTRACURRICULAR SCHEDULE
2023-2024 AND 2024-2025 SCHOOL YEARS

ATHLETIC AREAS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
	(1-6)	(7-11)	(12-15)	(16-19)	(20+)
CLASS A - FOOTBALL					
HEAD COACH	\$5,322	\$6,387	\$7,985	\$10,112	\$12,772
1ST ASSISTANT	\$4,044	\$4,854	\$6,069	\$7,685	\$9,707
2ND ASSISTANT	\$3,299	\$3,960	\$4,951	\$6,270	\$7,919
CLASS B - BASKETBALL, WRESTLING, TRAINER					
HEAD COACH	\$4,523	\$5,429	\$6,788	\$8,595	\$10,856
1ST ASSISTANT	\$3,672	\$4,407	\$5,510	\$6,977	\$8,813
2ND ASSISTANT	\$3,193	\$3,832	\$4,791	\$6,067	\$7,663
ELEMENTARY	\$1,650	\$1,980	\$2,475	\$3,135	\$3,959
CLASS C - BASEBALL, SOFTBALL, HOCKEY, TENNIS, TRACK, RIFLE, SOCCER, SWIMMING, VOLLEYBALL					
HEAD COACH	\$3,725	\$4,471	\$5,590	\$7,079	\$8,940
1ST ASSISTANT	\$2,767	\$3,321	\$4,152	\$5,258	\$6,641
2ND ASSISTANT	\$2,129	\$2,555	\$3,194	\$4,045	\$5,109
CLASS D - GOLF, CROSS COUNTRY, CHEERING, WEIGHT TRAINING, BOWLING					
HEAD COACH	\$2,661	\$3,194	\$3,993	\$5,056	\$6,386
1ST ASSISTANT	\$1,996	\$2,395	\$2,995	\$3,792	\$4,790
2ND ASSISTANT	\$1,064	\$1,277	\$1,597	\$2,022	\$2,554
CLASS E - ATHLETIC DIRECTOR					
HEAD	\$6,652	\$7,984	\$9,982	\$12,640	\$15,965
1ST ASSISTANT	\$3,353	\$4,024	\$5,031	\$6,371	\$8,046
NON-ATHLETIC AREAS					
CLASS A - BAND					
SR. HIGH BAND	\$4,949	\$5,940	\$7,426	\$9,404	\$11,878
MIDDLE SCHOOL BAND	\$2,661	\$3,194	\$3,993	\$5,056	\$6,386
BAND FRONT	\$1,996	\$2,395	\$2,995	\$3,792	\$4,790
ASST. BAND FRONT	\$1,064	\$1,277	\$1,597	\$2,022	\$2,554
CLASS B - DRAMA DIRECTOR					
DIRECTOR	\$3,725	\$4,471	\$5,590	\$7,079	\$8,940
ASST. DIRECTOR	\$2,395	\$2,874	\$3,593	\$4,551	\$5,747
CLASS C - STUDENT GOVERNMENT, PUBLICATIONS					
STUDENT COUNCIL-HIGH SCHOOL	\$3,193	\$3,832	\$4,791	\$6,067	\$7,663
YEARBOOK HEAD-HIGH SCHOOL	\$3,193	\$3,832	\$4,791	\$6,067	\$7,663

YEARBOOK ASSISTANT-HIGH SCHOOL	\$1,863	\$2,235	\$2,795	\$3,539	\$4,470
LITERARY MAGAZINE-HIGH SCHOOL	\$3,193	\$3,832	\$4,791	\$6,067	\$7,663
VIDEO YEARBOOK-HIGH SCHOOL	\$3,193	\$3,832	\$4,791	\$6,067	\$7,663
STUDENT COUNCIL-MIDDLE SCHOOL	\$2,661	\$3,194	\$3,993	\$5,056	\$6,386
MEMORY BOOK-MIDDLE SCHOOL	\$1,863	\$2,235	\$2,795	\$3,539	\$4,470
MEMORY BOOK-ELEMENTARY	\$1,197	\$1,437	\$1,797	\$2,275	\$2,874

CLASS D

CHORUS - HIGH SCHOOL	\$2,129	\$2,555	\$3,194	\$4,045	\$5,109
ORCHESTRA - HIGH SCHOOL	\$2,129	\$2,555	\$3,194	\$4,045	\$5,109
JAZZ BAND – HIGH SCHOOL	\$1,330	\$1,597	\$1,996	\$2,528	\$3,193

CLASS E - SHOWS (per show)

ORCHESTRA, CHORUS, ARTWORK, CHOREOGRAPHER	\$1,197	\$1,437	\$1,797	\$2,275	\$2,874
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CLASS F

MIDDLE SCHOOL CHORUS	\$1,996	\$2,395	\$2,995	\$3,792	\$4,790
MIDDLE SCHOOL ORCHESTRA	\$1,996	\$2,395	\$2,995	\$3,792	\$4,790
MIDDLE SCHOOL JAZZ BAND	\$1,197	\$1,437	\$1,797	\$2,275	\$2,874
COSTUMES, SCENERY & LIGHTING	\$1,064	\$1,277	\$1,597	\$2,022	\$2,554

CLASS G

LIGHTING & SOUND	\$2,395	\$2,874	\$3,593	\$4,551	\$5,747
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APPENDIX A-1. EXTRACURRICULAR SCHEDULE
2025-2026 AND 2026-2027 SCHOOL YEARS

ATHLETIC AREAS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
	(1-6)	(7-11)	(12-15)	(16-19)	(20+)
CLASS A - FOOTBALL					
HEAD COACH	\$5,494	\$6,595	\$8,245	\$10,441	\$13,187
1ST ASSISTANT	\$4,176	\$5,012	\$6,266	\$7,935	\$10,022
2ND ASSISTANT	\$3,407	\$4,089	\$5,112	\$6,473	\$8,176
CLASS B - BASKETBALL, WRESTLING, TRAINER					
HEAD COACH	\$4,670	\$5,605	\$7,008	\$8,875	\$11,209
1ST ASSISTANT	\$3,791	\$4,550	\$5,689	\$7,204	\$9,099
2ND ASSISTANT	\$3,297	\$3,957	\$4,947	\$6,265	\$7,912
ELEMENTARY	\$1,703	\$2,044	\$2,556	\$3,237	\$4,088
CLASS C - BASEBALL, SOFTBALL, HOCKEY, TENNIS, TRACK, RIFLE, SOCCER, SWIMMING, VOLLEYBALL					
HEAD COACH	\$3,846	\$4,616	\$5,771	\$7,309	\$9,231
1ST ASSISTANT	\$2,857	\$3,429	\$4,287	\$5,429	\$6,857
2ND ASSISTANT	\$2,198	\$2,638	\$3,298	\$4,176	\$5,275
CLASS D - GOLF, CROSS COUNTRY, CHEERING, WEIGHT TRAINING, BOWLING					
HEAD COACH	\$2,747	\$3,297	\$4,122	\$5,220	\$6,594
1ST ASSISTANT	\$2,060	\$2,473	\$3,092	\$3,915	\$4,945
2ND ASSISTANT	\$1,099	\$1,319	\$1,649	\$2,088	\$2,637
CLASS E - ATHLETIC DIRECTOR					
HEAD	\$6,868	\$8,243	\$10,306	\$13,051	\$16,484
1ST ASSISTANT	\$3,462	\$4,155	\$5,194	\$6,578	\$8,308
NON-ATHLETIC AREAS					
CLASS A - BAND					
SR. HIGH BAND	\$5,110	\$6,133	\$7,668	\$9,710	\$12,264
MIDDLE SCHOOL BAND	\$2,747	\$3,297	\$4,122	\$5,220	\$6,594
BAND FRONT	\$2,060	\$2,473	\$3,092	\$3,915	\$4,945
ASST. BAND FRONT	\$1,099	\$1,319	\$1,649	\$2,088	\$2,637
CLASS B - DRAMA DIRECTOR					
DIRECTOR	\$3,846	\$4,616	\$5,771	\$7,309	\$9,231
ASST. DIRECTOR	\$2,473	\$2,968	\$3,710	\$4,698	\$5,934
CLASS C - STUDENT GOVERNMENT, PUBLICATIONS					
STUDENT COUNCIL-HIGH SCHOOL	\$3,297	\$3,957	\$4,947	\$6,265	\$7,912
YEARBOOK HEAD-HIGH SCHOOL	\$3,297	\$3,957	\$4,947	\$6,265	\$7,912

