

Chambersburg

A R E A  SCHOOL DISTRICT

**CHAMBERSBURG AREA SCHOOL DISTRICT
AND
CHAMBERSBURG AREA EDUCATION
ASSOCIATION**

COLLECTIVE BARGAINING AGREEMENT

2025 - 2026

2026 - 2027

2027 - 2028

2028 - 2029

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1 ARTICLE I

2 ASSOCIATION RECOGNITION AND BARGAINING UNIT

3 1.1 Recognition: The District recognizes the Association as the collective bargaining
4 agent as hereinafter defined for the purpose of engaging in collective bargaining concerning
5 the wages, hours and conditions of employment of such employees.

6 1.2 Bargaining Unit: The members of the bargaining unit shall be hereafter referred to
7 as "professional employees", and shall consist of those employees of District holding the
8 following positions and positions otherwise included within the definition of "temporary
9 professional employee" and "professional employee" as contained in the Public School Code
10 of the Commonwealth, and as set forth in the aforementioned order of the Pennsylvania Labor
11 Relations Board.

12 A. Classroom Teachers (including half-time teachers).

13 B. School Nurses.

14 C. Guidance Counselors.

15 D. Home and School Visitor/Social Worker

16 E. Librarians.

17 F. Dental Hygienist.

18 G. Grandfathered Head Teachers - those grandfathered head teachers and the
19 following positions;

- 20 • Instructional Technology Specialist
- 21 • Nursing Services Department Head
- 22 • School Guidance Department Head

- 1 • K-5 English Language Arts Coordinator
- 2 • Business/Cooperative Education Head Teacher
- 3 • K-12 Children's Aid Society Head Teacher

4 H. Dean of Student Affairs.

5 I. Half-Time Dean of Student Affairs/Half-Time Elementary Intervention Specialists.

6 J. Speech Therapists.

7 K. Intervention Specialists

8 L. Behavior Coaches/Specialists

9 M. Content Specialists

10 The parties acknowledge that in a certain agreement between them, dated January 26,
11 1978, the members of the bargaining unit were referred to as "teachers". The parties further
12 acknowledge that in designating the members of the bargaining unit as "professional
13 employees" in this contract, they do not intend to expand, alter, modify, or in any way affect
14 the scope of the bargaining unit as set forth in the aforementioned orders of the Pennsylvania
15 Labor Relations Board.

16 1.3 Exclusions from Bargaining Unit: Any employee whose duties would require him
17 or her to be excluded from the bargaining unit because he or she is a "supervisor", "first-line
18 supervisor", or "confidential employee" as defined by the Pennsylvania Public Employee
19 Labor Relations Act (hereafter referred to as Act 195) shall be excluded from the bargaining
20 unit. Any employee whose duties now or hereafter include him or her within the definition of
21 "supervisor", "first-line supervisor", or "confidential employee" as defined by Act 195 shall

1 hereafter be excluded from the bargaining unit. The provision of the paragraph 1.3 shall control
2 the definition of the bargaining unit set forth in paragraph 1.2 in the event of any conflict
3 between them.

4 1.4 New Positions: In the event District hereafter creates any new position to be filled
5 by any employee who would be considered a "professional employee" or a "temporary
6 professional employee" under Public School Code, and who is not a "supervisor", "first-line
7 supervisor", or "confidential employee", defined by Act 195, and whose duties primarily
8 involve daily routine contact with children, such position shall be included within the
9 bargaining unit. In the event District and Association disagree upon whether such new position
10 should be so included, Association shall be free to apply Step 3 of the Grievance Procedure
11 hereafter established without first resorting to prior steps.

12 1.5 Other Exclusions: The following employees of the District are agreed by the parties
13 not to be included within the bargaining unit as defined aforesaid. It is further agreed that
14 nothing contained in this agreement shall apply to such employees, and that nothing contained
15 in this agreement shall apply to the benefit of any person otherwise a member of the bargaining
16 unit while employed in any such position unless such person has been specifically directed by
17 District to perform such duties in his or her capacity as a professional employee:

18 A. Teacher's aide.

19 B. Any person engaged in the summer recreational program, or any recreational
20 program in which such employee's participation is a matter for such employee's
21 voluntary participation. This clause shall not include employees otherwise

members of the bargaining unit engaged in supervising, advising, or assisting in the conduct of any extracurricular activity recognized as such by the District.

C. Secretaries.

D. Custodial and maintenance employees.

E. Daily substitutes, long term substitutes 45 days or less, or temporary employees even though such employees are otherwise qualified to be members of the bargaining unit if employed on a regular basis. Such employees shall be those who have not been awarded a contract by District pursuant to the tenure provisions of the Public School Code, or have been hired to fill a temporary job or for a special project or to replace any employee on leave or vacation.

F. Cafeteria employees.

G. Bus Drivers

1.6 CASD Long-Term Substitutes:

A. The District may continue to use an outside placement agency for the placement of long-term substitute teachers in the same position for up to forty-five (45) consecutive school days. During this time, such teachers will be considered employees of the outside agency, and not employees of the District nor members of the bargaining unit, and they shall not be entitled to any compensation or benefits pursuant to this agreement.

B. A Long-Term Substitute serving in the same position for forty-six (46) days or more will be managed as follows: if the District is aware from Day One (1) that the substitute assignment will be forty-six (46) days or more:

- 1 • The individual will be hired by the District starting Day One (1).
- 2 • The individual will receive the Bachelor/Step 1 per diem rate beginning Day
- 3 One (1).
- 4 • The individual will receive limited benefits as follows:
 - 5 i. option to enroll in medical, dental, and vision insurance by paying 100% of
 - 6 the premiums;
 - 7 ii. pro-rated employer contribution into his/her HealthEquity HSA, if enrolled
 - 8 in medical;
 - 9 iii. pro-rated sick leave (with no sick leave bank participation);
 - 10 iv. pro-rated personal leave;
 - 11 v. bereavement leave.
- 12 • The individual will receive two (2) Activity Passes.

13 C. If at any time during the initial forty-five (45) days of a long-term substitute
14 assignment the District becomes aware that the assignment will exceed forty-five
15 (45) days, the District will hire the individual filling that assignment as a District
16 employee and member of the bargaining unit and begin compensating the
17 individual at the Bachelor/Step 1 per diem rate at the conclusion of their original
18 assignment. For example, if the District becomes aware on Day 15 that a 30 day
19 position will extend beyond the forty-five (45) days, say to Day 60, the individual
20 filling that assignment will become a District employee and member of the
21 bargaining unit on Day 31. Upon being hired by the District, they will receive all
22 the same benefits outlined under A.

1 D. Effective day ninety-one (91) of the same, consecutive day assignment, individuals
2 filling long-term substitute positions shall be entitled to the following benefits:

- 3 • If the substitute elected enrollment in medical, dental, and/or vision insurance
4 Day 1, premium cost shares move from 100% to the current premium cost
5 shares paid by all bargaining unit members;
- 6 • All long-term substitutes who are members of the bargaining unit on Day 91 of
7 their assignment, including any substitute who did not enroll as of Day 1, shall
8 be entitled to enroll in medical, dental, and/or vision insurance programs
9 provided within the collective bargaining agreement at the applicable premium
10 cost shares for all members of the bargaining unit;
- 11 • Death benefit of \$50,000;
- 12 • Pro-rated employer contribution into his/her HealthEquity HSA, if enrolled in
13 medical;
- 14 • pro-rated sick leave (with no sick leave bank participation);
- 15 • pro-rated personal leave;
- 16 • bereavement leave.

17 Long-Term Substitutes have no expectation of continued employment beyond the term of the
18 long-term substitute service. Except as set forth below, employment with the District is
19 terminated at the end of the long-term substitute assignment.

20 Time served as a long-term substitute employed by an outside agency (i.e. 1-45 days) shall
21 count towards salary step placement credit should the individual serving as the long-term
22 substitute be offered permanent employment with the District, consistent with section 13.1 C.

1 of the collective bargaining agreement.

2 All earned, unused leave time is forfeited (i.e. not paid out) at the end of the assignment, with
3 the following exceptions:

4 • If the substitute is hired into a regular, non-substitute professional staff (CAEA)
5 position the same year as the substitute assignment, without any gap in service,
6 the now new District permanent staff member and bargaining unit member
7 retains all earned, unused leave time from the substitute assignment; however
8 if they are not hired immediately after their substitute assignment is completed,
9 all accrued paid leave is lost.

10 • If the long-term substitute finishes the substitute assignment at the end of a
11 school year, and is hired into a regular, non-substitute professional staff
12 (CAEA) position at the beginning of the very next school year, the individual
13 retains all earned, unused leave time from the substitute assignment. Such new
14 employment does not need to be in the same position or field as the prior
15 substitute assignment.

16 The following benefits will not be granted to the substitute at any time during the assignment:

17 • CPR/First Aid Stipend;
18 • Tuition Reimbursement;
19 • Flex Day to Earn;
20 • Sick Leave Bank Participation;
21 • Time spent as a long-term substitute does not count toward accrual of years of
22 service for Longevity Pay as set forth in section 13.2 A.

1 In the event any individual refuses to become a District employee pursuant to this section (1.6),
2 the District shall terminate that individual and fill the position with another person, who shall
3 become a District employee and bargaining unit member as outlined in this section (1.6).

4 ARTICLE II

5 RIGHTS OF PROFESSIONAL EMPLOYEES

6 2.1 Rights of Free Association: The parties agree that every professional employee has
7 the right to join and support the Association, or to refuse to join or support the Association,
8 and that they will not discriminate against any professional employee by reason of his or her
9 membership or non-membership in Association. The District agrees that it will not discriminate
10 against any professional employee by reason of their engagement in the collective bargaining
11 process, by instituting or processing of any grievance pursuant to this agreement or by reason
12 of their participation in any lawful and legitimate activities of Association, including those
13 defined in Act 195.

14 2.2 Legal Rights: Nothing herein contained shall be deemed to deny, limit, or restrict
15 any professional employee from utilizing any rights which he or she might have under the
16 Constitution or Laws of the Commonwealth or the United States.

17 2.3 Right to Representation: Any representative of the district may discuss any matter
18 with any professional employee without a representative of Association being present.
19 Whenever any professional employee is required to appear before any authorized
20 representatives of District in any disciplinary proceeding, he or she shall be entitled to be
21 accompanied by any representative of his or her own choosing, including PSEA legal counsel,
22 or a representative of the Association. By selecting such representative such professional

1 employee shall be deemed to have appointed such representative his or her agent for
2 conducting such proceedings and shall be deemed to be bound by the acts and agreement of
3 such agent unless and until he or she shall revoke or specifically modify such agency. In the
4 event any interview or meeting is requested by any authorized representative of the District,
5 and such interview or meeting is not required by law, such representative of District may
6 decline to meet with the professional employee if such representation is insisted upon by the
7 professional employee.

8 2.4 Review of Records: A professional employee shall have the right to review but not
9 remove the contents of his or her personnel file, and to permit any other person to review the
10 same with him or her. Confidential resumes submitted at the time of employment shall not be
11 subject to inspection under this paragraph.

12 2.5 Derogatory Material in File: A professional employee shall be informed of any
13 derogatory material hereafter placed in his or her personnel file by being handed a photocopy
14 of the same upon signing a receipt therefore, or by having a photocopy emailed or mailed to
15 him or her by any form of first class mail requiring him or her to receipt for the item. A
16 professional employee may present a written answer or explanation to such derogatory material
17 within thirty (30) days of actual receipt by him or her of the aforesaid copy, which answer or
18 explanation shall be included in his or her personnel file with the derogatory material. No
19 anonymous communications shall be placed in any personnel file at any time. No derogatory
20 material which is untrue shall be placed in any professional employee's personnel file, and if
21 such untrue material is not removed upon request a professional employee shall have the right
22 to prosecute a grievance to compel removal.

1 2.6 Just Cause Provision: No employee shall be disciplined, reprimanded in writing,
2 reduced in compensation, or discharged without just cause. It is the intention of the parties that
3 this provision shall not be deemed to modify the tenure provisions of the Public School Code.

4 2.7 Professional Employee Evaluation:

5 A. Evaluation of professional employees shall be done in accordance with the Public
6 School Code.

7 B. The professional employee shall be afforded access to any written, including
8 electronic copy of any report prepared by his or her supervisor or evaluator as a
9 result of any class visit.

10 C. Formal evaluation and rating of employees as provided in the Public School Code
11 shall not be deemed to be discipline or a reprimand in writing within the meaning
12 of Section 2.6.

13 2.8 Faculty Passes: Each professional employee shall be permitted to use his/her
14 District issued employee identification badge to entitle him or her and one (1) guest to attend
15 any and all school activities. The term guest shall include any member of the employee's family
16 or a companion. Such identification badge shall be used only by the employee. If any employee
17 abuses the use of said identification, such employee shall be subject to such disciplinary action
18 as may be lawful.

19 2.9 Verbal Reprimand: When it becomes necessary for an administrator or supervisor
20 to reprimand a professional employee, such reprimand shall be administered in a private
21 conference. It will not be administered in front of students unless delay would constitute a
22 danger to the health or well-being of students.

1 2.10 Use of Intercommunication System: All professional employees in buildings of
2 the Chambersburg Area School District that have intercommunication systems are responsible
3 for submitting information to be included in announcements in a timely manner. All such
4 information should be submitted to the designated individual in each building to ensure that,
5 except in emergency situations, intercommunication announcements are given during the
6 homeroom period. In emergency situations announcements may be made as necessary.

7 2.11 Transfers

- 8 A. "Transfer" shall be defined as a change in assignment in grade level, subject
9 matter, responsibility, or building.
- 10 B. An employee may request, by writing directly to the Superintendent of Schools,
11 a transfer and shall have such request held in the District's transfer request file.
- 12 C. If said request is denied, the employee shall be so notified in writing and may
13 request a meeting with the Superintendent of Schools or his or her duly
14 authorized representative to discuss said denial.
- 15 D. The final decision on requested transfers shall remain within the sole discretion
16 of the District.
- 17 E. Nothing contained herein shall be construed so as to preclude or limit in any
18 way exercise by the District of its right to order the transfer of an employee.
19 The decision of the District in ordering a transfer shall be final and not subject
20 to review under Article X of this agreement or otherwise.
- 21 F. An employee who has been involuntarily transferred to another classroom will
22 be compensated at his/her per diem rate for one full day for time spent moving

1 outside the contractual workday when time during the workday/work year is
2 not otherwise provided by the District.

3 G. The new classroom will be in move-in condition for the involuntarily
4 transferred employee to move into.

5 H. The District will distribute to all bargaining unit members a Letter of Intent
6 (electronic or hardcopy) the first week of April. Bargaining unit members will
7 be able to indicate his/her intent to continue employment with the District,
8 resign, retire, or take some form of leave. The letter will also provide an
9 opportunity for the bargaining unit members to indicate any interest in
10 transferring to another position (subject, grade level, building, etc.) in the
11 District.

12 I. During school closures and consolidations, internal transfers will be considered
13 first before external applicants.

14 2.12 Posting: The District agrees to post all professional vacancies on the District
15 website when it is determined that such vacancy exists. Said posting shall include the
16 department and all additional details that are known at the time of the posting. The District will
17 send a weekly email with an online link to the website postings. The District will provide all
18 bargaining unit members access to the District website and email year round.

19 Dean of Student Affairs and Half-Time Dean of Student Affairs/Half-Time Elementary
20 Intervention Specialist positions may be capped at a five (5) year term. Positions may be posted
21 at the end of the contract year of their fifth (5th) year.

22 Content Specialist positions will be capped at a three (3) year term. These positions will be

1 posted at the end of the contract year of their third (3rd) year.

2 2.13 Reduction in Force: A professional employee who is suspended shall be placed on
3 the District's substitute list. Said employee shall be given preference when the District deems
4 it necessary to hire a substitute within their certification. The procedures utilized by the District
5 for summoning daily substitute shall be utilized in implementation of this paragraph. The
6 employee shall be paid for days worked at his or her per diem rate as of the date of suspension,
7 provided, however, that said employee shall not be entitled to benefits afforded members of
8 the bargaining unit. A suspended employee may waive listing upon the District's substitute list
9 without penalty. The parties agree that said employee shall be included within the bargaining
10 unit for a period of one (1) year from the effective date of suspension. Notice of suspension
11 shall be given an employee sixty (60) days before the effective date of said suspension.

12 2.14 Teaching Assignments: It is agreed that each member of the bargaining unit shall
13 be given a written notice indicating with reasonable assuredness of his/her next year's tentative
14 assignments, by semester where applicable, or two weeks prior to the end of the previous
15 school year.

