



# **YORK SUBURBAN SCHOOL DISTRICT**

**AGREEMENT**

**BETWEEN**

**THE BOARD OF SCHOOL DIRECTORS**

**OF THE**

**YORK SUBURBAN SCHOOL DISTRICT**

**AND THE**

**YORK SUBURBAN EDUCATION ASSOCIATION**

**July 1, 2022**

**THROUGH**

**June 30, 2027**

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## **ARTICLE I. RECOGNITION**

The York Suburban School District hereby recognizes the York Suburban Education Association as the sole and exclusive employee bargaining representative for all employees as stated in PLRB certification--PERA-R-322-C. This recognition applies to negotiations with respect to wages, hours, and other terms and conditions of employment. Excluded from this Agreement are all supervisory and management personnel as determined by the Pennsylvania Labor Relations Board, pursuant to the "Joint Request for Certification" submitted by the parties, to serve in a supervisory capacity as defined in Act 195.

The York Suburban School District hereby recognizes the York Suburban Education Association as the sole and exclusive employee bargaining representative for (1) all regular full-time and part-time professional employees employed pursuant to a professional contract with the District, and (2) long-term substitute professional employees employed on a full-time basis for at least one full semester.

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

## **ARTICLE II. FAIR SHARE FEE**

1. Following appropriate notices for employees pursuant to federal and state law, any employee covered by this Agreement who is a member of the Association, or joins the Association during the term of this Agreement, shall remain a member of the Association for the duration of the Agreement, provided that any such employee may resign from the Association during a period of fifteen (15) days prior to the expiration of this Agreement.
2. Following appropriate notices for employees pursuant to federal and state law, any employee covered by this Agreement who is not a member of the Association shall be required to pay to the Association an amount equal to the fair share fee as defined in Act 84 of 1988, as amended. It is understood that the District's function for fair share collection shall be entirely ministerial.
3. In the event of any dispute whatsoever over the provisions of this Article or compliance by any person or party with the requirements of this Article, such dispute shall be resolved in accordance with the applicable provisions of Act 84 of 1988.
4. The Association shall indemnify and save the District harmless from all claims, suits, and judgments, including legal fees, costs, and expenses or from other forms of liability resulting from the District's compliance with this Article. The Association

and District agree to comply with all requirements of law relevant to agency shop/fair share.

5. In the event that any part of this provision is contrary to the provisions of law, then only that part of this provision shall be stricken from this Agreement and in all other respects, this Agreement shall be valid and continue in full force, effect, and operation.
6. In light of the U.S. Supreme Court Janus decision (see Janus v. AFSCME, Council 31, 138 S. Ct. 2448, 2456, 201 L. Ed.2d 924 (2018)), fair share fees are not currently being collected. However, should Janus be overturned, the parties shall immediately comply with all provisions of said law.

### ***ARTICLE III. DURATION***

This Agreement, all of its provisions and appendices, shall become effective on July 1, 2022, and shall continue in 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 approval by affixing their signatures thereto.

Notwithstanding the foregoing, however, this Agreement shall not become effective unless and until it is:

1. Ratified by a majority of the members of the York Suburban Education Association for whom the Association is the bargaining agent, voting at a meeting duly called for such a purpose. Minutes of the meeting shall be provided as evidence of the majority vote.
2. Approved by the Board of School Directors of the York Suburban School District by resolution duly adopted at a public meeting.

Upon written notice to the other party, any time after November 30, 2026, either party may request the opening of negotiations for a new contract. Within twenty (20) days after receipt of such notice, the parties shall meet to schedule negotiation sessions for the new collective bargaining contract. Both parties agree that if a collective bargaining agreement between parties has not been reached by February 23, 2027, the parties shall request the services of the Bureau of Mediation pursuant to Act 88 of 1992.

### ***ARTICLE IV. SCOPE OF AGREEMENT***

The parties agree that all negotiable items have been considered during negotiations leading to this Agreement and, therefore, agree that negotiations will not be reopened on any item, whether contained herein or not, during the term of this Agreement.

## **ARTICLE V. PUBLICATION AND DISTRIBUTION OF AGREEMENT**

The York Suburban School District shall be responsible to distribute a digital copy of this Agreement to every member of the Bargaining Unit no later than twenty (20) days after the signing of this Agreement. The Agreement shall be distributed via email and posted electronically to be accessible to all members. The District shall also provide a read-only Word document to the YSEA President.

## **ARTICLE VI. STRIKE PROHIBITION**

Both parties agree to faithfully abide by the provisions of the Pennsylvania Public Employee Relations Act (Act 195) as amended, and the provisions of Act 88 of 1992.

As a condition of the various provisions of the Agreement to which the parties have agreed, the bargaining agent pledges that the members of the bargaining unit will not engage in a "strike" during the term of this Agreement, and the employer pledges that it will not conduct, or cause to be conducted, a "lockout" during the term of this Agreement, as those terms are defined in Act 88.

## **ARTICLE VII. DUES DEDUCTIONS**

The York Suburban School Board agrees to the payroll deduction of dues for the York Suburban Education Association, the Pennsylvania State Education Association, and the National Education Association, under the following conditions:

1. In the event the Association seeks to initiate dues deductions again, the Association needs to provide written notice to the District's business office of its intent to reinstitute dues deductions at least sixty (60) days prior to the first day of the teacher work year in any school year.
2. Assuming that notice is given, dues deductions shall be made in eighteen (18) equal consecutive payments starting with the first pay in October in the applicable contract year.
3. The membership list will be submitted to the Business Manager's Office by October 10 of each school year.
4. Two checks will be issued monthly by the York Suburban School Board to the York Suburban Education Association.
5. Indemnity: The Association shall indemnify and save the School Board harmless against any and all claims, demands, suits or other forms of liability that shall arrive out of or by reason of action taken or not taken by the School Board for the purpose of complying with any of the provision of

this section, or in reliance on any list, notice or assignment furnished under any of such provision.

### **ARTICLE VIII. MEET AND DISCUSS PROVISIONS**

Appropriate representatives of the York Suburban Board of School Directors and representatives of the York Suburban Education Association shall meet to consult on matters relating to the implementation of the "Meet and Discuss Provisions of Act 195." [See ARTICLE III, SECTION 301(17) which states, "Meet and Discuss" means the obligation of a public employer upon request to meet at reasonable times and discuss recommendations submitted by representatives of public employees: Provided, That any decision or determinations on matters so discussed shall remain with the public employer and be deemed final on any issue or issues raised."]

Meetings shall be held bi-monthly, September through June, or may be mutually waived, or additional meetings held as agreed to by both parties.

A committee appointed by the President of the York Suburban School Board shall represent the York Suburban School District during "Meet and Discuss" sessions.

The committee to represent the York Suburban Education Association at these "Meet and Discuss" sessions shall be appointed by the President of the Association.

### **ARTICLE IX. PROCEDURE FOR ADJUSTMENT OF GRIEVANCES**

The parties agree that grievances which arise out of the interpretation of this Agreement shall be resolved in accordance with the grievance procedure described below (See Appendix A for appropriate form).

**PURPOSE.** In the event of a dispute or difference, the parties hereto shall continue to transact and carry on their business in the same manner as at the time of the arising of the question or questions in the dispute until a settlement is reached through the grievance and arbitration procedure provided in this article.

#### **SECTION I. DEFINITIONS**

- A. The word grievance as used in this Agreement shall mean a charge by a member or members of the bargaining unit that there has been a violation or misinterpretation of the terms of this Agreement or an arbitrary or discriminatory application of school policy.
- B. The term "day" shall mean business day. A business day shall constitute any day in which the business office is open.

- C. A "complaint" is a dissatisfaction by an employee, or group of employees, related to a condition of this Agreement, that can be resolved by mutual consent or that terminates due to failure of the employee to formally sign a grievance form.
- D. An "association representative" shall be defined as an employee of the York Suburban School District who is appointed by the York Suburban Education Association for the purpose of representing the association in the process of a grievance. An association representative shall be designated by the York Suburban Education Association for each building in the District and shall function as the association representative for that building.

## **SECTION II. SUBMISSION OF GRIEVANCES**

- A. Before submission of a written grievance, the aggrieved party should attempt to resolve it informally.
- B. Each grievance shall be submitted in writing on a form approved by the school board and shall:
  - 1. identify the aggrieved party,
  - 2. identify the provision of this Agreement involved in the grievance,
  - 3. identify the time when and the place where the alleged events or conditions constituting the grievance existed,
  - 4. identify the person responsible for causing such events or conditions, and
  - 5. submit a general statement of the grievance and redress sought by the aggrieved party.
- C. A grievance shall be deemed waived unless it is submitted within the time limits established in this Agreement. The aforementioned will carry with it no right to appeal.
  - 1. A member of the bargaining unit may submit a grievance which affects them personally and shall submit such grievance as indicated in this Agreement.
  - 2. The organization may submit a grievance.
  - 3. The Superintendent may present management grievances to the President of the York Suburban Education Association. A meeting shall be arranged within 20 days, by the President of the Association, or the grievance shall

go to binding arbitration. The 20-day period may be waived by mutual agreement between both parties.

### **SECTION III. PROCEDURE FOR ADJUSTMENT OF GRIEVANCES**

Grievances shall be presented and adjusted in accordance with the following procedures:

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 step process which is described in the following paragraphs.

Informal Conference:

A complaint should first be discussed, where practical, with the Building Administrator or Immediate Supervisor of the school to which the complaint refers within five (5) days of the occurrence, with the object of resolving the matter informally:

1. By a member of the bargaining unit in person on their own behalf; or
2. By the Association Representative in the name of the Association.