YEARBOOK ASSISTANT-HIGH SCHOOL	\$1,923	\$2,308	\$2,886	\$3,654	\$4,615
LITERARY MAGAZINE-HIGH SCHOOL	\$3,297	\$3,957	\$4,947	\$6,265	\$7,912
VIDEO YEARBOOK-HIGH SCHOOL	\$3,297	\$3,957	\$4,947	\$6,265	\$7,912
STUDENT COUNCIL-MIDDLE SCHOOL	\$2,747	\$3,297	\$4,122	\$5,220	\$6,594
MEMORY BOOK-MIDDLE SCHOOL	\$1,923	\$2,308	\$2,886	\$3,654	\$4,615
MEMORY BOOK-ELEMENTARY	\$1,236	\$1,484	\$1,855	\$2,349	\$2,967

CLASS D

CHORUS - HIGH SCHOOL	\$2,198	\$2,638	\$3,298	\$4,176	\$5,275
ORCHESTRA - HIGH SCHOOL	\$2,198	\$2,638	\$3,298	\$4,176	\$5,275
JAZZ BAND - HIGH SCHOOL	\$1,374	\$1,649	\$2,061	\$2,610	\$3,297

CLASS E - SHOWS (per show)

ORCHESTRA, CHORUS, ARTWORK, CHOREOGRAPHER	\$1,236	\$1,484	\$1,855	\$2,349	\$2,967
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CLASS F

MIDDLE SCHOOL CHORUS	\$2,060	\$2,473	\$3,092	\$3,915	\$4,945
MIDDLE SCHOOL ORCHESTRA	\$2,060	\$2,473	\$3,092	\$3,915	\$4,945
MIDDLE SCHOOL JAZZ BAND	\$1,236	\$1,484	\$1,855	\$2,349	\$2,967
COSTUMES, SCENERY & LIGHTING	\$1,099	\$1,319	\$1,649	\$2,088	\$2,637

CLASS G

LIGHTING & SOUND	\$2,473	\$2,968	\$3,710	\$4,698	\$5,934
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APPENDIX A-2. EXTRACURRICULAR MANAGERS – GAME CONTROL – INTRAMURALS – CLASS ADVISORS

EVENT WORKERS PER SENIOR HIGH EVENT	2023-2024 and 2024-2025
FOOD STAND MANAGER	\$189
ASSISTANT MANAGER	\$155
2ND ASSISTANT	\$131
PHOTOGRAPHER	\$102
STATISTICS	\$65
GAME MANAGER (FB)	\$125
TIMERS	\$65
SCORERS	\$65
JUDGES	\$65
PROCTORS	\$60
TICKETS	\$60
GAME MANAGER (WINTER)	\$77
EVENT WORKERS PER JUNIOR HIGH EVENT	
TIMERS	\$60
SCORERS	\$60
PROCTORS	\$67
INTRAMURALS	\$27
SUPPLEMENTAL EXTRA-DUTY POSITIONS	
SENIOR CLASS ADVISOR	\$1,299
JUNIOR CLASS ADVISOR	\$801
SOPHOMORE CLASS ADVISOR	\$801
FRESHMAN CLASS ADVISOR	\$801
NATIONAL HONOR SOCIETY	\$1,014
RHO KAPPA	\$1,014
MATH HONOR SOCIETY	\$1,014
SPANISH HONOR SOCIETY	\$1,014
GERMAN HONOR SOCIETY	\$1,014
ART HONOR SOCIETY	\$1,014
ENGLISH HONOR SOCIETY	\$1,014
TRI-AM	\$1,014
THESPIAN SOCIETY	\$1,014
FUTURE FARMERS OF AMERICA (FFA) ADVISOR	\$1,739
YOUNG FARMERS	\$1,739
MCC ADVISOR	\$1,014
QUIZ BOWL	\$1,014

	SCIENCE OLYMPIAD	\$1,014
	TSA	\$1,014
	INTERACT	\$1,014
	AMNESTY INTERNATIONAL	\$1,014
	SPANISH CLUB	\$1,014
	AVEIDIUM	\$1,014
	SCIENCE FAIR ADVISOR	\$1,186
	SCHOLASTIC ARTS	\$649
	STRING ENSEMBLE	\$649
	CHANDSODIE	\$649
OTHER PROFESSIONAL DUTIES		
	CURRICULUM (PER HOUR)	\$50
	KINDERGARTEN (PER HOUR)	\$50
	NURSES (PER HOUR)	\$50
	DETENTION (PER HOUR)	\$25

APPENDIX A-2. EXTRACURRICULAR MANAGERS – GAME CONTROL – INTRAMURALS – CLASS ADVISORS

EVENT WORKERS PER SENIOR HIGH EVENT	2025-2026 and 2026-2027
FOOD STAND MANAGER	\$195
ASSISTANT MANAGER	\$160
2ND ASSISTANT	\$135
PHOTOGRAPHER	\$106
STATISTICS	\$67
GAME MANAGER (FB)	\$129
TIMERS	\$67
SCORERS	\$67
JUDGES	\$67
PROCTORS	\$62
TICKETS	\$62
GAME MANAGER (WINTER)	\$80
EVENT WORKERS PER JUNIOR HIGH EVENT	
TIMERS	\$62
SCORERS	\$62
PROCTORS	\$69
INTRAMURALS	\$28
SUPPLEMENTAL EXTRA-DUTY POSITIONS	
SENIOR CLASS ADVISOR	\$1,341
JUNIOR CLASS ADVISOR	\$827
SOPHOMORE CLASS ADVISOR	\$827
FRESHMAN CLASS ADVISOR	\$827
NATIONAL HONOR SOCIETY	\$1,047
RHO KAPPA	\$1,047
MATH HONOR SOCIETY	\$1,047
SPANISH HONOR SOCIETY	\$1,047
GERMAN HONOR SOCIETY	\$1,047
ART HONOR SOCIETY	\$1,047
ENGLISH HONOR SOCIETY	\$1,047
TRI-AM	\$1,047
THESPIAN SOCIETY	\$1,047
FUTURE FARMERS OF AMERICA (FFA) ADVISOR	\$1,795
YOUNG FARMERS	\$1,795
MCC ADVISOR	\$1,047

	QUIZ BOWL	\$1,047
	SCIENCE OLYMPIAD	\$1,047
	TSA	\$1,047
	INTERACT	\$1,047
	AMNESTY INTERNATIONAL	\$1,047
	SPANISH CLUB	\$1,047
	AVEIDIUM	\$1,047
	SCIENCE FAIR ADVISOR	\$1,225
	SCHOLASTIC ARTS	\$671
	STRING ENSEMBLE	\$671
	CHANDSODIE	\$671
OTHER PROFESSIONAL DUTIES		
	CURRICULUM (PER HOUR)	\$50
	KINDERGARTEN (PER HOUR)	\$50
	NURSES (PER HOUR)	\$50
	DETENTION (PER HOUR)	\$25