16 Such notice shall specify the building, grade level, and subject area/classes (secondary)
17 to which the member of the bargaining unit will be assigned. Notification timeline may be
18 waived in case of emergency. Changes in assignments shall not be subject to the grievance
19 procedure.

20 2.15 Salary Benefit Confirmation: The Human Resources Department shall provide
21 salary/benefit confirmation information by October 1 of each year. This information will
22 designate the year's salary, step and column, stipends, longevity, extracurricular salaries and

1 seniority. The District will provide CAEA with an accurate list of bargaining unit members
2 and the building they are assigned to by October 1 and at the end of the first semester. The list
3 will contain the following information: name of all bargaining unit members and the building
4 each work in; date of hire/resign/retire; if on leave, provide the length and type of leave. CAEA
5 will provide the District with a list of the building reps by building and the names of the officers
6 by October 1 of each year. The list will include the individual's school email address and phone
7 number in the classroom/building.

8 ARTICLE III

9 ASSOCIATION REPRESENTATIVES, MEETINGS AND NOTICES

10 3.1 Association Representatives: Professional employees whom CAEA notifies the
11 District in writing have been designated as Association Representatives may leave their work
12 during working hours for the purpose of attending a scheduled grievance hearing, provided
13 that they first receive permission to perform this Association business from their immediate
14 supervisor. Such permission shall not be unreasonably withheld, but it shall not be granted at
15 times when it interferes with the operation of the school system. If such employee's presence
16 is deemed necessary, such denial of permission shall be grounds for a continuance of any
17 scheduled meeting or hearing.

18 3.2 Bulletin Boards: The District shall permit CAEA to use one-half of the bulletin
19 board located in each faculty room for the purpose of posting its official notices.

20 3.3 Meeting Place: The District hereby authorizes Association to use such facilities of
21 the District as are authorized each time in advance by the District for meetings of Association
22 members and committee. Association shall make application for such use according to

1 District's regulations applicable to all organizations and agree to abide by such regulations.
2 Such use shall be at no cost to the Association.

3 3.4 Primary Obligations: CAEA hereby agrees that the primary obligation of all
4 professional employees is to teach children. Nothing herein contained shall be deemed to
5 permit a professional employee to leave an assigned post until his or her immediate supervisor
6 shall have arranged for a substitute, nor shall anything herein be construed as to require time
7 off with pay for Association activities, which subject is covered specifically in other portions
8 of this agreement.

9 3.5 School Board Meetings: Representatives of CAEA may exercise the privilege of
10 any taxpayer or resident to attend meetings of the School Board irrespective of whether such
11 representative is a taxpayer or resident of Chambersburg Area School District.

12 3.6 Inter-School Mail Service: CAEA shall be allowed to use the inter-school mail
13 service of the District provided such use does not interfere with regular school mail. All such
14 mailings shall be in sealed envelopes identified by the name of the CAEA member written in
15 the upper left-hand corner.

16 3.7 Special Conferences: The President of CAEA may confer with representatives of
17 the District upon his or her request. All such requests shall be submitted through the
18 Superintendent of Schools, who may schedule the requested meeting. If such a meeting is
19 scheduled during school hours, the Association's representative shall receive his or her pay for
20 such period as the meeting requires. The refusal of the Superintendent of Schools to hold such
21 a meeting shall not constitute a grievance, nor shall this clause apply to the grievance procedure
22 hereafter set forth.

1 Representatives of the District may confer with representatives of CAEA upon request.
2 All such requests shall be submitted through the President of the Association, who may
3 schedule the requested meeting. If such meeting is scheduled during school hours, the
4 Association's representative shall receive his or her pay for such period as the meeting requires.
5 The refusal of the President of CAEA to hold such a meeting shall not constitute a grievance,
6 nor shall this clause apply to the grievance procedure hereafter set forth.

7 3.8 Opening Meetings : CAEA shall be allotted thirty (30) minutes at the first general
8 meeting of professional employees held on the District campus at the opening of the school
9 year to discuss Association matters with the members of the bargaining unit.

10 3.9 PSEA State Convention: Six representatives of Association shall be permitted two
11 days paid leave each to attend PSEA State Conventions. The President of Association shall
12 submit a list of professional employees to be excused under this clause fifteen (15) calendar
13 days prior to the convention.

14 3.10 Association Communication: CAEA will be able to do the following during the
15 work day:

16 1) Respond verbally or in written form (letter/email) to Administrators and to CAEA
17 members during his/her assigned lunch time and before and after the student day.

18 Verbal communication between periods is acceptable if class time is not affected.

19 Because of these timeframes, the District acknowledges that responses to requests
20 cannot be immediate and will anticipate a response within 24 hours.

21 2) When requested, attend meetings with members, provided coverage is available for
22 all parties.

3) When requested, attend meetings with the District Administration, provided adequate coverage is available.

ARTICLE IV

DISTRICT RESPONSIBILITIES AND PREROGATIVES

4.1 Reserved Items: CAEA recognizes that the Board of School Directors of District has been charged by the law of the Commonwealth of Pennsylvania with providing for the education of children enrolled in public schools of District. It further recognizes that the Board of School Directors is required to exercise its discretion in carrying out these responsibilities, and that in exercising this discretion the Board of School Directors must consider many factors, which factors change from time to time. Except as shall have been expressly otherwise agreed upon herein, nothing contained in this agreement shall be deemed to restrict, preclude, or modify any lawful power exercised by the Board of School Directors or to make any exercise of such power the subject of the grievance procedure established by this agreement.

ARTICLE V

WORK SCHEDULES

5.1 Work Year: The work year shall be established by the Board of School Directors except that it shall not exceed one-hundred eighty-six (186) days for all professional employees with the exception of those bargaining unit members identified in Section 1.2 G., H., I., and M. Modifications may be made in the school calendar by the Board of School Directors, provided that no such modification shall require any professional employee to work more than one-hundred eighty-six (186) days (one hundred ninety-four (194) days for Grandfathered Head Teachers) without receiving payment as provided for in paragraph 5.3. Such school

1 calendars are hereby incorporated into this clause by reference and made a part hereof as fully
2 as though herein set forth, whether or not the same be attached hereto.

3 Of the one hundred eighty-six (186) days, one full day (or time equivalent to 7.5 hours)
4 will be provided for preparation of rooms and materials at the beginning of the school year.
5 Bargaining unit members may work this full day any time from August 1st to the first staff in-
6 service day. There will be a two-hour early dismissal prior to the Thanksgiving, Christmas,
7 Easter break, and the last day of the work year. The District will schedule a two (2) hour early
8 dismissal in September and February for the sole purpose of providing additional time for
9 bargaining unit members to write IEPs, lesson preparation and other activities/tasks related to
10 their teaching assignment, not to include professional development. The District will also
11 schedule a two (2) hour early dismissal for secondary staff in April for the sole purpose of
12 providing additional time for bargaining unit members to write IEPs, lesson preparation and
13 other activities/tasks related to their teaching assignment, not to include professional
14 development.

15 5.2 New Teacher Induction: New employees and bargaining unit members who have
16 not completed the required two (2) year Pennsylvania New Teacher Induction (NTI) Program
17 will work an additional twenty (20) hours Year One and twelve (12) hours Year Two. All time
18 will be worked outside of the normal workday/work hours and will be compensated at the
19 bargaining unit member's current per diem rate. The bargaining unit member will be
20 responsible for submitting the appropriate form for payment.

21 CAEA will be given one hour to talk with new hires during an after school session in
22 September (or October) of Year One at no cost to the District.

1 5.3 Services in Addition to Established Days: Those professional employees who are
2 scheduled to work beyond one hundred eighty-six (186) days, will be paid the per diem rate of
3 Masters/Step 6 of the current year's Salary Schedule. If they decline the offer, the opportunity
4 shall be made available to others.

5 Those bargaining unit members providing tutoring services, homebound instruction,
6 extended school year services and who teach summer school shall be paid at the per diem
7 hourly rate identified in the above paragraph.

8 5.4 Workday: The length of the workday shall be seven and one-half (7 ½) hours, with
9 the exception of grandfathered head teachers which shall be eight and one-half (8 1/2) hours,
10 except in the case of emergency. So long as the length of the workday does not increase, the
11 District may adjust the hours of work in order to fulfill its responsibilities for providing for the
12 education of children enrolled in the public schools of the District. The District will consult
13 with CAEA and affected employees as appropriate.

14 5.5 Emergencies and Snow Days: In the event of an emergency, or in the event of
15 inclement weather, the District may close the public schools. The District will not shorten the
16 Easter vacation as scheduled on the calendar prior to the start of the school year but may utilize
17 other holidays or extend the school term in order to ensure 180 days of instruction without any
18 additional compensation. Provided, however, that if 180 days of instruction can be completed,
19 no such lost days need be made up. The District will list the snow makeup days at the bottom
20 of the school calendar each year and adhere to that schedule. In the event inclement weather
21 prevents an employee from reporting to work, said employee shall be allowed to take personal
22 leave as the same is defined herein, provided, however, that said employee shall have personal

1 days available as permitted per the provisions of Section 8.3 of this contract.

2 5.6 Planning Time: Each elementary bargaining unit member shall be given a minimum
3 of two hundred and fifty (250) minutes of preparation time in each five-day cycle. The
4 preparation time will be scheduled as follows:

5 A. One (1) preparation period a day for four days out of the five-day cycle for no less
6 than forty (40) consecutive minutes that shall be scheduled during the student day
7 for a minimum total of one hundred sixty (160) minutes.

8 B. Ninety (90) minutes of preparation time three days out of the five-day cycle for the
9 first thirty (30) minutes of the workday. The district may schedule an elementary
10 bargaining unit member for a maximum of two team planning meetings for the first
11 thirty (30) minutes of the workday during the five (5) day cycle.

12 Each secondary bargaining unit member shall be given a minimum of two hundred twenty-five
13 (225) minutes of preparation time during the student day in each five-day cycle. Morning time
14 will be a combination of District directed professional development and teacher planning and
15 collaboration. On workdays where there is a delay due to inclement weather or an early
16 dismissal day established by contract or school calendar, the District will modify the schedule
17 and reduce planning time to a minimum of 30 consecutive minutes or more for all bargaining
18 unit members entitled to planning time that day. No such modifications will occur, or
19 accommodations will be required or made for unscheduled early dismissal days due to
20 inclement weather or other emergency situations. A preparation period is defined as a period
21 of time when a bargaining unit member shall be released from instruction and student contact,
22 and free from other duties, in order that such time may be used in preparation connected with

1 the teacher's responsibilities.

2 Preparation Time for Grading: In order to provide additional time during the workday for staff
3 to prepare final grades and complete report cards each grading period in order to meet the
4 report card deadlines set by the District, students in grades K-12 will be dismissed two hours
5 early at the end of the first three marking periods. This additional time is solely for staff to use
6 for report card preparation, which may include grading papers, calculating grades and entering
7 data on the report cards.

8 When the District is not able to secure enough substitutes to cover classes for teachers who are
9 absent, the District will notify bargaining unit members in attendance they are in need of help
10 to cover classes that day. Bargaining unit members may volunteer to cover classes during their
11 planning time.

12 Bargaining unit members who give up their planning time will be compensated \$50.00 for each
13 lost planning period. Teachers who must remain in the classroom to supervise students during
14 their planning time, while another teacher is teaching virtually, shall also have the option of
15 being compensated \$50.00 for each lost planning time. Teachers who lose planning time due
16 to a fail to fill will be given the option of receiving payment of \$50.00 or have the planning
17 time made up in the five-day cycle.

18 5.7 Flex Days: Employees may have the opportunity to attend District designated
19 summer trainings/workshops for the upcoming school year. Any employee attending such
20 event shall receive compensatory time off not to exceed one workday to be used on any one-
21 day nationally recognized religious holiday not identified as a day off on the regular school
22 calendar or the Tuesday after Thanksgiving. Requests for compensatory time shall be

submitted via AESOP if the professional employee elects the nationally-recognized religious holiday. Notification to take a religious holiday must be given no later than September 15. If the holiday occurs prior to September 30, notification must be given on or before the first workday of the school year.

5.8 Flex Time: Should the District or a bargaining unit member believe that a job-related activity would be better done outside the parameters of the normal workday the following will apply:

A. The decision to flex time on occasion must be mutual between the district administrator and the bargaining unit member(s) involved.

B. Flexing the workday, either starting earlier/later or ending earlier/later, or flexing an entire day for time outside the normal teacher work year for conducting trainings or workshops must be pre-approved by the appropriate administrator.

C. Should the flexing of time exceed 7.5 hours (includes 1/2 hour for a duty-free meal) in a workday the bargaining unit member shall either be compensated for the additional time worked as per Article V, Section 5.3 or the additional hours worked can be flexed on another workday by coming in later, leaving earlier or flexing an entire day so long as the total 7 hours are met.

D. The decision to flex time or be compensated for the time shall be mutual.

E. The District and Association will develop a form for tracking the additional hours worked and when the time will be flexed or compensated.

F. The flexing of time or days will not be precedent setting for either party.

1 5.9 Virtual Learning Days: As appropriate, the District will utilize virtual learning to
2 satisfy instructional hours as designated by the state. The purpose of virtual learning days is to
3 reduce or eliminate the need to cancel a school day of student instruction as well as the need
4 to schedule and use so-called "Snow Make-up Days". Staff will receive notification of a virtual
5 learning day via email and automated phone call. Staff will be on-duty and available online via
6 the applicable technology during the normal work hours with the exception of a duty-free lunch
7 and preparation period. Bargaining unit members will be permitted, at the discretion of the
8 Superintendent, to work from home during a virtual learning day under the District's
9 teleworking policy and procedures. As per any other workday, teachers will be able to take
10 personal or sick leave on a virtual learning day. Each virtual learning day will count as one of
11 the 186/194 scheduled workdays required under Section 5.1 of this Article.

12 5.10 Online/Cyber Learning: The District will offer its own online learning program
13 for students, Chambersburg Virtual Academy (CVA). Online learning shall refer to a class or
14 course that primarily utilizes the Internet and other web-based technologies to deliver
15 instruction and content to students who are not physically located in the classroom with the
16 instructor. Courses in the District's online learning program will be instructed by members of
17 the bargaining unit. Online learning may be asynchronous (i.e., teacher and student online at
18 different times), and/or it may also be synchronous (i.e., teacher and student may be online
19 and communicating at the same time via the use of internet connectivity).

20 Course Development and Teaching Opportunities: Bargaining unit members will have the right
21 to apply to teach online courses in accordance with the District's practices and policies for
22 filling vacancies. The District will seek volunteers from the bargaining unit to teach online

1 classes; however, it reserves the right to assign an individual to teach an online course or
2 courses in accordance with its managerial rights and Article 2.11. All bargaining unit members
3 who participate in online learning will have the same professional rights and privileges as
4 outlined in the Collective Bargaining Agreement. Teachers of online learning will have the
5 same professional roles and obligations as in a traditional classroom structure. If the District
6 elects to require in-person instruction, simultaneously with synchronous online learning, the
7 District and CAEA will collaborate.

8 Enrollment for an online course will be based on overall student load for bargaining unit
9 members. Each online class taught during the workday will be considered one of the
10 professional employee's instructional periods. Online assignments may include up to six (6)
11 unique classes (preps) within the assignment. The student caseload will be capped at 40
12 students per class if the assignment also includes in-person instruction. If the assignment is all
13 online instruction, the total student caseload will be capped at 240 students.

14 Online classes will be subject to the same policies and procedures as courses taught in
15 traditional environments including such issues as grading, discipline, enrollment, pre-
16 requisites(s) and withdrawal procedures.

17 Online assignments may include multiple courses within an assignment. The length of time or
18 pacing required for any particular course will be dependent on the student(s) need and
19 controlled by the District. A course could run for a few weeks, grading period, semester, or
20 entire school year. The District will provide the technological and instructional resources
21 necessary for the training, creation, teaching, and/or monitoring of online learning to each
22 employee who participates in online learning.

1 5.11 Additional CVA Assignments: If needed, the District will pay a stipend to teachers
2 for additional courses that cannot be fulfilled due to limited staffing. Additional courses that
3 cause CVA teachers to exceed a caseload of 240 students will be compensated according to
4 the table below:

241-260 students	Up to 2.5 hours/week
261-280 students	Up to 5 hours/week
281-300 students	Up to 7.5 hours/week
301-320 students	Up to 10 hours/week

5

6 The CVA classes will be scheduled for time outside of the regular workday. The time will
7 consist of a typical class period of instruction with the remaining time to be used for teacher
8 planning, communication with student(s)/parent(s), grading, etc.

