

CHAMBERSBURG AREA SCHOOL DISTRICT
AND
CHAMBERSBURG AREA EDUCATIONAL
SUPPORT PERSONNEL ASSOCIATION

COLLECTIVE BARGAINING AGREEMENT

2025 – 2026

2026 – 2027

2027 – 2028

2028 – 2029

2029 - 2030

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THIS AGREEMENT

2 made and entered into this ____ day of October 2025 by and between CHAMBERSBURG
3 AREA SCHOOL DISTRICT, a school district organized and existing under and pursuant to the
4 laws of the Commonwealth of Pennsylvania and having its administrative office in
5 Chambersburg, Franklin County, Pennsylvania, hereinafter referred to as "District", and
6 CHAMBERSBURG AREA EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION, PSEA/NEA,
7 hereinafter referred to as "Association", WITNESSETH:

8 WHEREAS: Association was certified as collective bargaining agent by the
9 Pennsylvania Labor Relations Board of December 18, 1996 to Case No. PERA-R-96-293-E; and

10 WHEREAS: the representatives of Association and District have met and engaged in
11 good faith bargaining pursuant to Act 195 and Act 88 of 1992, and arrived at an agreement
12 deemed fair and just to both parties;

13 NOW WITNESSETH BY THESE PRESENTS, that the parties hereto, intending to be
14 legally bound hereby agree as follows:

1 **ARTICLE I**

2 **ASSOCIATION RECOGNITION AND BARGAINING UNIT**

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

7 1.2 Bargaining Unit: The term "employee" when used in this agreement refers to
8 all individuals in the unit as certified by the Pennsylvania Labor Relations Board, Case Number
9 PERA-R-96-293-E and described as follows:

10 All full-time and regular part-time white-collar, nonprofessional employees including
11 but not limited to secretaries, assistants, and computer technicians; and excluding
12 management level employees, supervisors, first level supervisors, confidential employees
13 and school police officers as defined in the Act.

14 The members of the bargaining unit when used in this agreement refer to those
15 employees of the District holding the following positions and as set forth in the
16 aforementioned order of the Pennsylvania Labor Relations Board.

17 A. Secretaries

18 B. Assistants

19 C. Payroll Clerks

20 D. ESL Assistant

21 E. Copy Room Clerk

22 F. District Receptionist/Volunteer Coordinator

23 G. Paraprofessionals

1 H. Computer Technicians

2 I. LPNs

3 J. Interpreters

4 K. Parent/Student Liaisons

5 1.3 New Positions: In the event the District hereafter creates any new position to
6 be filled by any employee who is not a "supervisor", "first-line supervisor", or "confidential
7 employee", as defined by Act 195, and who is defined as part of the bargaining unit in Section
8 1.2, said position shall be included within the bargaining unit.

9 **ARTICLE II**

10 **EMPLOYEE RIGHTS**

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

19 2.2 Legal Rights: Nothing herein contained shall be deemed to deny, limit, or
20 restrict any employee from utilizing any rights which he or she might have under the
21 Constitution or Laws of the Commonwealth of the United States.

22 2.3 Salary Payment: All bargaining unit members will receive compensation for
23 all hours worked, based on timecard submissions indicating the number of hours worked

each day. Pay periods will correspond with the next available pay date. Pay days of alternate Fridays shall be the same as all other employees in the District.

2.4 Right to Representation: Except in any disciplinary matter, any representative of the District may discuss any matter with any employee without a representative of the Association being present. Whenever any employee is required to appear before any authorized representatives of the District in any disciplinary proceeding, then he/she shall be entitled to be accompanied by any representative of his/her own choosing, including PSEA legal counsel, or a representative of the Association to advise him/her and represent him/her during such meeting or interview.

2.5 Just Cause: No regular, non-probationary employee shall be discharged, or suffer discipline resulting in loss of pay without just cause.

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

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

2.8 Longevity: In addition to the compensation provided for in Section 14.2 of this agreement, employees shall be entitled to additional compensation for total years of

1 service to the District as follows:

2 A. Beginning as of the first pay of the fiscal year in which an employee shall reach his/her
3 sixteenth (16th) year of service with the District, an employee shall receive an increase
4 of \$100.00 over and above his/her prior year's salary to be paid out to employee in a
5 one-time payment the first pay of the fiscal year of the employee's anniversary.

6 B. Beginning as of the first pay of the fiscal year in which an employee shall reach his/her
7 twenty-first (21st) year of service with the District, an employee shall receive an
8 increase of \$200.00 over and above his/her prior year's salary to be paid out to
9 employee in a one-time payment the first pay of the fiscal year of the employee's
10 anniversary.

11 C. Beginning as of the first pay of the fiscal year in which an employee shall reach his/her
12 twenty-sixth (26th) year of service with the District, an employee shall receive an
13 increase of \$300.00 over and above his/her prior year's salary to be paid out to
14 employee in a one-time payment the first pay of the fiscal year of the employee's
15 anniversary.

16 D. Beginning as of the first pay of the fiscal year in which an employee shall reach his/her
17 thirty-first (31st) year of service with the District, an employee shall receive an
18 increase of \$400.00 over and above his/her prior year's salary to be paid out to
19 employee in a one-time payment the first pay of the fiscal year of the employee's
20 anniversary.

21 2.9 Seniority: Seniority shall be measured by the length of bona fide employee
22 service within the bargaining unit as determined by the date of hire set forth in the minutes
23 of the Board of School Directors. On the date of the execution of this agreement, each

1 employee shall be placed upon the seniority list. Seniority for those hired on the same date
2 is determined by alphabetical order of the employee's last name. The list shall be maintained
3 by the Director of Human Resources. The Association shall be provided a copy. Any calculation
4 of entitlement to seniority made prior to the execution of this agreement shall be superseded
5 by the aforementioned seniority list. Said list shall reflect those employees who are full-time
6 employees of the District (meaning those employees who, on the date of the execution of
7 this agreement are employed six (6) or more hours per day and thirty (30) or more hours per
8 week) and part-time employees of the District (meaning those employees who on the date
9 of the execution of this agreement are employed less than six (6) hours per day and less than
10 thirty (30) hours per week). For each year that a full-time employee is within the active
11 employment of the District, he/she shall be credited with one year of seniority. For each year
12 that a part-time employee is within the active employment of the District, he/she shall be
13 entitled to one-half year of seniority. In the event an employee is transferred during the term
14 of this agreement, his/her seniority shall be calculated without regard to said transfer if
15 he/she is transferred within his/her full-time or part-time classification. Otherwise, his/her
16 seniority shall accrue thereafter at the rate appropriate for the full-time or part-time job
17 classification into which he/she is transferred. In the event an employee is placed on an
18 approved unpaid leave during the term of this agreement, upon return to employment by
19 the District following said leave, he/she shall be entitled to credit for years of seniority earned
20 prior to said leave. Seniority shall not accrue during any unpaid leave of absence except
21 unpaid leave for the purpose of childbearing during the period of time during which the
22 employee is disabled due to pregnancy as certified by a physician, provided however, that
23 seniority shall not accrue for a period in excess of one year per child during unpaid leave for

1 the purpose of childbearing without the prior approval of the District. Seniority shall accrue
2 during all paid leaves of absence pursuant to this agreement. The seniority of probationary
3 employees who are subsequently approved as regular employees of the District by the Board
4 of School Directors shall be computed from the date of hire as a probationary employee.

5 2.10 Direct Deposit: All salary and extra duty compensation shall be provided
6 through direct deposit banking at the bank/credit union of the employee's choice, provided
7 the same can be accomplished without cost to the District. Requests for exceptions shall be
8 reviewed by the Superintendent. Appropriate forms shall be provided by the District Business
9 Office.

10 **ARTICLE III**
11 **RIGHTS OF THE ASSOCIATION**

12 3.1 Bulletin Boards: The Association may post notices, pamphlets and
13 memoranda concerning Association business on bulletin boards in each of the buildings.

14 3.2 Inter-School Mail Service: The Association shall be allowed to use the inter-
15 school mail service of the District provided such use does not interfere with regular school
16 mail.

17 3.3 Opening Meetings: The members of the Association shall be excused thirty
18 (30) minutes early from their duties for the purpose of attending a general membership
19 meeting to be scheduled by the Association at the end of the first teacher in-service day.
20 There shall be no deduction in pay for members utilizing this section. No employee attending
21 the meeting will be entitled to receive mileage reimbursement.

22 3.4 Association Leave: The Association president and/or officially designated
23 Association representative(s) shall, upon written request to the Superintendent, be granted

1 leave to conduct Association business in each contract year. The total number of days used
2 by Association members without diminution of salary or benefits shall be ten (10) days. There
3 shall be no more than one (1) Association member utilizing this provision at any one time.

4 3.5 Meetings During Working Hours: Whenever any representative of the
5 Association, or any employee, is mutually scheduled by the parties hereto to participate in
6 any meeting during working hours, he/she shall suffer no loss in pay for the time spent in
7 such activity. Both parties agree that such meeting shall be held at the mutual consent of
8 both parties.

