

**COLLECTIVE BARGAINING AGREEMENT**  
**BETWEEN THE**  
**CONNELLSVILLE AREA SCHOOL DISTRICT**  
**AND THE**  
**CONNELLSVILLE AREA EDUCATION ASSOCIATION**

**JULY 1, 2023**

**TO**

**JUNE 30, 2027**

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## **I. RECOGNITION**

The Connellsville Area School District recognizes the Connellsville Area Education Association as the exclusive and sole representative for collective bargaining for all employees included in the bargaining unit as certified and determined by the Pennsylvania Labor Relations Board.

This bargaining unit includes full-time and regular part-time teachers, guidance counselors, librarians, and nurses, and excludes non-professional employees, supervisors, first level supervisors and guards as defined in Act 195.

## **II. TERM OF AGREEMENT**

The term of this agreement shall begin July 1, 2023 and shall continue in full force and effect until June 30, 2027, or until such later date as the two parties may hereinafter agree is to be the extended ending date. Any such extended date shall be evidenced by an amendment to this agreement to which amendment both parties shall signify their support by affixing their signature thereto.

## **III. WAGES AND SALARY PROVISIONS**

### **A. SALARY ADDENDA**

The parties agree that wages and salaries to be affected by this agreement are accurately reflected in addenda to this agreement, made part of this agreement, and that the schedules of wages and salaries set forth shall be the schedules which shall remain in force for the period of this agreement.

2023-2024	Addendum A
2024-2025	Addendum B
2025-2026	Addendum C
2026-2027	Addendum D

### **B. CONTRACT EXTENSION**

In the event that the term of this agreement shall be extended as provided in Article II and in the event that such mutually agreed upon changes result in a condition of such an extension, then an addition to the addenda shall be executed by the parties and attached to and made part of this agreement.

### **C. MIFFLINBURG**

1. The Connellsville Area Education Association approaching the Board Liaison Committee and full Board requesting that the 'Mifflinburg' ruling be

implemented in the District in a voluntary and mutual manner, without the need for legal action or proceedings.

2. The Board and the Association hereby agree to give credit to current and future staff members for prior service to the school district.

D. PENN'S MANOR

1. The Penn's Manor decision states that the newly hired teachers should be given credit for prior long-term substitute service to the District.
2. The Board and the Association agree to give credit to current and future staff members for prior long-term substitute service, and the effected employees will be placed on their individually appropriate step.

E. PAYDAYS

Paydays for employees will be every other Friday.

F. ADDITIONAL CREDITS FOR SALARY

Any employee, who has earned credits beyond the Voc II Certificate or Bachelor's or Master's Degrees, shall be granted the following salary increases which shall become a permanent part of salary for that person and shall increase the maximum salary for that person within the limits described.

1. College transcripts shall be presented to the Superintendent of Schools for advancement to a higher status or salary classification. The responsibility of presenting the college transcript will be that of the employee. These transcripts must be presented no later than October 1 of the current school year. Anything presented later than the aforementioned date shall delay the salary adjustment until the following school year.
2. Credits applicable to Paragraph 1 will be: (1) credits which are offered by the Connellsville Area School District, or Intermediate Unit, as approved in-service courses; or, (2) credits earned at any four (4) year college or university; (3) credits earned at any institution of higher education which are transferred to and accepted by a four (4) year college or university; or four (4) continuing education units (C.E.U.'s) earned at any four (4) year college or university (fifteen (15) hours of C.E.U. class work equals one (1) credit). Note: C.E.U.'s will not be eligible for column movement (with the exception of those allowable under the PA School Code of 1949, as amended, for application for a Master's Equivalency (MEQ)) for employees hired after July 1, 2023.

G. SPECIAL EDUCATION ADDITIONAL SALARY

Employees classified in the field of "Special Education", who come under the jurisdiction of the Connellsville Area School District will also be placed on salary schedule. They will, however, receive an additional four hundred dollars (\$400) as payment for teaching Special Education under the provisions of a supplementary contract. "Special Education" teachers will continue to receive three (3) paid days from the Intermediate Unit in which to write I.E.P.'s (Individualized Educational Programs). In the event the Intermediate Unit curtails payment, the Connellsville Area School District agrees to renegotiate this item through the Liaison Committee.

H. LENGTH OF WORK YEAR

The salary schedules referred to in "III. A." on page 1 shall be for terms of one hundred eight-five (185) days which terms shall include one hundred eighty (180) pupil days, five (5) in-service/clerical days, and one (1) two (2) hour parent conference evening to be held during American Education Week.

All employees hired after July 1, 2007 shall work one (1) additional day prior to the start of the school year each of their first three (3) years bringing their total to one hundred eighty-six (186) days, and one (1) two (2) hour parent conference evening to be held during American Education Week. The extra day will be for orientation, mentoring, and additional training. Mentor teachers will be paid three (3) hours for the new teacher orientation day at the homebound rate.

I. ONE TIME CASH ALLOWANCE FOR ADDITIONAL CREDITS

The Connellsville Area School District will grant each employee, who attains additional credits over and above a Bachelor's Degree or Voc I Certificate, a cash allowance of two hundred dollars (\$200) for each six (6) credits at the time the credits are received under the following conditions:

1. The provision of the proposal is not retroactive. No credits received before July 1, 1974 will be considered.
2. The allowance will be limited to thirty-six (36) credits or one thousand, two hundred dollars (\$1,200).
3. The credits will be obtained for the purpose of having an Instructional I or Voc I Certificate extended to an Instructional II or Voc II Certificate; for the purpose of obtaining a Master's Degree; or for the purpose of obtaining a Master's Equivalent Certificate, or for the purpose of obtaining thirty (30) credits beyond a Voc II Certificate.
4. When the Master's Degree or Master's Equivalent Certificate is granted the employee or a Voc II plus thirty (30) credits is obtained, the Connellsville Area School District will grant a sum of like amount as described above not to exceed

four hundred dollars (\$400), if the employee is still an employee of the Connellsville Area School District.

5. Any money granted or described above does not become a part of the salary of the employee.
6. The employee, in order to be eligible for this allowance, will furnish the Connellsville Area School District, at no cost to the Connellsville Area School District, an official transcript of credits and a copy of the applicable degree.

#### K. MENTOR TEACHERS

Recruitment of mentor teachers for available positions shall be accomplished by appropriate written notification in the building(s) involved. Roles and responsibilities of mentor teachers will be contained in said notice. Successful applicants shall be chosen by the building principal. Payment for participation as mentor teachers shall be one hundred twenty-five dollars (\$125) per inductee.

#### L. HOMEBOUND INSTRUCTION AND SUMMER SCHOOL

Employees who have agreed to provide Homebound Instruction, Summer School, Summer Drivers' Ed., and CACTC Adult classes, and any other instructional work, work that utilizes the employee's certification expertise, outside of the regular work day/ work year, with the exception to letter M, item #4 below, to the public shall receive compensation at twenty-eight dollars (\$28) per hour.

Employees interested in Homebound Instruction employment may inform the central office by completing a "Homebound Instruction Form" as found in the annual blue book. All homebound instruction assignments will first be offered to full-time employees.

#### M. SUPPLEMENTAL CONTRACTS

1. The supplemental contract pay each supplemental contract shall be as listed in Addendum E. Detailed supplemental contract salary schedules by positions are available from the Connellsville Area School District Business Office or Connellsville Area Education Association officers.
2. The supplemental salary schedule and the criteria for determining such schedule is for use in the Connellsville Area School District. In the event any section or criteria is determined by a Court of Law or other agencies to be improper or not in accordance with any law, statute or policy, that section or criteria only may be struck down or voided and all other sections, supplemental salaries or criteria shall continue in full force and effect and shall be part of the official supplemental salary schedule of the Connellsville Area School District.

3. Starting with supplemental contracts for the 2017-2018 term, and for the life of the contract, all individuals will be paid at one hundred percent (100%) of the amount listed in Addendum E.
4. Any employee who is hired to fill a librarian position or a secondary guidance position for the Connellsville Area School District will enter with a one hundred eighty-five (185) day and one (1) parent conference evenings contract at a base salary determined by the Connellsville Area Board of School Directors or, where applicable, by the proper step of the salary schedule found within this agreement. Librarians will be scheduled ten (10) days each summer. Lead Support Teachers and Secondary Guidance Counselors will be scheduled ten (10) days prior and after the regular school term for a total of twenty (20) days each summer. Elementary Guidance Counselors will be scheduled ten (10) days each summer. Falcon OnLine Academy (FOLA) coordinator(s) will be scheduled ten (10) days prior and ten (10) days after the regular school term for a total of twenty (20) days each summer. Scheduling will be mutually agreeable to the employee and his or her immediate supervisor. One will also be given a supplementary contract with a salary calculated at thirty-five dollars (\$35) per hour.

5. High School Athletic Trainer

The District will post and fill the High School Trainer supplemental contract position each year (athletic year) for the purpose of working in conjunction with the full-time certified athletic trainer. Should the District not employ a full-time certified athletic trainer in the future, this clause shall become null and void.

N. PROFESSIONAL STAFF REIMBURSEMENT FOR SUBSTITUTE TEACHING DUTIES

Staff Members assigned to substitute teaching duty will be paid twenty-eight dollars (\$28) for each teaching period worked as a substitute teacher.

Every effort will be made to secure a substitute teacher for an absent staff member, including using substitute teachers already working in the building.

In the event that a teacher is not replaced by a substitute teacher and coverage is not provided in some other manner, regular staff members will be used to cover the schedule of the absent teacher. Coverage will be provided on a volunteer basis.

Staff members used for substitute teaching duty will generally be assigned this duty during their normal preparation period.

Existing duty periods may also be utilized if necessary, but are not subject to reimbursement since this is simply an exchange of duties.

Payment for substitute periods will be made in the next pay available for processing.

O. **SUPPLEMENTAL CONTRACT EXTENDED SEASON**

Coaches involved in team championship play shall be compensated for competition beyond regular WPIAL schedules at a rate of pay equal to the following:

1. Post season team championship = two (2) weeks maximum
2. One (1) week = Regular Supplemental Contract/Length in Weeks per Season
3. Individual PIAA competition will qualify the coach for remuneration under Item 1 above – one (1) week maximum.
4. A maximum of two (2) weeks per sport will be allowed under any combination of Items 1, 2, and 3 above.

NOTE: Individual competition at the WPIAL level does not fall under these provisions.

**IV. EMPLOYEE BENEFITS**

The parties agree that employee benefits to be provided under this agreement are accurately reflected below. Any changes in employees' benefits to which the parties may agree, conditioned upon a change in the term of this agreement, as provided in Article II, shall be executed by the parties and attached hereto and made part of the agreement.

A. **REIMBURSEMENT FOR UNUSED SICK LEAVE**

1. Refer to pages 19-20 – Retirement Program, Article IV, L, d, e, f.
2. Should an employee die while employed with the District, their designated beneficiary or estate shall be reimbursed seventy-five dollars (\$75) for each unused sick day. Unused personal days shall convert to sick days.

B. **LIFE INSURANCE**

1. The Connellsville Area School District shall provide, at no expense to the employee, fifty thousand dollars (\$50,000) double indemnity life insurance coverage with a provider of the District's choice.

2. The master policy entered into by the Connellsville Area School District shall be reviewed by the Connellsville Area Education Association.
3. The members of the bargaining unit shall have a clear description of these benefits.

C. REVIEW COMMITTEE FOR HEALTH CARE BENEFITS

In order to get the most economical plan which maintains benefits equal to or greater than the present plan, a Health Care Benefits Review Committee, consisting of four (4) members, will be created to annually research and compare plans of other health care related programs. The membership of this committee shall consist of the President of the Board of Education, the Assistant Superintendent or Business Manager, President and Treasurer of the Connellsville Area Education Association or the designated agents of the respective members. Any recommendations of this committee are subject to Connellsville Board of School Directors and Connellsville Area Education Association membership approval.

D. BASIC HEALTH INSURANCE

1. The District will provide the Standard Value Plan (Currently Highmark Community Blue Flex PPO and Community Blue Flex EPO) Medical Insurance benefits as approved by the Allegheny County Schools Health Insurance Consortium (ACSHIC). Any changes which the Trustees of the Consortium make to the benefit design or provider of this plan shall become part of the coverage under this section. The following regulations and conditions shall apply:
  - a. Membership is voluntary, but if desired, arrangements shall be made within thirty (30) days after entering active employment. Exceptions to the foregoing condition shall be limited to:
    1. An individual transferring from another ACSHIC Program may transfer on the first of any month.
    2. Any emergency situation wherein an employee previously covered by another carrier has lost such coverage as a result of circumstances beyond the control of the employee, such employee may enroll on the first day of any month but will be subject to such waiting periods as prescribed by the carrier for certain coverage.
  - b. The following kinds of coverage shall be offered, based on the employee's need:
    1. Family
    2. Parent and Children
    3. Employee and Spouse

- 4. Parent and Child
- 5. Individual

- c. Upon signing, where two or more employees or dependents who are otherwise entitled to separate health care coverages are, by reason of relationship, qualified to be covered as a spouse or dependent of one (1) or another of them, the District's obligation shall be only to provide coverage for one (1) employee as the primary employee under each of the separate coverages. The District in its sole discretion may provide two (2) individual policies so as it is the District's advantage to do so. When it is no longer advantageous, the District may provide a spousal policy. In the event the District provides (2) individual policies, the premium contribution to be made by the employees shall not exceed the amount of the premium contribution that would have been made if the District provided spousal policy to that couple. Coverage shall be determined by the most senior employee.
- d. The Employees enrolled in Healthcare Insurance under this collective bargaining unit will share the premium costs in an IRS 125 plan through payroll deduction in the following amounts, depending on their plan choice:

**PPO**

Category	2022-23	2023-2024	2024-2025	2025-2026	2026-2027
Family	6%	6%	12%	12%	12%
Parent & Children	6%	6%	12%	12%	12%
Employee and Spouse	6%	6%	12%	12%	12%
Parent & Child	6%	6%	12%	12%	12%
Individual	6%	6%	12%	12%	12%

**EPO**

Category	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Family	6%	6%	6%	6%	6.5%
Parent & Children	6%	6%	6%	6%	6.5%
Employee and Spouse	6%	6%	6%	6%	6.5%
Parent & Child	6%	6%	6%	6%	6.5%
Individual	6%	6%	6%	6%	6.5%

- e. All employee premium payments will be deducted over twenty-four (24) pays.

- 3. The members of the bargaining unit shall have a clear description of these benefits. (See Attached ACSHIC PPO and EPO Summaries.)

E. EYE CARE INSURANCE FOR EMPLOYEE AND FAMILY

1. The District will provide the Davis Vision "Fashion Vision" Plan as approved by the ACSHIC. Any changes which the Trustees of the Consortium make to the benefit design or provider of this plan shall become part of the coverage under this section. The following regulations and conditions shall apply:
  - a. Total cost shall be the responsibility of the Connellsville Area School District.
  - b. When two (2) employees of the District are married to each other, coverage shall be provided through the most senior employee with the Connellsville Area School District only, unless it is to the mutual benefit of the employer and Employee to do otherwise.
2. The master policy entered into by the Connellsville Area School District shall be reviewed by the Connellsville Area Education Association.
3. The members of the bargaining unit shall have a clear description of these benefits. (See Attached ACSHIC Davis Vision "Fashion Vision" Summary).

F. DENTAL INSURANCE FOR EMPLOYEE AND FAMILY

1. The District will provide the Concordia Flex Plan with Basic Services, A. Oral Surgery, single crowns, inlay and onlay restoration, B. Prosthetics, C. Periodontics, and D. Orthodontics as approved by ACSHIC. Any changes which the Trustees of the Consortium make to the benefit design or provider of this plan shall become part of the coverage under this section. The following regulations and conditions shall apply:
  - a. The employee shall contribute to the premium payment through an IRS 125 plan according to the following monthly schedule for the life of the contract:

Family Coverage	\$8.00 per month
Individual Coverage	\$2.60 per month
  - b. When two (2) employees of the District are married to each other, coverage shall be provided through the most senior employee with the Connellsville Area School District only, unless it is to the mutual benefit of the employer and Employee to do otherwise.
4. The master policy entered into by the Connellsville Area School District shall be reviewed by the Connellsville Area Education Association.

5. The members of the bargaining unit shall have a clear description of these benefits. (See Attached ACSHIC Concordia Flex Summary)

#### G. HOSPITALIZATION WITHDRAWAL

1. Any teacher may elect to withdraw from the hospitalization insurance program provided for by this Agreement; and in lieu thereof, receive a benefit of five-hundred dollars (\$500) per month for each month that the teacher does not participate in the aforesaid insurance program. This money will be placed in a Health Reimbursement Account (HRA) of the District's and Association's choice.
2. If both spouses are employees of the School District, they are not eligible for benefit buy-out.
3. The opt-out of health insurance coverage shall commence July 1 of each school year. Employees must submit their written declination of the Health Insurance Coverage by May 1 prior to the designated school year on a form provided by the District Business Office.
4. Re-enrollment will be permitted at the commencement of a school year (July 1) by submitting a re-enrollment request by May 1 of the prior year to the designated school year.
5. If the employee is covered on a spouse's health insurance plan and that coverage is terminated due to divorce, the spouse's death, or the spouse's loss of employment, the employee may sooner re-enroll in the health insurance coverage with thirty (30) days written notice and the amount of reimbursement shall be prorated accordingly. This re-enrollment will only be allowed if permitted by the employer's insurance carrier. Restart of coverage shall commence at the start of a calendar month.
6. Employees applying for this rebate and choosing to decline health insurance coverage shall sign a release that confirms that they have an alternative source of minimum essential coverage that is not from the Affordable Care Act marketplace and which absolves the Connellsville Area School District and Connellsville Area Education Association of any liability that could result because of the employee choosing to not accept the group health insurance coverage. This release must be signed annually.

#### H. INCOME PROTECTION PLAN

This plan is available to all full-time employees of the Connellsville Area School District by means of a payroll deduction.

#### I. TAX SHELTERED ANNUITIES

1. Health Flexible Spending Account

The employer agrees to implement an expanded IRS Section 125 program to shield other eligible expenses such as out-of-pocket medical expenses and dependent-care costs. The account shall have the maximum allowable rollover option, which at the time of the start of this contract is six hundred ten dollars (\$610). Each member shall be allowed to contribute monies up to the maximum dollar amount allowed by IRS Regulations. In the event that such a request is made, the parties shall meet, at mutually convenient times, to discuss if this expansion is feasible and meets the needs of both parties. In order for a plan to be adopted and implemented, the Association and District shall mutually agree upon any details of the implementation of such expansion. Should the plan require monthly fees, the cost will be shared between the District and the Association.