#### **STEP 1**

In the event the matter is not resolved informally, the grievance stated, an agreed upon form, may be lodged with or submitted to the Building Principal or Immediate Supervisor within five (5) days following the informal conference. If applicable, the written grievance shall be signed by the aggrieved person.

- A. The grievance may be lodged and thereafter discussed with the above specified personnel:
  1. By the aggrieved member of the bargaining unit on their own behalf; or
  2. By the Association Representative in the name of the Association.
- B. The grievance is considered resolved if the aggrieved so advises the above specified personnel in writing on a form provided by the employer.

#### **STEP 2**

Within ten (10) days after receiving the decision of the Building Principal or Immediate Supervisor, and if the dispute remains unresolved, the grievance may be submitted to the Superintendent. Participants at this step shall be given at least two (2) days' notice of the conference.

- A. Within ten (10) days after receiving the grievance, the Superintendent shall communicate their recommendations, in writing, together with supporting reasons, to the member of the bargaining unit and the Association Representative.

### **STEP 3**

Within ten (10) days after receiving the recommendation of the Superintendent, and if the dispute remains unresolved, the grievance may be submitted, in writing, to the Board of School Directors.

- A. The Board of School Directors or a committee of the Board shall meet in closed session and confer on the grievance with a view to arriving at a mutually satisfactory adjustment. Participants at this step shall be given at least two (2) days' notice of the meeting.
- B. Within fifteen (15) days after receiving the appeal, the President of the Board of School Directors shall communicate the Board's decision, in writing, together with supporting reasons to the aggrieved.

### **STEP 4**

If the action in **STEP 3** failed to resolve an alleged grievance based on a complaint that there has been a violation or misinterpretation of the provision of this contract, the Association initiating such grievance may, within five (5) days after receipt of the reply at **STEP 3**, or in the absence of such reply, within five (5) days after such reply was due, refer the alleged grievance to arbitration as provided in Section 903 of the Act. In the event that the alleged grievance is not based on a complaint that there has been a violation or misinterpretation of the provisions of this contract, the decision of the Board of School Directors in **STEP 3** shall be final.

**AT ALL STAGES WHERE GRIEVANCES ARE ADJUSTED, AN OPPORTUNITY MUST BE GIVEN FOR A REPRESENTATIVE OF THE BARGAINING UNIT TO BE IN ATTENDANCE.**

***Documents relating to a grievance will not become part of the employee's personnel file and will remain confidential.***

## **ARTICLE X. PROVISIONS FOR THE EMPLOYEE**

### **A. PROVISIONS FOR SALARY**

The parties agree that salaries to be affected by this Agreement are accurately reflected in Appendix B of this Agreement and that the schedules of salaries set forth in the aforementioned Appendix shall be the schedules which remain in force for the period of this Agreement.

In the event that the term of this Agreement shall be extended, as provided in **ARTICLE III**, and in the event that such mutually agreed upon changes result as a condition of such an extension, then revised Appendix B shall be executed by the parties and attached to and made part of this Agreement.

## **B. PROVISIONS FOR SUPPLEMENTAL BENEFITS**

The parties agree that supplemental benefits to be affected by this Agreement are accurately reflected in **ARTICLE XVII. LEAVES OF ABSENCE** and **ARTICLE XXIV. INSURANCE BENEFITS** and that the supplemental benefits set forth in the aforementioned articles shall remain in force for the period of this Agreement.

In the event that the term of this Agreement shall be extended, as provided in **ARTICLE III**, and in the event that such mutually agreed upon changes result as a condition of such extension, then a revised **ARTICLE XVII** and **ARTICLE XXIV** shall be executed by the parties and attached to and made a part of this Agreement.

## **ARTICLE XI. PAY PROCEDURE**

### **A. SALARY SELECTIONS**

The York Suburban School District agrees to pay all members of the bargaining unit by one of the following methods:

1. Standard Salary Payment: Employees will be paid bi-weekly for a total of twenty-six (26) equal pays throughout a twelve (12) month period (second pay of August through first pay of August).
2. Standard Plus Salary Payment: Employees may elect to receive a lump sum balance of their contractually owed salary for the final four (4) pays, inclusive of the second pay in June, to be paid the second pay in June.
3. Accelerated Salary Payment: Employees may elect to receive their contractually owed salary over twenty-two (22) pays from August through May.

Employees must notify payroll of their payroll schedule selection on or before August 1<sup>st</sup>. Employees shall receive their pay on alternate Fridays unless Friday falls on a bank holiday in which case the Business Office will adjust accordingly.

The default pay procedure will be the Standard Salary Payment. In a year where the payroll would be out of a normal rotation, the District will adjust the twenty-six (26) pay periods to twenty-seven (27), or twenty-three (23) accelerated pay periods beginning in

the 2022-2023 school year.

All new employees must enroll in direct deposit.

**B. EXTRA-CURRICULAR/ATHLETIC PAYROLL**

1. Year-long extra-curricular/supplemental stipends shall be equally paid according to Article XI, Pay Procedure.
2. Year-long extra-curricular stipends of those employees not on payroll receiving salary according to Article XI, Pay Procedure, shall be paid two (2) times per year, once at mid-year, to be paid no later than January 31, and again at the end of the school year, to be paid no later than May 31.
3. Seasonal athletic stipends and extra-curricular stipends shall be paid two (2) times per season, once at mid-season and again at the end of the season, assuming the annual contract was signed and received by the Human Resources Department.
4. All high school varsity sports and the marching band are eligible for postseason pay. Coaches who have individuals or teams that qualify for postseason competition shall be compensated on the following pay scale:

Head Coach: \$100 per week (Starting in 2022-2023)

Assistant Coach: \$50 per week (Starting in 2023-2024)

Coaches who receive a grandfathered salary are not eligible for postseason pay.

The postseason begins on the day after the last regularly scheduled in season contest and ends after elimination or the state finals.

At the conclusion of the postseason participation, all coaches will be required to submit a timesheet indicating the days of practice and competition to the Athletic Director. That information will then be forwarded to payroll.

5. Any club with less than ten (10) participants will be placed in Tier 7 (unless already categorized as Tier 7) until the club reaches eleven (11) or more participants. Compensation will be determined based on the June 1 count in the current year for the preceding school year.

## **ARTICLE XII. EXTENDED CONTRACTS AND WAGES**

Up to ten (10) extended contract days of work may be scheduled and will be paid at the per diem rate for secondary school counselors. Up to two (2) extended contract days of work may be scheduled and will be paid at the per diem rate for elementary school counselors. Up to five (5) extended contract days of work may be scheduled and will be paid at the per diem rate for certified school nurses. Up to fifteen (15) extended contract days of work may be scheduled and will be paid at the per diem rate for social services. Up to ten (10) extended contract days of work may be scheduled and will be paid at the per diem rate for school psychologists. Building principals or supervisors may authorize additional hours/days to individuals in the previously mentioned positions when deemed beneficial to the building.

Up to fifty percent (50%) of these hours may be remote upon notification of the employee to the direct supervisor and approval by the direct supervisor.

The Superintendent may authorize other professional staff members to be scheduled for extended contract days of work at their per diem rate when deemed beneficial for the District.

## **ARTICLE XIII. WORK YEAR**

- A. The York Suburban School Board agrees to a calendar year of 190 days during the term of this agreement of which 180 shall be student days.
- B. The total days will include:
  - 1. One (1) flex contractual day for teacher self-directed activities which shall occur before the start of the student school year;
  - 2. Four (4) contractual days for administrative directed activities and/or district directed training;
  - 3. One (1) contractual day for teacher self-directed activities which shall occur the day before the student transition day;
  - 4. One (1) contractual day for student transition day/administrative directed activities;
  - 5. One (1) contractual day for parent teacher conferences;
  - 6. One (1) contractual day for the responsibilities outside of the contractual work day which will include: two (2) evening parent conferences or like activity; one (1) back to school night or like activity;

7. One (1) maximum two-hour duty (chaperone and/or grade/building level events). This provision in no way affects voluntary or paid meeting or activities in which teachers frequently participate; and
  8. One (1) contractual day of teacher self-directed activities on the last contractual workday. Fifty percent (50%) of these hours may be remote upon notification of the employee to the direct supervisor and approval by the direct supervisor which will not be unreasonably withheld.
  9. These required, assigned contractual days and/or responsibilities are in addition to required attendance at one (1) monthly faculty meeting (not to exceed forty-five (45) minutes) and one (1) monthly department/curricular/team meeting (not to exceed one (1) hour of time) which are professional responsibilities teachers are required to attend as part of their contractual obligation.
- C. Additionally, the District will schedule three (3) early dismissal days within the last two weeks of the end of quarterly progress reporting periods one, two, and three. These teacher self-directed hours may be remote upon notification of the employee to the direct supervisor and approval by the direct supervisor which will not be unreasonably withheld.

#### **ARTICLE XIV. WORK DAY**

##### **A. WORK HOURS**

The normal work day shall be 7 hours and 30 minutes.

##### **B. PLANNING TIME**

With a respect for both individual and team planning time as an essential component of the teaching profession, sincere efforts will be made at every level and building to create and preserve both in order to achieve the goal of providing the highest quality education to all students.

Administrators will develop daily and weekly teacher schedules that allow for a duty-free planning period on a daily basis.

##### **C. LOSS OF PREP/CLASS COVERAGE**

The parties agree that when an employee is not afforded a prep time on a given student day additional compensation shall be paid. The administration has the right to designate or reschedule the prep time to a different time in the workday in order to meet the needs of the students and the District.