9 Additional compensation will be paid for student-attended school days only. Teachers will not
10 be compensated the additional stipend pay for sick days, holidays, snow days, professional
11 development days, or any other day school is not in session, unless otherwise approved by the
12 supervising administrator.

13 Participation by bargaining unit members in the additional CVA program is voluntary. All
14 qualified teachers will be made aware of and have an opportunity to volunteer for the
15 assignment. If multiple teachers volunteer, a name shall be chosen at random. If another
16 opportunity arises in the same school year or following school year, with multiple volunteers,
17 the previously selected teacher's name will be excluded from the random selection process.

1 All work done for the additional CVA course must be done outside the normal teacher workday
2 in order to receive reimbursement. The length of time required for any particular course will
3 be dependent on the student(s) need and controlled by the District. A course could run for a
4 few weeks, grading period, semester, or entire school year. Class size for a CVA course would
5 have a capacity of 40 students. Compensation will be the per diem hourly rate as per Section
6 5.3.

7 5.12 Credit Recovery: The Credit Recovery Program will be scheduled for one hour
8 per day outside of the regular work day based on the tiered structure for reimbursement below.
9 The one hour will consist of the teacher assisting students, communicating with student(s),
10 parent(s), grading, etc.

11

1-10 students	Up to 1 hour/week
11-20 students	Up to 2 hours/week
21-30 students	Up to 3 hours/week
31-40 students	Up to 4 hours/week
41-50 students	Up to 5 hours/week

12

13 Participation by bargaining unit members in the credit recovery program is voluntary. All
14 qualified teachers will be made aware of and have an opportunity to volunteer for the
15 assignment. If multiple teachers volunteer, a name shall be chosen at random. If another
16 opportunity arises in the same school year or following school year, with multiple volunteers,

1 the previously selected teacher's name will be excluded from the random selection process.

2 All work done for the credit recovery program must be done outside the normal teacher
3 workday in order to receive reimbursement. Compensation will be the per diem hourly rate as
4 per Section 5.3.

5 ARTICLE VI

6 DUTIES

7 6.1 Established by District: The District has the right to establish the duties of
8 professional employee, and may change the same from time to time. It is understood that duties
9 inherent to the teaching profession such as the grading of papers or examinations and so forth
10 will normally be accomplished during periods when classes are not scheduled during the
11 aforesaid workday, but that on occasion professional employees will perform such duties at
12 other times. It is agreed that no additional compensation will be paid for any such duties.

13 6.2 Non-Teaching Duties: It is agreed that on occasion District may require a
14 professional employee to be on duty for events such as P.T.A./P.T.O meetings, open houses,
15 chaperoning events and trips. Present practice concerning the same shall continue generally,
16 as in paragraph 6.4. No extra compensation shall be paid for such services. No professional
17 employee shall be required to serve as any advisor, sponsor, coach or director which will
18 normally and regularly require work after the normal school day. Professional employees
19 assigned by District as club sponsors and advisors, or to activities normally held during the
20 teaching day shall not be compensated except as herein set forth. The extracurricular salary
21 schedule as set forth in this agreement and identified as Exhibit E indicates the compensation
22 which has been agreed to be paid for the extra work listed herein. A professional employee

1 serving as such advisor or sponsor shall notify by May 1 his or her respective principal in the
2 event he or she does not wish to continue as such advisor or sponsor. In the event a principal
3 learns of a vacancy in such position, he or she shall post the same in his or her school so that
4 any professional employee may volunteer for the same. In the event the principal determines
5 that the position should not or cannot be filled from such volunteers, the principal shall appoint
6 such advisor or sponsor from among qualified professional employees giving preference to
7 those who have not yet had the opportunity to serve as advisors or sponsors. In the event of an
8 appointment of a new advisor or sponsor other than a volunteer, the principal shall discuss the
9 same with the professional employee to be appointed. The principal's decision as to
10 qualifications or to giving the above preference shall be final.

11 6.3 Method of Payment of Additional Compensation: Any additional compensation
12 agreed upon as provided for in paragraph 6.2 will be paid as part of the normal payroll
13 procedure. In the event a professional employee fails to complete the full performance of his
14 or her activity and fails to reimburse the District, the District shall have the right to deduct such
15 monies from his or her pay as a professional employee.

16 6.4 After-School Events: Association recognizes that various events held after school
17 requires faculty members to act as chaperones, stage proctors, ticket takers, and to perform
18 other duties, without pay. District recognizes that these duties should be assigned on a fair and
19 equitable basis among all professional employees of the schools involved. It is therefore agreed
20 that, except for athletic events and before and after school duty to which this paragraph shall
21 not apply:

- 1 A. The principal of each school shall post a schedule of such events in May, to the
2 extent that the same have been scheduled, and as promptly as possible as to other
3 events after the same have been scheduled.
- 4 B. Each professional employee shall be permitted to volunteer for such events as he
5 or she desires to serve.
- 6 C. In the event one or more professional employees desire to serve at the same event
7 in the same capacity, the professional employee having the greatest seniority in the
8 District shall receive the assignment.
- 9 D. In the event no professional employee volunteers to serve for any particular
10 position, the position shall be filled by the principal, who shall make such
11 assignments in rotation from an alphabetical list of professional employees in his
12 or her building who have not so volunteered or been assigned previously.
- 13 E. In the event the entire list of professional employees was not assigned to such duties
14 in the then current school year, each principal shall make his or her alphabetical
15 assignments for the succeeding year beginning where he or she left off for the
16 previous year.

17 6.5 Before and After School Duty: It is agreed that, at the secondary level, to supervise
18 the orderly arrival or exiting of students to or from school, it is necessary for the District to
19 assign professional employees to regularly scheduled before and after school supervision
20 duties, that may extend outside the normal teacher workday, without pay. The assignment of
21 staff to these before and after school duties shall first be through volunteers. The professional
22 staff shall have the opportunity in May to volunteer for posted vacancies for the following

1 school term. In the event that no professional employees volunteer:

2 A. The principal of each school shall consider before and after school assignment in
3 rotation from an alphabetical list of professional employees.

4 B. The principal of each school shall consider his or her alphabetical assignment for
5 the succeeding year beginning where he or she left off for the previous year, unless
6 other arrangements have been agreed upon between administration and CAEA.

7 Professional employees volunteering/assigned to before and after school duty shall be given
8 flex time. CAEA and District recognize that, in the case of emergencies, it may be necessary
9 to assign additional staff to ensure the health, safety and welfare of the student body.

10 ARTICLE VII

11 SICK LEAVE AND PAYMENT FOR ACCUMULATED SICK LEAVE

12 7.1 Eligibility and Benefits: At the beginning of each work year, each bargaining unit
13 member shall be credited with ten (10) days of paid sick leave. The bargaining unit member
14 will receive the same wage payment he/she would have received had the bargaining unit
15 member performed his/her duties during that same period of time on leave. Said sick leave
16 shall be used for the employee's own personal illness or injury or for the illness or injury of an
17 immediate family member. Immediate family shall be defined as husband, wife, child, step-
18 child, step-parents, brother, sister, step-brother, step-sister, grandparents, or grandparents of
19 spouse, grandchildren, parent, father-in-law, mother-in-law, and step-parents of spouse.
20 Requests outside of the familial relationships mentioned above must be directed to the HR
21 Director for consideration. The unused portion of such leave shall be accumulative from year
22 to year without limit. All or any part of such unused sick leave may be used during any work

1 year. For new hires, accumulated sick leave earned from other PA public school districts will
2 be transferred into the bargaining unit member's sick leave account if he/she had accumulated
3 leave up to a maximum of twenty-five (25) days. The District may require the employee to
4 furnish a physician's excuse if absent due to his/her personal illness/injury or family
5 illness/injury for more than three (3) consecutive workdays. Those bargaining unit members
6 identified in Section 1.2 G., H., I. and M will receive eleven (11) sick days per year.

7 7.2 Disciplinary Action: Any fraud or dishonesty on the part of a professional employee
8 in utilizing sick leave shall be sufficient cause for disciplinary action being instituted against
9 such professional employee by District, including the discharge of such professional employee.

10 7.3 Prior Accumulation: Sick leave accumulated by professional employees prior to the
11 effective date of this agreement shall be credited to their personnel record and shall not be lost.
12 Professional employees who have accumulated sick leave outside the District shall be accorded
13 accumulated sick leave as now or hereafter provided by law.

14 7.4 Payment for Accumulated Sick Leave: As to all professional employees elected to
15 their position subsequent to July 1, 1981 and employed before July 1, 1993, upon retirement
16 pursuant to the retirement policy of the District or upon the death of such professional
17 employee while employed by the District, the professional employee or his or her estate shall
18 receive a lump sum payment or may choose up to a 5-payment option which must be completed
19 within four years of retirement for accumulated sick leave. The maximum accumulation of sick
20 leave days for this purpose shall be 140 days. Said professional employee shall be paid an
21 amount equal to one-half (1/2) of his or her unused sick leave days with a maximum allowance
22 of 70 days' pay.

1 As to all professional employees employed after July 1, 1993 upon retirement pursuant to the
2 retirement policy of the District or upon the death of such professional employee while
3 employed by the District, the professional employee or his or her estate shall receive a lump
4 sum payment or may choose up to a 5-payment option which must be completed within four
5 years of retirement for accumulated sick leave. The maximum accumulation of sick leave days
6 for this purpose shall be 100 days. Said employee shall be paid sixty dollars (\$60) per day with
7 a maximum allowance of 100 days.

8 The above provisions shall not apply to professional employees who terminate their
9 employment for reasons other than retirement. Said payment shall be deposited into an existing
10 District approved 403(b) Tax Sheltered Annuity (TSA) account for the employee. If the
11 employee does not have an existing 403(b) TSA account, they shall open a District approved
12 403(b) TSA account by June 1st in order for this payment to be deposited. If a District approved
13 403(b) TSA account is not opened by the June 1st deadline, the payout is forfeited. There shall
14 be no cash option.

15 7.5 Unpaid Sick Leave: The District may grant a period of leave (beyond that provided
16 by law with pay) without pay to any professional employee requesting the same because of
17 illness provided the professional employee submits a physician's statement indicating the need
18 for such leave. Such leave shall terminate on the first day of July following such leave unless
19 extended at the discretion of the District.

1 7.6 Sick Leave Bank: A Sick Leave Bank shall be established and administered by a
2 committee comprised of one member appointed by CAEA and the Health Committee Chair of
3 the Association, who shall be the Chair of the Sick Leave Bank Committee:

4 A. Membership in the Bank shall be voluntary.

5 B. All members of the Bank must contribute two (2) days upon their joining. Any
6 employee joining the Bank who was eligible to join previously must contribute the
7 initial two (2) days, plus any past assessment days paid by the members of the Bank
8 (with equivalent service) since the Bank's inception.

9 C. Applications to join the Sick Bank shall be submitted in writing to the Sick Leave
10 Bank Chair by October 1st, or, if hired as a professional employee during the school
11 year, within twenty (20) school days of appointment by the Board.

12 D. Contributed days shall remain in the Bank and may not be withdrawn by the
13 employee upon retirement or resignation from the District or on resignation from
14 the Bank, or otherwise. A donation of contributed days to the Bank shall be absolute
15 and irrevocable, and the days so donated shall be available for no other purpose
16 than for use by the Bank.

17 E. If the balance of the Bank falls below 200 days as of May 1 members will contribute
18 one (1) additional day at the beginning of the next school year if they wish to remain
19 in the bank and members can voluntarily choose to contribute a second additional
20 day at that time.

21 F. Bank benefits shall be available to any member under the conditions established by
22 the District for illness or disability normally covered by sick leave. The applications

1 must include a doctor's note stating the first date of disability and the day that the
2 applicant may return to work. Bank benefits shall not be available to employees on
3 long-term leaves of absence, except extended sick leave.

4 G. For an employee to receive any benefits, he or she must exhaust all of his or her
5 accumulated sick leave and personal leave, provided, however, that there may be
6 an unpaid waiting period after he or she exhausts all of his or her sick leave. Said
7 unpaid waiting period shall be determined with regard to the amount of
8 accumulated sick leave credited to said employee as of August 1 of each year. Said
9 unpaid waiting period shall be determined as follows:

10

Number of Accumulated Sick Leave Days as of August 1 of Current Year	Waiting Period in Scheduled Workday
0-15 Sick Days	20 Days
16-30 Days	5 days
31-45 sick days	1 day
46 or more sick days	0 days

11

12 For those employees who choose not to join the sick bank when first eligible, they will have a
13 total of thirty (30) workday waiting period upon joining and submitting the required number
14 of days to the bank, before being eligible to draw any days from the bank.

15 H. Maximum withdrawal for the Bank shall not exceed seventy (70) days in the
16 employee's career. The Sick Leave Committee may authorize use of sick days from
17 the Sick Leave Bank up to a maximum of seventy (70) days per request.

18 I. The Bank Committee may require of any employee using the Bank benefits a
19 doctor's report, examination by a physician, progress reports on any illness and such

1 other steps as may be reasonably necessary to protect the integrity of the Bank and
2 prevent abuse.

3 J. Bank operation may be suspended if the balance goes down to zero. It can be
4 restarted after assessment and contribution of one sick leave day from every current
5 member who wishes to remain a member of the sick leave bank. Members can
6 choose to contribute a second additional day.

7 K. All records pertaining to operation of the Bank shall be maintained by the
8 Committee. The Committee will keep the payroll department of the employer
9 informed of all transactions.

10 L. CAEA agrees to indemnify and hold the School District harmless for any monetary
11 damages, including costs and reasonable attorneys' fees, the School District might
12 be liable for as a consequence of its compliance with this Article; except that it is
13 expressly understood that this save harmless provision will not apply to any legal
14 action which may arise as a result of any willful misconduct by the School District
15 or as a result of the School District's failure to properly perform its obligations
16 under this Article.

17 7.7 Proration of Leave: Annual sick leave days credited at the beginning of the work
18 year shall be prorated whenever a full work year is not completed due to unpaid leave,
19 resignation, or retirement.

1 ARTICLE VIII

2 OTHER PAID LEAVE

3 8.1 Bereavement Leave: A professional employee shall be entitled to a leave of absence
4 with pay at his or her regular rate for a maximum of four (4) workdays in the case of death in
5 his or her immediate family, namely, husband, wife, child, step-child, step-parents, brother or
6 sister, step-brother or step-sister, grandparents, or grandparents of spouse, and grandchildren,
7 parent or father-in-law or mother-in-law, step-parents of spouse, provided the leave of absence
8 is taken so long as no long-term work schedule break is available, and provided further that
9 the professional employee is prepared to offer valid proof of death and relationship upon
10 request. If additional travel time or other time off is necessary it shall be granted without pay
11 upon justification to the District, or, at the professional employee's option, the professional
12 employee may utilize his or her personal leave upon the conditions hereafter set forth. A
13 professional employee shall be entitled to a leave of absence with pay at their regular rate for
14 a maximum of two (2) workdays in the case of death of a near relative, namely first cousin,
15 aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law and sister-in-law, step-
16 brother of spouse and step-sister of spouse. Requests outside of the familial relationships
17 mentioned above must be directed to the HR Director for consideration.

18 Bereavement leave days are not required to be taken consecutively. Bereavement leave must
19 be taken within ninety (90) calendar days of the date of death absent extenuating circumstances
20 reviewed and approved by the Department of Human Resources.

21 8.2 Court Leave: A professional employee who serves on jury duty or who is called as
22 a witness in any judicial or administrative proceeding in his or her official capacity as a District

1 employee shall be compensated by the District in the amount of the difference between his or
2 her regular rate for regular scheduled workdays lost and the amount received as juror or witness
3 fees, provided he or she submits an official summons or subpoena of such duty and the amount
4 received as fees upon request of the District. Whenever the professional employee is
5 temporarily excused from such jury duty by the Court on his or her scheduled workday, he or
6 she shall advise his or her supervisor as promptly as possible and stand ready to report for work
7 if requested. The receipt of a subpoena or the notice to report for jury duty must be reported
8 immediately to the District and the District may request that the professional employee be
9 excused or exempted from such jury, if in the opinion of the District, the professional
10 employee's services are needed at the time of proposed jury service. Court leave shall not be
11 available to an employee who is summoned to appear in any judicial or administrative
12 proceeding arising out of a dispute involving his or her personal or property interests.