2. 403(b)

This plan is available to all full-time employees of the Connellsville Area School District by means of a payroll deduction.

J. MILEAGE

The Connellsville Area School District agrees to pay each employee for the use of the employee's automobile, when such use has been approved by the Connellsville Area Board of School Directors, at the IRS approved rate in effect each July 1<sup>st</sup>.

K. FAYETTE COUNTY SCHOOL EMPLOYEES' CREDIT UNION

This program is available to all employees of the Connellsville Area School District by means of a payroll deduction.

L. RETIREMENT PROGRAM

1. Eligibility Requirements

- a. The employee must be retiring under one (1) of the following forms of retirement as recognized by the PSERS to qualify for the Retirement Program: 1) Age sixty-two (62) and any number of years of service, 2) Age sixty (60) with thirty (30) years of service, 3) any age with thirty-five (35) years of service, 4) Age fifty-five (55) with twenty-five (25) years of service. If applying for withdrawal Retirement or Disability Retirement, the employee must have at least twenty-five (25) years of service at the date of retirement.
- b. The employee must have taught a minimum of ten (10) years in the Connellsville Area School District.

- c. In order to qualify for the retirement incentive, the employee must provide the District notice of his or her intent to retire at least sixty (60) days prior to the effective date of retirement and no later than March 1, if he or she intends not to return the following school work year; and, as the clock resets each year, day one (1) of the sixty (60) day notice shall be no earlier than the first teacher work day of the new work year. In addition to the aforementioned retirement incentive, if the employee submits to the board of directors their letter of retirement on or before January 1 of the year for which they intend to retire, the employee will receive a bonus payment of three hundred dollars (\$300).

## 2. Incentive

- a. The District agrees to pay for individual coverage, less the amount of the monthly health benefit contribution provided to them under PSERS, under the District's health care insurance program. Retirees will have the same plan as active employees receiving Individual Coverage. The premium share a retiree pays will remain the same amount of money they paid as an active employee at the time of their retirement. Failure of the retiree to forward the amount of their monthly premium and the health benefit contribution provided to them under PSERS shall result in the termination of this benefit.
- b. Employees retiring under this Agreement will receive health care for four (4) years of Individual Coverage, or until Medicare eligible, whichever comes first.
- c. Employees who will reach Medicare eligibility during such four (4) year period will be given a lump sum payment of two hundred twenty five dollars (\$225) per month, prepaid into an HRA, of the District's choice, for each month of such four (4) year period, for which they would be covered by Medicare.
- c. This incentive program is limited to health insurance only and does not include benefits available under the dental, vision, or other programs. The maximum coverage available will be that of individual coverage. (MOU Approved October 11, 2011)
- d. Upon retirement, employees will be paid one hundred fifty dollars (\$150) for each unused sick day they have accumulated up to three hundred (300) days. Any employee with more than three hundred (300) sick days at the beginning of the 2007-2008 school year will be exempt from the three hundred (300) day cap. However, no employee may add days to their 2007-2008 cap for reimbursement purposes. Upon retirement, all unused

personal days will be converted to sick days. The full amount payable to the retiree for unused sick days will be calculated.

- e. Employees will be paid in one lump sum by the January 15 following retirement. Payment will be made directly to a member's 403(b) account established with Kades-Margolis, the CAEA provider for this agreement. Payments cannot exceed the maximum 403(b) limit set by the Internal Revenue Service for the year that the pay-out will be received. All deposits will be a non-elective, employer contribution to a 403(b) with no cash option.

The Association has negotiated for this benefit based on its understanding the non-elective employer contributions into 403(b) accounts for employees are permissible under applicable state, local and federal laws and do not violate Section 403(b) of the current Internal Revenue Code and regulations issued thereunder. The Association has not relied upon any advice or guidance from the District on the legality or tax consequences of this benefit and expressly acknowledges that the District has not provided any tax advice with respect to this benefit.

- f. Should the employee die before the payment is made, the entire amount due shall be paid to the employee's designated beneficiary or estate in one lump sum.

## **V. TEACHING YEAR AND TEACHING DAY**

### **A. TEACHING YEAR**

The employees' work year shall include one hundred eighty-five (185) days which shall include one hundred-eighty (180) pupil days, two (2) in-service days and one (1) clerical day at the start of the school year, one (1) clerical / in-service day to be determined by the administration, and one (1) clerical day at the end of the school year. One (1) two (2) hour parent conference evening will be held from 4:00 p.m. – 6:00 p.m. during American Education Week. The schedule will be determined between the Connellsville Area School District and the Connellsville Area Education Association.

The in-service days will be utilized as follows: a committee composed of appointees of the President of the Connellsville Area Education Association and appointees of the Superintendent of Schools will plan the use of the days.

Any building, currently Bullsken Elementary, that is being used as a polling place for elections, as determined by the Bureau of Elections, will be on a virtual day on those days, unless such day is scheduled as a non-student day by the District.

The beginning of the year in-service day agenda must be mutually agreed upon by the Connellsville Area Education Association President and the Superintendent of Schools.

No Board/Administrative initiated meetings are to be held on the beginning and ending clerical days of the school year.

In the event a parent conference evening must be rescheduled, employees will be given two (2) weeks advance notice of the rescheduling. If an employee misses this parent conference evening, he/she will be charged one half (1/2) day of some type of paid leave, as available.

#### B. TEACHING DAY

The Board of School Directors of the Connellsville Area School District requires that each employee be present for duty seven (7) hours and twenty-five (25) minutes consecutively.

#### C. GRADUATION PARTICIPATION

Employees who volunteer to participate in Graduation for Connellsville Area High School shall be granted a half day off with no loss of pay on the final clerical day of the work year.

#### D. OAC MEETINGS

Employees who are required to participate in and do attend their two (2) Occupational Advisory Committee meetings shall be granted leave after student dismissal on the last student day of the school year, and a half day off with no loss of pay on the final clerical day of the work year. Graduation attendance for the employees to whom this clause applies is voluntary with no additional time off or compensation.

#### E. TRAVEL TIME BETWEEN BUILDINGS

Employees who split time between or among the High School, Middle School, and the Career and Technical Center buildings shall be provided a reasonable amount of time (not to exceed thirty (30) minutes) to travel between buildings based on the ending time of the teacher's last taught/responsible period at the departing building, and the start time of the first taught/responsible period at the receiving building. If exigent circumstances exist which would cause an undue delay, the employee shall call and inform the building principal.

### **VI. GRIEVANCE PROCEDURES**

#### A. OBJECTIVE

It is in the interest of the general public, and in the interest of the school children that both employer and employees serve, that grievances be reconciled and disposed of as

expeditiously as is possible. The parties agree that grievances, which arise out of the interpretation of this agreement, shall be resolved in accordance with this grievance procedure.

## B. DEFINITIONS

### 1. Grievance

A “grievance” is:

- a. any alleged misinterpretation, misapplication, or inequitable application of the provisions of this bargaining agreement.
- b. A “grievance” as defined herein, shall not apply to any matter in which the local association is without authority to act.

### 2. Aggrieved Persons

An “aggrieved person” is the person or persons making the grievance.

### 3. Party in Interest

A “party in interest” is the person or persons making the grievance and any person who might be required to take action or against whom action might be taken in order to resolve the grievance.

### 4. The term “days” when used in this statement, shall mean working school days during the school year and calendar days during the summer break.

## C. PURPOSE

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of procedure.

## D. PROCEDURE

The parties to this agreement agree that an orderly and expeditious resolution of grievances arising out of the interpretation of the terms of this Agreement shall provide for a six (6) step process which is described in the following paragraphs and the procedure Summary table on page 18.

### 1. Step 1

Person or persons, initiating the grievance shall present the grievance in writing, mutually agreed to by the Parties and attached to this Collective Bargaining Agreement, to the building principal or other first level supervisor and the association P.R.R. Chairperson within twenty (20) working days following the occurrence of an act, or in a reasonable amount of time for the Association to learn of the act which is the subject of a grievance, or it shall become non-grievable. Within ten (10) school days (total 10) following the receipt of notification, the P.R.R. Chairperson will schedule a meeting with the building principal or first level supervisor and grievant at a time agreed to by the P.R.R. Chairperson, administrator, and grievant. At this conference, the building principal or first level supervisor shall discuss all rationale for his decision. The building principal shall make a decision and communicate it in writing to the grievant and forward a copy to the P.R.R. Chairperson within five (5) school days following the conference.

2. Step 2

If the action in Step 1 above fails to resolve the grievance to the satisfaction of the affected parties, the grievance shall be referred to the Superintendent of Schools or designee within five (5) school days following receipt of first level decision by all of the affected parties. Within five (5) school days following receipt of the grievance, the P.R.R. Chairperson and Superintendent of Schools or designee shall schedule a conference agreed to by the P.R.R. Chairperson, Superintendent or designee and grievant. This conference shall be scheduled within a ten (10) day period following receipt of the grievance (Total ten (10) school days (5 – 5)). The Superintendent of Schools or designee shall discuss all rationale for his decision and communicate his decision in writing to the grievant and forward a copy to the P.R.R. Chairperson within five (5) days following the conference.

3. Step 3

If the action in Step 2 fails to resolve the grievance to the satisfaction of the Association, the grievance may be referred to the Connellsville Area Board of School Directors within five (5) school days following the receipt of notification from the second level by the P.R.R. Chairperson. The P.R.R. Chairperson and the Connellsville Area School Board shall schedule a hearing agreed to by the P.R.R. Chairperson, School Board, and grievant within ten (10) school days following receipt of the Superintendent's decision. The Connellsville Area School Board shall discuss the rationale for its decision and communicate its decision in writing within ten (10) school days following the hearing to the P.R.R. Chairperson.

4. Step 4

If the action in Step 3 above fails to resolve the grievance to the satisfaction of the Association, the grievance shall be referred to binding arbitration as provided in Section 903 of Act 195.

5. Step 5

The arbitrator shall have no authority to add or subtract from the agreement. His authority shall be limited to interpreting the agreement and he shall have specific authority to sustain or deny any grievance and to grant any relief he deems appropriate.

6. Step 6

Either party to this agreement may appeal an arbitrator's decision as provided under the Pennsylvania Rules of Civil Procedure. However, the party taking an appeal and failing in such an appeal shall pay the record costs of the appeal as incurred by all parties.

E. GROUP GRIEVANCE

If a grievable action takes place which affects a group of employees, the grievant or a representative of the Connellsville Area Education Association may submit, for the grievant, the grievance in writing to the lowest level at which effective action may be taken. The names of the aggrieved individuals will appear on the grievance report except when the grievance is being filed on behalf of the Connellsville Area Education Association by its officers, then the names of the executive officers or the P.R.R. Chairperson will appear on the Grievance Report.

F. REPRESENTATION

The party who initiates a grievance may be represented at meetings and hearing at each step of the grievance procedure, by representatives of his or her choosing. The Connellsville Area Education Association reserves the right to be present at meetings and hearings at each step of the grievance procedure and to present its views.

G. MEETINGS AND HEARINGS

1. Meetings and hearings conducted under the "Grievance Procedure" shall not be conducted in public and shall include only such parties in interest and their representatives as referred to in the paragraph "Representation" and such a person or persons as the Connellsville Area Board of School Directors may require as consultants.
2. At least five (5) days written notice will be given to the alleged aggrieved as to the time and place of meetings and/or hearings conducted by the Connellsville Area Board of School Directors on the alleged grievance. Such notice shall be consistent and within the time limits as specified within each step of the grievance procedures.

3. The time limits set forth herein may be extended by mutual agreement.
4. If a grievance is mentioned in a regular Board meeting, only the following may be discussed or mentioned:
  - a. The fact that a grievance exists.
  - b. The grievance number.
  - c. The Articles and Sections allegedly violated in the grievance.
  - d. The disposition of the Board as to either sustaining or rejecting the grievance.
5. In case of an end of year grievance, time periods may, with the agreement of the Connellsville Area Board of Education and the grievant or persons representing the aggrieved person be shortened to settle the grievance before the end of the school year.

#### H. EMPLOYEES' RIGHTS

1. There shall be no reprisals at any level by supervisory or administrative personnel taken against any party by reason or participation in this grievance procedure.
2. Documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

#### I. PROCEDURE SUMMARY

<b>Steps</b>	<b>Administration or Board Representation</b>	<b>Grievant or Employee Organization Representation</b>	<b>Time Limit</b>
1.	Within twenty (20) working days from the inception of the Grievance, or when the Association could reasonable have known about the Grievance: First Level Supervisor or Building Principal and others as desired	Grievant with building representative of employee organization	Five (5) days
2.	Superintendent or Designee (with principal or others as desired).	Grievant and a representative of employee organization.	Five (5) days
3.	Connellsville Area School Board	Grievant and a representative of employee organization.	Ten (10) days
4.	Final decision by the Board of Education except when the parties to such an agreement are required by Section 903 of the Act 195 to go to binding arbitration for resolution of such a grievance.		At a Committee Meeting to be held within ten (10) days

5. Final decision by arbitrator on those issues subject to arbitration as defined in Section 903 of the Act. Both parties bound to decision except where enabling legislative action is required, in which it is binding only if such legislation is enacted as provided in Section 901 of the Act.
6. Either party to this Agreement may appeal an arbitrator's decision as provided under the Pennsylvania Rules of Civil Procedure. However, the party taking an appeal in such an appeal shall pay the record costs of the appeal as incurred by all parties.

## VII. PAID LEAVES OF ABSENCE

### A. SICK LEAVE

1. Each employee shall be credited with ten (10) days of sick leave at the beginning of each school year, the unused portion of which shall accumulate from year to year without limitation. A statement of accumulated sick days shall be provided to each employee by September 15 of each school year. Any employee on unpaid leave who does not work at least fifty percent (50%) of the school year shall have his or her sick leave days prorated. Any employee on an unpaid leave of absence approved by the Connellsville Area Board of School Directors, who does not work any school days during the school year, will not accumulate any sick leave for that year.
  - (a) Definition and Use
    - a) In any school year whenever a teacher requires preventive care or is prevented by illness or accidental injury from following his/her occupation, the School District shall pay to said employee for each day of absence the full salary and fringe benefits to which the employee may be entitled as if said employee were actually engaged in the performance of duty for a period of ten (10) days. Five (5) of those days may be used to care for an ill family member, including husband, wife, mother, father, son, daughter, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, stepparent, stepchildren, grandparent, grandchildren, or an individual with whom he or she makes a home. Any such unused leave shall be cumulative from year to year in the School District of current employment without limitation. All or any part of such accumulated unused leave may be taken with full pay in any one (1) or more school years.
    - b) An excuse from a medical professional shall be required when an employee is absent for more than three (3) consecutive work days, or submits a sick day request before or after a personal day, and may require certification from a medical professional that the absent employee was

unable to work for any use of sick days for individuals whom the Superintendent would suspect has flagrantly abused the sick leave privilege, after prior notification to CAEA.

2. When Workmen's Compensation is in force because of a school related injury or accident, the employee will, for the first seven (7) calendar days, be considered on sick leave for up to five (5) days that school is in session. From the eighth (8<sup>th</sup>) day that Workmen's Compensation is in force, the employee will not be paid sick leave or have sick leave deducted from their accumulated sick days unless they request that they be paid sick leave. This request must be made to the business office within the first seven (7) days following the accident. Any payment for sick days requires sick days to be deducted from accumulated sick days, and must be in accordance with the Workmen's Compensation Act. If disability exceeds six (6) weeks, the sick days will not be deducted if requested.

#### B. SICK DAY DONATION PLAN

1. The Connellsville Area School District will cooperate in the voluntary donation of sick days to employees who are members of the collective bargaining unit of the Connellsville Area Education Association.
2. This agreement is primarily for the benefit of CAEA bargaining unit members who have not yet accumulated a reasonable amount of sick days, or who are experiencing a major illness/injury, and either have or will exhaust all of their own sick days, personal days, etc.
3. Donation of days will be done on an individual request basis for very special reasons, and the merit of the need would be determined by the donors.
4. This agreement is NOT a sick day bank for routine on-going use.
5. This agreement may be unilaterally terminated by the Connellsville Area School District Board of School Directors.

#### THE FOLLOWING GUIDELINES SHALL APPLY:

6. The employee, or representative of the employee, who needs sick days will contact the Superintendent in writing prior to using all sick days, and request donations of sick days from other CAEA bargaining unit employees.
7. The name of the employee making the request, the nature of the need, and a deadline for the donations of days will be posted throughout the District.
8. Employees wishing to voluntarily donate one (1) sick day to the individual making the request must contact the Office of the Superintendent within the time period specified.

9. Upon receipt of the volunteer names, the Superintendent and CAEA President will conduct a random drawing to determine the order in which volunteers will donate one (1) sick day each.
10. As each donated day is used, the donor will be informed and that day will be deducted from the donor accordingly.
11. When the employee who needs sick days returns to work, any unused donated days will cease to exist, and those days will not be deducted from the donors.
12. The names of all employees donating days will be kept confidential.
13. Participation in this program is strictly voluntary, and each request for days will be totally independent of previous and subsequent requests.

C. JURY DUTY

Employees shall be paid their salary on days they are required to serve on jury duty. Upon receipt of payment for service as a juror, employees shall provide proof of the amount received as a juror (less mileage and/or expenses), and submit the amount received to the District.

D. SABBATICAL LEAVE

1. A sabbatical leave is guaranteed to an employee after ten (10) years' service and every seven (7) years thereafter: salary entitlement is one-half (1/2) salary for one (1) year leave. The same fringe benefits for employees shall remain in effect during the course of the sabbatical leave and shall be paid by the Connellsville Area School District.
2. The following form shall be submitted to the Connellsville Area Board of School Directors by the Employee requesting a sabbatical.
3. Sabbatical Leave Form and Regulations – Pages 27 & 28.

**SABBATICAL LEAVE REQUEST**

Date: \_\_\_\_\_

SUBJECT: Sabbatical Leave

TO: Board of Directors, Connellsville Area School District

FROM: \_\_\_\_\_

1. It is requested that I be granted a Sabbatical Leave of Absence as authorized by the provisions of Sections 1166 through 1171 of the Public School Code (P.S.C.) of 1949, as amended by Act 66 of 1996.