It is understood the primary purpose of prep time is for planning and for preparation of school duties. Administrative assignment during preparation time that is not rescheduled on said day shall be reimbursed twenty (\$20) dollars for a duty coverage and twenty-five (\$25) dollars for an instructional class period.

**D. *DIVIDED CLASSROOM***

If bargaining unit members that are utilized for classroom coverage in the event of a substitute shortage or when no substitute is available, the bargaining unit members absorbing the split class receive fifty (\$50) dollars for a full day and twenty-five (\$25) dollars for a half day.

**E. *LEAVING BUILDINGS***

Members of the bargaining unit may leave their respective buildings during their assigned lunch periods, but they must notify the office.

**F. *CLASSROOM RELOCATION***

Any employee that must relocate their workspace outside of the contractual workday because of a new assignment or change in location for their job responsibilities shall be compensated at the hourly rate of \$40 for a maximum of seven (7) hours. See Appendix J.

***ARTICLE XV. MANAGERIAL RIGHTS CLAUSE***

Except as expressly agreed otherwise in this Agreement, the determination and administration of school policy shall include but shall not be limited to such areas of discretion or policy as the functions and programs of the public employer, standards of service, its overall budget, utilization of technology, the organizational structure and selection and direction of personnel. The operation and management of schools and the direction of the employees are vested exclusively in the York Suburban Board of School Directors and its delegated management personnel. The York Suburban Education Association recognizes the York Suburban School Board as the legally constituted body for the above purposes.

***ARTICLE XVI. WRITTEN COMMUNICATION***

Any written communication to be given by one party or the other under this Agreement, will be given by electronic mail, registered mail, regular mail, or personally receipted mail. If given by the Board, said notice will be sent to the President of the York Suburban Education Association.

## **ARTICLE XVII. LEAVES OF ABSENCE**

### **A. BEREAVEMENT LEAVE/FUNERAL EXTENSION LEAVE**

1. Whenever a professional or temporary professional employee shall be absent from duty because of a death in the extended immediate family of said employee, including miscarriage, there shall be no deduction in salary of said employee for an absence not in excess of five (5) school days. These days may be non-consecutive but must occur within a given calendar year. Members of the extended immediate family shall be defined as child, stepchild, spouse or any person with whom the employee has made their home.
2. Whenever a professional or temporary professional employee shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence not in excess of four (4) school days. These days may be non-consecutive but must occur within a given calendar year. Members of the immediate family shall be defined as father, mother, brother, sister, parent-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandchild, step-parents, or near relative who resides in the same household.
3. Whenever a professional or temporary professional employee is absent because of the death of a near relative or the near relative of a spouse, there shall be no deduction in the salary of said employee for absence on the day of the funeral. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, grandparent-in-law, brother-in-law, or sister-in-law.
4. One (1) of the above days may be used for absence for the funeral of a near relative or near relative of a spouse. (Near relative is defined according to Article XVII.A.3.) This day can only be used if the funeral is over 100 miles away from the center of York, Pennsylvania.

### **B. SICK LEAVE**

In any school year whenever a full-time employee is prevented by illness or accidental injury from following their occupation, the District shall pay to said employee for each day of absence the full salary 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. As set forth in Section 1154 (a) of the Public School Code, no employee's pay shall be paid if the accidental injury is incurred while the employee is engaged in remunerative work unrelated to school duties.

A doctor's certificate may be requested for absences of three (3) or more consecutive days or where abuse is suspected.

C. **FAMILY SICK LEAVE**

Employee is entitled to use ten (10) of their accumulated sick leave days per year for illness in the family. (The family shall be defined as father, mother, brother, sister, son, daughter, spouse, parent-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandchild, step-parents, step-children, or near relative, or any person with whom the employee has made their home.) A near relative shall be defined as cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

D. **PERSONAL LEAVE/EMERGENCY LEAVE**

Employees shall receive three (3) days of personal leave per year.

1. Three days' notice of intent must be submitted electronically to the Superintendent using the designated district system. Intended use of accumulated days (days exceeding three (3) consecutive days) require a seven (7) calendar day written notification.
2. Personal leave days shall not be taken during the first five (5) student days and the last five (5) student days of the school year, unless approved by the Superintendent.
3. No more than five percent (5%) of the members of the bargaining unit may have personal leave on the same day.
4. Unused personal leave days may be carried over up to a maximum of four (4) days annually for a total of seven (7) days OR in lieu of accumulation, the employee may request, in writing, to the business office by June 1 of each school year to be compensated the day-to-day substitute rate plus twenty dollars (\$20) for the unused personal leave days. Payment shall be made by June 30.
5. Employee may use no more than five (5) of their total personal leave days in any one school year.
6. When the quota of personal leave days has been filled, special permission by the Superintendent will be given beyond the quota **if** it is an extenuating circumstance and **if** the member of the bargaining unit has personal leave days remaining.

Use of personal leave days for extenuating circumstances will be granted for such reasons, including but not limited to, the following:

- a. Illness or surgery in the immediate family (immediate

family as defined under Article XVIIIA.1 and XVIIIA.2);

- b. Funeral service of close personal friend;
- c. Maternity emergency for spouse, surrogate, or domestic partner;
- d. Extension of time in case of death in the family beyond the time provided by law;
- e. Religious holidays as outlined by the Pennsylvania Department of Education;
- f. Oral exam in graduate school (i.e., defense of thesis or entrance to graduate program);
- g. Attending the graduation ceremony for oneself, spouse, child or step-child;
- h. Subpoenaed to appear in a court of law or other legally constituted body;
- i. Catastrophic damage to real estate or personal property;
- j. Delayed travel;
- k. College freshman move-day for parent(s);
- l. Daycare closure.

**E. *COURTESY LEAVE DAY***

One day of courtesy leave (without loss of pay) will be granted to individuals on recognized religious holidays. These days are to be granted to staff members who do not recognize the religious holidays normally accounted for in the regular school calendar. These days will be granted at the discretion of the Superintendent.

**F. *ASSOCIATION LEAVE***

A total of nine (9) days will be allowed the YSEA officers and/or representatives for official business. The District will hire the substitute teacher, and the District will be reimbursed by YSEA.

**G. *MATERNITY LEAVE***

Professional employees shall be granted maternity leave as provided by the School Code or as determined by the law of the Commonwealth.

**H. UNPAID LEAVE OF ABSENCE**

An employee who is unable to perform their job because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay or benefits for the duration of such illness or disability not to exceed one (1) year. Unless otherwise provided for in this Agreement, the employee may continue to receive their benefits if they pay 100% of the cost of their benefits. The employee shall be returned to their former position if available or to an equivalent position.

**I. JURY DUTY**

Regularly employed professional employees shall be protected against loss of employment for time served on jury duty.

When an employee is notified of jury duty, the employee shall inform the Superintendent or designee. Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way. They shall receive normal pay for the period of jury duty; however, the employee shall submit the endorsed check to the District from said duty within ten (10) business days upon receipt.

**J. SICK LEAVE BANK**

A sick leave bank for serious long-term disabilities for bargaining unit members who elect to participate is provided as outlined in the Agreement established February 28, 1991, between the Association and the District. Copies of this Agreement are available from the Association or the Administration Office. See Appendix I.

It is distinctly understood and agreed between the parties that the Association shall defend and hold harmless the District for any claims and/or grievances that might otherwise be filed regarding the operation of the Sick Leave Bank.

**ARTICLE XVIII. RETIREMENT BENEFITS**

A. Every employee upon official retirement (Public School Employees Retirement System) from employment with the York Suburban School District after ten (10) consecutive years of such employment with the District and who provides a letter of resignation at least ninety (90) work days before their last day of service, ,except if there is legislative action passed that would encourage a worker to retire earlier, will have the option of receiving one of the following:

- a. A lump sum payment of \$7,500  
or

- b. The following sliding scale:
  - i. The first 120 accumulated unused sick leave days will be reimbursed at \$50 a day.
  - ii. The next 50 accumulated unused sick leave days (121-170) will be reimbursed at \$55 a day.
  - iii. The next 50 accumulated unused sick leave days (171-220) will be reimbursed at \$60 a day.
  - iv. All unused sick leave days over 220 will be reimbursed at \$70 a day.

An employee who fails to submit a letter of resignation within ninety (90) work days before their last day of service but experiences extreme changes in the status of their health and/or other extreme circumstances which occur between the deadline and the end of the same school year may, in writing, request a waiver of the deadline requirement. It is the school board's exclusive right to decide to grant or deny the request for a waiver of said provision.

- B. Retired employees may choose to continue their group insurance with the District until age 65, provided the group insurance carrier approves such continuance. They will pay the full cost of the insurance.
- C. Enhanced 403(b) Program. A District contribution will be made into a 403(b) tax sheltered account in an amount equal to the value of each eligible employee's accumulated sick leave and accumulated vacation days as described above. This method will provide tax savings to the District and to the employees of the District by depositing amounts directly into 403(b) program, while permitting the employees to exercise investment control over the accounts until employees elect to withdraw amounts from the accounts. For eligible employees, the District contribution shall be deposited into a qualified 403(b) tax sheltered annuity account established by the eligible employee. The 403(b) account must be established prior to separation from service, with an approved vendor, who shall be responsible for administering such programs. Failure to establish an account will result in the employee forfeiting this benefit. This is an employer contribution, and no cash option is available. Contributions are limited to Section 415 limits.

#### **ARTICLE XIX. SEVERANCE PAY**

Payment shall be made to a professional employee who is suspended pursuant to subsections (1) or (2) of Section 1124 of the Pennsylvania Public School Code of 1949 at the rate of \$200 per year for each complete school year of service as a professional employee in any District within the State of Pennsylvania.