**APPENDIX A-3. EXTRACURRICULAR EXTENDED SEASON PAY
2023-2024 and 2024-2025**

FOOTBALL (per week)	
HEAD COACH	\$565
ASSISTANTS	\$311

CROSS COUNTRY (per week)	
HEAD COACH	
DISTRICT MEET	\$115
STATE MEET	\$170

BASKETBALL (per game)	
HEAD COACH	\$170
ASSISTANTS	\$130

TENNIS	
HEAD COACH	
<i>TEAM</i>	
LEAGUE (per match)	\$115
DISTRICT (per match)	\$170
STATE (per match)	\$227
<i>INDIVIDUAL</i>	
DISTRICT MEET – SINGLES (per week)	\$170
DISTRICT MEET – DOUBLES (per week)	\$170
STATE MEET – SINGLES (per week)	\$227
STATE MEET – DOUBLES (per week)	\$227

WRESTLING (per week)	
HEAD COACH	
(1 OR 2 WRESTLERS)	\$170
(3 OR 4 WRESTLERS)	\$227
(5 OR MORE WRESTLERS)	\$283
ASSISTANT COACH	
(1 OR 2 WRESTLERS)	\$130
(3 OR 4 WRESTLERS)	\$188
(5 OR MORE WRESTLERS)	\$243

GOLF (per week)/ BOWLING (per event)	
HEAD COACH	
DISTRICT TOURNAMENT	\$136
STATE TOURNAMENT	\$170

BASEBALL AND SOFTBALL (per game)	
HEAD COACH	\$136
ASSISTANT COACH	\$102

CHEERLEADING (per week)	\$115
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FIELD HOCKEY / SOCCER / VOLLEYBALL (per game)	
HEAD COACH	\$170
ASSISTANT COACH	\$130

BAND (per event)	
BAND DIRECTOR	\$170
BAND FRONT ADVISOR	\$86
ASST. BAND FRONT ADVISOR	\$58
DISTRICT BAND	\$170
STATE BAND	\$227

TRACK / SWIMMING (per week)	
HEAD COACH	
(4 OR FEWER QUALIFIERS)	\$170
(5 - 9 QUALIFIERS)	\$227
(10 OR MORE QUALIFIERS)	\$283
ASSISTANT COACH	
(4 OR FEWER QUALIFIERS)	\$170
(5 - 9 QUALIFIERS)	\$170
(10 OR MORE QUALIFIERS)	\$170

ORCHESTRA (per event)	
DISTRICT ORCHESTRA	\$170
STATE ORCHESTRA	\$227

CHORUS (per event)	
DISTRICT CHORUS	\$170
STATE CHORUS	\$227

**APPENDIX A-3. EXTRACURRICULAR EXTENDED SEASON PAY
2025-2026 and 2026-2027**

FOOTBALL (per week)	
HEAD COACH	\$583
ASSISTANTS	\$321

CROSS COUNTRY (per week)	
HEAD COACH	
DISTRICT MEET	\$118
STATE MEET	\$176

BASKETBALL (per game)	
HEAD COACH	\$176
ASSISTANTS	\$134

TENNIS	
HEAD COACH	
<i>TEAM</i>	
LEAGUE (per match)	\$118
DISTRICT (per match)	\$176
STATE (per match)	\$235
<i>INDIVIDUAL</i>	
DISTRICT MEET – SINGLES (per week)	\$176
DISTRICT MEET – DOUBLES (per week)	\$176
STATE MEET – SINGLES (per week)	\$235
STATE MEET – DOUBLES (per week)	\$235

WRESTLING (per week)	
HEAD COACH	
(1 OR 2 WRESTLERS)	\$176
(3 OR 4 WRESTLERS)	\$235
(5 OR MORE WRESTLERS)	\$292
ASSISTANT COACH	
(1 OR 2 WRESTLERS)	\$134
(3 OR 4 WRESTLERS)	\$194
(5 OR MORE WRESTLERS)	\$251

BASEBALL AND SOFTBALL (per game)	
HEAD COACH	\$141
ASSISTANT COACH	\$106

GOLF (per week)/ BOWLING (per event)	
HEAD COACH	
DISTRICT TOURNAMENT	\$141
STATE TOURNAMENT	\$176

FIELD HOCKEY / SOCCER / VOLLEYBALL(per game)	
HEAD COACH	\$176
ASSISTANT COACH	\$134

CHEERLEADING (per week)	\$118
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TRACK / SWIMMING (per week)	
HEAD COACH	
(4 OR FEWER QUALIFIERS)	\$176
(5 - 9 QUALIFIERS)	\$235
(10 OR MORE QUALIFIERS)	\$292
ASSISTANT COACH	
(4 OR FEWER QUALIFIERS)	\$176
(5 - 9 QUALIFIERS)	\$176
(10 OR MORE QUALIFIERS)	\$176

BAND (per event)	
BAND DIRECTOR	\$176
BAND FRONT ADVISOR	\$88
ASST. BAND FRONT ADVISOR	\$60
DISTRICT BAND	\$176
STATE BAND	\$235

ORCHESTRA (per event)	
DISTRICT ORCHESTRA	\$176
STATE ORCHESTRA	\$235

CHORUS (per event)	
DISTRICT CHORUS	\$176
STATE CHORUS	\$235

APPENDIX A-4. EXTRACURRICULAR POSITION LISTING

ATHLETIC AREAS

CLASS A				
	FOOTBALL			
HEAD COACH	(1)			
1 ST ASSISTANT *	(3)			
2 ND ASSISTANT **	(5)			
* The Middle School Head Coach is listed as a 1 st Assistant ** One 2 nd Assistant at each level				

CLASS B				
	BASKETBALL (BOYS)	BASKETBALL (GIRLS)	WRESTLING	TRAINER
HEAD COACH	(1)	(1)	(1)	<i>Contracted</i>
1 ST ASSISTANT *	(2)	(2)	(2)	(1)
2 ND ASSISTANT	(2)	(2)	(1)	0
DEVELOPMENTAL **	(1)	(1)	0	0
* The Middle School Head Coach is listed as a 1 st Assistant ** was previously titled ELEMENTARY				

CLASS C				
	BASEBALL	SOFTBALL	HOCKEY	TENNIS (BOYS)
HEAD COACH	(1)	(1)	(1)	(1)
1 ST ASSISTANT	(1)	(1)	(2)	0
2 ND ASSISTANT	0	0	(2)	0

CLASS C, CONTINUED				
	TENNIS (GIRLS)	TRACK *	SOCCER (BOYS)	SOCCER (GIRLS)
HEAD COACH	(1)	(1)	(1)	(1)
1 ST ASSISTANT **	(1)	(2)	(2)	(2)
2 ND ASSISTANT	0	(2)	(2)	(2)
* Track 1 st and 2 nd Assistants are one per gender ** The Middle School Head Coach is listed as a 1 st Assistant for Boys and Girls Soccer				

CLASS C, CONTINUED				
	SWIMMING	VOLLEYBALL L (BOYS)	VOLLEYBALL (GIRLS)	RIFLE
HEAD COACH	(1)	(1)	(1)	(1)
1 ST ASSISTANT	(1)	(1)	(1)	0
2 ND ASSISTANT	0	0	0	0