2. I certify that I have completed ten (10) years, or seven (7) years since my last sabbatical leave, of satisfactory service in the schools of the Commonwealth of Pennsylvania, and that five (5) years of consecutive service has been achieved in the Connellsville Area School District.

3. The Sabbatical Leave of Absence is requested for one (1) of the following reasons:

\_\_\_\_\_ Restoration of health.

\_\_\_\_\_ Study which will benefit the educational program.

\_\_\_\_\_ Other purposes.

(Write YES on the proper blank).

4. The Sabbatical Leave of Absence is requested for one (1) of the following periods:

\_\_\_\_\_ a half school term, beginning \_\_\_\_\_  
and ending \_\_\_\_\_.

\_\_\_\_\_ a full school term, beginning \_\_\_\_\_  
and ending \_\_\_\_\_.

\_\_\_\_\_ two (2) half school terms during a period of two (2) years, beginning \_\_\_\_\_, and  
beginning \_\_\_\_\_ and ending \_\_\_\_\_.

(Check appropriate time and enter dates.)

## REGULATIONS

5. I am aware that Section 1171 of the P.S.C. of 1949 states “The Board of School Directors shall have the right to make such regulations as they may deem necessary to make sure the employees on leave shall utilize such leave properly for the purpose which it was granted, requiring reports from the employee on leave in such manner as they may deem necessary.”

The Connellsville Area Board of School Directors, in order to assure that the leave is used to benefit both the employee and the Connellsville Area School District has made the following regulations with which I shall comply as applicable:

- a. If the leave is granted for study, I will offer proof that I am enrolled in courses which are the equivalent of nine (9) or more hours of credit per semester or eighteen (18) annually.
  - b. If the leave is granted for the restoration of health, I shall submit a certificate from a physician stating that the leave is advisable.
  - c. If the leave is granted for other purposes, I understand that this is subject to the discretion of the Board of School Directors.
6. I am aware that Section 1168 of the P.S.C. of 1949, as amended by Act 66 of 1996, requires that I return to the Connellsville Area School District for at least one (1) full term following the leave. I promise to comply with this requirement.

I certify that I am aware of the above requirements and intend to comply with them.

---

Employee Signature

E. CONFERENCES AND CONVENTIONS

When in attendance at a Connellsville Area Board of Directors approved subject or departmental conference or convention pertaining to field of employment, the Connellsville Area School District shall provide the employee with travel expense for road toll fees, the cost of meals, lodging, conference or convention fees, and mileage at the IRS approved rate in effect each July 1.

F. BEREAVEMENT LEAVE

A five (5) work day leave of absence for death in the immediate family of employees, and a one (1) work day leave of absence for a death of a near relative of employee or spouse shall be granted each employee with the paid portion being the school days. The five (5) or one (1) working days must be taken within eight (8) calendar days of the death of the family member.

1. Members of the immediate family shall be defined as parents, step-parents, brother/sister, step-brother/sister, son/daughter, step-son/daughter, spouse, parent-in-law, or any near relative who legally resides in the same household with the employee or any person with whom the employee has made his/her home.
2. Near relative shall be defined as first cousin, grandparent, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

G. VISITATION/CONFERENCE AND CONVENTIONS

An employee may provide rationale to the employee's principal, and the employee's principal may recommend for approval one (1) day leave per year to visit another school, school district, a university, or attend a one (1) day educational conference.

Application must be submitted to the employee's principal at least five (5) days prior to planned visitation.

After completing the visitation, a visitation card signed by the principal, administrator or speaker at the site visited will be returned to the Connellsville Area School District principal. Upon receipt of an expense form, the employee shall be granted up to a maximum of ten dollars (\$10) for mileage.

Unless approved by the building principal, visitation days will not be permitted during the first ten (10) days of the school term, the last twenty (20) days of the school term, the school day before or after a regularly scheduled holiday or school picnic, or in conjunction with any other type of leave during the school term.

When in attendance at a Connellsville Area Board of Directors approved subject or departmental conference or convention pertaining to field of employment, the Connellsville Area School District shall provide the employee with travel expense for

road toll fees, the cost of meals, lodging, conference or convention fees, and mileage at the IRS approved rate in effect each July 1.

1. The Board of School Directors hereby adopts the following guidelines for professional education conference travel reimbursement in order to facilitate meeting the requirements for Act 48 hours and the recommendations of the Middle States Evaluation for staff training and development.
2. All conferences and conventions requests must be related to the field of employment by either subject or department and be reviewed by the building principal and appropriate Director of Curriculum before being submitted to the Board of Education.
3. Travel requests must be submitted on a school district provided form and accompanied by a descriptive brochure outlining the dates, topics, schedule, location costs, registration deadlines and other pertinent information.
4. Travel requests must be submitted to the Superintendent's Office for Board approval prior to the conference. If there is no Board meeting scheduled prior to the conference date(s), the request will be denied by the Superintendent.
5. Each employee will be granted a maximum of one (1) staff-initiated trip every five (5) years which shall be reimbursed according to these guidelines. Board and administrative initiated trips for staff will be added at the Board's discretion.
6. Each employee will be granted release time only, no reimbursement, for a maximum of one (1) staff-initiated trip per year in the intervening years between reimbursable trips. Board and administrative initiated trips for staff will be added at the Board's discretion.
7. The maximum amount of travel expenses reimbursement will be two hundred dollars (\$200) per person, excluding the cost of substitute teachers.
8. No trip may exceed two school days, but may extend into weekends or other non-school days
9. Only three people may attend the same conference.
10. Only six staff members district-wide will be permitted to be absent at the same time to attend various conferences.
11. Staff requests to attend conferences will be approved on a "first-come, first-served" basis.
12. Funds will be transferred into the travel account from other sources as needed.

13. These guidelines do not apply to supplemental contract assignments.
14. Should travel occur during the non-school year summer months, Guidelines 8, 9, 10 and 11 (above) shall not apply, and the cost of substitute teachers which is not incurred during summer months will be added to the maximum reimbursement amount which may be reimbursed to staff members based on actual expenses incurred.

#### H. PERSONAL LEAVE

1. Each employee shall be entitled to four (4) days of personal leave each year which will accumulate, if unused, to a total of five (5) days of personal leave in any one (1) year. Any accumulation beyond five (5) personal days shall be converted to sick leave at the beginning of the next work year. Personal days may be used in one-half (1/2) day segments.
2. Employees will be permitted to use personal leave at any time during the school term.
3. Sick days used before or after a personal day will require an excuse from a medical professional.
4. Should an employee not utilize any sick days in any given work year, the employee may accumulate one additional personal day for use in a subsequent year. There will be no limit on the number of personal days one can earn in this way, at one (1) per year of unused sick days, however, the total maximum accumulation remains at five (5) total personal days.

#### I. MILITARY LEAVE 15 DAYS OR LESS

The Connellsville Area School District shall grant military leave as required by law and the Soldier's and Sailor's Relief Act for absence of fifteen (15) days or less.

### VIII. UNPAID LEAVES OF ABSENCES

The Connellsville Area School District shall provide all employees with leaves of absence under the following provisions:

#### A. DISABILITY LEAVE

Procedures related to the application for disability inclusive of child bearing leave in Connellsville Area School District are:

1. The employee in need of a disability leave shall immediately notify the Superintendent of Schools in writing.

2. Child bearing leave shall be granted under the terms and conditions that apply to a leave of absence for disability. Employees who are granted a child bearing leave of absence shall be eligible to receive the same benefits as employees who are otherwise disabled. It is understood that the beginning date of the leave is a matter to be determined by the employee's physician.
3. An employee will return to work when a physician certifies that he/she is physically and emotionally capable of returning to active employment without any negative effect on the employee's physical or emotional well-being.
4. It is understood that the employee shall, upon certification by the physician that he/she is no longer disabled, and therefore, no longer eligible to collect any type of benefits related thereto, return to work within twenty-one (21) calendar days after said certification or make application to the Superintendent of Schools for a child care leave.
5. Upon returning to work from a disability leave, the employee shall be assigned to the same position held at the time the leave commenced. If said position does not exist, the employee will be assigned to a position for which he/she holds a professional certificate.
6. The employee shall be permitted to use any and all sick leave days during a disability.
7. Life insurance premiums, for the same coverage as provided other full-time employees, shall be paid by the Connellsville Area School District, consistent with the Insurance Carrier's policies, for an employee on disability leave so as to provide coverage until the period ending August 31 immediately following the date of the granting of a disability leave.
8. Premiums for sickness and accident coverage, now commonly known as Highmark PPO Plan, as provided other full-time employee, shall be paid by the Connellsville Area School District consistent with the Insurance Carrier's policies, for an employee on disability leave, who is not otherwise covered by the spouse's policy, so as to provide coverage until the period ending August 31 immediately following the date of the granting of a disability leave. Subsequent to the date above, employees on disability leave will have the coverage made available providing the employee pays the premium while on child care leave.
9. The Connellsville Area School District and the Connellsville Area Education Association agree that each will abide by the rules and regulations and the decisions of:
  - a. The Human Relations Commission
  - b. The Equal Employment Opportunity Commission

- c. The Department of Justice
- d. The Courts

And should any of the above agencies add to or delete from the agreed upon policy, each party to this agreement agrees to abide by the decisions and rules and regulations of the agencies named above.

#### B. CHILD CARE LEAVE

1. Child Care Leave – Employees shall be provided with an unpaid child care leave of up to one (1) year. Additional child care leave time may be added to the one (1) year to comply with item 2. below. Employees intending to take a child care leave must notify the Superintendent of Schools in writing at least thirty (30) calendar days prior to the intended starting date of said leave.
2. The employee shall return to active employment only at the beginning of each semester.
3. The employee shall accrue seniority while on an approved child care leave. If any employee works ninety (90) or more days in any one (1) school year, he/she shall be granted credit for one (1) year of employment for salary purposes. The employee may pay for any applicable fringe benefits while on child care leave by remitting payment to the business office.
4. Employees shall be granted a child care leave of absence for adoption upon official documentation from the adopting agency.

#### C. EXTENDED LEAVE FOR ILLNESS OR DISABILITY

Upon doctor's certification, an employee who is unable to teach because of personal illness or disability shall be granted a sick leave of absence, without pay, for the duration of such illness or disability up to one (1) year. Upon doctor's certification, the leave may be renewed for an additional one (1) year upon receipt of a written request from the employee and the approval of the Connellsville Area School Board. Any person granted such leave shall notify the Connellsville Area School Board of his/her return not less than twenty-one (21) calendar days prior to his/her return. Employees granted this type of leave will be given the same fringe benefits as those employees who are granted a disability leave.

#### D. PERSONAL LEAVES OF ABSENCE

Tenured employees who have been in the Connellsville Area School District at least two (2) years may be granted leaves of absence for reasonable purposes without pay, upon request of the employee, submitted to the Connellsville Area School Board. Employees on personal leave of absence for thirty (30) days or more must pay for their fringe benefits during the absence, or said benefits will be terminated.

E. MILITARY LEAVE BEYOND 15 DAYS

The Connellsville Area School District shall grant military leave as required by law and the Soldier's and Sailor's Relief Act for absence beyond 15 days.

F. FAMILY MEDICAL LEAVE ACT

Nothing in this Agreement shall be construed to lessen or diminish the rights guaranteed to the employees in the Family Medical Leave Act.

**IX. TEACHING CONDITIONS**

A. WORK DAY DISMISSAL

1. Employees may be permitted to leave school immediately following dismissal of the students on the last scheduled day prior to a holiday.

B. PREPARATION PERIODS

1. All elementary employees shall be given five (5) preparation periods of forty-five (45) consecutive, duty free, minutes each week, one (1) each morning of each seven (7) hour twenty-five (25) minute instructional day. There will also be an additional two (2) preparation periods for each elementary employee for a total of seven (7) per week. These two (2) additional preparation periods will be variable among the periods of the day and will be thirty-five (35) minutes in length for both primary and intermediate employees.
  - a. No employee will be required to be in a room with an itinerant employee.
  - b. For the additional one (1) or two (2) periods per week, when an elementary employee's students are with an itinerant employee, the elementary employee will be given an assignment, in writing, by their principal for that period. Examples of such assignments may be cafeteria duty, hall duty, bus duty, office duty, etc.
  - c. A maximum of twenty (20) preparation periods per year will be used for the purpose of administrative meetings and professional development. No more than two (2) administrative meetings may be held in any one (1) week.
2. All secondary employees shall be given a minimum of one (1) period, duty free, preparation time during each instructional day to be included in the seven (7) hour twenty-five (25) minutes.

A maximum of fifteen (15) preparation periods per year will be used for the purpose of administrative meetings and professional development. No more than two (2) administrative meetings may be held in any one (1) week.

### C. LESSON PLANNING

Teachers must use standards-aligned district curriculum to plan lessons for their students. The current repository for district curriculum is On Hand School's EdInsight. Teachers may utilize this platform for lesson planning.

When preparing for clinical supervision (formal observation), teachers must prepare an annotated lesson plan including standard, learning targets derived from the standard, activities, materials/resources, assessment of learning by the student, and differentiation strategies.

Should a teacher's clinical supervision (formal observation) or multiple walkthroughs demonstrate through anecdotal record that his or her Domain 1 currently falls into Needs Improvement or Failing, first, the teacher will be asked to provide additional evidence of his or her planning, then, if necessary, an Improvement plan with finite measurable goals, including more demonstration and evidence of intentional planning for instruction may be necessary.

Weekly block plans including standards being addressed, concept of student learning, and student activities for the lesson will be submitted to the building principal on a weekly basis prior to the week's lessons being delivered (at the start of the first student day for the current week).

### D. PROFESSIONAL DRESS

When assigned to District duties professional staff members shall be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment. Appropriate attire for the professional staff during school hours is business casual except for physical education teachers, tech ed teachers, or appropriate exceptions as approved by the building principal for days including but not limited to spirit days, field trips, and specific lesson plans.

Specifically this means:

Permitted:

Casual Slacks, skirts, collared shirts, khakis, twill, corduroy pants or skirts, golf/polo shirts, turtlenecks and sweaters, non-collared dress shirts and tees, denim pants and skirts of various colors, not traditional blue, and Jeggings/leggings solely as a base layer of clothing to be worn under another article of appropriate clothing.

Not Permitted:

Denim jeans or skirts of traditional blue color, shorts (except for dress shorts worn with tights/leggings), graphic t-shirts (ones with words or designs that are not related to the teaching assignment), sweatpants, shower shoes (flip-flops), hooded sweatshirts, clothing with holes in it, bare midriff, exposed undergarments, and dresses, skirts and shorts of inappropriate (too short) length.

Employees will have an opportunity to wear regular denim jeans or skirts with no holes and Falcon or CAEA t-shirts, every Friday when they participate in the CAEA Community/Scholarship Fund for the month. CAEA will send a monthly notice to Central Administration with a roster of those who have participated for the month.

Clerical and In-service days are not considered formal school hours.

Employees who report to work inappropriately dressed may be asked to leave work on their own time and return in acceptable clothing. The time it takes for the employee to return in acceptable clothing will be uncompensated time.

#### E. SCHEDULING OF MULTIPLE CLASSES

By mutual agreement of the Connellsville Area School District and Connellsville Area Education Association, there will be no scheduling of multiple classes to be taught by one (1) teacher during the same class period. The exception to this would be secondary elective courses, within the same subject, with enrollment of ten (10) or fewer students. No more than two courses would be scheduled simultaneously. No bargaining unit positions, nor programs, will be reduced or eliminated as a result of this scheduling.

#### F. DOUBLE DUTY

No employee shall be required to cover a class or be cause to have his/her class size increased because of another employee's supplemental contract.

#### G. SPLIT GRADES

Elementary employees shall not be required to teach split grades.

#### H. SAFE WORKING CONDITIONS

Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health or safety. The employer agrees to abide by all federal, state, and local safety laws and regulations. The District will endeavor to provide employees a safe and secure workplace. Employees will sign in and out using a system provide by the District.

## I. EMPLOYEE RATING

### 1. For Purpose of Rating

- a. Monitoring or observation of the work performance or the teaching ability of an employee or a temporary employee shall be conducted openly and with the full knowledge of the employee and only by those persons authorized to do so by the School Code or by directives of the Department of Education.
- b. The employee so monitored or observed shall be given a copy of any written evaluation made of his or her performance or teaching ability within five (5) days of the date of observation. No report shall be submitted to the central office, placed in the employee's file or otherwise acted upon without prior conference with and signature of said employee, with the understanding that the signature in no way indicates agreement with the contents herein.
- c. The rating system authorized by the Connellsville Area Board of School Directors shall be the Department of Education's Educator Effectiveness Tool PDE form 82-1, known as the Classroom Teacher Rating Tool, or 82-3, known as the Non-teaching Professional Rating Tool, or such form(s) as amended from time to time by the Department of Education.

### 2. Complaints

- a. Complaints, regarding an employee, made to any administrator by any parent of a student, student or other person, which are used in any manner in the written evaluation of an employee, shall be investigated by the Superintendent of Schools or his designee. Such complaint, if used in a written evaluation, shall be called to the attention of the employee. The employee shall be given the opportunity to respond to rebut such complaints and shall have the right to be represented by the Connellsville Area Education Association and his or her counsel at meetings or conferences regarding such complaint.
- b. An employee may request that the evaluator advise proper teaching techniques and methods within a sixty (60) day period following an evaluation.

### 3. Personnel File

- a. Material derogatory to an employee's conduct, service, character or personality shall not be placed in an employee's personnel file unless the employee shall have had the opportunity to review the material and it is directly related to the employee's educational abilities. The employee

shall acknowledge that he or she has had an opportunity to review such material by affixing his or her signature to the copy to be filed with the expressed understanding that such signature in no way indicates agreement with the contents therein. The employee shall have the right to submit a written response to such material and his or her response shall be reviewed by the Superintendent of Schools or his designee and attached to the file copy. Each employee shall be given upon request, a copy of such material placed in his or her personnel file.

#### J. AIDE RESPONSIBILITIES

1. The job information, description, and current number of eighteen (18) aides shall not change in any way, which would impact the bargaining unit employees, unless the Association agrees.
2. The employment of any present or future aides shall not result in a whole or partial loss of a bargaining unit position.
3. In the future, bargaining unit members shall not be required to perform the specific duties of the aforementioned aides as outlined in the attachment unless the Association agrees, provided however, that those other functions already existing under contract or past practice shall continue to be performed.