If a professional employee shall be suspended more than once because of either of the aforesaid subsections of Section 1124, then any payments due hereunder for the second or later suspension shall be reduced by any payments previously received by such suspended professional employee under this or any similar provision.

## **ARTICLE XX. SENIORITY**

Each year, bargaining unit seniority, including length of service and certification information, will be updated in the financial information system by October 1. Human Resources will make the York Suburban Education Association Seniority Verification Online Form available to allow employees to submit confirmation that they have verified the data. Any discrepancies shall be reported on the form. Once the issues are resolved, the employee will edit and submit the verification form confirming they now agree. Upon completion of the verification process, the District will provide the Association with a complete seniority list no later than November 1<sup>st</sup>.

Seniority shall abide by the following:

1. Seniority shall be actual years of service in YSSD.
2. Seniority shall be as a fraction (days worked/180).
3. New hires start at the bottom of the seniority list.
4. Extended leaves will count towards seniority.
5. A break in service or resignation shall be a break in seniority, and the employee must start over.
6. If a transfer from an administrative position to a bargaining unit position, and was a prior member of the bargaining unit of YSEA occurs, said employee returns to the year they ended as a bargaining unit member.
7. A lottery will be used to break the tie of employees hired on the same board agenda. This lottery will happen prior to October 1 or within thirty (30) days of hire. The District and the Association shall be present at said lottery.

## **ARTICLE XXI. SALARY PLACEMENT AND ADVANCEMENT**

Initial placement on the respective salary schedule shall be determined by the employer at the time of employment.

One year of service (one semester or more) will constitute one step vertically. An employee on extended leave (other than sabbatical/Professional Development) for one year will not advance a service step the following year.

**ARTICLE XXII. TUITION REIMBURSEMENT AND HORIZONTAL SALARY MOVEMENT**

- A. All courses must be pre-approved at least two weeks prior to the start of the course by the Superintendent or their designee. All courses must be instructor led with direct and regular contact with the professor in person or on-line. The course must be recognized by a college or university as a graduate course eligible for inclusion in that college or university’s graduate degree program.
- B. Credits must be in the employee’s field of certification or teaching assignments and must be from a 4-year degree granting institution. Coaching courses, courses related to extracurricular duties, and courses that are not in the employee’s field of certification or teaching assignment will not be reimbursed or applied toward advancement on the salary schedule. An exception to the aforementioned requirement is that teachers may enroll in a course of study leading to a Master’s Degree or Certification in Educational Administration, an Education Specialist Certification, or any other course of study approved by the Superintendent.
- C. If pre-approval is granted, actual cost per credit (not to exceed the Pennsylvania State University cost per credit at the York Campus) will be paid for up to the number of credits shown in the chart below:

<u>Bachelors</u>	<u>Masters</u>	<u>M +15</u>	<u>M +30</u>	<u>M +45</u>	<u>M +60</u>
12 credits per year	9 credits per year	9 credits per year	6 credits per year	6 credits per year	6 credits every 5 years

The credit chart above will account for credits from July 1 through June 30 in each successive fiscal year. At the M+60 level, the five year period begins for the individual when the employee begins the first credit in this column.

The credit chart limitations apply only to credits for which the employee seeks reimbursement from the District. An employee is free to pay for courses in excess of the number of credits in the chart. In order to earn credits which are eligible for column step movement, the employee must meet all other requirements of Article XXII, even if the employee is paying for the courses with reimbursement.

Bargaining unit members will move on the credit chart above, as of July 1 of the following fiscal year, and not after the start of each school year when the salary placement begins, but members cannot exceed the number of credits in their current column. For example, if an employee reaches M+30 in the middle of a school year, the employee may not exceed 9 credits before June 30 and shall be limited to 6 credits beginning July 1.

In no event shall the maximum total tuition reimbursement paid by the District to bargaining unit members during any fiscal year exceed \$458,000.

- D. The year from September 1 to August 31 is to be considered in adjusting salaries for the following year.
- E. Employees may advance a maximum of one column for every 2 years for Bachelors to Masters, Masters to M+15 and M+15 to M+30. Employees may advance a maximum of one column for every 3 years for M+30 to M+45 and for M+45 to M+60. These limits on column movement will take effect on an individual basis as the employee reaches their next column. For example, an employee could move to M+45 during the summer of 2023 and then the 3 year waiting period begins.
- F. Effective with all course work reimbursed beginning July 1, 2023, in the event that an employee leaves employment of the District for any reason other than retirement, including disability retirement, death, being certified by a qualified physician as being fully disabled (physically or mentally), suspension or termination through no fault of their own, or any unique circumstance deemed appropriate by the superintendent, the employee shall repay the District any credit reimbursements received during the final twenty-four (24) months of the employee's active employment at 100% for the first twelve (12) months and fifty percent (50%) for the second twelve (12) months. The twenty-four (24) month period begins on the date of the course reimbursement.

### **ARTICLE XXIII. SERVICE INCREMENTS**

Employees will be awarded a \$500 service increment on year 15, 20, 25, and 28 of teaching experience as an employee of the York Suburban School District.

Service increments will be added to an employee's salary regardless of their position on the salary schedule.

Employees who were hired to work during the 2022-2023 school year and prior will be grandfathered into this increment with an agreement that years of 'teaching experience' are accepted from a school or college approved by the Department of Education and not

exclusive to York Suburban experience. Grandfathered employees will be eligible for any single (1) missed increment. This eligibility will sunset on June 1, 2023, to take effect in the 2023-2024 school year.

Employees hired to work during the 2023-2024 school year and beyond will be exclusive to York Suburban teaching experience.

Service increments will be granted only upon successful completion of the following requirements:

1. Employees must submit a service increment form (Appendix E) to the Superintendent or designee before the last contractual day of the employee's 14, 19, 24, 27 year, respectively.
2. Failure to submit a written request before the last contractual day of the employee's 14, 19, 24, or 27 year will result in a missed increment. Increments are not retroactive. However, this does not eliminate the employee's participation in future increments.
3. Employees must have had a satisfactory evaluation in the year immediately prior to each request for a service increment.

## ***ARTICLE XXIV. INSURANCE BENEFITS***

### ***A. HEALTH BENEFITS***

1. The District will make available to members of the bargaining unit single, two-person or family insurance. The employee contribution for medical and/or dental insurance will be 10% of the total cost of the medical and dental coverage to the employer.
2. The District will offer a Qualified High Deductible Health Plan with a Health Savings Account (HSA). Beginning July 1, 2023, the District will offer the Highmark Choice Blue Qualified High Deductible Health Plan with a Health Savings Account (HSA). Education regarding the Highmark Choice Blue Plan and the Health Savings Account will be provided in the Spring and Fall of 2023 and continued as requested by the Association.
3. The deductible for said plan is \$1,500 for single coverage and \$3,000 for family (two or more eligible persons). Fifty-percent (50%) of the contribution from the Employer will be deposited on July 1st of the plan year. The remainder of the Employer contribution will be deposited no later than the end of December of the same year. Employee contributions into the HSA are voluntary and cannot exceed the IRS maximums established for each plan year.

<b>Year</b>	<b>Employer Contribution</b>
2022-2023	85%
2023-2024	75%
2024-2025	70%
2025-2026	65%
2026-2027	65%

In addition to the Employer HSA contribution listed above, employee contributions may be made into an employee’s HSA account at any time during the plan year via Employer payroll deductions, in-person deposits with the HSA account administrator, or via other means. All employee HSA contributions are voluntary and must be made in compliance with applicable law. Employee contribution amounts may be changed during the plan year at the employee’s request.

4. If the IRS changes the minimum deductible requirements for the QHDHP, the Employer will make HSA contributions equivalent to 85% of the minimum deductible amount in 2022, 75% of the minimum deductible amount in 2023, 70% of the minimum deductible amount in 2024, and 65% of the minimum deductible in 2025 and 2026, respectively.

**B. SPOUSAL SURCHARGE AND SPOUSAL EXCLUSION**

In addition, employees shall pay \$150/month for spousal coverage for a non-YSSD spouse if the spouse has coverage available through their employment.

The spouse of an employee will not be eligible for employer provided health care coverage while the spouse is also eligible for coverage through any of the following employers:

- a. Commonwealth of Pennsylvania;
- b. Any public school, intermediate unit, cyber or charter school

**C. SPOUSES EMPLOYED BY THE DISTRICT**

Spouses employed in the district shall have one plan and one HSA; however, the employee not having a separate plan or not having a separate HSA contribution shall be entitled to the opt-out payment.

**D. QUALIFYING EVENT**

Changes to insurance benefits may be made within thirty (30) days for a qualifying event. The following events are considered a qualifying event:

- a. Getting married or divorced
- b. Having a baby or adopting a child
- c. Death in the family

E. **DENTAL BENEFITS**

Dental maximum benefits are \$1,500 per year.

F. **VISION BENEFITS**

Effective July 1, 2023, the employer shall pay the full premium required to provide vision care for employees and their dependents minus a ten (10%) premium share contribution. The employer shall enroll all employees of the bargaining unit regardless of other insurance coverage. The insurance shall be purchased through the PSEA Health and Welfare Fund in accordance with Appendix H.