CLASS D				
	GOLF	CROSS COUNTRY	BOWLING	
HEAD COACH	(1)	(1)	(1)	
1 ST ASSISTANT	0	0	0	
2 ND ASSISTANT	0	0	0	

CLASS D, CONTINUED				
	CHEER (FALL)	CHEER (WINTER)	WEIGHT	
HEAD COACH	(1)	(1)	(1)	
1 ST ASSISTANT *	(2)	(2)	0	
2 ND ASSISTANT	0	0	0	
* The Middle School Head Coach is listed as a 1 st Assistant				

CLASS E				
	ATHLETIC DIRECTOR			
HEAD COACH	(1)			
1 ST ASSISTANT *	0			
2 ND ASSISTANT	0			

NON-ATHLETIC AREAS

CLASS A			
HS BAND DIRECTOR	(1)		
MS BAND DIRECTOR	(1)		
BAND FRONT *	(2)		
ASSISTANT BAND FRONT *	(2)	* These positions may be combined in pairs (one at each level – Band Front and Asst. Band Front) and divided by more than 2 individuals. The salary is calculated based on each person's percentage and placement on the step scale.	
CLASS B	(1) per listed position		
CLASS C	(1) per listed position		
CLASS D	(1) per listed position		
CLASS E	(1) per listed position, per show		
CLASS F	(1) per listed position		
CLASS G	(1) per listed position		

MANAGERS, GAME CONTROL, INTRAMURALS, CLASS ADVISORS

HIGH SCHOOL (per event)			
FOOD STAND MGR	(1)		
ASSISTANT MANAGER	(1)		
2 ND ASSISTANT	(1)		
PHOTOGRAPHER	(1)		
ANNOUNCER	(1)		

GAME CONTROL	As assigned by Athletic Director, per event		
CLASS ADVISORS	(2) per High School class		
OTHER AREAS	(1) per listed position with the following exceptions:		

The Employer shall have discretion to decide the number of paid advisor/facilitator positions set forth herein.

APPENDIX B. MEDICAL PLAN SCHEDULE OF BENEFITS

	Point of Service (POS) Plan	
	In-Network	Out-of-Network
Claim Forms	No	Yes
Pre-Admission (In-Patient) * Pre-Certification Responsibility	Physician	Patient
Annual Deductible * Individual/Family	\$300 Indiv/\$600 Family (2023-2025) \$350 Indiv/\$700 Family (2025-2027)	\$400 Indiv/\$800 Family
Co-Payment Annual Out-Of-Pocket max including Deductible * Individual/Family	\$250 Indiv/\$500 Family	80%-20% to \$2,000 = \$400 \$700 Indiv/\$1,400 Family
Family Practice Physician Office Visits (including Telemedicine Visits)	\$20 co-pay	Deductible 80%-20%
Specialist Physician Office Visits	\$30 co-pay	Deductible 80%-20%
Well Child Care from Birth	Covered in Full as per ACA	Deductible 80%-20%
Childhood Immunizations	Covered in Full as per ACA	No deductible 80%-20%
Routine Physical Exams	Unless covered in Full by ACA, \$20 co-pay	Deductible 80%-20%
Routine Annual Pap & Pelvic Exam Routine mammograms – over age 50, 1 per year unless ACA says otherwise	Covered in Full as per ACA	Deductible 80%-20%
Surgical Services and Anesthesia	Covered in Full after Deductible	Deductible 80%-20%
Birthing Facility and Outpatient Surgical Facility Charges	Covered in Full after Deductible	Deductible 80%-20%
X-Ray & Lab (including diagnostic)	Covered in Full after Deductible	Deductible 80%-20%
Pre-Admission Testing	Covered in Full after Deductible	Deductible 80%-20%

	Point of Service (POS) Plan	
	In-Network	Out-of-Network
In-Hospital Services (including hospital incidentals)	Covered in Full after Deductible	Deductible 80%-20%
Emergency Accident Services at Hospital	\$50 co-pay waived if admitted	
Emergency Out-Patient Sickness	\$100 co-pay waived if admitted	
Urgent Care Visit Co-Pays	\$50 co-pay	
Lifetime Maximum	Unlimited	
Prescription Drugs <ul style="list-style-type: none"> • Generic • Brand Formulary • Brand Non-Formulary 	<p style="text-align: center;"><u>Retail</u></p> <p style="text-align: center;">One retail prescription is limited to a 30-day supply or 100 unit dose, whichever is greater</p> <p style="text-align: center;">Generic \$5 co-pay; Brand Formulary \$25 co-pay; Brand Non-Formulary \$50</p> <p style="text-align: center;"><u>Mail Service for 90 Day Maintenance Drugs</u></p> <p style="text-align: center;">Any one mail service prescription is limited to a 90-day supply or three times the retail prescription supply/dose, whichever is greater.</p> <p style="text-align: center;">Generic \$10 co-pay; Brand Formulary \$50 co-pay; Brand Non-Formulary \$50</p>	

MENTAL HEALTH AND CHEMICAL DEPENDENCY CARE

Mental Health Services	Coinsurance or Co-Pay		Benefit Maximum
	In-Network	Out-of-Network	
Inpatient Services (for acute short-term conditions)	100%	80% - UCR	Unlimited
Outpatient Services (for crisis intervention and treatment of conditions responsive to short-term therapy. Outpatient services include psychological testing when it relates to the formulation of a treatment plan)			Unlimited
Individual Therapy Group Therapy	\$15 Co-Pay \$10 Co-Pay	80% - UCR 80% - UCR	
Medication Checks	\$5 Co-Pay	80% - UCR	Unlimited Visits

Chemical Dependency	Coinsurance or Co-Pay		Benefit Maximum
	In-Network	Out-of-Network	
Inpatient Detoxification	100%	80% - UCR	Unlimited
Non-Hospital Residential Treatment (for rehabilitation and counseling)	100%	80% - UCR	Unlimited
Outpatient Services	\$15 Co-Pay	80% - UCR	Unlimited

APPENDIX C. INCOME PROTECTION BENEFITS/DISABILITY INSURANCE

The Employer shall provide income protection benefits for total disability resulting from accidental bodily injury or sickness to full-time Employees, subject to the following conditions:

1. The Employee must have completed one (1) year of continuous service with the Employer.

2. Benefits shall begin on the first (1st) day after the exhaustion of sick leave, but not before the thirty-first (31st) day of continuous total disability.

3. (a) Benefits shall be payable for a maximum of two (2) years for continuous total disability resulting from sickness.

(b) Benefits shall be payable for a maximum of five (5) years for continuous total disability resulting from accidental bodily injury.

(c) The maximums stated above are lifetime maximums. This benefit is not cumulative and is not a recurring benefit. It can be used for different periods of disability during different school years but the total usage of income protection benefit payments by one Employee cannot exceed the maximums stated above.

4. Benefits shall be paid monthly at the rate of two-thirds ($2/3 = 66 \frac{2}{3}\%$) of Employee's salary at the date of total disability.

5. (a) The amount of monthly benefit will be reduced by any disability income the Employee may receive under the Federal Social Security Act, including any benefits provided for dependents, any Workers' Compensation Laws, and any benefits paid or payable from the Public School Employee's Retirement System of Pennsylvania or any other retirement plan contributed to by the Employer.

In no event shall the total monthly benefit, when added to all other disability income, exceed an amount equal to two-thirds ($2/3 = 66 \frac{2}{3}\%$) gross monthly salary prior to the date total disability commenced.

The amount of the monthly benefit shall be calculated as follows: two-thirds ($2/3 = 66\frac{2}{3}\%$) of total salary less (-) any compensation such as (Workers' Compensation + Statutory Disability Plans + Social Security Payments + Pension Plans + Wages from other employers) = Income Protection Payment.