#### Classroom Aides Job Information and Description

The primary responsibility of the position will be to work under the direct supervision of the classroom teacher doing such duties as may be assigned.

Duties include, but are not limited to, the following:

1. Assist in checking student work.
2. Monitor and assist students working independently.
3. Monitor students during instructional time.
4. Assist with special projects and activities.
5. Assist with clerical.
6. Maintain confidentiality regarding student behavior and academic performance.

At no time will the aide supervise or be in charge of the classroom in the teacher's absence, or replace a teacher in any way. Aides are to be supplemental to the teacher.

Cafeteria Aides  
Job Information and Description

The primary responsibility of the position will be to work under the direct supervision of the building principal doing such breakfast and lunch cafeteria duties as may be assigned.

Duties include, but are not limited to, the following:

1. Enforcement of District and building established cafeteria rules and procedure.
2. Follow suggestions provided at in-service training regarding “expectations”, “consequences”, “assertiveness”, and positive reinforcement.
3. Utilize “assertive discipline slips” as determined at the building level.
4. Assist students as appropriate in handling trays, containers, etc.
5. Monitor students in other areas (hallways, etc.) as necessary.
6. Maintain confidentiality regarding behavioral problems reported to the principal.

**X. RIGHTS OF EMPLOYEES**

**A. JUST CAUSE**

1. Employees shall not be disciplined, reprimanded, reduced in rank or compensation, dismissed or furloughed without just cause.
2. Just cause language shall apply in all employee-employer relationships.
3. All information forming the basis for any just cause action will be made available to the employee and the Connellsville Area Education Association.

**B. JOB SECURITY**

1. Seniority shall be defined as continuous length of time in a bargaining unit position. Seniority shall be district-wide. The Connellsville Area Board of School Directors shall prepare a district-wide seniority list. Once prepared, the list shall be continuously updated as employees join or leave the staff, or employees’ certifications change. This list shall be updated two (2) times per year to be transmitted to the employees and the Connellsville Area Education Association on the first day of the new semesters.

Effective with the 2000-2001 school year, the method of seniority placement shall be as follows:

1. Seniority begins the first day of work (effective date).
2. However, if the effective date is the same for two (2) or more employees, then the date of hire prevails.
3. If the effective date and the date of hire are the same for two (2) or more employees, then a lottery prevails.

An employee who returns to a bargaining unit position from an administrative position shall remain at his/her years of service in the Connellsville Area School District according to the seniority list.

2. Seniority shall be broken and lost by any of the following:  
  
Resignation, retirement, termination, or failure of a furloughed employee to accept an offer of employment in a permanent position for which the employee is certified.
3. Leaves of absence granted by this agreement will not change the employee's seniority status.
4. The Connellsville Area Board of School Directors shall maintain the right to reduce the number of employees covered by this agreement in accordance with those provisions of the Pennsylvania School Code covering demotions and suspensions of employees. Employee furloughs and demotions shall be affected only on the basis of seniority.  
  
In the event of furlough or demotion, any employee identified for furlough or demotion shall be realigned into any position which he/she is certified to hold. All realignments shall be accomplished in such a manner to furlough or demote the least senior employee.  
  
There shall be no realignment using the multiple certifications of more senior employees who are not themselves identified for furlough.
5. Recall of furloughed employees shall be in accordance with provisions of the School code covering the recall of furloughed employees.
6. The Superintendent shall seek an Act 97 waiver for those employees to be furloughed or demoted and who are qualified for same.
7. All employees to be demoted or furloughed shall be notified by June 1 of the current school term, or the last day of the current school term, whichever occurs last, of the school year prior to the demotion or furlough.

The District shall send out no more than the necessary number of notification letters to bargaining unit employees regarding potential furloughs and/or demotions which the Superintendent believes is operationally necessary for the upcoming school year. Prior to issuing the notification, the Superintendent shall advise the Association of the reason for the contemplated action.

8. The rating system authorized by the Connellsville Area Board of School Directors shall be the Department of Education's Educator Effectiveness Tool PDE form 82-1, known as the Classroom Teacher Rating Tool, or 82-3, known as the Non-teaching Professional Rating Tool, or such form(2) as amended from time to time by the Department of Education.. Should the Department of Education no longer accept the PDE 5501 and mandate the use of the PDE-426 and/or the PDE 428, then those forms shall be utilized for purposes of employee ratings.
9. Cumulative evaluation is based on detailed, objective anecdotal records of the classroom observations and the post-observation conference(s) involving the observed employee. The summative evaluation consists of summaries of fact which may become the basis of final rating conclusions entered onto the employee's Educator Effectiveness Tool PDE form 82-1 known as the Classroom Teacher Rating Tool or 82-3 known as the Non-Teaching Professional Rating Tool.
10. Formative and summative evaluations of employees shall be based on objective observation of their work performance. Observations shall be conducted openly and with full knowledge of the employee.
11. Rating shall be done by or under the supervisor of the Superintendent of Schools, the Supervisor of Curriculum and Instruction, and/or the Principal having supervision over the work of all employees being rated.
12. The various supervisors may be utilized to augment the prime rating of the principal when requested by the Superintendent of Schools, the Supervisor of Curriculum and Instruction, and/or the Principal.
13. Employees shall be given a copy of any class visit or evaluation report prepared by the evaluator. Such copy will be provided not later than five (5) days after the observation, but not fewer than two (2) days prior to the conference to discuss it. A mutually agreeable conference date and time to discuss the report will be scheduled as soon as possible. The employee shall have the right to submit a written response to the evaluation, which shall be attached to the file copy.
14. Any evaluation which is less than satisfactory must be accompanied by written specific recommendations for improvement with a commitment for direct assistance in implementing such recommendations. The evaluation shall be used to improve employee performance and shall not be used in any disciplinary action. This does not waive the District's rights to dismiss an employee in

accordance with the provisions of the Public School Code of 1949, as amended, and Section 1122.

15. No report shall be submitted to the central office, placed in the employee's file, or be otherwise acted upon without prior conference with the employee. Data used in developing reports shall be compiled through District approved data collection and anecdotal record-keeping methods.
16. No employee shall be required to sign a blank or incomplete form.
17. Any additions, changes, and/or deletions to the State's evaluation model will be reflected in the supervision/evaluation plan as developed and agreed upon by the bargaining unit and Administration, to be reviewed yearly from date of initial revision (2016-17) or earlier as required by changes in the State's model.
18. The Connellsville Area Board of School Directors shall maintain a district-wide average maximum classroom teacher-pupil ratio of one to twenty-nine (1:29) (classroom teacher being K through 12<sup>th</sup> grade) for the duration of this agreement. The District will endeavor to equally distribute students among teachers. The formula(s) being used to calculate this ratio shall be distributed to each employee on the opening in-service day of each year.

#### C. SUBCONTRACTING OF EMPLOYEE SERVICES

1. The Connellsville Area Board of School Directors shall not subcontract the instructional services provided by the staff.
2. The Connellsville Area Board of School Directors shall maintain the right to use the instructional service provided by the Intermediate Unit and Educational Self Development. These instructional services shall not be affected by this agreement.

#### D. EMPLOYEE ASSIGNMENTS AND REASSIGNMENTS

1. All employees shall be hired for assignment. It is agreed that assignments will be made in areas of certification.
2. All employees of Connellsville Area School District shall be assigned accordingly:

Elementary – Elementary staff will receive building assignment, specific grade level and salary by June 1 of the current school term, or the last day of the current school term, whichever occurs last.

Secondary – Secondary staff will receive building and subject assignment by June 1 of the current school term, or the last day of the current school term, whichever

occurs last. Secondary teachers will receive specific subject assignments by August 1 prior to the start of the next school term.

3. In cases of emergency, reassignments may be made from the last teaching day to that date forty (40) days prior to the beginning of the new school term.
4. Reassignments will occur within the forty (40) day period prior to the beginning of the new school year for the following reason, the loss of federal funding, causing the abolishment of a federally funded program.

#### E. VACANCY/TRANSFER/BIDDING

1. A “vacancy” as the term is used in this article, shall mean an opening in a bargaining unit position created as a result of: (a) resignation, retirement, death in service or promotion of a professional employee; or (b) creation by the Board of a new professional employee position; or (c) transfer or “bid” of a professional employee to a different position or (d) a discharged professional employee.
2. All vacancies will be advertised to employees via District email.
3. Posts will include certification(s) needed to hold the position and the building and grade level (if applicable), as well as any specialized information. Newly created positions will include job descriptions and qualifications.
4. Posts will be active for ten (10) work days. Individuals interested in the position must apply in writing. All other vacancies will follow “F” below.
5. The individual with the most seniority, who is properly certified, will receive the position with the following limitations:
  - a. If a successful bid would require that a fellow bargaining unit member face furlough, the District will first realign based on less senior individuals’ certifications, and if that still provides for furlough, the next most senior bid will be accepted.
  - b. A bargaining unit member newly hired to fill a permanent vacancy as a special education teacher is prohibited from applying for a position out of special education for a period of five (5) full school years immediately following the effective start date. This clause will apply to individuals hired after January 11, 2018.
  - c. The District may interview and select candidates based on additional criteria for the following positions, after the current placements either are vacated, or the District has involuntarily transferred the employee:
    - i. Lead Support Teacher

- ii. Fola Coordinator
- iii. Instructional Coaches
  - 1. Math 6-12 Coach
  - 2. Stem Coordinator

6. When a vacancy occurs after the last board meeting prior to the teachers' first day of school, it shall be bid at the bid meeting (near June 1)

7. An employee shall not be involuntarily transferred without just cause.

a. Any involuntary transfer from one building to another, from one subject to another, or from one grade level to another will be made only after a conference between the professional employee and his/her building principal, at which time the specific reasons for the transfer will be explained. In the event that an employee objects to the transfer or reassignment at this meeting, upon request of the employee, a meeting will be scheduled with the Superintendent or his agent to discuss those objections. The Superintendent or his agent will issue a written notice of decision to the employee within two (2) calendar days of the meeting.

b. Involuntary transfers may not be made for arbitrary or capricious reasons. If possible, the least senior member with the proper certification will be considered first for involuntary transfer.

c. Notice of involuntary transfer shall be given to the employee(s) affected by July 15 for the subsequent semester and October 31, for the second semester except in case of termination of employment or unanticipated leave of absence or return from same. In such cases, those employees affected shall be notified as soon as possible.

d. Employees shall be provided one full work day, during the workday/work year, or a comp day, to prepare their materials for physical transfer, where applicable, and will not be required to physically move materials or supplies.

8. No temporary voluntary transfer shall be made without the consent of the Association.

9. No employee shall be transferred because of another person's supplemental contract.

#### F. END-OF-YEAR BIDDING MEETING

1. At a mutually agreeable time between the Association and the District, the Association shall hold a silent bidding meeting where all posted vacancies for the next term, prior to June 1, shall be filled. Once meeting dates have been determined, employees will be notified via District email, and all postings

currently known will accompany that notice.

2. At the silent bidding meetings, representatives from the District and the Association will be present to validate the bidding process. At this meeting, the District shall receive one (1) veto. The veto will be used only for an educationally sound reason. Should an additional bidding meeting be needed for staffing, the one (1) veto may transfer if it has not already been utilized.
3. A bargaining unit member may utilize a proxy bid for him/ her in the event that he or she is unable to attend the bidding meeting. At least one (1) day prior to the bidding meeting in question, the bargaining unit member must submit in writing to both the Association President and the Superintendent that he or she authorizes the Association President to act as a proxy, and in writing to the Association President, alone, what his or her bid (s) is/ are.
4. Any new position will be posted with accompanying job description and qualifications.
5. Should an Association member not have a position at the end of the bidding process, the district will realign on the basis of seniority so to ensure that the least senior person is furloughed (in accordance with Article X.B. Job Security), however, any employee without a position must bid on the first, and any subsequent position, for which the employee is properly certificated, until a position is secured, then may bid as per the employee's wishes.
6. At the conclusion of the bid meeting, any vacancies that exist, after all Association members have secured a position, are considered unfilled. The District may the advertise externally for unfilled positions.
7. When a vacancy occurs, other than retirement and prior to the last board meeting before the teachers' first day of school, the bidding process will take place for that initial vacancy only. Any vacancy as a result of awarded bid shall be considered at the bid meeting (near June 1).

#### G. POSITION POSTINGS

1. The staff of the Connellsville Area School District shall be informed of any new positions and may request an application in the following areas:
  - a. Administration
  - b. Special Fields (extra-curricular)
  - c. Teacher Field

The Superintendent of Schools will inform the staff in writing by posting bulletins in each building and in the Central Administrative Office.

#### H. LEGAL ASSISTANCE

1. The Connellsville Area Board of School Directors shall support an employee by providing legal assistance in prosecuting a civil and/or criminal action resulting from an assault upon an employee while acting in the discharge of his or her duties.
2. The Connellsville Area Board of School Directors shall reimburse employees at actual cash value for damage or destruction of clothing or personal property used in the performance of his or her duties in the school or on school premises when the employee is the victim of an assault, and is not reimbursed by the assailant, while engaged in the performance of his or her duties.
3. In the event an employee is unable to perform duty due to an injury resulting from a school related assault, and the disability is attested to by a physician, the Connellsville Area School District will reimburse the employee in one of the following manners, it being agreed that the employee will inform the Connellsville Area School District in writing as to the procedure to be followed.
  - a. Up to thirty (30) contractual days of reimbursement not to be charged against accrued sick leave. The employee shall be reimbursed in full for the first seven (7) contractual days and shall be reimbursed the difference between the contractual salary and the amount of Workmen's Compensation payment received for each of the remaining days which are not to exceed thirty (30) contractual days, except where the employee is reimbursed by Workmen's Compensation for the first seven (7) days in which case the Connellsville Area School District's liability for the first seven (7) days will be the difference between the seven (7) contractual days salary and the amount of Workmen's compensation received for the first seven (7) days.
  - b. In the event an employee does not choose plan "a", the employee may use accumulated sick leave. In addition to the sick leave, the employee would be entitled to any Workmen's compensation payments made as provided by law.
4. In the event an employee is required to be absent from school, to appear as a plaintiff at a hearing prosecuting an alleged assault performed against the employee while engaged in the pursuit of his or her duties, the Connellsville Area School District shall compensate that employee at his or her daily rate for each day of required absence.

5. In the event an employee is required to be absent from school to appear as a defendant, or as a witness for another employee defendant, against the commission of an alleged assault, the Connellsville Area School District shall compensate that employee or employees at his or her daily rate for each day of required absence providing that Connellsville Area School District defends the employee alleged to have committed the assault.
6. Whenever an employee is required to be absent from his or her duties with the Connellsville Area School District as a result of Board action involving an employee, in which the employee must appear in court or at any other legal proceeding, either as a defendant or as a witness, that employee shall be entitled to his or her contractual compensation for the day or days he or she is required to be absent from duty.
7. The providing of legal defense to an employee as described in a sub-paragraph 1, above; the reimbursement for loss, damage, or destruction of clothing and personal property as described in sub-paragraph 2, above; the reimbursement of salary as described in plan "a" of sub-paragraph 3, above; and the reimbursement of contractual salary as described in sub-paragraph 5 & 6, above; are contingent upon the decision of the Connellsville Area Board of School Directors finding that the employee acted with prudence and good judgment, after a Connellsville Area Board of School Directors hearing at which the employee and the Connellsville Area Education Association have the right to be present.
8. No public release of the decision of the Connellsville Area Board of School Directors will be made except with the mutual consent of both parties, the employee or employees and the Connellsville Area Board of School Directors.

#### I. COMPLIANCE

Any individual contract between the Connellsville Area Board of School Directors and an individual employee heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this agreement. If an individual contract contains any language inconsistent with this agreement, this agreement, during its duration shall be controlling.

#### J. SUPPLEMENTAL WORK AREA

When an individual is hired on a supplemental contract outside their regularly assigned building, the principal of the building to which that person is regularly assigned will arrange that he or she meets their regular seven (7) hours and twenty-five (25) minutes work day commitment.

#### K. STUDENT EVALUATION

Employees will have the sole right to grade students and make other performance evaluations. No grades shall be changed without written consent of the employee. Credit may be awarded by the principal to a student who successfully passes an examination which assesses mastering of the planned courses. The principal shall initial the pupil's permanent record.

L. STUDENT DISCIPLINE

Because irresponsible behavior and violation of good conduct can disrupt and/or interfere with the learning environment, an Association appointed committee will have input into the attendance and discipline policies adopted by the Connellsville Area School District and their appropriate enforcement. The District shall retain its inherent management rights and responsibilities as to the final adoption and enforcement of such policies.

M. LONG-TERM SUBSTITUTE EMPLOYEES

1. A long-term substitute shall be defined as a member of the bargaining unit who fills a temporary vacancy or vacancies in the bargaining unit for at least ninety (90) consecutive work days, or who is hired in anticipation of working at least ninety (90) consecutive work days. All substitutes working less than ninety (90) consecutive working days shall be considered day-to-day substitutes.
2. The assignment of a long-term substitute employee shall be terminated either upon the return of a regular employee to that position, the conclusion of the school year, or two (2) consecutive unsatisfactory observations and evaluations by the administration.
3. All long-term substitute employees, as defined above, shall be paid the minimum legal starting salary or pro-rated portion thereof.
4. All paid leave for long-term substitute employees shall be based on a pro-rated portion of paid leave accorded regular employees, with the exception of Bereavement Leave which shall be granted in full.
5. All long-term substitute employees shall be provided an opportunity to participate in the district's group insurance program at their own expense.

## XI. ASSOCIATION RIGHTS

A. CONFERENCES, CONVENTIONS AND RELEASED TIME

Upon Connellsville Area Board of School Directors approval, employees shall be granted paid leave to attend the conferences or conventions at national and state level with all other costs of the conference or convention to be paid by the individual or the Connellsville Area Education Association. The Connellsville Area Education Association shall have released time for a maximum of six (6) delegates for a two (2) day

period. The Superintendent of Schools and the principal shall be notified ten (10) days prior to the Connellsville Area Board of School Directors' meeting. The Connellsville Area Education Association president will be released from all non-teaching duties (such as, but not limited to, homeroom, lunchroom duty, hall duty, bus duty) in order to confer with Board, administration, and bargaining unit members.