9 3.6 Use of School Facilities: The District hereby authorizes the Association to use
10 such facilities of the District as are authorized each time in advance by the District for
11 meetings of Association members and committee. The Association shall make application for
12 such use according to District's regulations applicable to all organizations, and agree to abide
13 by such regulations. Such use shall be at no cost to the Association.

14 3.7 Dues Deduction: The District agrees to deduct the Association membership
15 dues from the pay of the employees who individually request in writing that such deduction
16 be made. Dues will be deducted from year to year unless the employee notifies the District
17 in writing or via District email only he/she no longer wants dues deducted from his/her pay.
18 The amounts to be deducted shall be certified to the District by the Association, and the
19 aggregate deductions of all employees shall be remitted together with an itemized statement
20 to the Association by the last day of the succeeding month after such deductions are made.
21 The District will notify the Association via email when it receives a request from a member to
22 stop dues deductions. The Association shall indemnify and hold the District harmless against
23 any and all claims, suits, orders, or judgments brought or issued against the District as a result

1 of any action taken or not taken by the District under the provisions of the Article.

2 **ARTICLE IV**

3 **DISTRICT RESPONSIBILITIES AND PREROGATIVES**

4 4.1 Reserved items: The Association recognizes that the Board of School Directors
5 of the District has been charged by the law of the Commonwealth of Pennsylvania with
6 providing for the education of children enrolled in public schools of the District. It further
7 recognizes that the Board of School Directors is required to exercise its discretion in carrying
8 out these responsibilities, and that in exercising this discretion, the Board of School Directors
9 must consider many factors, which factors change from time to time. Except as shall have
10 been expressly otherwise agreed upon herein, nothing contained in this agreement shall be
11 deemed to restrict, preclude, or modify any lawful power exercised by the Board of School
12 Directors or to make any exercise of such power the subject of the grievance procedure
13 established by this agreement.

14 **ARTICLE V**

15 **GRIEVANCE PROCEDURE**

16 5.1 Procedural Steps: In the event of a controversy concerning the meaning or
17 application of any provision of this agreement, there shall be no suspension of or interference
18 with the work, but such controversy shall be treated as a grievance and shall be settled
19 following the grievance procedure. An employee is entitled to select the Association or its
20 accredited representative to represent him/her during any or all steps of the grievance
21 procedure which is as follows:

22 First Step - Immediate Supervisor: Within five (5) working days after the occurrence
23 of an event upon which a grievance is based, the grievance shall be presented orally or in

1 writing to the grievant's supervisor. At any meeting to consider the grievance, the employee
2 may have present the employee's Association representative if he/she wishes. The grievance
3 shall be resolved within five (5) working days if possible.

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

15 Third Step - Arbitration: If a satisfactory adjustment cannot be reached between the
16 parties at Step Two, the Association may, within twenty (20) working days from the
17 submission at the Second Step, submit the grievance for arbitration to the Bureau of
18 Mediation in accordance with the requirements of Act 195.

19 5.2 Restrictions on Arbitration: Only a single grievance may be heard by the
20 arbitrators at one time, although multiple grievances may be submitted separately to the
21 same arbitrators. The Association shall make the final determination as to whether or not any
22 grievance involving employees in the bargaining unit shall be processed to arbitration and
23 whether or not any grievance in process shall be settled. Any individual or group of bargaining

1 unit member(s) may prosecute a grievance through the third step of the grievance procedure
2 without the aid of the Association, in which case the Association shall notify the District of its
3 nonparticipation in writing. Any resolution of the grievance must be consistent with the terms
4 of this agreement and, provided further that the Association has been given an opportunity
5 to be present at such adjustments. Any issue left unsettled by the District and Association
6 when this agreement is signed or not referred to in this agreement may not be determined
7 by an arbitrator.

8 5.3 Authority of Arbitrators: Grievances within the meaning of the grievance
9 procedure and of this arbitration clause shall consist only of disputes involving the
10 interpretation or application of particular articles of this agreement and involving alleged
11 violations of the agreement. The arbitrator shall have no power or authority to add to,
12 subtract from, or modify, the provisions of this agreement, nor shall he/she substitute his/her
13 discretion for that of the District or the Association where such discretion has been retained
14 by the District or the Association; nor shall he/she exercise any responsibility or function of
15 the District or the Association. No questions affecting the wage structure of the District shall
16 be arbitrable, and arbitrators may not establish or change any wage scales, except for
17 determining whether or not an employee has been paid correct wages according to the wage
18 schedule.

19 5.4 Back Pay: The District shall not be required to pay back pay except to the date
20 a written grievance is filed with the District. Any award of back wages shall be limited to the
21 amount of wages the employee would otherwise have earned from his/her employment with
22 the District during the periods as defined by the Arbitrator, less any unemployment or other
23 compensation for personal services that he/she may have received from any source during

the period.

5.5 Group Grievance: If in the judgment of the Association, a grievance affects a group or class of members of the bargaining unit, the Association may begin processing the grievance at the appropriate level.

5.6 Awards: No arbitrator may make any award which in effect gives the grievant, the Association, or the District anything he/she/it bargained for, but failed to get during negotiations.

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

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

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

5.10 Election of Remedies: Upon the occurrence of a controversy within the meaning of Section 5.1 of this agreement, the employee shall be entitled to exercise the remedy provided by this Article, provided, however, the exercise of the remedy provided by this Article shall constitute an election to forego any other remedy. Likewise, the election of any other remedy shall be deemed an election to forego the remedy provided by this Article.

1 **ARTICLE VI**

2 **NO STRIKES OR LOCKOUTS**

3 6.1 No Strikes: For the duration of this agreement, the Association, its officers,
4 agents, representatives, and members shall not in any way, directly or indirectly, authorize,
5 cause, assist, encourage, participate in, ratify or condone any strike, sit-down, sit-in, slow-
6 down, cessation or stoppage of work, boycott, picketing, or other interference with or
7 interruption of work at any of the District's operations. In addition to any other liability,
8 remedy or right provided by applicable law or statute, should such a strike, sit-down, sit-in,
9 slow-down, or stoppage of work, boycott, picketing, or other interference with or
10 interruption of the operations of the District occur, the Association shall immediately:

11 A. Publicly disavow such action by the employees.

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

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

15 6.2 No Lockouts: In consideration of the no-strike pledge by the Association for
16 the duration of this agreement the District shall not conduct nor cause to be conducted a
17 lockout of its employees.

18 6.3 Discipline: Any employee who violates the provisions of this Article VI may be
19 made the subject of disciplinary action, including discharge, and such action may not be
20 raised as grievance under this agreement except whether the employee actually engaged in
21 conduct prohibited by the Article VI.

ARTICLE VII
WORK SCHEDULES

7.1 Work Schedules: The work year shall be established by the Board of School Directors. The work year for all Level D, E, and P positions shall be equal to the work year for teachers (includes in-service/flex days/flex hours). Each employee shall be provided with a calendar on a yearly basis. The calendar will indicate days in each month which are workdays and for which the employee shall be paid and those which are not workdays and for which the employee shall not be paid. The present length of the workday shall generally continue, however, as long as hours are not reduced, the District may adjust the hours of work, in order to fulfill its responsibilities for providing for education of children enrolled in the public schools of the District. Service in addition to forty (40) hours per week shall be compensated in accordance with the Fair Labor Standards Act of the United States. For employees working two-hundred forty-eight (248) days they will work the calendar approved by the Board of School Directors.

To the extent that individuals in the Chambersburg Area Education Association (CAEA) are contractually afforded a two (2) hour early dismissal prior to the Thanksgiving, Christmas, Easter break, and on the last day of the school year, bargaining unit members will also be permitted to leave at the same time as CAEA bargaining unit members without any loss of pay.

7.2 Full-Time/Part-Time Employees: Full-time employees shall be those employees that are scheduled to work six (6) hours or more per day and thirty (30) hours or more per week. Part-time employees shall be those employees that are scheduled to work less than six (6) hours per day and less than thirty (30) hours per week.

1 7.3 Probationary Period: All newly hired employees with no previous service in
2 the District shall be employed initially on a probationary basis for sixty (60) workdays. If the
3 employee is rated satisfactory at the completion of the Probationary Period, the supervisor
4 shall recommend a change in status to regular status. If the employee is rated unsatisfactory
5 during the initial probationary period, the employee shall be terminated. Probationary
6 employment does not apply to temporary employees such as daily substitutes or long-term
7 substitutes. Probationary employees shall receive fringe benefits as per the other sections of
8 this Agreement including Section 13.1 and Section 13.2 which states part-time employees
9 shall be eligible to participate in the plan if such employees pay 100% of the premium for the
10 coverage chosen.

11 7.4 Leaving Building During Lunch: Employees entitled to an unpaid lunch break
12 may leave the building during said lunch break. If an employee's supervisor requires the
13 employee's services during the lunch break, the employee must forego the lunch break.
14 Employees leaving the building shall sign out and sign in. Should an employee be required to
15 remain on duty during his/her lunch break, the employee shall be compensated for additional
16 time worked.