13 8.3 Personal Leave: A maximum of three (3) days personal leave shall be provided
14 annually without deduction in salary during each year of the contract to all members of the
15 bargaining unit with the exception of those bargaining unit members identified in Section 1.2
16 G., H., I., and M., who shall receive four (4) days of personal leave annually. Professional
17 employees may choose to carry over up to six (6) personal leave days per year. No employee
18 shall be permitted to accumulate a balance of more than nine (9) days. This leave may be used
19 at the discretion of the employee except as otherwise stated below. The following rules shall
20 govern the use of personal leave:

21 A. No more than seven percent (7%) of the bargaining unit for each building with a
22 minimum of two (2) per building may take said leave on the same day; however, if

1 more than the quota gives notice of such leave, said leave shall be granted on a
2 "first-come, first-served" basis. Any fractional amount will be rounded up when
3 setting the quotas. Employees shall not take said leave before or after the same
4 holiday in consecutive school years unless the 7% quota is not met by the end of
5 the workday preceding the day before a vacation. If there is no substitute required
6 for the employee, said request will not be counted in the above quotas for any
7 building.

8 B. Said leave may not be used on the first or last student day.

9 C. Only with prior administrative approval may the limitations set forth in paragraphs
10 A and B above be exceeded. The decision of the administrator, as designated by the
11 District, on the granting of said personal leave in excess of the limitations set forth
12 above shall be final and binding upon the employee.

13 D. Professional employees not desiring to use a personal day during a given year shall
14 receive the sum of the initial daily substitute rate paid at the time of the request for
15 each unused personal day at the end of the school year in which they have elected
16 not to request a personal day. Said payment shall be deposited into an existing
17 District approved 403(b) Tax Sheltered Annuity (TSA) account for the employee.
18 If the employee does not have an existing 403(b) TSA account, they shall open a
19 District approved 403(b) TSA account by June 1st in order for this payment to be
20 deposited. If a District approved 403(b) TSA account is not opened by the June 1st
21 deadline, the payout is forfeited. There shall be no cash option.

1 E. Professional employees may apply for said leave on or after the first school year
2 workday for the full professional staff only during the year the leave is to be used.

3 F. Annual personal leave days credited at the beginning of the work year shall be
4 prorated whenever a full work year is not completed due to unpaid leave,
5 resignation or retirement.

6 8.4 Pre-Induction Physical Leave: One day's leave with pay shall be granted to any
7 professional employee ordered by any draft board to take a pre-induction physical examination
8 on a school day.

9 8.5 Notices: Notice of all leave days under Article 8 shall be given in a manner mutually
10 agreeable to the parties hereto.

11 ARTICLE IX

12 UNPAID LEAVE

13 9.1 Child-Rearing Leave: At the request of the professional employee child-rearing
14 leave will be granted without pay for a period not to exceed one (1) year. The employee may
15 be requested to substantiate the reason for such request.

16 9.2 Military Leave: Leaves of absence for the performance of duty with the Armed
17 Forces of the United States or with a Reserve component thereof shall be granted in accordance
18 with applicable law.

19 9.3 Association Leave: Such officers and members of CAEA as shall be designated to
20 represent CAEA on business matters shall be granted leave from duty without pay in order to
21 attend to such Association business, provided, however, that no more than two (2) such persons
22 shall be granted such leave at any one time, and that such leave shall not aggregate more than

1 ten (10) working days in any school year.

2 9.4 Other Leave of Absence: Other reasonable requests for leave of absence without
3 pay and extensions thereof for personal illness, illness in the immediate family, furthering
4 education, etc., will be considered and evaluated on the merits of each case. Such leaves may
5 be approved for periods not to exceed one (1) year.

6 9.5 Benefits During Leaves: Sick leave, retirement credits, seniority, and other benefits
7 shall not accrue during an unpaid leave of absence. Notwithstanding the foregoing, seniority
8 shall accrue during child-rearing leave. Sick leave, personal leave and other leave credited at
9 the beginning of the school term shall be pro-rated when the unpaid leave begins. This section
10 shall not apply to leaves under Section 9.3.

11 9.6 Return to Position: At the time of applying for leave under this article, each
12 professional employee shall provide a date for his or her return to teaching. The district shall
13 advise each professional employee as to whether or not his or her position will be available to
14 him or her at that date or at some other time or alternate date. If a professional employee fails
15 to return to work at the agreed upon date, his or her employment with the District may be
16 terminated at District's elective.

17 ARTICLE X

18 GRIEVANCE PROCEDURE

19 10.1 Procedural Steps: In the event of a controversy concerning the meaning of
20 application of any provision of this agreement, there shall be no suspension of or interference
21 with the work, but such controversy shall be treated as a grievance and shall be settled, if
22 possible in the following manner:

1 First Step: Within fifteen (15) working days after the occurrence of an event upon which a
2 grievance is based, the grievance shall be presented orally or in writing to the grievant's
3 supervisor. At any meeting with the supervisor to discuss the grievance, the professional
4 employee may have his or her Association representative present if he or she wishes. The
5 grievance shall be resolved within ten (10) working days, if possible.

6 Second Step: If a satisfactory adjustment cannot be reached between the parties in the First
7 Step, within ten (10) working days after the same has been presented to the supervisor, the
8 same grievance may be resubmitted by the professional employee or CAEA to the Director of
9 Human Resources. In this Step the grievance shall be reduced to writing and the following
10 information shall be stated with reasonable clearness: The nature of the grievance, including
11 the act or acts complained of, and when the same occurred; the names of the persons involved;
12 the identity of the persons who claim to be aggrieved; the sections of this agreement which the
13 District has allegedly violated and the remedy sought. At any meeting to consider the
14 grievance, the professional employee may have present the professional employee's
15 Association representative and such other representatives as the professional employee desires.
16 The District shall give a written answer to the grievance within ten (10) working days after
17 Second Step submission.

18 Third Step: If a satisfactory adjustment cannot be reached between the parties at Step Two,
19 within ten (10) working days after the same has been presented to the Director of Human
20 Resources, the same grievance may be submitted by the professional employee or CAEA to
21 the Superintendent of Schools. All of the information required to be submitted at the Second
22 Step shall be submitted at this step of the grievance procedure. At any meeting to consider the

1 grievance, the professional employee may have the representative referred to during the
2 Second Step of the grievance procedure. The District shall give a written answer to the
3 grievance within ten (10) working days after Third Step submission.

4 Fourth Step: If a satisfactory adjustment cannot be reached between the parties at Step Three,
5 CAEA or the District may, within twenty (20) working days from the written decision at the
6 Third Step submit the grievance for arbitration by written notice to the other party. Selection
7 of an arbitrator shall be from a list of arbitrators furnished by the Bureau of Mediation.

8 10.2 Restrictions on Arbitration: Only a single grievance may be heard by the
9 arbitrators at one time, although multiple grievances may be submitted separately to the same
10 arbitrators. CAEA shall make the final determination as to whether or not any grievance
11 involving professional employees in a bargaining unit shall be processed and whether or not
12 any grievance in process shall be settled. However, any professional employee may prosecute
13 a grievance through step 3 of the grievance procedure without the aid of the Association, in
14 which case CAEA shall notify the District its nonparticipation in writing. Any issue left
15 unsettled by the District and CAEA when this agreement is signed or not referred to in this
16 agreement may not be determined by an arbitrator.

17 10.3 Authority of Arbitrators: Grievances within the meaning of the grievance
18 procedure and of this arbitration clause shall consist only of disputes involving the
19 interpretation of application of particular articles of this agreement and involving alleged
20 violations of the agreement. The arbitrators shall have no power to add to, or subtract from, or
21 modify, any of the terms of this agreement; nor shall they substitute their discretion for that of
22 the District or CAEA where such discretion has been retained by the District or the

1 Association; nor shall they exercise any responsibility or function of the District or the
2 Association. No questions affecting the wage structure of the District shall be arbitrable, and
3 arbitrators may not establish or change any wage scales, except for determining whether or not
4 a professional employee has been paid correct wages according to the wage scales.

5 10.4 Back Pay: The District shall not be required to pay back pay except to the date a
6 written grievance is filed with the District. Any award of back wages shall be limited to the
7 amount of wages the professional employee would otherwise have earned from his or her
8 employment with the District during the periods as above defined, less any unemployment or
9 other compensation for personal services that he or she may have received from any source
10 during the period.

11 10.5 Awards: No arbitrators may make any award which in effect gives the grievant,
12 the Association, or the District anything he, she or it bargained for, but failed to get during
13 negotiations.

14 10.6 Pay at Hearings: No member of the bargaining unit shall be paid by the District
15 for time spent at arbitration hearings except during such time as he or she is appearing or
16 waiting to be heard as a witness called by either party, and except for the grievant if he or she
17 is successful in the grievance.

18 10.7 Timeliness: Any grievance not processed in accordance with the time limits of the
19 grievance procedure shall be deemed to have been resolved against the party failing to comply
20 unless CAEA and the District agree specifically to extend the time limits in a particular case.

21 10.8 Expenses: Each side shall pay one-half (1/2) the fee and expense of the impartial
22 arbitrator, and shall bear its own expenses.

1 ARTICLE XI

2 NO STRIKES OR LOCKOUTS

3 11.1 No Strikes: For the duration of this agreement, the Association, its officers, agents,
4 representatives, and members shall not in any way, directly or indirectly, authorize, cause,
5 assist, encourage, participate in, ratify or condone any strike, sit-down, sit-in, slow-down,
6 cessation or stoppage of work, boycott, picketing, or other interference with or interruption of
7 work at any of the District's operations. In addition to any other liability, remedy or right
8 provided by applicable law or statute, should such a strike, sit-down, sit-in, slow-down, or
9 stoppage of work, boycott, picketing, or other interference with or interruption of the
10 operations of the District occur, CAEA shall immediately:

11 A. Publicly disavow such action by the professional employees.

12 B. Notify professional employees of its disapproval of such action and instruct such
13 professional employees to cease such action and return to work immediately.

14 C. Post notices on CAEA bulletin boards advising that it disapproves such action.

15 11.2 No Lockouts: In consideration of the no-strike pledge by CAEA for the duration
16 of this agreement the District shall not lock out its professional employees.

17 11.3 Discipline: Any professional employee who violates the provisions of this Article
18 Eleven may be made the subject of disciplinary action, including discharge, and such action
19 may not be raised as grievance under this agreement except whether the professional employee
20 actually engaged in conduct prohibited by the Article Eleven.

1 ARTICLE XII

2 MEDICAL INSURANCE PLANS

3 12.1 Medical Insurance Benefits: The District shall provide insurance coverage as
4 follows:

5 A. In General: All members of the bargaining unit shall be eligible to participate in the
6 plan. The healthcare plan year will run from July 1 - June 30 each year of the
7 contract.

8 B. Open Enrollment and Election Changes: The District will provide at least one annual
9 enrollment period for employees to make health care choices. Additionally, the
10 District shall permit a change in healthcare election outside of the annual open
11 enrollment period for a qualifying event.

12 C. Health Plan: The District will provide all members of the bargaining unit a Qualified
13 High Deductible Healthcare Plan ("QHDHP"). The deductible amount of the
14 District's plan shall match the minimum deductible necessary for a health plan to
15 be considered a QHDHP. The IRS sets the minimum deductible necessary for a
16 health plan to be considered a QHDHP. Preventive drugs identified on the carrier's
17 Preventive Medication List will not be subject to the deductible but will have co-
18 pays, and it is understood and agreed that the medications included in the
19 Preventive Medication List may change from time to time at the carrier and the
20 government's discretion. Exhibit D summarizes the other components of the plan
21 design, and Exhibit E is a link to the current carrier's Preventive Medication List.
22 The Total Maximum Out of Pocket ("TMOOP") limit for in-network coverage will

1 be \$3,000 individual/\$6,000 family and the TMOOP for out-of-network coverage
2 will be \$4,000 individual/\$8,000 family. The TMOOP includes the deductible, co-
3 payments, coinsurance for medical (including ER) and prescription drug (for
4 participating providers only).

5 D. Premium Co-Shares: The Employee shall pay premium co-shares as follows:

6 2025/2026– four percent (4%) of the premium cost; 2026/2027–three percent (3%)
7 of the premium cost; 2027/2028–three percent (3%) of the premium cost;
8 2028/2029–three percent (3%) of the premium cost. The Employee’s payment of
9 premium shares will begin with the first pay of the work year. The premium co-
10 share shall be split equally between the bi-weekly pay periods for the work year
11 consistent with Section 13.3 of this Agreement. To the extent permitted by law, all
12 premium shares will be run through a pre-tax Section 125 plan as per the IRS
13 regulations. The cost to the employee in any given year shall be based on the
14 District’s premium cost for the coverage elected by the employee each year.

15 E. Establishment of Health Savings Accounts: A Health Savings Account (“HSA”)
16 will be set up through the carrier and its affiliate partners for all HSA eligible
17 employees by the District. HSA eligibility will be based upon the IRS guidelines
18 and regulations. HSA eligible employees will sign an HSA eligibility determination
19 form annually to confirm that they are eligible for a HSA.

20 F. HSA Contributions: The District will contribute into the HSA account for each
21 eligible employee forty percent (40%) of the employee’s tier level deductible into
22 each eligible employee’s HSA. The District will deposit the full amount of its HSA

1 contribution at the same time as the first regularly scheduled payroll in July of each
2 benefit year. It is understood and agreed that once the District deposits its
3 contribution, it may take up to ten (10) business days for the District's contribution
4 to appear in the employee's HSA account. Employees may, in their sole discretion,
5 contribute to their own HSA account at any time during the plan year through a pre-
6 tax salary reduction pursuant to the District's Section 125 plan or via other means
7 as allowed by the HSA administrator. All employee HSA contributions are
8 voluntary and must be made in compliance with applicable law. HSA funds may
9 be used in compliance with applicable law.

10 G. Establishment of Health Reimbursement Arrangements: In the event an employee
11 does not meet the criteria to qualify for an HSA, as set forth in 1-3 below, and for
12 so long as the District offers a QHDHP paired with an HSA, the District will
13 provide that employee with a Rollover Health Reimbursement Arrangement (HRA)
14 account. Specifically, a District employee is eligible for a HRA contribution if and
15 only if s/he is not eligible to contribute to an HSA under the following condition:

- 16 1. An employee is enrolled in Medicare, or
- 17 2. An employee is covered by Tri-Care, or
- 18 3. An employee is considered a tax dependent of another.

19 H. HRA Contributions: The District will contribute the same employer contribution
20 into an employee's HRA as being contributed to employee HSAs for the given
21 benefit year for those employees who do not meet the criteria to qualify for a HSA.
22 Funds placed in the HRA shall remain with the employee and will roll over from

1 year to year in compliance with the IRS Regulations. The District's contribution
2 into the employee's HRA will follow the same payment schedule as the HSA
3 identified in F above of this section. HRA funds may be used in compliance with
4 applicable law.

5 I. Mid-Year Coverage Tier Change: In the event a covered employee is eligible to
6 change and does change his/her elected tier of coverage at any time during a plan
7 year which results in a change in the deductible (e.g. changing from employee-only
8 coverage to family coverage or changing from family coverage to employee-only
9 coverage) said employee will be subject to changes in employer contributions to
10 his/her HSA or HRA.

11 1. If an eligible employee switches from employee-only coverage to non-single
12 coverage (parent child(ren), husband/wife, or family) at any time during the
13 plan year due to a qualifying event, his/her deductibles will increase to the
14 family deductible. Said employee shall be eligible to receive from the District
15 an additional pro-rated employer contribution into his/her HSA or HRA account
16 to assist the employee in meeting the increased deductible expenses.

17 2. If an eligible employee switches from non-single coverage to employee-only
18 coverage at any time during the plan year due to a qualifying event, the
19 deductible will decrease to the single deductible. When this occurs, the
20 employee will only be credited with the portion of the family deductible he/she
21 satisfied themselves, and any portion of the family deductible that was satisfied
22 by someone other than the employee will not count towards the now lowered

1 single deductible. As a result of the now lowered deductible, the employee may
2 have been overpaid in contributions by the District on July 1 based on his/her
3 elected family coverage in effect at the time. Any employee who is overpaid
4 shall not be required to immediately refund any overpayment to the District;
5 rather, future HSA contributions to such an employee may be reduced or
6 adjusted going forward such that the District is repaid within one (1) calendar
7 year.

8 J. New Hires and Employee New to Coverage Mid-Year: Payment into a HSA/HRA
9 account will be pro-rated where each month shall equal one twelfth (1/12) of the
10 District's HSA/HRA contribution. An employee, new or existing, who enrolls in
11 the QHDHP during the plan year shall be entitled to a pro-rated District contribution
12 beginning with the month that they enroll, whether their enrollment date is the first
13 day of the month or the last day of the month.

14 K. Administrative and Maintenance Fees: The District shall be responsible for paying
15 any and all maintenance and administrative fees associated with employees' HSA
16 and HRA accounts.