G. **OPT-OUT of HEALTH CARE COVERAGE**

The District will annually provide an opt-out for members having other health insurance and who indicate their desire to withdraw from District coverage. Members choosing this option will receive \$2,000 per year (in 26 payments) in lieu of District health coverage and will not be eligible to rejoin the District plan for one calendar year (January to December) unless they can provide proof of loss of other insurance for the following reasons:

- a. Termination of other coverage (including exhaustion of COBRA benefits; (2) Cessation of company contributions toward the other coverage; (3) Legal separation or divorce; (4) Termination of other employment or reduction in number of hours of other employment; and/or (5) Death of covered person.

Forms will be provided to employees each year, and the forms must be returned no later than November 1 to be eligible for the opt-out in that year.

H. **TERM LIFE INSURANCE**

Premiums on a term life insurance policy with a face value of \$50,000 will be paid for each member of the bargaining unit.

At no time shall the District be considered a self-insurer. The District's only obligation is payment of premiums for coverage. Coverage is subject to the operating guidelines and procedures of the insurance provider.

I. **DISABILITY BENEFITS**

Disability benefits will be paid for a maximum of 18 months to those members of

the bargaining unit who have been employed by the District for at least five years prior to becoming disabled. Benefits will include full payment for accumulated sick leave. When all leave has been exhausted, the District will continue payments at the rate of 66 2/3% of the daily rate of pay each school day during the school years that combined would total 18 months. The Board may require a physical examination by a doctor of its choice to determine disability status, the expense to be paid by the Board. For the purposes of this provision, the term "disability" shall mean that the employee is incapable of performing substantially all of their duties.

**J. FLEXIBLE SPENDING ACCOUNTS - SECTION 125 PLANS**

The employer shall continue to provide a limited purpose Flexible Spending Account and a dependent care Flexible Spending Account for employees.

The employer will maintain an IRS Section 125 plan to allow the applicable employee participation payments to be deemed pre-tax deductions and to assure that the incentive payments provided in this section shall not affect the non-taxability status of the medical insurance benefits provided herein.

**ARTICLE XXV. WORK-RELATED INJURIES - ABSENCES, WAGES, AND BENEFITS**

**A. DEFINITION**

Employment-related injuries are those which occur while the employee is performing authorized duties for the York Suburban School District and as a result of which they are injured/disabled as determined by a decision issued under the operation of the Workmen's Compensation Program. They will be paid Workmen's Compensation benefits as provided by the applicable Workmen's Compensation regulations.

**B. ABSENCES**

An employee shall follow established procedures for reporting absence from duty. An employee unable to report for duty shall notify their immediate supervisor one (1) hour prior to the opening of the regular hours of duty or the evening before. An employee injured while performing their job duties should report their injury to their immediate supervisor within twenty-four (24) hours.

**C. WAGES AND BENEFITS**

Any combination of workmen's compensation benefits, sick leave, and disability pay shall represent no gain or loss of earnings for the employee.

Days of absence due to injury on the job and while awaiting acceptance of the

claim by the District's worker's compensation carrier will be charged, if available, against the employee's accumulated sick leave. If the worker's compensation carrier accepts the claim, the number of sick leave days lost from the first day of absence due to a work-related injury will be restored to the employee's cumulation of sick leave time. If an employee has no sick leave available, the days lost due to a work-related injury will be deducted from their pay. If the worker's compensation carrier accepts the claim, salary deducted for days lost due to the work-related injury will be paid.

In the event the worker's compensation carrier rejects the claim, the employee's lost time will be deducted from available sick leave. If the worker's compensation carrier discontinues payment of the claim, time lost from the rejection date forward will be deducted from sick leave.

Benefits such as sick leave, insurance coverage, and personal leave shall accrue to the employee as though they worked during the period of absence due to employment-related injury. After one (1) year of absence, the continuation of benefits will be reviewed by the board.

## **ARTICLE XXVI. PROVISIONS FOR REGULAR PART-TIME PROFESSIONAL EMPLOYEES**

### **A. SALARY**

Regular part-time professional employees shall be compensated in accordance with the applicable salary schedules set forth in Appendix B of the Agreement, provided that the salary for regular part-time professional employees shall be prorated in accordance with their actual work schedule.

In the event a regular part-time professional employee of the District is hired as a full-time professional employee of the District, such employee shall be placed on the salary schedule at the step determined in accordance with the following calculation. The employee's fractional years of service shall be totaled, and any remaining fraction shall be rounded up or down to the nearest cumulative total year of service and the employee shall be placed on that step of the salary schedule for the first year of full-time employment. The foregoing calculation shall control step placement only as to employees of the District changing from part-time to full-time employees and shall not apply to any employee being hired for the first time by the District.

### **B. INSURANCE BENEFITS**

1. Regular part-time professional employees who are scheduled to work the equivalent of one-half (1/2) of regular full-time employment or more\* shall be

entitled to the Insurance Benefits provided in **ARTICLE XXIV** of the Agreement and shall also be subject to the contribution requirements of **ARTICLE XXIV**.

2. All other regular part-time professional employees scheduled to work at least the equivalent of two-fifths (2/5) of regular full-time employment\* shall be entitled to the Insurance Benefits provided in **ARTICLE XXIV** of the Agreement on a pro-rated basis depending upon the percentage of full-time equivalency which they actually work; for example, a 2/5 time employee shall have 2/5 or 40% of the total cost of elected Insurance Benefits paid by the District with such employee paying the other 3/5 or 60% of such cost.
3. Regular part-time professional employees scheduled to work less than the equivalent of two-fifths (2/5) of regular full-time employment\* shall not be entitled to any Insurance Benefits.

C. **PRO-RATION OF OTHER BENEFITS**

1. All regular part-time professional employees scheduled to work at least the equivalent of two-fifths (2/5) of regular full-time employment\* shall be entitled to the benefits indicated below, on a pro-rated basis, depending upon the percentage of full-time equivalency which they actually work. For example, a one-half (1/2) time employee would be entitled to one-half (1/2) of the normal leave permitted for **Bereavement Leave/Funeral Extension Leave , Personal Leave, etc.**, and one-half (1/2) of the monetary benefits provided for **Retirement Pay** and **Severance Pay**, and for **Tuition Reimbursement** and **Service Increments**. With respect to absence for illness, personal leave, funerals, etc., such pro-rated benefits shall be rounded up or down to the nearest one-half (1/2) day of leave. With respect to Tuition Reimbursement, credit reimbursement for half of the pre-approved credits will be paid.
2. Pursuant to Paragraph (1) above, regular part-time professional employees shall be entitled to the following provisions of the Agreement on a pro-rated basis:
  - a. Bereavement Leave/Funeral Extension Leave (**ARTICLE XVII, SECTION A**)
  - b. Sick Leave (**ARTICLE XVII, SECTION B**)
  - c. Family Sick Leave (**ARTICLE XVII, SECTION C**)
  - d. Personal Leave/Emergency Leave (**ARTICLE XVII, SECTION D**)

- e. Courtesy Leave (**ARTICLE XVII, SECTION E**)
- f. Retirement Benefits (**ARTICLE XVIII**)
- g. Severance Pay (**ARTICLE XIX**)
- h. Tuition Reimbursement & Horizontal Salary Movement (**ARTICLE XXII**)

For Part-time, Level I teachers, pro-ration shall be applied to the total credits allowable for full reimbursement. For example, a half-time Level I teacher shall receive full reimbursement for one half of the allowable credits.

- i. Service Increments (**ARTICLE XXIII**)
3. Regular part-time professional employees scheduled to work less than the equivalent of two-fifths (2/5) of regular full-time employment\* shall not be entitled to any other provisions of the Agreement except salary.

**D. SICK LEAVE**

Regular part-time professional employees shall be entitled to sick leave as provided in the Public School Code, pro-rated in accordance with Part II, Paragraph C of this Article. This provision shall not be construed as incorporating by reference the sick leave provisions of the Public School Code for any member of the bargaining unit other than regular part-time professional employees.

\* Based on a 190-day contract

**ARTICLE XXVII. SALARY AND BENEFITS FOR LONG-TERM SUBSTITUTES**  
*(A long-term substitute is a substitute hired to teach ninety (90) days or more in the same assignment)*

**A. SALARY**

Long-Term substitutes shall be compensated in accordance with the applicable salary schedule that is set forth in Appendix B of this Agreement, provided that such qualified long-term substitutes shall be compensated on Step 1 of such bachelor's degree schedule, irrespective of actual years of experience.

**B. INSURANCE BENEFITS**

Long-Term substitutes shall receive the Medical Insurance Benefits set forth in Paragraph A of **ARTICLE XXIV** of this Agreement, including the requirement of

employee contribution, provided that all such benefits shall be provided for the employee only; additionally, coverage for the spouse and/or family of such employees may, in the sole discretion of the District, be made available, but not with respect to any such dependents with pre-existing medical problems or conditions. The employee will pay the total cost for such coverage which will be the difference between the employee's premium and the family premium cost.

**C. OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

Long-Term substitutes shall also be entitled to the following benefits:

1. **PERSONAL LEAVE:** Long-Term substitutes shall be entitled to two (2) personal leave days for each full school year of employment (pro-rated for less than full employment) and to delete all reference to accumulation and compensation for unused days.
2. **SICK LEAVE:** Long-Term substitutes shall be entitled to ten (10) sick leave days per full school year of employment, pro-rated to the nearest half day for employment less than a full school year. Such sick leave days are not cumulative from year to year.

**ARTICLE XXVIII. SEPARABILITY CLAUSE**

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 not be deemed valid and subsisting, except to the extent permitted by law, but all other contents of this Agreement shall continue in full force and effect. All references to statutory law shall be deemed to include any amendments thereto.