17 7.5 Layoff/Bumping/Recall: Whenever the District deems it necessary to reduce
18 the work force, the employees with the least seniority shall be first laid off, skill,
19 qualifications, training, fitness and ability being equal. Upon recall, the employee shall return
20 to work within seven (7) days of written notice served personally or by certified mail to his or
21 her last known address as recorded upon the records of the District. Refusal of an employee
22 to accept recall to a position of less standing than he/she was working in when furloughed
23 shall not constitute a waiver of recall rights. Failure to return upon recall shall result in

forfeiture of employment and the District shall be free to fill said position forthwith. The decision of the District on the order of lay-offs shall be final and binding.

7.6 Flex Day: Employees may have the opportunity to attend District designated summer trainings/workshops for the upcoming school year. Any employee attending such an event shall receive compensatory time off not to exceed one workday to be used on any one nationally recognized religious holiday not identified as a day off on the regular school calendar or the Tuesday after Thanksgiving. Twelve (12) month employees, who wish to take advantage of this opportunity, if presented, must adhere to the following:

- 1) The professional development activity, which must be taken outside the employee's regular workday/ work week, must equal at least the hours worked by the employee in a normal workday during the school year.
- 2) The professional development activity must be completed between June 1 and August 15.
- 3) Written prior approval must be obtained through the employee's supervisor at least two (2) weeks in advance of the start of the professional development activity.
- 4) Documentation evidencing successful completion of the activity, including the hours of attendance, must be submitted to the employee's supervisor no later than the close of business on August 31.
- 5) All costs associated with the professional development activity, which do not fall under any other provision of this agreement, such as tuition reimbursement , are to be borne solely by the employee.

1 6) The approval of professional development activity for purposes of this provision
2 is within the sole discretion of the District and not subject to the grievance
3 procedures.

4 Requests for compensatory time shall be submitted via AESOP. Notification to take a
5 religious holiday must be given no later than September 15. If the holiday occurs prior to
6 September 30, notification must be given on or before the first workday of the school year.
7 The District and the Association will work together to determine the appropriate
8 trainings/workshops that may be offered to bargaining unit members for a flex day. The
9 District will make the final determination in the event there is not agreement.

10 7.7 Professional Development Days: Bargaining unit members who are required
11 to attend professional development days shall be paid for all hours required to be in
12 attendance.

13 7.8 Virtual Learning Days: As appropriate, the District will utilize virtual learning
14 to satisfy instructional hours as designated by the state. The purpose of virtual learning days
15 is to reduce or eliminate the need to cancel a school day of student instruction as well as the
16 need to schedule and use so-called "Snow Make-up Days".

17 Staff will receive notification of a virtual learning day via email and automated phone
18 call. Bargaining unit members who are able to complete their normal work responsibilities
19 remotely will be on-duty and available online via the applicable technology during the normal
20 work hours with the exception of a duty-free lunch. They will be permitted, at the discretion
21 of the Superintendent, to work from home during a virtual learning day under the District's
22 teleworking policy and procedures.

1 The District will, when possible, provide, for those bargaining unit members who are
2 unable to complete their normal work responsibilities remotely, options that could be done
3 remotely to assist in the education process. Bargaining unit members who cannot work
4 remotely will be permitted to make up the work hours missed during the same pay period as
5 a result of a virtual learning day.

6 As per any other workday, bargaining unit members will be able to take the
7 appropriate personal, vacation or sick leave on a virtual learning day.

8 7.9 Teleworking: In the event of a crisis/disaster that would close schools and
9 have children learning virtually, support staff, at the sole discretion of the Superintendent
10 and provided that they acknowledge, in accordance with District protocols, that they can and
11 will adhere to all District teleworking policies and procedures may be permitted to telework
12 provided their job duties support teleworking and they have the technology and capability of
13 fulfilling the essential functions of their positions remotely as determined by the
14 Superintendent or his/her designee. The decision to permit a bargaining unit member the
15 opportunity to do teleworking will not be arbitrary or capricious.

16 The District will, when possible, provide, for those bargaining unit members who are
17 unable to complete their normal work responsibilities remotely, options that could be done
18 remotely to assist in the education process.

19 Bargaining unit members who cannot work remotely will be permitted to make up the
20 work hours missed during the same pay period.

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ARTICLE VIII
RIGHT OF ASSIGNMENT AND DUTIES

8.1 Established by District: The District has the right to assign employees and establish the duties of employees which may change from time to time. It is understood that duties inherent to the employee classifications listed in Section 1.2 and further defined in job descriptions or by supervisory personnel, will be performed.

ARTICLE IX
SICK LEAVE

9.1 Payment on Retirement for Unused Sick Leave: Employees hired on or before October 1, 1991 shall, upon retirement or death in service, be paid for all unused sick leave days accumulated since July 1, 1968, at one-half of the daily rate of pay. Those employees hired after October 1, 1991, shall, upon retirement or death in service, be paid for a maximum of 140 days of unused sick leave at one-half of the daily rate of pay. Those employees hired on or after July 1, 1993 shall, upon retirement or death in service, be paid for a maximum of 100 days of unused sick leave at \$40.00 per day and part-time employees shall be paid \$20.00 per day for the life of this Agreement. Retirement is qualified under the guidelines of the Pennsylvania Public School Employees' Retirement System. Payment shall be made to the employee's 403(b) tax sheltered annuity account (TSA).

Employees who qualify for contractual payments under this section, shall have the payments deposited into a 403(b) tax-sheltered annuity account established by the eligible employee. The 403(b) account must be established prior to separation of service.

This is an employer contribution and no cash option is available. Contributions are limited in any one year as per IRS Section 415. Excessive contribution amounts shall be made

to the employees in the next and subsequent years up to the 415 limit until the eligible employer contribution amount has been transmitted to the employee's 403(b) account.

9.2 Sick Days: All support staff employees shall be entitled to sick leave with pay based upon the number of days they work in a year.

Ten (10) days for 184-194 day personnel

Eleven (11) days for 208 day personnel

Twelve (12) days for 228 day personnel

Thirteen (13) days for 244-248 day personnel

Sick leave shall be credited on the first day of the work year. Sick leave will be taken in half (1/2) day or full day increments. Supervisors have the ability to flex an employee's hours on occasion and under exigent circumstances so that employees can attend doctor's appointments without having to take a half or full day of leave. Sick days are cumulative indefinitely. New employees shall be prorated according to the contractual days hired. Each employee is required to report absences due to illness at least one (1) hour before his/her normal starting time for that day. An employee may use the sick leave for his/her personal illness/injury/doctor appointments or for immediate family medical needs. Immediate family shall mean any person(s) related by blood, legally adopted or by marriage residing within the employee's household as well as the employee's parents if they do not reside with the employee. Requests outside of the familial relationships mentioned above must be directed to the HR Director for consideration. The District may request verification of the illness or injury. Sick leave will be paid at the employee's current wage rate. Any fraud or dishonesty on the part of an employee in utilizing sick leave shall be sufficient cause for disciplinary action, including reprimand, suspension and discharge. A doctor's certificate may be required

1 where, in the opinion of the District, the employee has been abusing his or her sick leave
2 privileges.

3 9.3 Sick Leave Bank: The Association shall establish a sick leave bank to which
4 employees may contribute days of credited sick leave. The sick leave bank shall be
5 administered by the Association, which shall establish rules and regulations governing same.
6 A list of contributors and a copy of the established rules and regulations shall be given to the
7 District. The District agrees to honor withdrawals from the bank upon proper certification by
8 the Association. The Association agrees to indemnify, save and hold harmless the
9 Chambersburg Area School District and its agents of and from any and all claims, demands,
10 suits, or other forms of liability at law or equity which shall or may arise from, or by reason of
11 the application of such sick leave bank provision.

12 9.4 Unpaid Leave:

13 1) Eligibility – All employees shall be eligible for twelve (12) weeks of unpaid leave
14 with paid benefits for the following reasons after 12-months of service with the
15 employer and regardless of the number of hours worked during the preceding 12-
16 month period provided that they have had no paid or unpaid leave exceeding a
17 total of fifteen (15) days during the aforementioned preceding 12-month period.
18 a) The birth of a child and to care for the newborn child within one year of birth.
19 b) The placement with the employee of a child for adoption or foster care and to
20 care for the newly placed child within one year of placement.
21 c) To care for the employee's spouse, child, or parent who has a serious health
22 condition.

1 d) A serious health condition that makes the employee unable to perform the
2 essential functions of his or her job.

3 e) Any qualifying exigency arising out of the fact that the employee's spouse, son,
4 daughter, or parent is a covered military member on "covered active duty"; or
5 to care for a covered servicemember with a serious injury or illness if the
6 eligible employee is the servicemember's spouse, son, daughter, parent, or
7 next of kin.

8 2) Spouses – If both spouses are employed by the District, each employee shall be
9 individually entitled to unpaid leave rights.