17 L. Spousal Exclusion: Spouses who are eligible for healthcare coverage by the
18 following entities will not be entitled to coverage provided by the District:

- 19 1. The Commonwealth of Pennsylvania;
- 20 2. Public School District;
- 21 3. State System of Higher Education Universities or state-owned Universities
- 22 funded by the State of Pennsylvania; or

1 4. State-related Universities of Pennsylvania (Pennsylvania State University,
2 University of Pittsburgh, Lincoln University, Temple University, etc.)

3 Spouses who work part-time for the above entities and are eligible for healthcare
4 coverage, but must pay a greater cost for the coverage than if he/she was on the
5 District's plan will be eligible for the District healthcare coverage. Spouses of a District
6 employee not employed by the entities noted above are eligible for District healthcare
7 coverage.

8 Effective July 1, 2026, spouses of employees offered their own employer sponsored
9 coverage shall be ineligible to participate in the District's healthcare plan. Additionally,
10 spouses of employees who are self-employed and offer insurance to employees are
11 ineligible to participate in the District's healthcare plan.

12 Spouses who are a) not employed or b) employed or self-employed but not offered
13 medical insurance provided by that employer shall, along with the employee, complete
14 and sign an affidavit confirming that the spouse is a) not employed or b) employed or
15 self-employed but not offered medical insurance provided by that employer. The
16 affidavit shall include authorization for the District to verify any information provided
17 in the affidavit.

18 M. Employee Wellness Incentive Program: The District shall contribute to the
19 Employee's HSA (or HRA, if applicable) each year at 40% of the IRS QHDHP
20 minimum deductible amount (for the employee's tier amount). If the employee
21 participates in multiphasic testing and has a physician certify that he/she reviewed
22 the results with employee at an annual physical, all which must be completed

1 between July 1st and May 15th, the bargaining unit member will receive an
2 additional 20% contribution of the IRS minimum deductible amount for Employee
3 Only. The staff member must submit appropriate documentation certifying that the
4 physician reviewed the results with the employee to the designated individual
5 annually no later than May 15th.

6 Bargaining unit members who complete the above requirements are eligible to
7 receive the additional 20% employer contribution into the staff member's HSA (or
8 HRA account if applicable). This additional contribution will be made with the
9 regularly scheduled yearly employer contributions.

10 N. GLP-1 Weight Loss Prescription Drug Carve-Out: Effective July 1, 2026, all GLP-
11 1 medications prescribed for weight loss/obesity management will be carved out.
12 These medications will not be covered by the District's healthcare/Rx plan.

13 12.2 Dental/Vision Insurance:

14 A. The District shall provide a dental/vision care program administered through the
15 PSEA Health and Welfare Fund as described in Exhibit F and G.

16 B. The District shall provide one hundred (100%) percent of the cost during the life of
17 this contract for the employee, spouse, and his/her dependents. All full-time
18 employees shall be eligible to participate in the plan. All part-time employees shall
19 be eligible to participate in the plan if such employee pays 100% of the premium
20 for the coverage chosen.

1 C. Payment under the dental plan is limited to a maximum of \$1,500 per person for all
2 services rendered in any calendar year. Orthodontic lifetime maximum amount
3 payable for any one patient shall be \$1,650.

4 D. All members of the bargaining unit shall be eligible to participate in the plan
5 (spousal exclusion does not apply to dental).

6 E. The vision plan shall allow for yearly exams and yearly contacts or lenses (spousal
7 exclusion does not apply to vision).

8 12.3 Death Benefit: The District shall provide, at no cost to the employee, a death
9 benefit in the amount of fifty thousand dollars (\$50,000) payable upon the death of the
10 employee to a beneficiary designated by the bargaining unit member on the District's
11 Employee Death Benefit Designation Form. In the event that the bargaining unit member has
12 not executed an Employee Death Benefit Designation Form, said benefit shall be payable to
13 his/her estate.

14 12.4 Flexible Spending Plans: Employees covered by this Agreement will be able to
15 participate in a limited purpose flexible spending account to cover unreimbursed dental and
16 vision expenses only. Employees will also be able to participate in a dependent care flexible
17 spending account to cover eligible childcare and elder care expenses to the maximum extent
18 permitted by law. If at any time Section 125 or its underlying regulations shall be amended,
19 the parties shall promptly amend the plan.

1 ARTICLE XIII

2 WAGES

3 13.1 Wages:

4 A. For the 2025-2026, 2026-2027, 2027-2028, and 2028-2029 contract years, the base
5 salaries shall be according to the salary schedules shown in Exhibits B-1, B-2, B-
6 3, and B-4.

7 B. Each employee shall be placed on step according to Exhibit A, Salary Schedule
8 Step Placement, and paid the corresponding salary indicated on Exhibits B-1, B-2,
9 B-3 and B-4.

10 C. The professional employee must work a semester or more to advance on the salary
11 schedule step placement.

12 13.2 Additional Compensation: In addition to the compensation provided for in
13 paragraph 13.1, a professional employee shall be entitled to additional compensation by reason
14 of the following, via:

15 A. Longevity Pay.

16 1. Upon the beginning of the sixteenth year of service with the District, a
17 professional employee shall receive an increase of \$300.00 over and above his
18 or her current salary.

19 2. Upon the beginning of the twenty-first year of service with the District, a
20 professional employee shall receive a second increase of \$200.00 over and
21 above his or her current salary.

3. Upon the beginning of the twenty-sixth year of service with the District, a professional employee shall receive a third increase of \$200.00 over and above his or her current salary.

4. Upon the beginning of the thirty-first year of service with the District, a professional employee shall receive a fourth increase of \$200.00 over and above his or her current salary.

5. Payment will be made as a lump sum the first pay of the work year.

B. Salary supplements.

1. Elementary counselors.	\$200.00
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2. Middle school guidance counselors.	\$200.00
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3. Senior high school guidance counselors. \$300.00

C. Educational Advancement Program: In addition to the salary increase provided for

above, each professional employee shall be compensated for educational achievement beyond attainment of the Bachelor's degree. Only those graduate credits earned after the Master's degree has been conferred will be used to compute movement beyond the Master's Degree column as referred to in Exhibits B-1, B-2, B-3 and B-4. Any employee who earns a Master's Equivalency will no longer be eligible to move beyond the Master's column unless he/she obtains a Master's degree. All employees who had a Master's Equivalency prior to November 16, 2021 will be grandfathered and eligible to move beyond the Master's column without obtaining a Master's Degree. Column movement will occur twice a year; on the first professional staff pay of the new contract year (August/September) and

1 on the first professional staff pay in March. Employees who provide the required
2 documentation for such movement no later than October 1st will be eligible for
3 column movement retroactive to the first professional staff pay of the new contract
4 year (August/September). Those who provide such documentation no later than
5 April 1st will be eligible for column movement retroactive to the first professional
6 staff pay in March. Information required to be submitted for column movement
7 shall be: 1) Salary Advancement Request Form and 2) Official Transcript (s) from
8 all educational institutions where credits were obtained.

9 13.3 Salary Payment: Professional employees shall be paid in bi-weekly equal
10 payments to be paid on alternate Fridays except when a professional employee elects to receive
11 the remainder of his or her annual salary (Balance of Contract) after having completed the duty
12 for the school term in which case he or she shall receive it on the first regularly scheduled
13 payday after the end of the school term. The professional employee must complete the Salary
14 Payout Election Form and submit this form to Payroll by May 15th of the school year. The
15 election will be effective for all future years unless the professional employee chooses to
16 change the election. All salary and extra duty compensation shall be provided through direct
17 deposit banking. Employees shall have their direct deposit statements available electronically.

18 13.4 Extra-Duty Pay Schedule: Professional employees performing certain extra duties
19 shall be paid compensation for such duties as are listed upon the Extra-Duty Salary Schedule
20 marked "Exhibit C", attached hereto, and made a part hereof as fully as though set out at large
21 herein.

1 13.5 Reimbursement of Additional Education:

2 A. Employees who are engaged in graduate work shall be reimbursed an amount equal
3 to one hundred (100%) percent of cost of tuition paid for said graduate work at the
4 Shippensburg University rate.

5 B. Eligibility:

6 1. Pre-approval of the graduate courses shall be obtained from the Superintendent
7 of Schools or his or her duly authorized representative at a suitable date prior
8 to the beginning of such instruction.

9 2. Graduate courses shall be taken:

10 a. In a college or university recognized by the National Council for
11 Accreditation of Teacher Education.

12 b. As part of an approved graduate degree program or as part of an approved
13 program for additional Pennsylvania Teacher Certification.

14 c. In subject areas as deemed appropriate by the Superintendent of Schools.

15 3. Payment under the provisions of this section shall be a "one time only" payment.
16 Employees must submit all appropriate documentation needed for
17 reimbursement within sixty (60) days from the end of the class. This deadline
18 will be extended for extenuating circumstances beyond the employee's control.

19 4. In the event that the graduate work is completed during the professional
20 employee work year, reimbursement shall be made within sixty (60) days of
21 submission of the following required paperwork:

22 a. Course Request Detail Sheet from the Act 48 site.

- 1 b. Approved Details Sheet, showing Administrative approval, from the Act 48
2 site.
- 3 c. Proof of payment from the Educational Institution for the course seeking
4 reimbursement is paid in full with the requester's name printed on it.
- 5 d. Copy of official grade report (an official transcript is not required for course
6 reimbursement). The grade report must have the requester's name printed
7 on it. In the event that graduate work is completed during the school fiscal
8 year, but not during the professional employee work year, reimbursement
9 shall be made within sixty (60) days of the commencement of the
10 professional employee work year or within sixty (60) days of the
11 commencement of the succeeding professional employee work year, as
12 appropriate, provided the employee then be in the employ of the District.
- 13 5. A professional employee who leaves the District due to resignation, rather than
14 retirement, must pay back 100% of the tuition reimbursement if the departure
15 is within one (1) year of the course completion date as indicated on the pre-
16 approval form or 50% of the tuition reimbursement if the departure is within
17 two (2) years of the course completion date as indicated on the pre-approval
18 form.
- 19 6. The reimbursement set forth in this paragraph shall be limited to a maximum of
20 fifteen (15) credits per school year. For the purposes of this paragraph, a "school
21 year" shall commence on July 1 and shall end on the following June 30. Credits
22 will be applied to the school year during which the course completion date is

1 referenced on the final grade report regardless of when the course begins. There
2 shall be the following exceptions made to the tuition reimbursement limits:

- 3 a. Educational Sabbatical;
- 4 b. Doctoral Programs.

5 Additional requests for exceptions must be made in writing and submitted to
6 the Superintendent or his/her designee for board approval. The parties can
7 negotiate a higher credit limit if they choose.

8 13.6 Mileage: Employees who are required to use privately-owned vehicles in the
9 performance of their duties shall be reimbursed at the IRS rate per mile.

10 13.7 Extended Season Pay for Coaches and Club Advisors: For those coaches/club
11 advisors that become involved with an extended season, either team or individual qualification,
12 they shall receive an additional one hundred (\$100) dollars per contest.

13 13.8 Additional Stipend: Those bargaining unit members identified in Section 1.2 G.,
14 H., I., and M. shall receive an additional salary stipend in addition to their base salary. The
15 stipend will be paid over the bi-weekly pays as the base salary. See Exhibit C for stipend
16 amounts.

17 Upon completion of CPR/First Aid training, the aforementioned professional staff will receive
18 an additional \$1,000 stipend.

1 13.9 Dean of Student Affairs: The position of Dean of Student Affairs is defined as a
2 full time position, to include 186 days worked per contract year, plus 240 additional hours
3 worked per contract year. Scheduling of time is determined by the building principal or their
4 designee in collaboration with the Dean of Student Affairs. These individuals will assist with
5 the general management of the building (i.e. in the absence of the principal), as needed, but
6 will not serve in a supervisory capacity whatsoever. The Dean of Student Affairs
7 responsibilities will include, but are not limited to:

- 8 • Assist with academic and behavioral support as directed by the principal.
- 9 • Ensure a safe and orderly arrival and dismissal of students.
- 10 • Monitor daily student attendance and enforce the District's student attendance policy.
- 11 • Assist in the dissemination of information regarding building and District programs.
- 12 • Ensure all classrooms are staffed daily, including coverage for "fail to fill" vacancies.
- 13 • Assist the cafeteria staff during breakfast and lunch hours.
- 14 • Mentor and support all non-tenured teachers within the building through the New
15 Teacher Induction Program.
- 16 • Collaborate on creating professional development for staff related to academic and
17 behavioral concepts.

18 The position will also include additional responsibilities as outlined in the Board approved job
19 description for Dean of Student Affairs. Additional pay for this position is defined by Exhibit
20 C of this agreement.

1 ARTICLE XIV

2 MISCELLANEOUS PROVISIONS

3 14.1 Due Notice to Employees: District notification to a professional employee shall
4 be deemed due and sufficient for the purposes of this agreement if the notification is made
5 personally by written memorandum, via District email or by registered or certified mail
6 delivered to the professional employee's last known address as shown on his or her personnel
7 record maintained by the District. It shall be the responsibility of each professional employee
8 to keep the District informed of his or her current address and telephone number. For the
9 purpose of computing any notification period, the day the notice is sent shall not be included.

10 14.2 Electronic Grading System: The District shall provide an electronic grading
11 system for the recording and reporting of the items referred to below in grades seven through
12 twelve. Such system shall be developed for the purpose of recording or reporting the following:

- 13 A. Subject grades for all students for the current year.
14 B. Department lists.
15 C. Credits to date.
16 D. Quality points.
17 E. Honor roll - First and Second.

18 14.3 Parent-Teacher Conferences:

- 19 A. For the purpose of providing time to conduct parent-teacher conferences in grade
20 levels kindergarten through fifth of the District, students shall be dismissed two
21 hours prior to the regular dismissal hour on four (4) days during the regular school
22 year, three (3) of which days shall be scheduled at the discretion of the

1 administration following the first marking period and one of which day shall be
2 scheduled at the discretion of the administration following the third marking period;
3 on such days of early student dismissal when evening parent-teacher conferences
4 are scheduled, the professional employees shall be released at the time students are
5 dismissed. If desired, the professional employee may work afternoon or evening. A
6 minimum of one (1) evening will be scheduled for conferences. Conference time in
7 the evenings can be exchanged for the afternoon and the professional employee
8 may then leave at the time the students are dismissed on any of the conference days.

9 B. Such parent-teacher conferences shall be scheduled at the convenience of the
10 parents and the professional employee between the hours of 1:00 p.m. and 9:00
11 p.m.

12 C. Each professional employee shall maintain a record of all parent-teacher
13 conferences, which record shall contain at least the following information:

- 14 1. Date and time of conference.
- 15 2. Name of parent or parents.
- 16 3. Name of student.
- 17 4. Comments, if any, on scope of conference.

18 14.4 Special Education Teachers: Special Education teaching positions shall be
19 compensated at their current per diem rate of pay for an additional five (5) days beyond the
20 one-hundred eighty-six (186) days. This additional compensation is to account for time
21 necessary to complete any required paperwork (i.e. IEPs, RRs, etc.) outside the contracted
22 workday/year.

1 14.5 Deductions: The District shall deduct from the pay of each professional employee
2 from whom it receives authorization in writing to do so, contributions to the United Way and
3 payments to, on account of, or for tax sheltered annuities, and 1st Ed Credit Union. The District
4 reserves the right to implement and enforce such regulations as may be necessary to insure the
5 prompt and efficient deduction and transmittal of monies withheld pursuant hereto. Revocation
6 of authorization to withhold on account of the above shall be in writing and shall be effective
7 upon receipt by the Business Office.

8 14.6 Copies of Contract: This contract shall be available on the District's website
9 within ten (10) business days of signing. No changes to that original version of the contract
10 available on the website shall be made by the District without first notifying CAEA and
11 receiving the Association's written approval of the change.

12 14.7 Separability: If any term or provision of this agreement is at any time during the
13 life of this agreement in conflict with any law, such term or provision shall continue in effect
14 only to the extent permitted by such law. If any term or provision of this agreement is or
15 becomes invalid or unenforceable, such invalidity or unenforceability shall not affect or impair
16 any other term or provision of this agreement.

17 14.8 Finality: The parties acknowledge that during the negotiations which resulted in
18 this agreement each had the unlimited right and opportunity to make demands and proposals
19 with respect to any subject or matter within collective bargaining and that the understandings
20 arrived at after the exercise of that right are set forth in this agreement. Therefore, the District
21 and the Association for the life of this agreement each voluntarily waives the right to bargain
22 collectively with respect to any subject or matter referred to or covered in this agreement, or

1 with respect to any subject or matter not specifically referred to or covered in this agreement.
2 The express provisions of this agreement for its duration, therefore, constitute the complete
3 and total contract between the District and CAEA with respect to rate of pay, wages, hours of
4 work and other conditions of employment. Nothing herein contained shall prevent negotiations
5 concerning future contract during the life of this contract, which negotiations shall be as
6 provided in Act 195, the Public Employees Labor Relations Act.