**AGREEMENT**

*between*

**THE BOARD OF DIRECTORS**

*of the*

**YORK SUBURBAN SCHOOL DISTRICT**

*and the*

**YORK SUBURBAN EDUCATION ASSOCIATION**

*In witness whereof, the parties above-named have hereunto set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.*

\_\_\_\_\_  
President  
York Suburban Education Association

\_\_\_\_\_  
President  
Board of School Directors

*Countersigned:*

*Countersigned:*

\_\_\_\_\_  
Secretary  
York Suburban Education Association

\_\_\_\_\_  
Secretary  
York Suburban School Board

**APPENDIX A. GRIEVANCE PROCEDURE - STATEMENT OF GRIEVANCE**

**YORK SUBURBAN SCHOOL DISTRICT  
GRIEVANCE FORM  
York Suburban Education Association, PSEA/NEA**

**STEP I  
(within five (5) days of informal conference)**

Building: \_\_\_\_\_ Date of Filing Grievance: \_\_\_\_\_

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

Grievant(s): York Suburban EA on behalf of \_\_\_\_\_ and any other affected bargaining unit members

Area of Contract Violated (Article/Section):

1. Article \_\_\_\_\_
2. Article \_\_\_\_\_
3. Article \_\_\_\_\_
4. And any other applicable articles

Grievance Statement:

The District violated the Collective Bargaining Agreement when

\_\_\_\_\_ without just cause.

Relief Sought: The District shall make the grievant(s) whole, including but not limited to:

- 1.
- 2.
3. And any other relief as deemed appropriate by the arbitrator

**Date of Informal Conference:** \_\_\_\_\_

Administrator's/Immediate Supervisor's Decision/Rationale:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Administrator's/Immediate Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Within five (5) days of Administrator's/Immediate Supervisor's Decision)

Reply Acceptable: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of EA*

Appeal to Step II: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of EA*





**APPENDIX B.**  
**PROFESSIONAL SALARY SCALES - 2022-2023 THROUGH 2026 - 2027**

York Suburban EA							
Salary							
2022-2023							
To Max	Step	B	M	M+15	M+30	M+45	M+60/DOC
13	1	\$60,835	\$71,335	\$74,710	\$78,085	\$81,460	\$84,835
12	2	\$61,835	\$72,335	\$75,710	\$79,085	\$82,460	\$85,835
11	3	\$62,835	\$73,335	\$76,710	\$80,085	\$83,460	\$86,835
10	4	\$63,835	\$74,335	\$77,710	\$81,085	\$84,460	\$87,835
9	5	\$64,835	\$75,335	\$78,710	\$82,085	\$85,460	\$88,835
8	6	\$65,835	\$76,335	\$79,710	\$83,085	\$86,460	\$89,835
7	7	\$66,835	\$77,335	\$80,710	\$84,085	\$87,460	\$90,835
6	8	\$67,835	\$78,335	\$81,710	\$85,085	\$88,460	\$91,835
5	9	\$68,835	\$79,335	\$82,710	\$86,085	\$89,460	\$92,835
4	10	\$69,835	\$80,335	\$83,710	\$87,085	\$90,460	\$93,835
3	11		\$81,335	\$84,710	\$88,085	\$91,460	\$94,835
2	12		\$82,335	\$85,710	\$89,085	\$92,460	\$95,835
1	13		\$83,335	\$86,710	\$90,085	\$93,460	\$96,835
TOP	14		\$84,335	\$87,710	\$91,085	\$94,460	\$97,835

1. Step placement is not an indication of years of service.
2. In addition to the above, instructional employees can earn up to an additional \$2,000 for service increments.
3. One year of service (one semester or more) will constitute one step vertically.

York Suburban EA							
Salary							
2023-2024							
To Max	Step	B	M	M+15	M+30	M+45	M+60/DOC
13	1	\$62,720	\$73,220	\$76,595	\$79,970	\$83,345	\$86,720
12	2	\$63,720	\$74,220	\$77,595	\$80,970	\$84,345	\$87,720
11	3	\$64,720	\$75,220	\$78,595	\$81,970	\$85,345	\$88,720
10	4	\$65,720	\$76,220	\$79,595	\$82,970	\$86,345	\$89,720
9	5	\$66,720	\$77,220	\$80,595	\$83,970	\$87,345	\$90,720
8	6	\$67,720	\$78,220	\$81,595	\$84,970	\$88,345	\$91,720
7	7	\$68,720	\$79,220	\$82,595	\$85,970	\$89,345	\$92,720
6	8	\$69,720	\$80,220	\$83,595	\$86,970	\$90,345	\$93,720
5	9	\$70,720	\$81,220	\$84,595	\$87,970	\$91,345	\$94,720
4	10	\$71,720	\$82,220	\$85,595	\$88,970	\$92,345	\$95,720
3	11		\$83,220	\$86,595	\$89,970	\$93,345	\$96,720
2	12		\$84,220	\$87,595	\$90,970	\$94,345	\$97,720
1	13		\$85,220	\$88,595	\$91,970	\$95,345	\$98,720
TOP	14		\$86,220	\$89,595	\$92,970	\$96,345	\$99,720

1. Step placement is not an indication of years of service.
2. In addition to the above, instructional employees can earn up to an additional \$2,000 for service increments.
3. One year of service (one semester or more) will constitute one step vertically.

York Suburban EA							
Salary							
2024-2025							
To Max	Step	B	M	M+15	M+30	M+45	M+60/DOC
13	1	\$64,670	\$75,170	\$78,545	\$81,920	\$85,295	\$88,670
12	2	\$65,670	\$76,170	\$79,545	\$82,920	\$86,295	\$89,670
11	3	\$66,670	\$77,170	\$80,545	\$83,920	\$87,295	\$90,670
10	4	\$67,670	\$78,170	\$81,545	\$84,920	\$88,295	\$91,670
9	5	\$68,670	\$79,170	\$82,545	\$85,920	\$89,295	\$92,670
8	6	\$69,670	\$80,170	\$83,545	\$86,920	\$90,295	\$93,670
7	7	\$70,670	\$81,170	\$84,545	\$87,920	\$91,295	\$94,670
6	8	\$71,670	\$82,170	\$85,545	\$88,920	\$92,295	\$95,670
5	9	\$72,670	\$83,170	\$86,545	\$89,920	\$93,295	\$96,670
4	10	\$73,670	\$84,170	\$87,545	\$90,920	\$94,295	\$97,670
3	11		\$85,170	\$88,545	\$91,920	\$95,295	\$98,670
2	12		\$86,170	\$89,545	\$92,920	\$96,295	\$99,670
1	13		\$87,170	\$90,545	\$93,920	\$97,295	\$100,670
TOP	14		\$88,170	\$91,545	\$94,920	\$98,295	\$101,670

1. Step placement is not an indication of years of service.
2. In addition to the above, instructional employees can earn up to an additional \$2,000 for service increments.
3. One year of service (one semester or more) will constitute one step vertically.

York Suburban EA							
Salary							
2025-2026							
To Max	Step	B	M	M+15	M+30	M+45	M+60/DOC
13	1	\$66,700	\$77,200	\$80,575	\$83,950	\$87,325	\$90,700
12	2	\$67,700	\$78,200	\$81,575	\$84,950	\$88,325	\$91,700
11	3	\$68,700	\$79,200	\$82,575	\$85,950	\$89,325	\$92,700
10	4	\$69,700	\$80,200	\$83,575	\$86,950	\$90,325	\$93,700
9	5	\$70,700	\$81,200	\$84,575	\$87,950	\$91,325	\$94,700
8	6	\$71,700	\$82,200	\$85,575	\$88,950	\$92,325	\$95,700
7	7	\$72,700	\$83,200	\$86,575	\$89,950	\$93,325	\$96,700
6	8	\$73,700	\$84,200	\$87,575	\$90,950	\$94,325	\$97,700
5	9	\$74,700	\$85,200	\$88,575	\$91,950	\$95,325	\$98,700
4	10	\$75,700	\$86,200	\$89,575	\$92,950	\$96,325	\$99,700
3	11		\$87,200	\$90,575	\$93,950	\$97,325	\$100,700
2	12		\$88,200	\$91,575	\$94,950	\$98,325	\$101,700
1	13		\$89,200	\$92,575	\$95,950	\$99,325	\$102,700
TOP	14		\$90,200	\$93,575	\$96,950	\$100,325	\$103,700

1. Step placement is not an indication of years of service.
2. In addition to the above, instructional employees can earn up to an additional \$2,000 for service increments.
3. One year of service (one semester or more) will constitute one step vertically.

York Suburban EA							
Salary							
2026-2027							
To Max	Step	B	M	M +15	M +30	M +45	M +60
13	1	\$68,820	\$79,320	\$82,695	\$86,070	\$89,445	\$92,820
12	2	\$69,820	\$80,320	\$83,695	\$87,070	\$90,445	\$93,820
11	3	\$70,820	\$81,320	\$84,695	\$88,070	\$91,445	\$94,820
10	4	\$71,820	\$82,320	\$85,695	\$89,070	\$92,445	\$95,820
9	5	\$72,820	\$83,320	\$86,695	\$90,070	\$93,445	\$96,820
8	6	\$73,820	\$84,320	\$87,695	\$91,070	\$94,445	\$97,820
7	7	\$74,820	\$85,320	\$88,695	\$92,070	\$95,445	\$98,820
6	8	\$75,820	\$86,320	\$89,695	\$93,070	\$96,445	\$99,820
5	9	\$76,820	\$87,320	\$90,695	\$94,070	\$97,445	\$100,820
4	10	\$77,820	\$88,320	\$91,695	\$95,070	\$98,445	\$101,820
3	11		\$89,320	\$92,695	\$96,070	\$99,445	\$102,820
2	12		\$90,320	\$93,695	\$97,070	\$100,445	\$103,820
1	13		\$91,320	\$94,695	\$98,070	\$101,445	\$104,820
TOP	14		\$92,320	\$95,695	\$99,070	\$102,445	\$105,820

1. Step placement is not an indication of years of service.
2. In addition to the above, instructional employees can earn an additional \$2,000 for service increments.
3. One year of service (one semester or more) will constitute one step vertically.