B. USE OF SCHOOL BUILDINGS

The Connellsville Area Education Association and its representative shall have the right to use school buildings at all reasonable hours for general meetings (limited to one (1) a month or nine (9) per year) when not in conflict with school activities after proper notification and authorization from the Superintendent of Schools. The Superintendent of Schools then shall notify the principal of the building in question of the time and place of such meeting.

C. USE OF SCHOOL EQUIPMENT

The elected Connellsville Area Education Association officers or secretary may use school equipment typewriter, mimeographing machines, other duplicating equipment, calculating machines, and audiovisual equipment at reasonable times, when such equipment is not otherwise in use. Equipment shall not be used unless the permission of the building principal is secured. If this provision is abused by either party, the Superintendent of Schools shall intervene.

D. USE OF INTER-SCHOOL MAIL

The Connellsville Area Education Association building representative may use inter-school mail facilities and school mail boxes with stated limitations:

1. Mail shall not be used to promote personal gain.
2. The Superintendent of Schools and the building principal shall be provided with a copy of the item one (1) day in advance of mailing.
3. At no time shall the mail be used in an unethical or unprofessional manner.

He or she shall have the right to use the public-address system during schedule announcement periods with the proper notification of the building principal.

E. DUES DEDUCTION

The Connellsville Area School District, upon signed authorization by the employee, shall provide for payroll deductions of Pennsylvania State Education Association, National Education Association, and Connellsville Area Education Association dues. The Connellsville Area Education Association will be responsible for furnishing employee authorization forms and for remittal of dues to the other two (2) organizations. The following form will be used.

## DUES DEDUCTION FORM

I hereby authorize the Secretary-Business Manager's Office of the Connellsville Area School District to deduct employees' association dues (CAEA, PSEA, NEA) from my paychecks as agreed upon between the Connellsville Area School District and the Connellsville Area Education Association. This authorization shall be valid on a year-to-year basis while I remain in the Connellsville Area School District unless I notify the Connellsville Area Education Association officers and the Secretary-Business Manager's office in writing that this authorization is revoked. Such notice must be given between the opening date of school in September and October 1 in the school year during which the revocation is to take effect.

Signed \_\_\_\_\_

Typed or Printed \_\_\_\_\_

Date \_\_\_\_\_

It is further understood that the authorization referred to above merely authorizes the Connellsville Area School District to withhold and forward dues to the Connellsville Area Education Association until such time as the Connellsville Area School District is directed to cease taking deductions as explained in the referred to authorization.

F. MAINTENANCE OF MEMBERSHIP

1. The Connellsville Area School District agrees to check off properly authorized dues for the Connellsville Area Education Association with the provision that the Connellsville Area Education Association will hold the Connellsville Area School District harmless for any problems or issues which may be raised as a result of such a check-off procedure.
2. The Connellsville Area Board of Directors agrees that all employees who are presently members of the Connellsville Area Education Association shall be subject to the "Maintenance of Membership" provisions as defined in Article 111, Subsection 18 of the Public Employees' Relations Act, Act 195. The Connellsville Area Education Association agrees to hold the Connellsville Area School District harmless from any application of said maintenance of membership.

G. BULLETIN BOARDS

The Connellsville Area Education Association shall have the use of a bulletin board in each faculty lounge, school office or employees' dining room.

H. INFORMATION FROM THE CONNELLSVILLE AREA BOARD OF DIRECTORS

The Connellsville Area Board of Directors agrees to furnish the Connellsville Area Education Association, in the response to reasonable requests from time to time, all available information concerning the educational program and the financial resources of the Connellsville Area School District, including but not limited to, classroom teacher-pupil ratio, number of specialists, annual financial reports and audits, register of certified personnel, tentative budgetary requirements and allocation, attendance data, individual and group employee insurance premiums, experience figures, names and addresses of all employees, access to individual personnel files (with written consent of the individual), and such other information that shall assist the Connellsville Area Education Association in developing intelligent accurate, informed and constructive programs on behalf of the employees and their students.

I. BUILDING MEETINGS

The Connellsville Area Education Association shall have the right to conduct building meetings outside the contractual day.

J. CONNELLSVILLE AREA EDUCATION ASSOCIATION – CONNELLSVILLE AREA BOARD OF SCHOOL DIRECTORS LIAISON COMMITTEE

1. The purpose of this committee is to make recommendations to the Connellsville Area Board of Directors for the purpose of improving the total educational program and employee/board relations.
2. The Committee is to consist of two (2) board appointed administrators, two (2) Connellsville Area School Board members and four (4) Connellsville Area Education Association selected staff.
3. The Committee shall meet at least six (6) times during the contracted school year.
4. Any recommendations accepted by the Connellsville Area Board of Directors and the Connellsville Area Education Association shall become a part of this contract when signed by the Connellsville Area Board of Directors and Connellsville Area Education Association.
5. The employee liaison committee shall be placed on the agenda for each board meeting and shall have the right to speak at such meetings.

K. IN-SERVICE DAY PRIVILEGE

Part of the in-service day held at the beginning of each school year shall be a meeting of all employees. Representatives of the Connellsville Area Education Association will be granted an uninterrupted period of forty-five (45) minutes between the hours of 9:00 a.m. and 12:00 noon to discuss matters relevant to the Connellsville Area Education Association. The Connellsville Area Education Association will abide by all of the provisions of Article XII of Act 195.

**XII. WAIVER**

The parties to this agreement agree that all negotiable items have been discussed during the negotiations leading to this agreement and no additional negotiations on this agreement will be conducted unless agreed to by the parties or ordered by an arbitrator. Any such agreement shall be reduced to writing and made a part thereof and attached hereto.

**XIII. SEPARABILITY**

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

#### **XIV. SAVINGS CLAUSE**

The Connellsville Area Board of School Directors agrees that all matters of board policy now in effect and adopted by the Connellsville Area Board of School Directors that bear on wages, hours, and other terms and conditions of employment will continue to be in effect for the duration of this agreement.

The Connellsville Area Board of School Directors further agrees that changes in existing administrative procedures that the Connellsville Area Education Association feels impinges upon existing wages, hours and other terms and conditions of employment are subject to the grievance procedures. Any such changes will remain in effect until such time as an arbitrator rules that such administrative policy or procedures have an effect on wages, hours, and other terms or conditions of employment.

#### **XV. POLICY**

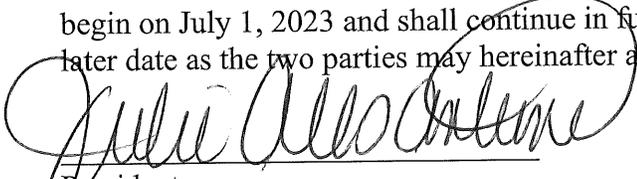
The Connellsville Area Board of School Directors recognizes that bargaining unit members as well as the Connellsville Area Board of School Directors have certain rights regarding policy. The Connellsville Area Education Association and the Connellsville Area Board of School Directors recognize those rights which are specified in Article 7 or Act 195 and agree to abide thereto.

#### **XVI. STATUTORY SAVINGS CLAUSE**

Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under the Public School Code of 1949 as amended, or the Public Employee Relations Act, Act 195, or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

**EFFECTIVE DATE AND SIGNATURE**

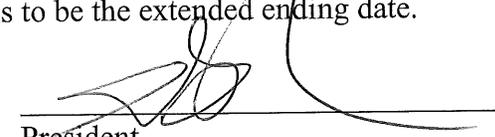
This agreement is made and entered into the, by and between the Connellsville Area School District and the Connellsville Area Education Association. The term of this Agreement shall begin on July 1, 2023 and shall continue in full force and effect until June 30, 2027, or until such later date as the two parties may hereinafter agree is to be the extended ending date.



President  
Connellsville Area  
Education Association



Secretary  
Connellsville Area  
Education Association



President  
Board of School Directors  
Connellsville Area School District



Secretary  
Board of School Directors  
Connellsville Area School District

**ADDENDUM A  
2023-2024**

Step	VOC Intern	VOC I	VOC II or B	VOC II+12 or B+12	VOC II+24 or B+24	VOC II+30 or M	M+6	M+12	M+18	M+24	M+30	M+36	M+42	M+48	M+54	M+60
1	\$ 44,264	\$ 44,464	\$ 44,664	\$ 46,119	\$ 47,575	\$ 49,030	\$ 49,662	\$ 50,295	\$ 50,927	\$ 51,559	\$ 52,192	\$ 53,192	\$ 53,825	\$ 54,457	\$ 55,090	\$ 56,090
2	\$ 46,311	\$ 46,511	\$ 46,711	\$ 48,166	\$ 49,622	\$ 51,077	\$ 51,709	\$ 52,342	\$ 52,974	\$ 53,606	\$ 54,239	\$ 55,239	\$ 55,872	\$ 56,504	\$ 57,137	\$ 58,137
3	\$ 48,358	\$ 48,558	\$ 48,758	\$ 50,213	\$ 51,669	\$ 53,124	\$ 53,756	\$ 54,389	\$ 55,021	\$ 55,653	\$ 56,286	\$ 57,286	\$ 57,919	\$ 58,551	\$ 59,184	\$ 60,184
4	\$ 50,405	\$ 50,605	\$ 50,805	\$ 52,260	\$ 53,716	\$ 55,171	\$ 55,803	\$ 56,436	\$ 57,068	\$ 57,700	\$ 58,333	\$ 59,333	\$ 59,966	\$ 60,598	\$ 61,231	\$ 62,231
5	\$ 52,452	\$ 52,652	\$ 52,852	\$ 54,307	\$ 55,763	\$ 57,218	\$ 57,850	\$ 58,483	\$ 59,115	\$ 59,747	\$ 60,380	\$ 61,380	\$ 62,013	\$ 62,645	\$ 63,278	\$ 64,278
6	\$ 54,672	\$ 54,872	\$ 55,072	\$ 56,528	\$ 57,983	\$ 59,438	\$ 60,071	\$ 60,703	\$ 61,336	\$ 61,968	\$ 62,600	\$ 63,600	\$ 64,233	\$ 64,865	\$ 65,498	\$ 66,498
7	\$ 56,893	\$ 57,093	\$ 57,293	\$ 58,748	\$ 60,204	\$ 61,659	\$ 62,291	\$ 62,924	\$ 63,556	\$ 64,189	\$ 64,821	\$ 65,821	\$ 66,454	\$ 67,086	\$ 67,719	\$ 68,719
8	\$ 58,893	\$ 59,093	\$ 59,293	\$ 60,748	\$ 62,204	\$ 63,659	\$ 64,291	\$ 64,924	\$ 65,556	\$ 66,189	\$ 66,821	\$ 67,821	\$ 68,454	\$ 69,086	\$ 69,719	\$ 70,719
9	\$ 60,893	\$ 61,093	\$ 61,293	\$ 62,748	\$ 64,204	\$ 65,659	\$ 66,291	\$ 66,924	\$ 67,556	\$ 68,189	\$ 68,821	\$ 69,821	\$ 70,454	\$ 71,086	\$ 71,719	\$ 72,719
10	\$ 62,893	\$ 63,093	\$ 63,293	\$ 64,748	\$ 66,204	\$ 67,659	\$ 68,291	\$ 68,924	\$ 69,556	\$ 70,189	\$ 70,821	\$ 71,821	\$ 72,454	\$ 73,086	\$ 73,719	\$ 74,719
11	\$ 64,893	\$ 65,093	\$ 65,293	\$ 66,748	\$ 68,204	\$ 69,659	\$ 70,291	\$ 70,924	\$ 71,556	\$ 72,189	\$ 72,821	\$ 73,821	\$ 74,454	\$ 75,086	\$ 75,719	\$ 76,719
12	\$ 66,893	\$ 67,093	\$ 67,293	\$ 68,748	\$ 70,204	\$ 71,659	\$ 72,291	\$ 72,924	\$ 73,556	\$ 74,189	\$ 74,821	\$ 75,821	\$ 76,454	\$ 77,086	\$ 77,719	\$ 78,719
13	\$ 68,893	\$ 69,093	\$ 69,293	\$ 70,748	\$ 72,204	\$ 73,659	\$ 74,291	\$ 74,924	\$ 75,556	\$ 76,189	\$ 76,821	\$ 77,821	\$ 78,454	\$ 79,086	\$ 79,719	\$ 80,719
14	\$ 72,193	\$ 72,393	\$ 72,593	\$ 74,048	\$ 75,504	\$ 76,959	\$ 77,591	\$ 78,224	\$ 78,856	\$ 79,489	\$ 80,121	\$ 81,121	\$ 81,754	\$ 82,386	\$ 83,019	\$ 84,019
15	\$ 74,093	\$ 74,293	\$ 74,493	\$ 75,948	\$ 77,404	\$ 78,859	\$ 79,491	\$ 80,124	\$ 80,756	\$ 81,389	\$ 82,021	\$ 83,021	\$ 83,654	\$ 84,286	\$ 84,919	\$ 85,919
16	\$ 74,393	\$ 74,593	\$ 74,793	\$ 76,248	\$ 77,704	\$ 79,159	\$ 79,791	\$ 80,424	\$ 81,056	\$ 81,689	\$ 82,321	\$ 83,321	\$ 83,954	\$ 84,586	\$ 85,219	\$ 86,219
17	\$ 74,393	\$ 74,593	\$ 74,793	\$ 76,248	\$ 77,704	\$ 79,159	\$ 79,791	\$ 80,424	\$ 81,056	\$ 81,689	\$ 82,321	\$ 83,321	\$ 83,954	\$ 84,586	\$ 85,219	\$ 86,219
18	\$ 75,093	\$ 75,293	\$ 75,493	\$ 76,948	\$ 78,404	\$ 79,859	\$ 79,991	\$ 80,624	\$ 81,256	\$ 81,889	\$ 82,521	\$ 83,521	\$ 84,154	\$ 84,786	\$ 85,419	\$ 86,419
19	\$ 75,093	\$ 75,293	\$ 75,493	\$ 76,948	\$ 78,404	\$ 79,859	\$ 79,991	\$ 80,624	\$ 81,256	\$ 81,889	\$ 82,521	\$ 83,521	\$ 84,154	\$ 84,786	\$ 85,419	\$ 86,419
20	\$ 75,093	\$ 75,293	\$ 75,493	\$ 76,948	\$ 78,404	\$ 79,859	\$ 79,991	\$ 80,624	\$ 81,256	\$ 81,889	\$ 82,521	\$ 83,521	\$ 84,154	\$ 84,786	\$ 85,419	\$ 86,419
21	\$ 75,093	\$ 75,293	\$ 75,493	\$ 76,948	\$ 78,404	\$ 79,859	\$ 79,991	\$ 80,624	\$ 81,256	\$ 81,889	\$ 82,521	\$ 83,521	\$ 84,154	\$ 84,786	\$ 85,419	\$ 86,419
22	\$ 75,093	\$ 75,293	\$ 75,493	\$ 76,948	\$ 78,404	\$ 79,859	\$ 79,991	\$ 80,624	\$ 81,256	\$ 81,889	\$ 82,521	\$ 83,521	\$ 84,154	\$ 84,786	\$ 85,419	\$ 86,419
23	\$ 75,093	\$ 75,293	\$ 75,493	\$ 76,948	\$ 78,404	\$ 79,859	\$ 79,991	\$ 80,624	\$ 81,256	\$ 81,889	\$ 82,521	\$ 83,521	\$ 84,154	\$ 84,786	\$ 85,419	\$ 86,419
24	\$ 75,093	\$ 75,293	\$ 75,493	\$ 76,948	\$ 78,404	\$ 79,859	\$ 79,991	\$ 80,624	\$ 81,256	\$ 81,889	\$ 82,521	\$ 83,521	\$ 84,154	\$ 84,786	\$ 85,419	\$ 86,419
25	\$ 75,793	\$ 75,993	\$ 76,193	\$ 77,648	\$ 79,104	\$ 80,559	\$ 81,191	\$ 81,824	\$ 82,456	\$ 83,089	\$ 83,721	\$ 84,721	\$ 85,354	\$ 85,986	\$ 86,619	\$ 87,619
26	\$ 75,793	\$ 75,993	\$ 76,193	\$ 77,648	\$ 79,104	\$ 80,559	\$ 81,191	\$ 81,824	\$ 82,456	\$ 83,089	\$ 83,721	\$ 84,721	\$ 85,354	\$ 85,986	\$ 86,619	\$ 87,619
27	\$ 76,593	\$ 76,793	\$ 76,993	\$ 78,448	\$ 79,904	\$ 81,359	\$ 81,991	\$ 82,624	\$ 83,256	\$ 83,889	\$ 84,521	\$ 85,521	\$ 86,154	\$ 86,786	\$ 87,419	\$ 88,419
30																