(b) Example: Employee's salary = \$5,000/month
Workers' Compensation, Pension Plans, etc. = \$1,500/month
Calculation ($2/3 \times \$5,000$) - (\$1,500) = Income Protection
Payment \$3,333.33 - \$1,500 = \$1,833.33/month

(c) The Income Protection Payment is set at a minimum of \$50.00/month.

6. (a) Employees who became disabled while on an unpaid leave of absence shall not be covered under this provision.

(b) Benefits are not payable beyond an Employee's retirement date;

(c) Benefits shall not be paid for any disability arising from an injury which was incurred while the Employee was engaged in remunerative work unrelated to school duties.

(d) Benefits shall not be paid for any day(s) for which the Employee would not have normally been paid;

7. (a) An Employee seeking benefits must submit written certification by a health care provider (as defined in FMLA regulations) that he/she is disabled from work, which certification must indicate the nature of the disability, the date it began (or the expected date it will begin), and the expected date it will end.

(b) The Employee must also submit a written certification from a health care provider at the end of the disability period, stating that he/she is no longer disabled and is able to return to work.

(c) The Employer may reasonably require the Employee to submit physician's statements from his/her health care provider during the period of disability as to the status of the disability and the Employee's continuing need for leave.

(d) Before granting this benefit, the Employer may require the Employee to receive a physical examination from a health care provider of the Employer's choosing to verify that the Employee is unable to work.

APPENDIX D. DENTAL PLAN SCHEDULE OF BENEFITS

The Employer's group dental insurance plan shall provide the following coverages:

	Dental Treatment Costs	
	Paid by Carrier	Paid by Patient
A. <u>Diagnostic</u> Includes visits, examinations, diagnosis, consultations, and necessary x-rays.	100%	0%
B. <u>Preventive</u> Includes prophylaxis (teeth cleaning), application of fluoride solutions to retard dental decay	100%	0%
C. <u>Restorative</u> Include amalgam, synthetic porcelain and plastic fillings, gold fillings, and crowns when teeth cannot be restored with a filling material.	100%	0%
D. <u>Oral Surgery</u> Provides for extractions and other oral surgical procedures, including pre-operative and post-operative care.	80%	20%
E. <u>Endodontics</u> Provides pulp therapy and root canal.	80%	20%
F. <u>Non-Surgical Periodontics</u> Provides necessary services for detecting and eliminating diseases affecting supporting structures of the teeth.	80%	20%
G. <u>Surgical Periodontics</u> Includes necessary procedures for treatment of the tissue supporting the teeth in care patterns Type III and IV (surgical).	80%	20%
H. <u>Prosthodontics</u> Includes necessary procedures for replacement of missing teeth by construction or repair of bridges and partial or complete dentures.	50%	50%

The payments for treatment performed by either participating or non-participating providers will be made based on the Usual, Customary, and Reasonable (UCR) maximum; the same maximum shall apply for both participating and non-participating providers.

ANNUAL PLAN MAXIMUM -- \$1,300 per calendar year, per covered person.

APPENDIX E. VISION PLAN SCHEDULE OF BENEFITS

The Employer's group vision insurance plan shall provide the following coverages:

In-Network Benefits – Non-Voluntary		Customized Visionworks Enhanced Fashion Focus IX
Frequency – Once Every:		
Eye Examination (including when professionally indicated)		12 months
Spectacle Lenses		12 months
Frame		24 months
Contact Lens Evaluation, Fitting & Follow-Up Care		12 months
Contact Lenses (in lieu of eyeglass lenses)		12 months
Copayments		
Eye Examination		\$10
Spectacle Lenses		\$25
Contact Lens Evaluation, Fitting & Follow-Up Care		\$0
Eyeglass Benefit-Frame	Average Retail Value	
Non-Collection Frame Allowance (Retail):		Up to \$130
Allowance Toward a Visionworks Frame¹	Up to \$130	Up to \$180
Davis Vision Frame Collection² (in lieu of Allowance):		
-Fashion level	Up to \$125	Included
-Designer level	Up to \$175	\$20 copayment
-Premier level	Up to \$225	\$40 copayment
Eyeglass Benefit – Spectacle Lenses	Average Retail Value	Member Charges
Clear plastic single-vision, lined bifocal, trifocal or lenticular lenses (any RX)	\$60-\$120	Included
Oversize Lenses	\$20	Included
Tinting of Plastic Lenses	\$20	\$11
Scratch-Resistant Coating	\$25-\$40	Included
Scratch Protection Plan Single Vision	\$60-\$120	\$20
Scratch Protection Plan Multifocal	\$60-\$120	\$40
Polycarbonate Lenses ³	\$60-\$75	\$0 or \$30
Ultraviolet Coating	\$25-\$30	\$12
Standard Anti-Reflective (AR) Coating	\$50-\$70	\$35
Premium AR Coating	\$65-\$90	\$48
Ultra AR Coating	\$100-\$125	\$60
Standard Progressive Lenses	\$150-\$195	\$50
Premium Progressives (Varilux®, etc.)	\$195-\$225	\$90
Ultra Progressive Lenses	\$225-\$300	\$140
Intermediate-Vision Lenses	\$150-\$175	\$30
High-Index Lenses	\$90-\$150	\$55
Polarized Lenses	\$95-\$110	\$75
Plastic Photosensitive Lenses	\$95-\$150	\$65
Contact Lens Benefit (In lieu of eyeglasses)		
-Evaluation, Fitting & Follow-Up Care – Standard Lens Types		Included
-Evaluation, Fitting & Follow-Up Care – Specialty Lens Types		Included
Contact Lenses (in lieu of Allowances): Materials		
-Standard daily wear contact lenses		Included
-Disposable		Up to \$130
-Planned Replacement		Up to \$130
Medically Necessary Contact Lenses (with prior approval)		
-Materials, Evaluation, Fitting & Follow-Up Care		Included

Out-of-Network Reimbursement Schedule: up to			
Eye Examination: \$45	Single Vision Lenses: \$30	Trifocal Lenses: \$65	Elective Contact Lenses: \$105
Frame: \$70	Bifocal/Progressive Lenses: \$50	Lenticular Lenses: \$100	Medically Necessary CL: \$210
Contact Lens Evaluation & Fitting – Daily Wear: \$20		Contact Lens Evaluation & Fitting – Extended Wear: \$30	

APPENDIX F-1. 2023-2024 SALARY SCHEDULE

Manheim Central 2023-2024										
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Steps											
22-23	23-24	B	B+15	B+30	ME	M	M+15	M+30	M+45	M+60	D
	1	62,658	64,862	67,066	67,441	69,270	71,474	73,678	75,882	78,086	80,290
1	2	62,708	64,912	67,116	67,491	69,320	71,524	73,728	75,932	78,136	80,340
2	3	62,758	64,962	67,166	67,541	69,370	71,574	73,778	75,982	78,186	80,390
3	4	62,808	65,012	67,216	67,591	69,420	71,624	73,828	76,032	78,236	80,440
4	5	62,858	65,062	67,266	67,641	69,470	71,674	73,878	76,082	78,286	80,490
5	6	62,908	65,112	67,316	67,691	69,520	71,724	73,928	76,132	78,336	80,540
6	7		66,368	68,572	68,947	70,776	72,980	75,184	77,388	79,592	81,796
7	8		67,623	69,827	70,202	72,031	74,235	76,439	78,643	80,847	83,051
8	9		68,879	71,083	71,458	73,287	75,491	77,695	79,899	82,103	84,307
9	10		70,135	72,339	72,714	74,543	76,747	78,951	81,155	83,359	85,563
10	11		71,390	73,594	73,969	75,798	78,002	80,206	82,410	84,614	86,818
11	12		72,646	74,850	75,225	77,054	79,258	81,462	83,666	85,870	88,074
12	13		73,902	76,106	76,481	78,310	80,514	82,718	84,922	87,126	89,330
13	14		75,157	77,361	77,736	79,565	81,769	83,973	86,177	88,381	90,585
14	15		76,413	78,617	78,992	80,821	83,025	85,229	87,433	89,637	91,841
15	16		77,668	79,872	80,247	82,076	84,280	86,484	88,688	90,892	93,096
16-17	17		78,924	81,128	81,503	83,332	85,536	87,740	89,944	92,148	94,352

See also Appendix G-1 for Salary Schedule Step Placement Chart based on years of service completed.