10 3) Notice by the Employee – Notice of an employee's intent to take unpaid leave
11 shall be given a minimum of thirty (30) calendar days for foreseeable leave and as
12 soon as practicable for medical emergencies. Such request shall be submitted in
13 writing to the Director of Human Resources.

14 4) Documentation / Certification Requirements – Documentation or certification
15 from a health care provider required by the employer shall be in accordance with
16 Section 9.2 of this Agreement. No second opinion shall be required from an
17 employee utilizing unpaid medical leave for family members. Requirements for
18 documentation or certification regarding employee's ability to return to work shall
19 be the same as those for returning from other paid and unpaid leaves.

20 5) Reinstatement Rights – The employee shall be placed in the exact position/
21 building that the employee held immediately prior to the unpaid leave provided
22 that said position still exists. If not, the employee will be placed in an equivalent
23 position.

6) The calculation of the year for unpaid leave year shall be a “rolling” 12-month period measured backward from the date an employee uses unpaid leave.

ARTICLE X

OTHER PAID LEAVE

10.1 Bereavement Leave: All employees shall be entitled to a leave of absence with pay at his/her regular rate. A maximum of four (4) workdays per death in the case of death in his/her immediate family. Members of the immediate family shall be defined as husband, wife, child, stepchild, stepparents, brother, sister, stepbrother or stepsister, grandparents, grandparents of spouse, grandchildren, parent or parent-in-law, stepparents of spouse. A maximum of two (2) workdays per death of a near relative. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law, stepbrother of spouse and stepsister of spouse. Leave must be taken when no long-term break is available. If additional travel time or other time off is necessary it shall be granted without pay upon justification to the District or, at the employee's option, the employee may utilize his/her personal leave upon the conditions hereafter set forth. Any employee utilizing bereavement leave shall be prepared to offer valid proof of death and relationship upon request. Requests outside of the familial relationships mentioned above must be directed to the HR Director for consideration.

10.2 Court Leave: Any employee who serves on jury duty or who is called as a witness in any judicial or administrative proceeding in his or her official capacity as a District employee, shall be compensated by the District in the amount of the difference between his/her regular rate for regular scheduled workdays lost and the amount received as juror or witness fees, provided he/she submits an official summons or subpoena of such duty and the

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

10 10.3 Personal Leave: All full-time and part-time employees are entitled to personal
11 leave during each fiscal year provided the employee completes and submits the proper forms.
12 Employees working 184 -208 days are entitled to three (3) personal days with accumulation
13 to seven (7) days. Employees working 228 days are entitled to three and one-half (3 1/2)
14 personal days with accumulation to eight (8) days. Employees working 244 or 248 days are
15 entitled to four (4) personal days with accumulation to eight (8) days. Personal days shall be
16 credited on the first day of the work year. After completing twenty years of service in a
17 CAESPA bargaining unit position(s), employees will receive an additional personal day each
18 year thereafter. The additional day will be awarded at the start of the next school/work year
19 following one's completing twenty years of service. This additional day is a total of one (1)
20 day which will be added to the entitlement numbers outlined in this provision. Personal
21 leave will be taken in half (1/2) day or full day increments. Supervisors have the ability to flex
22 an employee's hours on occasion and under exigent circumstances so that employees can
23 attend to personal commitments without having to take a half or full day of leave. Employees

1 shall receive their normal daily rate for each personal day taken. Unused personal leave days
2 that are not accumulated may be reimbursed to the employee at the rate of one-half of the
3 employee's normal salary. Said payment shall be deposited into an existing District approved
4 403(b) Tax Sheltered Annuity (TSA) account for the employee. If the employee does not have
5 an existing 403(b) TSA account, they shall open a District approved 403(b) TSA account by
6 June 1st in order for this payment to be deposited. If a District approved 403(b) TSA account
7 is not opened by the June 1st deadline, the payout is forfeited. There shall be no cash option.

8 10.4 Vacation: Employees who work twelve months shall earn vacation. Those
9 with 1-10 years of service shall earn vacation at the rate of two (2) weeks per year. Those
10 with 11-15 years of service shall earn vacation at the rate of three (3) weeks per year. Those
11 with 16 or more years of service shall earn vacation at the rate of four (4) weeks per year.
12 Vacation days will be received at the start of the work year, i.e. July 1 – June 30. Vacation
13 days for employees hired after July 1 shall be prorated based on the employee's start date.
14 Vacation days will be taken in half (1/2) or full day increments. All eligible bargaining unit
15 members may carry over vacation up to a maximum of ten (10) days. Any bargaining unit
16 member with eleven (11) days or more of vacation leave as of June 30, 2025, will be provided
17 the opportunity to use the number of days in excess of ten (10) by June 30, 2026.

18 Upon an employee's retirement or death in service, employee or his/her estate may
19 submit for reimbursement for accumulated vacation days, provided that such reimbursement
20 shall not exceed thirty (30) days. Reimbursement for accumulated vacation days shall be
21 reimbursed at the daily rate of pay upon retirement or death in service. Said payment shall
22 be deposited into an existing District approved 403(b) Tax Sheltered Annuity (TSA) account
23 for the employee. If the employee does not have an existing 403(b) TSA account, they shall

1 open a District approved 403(b) TSA account by June 1st in order for this payment to be
2 deposited. If a District approved 403(b) TSA account is not opened, the payout is forfeited.
3 There shall be no cash option. If an employee dies while in service, the payment shall be
4 made to the employee's 403(b) TSA in the month of the employee's death if eligible under
5 IRS regulations. Scheduling of vacation is subject to prior administrative consideration and
6 approval.

7 10.5 Instructional/Educational Leave: It is agreed that any member of the
8 bargaining unit, with prior approval of the appropriate supervisor and the Superintendent,
9 shall be granted instructional/educational leave at the employee's current wage. Examples of
10 such leave are attendance at conferences or training.

11 10.6 Inclement Weather Days: On two (2) hour delays, all employees shall report
12 two (2) hours late. On a one (1) hour delay all employees shall report one (1) hour late. On
13 two (2) hour early dismissals due to weather/emergency all employees shall leave two (2)
14 hours early. On one (1) hour early dismissals due to weather/emergency all employees shall
15 leave one (1) hour early. On days that schools are closed due to weather/emergency, but the
16 District offices are open, twelve (12) month employees shall report to work as scheduled on
17 such days. If the District offices are closed due to weather/emergency, twelve-month
18 employees shall not report to work. An employee choosing to not report on snow days shall
19 use the appropriate leave. In the event a snow day falls while an employee is on paid leave,
20 said paid leave will not be charged for that day if the District offices are closed or the
21 employee was not required to report. There shall be no deduction in salary/benefits or
22 requirement to use personal or vacation leave for weather/emergency days in which the
23 employee is not required to report to work as identified in this section. In the event of early

1 dismissals, late starts, and days off, employees other than twelve (12) month employees shall
2 follow the work schedule established by the Superintendent. Once the District makes the
3 decision to close the District offices, and employees are notified, the decision will be final and
4 employees will not be required to report to work.

5 10.7 Notice: Notice of any and all leave days shall be submitted in advance, and
6 prior supervisory approval obtained, using the automated absentee system according to the
7 type of leave taken with the exception of emergencies or unplanned illness. For sick leave,
8 employees should endeavor to provide ample advance notice of sick leave needed for known
9 appointments. In the event of an illness, injury or symptoms related to continuing medical
10 issues which render an employee unable to work, sick leave usage requests may be made
11 contemporaneous to the onset of the condition. For personal/vacation leave, employees may
12 request personal/vacation leave as late as immediately prior to the employee's workday or
13 during an employee's workday after they have already reported to work for leave in the
14 afternoon. A supervisor shall not unreasonably reject a request for personal/vacation leave
15 usage. Employees who submit last-minute requests for vacation leave run the risk of leave
16 rejection as coverage and planning issues are considered. Vacation leave of one week or more
17 must be scheduled and approved at least two weeks prior to the commencement of the leave,
18 unless the supervisor waives the advance notice due to extenuating circumstances.

19 10.8 Extension/Termination of Benefits: Effective with the date of the contract,
20 upon termination of employment or unpaid leave with no benefits, the employee will receive
21 health insurance coverage for the month in which service was rendered to the District. Any
22 employee may request a waiver from the Superintendent in the event of a personal medical
23 emergency.

1 10.9 Leave for Student Teaching: A bargaining unit member who is student
2 teaching will be granted unpaid leave during the duration of his/her student teaching and
3 permitted to return to his/her position held prior to taking leave, if available, and if not
4 returned to a similar position.

5 10.10 Childbearing Leave: Definition: Childbearing leave is a leave for the purpose
6 of having a child. Childbearing leave will commence and terminate with effective dates
7 certified by the physician. If childbearing leave is taken in conjunction with an applicable paid
8 leave of absence, the time off for childbearing leave shall be treated as "paid time" for that
9 reason and to that extent.