**ADDENDUM B  
2024-2025**

Step	VOC Intern	VOC I	VOC II or B	VOC II+12 or B+12	VOC II+24 or B+24	VOC II+30 or M	M+6	M+12	M+18	M+24	M+30	M+36	M+42	M+48	M+54	M+60
1	\$45,394	\$45,594	\$45,794	\$47,249	\$48,705	\$50,160	\$50,792	\$51,425	\$52,057	\$52,689	\$53,322	\$54,322	\$54,955	\$55,587	\$56,220	\$57,220
2	\$47,441	\$47,641	\$47,841	\$49,296	\$50,752	\$52,207	\$52,839	\$53,472	\$54,104	\$54,736	\$55,369	\$56,369	\$57,002	\$57,634	\$58,267	\$59,267
3	\$49,488	\$49,688	\$49,888	\$51,343	\$52,799	\$54,254	\$54,886	\$55,519	\$56,151	\$56,783	\$57,416	\$58,416	\$59,049	\$59,681	\$60,314	\$61,314
4	\$51,535	\$51,735	\$51,935	\$53,390	\$54,846	\$56,301	\$56,933	\$57,566	\$58,198	\$58,830	\$59,463	\$60,463	\$61,096	\$61,728	\$62,361	\$63,361
5	\$53,582	\$53,782	\$53,982	\$55,437	\$56,893	\$58,348	\$58,980	\$59,613	\$60,245	\$60,877	\$61,510	\$62,510	\$63,143	\$63,775	\$64,408	\$65,408
6	\$55,802	\$56,002	\$56,202	\$57,657	\$59,113	\$60,568	\$61,200	\$61,833	\$62,465	\$63,097	\$63,730	\$64,730	\$65,363	\$65,995	\$66,628	\$67,628
7	\$58,023	\$58,223	\$58,423	\$59,878	\$61,334	\$62,789	\$63,421	\$64,054	\$64,686	\$65,318	\$65,951	\$66,951	\$67,584	\$68,216	\$68,849	\$69,849
8	\$60,023	\$60,223	\$60,423	\$61,878	\$63,334	\$64,789	\$65,421	\$66,054	\$66,686	\$67,318	\$67,951	\$68,951	\$69,584	\$70,216	\$70,849	\$71,849
9	\$62,023	\$62,223	\$62,423	\$63,878	\$65,334	\$66,789	\$67,421	\$68,054	\$68,686	\$69,318	\$69,951	\$70,951	\$71,584	\$72,216	\$72,849	\$73,849
10	\$64,023	\$64,223	\$64,423	\$65,878	\$67,334	\$68,789	\$69,421	\$70,054	\$70,686	\$71,318	\$71,951	\$72,951	\$73,584	\$74,216	\$74,849	\$75,849
11	\$66,023	\$66,223	\$66,423	\$67,878	\$69,334	\$70,789	\$71,421	\$72,054	\$72,686	\$73,318	\$73,951	\$74,951	\$75,584	\$76,216	\$76,849	\$77,849
12	\$68,023	\$68,223	\$68,423	\$69,878	\$71,334	\$72,789	\$73,421	\$74,054	\$74,686	\$75,318	\$75,951	\$76,951	\$77,584	\$78,216	\$78,849	\$79,849
13	\$70,023	\$70,223	\$70,423	\$71,878	\$73,334	\$74,789	\$75,421	\$76,054	\$76,686	\$77,318	\$77,951	\$78,951	\$79,584	\$80,216	\$80,849	\$81,849
14	\$73,323	\$73,523	\$73,723	\$75,178	\$76,634	\$78,089	\$78,721	\$79,354	\$79,986	\$80,618	\$81,251	\$82,251	\$82,884	\$83,516	\$84,149	\$85,149
15	\$75,223	\$75,423	\$75,623	\$77,078	\$78,534	\$79,989	\$80,621	\$81,254	\$81,886	\$82,518	\$83,151	\$84,151	\$84,784	\$85,416	\$86,049	\$87,049
16	\$75,723	\$75,923	\$76,123	\$77,578	\$79,034	\$80,489	\$81,121	\$81,754	\$82,386	\$83,018	\$83,651	\$84,651	\$85,284	\$85,916	\$86,549	\$87,549
17	\$75,723	\$75,923	\$76,123	\$77,578	\$79,034	\$80,489	\$81,121	\$81,754	\$82,386	\$83,018	\$83,651	\$84,651	\$85,284	\$85,916	\$86,549	\$87,549
18	\$75,723	\$75,923	\$76,123	\$77,578	\$79,034	\$80,489	\$81,121	\$81,754	\$82,386	\$83,018	\$83,651	\$84,651	\$85,284	\$85,916	\$86,549	\$87,549
19	\$76,423	\$76,623	\$76,823	\$78,278	\$79,734	\$81,189	\$81,821	\$82,454	\$83,086	\$83,718	\$84,351	\$85,351	\$85,984	\$86,616	\$87,249	\$88,249
20	\$76,423	\$76,623	\$76,823	\$78,278	\$79,734	\$81,189	\$81,821	\$82,454	\$83,086	\$83,718	\$84,351	\$85,351	\$85,984	\$86,616	\$87,249	\$88,249
21	\$76,423	\$76,623	\$76,823	\$78,278	\$79,734	\$81,189	\$81,821	\$82,454	\$83,086	\$83,718	\$84,351	\$85,351	\$85,984	\$86,616	\$87,249	\$88,249
22	\$77,123	\$77,323	\$77,523	\$78,978	\$80,434	\$81,889	\$82,521	\$83,154	\$83,786	\$84,418	\$85,051	\$86,051	\$86,684	\$87,316	\$87,949	\$88,949
23	\$77,123	\$77,323	\$77,523	\$78,978	\$80,434	\$81,889	\$82,521	\$83,154	\$83,786	\$84,418	\$85,051	\$86,051	\$86,684	\$87,316	\$87,949	\$88,949
24	\$77,123	\$77,323	\$77,523	\$78,978	\$80,434	\$81,889	\$82,521	\$83,154	\$83,786	\$84,418	\$85,051	\$86,051	\$86,684	\$87,316	\$87,949	\$88,949
25	\$79,123	\$79,323	\$79,523	\$80,978	\$82,434	\$83,889	\$84,521	\$85,154	\$85,786	\$86,418	\$87,051	\$88,051	\$88,684	\$89,316	\$89,949	\$90,949
30																



**ADDENDUM D  
2026-2027**

Step	VOC Intern	VOCI	VOCII or B	VOCII+12 or B+12	VOCII+24 or B+24	VOCII+30 or M	M+6	M+12	M+18	M+24	M+30	M+36	M+42	M+48	M+54	M+60
1	\$47,394	\$47,594	\$47,794	\$49,249	\$50,705	\$52,160	\$52,792	\$53,425	\$54,057	\$54,689	\$55,322	\$56,322	\$56,955	\$57,587	\$58,220	\$59,220
2	\$49,441	\$49,641	\$49,841	\$51,296	\$52,752	\$54,207	\$54,839	\$55,472	\$56,104	\$56,736	\$57,369	\$58,369	\$59,002	\$59,634	\$60,267	\$61,267
3	\$51,488	\$51,688	\$51,888	\$53,343	\$54,799	\$56,254	\$56,886	\$57,519	\$58,151	\$58,783	\$59,416	\$60,416	\$61,049	\$61,681	\$62,314	\$63,314
4	\$53,535	\$53,735	\$53,935	\$55,390	\$56,846	\$58,301	\$58,933	\$59,566	\$60,198	\$60,830	\$61,463	\$62,463	\$63,096	\$63,728	\$64,361	\$65,361
5	\$55,582	\$55,782	\$55,982	\$57,437	\$58,893	\$60,348	\$60,980	\$61,613	\$62,245	\$62,877	\$63,510	\$64,510	\$65,143	\$65,775	\$66,408	\$67,408
6	\$57,802	\$58,002	\$58,202	\$59,657	\$61,113	\$62,568	\$63,200	\$63,833	\$64,465	\$65,097	\$65,730	\$66,730	\$67,363	\$67,995	\$68,628	\$69,628
7	\$60,023	\$60,223	\$60,423	\$61,878	\$63,334	\$64,789	\$65,421	\$66,054	\$66,686	\$67,318	\$67,951	\$68,951	\$69,584	\$70,216	\$70,849	\$71,849
8	\$62,023	\$62,223	\$62,423	\$63,878	\$65,334	\$66,789	\$67,421	\$68,054	\$68,686	\$69,318	\$69,951	\$70,951	\$71,584	\$72,216	\$72,849	\$73,849
9	\$64,023	\$64,223	\$64,423	\$65,878	\$67,334	\$68,789	\$69,421	\$70,054	\$70,686	\$71,318	\$71,951	\$72,951	\$73,584	\$74,216	\$74,849	\$75,849
10	\$66,023	\$66,223	\$66,423	\$67,878	\$69,334	\$70,789	\$71,421	\$72,054	\$72,686	\$73,318	\$73,951	\$74,951	\$75,584	\$76,216	\$76,849	\$77,849
11	\$68,023	\$68,223	\$68,423	\$69,878	\$71,334	\$72,789	\$73,421	\$74,054	\$74,686	\$75,318	\$75,951	\$76,951	\$77,584	\$78,216	\$78,849	\$79,849
12	\$70,023	\$70,223	\$70,423	\$71,878	\$73,334	\$74,789	\$75,421	\$76,054	\$76,686	\$77,318	\$77,951	\$78,951	\$79,584	\$80,216	\$80,849	\$81,849
13	\$72,023	\$72,223	\$72,423	\$73,878	\$75,334	\$76,789	\$77,421	\$78,054	\$78,686	\$79,318	\$79,951	\$80,951	\$81,584	\$82,216	\$82,849	\$83,849
14	\$75,323	\$75,523	\$75,723	\$77,178	\$78,634	\$80,089	\$80,721	\$81,354	\$81,986	\$82,618	\$83,251	\$84,251	\$84,884	\$85,516	\$86,149	\$87,149
15	\$77,223	\$77,423	\$77,623	\$79,078	\$80,534	\$81,989	\$82,621	\$83,254	\$83,886	\$84,518	\$85,151	\$86,151	\$86,784	\$87,416	\$88,049	\$89,049
16	\$78,223	\$78,423	\$78,623	\$80,078	\$81,534	\$82,989	\$83,621	\$84,254	\$84,886	\$85,518	\$86,151	\$87,151	\$87,784	\$88,416	\$89,049	\$90,049
17	\$79,223	\$79,423	\$79,623	\$81,078	\$82,534	\$83,989	\$84,621	\$85,254	\$85,886	\$86,518	\$87,151	\$88,151	\$88,784	\$89,416	\$90,049	\$91,049
18	\$80,223	\$80,423	\$80,623	\$82,078	\$83,534	\$84,989	\$85,621	\$86,254	\$86,886	\$87,518	\$88,151	\$89,151	\$89,784	\$90,416	\$91,049	\$92,049
19	\$81,223	\$81,423	\$81,623	\$83,078	\$84,534	\$85,989	\$86,621	\$87,254	\$87,886	\$88,518	\$89,151	\$90,151	\$90,784	\$91,416	\$92,049	\$93,049
20	\$82,723	\$82,923	\$83,123	\$84,578	\$86,034	\$87,489	\$88,121	\$88,754	\$89,386	\$90,018	\$90,651	\$91,651	\$92,284	\$92,916	\$93,549	\$94,549
25																
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### Step Progression Chart

Base Year (2022-2023)	Year 1 (2023- 2024)	Year 2 (2024- 2025)	Year 3 (2025- 2026)	Year 4 (2026- 2027)
				1
			1	2
		1	2	3
	1	2	3	4
1	2	3	4	5
2	3	4	5	6
3	4	5	6	7
4	5	6	7	8
5	6	7	8	9
6	7	8	9	10
7	8	9	10	11
8	9	10	11	12
9	10	11	12	13
10	11	12	13	14
11	12	13	14	15
12	13	14	15	16
13	14	15	16	17
14	15	16	17	18
15	16	17	18	19
16	17	18	19	20
17	18	19	20	20
18	19	20	21	20
19	20	21	22	20
20	21	22	23	20
21	22	23	23	20
22	23	24	23	20
23	24	25	23	20
24	25	25	23	20
25	26	25	23	20
26	27	25	23	20
27	27	25	23	20
28	27	25	23	20
29	27	25	23	20
30	27	25	23	20



	<b>FALL SPORTS:</b>					
20	Football Head	Senior High	\$10,497	\$10,602	\$10,708	
21	Offensive Coordinator	Senior High	\$6,800	\$6,868	\$6,937	
22	Defensive Coordinator	Senior High	\$6,800	\$6,868	\$6,937	
23	Football Assistant	Senior High	\$6,283	\$6,346	\$6,409	
24	Football Assistant	Senior High	\$6,283	\$6,346	\$6,409	
25	Football Assistant	Senior High	\$6,283	\$6,346	\$6,409	
26	Football Assistant	Senior High	\$6,283	\$6,346	\$6,409	
27	Football Assistant	Senior High	\$6,283	\$6,346	\$6,409	
28	Freshman Football Head	Senior High	\$4,435	\$4,479	\$4,524	
29	Freshman Football Assistant	Senior High	\$3,474	\$3,509	\$3,544	
30	Freshman Football Assistant	Senior High	\$3,474	\$3,509	\$3,544	
31	Football Equipment Manager	Senior High	\$3,696	\$3,733	\$3,771	
32	Football Scout	Senior High	\$1,405	\$1,419	\$1,433	
33	Cross Country Head	Senior High	\$2,587	\$2,613	\$2,639	
34	Cross Country Assistant	Senior High	\$1,848	\$1,867	\$1,885	
35	Girls Tennis Head	Senior High	\$2,883	\$2,911	\$2,940	
36	Girls Tennis Assistant	Senior High	\$1,700	\$1,717	\$1,735	
37	Volleyball Head	Senior High	\$3,622	\$3,658	\$3,695	
38	Volleyball Assistant	Senior High	\$2,144	\$2,165	\$2,187	
39	Boys Golf Head	Senior High	\$2,513	\$2,538	\$2,564	
40	Girls Golf Head	Senior high	\$2,513	\$2,538	\$2,564	
41	Boys Soccer Head	Senior High	\$3,549	\$3,584	\$3,620	
42	Boys Soccer Assistant	Senior High	\$2,144	\$2,165	\$2,187	
43	Girls Soccer Head	Senior High	\$3,549	\$3,584	\$3,620	
44	Girls Soccer Assistant	Senior High	\$2,144	\$2,165	\$2,187	
45	Football Head	Middle School	\$3,696	\$3,733	\$3,771	
46	Football Assistant	Middle School	\$2,809	\$2,837	\$2,866	
47	Football Assistant	Middle School	\$2,809	\$2,837	\$2,866	

48	Football Assistant	Middle School	\$2,809	\$2,837	\$2,866
49	Football Assistant	Middle School	\$2,809	\$2,837	\$2,866
50	7th & 8th Girls Basketball Head	Middle School	\$2,809	\$2,837	\$2,866
51	7th & 8th Girls Basketball Assistant	Middle School	\$2,292	\$2,315	\$2,338
52	Boys Soccer Head	Middle School	\$2,587	\$2,613	\$2,639
53	Boys Soccer Assistant	Middle School	\$1,922	\$1,941	\$1,960
54	Girls Soccer Head	Middle School	\$2,587	\$2,613	\$2,639
55	Girls Soccer Assistant	Middle School	\$1,922	\$1,941	\$1,960
56	Swimming Head	Middle School	\$2,193	\$2,215	\$2,237
57	Swimming Assistant	Middle School	\$1,377	\$1,391	\$1,405

<b>WINTER SPORTS:</b>					
58	Boys Basketball Head	Senior High	\$7,540	\$7,615	\$7,691
59	Boys Basketball Assistant	Senior High	\$4,509	\$4,555	\$4,600
60	Boys Basketball Assistant	Senior High	\$4,509	\$4,555	\$4,600
61	Girls Basketball Head	Senior High	\$7,540	\$7,615	\$7,691
62	Girls Basketball Assistant	Senior High	\$4,509	\$4,555	\$4,600
63	Girls Basketball Assistant	Senior High	\$4,509	\$4,555	\$4,600
64	Freshman Basketball Head	Senior High	\$3,696	\$3,733	\$3,771
65	Freshman Basketball Assistant	Senior High	\$2,440	\$2,464	\$2,489
66	Swimming Head	Senior High	\$5,544	\$5,599	\$5,655
67	Swimming Assistant	Senior High	\$3,770	\$3,808	\$3,846
68	Swimming Assistant - Diving	Senior High	\$2,587	\$2,613	\$2,639
69	Boys/Girls Wrestling Head	Senior High	\$7,836	\$7,914	\$7,993
70	Boys Wrestling Assistant	Senior High	\$4,139	\$4,181	\$4,222
71	Boys Wrestling Assistant	Senior High	\$4,139	\$4,181	\$4,222
72	Girls Wrestling Assistant	Senior High	\$4,139	\$4,181	\$4,222
73	Girls Wrestling Assistant	Senior High	\$4,139	\$4,181	\$4,222

74	8th Boys Basketball Head	Middle School	\$2,809	\$2,837	\$2,866
75	8th Boys Basketball Assistant	Middle School	\$1,996	\$2,016	\$2,036
76	7th Boys Basketball Head	Middle School	\$2,513	\$2,538	\$2,564
77	7th Boys Basketball Assistant	Middle School	\$1,700	\$1,717	\$1,735
78	Wrestling Head	Middle School	\$3,474	\$3,509	\$3,544
79	Wrestling Assistant	Middle School	\$2,513	\$2,538	\$2,564
80	Wrestling Assistant	Middle School	\$2,513	\$2,538	\$2,564

<b>SPRING SPORTS:</b>					
81	Baseball Head	Senior High	\$4,657	\$4,704	\$4,751
82	Baseball Assistant	Senior High	\$2,809	\$2,837	\$2,866
83	Baseball Assistant	Senior High	\$2,809	\$2,837	\$2,866
84	Junior Varsity Baseball Assistant	Senior High	\$2,217	\$2,240	\$2,262
85	Freshman Baseball Head	Senior High	\$2,217	\$2,240	\$2,262
86	Freshman Baseball Assistant	Senior High	\$1,848	\$1,867	\$1,885
87	Girls Softball Head	Senior High	\$3,770	\$3,808	\$3,846
88	Girls Softball Assistant	Senior High	\$2,217	\$2,240	\$2,262
89	Boys Tennis Head	Senior High	\$2,883	\$2,911	\$2,940
90	Boys Tennis Assistant	Senior High	\$1,700	\$1,717	\$1,735
91	Track Head	Senior High	\$5,174	\$5,226	\$5,278
92	Track 1st Assistant	Senior High	\$2,957	\$2,987	\$3,016
93	Track Assistant	Senior High	\$2,217	\$2,240	\$2,262
94	Track Assistant	Senior High	\$2,217	\$2,240	\$2,262
95	Track Assistant	Senior High	\$2,217	\$2,240	\$2,262
96	Track Head	Middle School	\$3,991	\$4,031	\$4,071

97	Track Assistant	Middle School	\$2,365	\$2,389	\$2,413
98	Track Assistant	Middle School	\$2,365	\$2,389	\$2,413
99	Track Assistant	Middle School	\$2,365	\$2,389	\$2,413
100	7th & 8th Volleyball Head	Middle School	\$2,809	\$2,837	\$2,866
101	7th & 8th Volleyball Assistant	Middle School	\$1,996	\$2,016	\$2,036
102	Girls Softball Head	Middle School	\$2,217	\$2,240	\$2,262
103	Girls Softball Asst	Middle School	\$1,405	\$1,419	\$1,433
	<b>SUBTOTAL ATHLETICS</b>		<b>\$336,736</b>	<b>\$340,104</b>	<b>\$343,505</b>