7 14.9 Dress Code: Staff members shall be instructed to demonstrate, by example,
8 positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and
9 appearance.

- 10 A. Jeans and/or denim may be worn.
- 11 B. Sweatshirts and t-shirts, with the exception of school approved spirit wear, will not
12 be permitted. Tank tops, bare midriff or any other garments that expose the upper
13 torso will not be permitted. Necklines may come no lower than four fingers below
14 the collarbone.
- 15 C. Skirts and dresses shall be no more than (2) inches above the knee. Leggings/yoga
16 pants/similar attire are permitted as long as an outer garment (e.g. long sweater) is
17 worn that extends to the mid-thigh.
- 18 D. Shorts are not permitted. Physical Education teachers may wear shorts. Shorts can
19 be worn on field days, field trips and other building approved days.
- 20 E. No face piercing other than a small stud worn on the side of the nose.
- 21 F. Tongue jewelry will not be permitted.
- 22 G. Jewelry that could present a danger (i.e., chains, etc.) is not permitted.

1 H. Dress shoes are preferred to be worn. However, staff who must do a great deal of
2 walking, have a potential for running after students, work with young children,
3 teach physical education or have a medical excuse may wear sneakers. Flip flops,
4 gardening clogs are not permitted.

5 I. Offensive tattoos must be covered.

6 J. All male employees shall be required to wear a collared shirt, dress shirt, polo, or
7 dress sweater. A tie is optional.

8 Consistent enforcement for the employees covered by the dress code will be the responsibility
9 of the immediate supervisor, Superintendent of Schools, or his/her designee. Failure to follow
10 the guidelines will lead to a referral to an Association building representative or other
11 Association designee and progressive disciplinary action as follows:

12 First violation: Conference with CAEA building rep/designee, building principal and
13 employee accused of the violation.

14 Second violation for the same infraction (same year): Reprimand by the building principal.

15 Third violation for the same infraction (same year): Administrative Review.

16 If medical or other conditions exist that prohibit employees from complying with this dress
17 code, a letter should be sent to the building principal explaining the reason(s) behind the request
18 for exclusion from the specific sections of the dress code. An appeal of a building principal's
19 decision may be made in writing to the Superintendent or his/her designee.

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ARTICLE XV

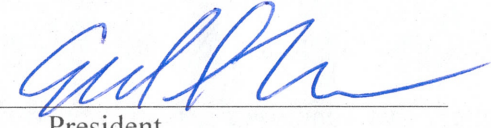
DURATION OF AGREEMENT

15.1 Effective Date: Except as otherwise provided hereinbefore, this agreement shall continue in full force and effect from July 1, 2025, to June 30, 2029. Thereafter, it shall be self-renewing for yearly periods unless notice of intention to terminate or modify to agreement is given in writing by either party to the other party not less than ninety (90) days prior to any expiration date.

IN WITNESS WHEREOF, District has caused these presents to be executed by the President of the School Board after legal approval of the same by its Board of School Directors, and Association has caused these presents to be executed by its President and attested by its Secretary after ratification by its membership at a regularly scheduled meeting which a quorum was present, the day and year aforesaid.

CHAMBERSBURG AREA SCHOOL DISTRICT

ATTEST:

 By 
Secretary President
Board of School Directors

CHAMBERSBURG AREA EDUCATION ASSOCIATION

ATTEST:

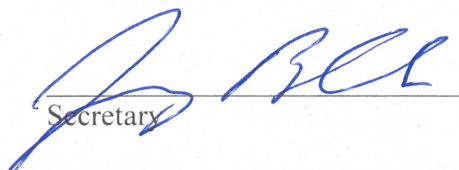
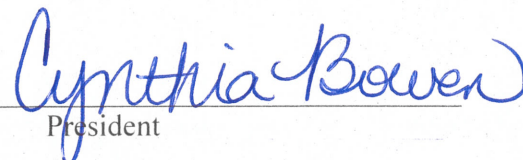
 By 
Secretary President

EXHIBIT A
Salary Schedule Step Placement Chart

2025/26	2026/27	2027/28	2028/29
			1
		1	2
1	1	2	3
2	2	3	4
3	3	4	5
4	4	5	6
5	5	6	7
6	6	7	8
7	7	8	9
8	8	9	10
9	9	10	11
10	10	11	12
11	11	12	13
12	12	13	13
13	13	13	13

Note: Movement on this chart is horizontal.

EXHIBIT B-1

SALARY SCHEDULE 2025 - 2026

2025-2026							
<u>Steps</u>	Bachelors	Masters	15	30	45	60	D
1	60,028	61,742	63,042	64,342	65,642	66,942	68,642
2	61,588	63,675	64,975	66,275	67,575	68,875	70,575
3	62,788	65,236	66,536	67,836	69,136	70,436	72,136
4	63,988	66,797	68,097	69,397	70,697	71,997	73,697
5	64,189	68,358	69,658	70,958	72,258	73,558	75,258
6	65,389	69,919	71,219	72,519	73,819	75,119	76,819
7	66,589	71,480	72,780	74,080	75,380	76,680	78,380
8	66,800	73,041	74,341	75,641	76,941	78,241	79,941
9	68,000	74,602	75,902	77,202	78,502	79,802	81,502
10	69,200	76,163	77,463	78,763	80,063	81,363	83,063
11	70,401	77,724	79,024	80,324	81,624	82,924	84,624
12	71,601	79,285	80,585	81,885	83,185	84,485	86,185
13	74,822	80,846	82,146	83,446	84,746	86,046	87,746

*\$2,187 increase to each step

EXHIBIT B-2

SALARY SCHEDULE 2026 - 2027

2026-2027							
<u>Steps</u>	Bachelors	Masters	15	30	45	60	D
1	63,070	64,784	66,084	67,384	68,684	69,984	71,684
2	64,630	66,717	68,017	69,317	70,617	71,917	73,617
3	65,830	68,278	69,578	70,878	72,178	73,478	75,178
4	67,030	69,839	71,139	72,439	73,739	75,039	76,739
5	67,231	71,400	72,700	74,000	75,300	76,600	78,300
6	68,431	72,961	74,261	75,561	76,861	78,161	79,861
7	69,631	74,522	75,822	77,122	78,422	79,722	81,422
8	69,842	76,083	77,383	78,683	79,983	81,283	82,983
9	71,042	77,644	78,944	80,244	81,544	82,844	84,544
10	72,242	79,205	80,505	81,805	83,105	84,405	86,105
11	73,443	80,766	82,066	83,366	84,666	85,966	87,666
12	74,643	82,327	83,627	84,927	86,227	87,527	89,227
13	77,864	83,888	85,188	86,488	87,788	89,088	90,788

*\$3,042 increase to each step

EXHIBIT B-3

SALARY SCHEDULE 2027 - 2028

2027-2028							
<u>Steps</u>	Bachelors	Masters	15	30	45	60	D
1	65,582	67,296	68,596	69,896	71,196	72,496	74,196
2	67,142	69,229	70,529	71,829	73,129	74,429	76,129
3	68,342	70,790	72,090	73,390	74,690	75,990	77,690
4	69,542	72,351	73,651	74,951	76,251	77,551	79,251
5	69,743	73,912	75,212	76,512	77,812	79,112	80,812
6	70,943	75,473	76,773	78,073	79,373	80,673	82,373
7	72,143	77,034	78,334	79,634	80,934	82,234	83,934
8	72,354	78,595	79,895	81,195	82,495	83,795	85,495
9	73,554	80,156	81,456	82,756	84,056	85,356	87,056
10	74,754	81,717	83,017	84,317	85,617	86,917	88,617
11	75,955	83,278	84,578	85,878	87,178	88,478	90,178
12	77,155	84,839	86,139	87,439	88,739	90,039	91,739
13	80,376	86,400	87,700	89,000	90,300	91,600	93,300

*\$2,512 increase to each step

EXHIBIT B-4

SALARY SCHEDULE 2028 - 2029

2028-2029							
<u>Steps</u>	Bachelors	Masters	15	30	45	60	D
1	68,342	70,056	71,356	72,656	73,956	75,256	76,956
2	69,902	71,989	73,289	74,589	75,889	77,189	78,889
3	71,102	73,550	74,850	76,150	77,450	78,750	80,450
4	72,302	75,111	76,411	77,711	79,011	80,311	82,011
5	72,503	76,672	77,972	79,272	80,572	81,872	83,572
6	73,703	78,233	79,533	80,833	82,133	83,433	85,133
7	74,903	79,794	81,094	82,394	83,694	84,994	86,694
8	75,114	81,355	82,655	83,955	85,255	86,555	88,255
9	76,314	82,916	84,216	85,516	86,816	88,116	89,816
10	77,514	84,477	85,777	87,077	88,377	89,677	91,377
11	78,715	86,038	87,338	88,638	89,938	91,238	92,938
12	79,915	87,599	88,899	90,199	91,499	92,799	94,499
13	83,136	89,160	90,460	91,760	93,060	94,360	96,060

*\$2,760 increase to each step

EXHIBIT C

EXTRA-DUTY PAY SCHEDULE

Non-Athletic Supplemental Advisor Position	Number of Advisors	2025-2026 Stipend Amount per Advisor
CASHS		
Debate	1	\$2,471.00
Aevidum Club	1	\$457.00
American Field Service	2	\$616.00
American Sign Language	2	\$386.00
Audio Visual	1	\$6,073.00
Camera Club	1	\$386.00
Chemistry Club	1	\$386.00
Chess Club	1	\$387.00
Class Advisor Grade 9	3	\$2,019.00
Class Advisor Grade 10	3	\$2,978.00
Class Advisor Grade 11	3	\$3,947.00
Class Advisor Grade 12	3	\$4,894.00
Computer Science Honor Society	1	\$387.00
Dance Club	1	\$386.00
District Symphony	1	\$2,978.00
District Symphony Assistant	1	\$1,534.00
Drama Club	1	\$386.00
Dramatics - 3 Act Play (Director)	1	\$7,797.00
Eco Warriors Club	1	\$386.00
English Language Learners	1	\$387.00
Fellowship of Christian Athletes	1	\$387.00
FFA	2	\$613.00
Future Business Leaders of America	2	\$387.00

Non-Athletic Supplemental Advisor Position	Number of Advisors	2025-2026 Stipend Amount per Advisor
CASHS		
German Club	1	\$386.00
Glee Club, 9th & 10th Grade	1	\$2,981.00
Glee Club, 11th & 12th Grade	1	\$2,981.00
Hooked on Trout Club	1	\$386.00
Intramurals	4	\$673.00
Latin Club	1	\$387.00
Library Club	1	\$386.00
Mini-THON Club	2	\$386.00
Mu Alpha Theta High School	1	\$386.00
Multi-Cultural Club	1	\$386.00
Music Event Scheduler	1	\$2,900.00
Musicals - 3 Act Play	1	\$7,797.00
National Art Honor Society	1	\$386.00
National Honor Society	2	\$386.00
National Spanish Honor Society	1	\$386.00
REACH Club	2	\$386.00
Ski Club	2	\$386.00
Special Olympics Club	2	\$386.00
Stage & Lighting	1	\$4,433.00
Stage Decorations & Art Work	1	\$2,489.00
Steel Band	1	\$2,017.00
STEM Club	2	\$613.00
Student Government	2	\$1,533.00
Student Store	1	\$1,026.00
Symphonette	1	\$1,029.00

Non-Athletic Supplemental Advisor Position	Number of Advisors	2025-2026 Stipend Amount per Advisor
CASHS		
Trojan Allies Club	2	\$386.00
Video Game Club	1	\$386.00
Yearbook Business Manager	1	\$3,451.00
Yearbook Editorial	1	\$1,531.00
Creative Club Design	1	\$386.00
Economics Club	1	\$386.00
Key Club	1	\$386.00
Leo Club	2	\$387.00
Ping Pong Club	1	\$387.00
Sports Club	1	\$387.00
Technical Student Organization	2	\$614.00
Varsity Club ("C" Club)	2	\$386.00

Non-Athletic Supplemental Advisor Position	Number of Advisors	2025-2026 Stipend Amount per Advisor
CAMS NORTH		
Art Club	1	\$386.00
Audio Visual	1	\$3,947.00
Band 6th Grade	1	\$1,607.00
Band 7th & 8th Grade	1	\$1,607.00
Calligraphy Club	1	\$387.00
Chess Club	1	\$386.00
Chorus 6th Grade	1	\$2,000.00
Chorus 7th and 8th Grade	1	\$3,114.00
Drama Club	1	\$386.00
Dramatics - 3 Act Play	1	\$7,797.00
Intramurals	4	\$1,533.00
Jazz Band	1	\$386.00
Leaders Club	1	\$387.00
Library Club	1	\$387.00
Math Club	1	\$386.00
Mentor Club - Boys	1	\$387.00
Mentor Club - Girls	1	\$387.00
Multi-Cultural Club	1	\$387.00
Orchestra	1	\$1,607.00
School Newspaper	1	\$1,026.00
Service-Learning Club	2	\$386.00
Stage & Lighting	1	\$1,520.00
Stage Decorations & Art Work	1	\$1,047.00
STEAM Club	1	\$387.00
Student Council	2	\$1,059.00
Student Store	1	\$552.00

Non-Athletic Supplemental Advisor Position	Number of Advisors	2025-2026 Stipend Amount per Advisor
CAMS NORTH		
Trojan Dollar Club	1	\$386.00
Trojan Pride Ambassadors Club	1	\$674.00
Video Game Club	2	\$386.00
Yearbook	1	\$1,047.00

Non-Athletic Supplemental Advisor Position	Number of Advisors	2025-2026 Stipend Amount per Advisor
CAMS SOUTH		
Art Club	1	\$386.00
Audio Visual	1	\$3,947.00
Band 6th Grade	1	\$1,607.00
Band 7th & 8th Grade	1	\$1,607.00
Chess Club	1	\$386.00
Chorus 6th Grade	1	\$2,000.00
Chorus 7th and 8th Grade	1	\$3,114.00
Drama Club	1	\$386.00
Dramatics - 3 Act Play	1	\$7,797.00
Intramurals	4	\$1,533.00
Jazz Band	1	\$386.00
Leaders Club	1	\$387.00
Library Club	1	\$387.00
Math Club	1	\$386.00
Mentor Club (Boys)	1	\$387.00
Mentor Club (Girls)	1	\$387.00
Multi-Cultural Club	1	\$387.00
Orchestra	1	\$1,607.00
Recycling Club	1	\$386.00
School Newspaper	1	\$1,026.00
Stage & Lighting	1	\$1,520.00
Stage Decorations & Art Work	1	\$1,047.00
STEM Club	1	\$673.00
Student Council	2	\$1,059.00
Student Store	1	\$552.00

Non-Athletic Supplemental Advisor Position	Number of Advisors	2025-2026 Stipend Amount per Advisor
CAMS SOUTH		
Trojan Dollar Club	1	\$386.00
Trojan Pride Ambassadors Club	1	\$674.00
Trout in the Classroom Club	1	\$386.00
Video Game Club	1	\$386.00
Yearbook	1	\$1,047.00

Non-Athletic Supplemental Advisor Position	Number of Advisors	2025-2026 Stipend Amount per Advisor
CMS		
Bowling Club	1	\$386.00
Class Advisor	4	\$3,074.00
Key Club	2	\$387.00
National Honor Society	1	\$387.00
Robotics	1	\$1,533.00
Robotics Assistant	2	\$673.00
Student Government	1	\$3,074.00
Video Game Club	1	\$387.00
Yearbook	1	\$2,067.00

Non-Athletic Supplemental Advisor Position	Number of Advisors	2025-2026 Stipend Amount per Advisor
ELEMENTARY		
STEM Club Coordinator	1	\$673.00
STEM Club - Ben Chambers Elem	2	\$673.00
STEM Club - Buchanan Elem	1	\$673.00
STEM Club - Falling Spring Elem	1	\$673.00
STEM Club - Hamilton Heights Elem	2	\$673.00
STEM Club - Lurgan Elem	1	\$673.00
STEM Club - New Franklin Elem	1	\$673.00
STEM Club - Scotland Elem	2	\$673.00
STEM Club - South Hamilton Elem	1	\$673.00
STEM Club - Stevens Elem	1	\$673.00
STEM Club - Guilford Hills Elem	1	\$673.00
STEM Club - Fayetteville Elem	2	\$673.00
STEM Club - Grandview Elem	1	\$673.00
STEM Club - Marion Elem	1	\$673.00

ADDITIONAL STIPENDS

Elementary Stipends: The directors of approved elementary music, physical education, art and dramatic performances will be compensated as follows per performance. Elementary classroom teachers who are required to assist with the above performances will receive a total stipend as follows per school year. Stipends set below are for the length of this contract.