10 Procedure: The Employer shall grant a childbearing leave request of the employee,
11 subject to the following conditions:

- 12 1) The taking of childbearing leave will be at the employee's option and certified by
13 the attending physician. The anticipated date of the beginning of said leave shall
14 be given to Human Resources approximately three (3) months prior to the
15 employee's due date.
- 16 2) The physician's certificate shall be submitted with the initial leave request and will
17 include the effective date of disability, anticipated date of delivery, and the length
18 of time the employee is anticipated to be off work after delivery.
- 19 3) An employee is entitled to use accrued sick leave for the period that he/she is
20 unable to work as certified by a physician, and all accrued annual leave.
- 21 4) In the event of death or miscarriage of the object child of the leave, the leave of
22 absence may be terminated or shortened upon request of the employee.

1 5) Upon return from the childbearing leave of absence, the employee will be
2 returned to the same or equivalent position he/she held prior to the leave.

3 6) The employee may request a child-rearing leave in conjunction with the request
4 for childbearing leave, to begin effective with the release to return to work
5 certificate provided by the attending physician.

6 7) It is understood by both parties that the provisions of this Article are consistent
7 with the Pennsylvania Human Relations Act of 1969, P.L. 133.

8 10.11 Holidays: All employees in the bargaining unit shall receive the following five

9 (5) paid holidays:

10 1) Thanksgiving Day

11 2) Day before Christmas,

12 3) Christmas Day

13 4) Day before New Year's

14 5) New Year's Day

15 When any of the paid holidays set forth above fall on a Saturday, it will be celebrated
16 on the preceding Friday. When any of the paid holidays set forth above fall on a Sunday, it
17 will be celebrated on the following Monday. When school is in session, the Friday preceding
18 a holiday, or the Monday succeeding a holiday, the District shall schedule the day when
19 practicable.

20 In the event a holiday falls while an employee is on vacation leave or sick leave, said
21 vacation leave or sick leave will not be charged for that day.

22 Employees shall be paid his/her diem rate for each holiday listed above. Any
23 employee who is required to work on any of the holidays listed above he/she will be able to

select another holiday to take.

ARTICLE XI

UNPAID LEAVE

11.1 Child-Rearing Leave: Definition: Child-rearing leave is a leave for the purpose of devoting an individual's time to the rearing of his or her child, an adopted child or for a child for whom one has legal guardianship. For purposes of childbirth, "child" is defined as being two (2) years of age or less. For purposes of adoption and legal guardianship, child-rearing leave for a child of any age below eighteen (18) will be granted after legal guardianship has been granted or after receiving the child for adoption. If child-rearing leave is taken in conjunction with an applicable paid leave of absence, the time off for child-rearing leave shall be treated as "paid time" for that reason and to that extent. Otherwise, child-rearing leave is intended to be unpaid leave. Child-rearing leave may also be granted for other circumstances at the sole discretion of the District.

Procedure: The Employer shall grant a child-rearing leave, upon the written request of the employee, subject to the following conditions:

- 1) At the request of the employee, and upon substantiation of the reason for such leave, child-rearing leave will be granted without pay. An employee shall submit written notification to his/her immediate supervisor stating the anticipated duration of the leave at least three (3) months in advance if possible. Such leave shall be granted for a period of time not to exceed six (6) months. Upon the request of the employee, and at the discretion of the District, child-rearing leaves may be extended or renewed for a period not to exceed six (6) months.

- 2) In the event the adoption is not finalized or death of the object child of the leave,

1 the leave of absence may be terminated ten (10) days after notifying the Employer
2 of the employee's desire to return to work.

3 3) While an employee is on child-rearing leave, the duties of his/her position shall
4 either be performed by remaining staff and the position kept vacant or they shall
5 be performed by a substitute employee. Upon return from child-rearing leave, an
6 employee shall retain all seniority and pension rights that had accrued up to the
7 time of his/her leave, but these rights shall not accrue during the approved child-
8 rearing leave without pay.

9 4) Upon return from the child-rearing leave of absence, the employee will be
10 returned to the same or equivalent position he/she held prior to the leave. If the
11 employee fails to return at the end of the leave, as granted in this section, his or
12 her employment with the district shall be terminated.

13 5) An employee may use up to ten (10) days of said employee's sick leave days for
14 issues surrounding an adoption, including travel to receive the child and caring for
15 the child upon arrival of the child.

16 6) The employee shall be permitted to pay the premiums for coverage under
17 hospitalization, medical/surgical and life insurance, during any unpaid portion of
18 the child-rearing leave.

19 7) All other periods of leave related to child rearing leave shall be carried over until
20 his/her return. An employee shall not earn annual sick leave, personal leave
21 and/or vacation leave while he/she is on child rearing leave without pay.

22 8) It is understood by both parties that the provisions of this Article are consistent
23 with the Pennsylvania Human Relations Act of 1969, P.L. 133.

1 thereby created. If the District, in its discretion, determines to fill the vacancy, it will make
2 every attempt to post a notice of said vacancy on the District website within five (5) working
3 days following the occurrence of a vacancy. Posting shall include the building for the vacancy.

4 a) When a vacancy exists in Level D, E, or P, the employee with necessary
5 ability, skill, training, fitness, qualifications, and greatest seniority making application for the
6 vacancy shall be awarded the position involved within sixty (60) days following the posting.

7 b) Bargaining unit members who make application for a vacant position within
8 the employment level he/she is currently working shall be awarded the position within sixty
9 (60) days following the posting based on seniority, provided he/she meets the testing
10 requirements of Section 12.2 of this Agreement.

11 c) When a vacancy exists in Level C, B, or A the procedure for awarding the
12 position shall be as follows: Bargaining unit members making application for such vacancy
13 must take the appropriate test(s) as outlined in Section 12.2 of this Agreement. Failure to
14 pass the appropriate test(s) will deem the bargaining unit member as not qualified for the
15 position. For those bargaining unit members passing the appropriate test(s), the District will
16 also review attendance records, evaluations and conduct oral interviews with each bargaining
17 unit member in order to make the final determination of bargaining unit members possessing
18 the necessary ability, skill, training, fitness and qualifications for the vacant position. If there
19 is more than one qualified bargaining unit member, the bargaining unit member with the
20 greatest seniority shall be awarded the position within sixty (60) days following the posting.
21 If there is no qualified bargaining unit member, the District may hire an external candidate
22 who has passed the appropriate test(s) as outlined in Section 12.2 of this Agreement. For
23 those external candidates passing the appropriate test(s), the District may hire the external

1 candidate possessing the necessary ability, skill, training, fitness and qualifications for the
2 vacant position.

3 d) Within five (5) working days of the notification to the Human Resources
4 Department by District personnel that no bargaining unit member is qualified, the Human
5 Resources Department shall notify the Association President, or his/her designee, of the
6 decision not to hire the bargaining unit member. The Association may contact the Director of
7 Human Resources to discuss why the bargaining unit member(s) was considered not
8 qualified.

9 e) A realistic job preview will be conducted for any employee if requested by
10 either the employee or supervisor. If an employee has received a "needs improvement" on
11 an evaluation in the previous evaluation period and has not shown improvement, the District
12 reserves the right to restrict movement to another position until such time that improvement
13 has been demonstrated.

14 f) If the District, in its discretion, determines to fill the new vacancy created by
15 filling of the original vacancy, it shall follow the procedure with regard to posting set forth
16 above. The employee awarded the position shall serve in a probationary status for a period
17 of twenty (20) working days during which period such employee may be returned to his or
18 her previous position.

19 g) The successful candidate who is awarded the position shall be paid in
20 accordance with the bargaining agreement based on the job classification.

21 h) In order to ensure consistency and continuity in the educational program,
22 employees may not transfer out of a position at the same or lower classification level more
23 than once a semester (i.e. 90 work days) during any one school/contract year.

1 12.2 Testing Requirements: In the event a bargaining unit member applies for a
2 vacancy, as per Section 12.1, the following testing requirements will apply if the position
3 he/she is seeking is in a different pay level classification:

4 Level A:

5 Technology -- Technology test – minimum score of 75%.

6 LPN must possess a current and valid license in PA and CPR certification.

7 Level B:

8 English test – consists of editing a composition, similar to 11th grade
9 competency level, with a minimum score of 75% (secretaries only).

10 Math test – consists of demonstrating an understanding of basic math
11 skills [addition, subtraction, multiplication, division, working with decimals], problem solving
12 and analyzing skills with a minimum score of 75% (secretaries, payroll clerk).

13 Technology test – level IV with a minimum score of 75%; Test includes
14 typing, basic computer and internet knowledge, MS Word, MS Excel, Text extraction
15 (secretaries, payroll clerk). Knowledge of District specific software shall only be used to add
16 points to an individual technology score.

17 Level C:

18 English test – consists of editing a composition, similar to 8th grade
19 competency level, with a minimum score of 75% (secretaries only).

20 Math test – consists of demonstrating an understanding of basic math
21 skills [addition, subtraction, multiplication, division, working with decimals], basic problem
22 solving and basic analyzing skills with a minimum score of 75% (secretaries, assistant payroll
23 clerk).