			2023-2024	2024-2025	2025-2027
	<b>NON-ATHLETIC</b>				
1	Technology Liaison	Senior High	\$2,587	\$2,613	\$2,639
2	Technology Liaison	Middle School	\$2,365	\$2,389	\$2,413
	<b>SUBTOTAL AUDIO-VISUAL</b>		\$4,952	\$5,002	\$5,052
3	Activities Director	Senior High	\$3,696	\$3,733	\$3,771
4	Honor Society Sponsor	Senior High	\$2,440	\$2,464	\$2,489
5	Student Council Sponsor	Senior High	\$2,440	\$2,464	\$2,489
6	Secondary Gifted Competitions Sponsor	Senior High	\$1,996	\$2,016	\$2,036
7	Band Activities Director	Senior High	\$4,139	\$4,181	\$4,222
8	Choral Activities Director	Senior High	\$3,401	\$3,435	\$3,469
9	Marching Band Director	Senior High	\$5,248	\$5,300	\$5,353
10	1st Assistant Marching Band Director	Senior High	\$3,178	\$3,210	\$3,242
11	2nd Assistant Marching Band Director	Senior High	\$2,070	\$2,090	\$2,111
12	Percussion Contract	Senior High	\$1,996	\$2,016	\$2,036
13	Band Equipment Manager	Senior High	\$1,922	\$1,941	\$1,960
14	Flags and Rifles	Senior High	\$1,922	\$1,941	\$1,960
15	Winterguard	Senior High	\$1,642	\$1,659	\$1,675
16	Musical Director / 3 Performances	Senior High	\$4,805	\$4,853	\$4,902
	Musical Director / 4 Performances	Senior High	\$5,766	\$5,824	\$5,882
17	Class Play Director	Senior High	\$3,105	\$3,136	\$3,167
18	Stage Lighting	Senior High	\$1,183	\$1,195	\$1,207
19	Newspaper Advisor	Senior High	\$2,661	\$2,688	\$2,715

20	Publicity Director	Senior High	\$2,587	\$2,613	\$2,639
21	P J A S Sponsor	Senior High	\$1,257	\$1,269	\$1,282
22	Yearbook Advisor	Senior High	\$4,435	\$4,479	\$4,524
23	Yearbook Co-advisor	Senior High	\$2,365	\$2,389	\$2,413
24	FBLA Sponsor	Senior High	\$1,257	\$1,269	\$1,282
25	Prom Co-Advisor	Senior High	\$1,971	\$1,990	\$2,010
26	Prom Co-Advisor	Senior High	\$1,971	\$1,990	\$2,010
27	Prom Co-Advisor	Senior High	\$1,971	\$1,990	\$2,010
26	Cooperative Work Experience Coordinator	CACTC	\$2,513	\$2,538	\$2,564
27	Skills USA Sponsor	CACTC	\$1,257	\$1,269	\$1,282
28	DECA Sponsor	Senior High	\$1,183	\$1,195	\$1,207
29	FCCLA Sponsor	CACTC	\$1,183	\$1,195	\$1,207
30	HOSA Sponsor	CACTC	\$1,183	\$1,195	\$1,207
31	Honor Society Sponsor	CACTC	\$2,217	\$2,240	\$2,262
32	Activities Fund Director	CACTC	\$3,030	\$3,061	\$3,091
33	Emergency/First Aid Service	CACTC			
34	Activities Fund Director	Middle School	\$3,030	\$3,061	\$3,091
35	Honor Society Sponsor	Middle School	\$1,996	\$2,016	\$2,036
36	Student Council Sponsor	Middle School	\$1,996	\$2,016	\$2,036
37	Band Activities Director	Middle School	\$3,696	\$3,733	\$3,771
38	Choral Activities Director	Middle School	\$2,957	\$2,987	\$3,016
39	Stage Lighting	Middle School	\$2,513	\$2,538	\$2,564
40	Newspaper Advisor	Middle School	\$2,661	\$2,688	\$2,715
41	P J A S Sponsor	Middle School	\$1,257	\$1,269	\$1,282
42	Yearbook Advisor	Middle School	\$3,178	\$3,210	\$3,242
43	All Star Band Director	Elementary	\$2,661	\$2,688	\$2,715
44	All Star Chorus Director	Elementary	\$2,217	\$2,240	\$2,262
45	All Star Chorus Accom	Elementary	\$1,774	\$1,792	\$1,809

	<b>SUBTOTAL ACTIVITIES</b>		\$113,928	\$115,067	\$116,218
	<b>SUBTOTAL NON-ATHLETICS &amp; ACTIVITIES</b>		\$118,880	\$120,069	\$121,269
	<b>SUBTOTAL ATHLETICS</b>		\$336,736	\$340,104	\$343,505
	<b>TOTAL CONTRACTS</b>		\$455,616	\$460,173	\$464,774

# GRIEVANCE REPORT

*(Type or print information, filling in all blanks.)*

Grievant Name: \_\_\_\_\_

Grievance Number \_\_\_\_\_

Building: \_\_\_\_\_

Date Filed \_\_\_\_\_

Supervisor: \_\_\_\_\_

## Step 1

**Step 1** Person or persons, initiating the grievance shall present the grievance in writing, on a form provided by the Association Professional Rights and Responsibilities (P.R.R.) Chairperson, to the building principal or other first level supervisor and the association P.R.R. Chairperson within the period of the contract. Within ten (10) school days (total 10) following the receipt of notification, the P.R.R. Chairperson will schedule a meeting with the building principal or first level supervisor and grievant at a time agreed to by the P.R.R.

Chairperson, administrator, and grievant. At this conference, the building principal or first level supervisor shall discuss all rationale for his decision. The building principal shall make a decision and communicate it in writing to the grievant and forward a copy to the P.R.R. Chairperson within five (5) school days following the conference.

Date Cause of Grievance Occurred: \_\_\_\_\_

Contract Provision Violated: \_\_\_\_\_

Statement of Grievance:

Relief Sought:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Step 1 (cont.)**

Date received and by whom (supervisor):

Conference Request Date:

Conference Held Date:

Disposition by Supervisor:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Position of Grievant and/or Association:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Step 2**

**Step 2** If the action in Step 1 above fails to resolve the grievance to the satisfaction of the affected parties, the grievance shall be referred to the Superintendent of Schools or designee within five (5) school days following receipt of first level decision by all of the affected parties. Within five (5) school days following receipt of the grievance, the P.R.R. Chairperson and Superintendent of Schools or designee shall schedule a conference agreed to by the P.R.R. Chairperson, Superintendent or designee and grievant. This conference shall be scheduled within a ten (10) day period following receipt of the grievance (Total ten (10) school days (5 – 5)). The Superintendent of Schools or designee shall discuss all rationale for his decision and communicate his decision in writing to the grievant and forward a copy to the P.R.R. Chairperson within five (5) days following the conference.

Date Received by Superintendent or Designee:

Conference Held Date:

Disposition by Superintendent or Designee:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Position of Grievant and/or Association:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Step 3

Step 3 If the action in Step 2 fails to resolve the grievance to the satisfaction of the Association, the grievance may be referred to the Connellsville Area Board of School Directors within five (5) school days following the receipt of notification from the second level by the P.R.R. Chairperson. The P.R.R. Chairperson and the Connellsville Area School Board shall schedule a hearing agreed to by the P.R.R. Chairperson, School Board, and grievant within ten (10) school days following receipt of the Superintendent's decision. The Connellsville Area School Board shall discuss the rationale for its decision and communicate its decision in writing within ten (10) school days following the hearing to the P.R.R. Chairperson.

Date Received by Board of Education:

Disposition by Board:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Position of Grievant and/or Association:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Step 4**

**Step 4** If the action in Step 3 above fails to resolve the grievance to the satisfaction of the Association, the grievance shall be referred to binding arbitration as provided in Section 903 of Act 195.

Date Submitted to Arbitration:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Step 5**

**Step 5** The arbitrator shall have no authority to add or subtract from the agreement. His authority shall be limited to interpreting the agreement and he shall have specific authority to sustain or deny any grievance and to grant any relief he deems appropriate.

Disposition and Award of Arbitrator:

\_\_\_\_\_  
Signature Date

**Step 6**

**Step 6** Either party to this agreement may appeal an arbitrator's decision as provided under the Pennsylvania Rules of Civil Procedure. However, the party taking an appeal and failing in such an appeal shall pay the record costs of the appeal as incurred by all parties.

If applicable, Date Submitted for Appeal/ Party:

\_\_\_\_\_  
Signature Date

If applicable, Disposition and Award of Appeal:

\_\_\_\_\_  
Signature Date

**GROUP GRIEVANCE**

If a grievable action takes place which affects a group of employees, the grievant or a representative of the Connellsville Area Education Association may submit, for the grievant, the grievance in writing to the lowest level at which effective action may be taken. The names of the aggrieved individuals will appear on the grievance report except when the grievance is being filed on behalf of the Connellsville Area Education Association by its officers, then the names of the executive officers or the P.R.R. Chairperson will appear on the Grievance Report.

**MEMORANDUM OF UNDERSTANDING**

**THIS MEMORANDUM OF UNDERSTANDING** entered into between  
**CONNELLSVILLE AREA SCHOOL DISTRICT** (hereinafter referred to as “School  
District”),

A  
N  
D

**CONNELLSVILLE AREA EDUCATION ASSOCIATION** (hereinafter referred to as  
“Association”),

**W I T N E S S E T H:**

**WHEREAS**, the Association is the exclusive representative for purposes of collective bargaining with respect to wages, hours, and terms and conditions of employment for all classifications of employees set forth in the Pennsylvania Labor Relations Board Certification of Representative at Case No. PERA-R-176-W and any clarifications and amendments thereto; and,

**WHEREAS**, the District and the Association are parties to a collective bargaining agreement effective July 1, 2016 through and including June 30, 2023; and,

**WHEREAS**, on November 15, 2017, the District resolved that it would utilize Licensed Practical Nurses (LPN) (part of the Connellsville Area Education Support Professionals Association) in situations allowable for the health needs of its students, including health room assistants and personal health assistants; and,

**WHEREAS**, the District and the Association desire to enter into this Memorandum of Understanding to clarify how such work differs from that of the Association’s Certified School Nurses (CSN);

**NOW, THEREFORE**, in consideration of the mutual promises contained herein and intending to be legally bound hereby, the parties agree as follows:

1. The District agrees that it will continue to comply with the state-mandated student to Certified School Nurse ratio and continue to maintain Certified School Nurses at a level that will comply with these state mandates.
2. The District agrees that it will not replace the current Certified School Nurses with Licensed Practical Nurses, even if the ratio should allow such a change.
3. The “Job Description” for each of the two positions (health room assistant and personal health assistant) will become a part of this agreement and the Licensed Practical Nurses

who are hired to perform these positions shall be permitted to perform only the duties that are listed under "Job Description" and "Job Summary"

4. The District agrees to indemnify and hold harmless all employees of the District hired as Certified School Nurses from and against any and all loss, damage, costs of suits, liability, loss or deficiency (including reasonable attorneys' fees and other costs and expenses incident to any claim, suit, action, or proceeding arising out of or resulting from and action or non-action of the Licensed Practical Nurse in performing properly or improperly, or failing to perform any duty or job function.

5. In the event of changes to state mandates as they apply to Certified School Nurses, this agreement shall be revised to reflect such changes. Nothing in this agreement will modify the current contract as it applies to Certified School Nurses.

6. Licensed Practical Nurses who are acting as day-to-day substitutes shall be oriented to elementary and secondary by observing/shadowing a Certified School Nurse for one (1) day in each level, for a total of two (2) days.

7. Licensed Practical Nurses who are hired as regular employees shall be oriented for one (1) work week in the assignment and under the direction of the Certified School Nurse, for a total of five (5) work days, with any further needs for orientation at the discretion of that Certified School Nurse.

8. Except as expressly set forth herein, under no circumstances is this Memorandum of Understanding to be construed in any manner as impacting, altering, amending, or otherwise modifying the parties' collective bargaining agreement. The parties continue to maintain their respective rights and obligations under the collective bargaining agreement.

9. This Memorandum of Understanding embodies the entire agreement and understanding of the parties and supersedes any and all prior negotiations, understandings, and agreements, proposed or otherwise, written or oral, concerning the subject matters hereof.

10. This Memorandum of Understanding shall be enforceable through the grievance procedure in the parties' collective bargaining agreement. Any disagreement over the interpretation or application of this Memorandum of Understanding shall be subject to the grievance procedure set forth in the parties' collective bargaining agreement.

11. By signing this Memorandum of Understanding, the parties hereto acknowledge that they understand this Memorandum of Understanding and enter into it voluntarily and that there are no written or oral understandings or agreements that are not set forth herein.

**IN WITNESS WHEREOF**, the parties hereto have executed this Memorandum of Understanding the day and year set forth below.

ATTEST:

*Richard McMill*

Date: 5/29/18

CONNELLSVILLE AREA SCHOOL DISTRICT

By: *Frederic J. Hoagell*

Title: President, Connellsville Area School Board

WITNESS:

*[Signature]*

Date: 6/11/18

CONNELLSVILLE AREA EDUCATION ASSOCIATION

By: *Kathy Yunker*

Title: CAEA President

## MEMORANDUM OF UNDERSTANDING

Between

The Connellsville Area School District

And

The Connellsville Area Education Association

This Agreement sets forth the terms and conditions of the District's involvement within the District's in house Cyber Academy (Falcon Online Learning Academy) and Seneca Valley Academy of Choice (SVAOC) during the 2023-2024 school year and the summer prior to the 2024-2025 school year.

### **I. Term**

The term of this MOU shall be one school year: July 2023 through August 2024. This MOU will terminate automatically upon the start of the 2024-2025 school year.

### **II. Reservation of Rights**

The District and the Association agree that the Association has not waived its exclusive right to bargaining unit work by virtue of this provision, and agrees that it will not assert in any forum or circumstance that the District's participation in Seneca Valley Academy of Choice (SVAOC) during the 2023-2024 school year waives the Association's right to assert its exclusive right to bargaining unit work. Notwithstanding any provisions hereof, or in the Collective Bargaining Agreement between the District and the Association, the District fully reserves its managerial right to implement the Connellsville Area Cyber Program and such programmatic implementation is not contingent upon any consent or agreement with the Association; provided, however, that, absent a mutually acceptable working plan, the Association fully reserves any rights it has to demand bargaining upon the impact of the Connellsville Area Cyber Program upon terms and conditions of employment.

### **III. Preservation of Bargaining Unit Positions**

No bargaining unit positions will be reduced or eliminated due to cyber school implementation. Courses that are currently or have been previously offered in the traditional school setting can be offered as cyber only courses with mutual agreement of both the District and the Association. The Association will have access to the [Month] [Year] FOLA Report via a Google Drive folder.

#### IV. Course Assignments

1. The Association and District, together with participating teachers, will jointly evaluate the program at the end of each school year, and prior to negotiating a successor agreement. The subjects of the evaluation shall include:

- A. student to teacher ratio;
- B. time allotted for cyber classes;
- C. number of cyber courses taught by each teacher;
- D. limit of periods for each teacher; and,
- E. any other subject the teachers feel needs to be addressed relating to workload.

2. For the term of the MOU, Computer Facilitated Courses shall be used to provide course offerings and curriculum instruction otherwise unavailable to students of the district, enrolled full or part time, under the following conditions:

- A. Students designated as Alternative Education
- B. Students newly added or continuing in the Connellsville Area Cyber Academy.
- C. Students returning from outside Cyber Charter schools.
- D. Students needing credits required for graduation, for courses they previously failed to complete successfully (Credit Recovery).
- E. Students whose instructional schedules are full for the year, usually due to advanced courses, who wish to take additional courses, and who intend to graduate after four full years of secondary school.
- F. Students who are enrolled in the brick and mortar school are limited to enrolling in a 1 credit course or two semester courses in a school year.
- G. Students whose individual needs will be considered and discussed by the parent, the current brick and mortar teacher, his or her guidance counselor, and the principal. The principal's determination on the student's enrollment shall be final.

3. All Computer Facilitated Cyber Courses shall be instructed (teacher of record) by a bargaining unit member, subject to all terms and conditions of the Collective Bargaining Agreement (CBA). All instructors of courses shall be properly certified teachers in the subject area.

4. All supplemental courses will be assigned following Article V.6.

5. For the term of the MOU, the following content areas shall be offered: English, Social Studies, Science, Math, Physical Education/Health, and Foreign Language. Electives in all content areas, that are offered in the brick and mortar building, can be offered in the Connellsville Cyber Program only to provide students who are enrolled in FOLA full time with credits required for graduation. No bargaining unit positions will be lost due to enrollment in any FOLA courses.

6. All secondary bargaining unit members who are assigned a maximum of two (2) instructional periods a day, with the exception of eight (8) secondary bargaining unit members who may be assigned a maximum of three (3) instructional periods a day if needed, to facilitate instruction (no direct class instruction) or to supervise, tutor, and work one-on-one with students at the brick and mortar establishment will be governed by the CBA and will be listed on their Specific Subject Assignment letter (prior to Aug. 1). This instructional period can not be utilized during the school year for the assigned teacher to provide coverage for a duty or another class. The position at Connellsville Area High School in the Alternative Ed/Blended Learning Room is exempt in this language and will be revisited before the 2024-2025 bid meeting. This agreement does not set a precedent or negate language in the CBA that requires the bidding of positions. If there is a need to assign three (3) periods a day to a bargaining unit member, every effort will be made to create a Secondary FOLA teaching position for the 2024-25 school year. A K-4 FOLA Position was created for the 2022-23 school year and will continue for the 2023-24 school year and is subject to the bidding process.

7. The use of Computer Facilitated Courses shall not be used to subcontract bargaining unit work, or to provide instruction during a legal strike or lockout.

8. The District will work with the Association to address any additional issues, modifications, or adaptations that emerge as a result of participation in online learning not envisioned or encompassed by this agreement which includes the appropriate steps to address any IEP or 504 plan, if they are not already addressed by the My Path software. The teacher of record is responsible for fulfilling all requirements in a child's IEP or 504 plan.

9. Enrollment in K-12 Computer Facilitated Courses shall be filled according to Article V.6. Elementary (K-5) Computer Facilitated Courses are self-contained. Secondary (6-12) Computer Facilitated Courses are assigned by content.

10. A form (currently FOLA Roster) will be completed for every student who is enrolled in any Computer Facilitated Course and will be shared with the association and the teacher of record for that course will be notified by guidance counselor of date of enrollment, withdrawal, and/or transfer grades.