Director (per performance)	\$150.00
Teachers Assisting (per year)	\$125.00
Computer Facilitator (13) (per year) (preference given to bargaining unit members)	\$900.00

Grandfathered Head Teacher, Dean of Student Affairs, and Half-Time Dean of Student Affairs/Half-Time Elementary Intervention Specialist Stipends: Stipend for these positions will be \$12,200 per year for the length of this contract.

Content Specialist Stipend: Stipend for this position will be \$5,400 per year for the length of this contract.

COACHING CATEGORIES

CATEGORY I	CATEGORY II
Athletic Director (MS)	Baseball Head (HS)
Band Director (HS)	Cheerleading Head (HS) (Fall)
Basketball Boys Head (HS)	Cheerleading Head (HS) (Winter)
Basketball Girls Head (HS)	Equipment Manager (HS) (Fall & Winter)
Football Head (HS)	Field Hockey Head (HS)
Wrestling Boys Head (HS)	Soccer Boys Head (HS)
Wrestling Girls Head (HS)	Soccer Girls Head (HS)
(\$300 will be added to base for coordination of total program)	Softball Head (HS)
	Track Boys Head (HS)
	Track Girls Head (HS)

CATEGORY III	
Band Assistant 2 (HS)	Soccer Girls Head (MS)
Basketball Boys 9 th Grade (HS)	Swimming Boys (HS)
Basketball Boys Assistant, 2 (HS)	Swimming Girls (HS)
Basketball Girls 9 th Grade (HS)	Tennis Boys Head (HS)
Basketball Girls Assistant, 2 (HS)	Tennis Girls Head(HS)
Cross Country Boys Head (HS)	Volleyball Boys Head (HS)
Cross Country Girls Head (HS)	Volleyball Girls Head (HS)
Football 9 th Grade Head (HS)	Wrestling Boys Assistant (HS)
Football Assistant (5) (HS)	Wrestling Girls Assistant (HS)
Golf Head (HS)	Wrestling Head (MS)
Lacrosse Boys Head (HS)	
Lacrosse Girls Head (HS)	
Soccer Boys Head (MS)	

CATEGORY IV	CATEGORY V
Baseball Assistant (HS)	Band Front Advisor, 2 (HS)
Cheerleading Assistant (HS) (Fall)	Basketball Boys Assistant, 4 (MS)
Cheerleading Assistant (HS) (Winter)	Basketball Girls Assistant, 4 (MS)
Equipment Manager (MS)	Cheerleading Head (MS)
Field Hockey Assistant (HS)	Football 9 th Grade Assistant, 3 (HS)
Field Hockey Head (MS)	Golf Assistant, 2 (HS)
Softball Assistant (HS)	Lacrosse Boys Assistant (HS)
Soccer Boys Assistant (HS)	Lacrosse Girls Assistant (HS)
Soccer Girls Assistant (HS)	Soccer Boys Assistant (MS)
Track Boys Assistant, 2 (HS)	Soccer Girls Assistant (MS)
Track Girls Assistant, 2 (HS)	Tennis Boys Assistant (HS)
Volleyball Head, 2 (MS)	Tennis Girls Assistant (HS)
Weight and Speed (HS)	Track Boys Head (MS)
	Track Girls Head (MS)
	Volleyball Boys Assistant (HS)
	Volleyball Girls Assistant (HS)
	Wrestling Assistant, 2 (MS)

CATEGORY VI	
Baseball JV (HS)	Softball JV (HS)
Cheerleading Assistant (MS)	Track Boys Assistant (MS)
Cross Country Boys (MS)	Track Girls Assistant (MS)
Cross Country Girls (MS)	Volleyball Assistant, 2 (MS)
Field Hockey Assistant (MS)	

STEP PLACEMENT FOR COACHES

STEP PLACEMENT FOR COACHES				
Base Year	Year 1	Year 2	Year 3	Year 4
2024-25	2025-26	2026-27	2027-28	2028-29
			1	1
	1	1	2	2
1	2	2	3	3
2	3	3	4	4
3	4	4	5	5
4	5	5	6	6
5	6	6	6	6
All movement on this chart is horizontal.				

COACHES SALARY SCHEDULES

COACHES SALARY SCHEDULES						
2025/26						
<u>Category</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
I	6,213	7,571	8,543	9,902	11,067	11,178
II	5,436	6,213	6,990	8,057	9,319	9,412
III	4,660	5,242	5,825	6,601	7,378	7,452
IV	4,271	4,660	5,436	5,825	6,018	6,078
V	3,494	3,883	4,271	4,660	5,436	5,490
VI	3,107	3,494	3,883	4,271	4,660	4,707

COACHES SALARY SCHEDULES						
2026/27						
<u>Category</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
I	6,399	7,798	8,799	10,199	11,399	11,513
II	5,599	6,399	7,200	8,299	9,599	9,694
III	4,800	5,399	6,000	6,799	7,599	7,676
IV	4,399	4,800	5,599	6,000	6,199	6,260
V	3,599	3,999	4,399	4,800	5,599	5,655
VI	3,200	3,599	3,999	4,399	4,800	4,848

COACHES SALARY SCHEDULES						
2027/28						
<u>Category</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
I	6,399	7,798	8,799	10,199	11,399	11,513
II	5,599	6,399	7,200	8,299	9,599	9,694
III	4,800	5,399	6,000	6,799	7,599	7,676
IV	4,399	4,800	5,599	6,000	6,199	6,260
V	3,599	3,999	4,399	4,800	5,599	5,655
VI	3,200	3,599	3,999	4,399	4,800	4,848

COACHES SALARY SCHEDULES						
2028/29						
<u>Category</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
I	6,591	8,032	9,063	10,505	11,741	11,858
II	5,767	6,591	7,416	8,548	9,887	9,985
III	4,944	5,561	6,180	7,003	7,827	7,906
IV	4,531	4,944	5,767	6,180	6,385	6,448
V	3,707	4,119	4,531	4,944	5,767	5,825
VI	3,296	3,707	4,119	4,531	4,944	4,993

1 ADDENDUM

2 The following changes will occur starting the 2026/2027 school year and be applicable for the
3 duration of the agreement.

4 5.1 Work Year: The work year shall be established by the Board of School Directors
5 except that it shall not exceed one-hundred eighty-six (186) days or 1392 hours for all
6 professional employees unless otherwise identified in the CBA. Modifications may be made
7 in the school calendar by the Board of School Directors, provided that no such modification
8 shall require any professional employee to work more than one-hundred eighty-six (186) days
9 or 1392 hours without receiving payment as provided for in paragraph 5.3. Such school
10 calendars are hereby incorporated into this clause by reference and made a part hereof as fully
11 as though herein set forth, whether or not the same be attached hereto.

12 Of the one hundred eighty-six (186) days or 1392 hours, one full day (or 7.5 hours) will be
13 provided for preparation of rooms and materials at the beginning of the school year.

14 (186 days @ 7.5 Hours) = 1395 hrs

15 172 Student Days X 7.5 Hours = 1290 hrs

16 Elimination of Early Dismissal Days/Extended Days - 3 Hours

17 Remaining Hrs/Days 102 hrs or 14 days

18 Total Hours 1392 Hours over 186 Days

K-5	6-8	9-12	Activities
Full Day 7.5 Hours	Full Day 7.5 Hours	Full Day 7.5 Hours	Start of Year Room Prep between August 1st and the first in-service day on the board approved calendar.
2 Days (15 Hours)	2 Days (15 Hours)	2 Days (15 Hours)	District and Building Program Professional Development- Before School Year
7.5 Hours Parent Teacher Conferences	7.5 Hours 1.5 Hours Prior to the end of Each MP	7.5 Hours 1.5 Hours Prior to the end of Each MP	Parent Conferences /Communications
2 Hours	2 Hours	2 Hours	Open House / Back to School / Orientation
12 Hours	12 Hours	12 Hours	Online Training, Grading, Data Analysis
58 Hours	58 Hours	58 Hours	Professional Development Scheduled During the School Year With Approval of the Assistant Superintendent 7 hrs may be traded for program related work such as Kick Start, 9th Grade Academy and other prior to and after the school calendar.
102 Hours	102 Hours	102 Hours	

*CAEA and Administration will review the hours annually for adjustments as needed.

*The Board of Education establishes the calendar and may increase or decrease student days/hours by adjusting professional development hours/days.

*Increase of the student day by 15 minutes for the 2026-2027 SY and 2027-2028 SY.

1 5.3 Services in Addition to Established Days: Those professional employees who are
2 scheduled to work beyond one hundred eighty-six (186) days or 1392 hours, will be paid at the
3 Masters/Step 6 hourly rate. If they decline the offer, the opportunity shall be made available to
4 others. Those bargaining unit members providing tutoring services, homebound instruction,
5 extended school year services and who teach summer school shall be paid at the per diem
6 hourly rate identified in the above paragraph.

7 5.4 Workday: The length of the workday shall be seven and one-half (7-1/2) hours,
8 unless otherwise identified in the CBA, except in the case of emergency. So long as the length
9 of the workday does not increase, the District may adjust the hours of work in order to fulfill
10 its responsibilities for providing for the education of children enrolled in the public schools of
11 the District. The District will consult with CAEA and affected employees as appropriate.

12 5.5 Emergencies and Snow Days: Snow makeup days will not be utilized during
13 scheduled holiday breaks. The District will list the snow makeup days at the bottom of the
14 school calendar each year and adhere to that schedule. In the event inclement weather prevents
15 an employee from reporting to work, said employee shall be allowed to take personal leave as
16 the same is defined herein, provided, however, that said employee shall have personal days
17 available as permitted per the provisions of Section 8.3 of this contract.

18 5.6 Planning Time: Each elementary bargaining unit member shall be given a minimum
19 of two hundred and thirty-five (235) minutes of preparation time in each five-day cycle. The
20 preparation time will be scheduled as follows:

1 A. One (1) preparation period a day for four days out of the five day cycle for no less
2 than forty (40) consecutive minutes that shall be scheduled during the student day
3 for a minimum total of one hundred sixty (160) minutes.

4 B. Seventy-five (75) minutes of preparation time three days out of the five-day cycle
5 for the first fifteen (15) minutes of the workday.

6 Each secondary bargaining unit member shall be given a minimum of two hundred twenty-five
7 (225) minutes of preparation time during the student day in each five-day cycle. Morning time
8 will be a combination of District directed professional development and teacher planning and
9 collaboration. On workdays where there is a delay due to inclement weather or an early
10 dismissal, planning time will be reduced to a minimum of 30 consecutive minutes or more for
11 all bargaining unit members entitled to planning time that day. No such modifications will
12 occur, or accommodations will be required or made for unscheduled early dismissal days due
13 to inclement weather or other emergency situations. A preparation period is defined as a period
14 of time when a bargaining unit member shall be released from instruction and student contact,
15 and free from other duties, in order that such time may be used in preparation connected with
16 the teacher's responsibilities.

17 When the District is not able to secure enough substitutes to cover classes for teachers who are
18 absent, the District will notify bargaining unit members in attendance they are in need of help
19 to cover classes that day. Bargaining unit members may volunteer to cover classes during their
20 planning time. Bargaining unit members who give up their planning time will be compensated
21 \$50.00 for each lost planning period. Teachers who must remain in the classroom to supervise
22 students during their planning time, while another teacher is teaching virtually, shall also have

1 the option of being compensated \$50.00 for each lost planning time. Teachers who lose
2 planning time due to a fail to fill will be given the option of receiving payment of \$50.00 or
3 have the planning time made up in the five-day cycle.

4 5.7 Flex Days: Employees may have the opportunity to attend District designated
5 summer training/ workshops for the upcoming school year. Any employee attending such an
6 event shall receive compensatory time off not to exceed one workday.

7 5.8 Flex Time: Should the District or a bargaining unit member believe that a job related
8 activity would be better done outside the parameters of the normal workday the following will
9 apply:

- 10 A. The decision to flex time on occasion must be mutual between the district
11 administrator and the bargaining unit member(s) involved.
- 12 B. Flexing the workday, either starting earlier/later or ending earlier/later, or flexing
13 an entire day for time outside the normal teacher work year for conducting training
14 or workshops must be pre-approved by the appropriate administrator.
- 15 C. Should the flexing of time exceed 7.5 hours (includes 1/2 hour for a duty-free meal)
16 in a workday, the bargaining unit member shall either be compensated for the
17 additional time worked as per Article V, Section 5.3 or the additional hours worked
18 can be flexed on another workday by coming in later, leaving earlier or flexing an
19 entire day so long as the total 7 hours are met.
- 20 D. The decision to flex time or be compensated for the time shall be mutual.
- 21 E. The District and Association will develop a form for tracking the additional hours
22 worked and when the time will be flexed or compensated.

1 F. The flexing of time or days will not be precedent setting for either party.

2 5.9 Virtual Learning Days: As appropriate, the District will utilize virtual learning to
3 satisfy instructional hours as designated by the state. The purpose of virtual learning days is to
4 reduce or eliminate the need to cancel a school day of student instruction as well as the need
5 to schedule and use so-called "Snow Make-up Days". Staff will receive notification of a virtual
6 learning day via email and automated phone call. Staff will be on-duty and available online via
7 the applicable technology during the normal work hours with the exception of a duty-free lunch
8 and preparation period. Bargaining unit members will be permitted, at the discretion of the
9 Superintendent, to work from home during a virtual learning day under the District's
10 teleworking policy and procedures. As per any other workday, teachers will be able to take
11 personal or sick leave on a virtual learning day. Each virtual learning day will count as one of
12 the 186/194 scheduled workdays required under Section 5.1 of this Article.

13 14.3 Parent-Teacher Conferences:

14 A. Parent-teacher conferences shall be scheduled at the convenience of the parents and
15 the professional employee between the hours of 8:00am. and 8:00p.m., not to
16 exceed the length of the contracted workday.

17 B. Each professional employee shall maintain a record of all parent-teacher
18 conferences, which record shall contain at least the following information:

- 19 1. Date and time of conference.
20 2. Name of parent or parents.
21 3. Name of student.
22 4. Comments, if any, on scope of conference.

EXHIBITS D-G

BENEFITS PLANS

CHAMBERSBURG AREA SCHOOL DISTRICT

For all professional employees covered by the Collective Bargaining Agreement between Chambersburg Area School District and Chambersburg Area Education Association.

EXHIBIT D

HEALTHCARE BENEFITS

BENEFIT HIGHLIGHTS

CapitalBlueCross.com



HSA 1650 P PLAN

Chambersburg Area School District

This information is not a contract, but highlights some of the benefits available to you and is not intended to be a complete list or description of available services. Benefits are subject to the exclusions and limitations contained in your Benefits Booklet (also known as "Certificate of Coverage"). Refer to your Benefits Booklet for complete details.