Technology test – level III with a minimum score of 75%. Test includes typing, basic computer and internet knowledge, MS Word, MS Excel. Knowledge of District specific software shall only be used to add points to an individual technology score.

Level D:

High school diploma or GED.

Level E:

High school diploma or GED.

Level P:

High school diploma or GED.

All bargaining unit members required to take the test(s) described above shall be notified of their score immediately following completion.

Once a bargaining unit member achieves the required minimum score for the math or English test, he/she will not need to re-take the test(s) for that particular classification level. The technology test score will be valid for two years for the level taken.

If a bargaining unit member does not achieve the minimum score required for the test(s) needed, he/she can re-take the test(s) needing a higher score within six (6) months for all classifications. The bargaining unit member, upon request, will be given the opportunity to review deficiency areas in order to know what he/she needs to improve upon. A bargaining unit member may re-take the appropriate test(s) a maximum of two (2) times per calendar year, per individual. Bargaining unit members must wait for a vacancy in order to take the initial required test(s).

The District shall take reasonable steps to ensure that the confidentiality of the test and scoring of the test are maintained confidential. No current CAESPA bargaining unit

1 member shall proctor or grade the test. A PSEA UniServ Representative or his/her designee
2 of the Association may verify the scores of applicants.

3 ARTICLE XIII

4 INSURANCE

5 13.1 Medical Insurance Benefits: The District shall provide insurance coverage as
6 follows:

7 All full-time employees shall be eligible to participate in the plan. All part-time
8 employees shall be eligible to participate in the plan if such employees pay 100% of the
9 premium for the coverage chosen.

10 A. In General: All members of the bargaining unit shall be eligible to participate in
11 the plan. The healthcare plan year will run from July 1 – June 30 each year of the
12 contract.

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

17 C. Health Plan: The District will provide all members of the bargaining unit a
18 Qualified High Deductible Healthcare Plan (“QHDHP”). The deductible amount of
19 the District’s plan shall match the minimum deductible necessary for a health plan
20 to be considered a QHDHP. The IRS sets the minimum deductible necessary for a
21 health plan to be considered a QHDHP. Preventive drugs identified on the carrier’s
22 Preventive Medication List will not be subject to the deductible but will have co-
23 pays, and it is understood and agreed that the medications included in the

Preventive Medication List may change from time to time at the carrier and the government's discretion. Exhibit B summarizes the other components of the plan design, and Exhibit C is a link to the current carrier's Preventive Medication List. The Total Maximum Out of Pocket ("TMOOP") limit for in-network coverage will be \$3,000 individual/\$6,000 family and the TMOOP for out-of-network coverage will be \$4,000 individual/\$8,000 family. The TMOOP includes the deductible, co-payments, coinsurance for medical (including ER) and prescription drugs (for participating providers only). The District will pay 100% of the cost of the premium.

D. **Establishment of Health Savings Accounts:** Once members are enrolled in the QHDHP, a Health Savings Account ("HSA") will be set up through the carrier and its affiliate partners for all HSA eligible employees by the District. HSA eligibility will be based upon the IRS guidelines and regulations. HSA eligible employees will sign an HSA eligibility determination form annually to confirm that they are eligible for an HSA.

E. **HSA Contributions:** The District will contribute into the HSA account for each eligible employee forty percent (40%) of the employee's tier level deductible. The District will deposit the full amount of its HSA contribution at the same time as the first regularly scheduled payroll in July of each benefit year. It is understood and agreed that once the District deposits its contribution, it may take up to ten (10) business days for the District's contribution to appear in the employee's HSA account. Employees may, in their sole discretion, contribute to their own HSA account at any time during the plan year through a pre-tax salary reduction

1 pursuant to the District's Section 125 plan or via other means as allowed by the
2 HSA administrator. All employee HSA contributions are voluntary and must be
3 made in compliance with applicable law. HSA funds may be used in compliance
4 with applicable law. All money placed in an employee's HSA shall remain with the
5 employee and any unused funds will carry over from year to year. Should the
6 employee resign or retire the unused funds will remain with the employee.

7 F. **Establishment of Health Reimbursement Arrangements:** In the event an
8 employee does not meet the criteria to qualify for an HSA, as set forth in 1-3
9 below, and for so long as the District offers a QHDHP paired with an HSA, the
10 District will provide that employee with a rollover Health Reimbursement
11 Arrangement (HRA) account.

12 Specifically, a District employee is eligible for an HRA contribution if and only if
13 s/he is not eligible to contribute to an HSA under the following condition:

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

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

1 the HSA identified in E above of this section. HRA funds may be used in compliance
2 with applicable law.

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

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

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

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

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

12 J. **Administrative and Maintenance Fees:** The District shall be responsible for
13 paying any and all maintenance and administrative fees associated with
14 employees' HSA and HRA accounts.

15 K. **Spousal Exclusion:** Spouses who are eligible for healthcare coverage by the
16 following entities will not be entitled to coverage provided by the District:

- 17 a. The Commonwealth of Pennsylvania;
- 18 b. Pennsylvania Public School Districts;
- 19 c. State System of Higher Education Universities or state-owned Universities
20 funded by the State of Pennsylvania; or
- 21 d. State-related Universities of Pennsylvania (Pennsylvania State University,
22 University of Pittsburgh, Lincoln University, Temple University, etc.)

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

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

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

15 L. **Employee Wellness Incentive Program**: The District shall contribute to the
16 employee's HSA (or HRA account, if applicable) each year at 40% of the IRS QHDHP minimum
17 deductible amount (for the employee's tier amount). If the employee participates in
18 multiphasic testing and has a physician certify that he/she reviewed the results with the
19 employee at an annual physical, all which must be completed between July 1st and May 15th,
20 the bargaining unit member will receive an additional 20% contribution of the IRS minimum
21 deductible amount for Employee Only. The staff member must submit appropriate
22 documentation certifying that the physician reviewed the results with the employee to the
23 designated individual annually no later than May 15th.

1 Bargaining unit members who complete the above requirements are eligible to
2 receive the additional 20% employer contribution into the staff member's HSA (or HRA
3 account, if applicable). This additional contribution will be made with the regularly scheduled
4 yearly employer contribution.

5 M. Weight Loss Prescription Drug Carve-Out: Effective July 1, 2026, all weight loss
6 medications, including GLP-1s, prescribed for weight loss/obesity management
7 will be carved out. These medications will not be covered by the District's
8 healthcare/Rx plan.

9 13.2 Dental/Vision Insurance: The District shall provide a dental/vision care
10 program administered through the PSEA Health and Welfare Fund as described in Exhibits D
11 and E. The District shall provide one hundred (100%) percent of the cost during the life of
12 this contract for the employee, spouse, and his/her dependents. All full-time employees shall
13 be eligible to participate in the plan. All part-time employees shall be eligible to participate in
14 the plan if such employee pays 100% of the premium for the coverage chosen.

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

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

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

22 13.3 Flexible Spending Plans: Employees covered by this Agreement will be able
23 to participate in a limited purpose flexible spending account to cover unreimbursed dental

1 and vision expenses only. Employees will also be able to participate in a dependent care
2 flexible spending account to cover eligible childcare and elder care expenses to the maximum
3 extent permitted by law. If at any time Section 125 or its underlying regulations shall be
4 amended, the parties shall promptly amend the plan.

5 **ARTICLE XIV**

6 **JOB CLASSIFICATIONS**

7 14.1 Job Classifications: The following classifications shall define the positions as
8 indicated in section 1.2:

9 Level A - Specialized Positions: Criteria - specialized training; licensure;
10 specialty certifications; proficiency in specialized areas

- 11 a. LPN
- 12 b. Interpreter
- 13 c. Parent/Student Liaison
- 14 d. Technician
- 15 e. Payroll Coordinator

16
17 Level B - Secretary I: Criteria - district wide responsibility; financial duties
18 district wide; broader breath of responsibility

- 19 a. Secretary to Assistant Superintendent
- 20 b. Curriculum, Instruction, and Assessment (CIA) Secretary
- 21 c. Secretary to the Technology Department
- 22 d. Accounts Payable Clerk
- 23 e. Child Accounting/Centralized Student Data Administrative Assistant

- 1 Level C - Secretary II: Criteria - building/department responsibilities;
2 limited/specific financial responsibilities
- 3 a. General Building/Department Secretaries
- 4 i. Secretary to Director of Special Education
- 5 ii. Secretary to Secondary/Middle School Principal
- 6 iii. Secretary to Elementary Principal
- 7 iv. Secretary to Director of Food Services
- 8 v. Business Office Secretary
- 9 vi. Financial Secretary
- 10 vii. Athletic Secretary
- 11 viii. Secretary to Student Services
- 12 ix. Secretary to Buildings and Grounds
- 13 x. Secretary to Assistant Principal/Attendance Secretary
- 14 xi. Building Secretary
- 15 xii. Guidance Secretary (CASHS)
- 16 xiii. Secretary to Chambersburg Virtual Academy (CVA)
- 17 xiv. Library/Financial Secretary (Secondary)
- 18 xv. ESL Secretary
- 19 b. Student Registrar
- 20 c. Assistant Payroll Clerk
- 21 d. Inventory/Data Recorder
- 22 e. District Receptionist/Volunteer Coordinator