#### **V. Cyber Positions (Teachers of Record)**

1. Once a Falcon Online Learning Academy course has a projected enrollment of 10 students, every effort will be made to assign a teacher to an instructional period during the work day to facilitate the course. When the number of students enrolled does not warrant an instructional period, or when staffing levels dictate, classes may be offered as a supplemental. Individuals wishing to take a position as a “teacher of record” of a Cyber supplemental class, should apply for a Cyber Supplemental position within ten (10) days of district posting. .

2. Supplemental position work as teacher of record in the cyber program is to be accomplished outside of the regular work day, but such work may be done during the employee’s scheduled preparation period, and during lunch, since lunch is not work time.

3. Each Computer Facilitated Course shall consist of not more than forty two (42) students. Every effort will be made to evenly distribute the Computer Facilitated Courses. Only one (1) Computer Facilitated Courses/Sections of forty two(42) students or two Computer Facilitated Courses/Sections of twenty one(21) students may be assigned during the same instructional period for those assigned to facilitate during the school day. A teacher of record in a supplemental position may elect to teach a minimum of one (1) Computer Facilitated Course consisting of up to twenty one(21) students and may elect more courses/sections as the rotations per article V.6 allows. The teacher of record will notify the Online Learning Coordinator in writing of their preference through the Cyber Supplemental position application. Students will be distributed in allotments of twenty one(21) based upon V.6. The number of students assigned to the K-4 FOLA position teacher shall not consist of more than 210. The District and CAEA agree that the current number of students assigned per Computer Facilitated Courses/Section is only for the duration of this MOU.

4. The compensation for each student enrolled for 20 or more days in a supplemental year-long course shall be one-hundred forty-two dollars (\$144.00), and 20 or more days in a supplemental semester-long course shall be seventy-one dollars (\$72.00) and the minimum amount that an individual assigned a supplemental course will receive shall be five hundred dollars (\$500.00) for a year-long course, and two hundred fifty dollars (\$250.00) for a semester long course. Each Elementary grade level consists of three (3) core (ELA, Math, Social Sciences) courses. A teacher shall be compensated \$50.00 for each student enrolled during the last 19 days of the school year. For Summer School, day one (1) counts as enrollment and all courses will be compensated at the semester rate.

5. The stipend shall be paid out thrice yearly; at the completion of semester one, at the completion of semester two, and at the completion of summer school.

6. When determining the bargaining unit member to whom the District shall award the position of supplemental teacher of record, the following criteria shall be considered in the order provided:

A. Properly certificated for the course;

B. Seniority in teaching Cyber courses under the previous agreements; such list shall be provided by the Association to the District on a yearly basis as the cyber agreement is renewed.

C. Willingness to participate in training provided by the District on the cyber program utilized (SVAOC), at the hourly rate as provided for in the CBA;

D. Seniority in the District.

E. Adherence to and Successful completion of the FOLA Teacher Expectations.

F. A list of all FOLA courses ordered based on largest to smallest enrollment utilizing historical data will be created and mutually agreed upon. Courses will first be assigned to those with an instructional period in the work day per IV.6 and V.3, then, as evenly as possible, distributed as a supplemental position across all certification areas. A CAEA Representative will meet with the FOLA Administrator and FOLA Coordinator to determine assignments. Administration reserves the right to final assignments.

7. When a course, or a new section of a course, is added after the start of the student school year, the course will be assigned to members by the District based on the criteria listed in V.6 above.

8. All Summer School Cyber Supplemental positions will also be awarded according to V.6 above.

9. The bargaining unit members who have been awarded the positions of teacher of record shall be provided with equipment and technology needed to complete their tasks and duties, including but not limited to a laptop capable of accessing the internet, any software required for Seneca Valley Academy of Choice (SVAOC), logins and passwords to access Seneca Valley Academy of Choice (SVAOC); excluding payment for internet access from home.

10. All monitoring and observation of a Computer Facilitated Course taught by a bargaining unit member shall be conducted openly and with full knowledge of the employee.

11. Supplemental cyber positions shall not be considered part of the teaching assignment for the individual chosen, and therefore any monitoring or anecdotal observations of that work shall not be included in the employees annual or semi-annual evaluations.

12. Teachers of record of a Computer Facilitated Course are not required to submit lesson plans as required for traditional classes.

13. Teachers of record of a Computer Facilitated Course are required to meet and agree yearly to "teacher expectations" as agreed to by the District and the Association.

14. Any bargaining unit member assigned as the teacher of record of a Computer Facilitated Course shall not be responsible or accountable for the course content provided by a third party or originating from outside the District. At the District's discretion, instructors may choose to alter the course content to more closely meet district, department and/or pedagogy.

15. Each student assigned to a computer facility will have access to his or her own computer.

## **VI. Student Grading**

1. Bargaining unit employees awarded the position of teacher of record for any Computer Facilitated Course shall be responsible for grading all students enrolled in the course based on the Connellsville Area School District's student grading policy, or any applicable grading policy established specifically for Computer Facilitated Course instruction.

## **VII. Compensation**

1. The hourly rate as provided for in the CBA shall govern work by the teacher of record of a Computer Facilitated Course under the following circumstances:

- a. Pre-Approved Instructional Time beyond the scope of the normal work day.
- b. Training provided to instructors new to teaching online, or new to the platform.

2. The compensation for each student enrolled for 20 or more days in a supplemental year-long course shall be one-hundred forty-two dollars (\$144.00, and 20 or more days in a supplemental semester-long course shall be seventy-one dollars (\$72.00) and the minimum amount that an individual assigned a supplemental course will receive shall be five hundred dollars (\$500.00) for a year-long course, and two hundred fifty dollars (\$250.00) for a semester long course. Each Elementary grade level consists of three (3) core (ELA, Math, Social Sciences) courses. A teacher shall be compensated \$50.00 for each student enrolled during the last 19 days of the school year. For Summer School, day one (1) counts as enrollment and all courses will be compensated at the semester rate.

3. Teachers will be reimbursed for any pre-approved, out-of-pocket expenses related to the Connellsville Area Cyber Program.

4. While the District and Association do not anticipate needing this in the 2023-2024 school year, all bargaining unit members who volunteer and are pre-approved by the District to alter Computer Facilitated Courses from Seneca Valley Academy of Choice (SVAOC) shall be compensated at the hourly rate as provided for in the CBA. Any transition from Seneca Valley Academy of Choice to CASD in-house FOLA courses will be subject to bargaining.

## **VIII. FOLA Coordinator Position**

1. The FOLA Coordinator Position that has been previously created is understood to be a bargaining unit position that is governed by the CBA.

2. It has been mutually agreed upon by the District and the Association that this position requires an additional ten (10) days prior and after the regular school term for a total of twenty (20) days each summer. Scheduling will be mutually agreeable to the employee and his or her immediate supervisor. A supplemental contract will be given with a salary calculated at the hourly rate of \$32 in M.4 of the current CBA and will automatically be updated as the new CBA is ratified.

**IX. Future Participation in the E-Academy**

If the District determines that student interest and success warrant continued participation in the Connellsville Area Cyber Program utilizing Seneca Valley Academy of Choice (SVAOC) beyond the 2023-2024 school year and the summer which follows, the District shall notify the Association prior to the expiration of this MOU and bargain with the Association in accordance with its obligations under the Public Employee Relations Act.

**X. Disputes**

The District and the Association agree that any disputes that might arise regarding the implementation or interpretation of this MOU shall be subject to the Collective Bargaining Agreement and the grievance procedure outlined in said document.

**XI. Ownership of Previous Content**

The District agrees that bargaining unit members will continue to own the courses they wrote for the Intermediate Unit One's Cyber Solutions Initiative (IU 1 CSI), and will not dispute the continued use of that material to teach as subcontracted employees of IU1 CSI outside of the Work Day and Work Year as defined in the Collective Bargaining Agreement between the parties. Neither the Association (members) nor the district may sell or lease this property without the consent of the other.

**XII. 2023-2024 Cyber MOU**

All parties agree that a meeting will take place in December 2023 concerning the 2024-25 Cyber MOU.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein and intending to be legally bound hereby, the parties agree as follows:

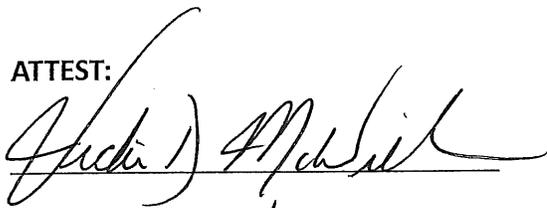
1. Except as expressly set forth herein, under no circumstances is this Memorandum of Understanding to be construed in any manner as impacting, altering, amending, or otherwise modifying the parties' collective bargaining agreement. The parties continue to maintain their respective rights and obligations under the collective bargaining agreement.
2. This Memorandum of Understanding embodies the entire agreement and understanding of the parties and supersedes any and all prior negotiations, understandings, and agreements, proposed or otherwise, written or oral, concerning the subject matters hereof.
3. This Memorandum of Understanding shall be enforceable through the grievance procedure in

the parties' collective bargaining agreement. Any disagreement over the interpretation or application of the Memorandum of Understanding shall be subject to the grievance procedure set forth in the parties' collective bargaining agreement.

4. By signing this Memorandum of Understanding, the parties hereto acknowledge that they understand this Memorandum of Understanding and enter into it voluntarily and that there are no written or oral understandings or agreements that are not set forth herein.

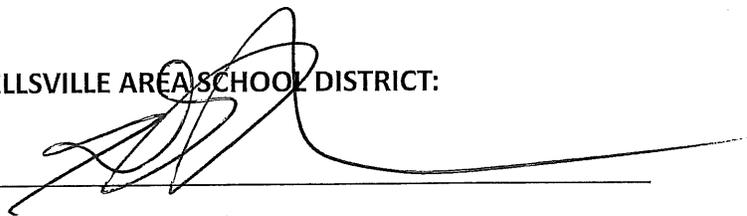
**IN WITNESS WHEREOF**, the parties hereto have executed this Memorandum of Understanding the day and year set forth below.

**ATTEST:**



Date: 5/24/23

**CONNELLSVILLE AREA SCHOOL DISTRICT:**

By: 

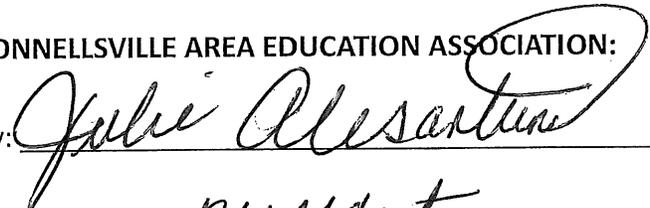
Title: Board President

**WITNESS:**



Date: 6/28/23

**CONNELLSVILLE AREA EDUCATION ASSOCIATION:**

By: 

Title: president

**MEMORANDUM OF UNDERSTANDING**

**THIS MEMORANDUM OF UNDERSTANDING** entered into between  
**CONNELLSVILLE AREA SCHOOL DISTRICT** (hereinafter referred to as  
“District”),

**A**

**N**

**D**

**CONNELLSVILLE AREA EDUCATION ASSOCIATION** (hereinafter referred to as  
“Association”),

**WITNESSETH:**

**WHEREAS**, the Association is the exclusive representative for purposes of collective bargaining with respect to wages, hours, and terms and conditions of employment for all classifications of employees set forth in the Pennsylvania Labor Relations Board Certification of Representative at Case No. PERA-R-176-W and any clarifications and amendments thereto; and,

**WHEREAS**, the District and the Association are parties to a collective bargaining agreement effective July 1, 2023, through and including June 30, 2027; and,

**WHEREAS**, the collective bargaining agreement, in Article II, Section F, provides for cumulative salary increases for certain additional earned credits;

**WHEREAS**, the purpose of providing salary increases for certain additional earned credits is to benefit the District and, in particular, its students by cumulatively expanding the knowledge and experience of the District’s teachers for use in instructional and other curricular settings within the District;

**WHEREAS**, an employee earning credits for courses that are duplicative and redundant of previously earned credits does not provide a benefit to the District and its students because there is no or only minimal expansion of knowledge and experience from such courses; and,

**WHEREAS**, the District is not in a position to accept and provide salary increases for credits earned from duplicative and redundant courses; and,

**WHEREAS**, the parties desire to enable employees who have already earned and presented credits from duplicative or redundant courses to be granted salary increases for such credits.

**NOW THEREFORE**, intending to be legally bound, the parties hereto agree as follows:

1. Beginning on September 14, 2023, and continuing thereafter, an employee's earned credits will not qualify for salary increases under Article II, Section F of the collective bargaining agreement if such earned credits are duplicative or redundant of credits previously earned by such employee. For example, earned credit for courses with duplicative or matching course descriptions, titles, course numbers, or syllabi (e.g., introductory-level, "101", or identical or substantially-similar courses) to previously earned course credits will not qualify for salary increases under Article II, Section F of the collective bargaining agreement.

2. Notwithstanding anything to the contrary herein, the District will accept, approve, and process credits earned by employees from duplicative or redundant courses that were presented to the District with all documentation and pursuant to Article II, Section F, Subsection 1 of the collective bargaining agreement for salary increases prior to September 14, 2023, by employees if such credits were fully earned by and awarded to the respective employee on or before June 30, 2023.

3. Except as expressly set forth herein, under no circumstances is this Memorandum of Understanding to be construed in any manner as impacting, altering, amending, or otherwise modifying the parties' collective bargaining agreement. The parties continue to maintain their respective rights and obligations under the collective bargaining agreement.

4. This Memorandum of Understanding embodies the entire agreement and understanding of the parties and supersedes any and all prior negotiations, understandings, and agreements, proposed or otherwise, written or oral, concerning the subject matters hereof.

5. This Memorandum of Understanding shall be enforceable through the grievance procedure in the parties' collective bargaining agreement. Any disagreement over the interpretation or application of this Memorandum of Understanding shall be subject to the grievance procedure set forth in the parties' collective bargaining agreement.

6. By signing this Memorandum of Understanding, the parties hereto acknowledge that they understand this Memorandum of Understanding and enter into it voluntarily and that there are no written or oral understandings or agreements that are not set forth herein.

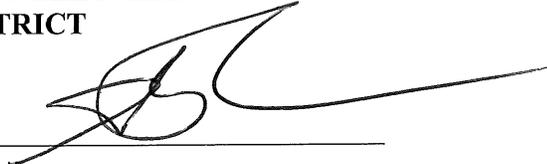
**IN WITNESS WHEREOF**, the parties hereto have executed this Memorandum of Understanding the day and year set forth below.

**ATTEST:**



Date: 9/27/23

**CONNELLSVILLE AREA SCHOOL DISTRICT**

By: 

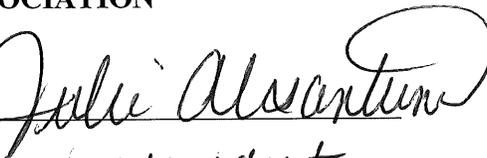
Title: President

**WITNESS:**



Date: 9-27-23

**CONNELLSVILLE AREA EDUCATION ASSOCIATION**

By: 

Title: President

**MEMORANDUM OF UNDERSTANDING**

**Between**

**The Connellsville Area School District**

**And**

**The Connellsville Area Education Association proposed**

**WHEREAS**, the Association is the exclusive representative for purposes of collective bargaining with respect to wages, hours, and terms and conditions of employment for all classifications of employees set forth in the Pennsylvania Labor Relations Board Certification of Representative at Case No. PERA-R-176-W and any clarifications and amendments thereto; and,

**WHEREAS**, the District and the Association are parties to a collective bargaining agreement effective July 1, 2023 through and including June 30, 2027; and,

**WHEREAS**, Article III, Wages and Salary Provisions, M. Supplemental Contracts, and Addendum E outline the Supplemental Positions and the amounts for those positions; and,

**WHEREAS**, The District created a High School Esports Club and the Association wishes to memorialize the agreement made for this supplemental position;

**NOW, THEREFORE**, in consideration of the mutual promises contained herein and intending to be legally bound hereby, the parties agree as follows:

1. In the Non-Athletic Section of Addendum E, the following positions are to be added and will receive the equivalent annual percentage increase as indicated in Addendum E of the collective bargaining agreement:

<b>Supplemental Contracts</b>	<b>Building</b>	<b>2023-2024</b>
<b>Esports Advisor Fall League</b>	<b>High School</b>	<b>\$800</b>
<b>Esports Advisor Spring League</b>	<b>High School</b>	<b>\$800</b>

2. Except as expressly set forth herein, under no circumstances is this Memorandum of Understanding to be construed in any manner as impacting, altering, amending, or otherwise modifying the parties' collective bargaining agreement. The parties continue to maintain their respective rights and obligations under the collective bargaining agreement.

3. This Memorandum of Understanding embodies the entire agreement and understanding of the parties and supersedes any and all prior negotiations, understandings, and agreements, proposed or otherwise, written or oral, concerning the subject matters hereof.

4. This Memorandum of Understanding shall be enforceable through the grievance procedure in the parties' collective bargaining agreement. Any disagreement over the interpretation or application of this Memorandum of Understanding shall be subject to the grievance procedure set forth in the parties' collective bargaining agreement.

5. By signing this Memorandum of Understanding, the parties hereto acknowledge that they understand this Memorandum of Understanding and enter into it voluntarily and that there are no written or oral understandings or agreements that are not set forth herein.

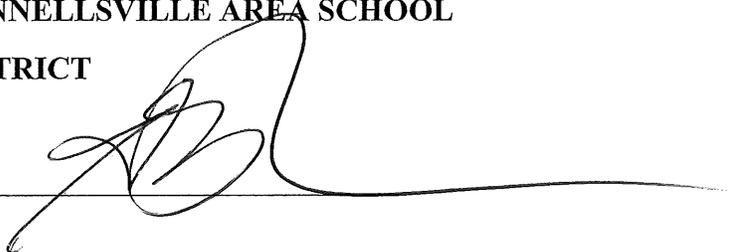
**IN WITNESS WHEREOF**, the parties hereto have executed this Memorandum of Understanding the day and year set forth below.

**ATTEST:**



Date: 9/27/23

**CONNELLSVILLE AREA SCHOOL  
DISTRICT**

By: 

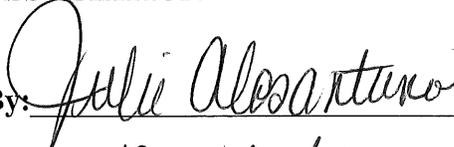
Title: President

**WITNESS:**



Date: 9/27/23

**CONNELLSVILLE AREA EDUCATION  
ASSOCIATION**

By: 

Title: president