**APPENDIX C. ATHLETIC AND EXTRACURRICULAR SALARY**

**EXTRA CURRICULAR – Athletics**

All coaches serving in a new role during or after the ratification date will be assigned the salary based on the tier and sport level. Coaches serving in the role prior to the ratification date will be assigned the salary on the tier and sport level or a grandfathered salary if it currently exceeds the tier and sport level.

If the sport was in a moratorium, the coach serving in the role before the moratorium would be compensated at the grandfathered rate or current rate, whichever is higher.

If a coach discontinues service not due to a moratorium and returns to the same position, the salary will be determined by the current tier and sport level.

\*To have an Assistant #2, the sport must have at least 24 rostered student-athletes regularly practicing at same time AND/OR have simultaneous competitions/practices in multiple locations.

\*To have an Assistant #3, the sport must have at least 36 students regularly practicing at same time AND/OR have simultaneous competitions/practices in multiple locations.

\*If an Assistant #2 or #3 position is currently vacant, but the program meets the qualifications for having one, the position will remain in the contract until the position is filled. The qualifications will be evaluated on an annual basis.

<b>EXTRA CURRICULAR - Athletics</b>						
		<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
<b>TIER 1</b>						
	<b><u>MULTI-TEAM SPORT</u></b>					
	HS Head Swimming	6,360	6,487	6,617	6,749	6,883
	HS Head Track	6,360	6,487	6,617	6,749	6,883
	<b><u>BASE SPORTS</u></b>					
	HS Head Basketball Boys/Girls	5,300	5,406	5,514	5,624	5,736
	HS Head Cross Country Boys/Girls	5,300	5,406	5,514	5,624	5,736
	HS Head Lacrosse Boys/Girls	5,300	5,406	5,514	5,624	5,736
	HS Head Soccer Boys/Girls	5,300	5,406	5,514	5,624	5,736
	HS Head Volleyball Boys/Girls	5,300	5,406	5,514	5,624	5,736

	HS Head Baseball	5,300	5,406	5,514	5,624	5,736
	HS Head Field Hockey	5,300	5,406	5,514	5,624	5,736
	HS Head Football	5,300	5,406	5,514	5,624	5,736
	HS Head Softball	5,300	5,406	5,514	5,624	5,736
	HS Head Wrestling	5,300	5,406	5,514	5,624	5,736
	<b><u>COMPACTED SPORTS</u></b>					
	HS Head Cheerleading - Fall	4,240	4,325	4,411	4,499	4,589
	HS Head Cheerleading - Winter	4,240	4,325	4,411	4,499	4,589
	HS Head Tennis Boys/Girls	4,240	4,325	4,411	4,499	4,589
	HS Head Golf	4,240	4,325	4,411	4,499	4,589
<b>TIER 2</b>						
	<b><u>MULTI-TEAM SPORT</u></b>					
	MS Head Cross Country	3,965	4,044	4,124	4,207	4,291
	MS Head Track	3,965	4,044	4,124	4,207	4,291
	<b><u>BASE SPORTS</u></b>					
	HS Assistant #1 Baseball	3,304	3,370	3,437	3,506	3,576
	HS Assistant #1 Basketball Boys/Girls	3,304	3,370	3,437	3,506	3,576
	HS Assistant #1 Field Hockey	3,304	3,370	3,437	3,506	3,576
	HS Assistant #1 Football	3,304	3,370	3,437	3,506	3,576
	HS Assistant #1 Lacrosse Boys/Girls	3,304	3,370	3,437	3,506	3,576
	HS Assistant #1 Soccer Boys/Girls	3,304	3,370	3,437	3,506	3,576
	HS Assistant #1 Softball	3,304	3,370	3,437	3,506	3,576
	HS Assistant #1 Swimming	3,304	3,370	3,437	3,506	3,576
	HS Assistant #1 Track	3,304	3,370	3,437	3,506	3,576
	HS Assistant #1 Volleyball Boys/Girls	3,304	3,370	3,437	3,506	3,576
	HS Assistant #1 Wrestling	3,304	3,370	3,437	3,506	3,576
	MS Head Basketball Boys/Girls	3,304	3,370	3,437	3,506	3,576
	MS Head Field Hockey	3,304	3,370	3,437	3,506	3,576
	MS Head Football	3,304	3,370	3,437	3,506	3,576
	MS Head Soccer Boys/Girls	3,304	3,370	3,437	3,506	3,576

	MS Head Volleyball Girls	3,304	3,370	3,437	3,506	3,576
	MS Head Wrestling	3,304	3,370	3,437	3,506	3,576
	<b><u>COMPACTED SPORTS</u></b>					
	HS Assistant #1 Cheerleading (Fall)	2,643	2,696	2,750	2,805	2,861
	HS Assistant #1 Cheerleading (Winter)	2,643	2,696	2,750	2,805	2,861
<b>TIER 3</b>						
	<b><u>BASE SPORTS</u></b>					
	HS Assistant #2 Baseball	2,650	2,703	2,757	2,812	2,868
	HS Assistant #2 Field Hockey	2,650	2,703	2,757	2,812	2,868
	HS Assistant #2 Football	2,650	2,703	2,757	2,812	2,868
	HS Assistant #2 Lacrosse Boys/Girls	2,650	2,703	2,757	2,812	2,868
	HS Assistant #2 Soccer Boys/Girls	2,650	2,703	2,757	2,812	2,868
	HS Assistant #2 Softball	2,650	2,703	2,757	2,812	2,868
	HS Assistant #2 Swimming	2,650	2,703	2,757	2,812	2,868
	HS Assistant #2 Track	2,650	2,703	2,757	2,812	2,868
	MS Assistant #1 Track	2,650	2,703	2,757	2,812	2,868
	MS Assistant #1 Basketball Boys/Girls	2,650	2,703	2,757	2,812	2,868
	MS Assistant #1 Field Hockey	2,650	2,703	2,757	2,812	2,868
	MS Assistant #1 Football	2,650	2,703	2,757	2,812	2,868
	MS Assistant #1 Volleyball Girls	2,650	2,703	2,757	2,812	2,868
	MS Assistant #1 Wrestling	2,650	2,703	2,757	2,812	2,868
	<b><u>COMPACTED SPORTS</u></b>					
	MS Head Cheerleading (Fall)	2,120	2,162	2,206	2,250	2,294
	MS Head Cheerleading (Winter)	2,120	2,162	2,206	2,250	2,294
<b>TIER 4</b>						
	<b><u>BASE SPORTS</u></b>					
	HS Assistant #3 Football	2,000	2,040	2,081	2,123	2,165
	HS Assistant #3 Swimming	2,000	2,040	2,081	2,123	2,165
	HS Assistant #3 Track	2,000	2,040	2,081	2,123	2,165

	MS Assistant #2 Football	2,000	2,040	2,081	2,123	2,165
	MS Assistant #2 Track	2,000	2,040	2,081	2,123	2,165
<b>TIER 5</b>						
	HS Assistant #1 Cross Country	1,500	1,500	1,500	1,500	1,500
	HS Assistant #2 Basketball Boys	1,500	1,500	1,500	1,500	1,500
	HS Assistant #2 Basketball Girls	1,500	1,500	1,500	1,500	1,500
	HS Assistant #2 Field Hockey	1,500	1,500	1,500	1,500	1,500
	HS Assistant #2 Volleyball Boys	1,500	1,500	1,500	1,500	1,500
	HS Assistant #2 Volleyball Girls	1,500	1,500	1,500	1,500	1,500
	HS Assistant #2 Wrestling	1,500	1,500	1,500	1,500	1,500
	MS Assistant #1 Cross Country	1,500	1,500	1,500	1,500	1,500

**Postseason Pay:**

All high school varsity sports and the marching band are eligible for postseason pay.

Coaches who have individuals or teams that qualify for postseason competition shall be compensated on the following pay scale:

- Head Coach: \$100 per week (Starting in 2022-2023)
- Assistant Coach: \$50 per week (Starting in 2023-2024)

Coaches who receive a grandfathered salary are not eligible for postseason pay.

The postseason begins on the day after the last regularly scheduled in season contest and ends after elimination or the state finals.

At the conclusion of the postseason participation, all coaches will be required to submit a timesheet indicating the days of practice and competition to the Athletic Director. That information will then be forwarded to payroll.

## EXTRA-CURRICULAR - Clubs and Organizations

All advisors serving in a new role during or after the ratification date will be assigned the salary based on the tier level. All advisors serving in the role before the ratification date, will be assigned the salary based on the tier level or a grandfathered salary if it exceeds the tier level value.

If the extra-curricular was in a moratorium, the advisor serving in the role before the moratorium would be compensated at the grandfathered rate or current rate, whichever is higher.

If an advisor discontinues service, not due to a moratorium and returns to the same position, the salary will be determined by the current tier level.