Level D - Support Positions: Criteria - student focused; program specific duties;

assist in defined aspects of the instructional/non-instructional program

a. Library Assistant

b. Building Assistant

c. General Office Secretary

d. Building Help Desk

Level E - Support Positions-Task Specific: Criteria - single focused responsibility

a. Copy Room Clerk

b. Lunch-Time Assistant (if only lunch duty - Level E; if lunch and building responsibilities - Level D)

Level P - Paraprofessionals: Criteria - highly qualified paraeducators

a. Teacher Assistant

b. Personal Care Assistant

c. ESL Assistant/ESL Services Assistant

d. Title I Assistant

e. Library/Remedial Assistant

f. Audio/Visual Assistant

14.2 Compensation; Hourly Rates of Pay: New hires will not be given a higher

hourly rate to start than current bargaining unit members in the same pay level with the same

number of years of experience. Bargaining unit members who change positions will be placed

on the salary schedule concurrent with their years of experience at Chambersburg Area

1 School District (i.e. one to one).

2 14.3 Highly Qualified Status: All positions in "Level P - Paraprofessionals",
3 obtaining Highly Qualified Status, shall receive a stipend of \$275 for each year of the
4 Collective Bargaining Agreement in addition to their base salary.

5 14.4 Tuition Reimbursement/Educational Incentive: Effective with the date of the
6 contract, the District will reimburse bargaining unit members who take educational training
7 in a work related field. The training should be pre-approved by the immediate supervisor and
8 the Superintendent and/or his designee and the training shall be attended on the employee's
9 own time. The employee must receive a "B minus" grade or better. Payment under the
10 provisions of this section shall be a "one time only" payment. Employees must submit all
11 appropriate documentation needed for reimbursement within sixty (60) days from the end
12 of the class. This deadline will be extended for extenuating circumstances beyond the
13 employee's control. Reimbursement shall be the actual cost per credit but shall not exceed
14 100% of the tuition charged by Shippensburg University.

15 For those bargaining unit members earning an Associate degree they will receive an
16 additional \$1,000 stipend per year over the base rate upon providing documentation
17 verifying the degree. For those bargaining unit members earning a Bachelor degree they will
18 receive an additional \$1,500 stipend per year over the base rate upon providing
19 documentation verifying the degree. For those bargaining unit members earning a Master
20 degree they will receive an additional \$2,000 stipend per year over the base rate upon
21 providing documentation verifying the degree. All stipends for additional degrees will be paid
22 in two equal payments. The first 50% of the stipend will be paid on the second pay in January
23 and the second 50% of the stipend will be paid the first pay in June. Employees must be

employed on the pay date to receive the stipend. For new employees working less than a full work year and entitled to a stipend, the stipend will be prorated on a monthly basis. One day worked in a month equals one month of stipend.

An employee who leaves the District due to resignation, rather than retirement, within one (1) year of the course completion date as indicated on the pre-approval form must pay back 50% of the reimbursement received.

14.5 Death Benefit: The District shall provide at no cost to the employee a death benefit in the amount of one-half of salary. A beneficiary form will be provided to the employee to identify a beneficiary for the District to keep on file in the Human Resources Department. It is the employee's responsibility to update this information should there be any changes during the employee's employment with the District.

14.6 Voluntary Payroll Deductions: In addition to the deductions which are mandated by law, the School District will deduct for full-time employees, at their request, payment to the following organizations approved by the District.

- United Way
- Tax-sheltered Annuities
- 1st Ed Credit Union
- Pennsylvania State Employees' Credit Union

Current District approved investment companies must be used when establishing a tax-sheltered plan. A new company will be accepted provided contracts have been written with at least five (5) employees. The employer shall deduct, within the limits of its electronic data processing (EDP) capability, the amounts from the employees' salary designated by the employee and remit the same to a legally constituted tax-sheltered annuity or savings plan.

1 Notification to initiate any such plan must be delivered in writing, fourteen (14) days prior to
2 the initial deduction, and may be terminated by notifying the employer in writing, fourteen
3 (14) days prior to the date of requested termination. All the above deductions requested by
4 the employee shall be honored by the District provided said deductions are within the
5 capability of the payroll system.

6 14.7 Payment for CAPE Test: For those employees in Level P, the District will pay
7 for the cost of the CAPE test, or other test required for achieving Highly Qualified status, for
8 any assistant wanting/needing to obtain Highly Qualified status provided the employee
9 passes the test. Should the employee fail to pass the test, the District will deduct the cost of
10 the test, in two (2) equal payments, from the employee's two pays immediately following
11 receiving his/her grade.

12 14.8 Mentor/Shadowing: Employees may request up to one full day of paid leave
13 within the first six months of employment for the purpose of shadowing a veteran/mentor
14 employee. This day may be taken as one full day or in half day increments. The scheduling
15 of this mentoring time will be done through mutual agreement of the employee and
16 supervisor and the mentor will be approved by the District.

17 **ARTICLE XV**

18 **MISCELLANEOUS PROVISIONS**

19 15.1 Finality: The parties acknowledge that during the negotiations which resulted
20 in this agreement, each had the unlimited right and opportunity to make demands and
21 proposals with respect to any subject or matter within collective bargaining and that the
22 understandings arrived at after the exercise of that right are set forth in this agreement.

23 Therefore, the District and the Association for the life of this Agreement each

1 voluntarily waives the right to bargain collectively with respect to any subject or matter
2 referred to or covered in this agreement, or with respect to any subject or matter not
3 specifically referred to or covered in this agreement. The express provisions of this agreement
4 for its duration, therefore, constitute the complete and total contract between the District
5 and the Association with respect to rates of pay, wages, hours of work and other conditions
6 of employment. Nothing herein contained shall prevent negotiations concerning future
7 contracts during the life of this contract, which negotiations shall be as provided in Act 195,
8 the Public Employees Labor Relations Act and Act 88.

9 15.2 Mileage Reimbursement: Any employee who is required to operate his/her
10 own vehicle in performance of business of the District shall receive reimbursement for the
11 use of said vehicle at a rate equal to that paid by the IRS per mile with prior administrative
12 approval. No employee shall be compensated for the use of a vehicle in traveling to and from
13 his/her assigned duty station.

14 15.3 Drafting and Distribution of Contract: It is agreed that the parties shall
15 mutually decide who shall type, arrange the contract sections in a systematic logical sequence
16 and provide the Board and Association with a "copy ready" document. When the Board and
17 Association have ratified the new agreement, this contract shall be available on the District's
18 website within thirty (30) days after the signing of the contract.

19 15.4 Separability: If any term or provision of this agreement is at any time during
20 the life of this agreement in conflict with any law, such term or provision shall continue in
21 effect only to the extent permitted by such law. If any term or provision of this agreement is
22 or becomes invalid or unenforceable, such invalidity or unenforceability shall not affect or
23 impair any other term or provision of this agreement.

1 15.5 Employee Evaluations: All bargaining unit members will be evaluated once a
2 year by a district supervisor. The purpose of the evaluation is to provide feedback to the
3 employee about his/her job performance. The Association will be given the opportunity to
4 participate in the development of the evaluation tool. All evaluations shall be executed by
5 the appropriate District supervisor. The employee will receive a copy of the completed
6 evaluation. If any areas of improvement are noted, the supervisor will meet with the
7 employee within a week and discuss what needs to be done differently. The employee may
8 attach a rebuttal if he/she chooses, which shall be attached to the evaluation form. The
9 evaluation form, along with the evaluated employee's rebuttal, will be kept in the employee's
10 personnel file in the Human Resources Department and in a secure office file designated by
11 the principal.

12 15.6 Injury/Property Damage: The District will make every effort to provide a safe
13 work environment for all bargaining unit members. The employer will make available to all
14 employees the process to follow should one be injured or have personal property damaged
15 or destroyed as a result of an interaction with a student(s).

16 The employer shall set aside a fund of \$5,000 per year to be used to reimburse
17 employees for costs incurred in repairing or replacing personal property which may have
18 been damaged or destroyed. Use of the fund shall be on a first come, first serve basis with a
19 maximum amount of \$500 reimbursement per incident. The employee must provide receipts
20 to the District in order to receive reimbursement.

1 **ARTICLE XVI**

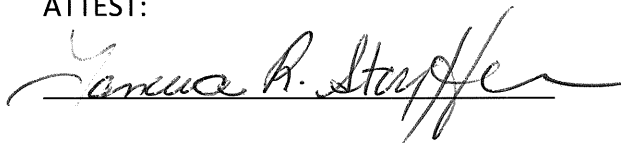
2 **DURATION OF AGREEMENT**

3 16.1 Length of Agreement:

4 The term of this collective bargaining agreement shall begin July 1, 2025 through June 30,
5 2030 or until such later date as the parties may mutually agree. IN WITNESS WHEREOF,
6 District has caused these presents to be executed by the President of the Board of School
7 Directors after legal approval of the same by its Board of School Directors, and Association
8 has caused these presents to be executed by its President and attested by its Secretary after
9 ratification by its membership at a regularly scheduled meeting which a quorum was present,
10 the day and year aforesaid.