APPENDIX F-2. 2024-2025 SALARY SCHEDULE

Manheim Central 2024-2025

Steps											
23-24	24-25	B	B+15	B+30	ME	M	M+15	M+30	M+45	M+60	D
	1	64,695	66,899	69,103	69,478	71,307	73,511	75,715	77,919	80,123	82,327
1	2	64,745	66,949	69,153	69,528	71,357	73,561	75,765	77,969	80,173	82,377
2	3	64,795	66,999	69,203	69,578	71,407	73,611	75,815	78,019	80,223	82,427
3	4	64,845	67,049	69,253	69,628	71,457	73,661	75,865	78,069	80,273	82,477
4	5	64,895	67,099	69,303	69,678	71,507	73,711	75,915	78,119	80,323	82,527
5	6	64,945	67,149	69,353	69,728	71,557	73,761	75,965	78,169	80,373	82,577
6	7		68,405	70,609	70,984	72,813	75,017	77,221	79,425	81,629	83,833
7	8		69,660	71,864	72,239	74,068	76,272	78,476	80,680	82,884	85,088
8	9		70,916	73,120	73,495	75,324	77,528	79,732	81,936	84,140	86,344
9	10		72,172	74,376	74,751	76,580	78,784	80,988	83,192	85,396	87,600
10	11		73,427	75,631	76,006	77,835	80,039	82,243	84,447	86,651	88,855
11	12		74,683	76,887	77,262	79,091	81,295	83,499	85,703	87,907	90,111
12	13		75,939	78,143	78,518	80,347	82,551	84,755	86,959	89,163	91,367
13	14		77,194	79,398	79,773	81,602	83,806	86,010	88,214	90,418	92,622
14	15		78,450	80,654	81,029	82,858	85,062	87,266	89,470	91,674	93,878
15	16		79,705	81,909	82,284	84,113	86,317	88,521	90,725	92,929	95,133
16-17	17		80,961	83,165	83,540	85,369	87,573	89,777	91,981	94,185	96,389

See also Appendix G-2 for Salary Schedule Step Placement Chart based on years of service completed.

APPENDIX F-3. 2025-2026 SALARY SCHEDULE

Manheim Central											
2025-2026											

Steps		B	B+15	B+30	ME	M	M+15	M+30	M+45	M+60	D
24-25	25-26										
	1	66,721	68,925	71,129	71,504	73,333	75,537	77,741	79,945	82,149	84,353
1	2	66,771	68,975	71,179	71,554	73,383	75,587	77,791	79,995	82,199	84,403
2	3	66,821	69,025	71,229	71,604	73,433	75,637	77,841	80,045	82,249	84,453
3	4	66,871	69,075	71,279	71,654	73,483	75,687	77,891	80,095	82,299	84,503
4	5	66,921	69,125	71,329	71,704	73,533	75,737	77,941	80,145	82,349	84,553
5	6	66,971	69,175	71,379	71,754	73,583	75,787	77,991	80,195	82,399	84,603
6	7		70,431	72,635	73,010	74,839	77,043	79,247	81,451	83,655	85,859
7	8		71,686	73,890	74,265	76,094	78,298	80,502	82,706	84,910	87,114
8	9		72,942	75,146	75,521	77,350	79,554	81,758	83,962	86,166	88,370
9	10		74,198	76,402	76,777	78,606	80,810	83,014	85,218	87,422	89,626
10	11		75,453	77,657	78,032	79,861	82,065	84,269	86,473	88,677	90,881
11	12		76,709	78,913	79,288	81,117	83,321	85,525	87,729	89,933	92,137
12	13		77,965	80,169	80,544	82,373	84,577	86,781	88,985	91,189	93,393
13	14		79,220	81,424	81,799	83,628	85,832	88,036	90,240	92,444	94,648
14	15		80,476	82,680	83,055	84,884	87,088	89,292	91,496	93,700	95,904
15	16		81,731	83,935	84,310	86,139	88,343	90,547	92,751	94,955	97,159
16-17	17		82,987	85,191	85,566	87,395	89,599	91,803	94,007	96,211	98,415

See also Appendix G-3 for Salary Schedule Step Placement Chart based on years of service completed.

APPENDIX F-4. 2026-2027 SALARY SCHEDULE

**Manheim Central
2026-2027**

Steps		B	B+15	B+30	ME	M	M+15	M+30	M+45	M+60	D
25-26	26-27										
	1	68,745	70,949	73,153	73,528	75,357	77,561	79,765	81,969	84,173	86,377
1	2	68,795	70,999	73,203	73,578	75,407	77,611	79,815	82,019	84,223	86,427
2	3	68,845	71,049	73,253	73,628	75,457	77,661	79,865	82,069	84,273	86,477
3	4	68,895	71,099	73,303	73,678	75,507	77,711	79,915	82,119	84,323	86,527
4	5	68,945	71,149	73,353	73,728	75,557	77,761	79,965	82,169	84,373	86,577
5	6	68,995	71,199	73,403	73,778	75,607	77,811	80,015	82,219	84,423	86,627
6	7		72,455	74,659	75,034	76,863	79,067	81,271	83,475	85,679	87,883
7	8		73,710	75,914	76,289	78,118	80,322	82,526	84,730	86,934	89,138
8	9		74,966	77,170	77,545	79,374	81,578	83,782	85,986	88,190	90,394
9	10		76,222	78,426	78,801	80,630	82,834	85,038	87,242	89,446	91,650
10	11		77,477	79,681	80,056	81,885	84,089	86,293	88,497	90,701	92,905
11	12		78,733	80,937	81,312	83,141	85,345	87,549	89,753	91,957	94,161
12	13		79,989	82,193	82,568	84,397	86,601	88,805	91,009	93,213	95,417
13	14		81,244	83,448	83,823	85,652	87,856	90,060	92,264	94,468	96,672
14	15		82,500	84,704	85,079	86,908	89,112	91,316	93,520	95,724	97,928
15	16		83,755	85,959	86,334	88,163	90,367	92,571	94,775	96,979	99,183
16-17	17		85,011	87,215	87,590	89,419	91,623	93,827	96,031	98,235	100,439

See also Appendix G-4 for Salary Schedule Step Placement Chart based on years of service completed.