YOUR MEDICAL PLAN SUMMARY OF COST SHARING		
	Member Responsibilities	
	If provider is in-network	If provider is out-of-network
Deductible (per benefit period) Deductible is combined to include medical and prescription drug benefits for in-network providers. If you enroll in a family plan, the overall family deductible must be met before the plan begins to pay.		\$1,650 single coverage \$3,300 family coverage
Coinsurance (Percentage you pay after your deductible is met).	No member coinsurance	20% coinsurance after deductible
Out-of-pocket maximum (The most you pay per benefit period, after which benefits are paid at 100%).	Overall in-network out-of-pocket maximum includes deductible, copayments, and coinsurance for medical and prescription drugs: \$3,000 single coverage \$6,000 family coverage	Out-of-network medical coinsurance-only maximum: \$4,000 single coverage \$8,000 family coverage Overall out-of-network out-of-pocket not applicable
Office Visit / Urgent Care / Emergency Room Copayments		
VirtualCare (non-specialist and specialists) visits—delivered via the Capital Blue Cross VirtualCare platform	No charge after deductible	Not applicable
Office visits and consultations (in-person & telehealth)—performed by a family practitioner, general practitioner, internist, pediatrician or in-network retail clinic	No charge after deductible	20% coinsurance after deductible
Specialist office visits (in-person, telehealth)	No charge after deductible	20% coinsurance after deductible
Urgent care services	No charge after deductible	20% coinsurance after deductible
Emergency room	No charge after deductible	
Preventive Care		
Pediatric and adult preventive care	No charge, deductible waived	20% coinsurance after deductible
Screening gynecological exam and pap smear	No charge, deductible waived	20% coinsurance, deductible waived
Screening mammogram	No charge, deductible waived	20% coinsurance, deductible waived
Facility / Surgical Services		
Inpatient hospital room and board including maternity services and newborn care	No charge after deductible	50% coinsurance after deductible
Acute inpatient rehabilitation (60 days per benefit period)	No charge after deductible	50% coinsurance after deductible
Skilled nursing facility (100 days per benefit period)	No charge after deductible	50% coinsurance after deductible
Surgical procedure and anesthesia (professional charges)	No charge after deductible	20% coinsurance after deductible
Outpatient surgery at ambulatory surgical center (facility charge only)	No charge after deductible	Not covered
Outpatient surgery at acute care hospital (facility charge only)	No charge after deductible	20% coinsurance after deductible
Diagnostic Services		
High tech imaging (such as MRI, CT, PET)	No charge after deductible	20% coinsurance after deductible
Radiology (other than high tech imaging)	No charge after deductible	20% coinsurance after deductible
Independent laboratory	No charge after deductible	20% coinsurance after deductible
Facility-owned laboratory (i.e. Health System owned)	No charge after deductible	50% coinsurance after deductible
Diagnostic mammogram	No charge after deductible	20% coinsurance after deductible
Therapy Services (Rehabilitative and Habilitative Services)		
Physical therapy (25 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Occupational therapy (12 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Speech therapy (12 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Respiratory therapy	No charge after deductible	20% coinsurance after deductible
Manipulation therapy (25 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Mental Health (MH) and Substance Use Disorder Services (SUD)		
MH & SUD detoxification inpatient services	No charge after deductible	50% coinsurance after deductible
MH & SUD rehabilitation outpatient services	No charge after deductible	20% coinsurance after deductible
Additional Services		
Home healthcare services (90 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Durable medical equipment and supplies; prosthetic appliances and orthotic devices	No charge after deductible	20% coinsurance after deductible

Benefits are underwritten by Capital Advantage Assurance Company®, a subsidiary of Capital Blue Cross. An independent licensee of the Blue Cross Blue Shield Association.

PPQSJ007,008/RXQSJ007,008
07/2025

Large Group—QHDHP PPO Plan
1/1/2025

YOUR PRESCRIPTION DRUG SUMMARY OF COST-SHARING			
	Member Responsibilities		
	If provider is in-network	If provider is out-of-network	
Deductible (includes medical and prescription drug benefits for in-network providers)	\$1,650 single coverage \$3,300 family coverage	Not covered	
	Retail pharmacy (up to a 31-day supply)	Home delivery (up to a 90-day supply)	Specialty pharmacy (up to a 30-day supply)
Prescription drug tier			
Generic preferred	\$5 copayment after deductible	\$10 copayment after deductible	\$5 copayment after deductible
Generic nonpreferred	\$5 copayment after deductible	\$10 copayment after deductible	\$5 copayment after deductible
Brand preferred	\$10 copayment after deductible	\$20 copayment after deductible	\$20 copayment after deductible
Brand nonpreferred	\$25 copayment after deductible	\$50 copayment after deductible	\$35 copayment after deductible
Contraceptives* (self-administered)			
Generic	\$0 copayment	\$0 copayment	Not covered
Select brands (no generic equivalent available)	\$0 copayment	\$0 copayment	Not covered
Brand preferred	\$10 copayment after deductible	\$20 copayment after deductible	Not covered
Brand nonpreferred	\$25 copayment after deductible	\$50 copayment after deductible	Not covered
Additional pharmacy benefits/details			
Network (for specialty pharmacy information please refer to the guide to Rx benefits at CapitalBlueCross.com)	Broad Plus		
Formulary	Advantage		
\$0 preventive Rx coverage	No charge		
Generic substitution program	Restrictive generic substitution—In addition to the coinsurance/ copayment, the member pays the difference between the brand and generic drug price (when there is a generic alternative) unless the physician requests the brand be dispensed.		
Extended Supply Network (ESN)	Members have the ability to obtain covered drugs for up to a 90-day supply at in-network retail pharmacies.		

Deductibles, coinsurance and copayments under this program are separate from any deductibles, coinsurance and copayments required under any other health benefits coverage you may have.

*Certain preventive contraceptives are required to be covered at no cost to you when filled at an in-network pharmacy with a valid prescription in accordance with Preventive Health Guidelines.

In-network providers and pharmacies agree to accept our allowance as payment in full—often less than their normal charge. If you visit an out-of-network provider or pharmacy, you are responsible for paying the deductible, coinsurance and the difference between the out-of-network provider's or out-of-network pharmacy's charges and the allowed amount. Out-of-network providers may balance bill the member. Some out-of-network facility providers are not covered. Deductibles, any differences paid between brand drug and generic drug prices, and any balances paid to out-of-network pharmacies are not applied to the out-of-pocket maximum. In certain situations, a facility fee may be associated with an outpatient visit to a professional provider. Members should consult with the provider of the services to determine whether a facility fee may apply to that provider. An additional cost-sharing amount may apply to the facility fee.

Communications issued by Capital Blue Cross in its capacity as administrator of programs and provider relations for all companies.

Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services

Coverage Period: 07/01/2025 - 06/30/2026

Administered by Capital BlueCross¹

Chambersburg Area School District: HSA P/Rx Plan

Coverage For: Individual and Family | Plan Type: PPO HSA



The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately.

This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, go to www.casdonline.org or call 717-263-9281.

For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at www.ccoio.cms.gov or call 717-263-9281 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall <u>deductible</u> ?	\$1,650 individual / \$3,300 family per <u>plan</u> year. <u>Deductible</u> applies to all services except where noted, including <u>prescription drug</u> , before any <u>copayment</u> or <u>coinsurance</u> .	Generally, you must pay all the costs from <u>providers</u> up to the <u>deductible</u> amount before this <u>plan</u> begins to pay. If you have other family members on the <u>plan</u> , the overall family <u>deductible</u> must be met before the <u>plan</u> begins to pay.
Are there services covered before you meet your <u>deductible</u> ?	Yes. <u>Network preventive services</u> .	This <u>plan</u> covers some items and services even if you haven't yet met the <u>deductible</u> amount. But a <u>copayment</u> or <u>coinsurance</u> may apply. For example, this <u>plan</u> covers certain <u>preventive services</u> without cost-sharing and before you meet your <u>deductible</u> . See a list of covered <u>preventive services</u> at https://www.healthcare.gov/coverage/preventive-care-benefits/ .
Are there <u>deductibles</u> for specific services?	No.	You don't have to meet <u>deductibles</u> for specific services.
What is the <u>out-of-pocket limit</u> for this <u>plan</u> ?	For participating <u>providers</u> \$3,000 individual / \$6,000 family; for non-participating <u>providers</u> \$4,000 individual / \$8,000 family combined <u>out-of-pocket limit</u> for medical and <u>prescription drug</u> .	The <u>out-of-pocket limit</u> is the most you could pay in a year for covered services. If you have other family members in this <u>plan</u> , they have to meet their own <u>out-of-pocket limits</u> until the overall family <u>out-of-pocket limit</u> has been met.
What is not included in the <u>out-of-pocket limit</u> ?	Pre-authorization penalties, <u>premiums</u> , <u>balance billing</u> charges, and health care this <u>plan</u> doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
Will you pay less if you use a <u>network provider</u> ?	Yes. For a list of participating <u>providers</u> , see www.casdonline.org or call 717-263-9281.	This <u>plan</u> uses a <u>provider network</u> . You will pay less if you use a <u>provider</u> in the <u>plan's network</u> . You will pay the most if you use an <u>out-of-network provider</u> , and you might receive a bill from a <u>provider</u> for the difference between the <u>provider's</u> charge and what your <u>plan</u> pays (<u>balance billing</u>). Be aware, your <u>network provider</u> might use an <u>out-of-network provider</u> for some services (such as lab work). Check with your <u>provider</u> before you get services.
Do you need a <u>referral</u> to see a <u>specialist</u> ?	No.	You can see the <u>specialist</u> you choose without a <u>referral</u> .



All [copayment](#) and [coinsurance](#) costs shown in this chart are after your [deductible](#) has been met, if a [deductible](#) applies.

Common Medical Event	Services You May Need	What You Will Pay		Limits, Exceptions, & Other Important Information
		Participating Provider (You will pay the least)	Non-participating Provider (You will pay the most)	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	No charge	20% coinsurance	None
	Specialist visit	No charge	20% coinsurance	None
	Preventive care/screening/immunization	No charge	20% coinsurance	Deductible does not apply to services at participating providers . You may have to pay for services that aren't preventive. Ask your provider if the services you need are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	No charge for lab or tests.	20% coinsurance	None
	Imaging (CT/PET scans, MRIs)	No charge	20% coinsurance	*See preauthorization schedule attached to your certificate of coverage.
If you need drugs to treat your illness or condition. More information about prescription drug coverage is available by calling 1-888-428-2566	Generic drugs	\$5 copayment /prescription (retail) \$10 copayment /prescription (mail order)		Covers up to 30-day supply (retail) 90-day supply (mail order)
	Preferred brand drugs	\$10 copayment /prescription (retail) \$20 copayment /prescription (mail order)		
	Non-preferred brand drugs	\$25 copayment /prescription (retail) \$50 copayment /prescription (mail order)		
	Specialty drugs	\$5 copayment /prescription (generic) \$20 copayment /prescription (preferred) \$35 copayment /prescription (non-preferred)		Prescription written for up to 30 days supply.
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	No charge	Not covered	None
	Physician/surgeon fees	No charge	20% coinsurance	*See preauthorization schedule attached to your certificate of coverage.
If you need immediate medical attention	Emergency room care	No charge	No charge	None
	Emergency medical transportation	No charge	No charge	None
	Urgent care	No charge	No charge	None

*For more information about preauthorization, see the requirements document at www.carbluecross.com/wsl/wcm/connect/CBC-Public/CBC-Members/Preauthorization+Requirements

Common Medical Event	Services You May Need	What You Will Pay		Limits, Exceptions, & Other Important Information
		Participating Provider (You will pay the least)	Non-participating Provider (You will pay the most)	
If you have a hospital stay	Facility fee (e.g., hospital room)	No charge	50% coinsurance	*See preauthorization schedule attached to your certificate of coverage.
	Physician/surgeon fees	No charge	20% coinsurance	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	No charge	20% coinsurance	None
	Inpatient services	No charge	20% coinsurance	None
If you are pregnant	Office visits	No charge	20% coinsurance	Depending on the type of services, a copayment , coinsurance , or deductible may apply.
	Childbirth/delivery professional services	No charge	20% coinsurance	
	Childbirth/delivery facility services	No charge	50% coinsurance	
If you need help recovering or have other special health needs	Home health care	No charge	20% coinsurance	90 visit limit. *See preauthorization schedule attached to your certificate of coverage.
	Rehabilitation services	No charge	20% coinsurance	Visit limit: physical 25, speech 12, and occupational 12/benefit period. Includes rehabilitative and habilitative services .
	Habilitation services	No charge	20% coinsurance	
	Skilled nursing care	No charge	50% coinsurance	100 day limit.
	Durable medical equipment	No charge	20% coinsurance	*See preauthorization schedule attached to your certificate of coverage.
	Hospice services	No charge	20% coinsurance	None
If your child needs dental or eye care	Children's eye exam	Not covered	Not covered	None
	Children's glasses	Not covered	Not covered	None
	Children's dental check-up	Not covered	Not covered	None

*For more information about preauthorization, see the requirements document at www.caobluecross.com/wps/wcm/connect/CBC-Public/CBC/Members/Preauthorization+Requirements

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)

- | | | |
|--|------------------------|--|
| • Acupuncture | • Glasses | • Routine eye care |
| • Bariatric surgery (unless medically necessary) | • Hearing aids | • Routine foot care (unless medically necessary) |
| • Cosmetic surgery | • Long-term care | • Weight loss programs |
| • Dental care | • Private-duty nursing | |

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)

- | | | |
|---------------------|-------------------------|--|
| • Chiropractic care | • Infertility treatment | • Non-emergency care when traveling outside the U.S. |
|---------------------|-------------------------|--|

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: 1-866-444-ebbsa (3272) or www.dol.gov/ebbsa/healthreform. Other coverage options may be available to you too, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit www.HealthCare.gov or call 1-800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact: Your employer at 717-263-9281 or Capital BlueCross at <https://www.capbluecross.com/sbcs> or call 1-888-428-2566 or the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBBSA (3272) or www.dol.gov/ebbsa/healthreform.

Does this plan provide Minimum Essential Coverage? Yes

Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

Does this plan meet Minimum Value Standards? Yes

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

To see examples of how this plan might cover costs for a sample medical situation, see the next section.

EXHIBIT E

PREVENTIVE MEDICATION LIST LINK

Advantage Qualified High Deductible Health Plan (Preventive Medication List)

(see link below):

https://capitalbluecross.widen.net/s/l2sjlgwwpd/rx-108_jan2025_advqhdp_preventivemedlist_english

EXHIBIT F

DENTAL BENEFITS



Dental Coverage Summary United Concordia Advantage Plus Network

Dental Benefit Coverage	In-Network	Out-of-Network Reimbursement
<u>Diagnostic/Preventive</u> Routine Oral Examinations and Cleanings <i>- twice during a 12 month consecutive period</i> Routine Bitewing X-rays <i>- twice during a 12 month consecutive period</i> Full Mouth X-rays <i>- once every 36 months</i>	Covered at 100% (100% of MAC*)	100%
<u>Dental Services</u> Basic Restorations - Amalgams, synthetic porcelain & plastic fillings Major Restorative - Inlays, onlays, single crowns (caps) Oral Surgery - Extraction and oral surgery procedures Endodontics - pulpal therapy and root canal filling Periodontics - Surgical & non-surgical treatment of gum disease Prosthodontics - Construction & repair of dentures, bridges and partials Denture Repair Denture Relining - Relining existing dentures Orthodontics (Dependent Children to age 19 Only)	Covered at 100% (100% of MAC*) Covered at 50% (50% of MAC*) Covered at 100% (100% of MAC*) Covered at 100% (100% of MAC*) Covered at 100% (100% of MAC*) Not Covered Covered at 100% (100% of MAC*) Covered at 100% (100% of MAC*) Covered at 50% (50% of MAC*)	100% 50% 100% 100% 100% Not Covered 100% 100% 50%
<u>Program Deductibles & Maximums</u> Contract Year Deductible Contract Year Program Maximum Benefit Payments Lifetime Orthodontic Maximum Benefit Payments	N/A \$1,500 Per Person \$1,650 Per Dependent Child	

*MAC - Maximum Allowable Charge of United Concordia. In-network claims are reimbursed at a negotiated rate.

Out-of-Network Reimbursement pays at Providers Charge.

** For full plan details please refer to the Summary Plan Description.

EXHIBIT G

VISION BENEFITS



National Vision Administrator Network Vision Coverage Summary

Vision Benefit Coverage	In-Network	Out-of-Network Reimbursement
Vision Examination – Once every 12 months.	Covered in Full	\$30.00 Maximum
<i>Should the participant require vision correction they may choose either frames & lenses benefit or contacts benefit, not both, during the 12-month benefit period.</i>		
Frames - Frames and one pair of lenses every 12 months.	\$42.00 Wholesale allowance*	\$42.00 Retail allowance**
Lenses – Once Every 12 months.	<i>Benefits also include In-Network discount prices on lens options such as UV Coating, Scratch resistance, Progressive lenses, etc.</i>	
Standard Lenses - Single Vision (pair)	Covered in Full	\$24.00 Maximum
Standard Lenses - Bifocal (pair)	Covered in Full	\$36.00 Maximum
Standard Lenses - Trifocal (pair)	Covered in Full	\$46.00 Maximum
Standard Lenses - Aphakic (pair)	Covered in Full	\$72.00 Maximum
Medically Required Low Vision Aids (Allowance includes exam)	Up to \$250.00	Up to \$250.00
Contact Lenses & Fittings – Once every 12 months.		
Cosmetic Lenses Allowance	Up to \$125.00	Up to \$125.00
Fitting Fees for Daily Wear Lenses	Covered in Full	Up to \$20
Fitting Fees for Extended Wear Lenses	Covered in Full	Up to \$30
Medically Required Contact Lenses – Non-Cosmetic	Up to \$350.00	Up to \$350.00

* Patients who select frames that exceed the allowance will pay the maximum charge of the actual difference between the wholesale cost and the maximum allowance plus 20% of the difference.

** For Participating Providers the allowance is applied toward the wholesale cost. For Non-Participating Providers allowance is applied toward the retail cost.

*** For full plan details please refer to the Summary Plan Description.

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