CHAMBERSBURG AREA SCHOOL DISTRICT

ATTEST:



Secretary

BY



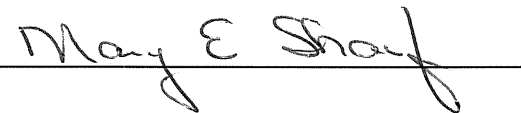
President, Board of School Directors

CHAMBERSBURG AREA EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION



Secretary

BY



President, CAESPA

EXHIBIT A
SALARY SCHEDULES

SALARY SCHEDULE 2025-2026 to 2029-2030

	LEVELS					
STEPS	A	B	C	D	E	P
1	\$ 21.70	\$ 17.01	\$ 16.25	\$ 15.25	\$ 15.00	\$ 16.00
2	\$ 22.27	\$ 17.65	\$ 16.68	\$ 15.65	\$ 15.36	\$ 16.40
3	\$ 22.84	\$ 18.29	\$ 17.11	\$ 16.05	\$ 15.72	\$ 16.80
4	\$ 23.42	\$ 18.93	\$ 17.53	\$ 16.46	\$ 16.08	\$ 17.21
5	\$ 23.99	\$ 19.57	\$ 17.96	\$ 16.86	\$ 16.44	\$ 17.61
6	\$ 24.56	\$ 20.21	\$ 18.39	\$ 17.26	\$ 16.80	\$ 18.01
7	\$ 25.13	\$ 20.86	\$ 18.81	\$ 17.67	\$ 17.17	\$ 18.42
8	\$ 25.70	\$ 21.50	\$ 19.23	\$ 18.07	\$ 17.53	\$ 18.82
9	\$ 26.27	\$ 22.14	\$ 19.65	\$ 18.47	\$ 17.89	\$ 19.22
10	\$ 26.85	\$ 22.78	\$ 20.08	\$ 18.88	\$ 18.25	\$ 19.63
11	\$ 27.42	\$ 23.42	\$ 20.51	\$ 19.28	\$ 18.61	\$ 20.03
12	\$ 27.99	\$ 24.06	\$ 20.94	\$ 19.68	\$ 18.97	\$ 20.43
13	\$ 28.56	\$ 24.71	\$ 21.36	\$ 20.09	\$ 19.34	\$ 20.84
14	\$ 29.13	\$ 25.35	\$ 21.79	\$ 20.49	\$ 19.70	\$ 21.24
15	\$ 29.70	\$ 25.99	\$ 22.22	\$ 20.89	\$ 20.06	\$ 21.64
16	\$ 30.28	\$ 26.63	\$ 22.64	\$ 21.30	\$ 20.42	\$ 22.05
17	\$ 30.43	\$ 26.78	\$ 22.79	\$ 21.45	\$ 20.57	\$ 22.20
18	\$ 30.58	\$ 26.93	\$ 22.94	\$ 21.60	\$ 20.72	\$ 22.35
19	\$ 30.73	\$ 27.08	\$ 23.09	\$ 21.75	\$ 20.87	\$ 22.50
20	\$ 30.98	\$ 27.33	\$ 23.34	\$ 22.00	\$ 21.12	\$ 22.75

EXHIBIT B
HEALTH CARE PLAN



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.

PPQSJ007,008/RXQSJ007,008
07/2025

Large Group—QHDHP PPO Plan
1/1/2025

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.ccio.cms.gov or call 717-263-9281 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	\$1,650 individual / \$3,300 family per plan 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 plan begins to pay. If you have other family members on the plan, the overall family <u>deductible</u> must be met before the plan begins to pay.
Are there services covered before you meet your deductible?	Yes. <u>Network preventive services</u> .	This plan 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 plan 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 deductibles for specific services?	No.	You don't have to meet <u>deductibles</u> for specific services.
What is the out-of-pocket limit for this plan?	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 plan, 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 out-of-pocket limit?	Pre-authorization penalties, <u>premiums</u> , <u>balance billing</u> charges, and health care this plan 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 network provider?	Yes. For a list of participating <u>providers</u> , see www.casdonline.org or call 717-263-9281.	This plan uses a <u>provider network</u> . You will pay less if you use a <u>provider</u> in the plan's <u>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 plan 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 referral to see a specialist?	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 <u>provider's</u> office or clinic	Primary care visit to treat an injury or illness	No charge	20% <u>coinsurance</u>	None
	<u>Specialist</u> visit	No charge	20% <u>coinsurance</u>	None
	<u>Preventive care/screening/immunization</u>	No charge	20% <u>coinsurance</u>	<u>Deductible</u> does not apply to services at participating <u>providers</u> . You may have to pay for services that aren't preventive. Ask your <u>provider</u> if the services you need are preventive. Then check what your <u>plan</u> will pay for.
If you have a test	<u>Diagnostic test</u> (x-ray, blood work)	No charge for lab or tests.	20% <u>coinsurance</u>	None
	<u>Imaging</u> (CT/PET scans, MRIs)	No charge	20% <u>coinsurance</u>	*See <u>preauthorization</u> schedule attached to your certificate of coverage.
If you need drugs to treat your illness or condition. More information about <u>prescription drug coverage</u> is available by calling 1-888-428-2566	Generic drugs	\$5 <u>copayment</u> /prescription (retail) (mail order)	\$10 <u>copayment</u> /prescription	Covers up to 30-day supply (retail) 90-day supply (mail order)
	Preferred brand drugs	\$10 <u>copayment</u> /prescription (retail) (mail order)	\$20 <u>copayment</u> /prescription	
	Non-preferred brand drugs	\$25 <u>copayment</u> /prescription (retail) (mail order)	\$50 <u>copayment</u> /prescription	Prescription written for up to 30 days supply.
	<u>Specialty drugs</u>	\$5 <u>copayment</u> /prescription (generic) (preferred) \$35 <u>copayment</u> /prescription (non-preferred)	\$20 <u>copayment</u> /prescription	
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	No charge	Not covered	None
	Physician/surgeon fees	No charge	20% <u>coinsurance</u>	*See <u>preauthorization</u> schedule attached to your certificate of coverage.
If you need immediate medical attention	<u>Emergency room care</u>	No charge	No charge	None
	<u>Emergency medical transportation</u>	No charge	No charge	None
	<u>Urgent care</u>	No charge	No charge	None

*For more information about preauthorization, see the requirements document at www.caebelcross.com/wns/wom/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% <u>coinsurance</u>	*See <u>preauthorization</u> schedule attached to your certificate of coverage.
	Physician/surgeon fees	No charge	20% <u>coinsurance</u>	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	No charge	20% <u>coinsurance</u>	None
	Inpatient services	No charge	20% <u>coinsurance</u>	None
If you are pregnant	Office visits	No charge	20% <u>coinsurance</u>	Depending on the type of services, a <u>copayment</u> , <u>coinsurance</u> , or <u>deductible</u> may apply.
	Childbirth/delivery professional services	No charge	20% <u>coinsurance</u>	
	Childbirth/delivery facility services	No charge	50% <u>coinsurance</u>	
If you need help recovering or have other special health needs	<u>Home health care</u>	No charge	20% <u>coinsurance</u>	90 visit limit. *See <u>preauthorization</u> schedule attached to your certificate of coverage.
	<u>Rehabilitation services</u>	No charge	20% <u>coinsurance</u>	Visit limit: physical 25, speech 12, and occupational 12/benefit period. Includes <u>rehabilitative</u> and <u>habilitative services</u> .
	<u>Habilitation services</u>	No charge	20% <u>coinsurance</u>	
	<u>Skilled nursing care</u>	No charge	50% <u>coinsurance</u>	100 day limit.
	<u>Durable medical equipment</u>	No charge	20% <u>coinsurance</u>	*See <u>preauthorization</u> schedule attached to your certificate of coverage.
	<u>Hospice services</u>	No charge	20% <u>coinsurance</u>	None
	<u>Children's eye exam</u>	Not covered	Not covered	None
If your child needs dental or eye care	<u>Children's glasses</u>	Not covered	Not covered	None
	<u>Children's dental check-up</u>	Not covered	Not covered	None

*For more information about preauthorization, see the requirements document at www.canbluecross.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-ebsa (3272) or www.dol.gov/ebsa/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-EBSA (3272) or www.dol.gov/ebsa/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 C

PREVENTATIVE MEDICATION LIST LINK

Advantage Qualified High Deductible Health Plan (Preventive Medication List)

(see link below):

https://capitalbluecross.widen.net/s/l2sjlgwwpd/rx-108_jan2025_advqhdhp_preventivemedlist_english

EXHIBIT D**DENTAL INSURANCE**
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 E

VISION INSURANCE



**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.