APPENDIX G-1. 2023-2024 SALARY SCHEDULE STEP PLACEMENT CHART

yrs	B	yrs	B15	yrs	B30	yrs	ME	yrs	M	yrs	M15	yrs	M30	yrs	M45	yrs	M60	yrs	D
0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1
1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2
2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3
3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4
4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	5
5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6
6		6	7	6	7	6	7	6	7	6	7	6	7	6	7	6	7	6	7
7		7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8		8	7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8	7
9		9	7	9	7	9	7	9	7	9	7	9	7	9	7	9	7	9	7
10		10	7	10	7	10	7	10	7	10	7	10	7	10	7	10	7	10	7
11		11	7	11	7	11	7	11	7	11	7	11	7	11	7	11	7	11	7
12		12	7	12	7	12	7	12	7	12	7	12	7	12	7	12	7	12	7
13		13	7	13	7	13	7	13	7	13	7	13	7	13	7	13	7	13	7
14		14	7	14	7	14	7	14	7	14	7	14	7	14	7	14	7	14	7
15		15	7	15	7	15	7	15	7	15	7	15	7	15	7	15	7	15	8
16		16	8	16	7	16	8	16	8	16	8	16	8	16	8	16	8	16	9
17		17	9	17	8	17	9	17	10	17	10	17	10	17	10	17	9	17	10
18		18	11	18	10	18	10	18	11	18	11	18	11	18	11	18	10	18	11
19		19	12	19	11	19	12	19	12	19	12	19	12	19	12	19	12	19	12
20		20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13
21		21	15	21	14	21	14	21	15	21	15	21	15	21	15	21	14	21	14
22		22	16	22	15	22	16	22	16	22	16	22	16	22	16	22	16	22	16
23		23+	17	23	16	23+	17	23+	17	23+	17	23+	17	23+	17	23+	17	23+	17
24+				24	16														
				25+	17														

APPENDIX G-2. 2024-2025 SALARY SCHEDULE STEP PLACEMENT CHART

yrs	B	yrs	B15	yrs	B30	yrs	ME	yrs	M	yrs	M15	yrs	M30	yrs	M45	yrs	M60	yrs	D
0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1
1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2
2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3
3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4
4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	5
5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6
6		6	7	6	7	6	7	6	7	6	7	6	7	6	7	6	7	6	7
7		7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8
8		8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9		9	8	9	8	9	8	9	8	9	8	9	8	9	8	9	8	9	8
10		10	8	10	8	10	8	10	8	10	8	10	8	10	8	10	8	10	8
11		11	8	11	8	11	8	11	8	11	8	11	8	11	8	11	8	11	8
12		12	8	12	8	12	8	12	8	12	8	12	8	12	8	12	8	12	8
13		13	8	13	8	13	8	13	8	13	8	13	8	13	8	13	8	13	8
14		14	8	14	8	14	8	14	8	14	8	14	8	14	8	14	8	14	8
15		15	8	15	8	15	8	15	8	15	8	15	8	15	8	15	8	15	8
16		16	8	16	8	16	8	16	8	16	8	16	8	16	8	16	8	16	9
17		17	9	17	8	17	9	17	9	17	9	17	9	17	9	17	9	17	10
18		18	10	18	9	18	10	18	11	18	11	18	11	18	11	18	10	18	11
19		19	12	19	11	19	11	19	12	19	12	19	12	19	12	19	11	19	12
20		20	13	20	12	20	13	20	13	20	13	20	13	20	13	20	13	20	13
21		21	14	21	14	21	14	21	14	21	14	21	14	21	14	21	14	21	14
22		22	16	22	15	22	15	22	16	22	16	22	16	22	16	22	15	22	15
23		23+	17	23	16	23+	17	23+	17	23+	17	23+	17	23+	17	23+	17	23+	17
24+				24+	17														

APPENDIX G-3. 2025-2026 SALARY SCHEDULE STEP PLACEMENT CHART

yrs	B	yrs	B15	yrs	B30	yrs	ME	yrs	M	yrs	M15	yrs	M30	yrs	M45	yrs	M60	yrs	D
0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1
1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2
2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3
3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4
4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	5
5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6
6		6	7	6	7	6	7	6	7	6	7	6	7	6	7	6	7	6	7
7		7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8
8		8	9	8	9	8	9	8	9	8	9	8	9	8	9	8	9	8	9
9		9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
10		10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9
11		11	9	11	9	11	9	11	9	11	9	11	9	11	9	11	9	11	9
12		12	9	12	9	12	9	12	9	12	9	12	9	12	9	12	9	12	9
13		13	9	13	9	13	9	13	9	13	9	13	9	13	9	13	9	13	9
14		14	9	14	9	14	9	14	9	14	9	14	9	14	9	14	9	14	9
15		15	9	15	9	15	9	15	9	15	9	15	9	15	9	15	9	15	9
16		16	9	16	9	16	9	16	9	16	9	16	9	16	9	16	9	16	9
17		17	9	17	9	17	9	17	9	17	9	17	9	17	9	17	9	17	10
18		18	10	18	9	18	10	18	10	18	10	18	10	18	10	18	10	18	11
19		19	11	19	10	19	11	19	12	19	12	19	12	19	12	19	11	19	12
20		20	13	20	12	20	12	20	13	20	13	20	13	20	13	20	12	20	13
21		21	14	21	13	21	14	21	14	21	14	21	14	21	14	21	14	21	14
22		22	15	22	15	22	15	22	15	22	15	22	15	22	15	22	15	22	15
23		23+	17	23	16	23	16	23+	17	23+	17	23+	17	23+	17	23	16	23	16
24+				24+	17	24+	17									24+	17	24+	17

APPENDIX G-4. 2026-2027 SALARY SCHEDULE STEP PLACEMENT CHART

yrs	B	yrs	B15	yrs	B30	yrs	ME	yrs	M	yrs	M15	yrs	M30	yrs	M45	yrs	M60	yrs	D
0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1
1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2
2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3
3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4
4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	5
5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6
6		6	7	6	7	6	7	6	7	6	7	6	7	6	7	6	7	6	7
7		7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8
8		8	9	8	9	8	9	8	9	8	9	8	9	8	9	8	9	8	9
9		9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10
10		10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
11		11	10	11	10	11	10	11	10	11	10	11	10	11	10	11	10	11	10
12		12	10	12	10	12	10	12	10	12	10	12	10	12	10	12	10	12	10
13		13	10	13	10	13	10	13	10	13	10	13	10	13	10	13	10	13	10
14		14	10	14	10	14	10	14	10	14	10	14	10	14	10	14	10	14	10
15		15	10	15	10	15	10	15	10	15	10	15	10	15	10	15	10	15	10
16		16	10	16	10	16	10	16	10	16	10	16	10	16	10	16	10	16	10
17		17	10	17	10	17	10	17	10	17	10	17	10	17	10	17	10	17	10
18		18	10	18	10	18	10	18	10	18	10	18	10	18	10	18	10	18	11
19		19	11	19	10	19	11	19	11	19	11	19	11	19	11	19	11	19	12
20		20	12	20	11	20	12	20	13	20	13	20	13	20	13	20	12	20	13
21		21	14	21	13	21	13	21	14	21	14	21	14	21	14	21	13	21	14
22		22	15	22	14	22	15	22	15	22	15	22	15	22	15	22	15	22	15
23		23	16	23	16	23	16	23	16	23	16	23	16	23	16	23	16	23	16
24+		24+	17	24+	17	24+	17	24+	17	24+	17	24+	17	24+	17	24+	17	24+	17

APPENDIX H. STIPENDS FOR INSTRUCTIONAL FACILITATORS, TECHNOLOGY AMBASSADORS AND TEAM LEADERS

Instructional Facilitators shall be compensated in accordance with the following compensation model for each full year of service:

- a. For non-core subject areas, a base compensation amount consists of a set rate as follows:
 - For 2023-2024 and 2024-2025: \$2,466 for the school year. If an Instructional Facilitator is responsible for an additional content area, s/he shall be compensated with an additional \$1,233 per additional content area. Grade level distribution is determined on a yearly basis by the Administration.
 - For 2025-2026 and 2026-2027: \$2,546 for the school year. If an Instructional Facilitator is responsible for an additional content area, s/he shall be compensated with an additional \$1,273 per additional content area. Grade level distribution is determined on a yearly basis by the Administration.
- b. For core subject areas, a base compensation amount consists of a set rate as follows:
 - For 2023-2024 and 2024-2025: \$2,466 for the school year. If an Instructional Facilitator is responsible for an additional level, s/he shall be compensated with an additional \$1,233 per additional level. Grade level distribution is determined on a yearly basis by the Administration.
 - For 2025-2026 and 2026-2027: \$2,546 for the school year. If an Instructional Facilitator is responsible for an additional level, s/he shall be compensated with an additional \$1,273 per additional level. Grade level distribution is determined on a yearly basis by the Administration.

Technology Ambassadors shall be paid an annual stipend for each full year of service in the amount of \$2,466 through June 30, 2025. Effective July 1, 2025, said annual stipend shall increase to \$2,546 for each full year of service for the remainder of this Agreement.

Team Leaders shall be paid an annual stipend for each full year of service in the amount of \$2,082 through June 30, 2025. Effective July 1, 2025, said annual stipend shall increase to \$2,150 for each full year of service for the remainder of this Agreement.

MEMORANDUM OF UNDERSTANDING

This Agreement is between the Manheim Central School District (hereinafter "District") and the Manheim Central Education Association (hereinafter "Association"); and

Whereas, the District and Association are parties to a Collective Bargaining Agreement covering the period 2007 through 2010; and

Whereas, an issue arose as it relates to Back-to-School-Night at the Elementary and Middle School levels; and

Whereas, that resulted in the filing of two grievances (No. 11/12-02 and No. 11/12-03); and

Whereas, the parties had an opportunity to discuss the grievances and issues surrounding Back-to-School Night.

Now therefore, the parties agree as follows:

- 1. Commencing with the 2011-2012 contract year, the District agrees to provide all bargaining unit members at the Elementary and Middle School levels release time/compensatory time commensurate to the length of the Back-to-School Night program attended by said members at those levels. For the 2011-2012 contract year it is understood release time/compensatory time shall amount to two (2) hours, the length of the Back-to-School Night programs at both the Elementary and Middle School levels. It is further understood and agreed that the designation of said release time/compensatory time each year shall be at the sole discretion of the District administration; provided, however, that no such release time/compensatory time shall be incorporated into the calendar on those days on which bargaining unit members have time built into the schedule, in whole or in part, for substantial classroom preparation, i.e. the summer prep day or the preparation day between semesters.**
- 2. By way of further agreement, inasmuch as there is also a need for a Back-to-School Night at the High School, it is agreed as follows:**

Commencing with the 2011-2012 contract year, the District agrees to provide all bargaining unit members at the High School level release time/compensatory time commensurate to the length of the Back-to-School Night program attended by said members at that level. For the 2011-2012 contract year it is understood release time/compensatory time shall amount to two (2) hours, the length of the Back-to-School Night program at the High School level. It is further understood and agreed that the designation of said release time/compensatory time each year shall be at the sole discretion of the District administration; provided, however, that no such release time/compensatory time shall be incorporated into the calendar on those days on which bargaining unit members have time built into the schedule, in whole or in part,

for substantial classroom preparation, i.e. the summer prep day or the preparation day between semesters.

3. This Agreement disposes of any and all issues outlined in Grievance Nos. 11/12-02 and 11/12-03, and the matters shall be marked "resolved."

The District and Association agree that this Memorandum of Understanding (MOU) does not in any way modify or amend any article, term or provision of the Collective Bargaining Agreement by and between the Board of Directors of the District and the Association. The District and Association agree that any disputes that may arise regarding the application or implementation of this MOU shall be subject to the grievance procedures outlined in the Collective Bargaining Agreement by and between the District and the Association.

In the event that any provision of this MOU shall be held to be void, voidable or unenforceable, the remaining portions hereof shall remain in full force and effect.

Intending to be legally bound the parties hereby indicate their agreement to the above terms by affixing their signatures below.

Manheim Central School District

By: 
President, Board of Directors

Date: 5/30/2012

Manheim Central Education Association

By: 
President, MCEA

Date: 5/30/2012

Memorandum of Understanding

This Memorandum of Understanding ("MOU") is entered into this 8th day of June 2012, by and between the Manheim Central School District ("District") and the Manheim Central Education Association ("Association") to resolve any and all issues surrounding the adoption and enforcement of a School Board Policy that imposes fees on bargaining unit members for the use of small personal appliances in the classrooms effective with the 2012-2013 contract year.

Intending to be legally bound, the parties hereby agree as follows:

1. Adoption and Enforcement of Policy. The Association agrees the District may enforce a School Board Policy whereby bargaining unit members are charged fees in order to bring in and use personal refrigerators and/or microwaves in school, subject, however, to a \$25 usage fee per appliance per contract year.

The District and the Association further agree that the aforesaid fee shall be prorated by semester in the event an employee brings in and/or removes personal appliances during the school term to reflect that proportion of the contract year said appliance(s) are actually in use.

2. Refrigerators and Microwaves in Common Areas. The District agrees to waive the fee for refrigerators and microwaves placed in common areas by bargaining unit members during the school year. Refrigerators and microwaves may be located in faculty rooms, department offices, or other areas accessible by bargaining unit members; the location of any appliance stations outside of faculty rooms shall be in areas to ensure the safety of staff and students and be in compliance with any local, state and federal laws or regulations.

3. Waiver of Personal Appliance Fees. The District agrees to waive the personal appliance fees for the placement of one refrigerator and/or one microwave in a single classroom for bargaining unit members if, and only if, there is a medical necessity.

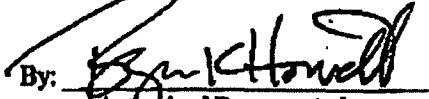
4. Withdrawal of Grievance No. 2011/12-04. The Association agrees to withdraw Grievance No. 2011/12-04 upon the execution of this MOU by both parties. Such withdrawal shall take place within five (5) work days of the execution of this Memorandum of Understanding.

5. Modification to the Fees. The District agrees that any modification to the above fees will be bargained with the Association, reduced to writing, and subject to ratification by the District and Association.

6. Disputes. The District and the Association agree that any disputes that may arise regarding the implementation and/or application of the provisions of this MOU shall be subject to resolution through the grievance procedures outlined in the Collective Bargaining Agreement.

The parties hereby indicate their agreement to the above terms by affixing their signatures below.

Manheim Central School District

By: 
Authorized Representative

Date: 6/8/2012

Manheim Central Education Association

By: 
Authorized Representative

Date: 6/11/12

MEMORANDUM OF UNDERSTANDING

by and between the

Manheim Central Education Association

and the

Manheim Central School District


Release Time for IEP Writing

The Manheim Central School District (hereinafter "District") and the Manheim Central Education Association (hereinafter "Association") execute this Memorandum of Understanding (hereinafter "MOU") to confirm their mutual understanding regarding district-provided release time during the normal contractual work day for only those certified professional staff required to write IEPs in the District.

It is agreed by and between the District and the Association that employees who are required to write Individual Educational Plans (IEPs) shall be granted two (2) days of release time during the normal work year to write said plans. The appointed days of release time shall be designated at the sole discretion of the Superintendent or his/her designee. Any days above and beyond said days shall be at the sole discretion of the Superintendent or his/her designee.

The District and the Association agree that any disputes that may arise regarding the implementation and/or application of the provisions of this MOU shall be subject to resolution through the grievance procedures outlined in the Collective Bargaining Agreement.

This MOU shall remain in full force and effect through June 30, 2015. Nothing contained in this MOU shall preclude the School District and the Association from revisiting this issue in the future.


Louise L. Anderson, Ph. D., President
Manheim Central Education Association


Bryan Hoyett, President
Manheim Central School District Board of Directors

2/11/15
Date

2/11/15
Date