EXTRA-CURRICULAR - Clubs and Organizations						
		2022-23	2023-24	2024-25	2025-26	2026-27
<b>TIER 1</b>						
	HS Marching Band Director	6,261	6,324	6,387	6,451	6,515
<b>TIER 2</b>						
	HS Marching Band Assistant #1	4,304	4,347	4,391	4,434	4,479
	HS Musical Director	4,304	4,347	4,391	4,434	4,479
	HS Trojan Theater Director	4,304	4,347	4,391	4,434	4,479
<b>TIER 3</b>						
	HS Marching Band Assistant #2	2,978	3,008	3,038	3,068	3,099
	HS Student Council	2,978	3,008	3,038	3,068	3,099
	MS Musical Director	2,978	3,008	3,038	3,068	3,099

	<b>TIER 4</b>					
HS & MS Band*	2,235	2,257	2,280	2,303	2,326	
HS & MS Chorus*	2,235	2,257	2,280	2,303	2,326	
HS & MS Orchestra*	2,235	2,257	2,280	2,303	2,326	
HS Jazz Band	2,235	2,257	2,280	2,303	2,326	
HS Link Crew #1	2,235	2,257	2,280	2,303	2,326	
HS Link Crew #2	2,235	2,257	2,280	2,303	2,326	
HS Marching Band Assistant #3	2,235	2,257	2,280	2,303	2,326	
HS Musical Assistant #1	2,235	2,257	2,280	2,303	2,326	
HS Musical Assistant #2	2,235	2,257	2,280	2,303	2,326	
HS Musical Assistant #3	2,235	2,257	2,280	2,303	2,326	
HS Puzzle Partners	2,235	2,257	2,280	2,303	2,326	
HS Trojan Theater Assistant #1	2,235	2,257	2,280	2,303	2,326	
HS Yearbook	2,235	2,257	2,280	2,303	2,326	
HS YS Singers	2,235	2,257	2,280	2,303	2,326	
MS Jazz Band	2,235	2,257	2,280	2,303	2,326	
MS Musical Assistant #1	2,235	2,257	2,280	2,303	2,326	
MS Science Fair Coordinator	2,235	2,257	2,280	2,303	2,326	
MS Sounds of Tomorrow	2,235	2,257	2,280	2,303	2,326	
MS Student Council	2,235	2,257	2,280	2,303	2,326	
MS TV Technical	2,235	2,257	2,280	2,303	2,326	
	<b>TIER 5</b>					
FCCLA Advisor	1,651	1,668	1,684	1,701	1,718	
HS Hope Squad	1,651	1,668	1,684	1,701	1,718	
HS Marching Band Assistant #4	1,651	1,668	1,684	1,701	1,718	
HS Musical Assistant #4	1,651	1,668	1,684	1,701	1,718	
HS Musical Assistant #5	1,651	1,668	1,684	1,701	1,718	

	HS National Art Honor Society	1,651	1,668	1,684	1,701	1,718
	HS National Honor Society	1,651	1,668	1,684	1,701	1,718
	HS Pep Band	1,651	1,668	1,684	1,701	1,718
	HS Quiz Bowl	1,651	1,668	1,684	1,701	1,718
	HS Student Council Assistant #1	1,651	1,668	1,684	1,701	1,718
	HS TSA Advisor	1,651	1,668	1,684	1,701	1,718
	MS Hope Squad	1,651	1,668	1,684	1,701	1,718
	MS TV Program	1,651	1,668	1,684	1,701	1,718
	MS Yearbook	1,651	1,668	1,684	1,701	1,718
	<b>TIER 6</b>					
	HS 11th Grade Advisor	1,227	1,239	1,252	1,264	1,277
	HS 12th Grade Advisor	1,227	1,239	1,252	1,264	1,277
	HS Green Club	1,227	1,239	1,252	1,264	1,277
	HS GSA	1,227	1,239	1,252	1,264	1,277
	HS Model UN	1,227	1,239	1,252	1,264	1,277
	HS Musical Assistant #6	1,227	1,239	1,252	1,264	1,277
	HS Project Harmony	1,227	1,239	1,252	1,264	1,277
	HS Science Olympiad	1,227	1,239	1,252	1,264	1,277
	MS Musical Assistant #2	1,227	1,239	1,252	1,264	1,277
	MS Musical Assistant #3	1,227	1,239	1,252	1,264	1,277
	MS Musical Assistant #4	1,227	1,239	1,252	1,264	1,277
	MS Student Council Assistant #1	1,227	1,239	1,252	1,264	1,277
	<b>TIER 7</b>					
	Elem Envirothon #1	696	703	710	717	724
	Elem Envirothon #2	696	703	710	717	724
	Elem Musical Director	696	703	710	717	724
	HS 10th Grade Advisor	696	703	710	717	724

	HS 9th Grade Advisor	696	703	710	717	724
	HS English Honor Society	696	703	710	717	724
	HS French Honor Society	696	703	710	717	724
	HS German Honor Society	696	703	710	717	724
	HS Int'l Thespian Society	696	703	710	717	724
	HS Musical Assistant #7	696	703	710	717	724
	HS Novel-Tea	696	703	710	717	724
	HS Science Honor Society	696	703	710	717	724
	HS Spanish Honor Society	696	703	710	717	724
	HS Tri-M Honor Society	696	703	710	717	724
	MS Envirothon	696	703	710	717	724

\*If a role is split between two employees, the high school staff member shall receive seventy-five percent (75%) of said stipend, and the middle school staff member shall receive twenty-five percent (25%) of said stipend.

**APPENDIX D. HOURLY RATES**

<b>Hourly Rates</b>			<b>2022-2023</b>
Curriculum Development			\$32.09
Extracurricular Supervision			\$27.91
Homebound Instruction			\$38.80
Preparation Time			\$25.86
Professional Development			\$23.37
Summer School Teaching			\$34.49

<b>Hourly Rates</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
Curriculum Development	\$38	\$38	\$38	\$38
Extracurricular Supervision	\$30	\$30	\$30	\$30
Homebound Instruction	\$38	\$38	\$38	\$38
Professional Development (preparation and presentation)	\$30	\$30	\$30	\$30
Summer School Teaching	\$38	\$38	\$38	\$38

**APPENDIX E. SERVICE INCREMENT FORM**



**SERVICE INCREMENT FORM**

Effective beginning in the 2023-2024 school year, employees are eligible for a \$500 service increment on year 15, 20 25, and 28 of teaching within the York Suburban School District. Service increments will be added to an employee's salary regardless of their position on the salary schedule.

This form must be submitted to the office of the Assistant Superintendent before the last contractual day in the employee's 14<sup>th</sup>, 19<sup>th</sup>, 24<sup>th</sup>, or 27<sup>th</sup> year respectively. Failure to submit a written request before this date will result in a missed increment. Increments are not retroactive. However, this does not eliminate the employee's participation in future increments. Employees must have had a satisfactory evaluation in the year immediately prior to each request for a service increment.

Name of Employee: \_\_\_\_\_

Hire Date with York Suburban School District: \_\_\_\_\_

Eligible for Service Increment (circle one) in the following school year

15    20    25    28

Direct Supervisor name: \_\_\_\_\_

*"As this employee's direct supervisor, I attest that they will receive a satisfactory evaluation for the current school year."*

Direct Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Date Received/Initials by office of Assistant Superintendent: \_\_\_\_\_

- Approved
- Denied - Reason \_\_\_\_\_

Approver signature: \_\_\_\_\_ Date: \_\_\_\_\_



**SERVICE INCREMENT FORM**

**2022-2023 Addendum**

Employees who were hired to work during the 2022-2023 school year and prior will be grandfathered into this increment (years 15, 20, 25, or 28) with an agreement that years of 'teaching experience' are accepted from a school or college approved by the Department of Education and not exclusive to York Suburban experience.

Grandfathered employees will be eligible for any single (1) missed increment. This eligibility will sunset on June 1, 2023 to take effect in the 2023-2024 school year.

Name of Employee: \_\_\_\_\_

Name of School/College of Employment	Dates of Service	Years of Service
York Suburban School District		

Total Years of Service: \_\_\_\_\_

Eligible for Service Increment (circle one) in the following school year:

15    20    25    28

Direct Supervisor name: \_\_\_\_\_

*"As this employee's direct supervisor, I attest that they will receive a satisfactory evaluation for the current school year."*

Direct Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received/Initials by office of Assistant Superintendent: \_\_\_\_\_

- Approved
- Denied - Reason \_\_\_\_\_

Approver signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX F. HEALTH BENEFITS



### York Suburban School District Choice Blue HDHP Benefit Summary

This program is a qualified high deductible plan as defined by the Internal Revenue Service. It is designed for use with a Health Savings Account (HSA). On the chart below, you'll see what your plan pays for specific services. There are two levels of network benefits coverage for certain services: Enhanced Value and Standard Value\*. When you receive services from providers at the Enhanced Value level of benefits, you will pay less out-of-pocket. You may be responsible for a facility fee, clinic charge or similar fee or charge (in addition to any professional fees) if your office visit or service is provided at a location that qualifies as a hospital department or a satellite building of a hospital.

Benefit	Network		Out-of-Network
	Enhanced Value	Standard Value	
<b>General Provisions</b>			
Effective Date	Contract Year		
Benefit Period(1)	Contract Year		
Deductible (per benefit period) (All in-network services are credited to both the enhanced and standard deductibles.) (non-embedded)			
Individual	\$1,500	\$3,000	\$6,000
Family	\$3,000	\$6,000	\$12,000
Plan Pays – payment based on the plan allowance	100% after deductible	80% after deductible	60% after deductible
Out-of-Pocket Limit (Includes prescription drug expenses, coinsurance and copays. Once met, plan pays 100% coinsurance for the rest of the benefit period) (All in-network services are credited to both the enhanced and standard out-of-pocket limits) (non-embedded)			
Individual	none	none	\$12,000
Family	none	none	\$24,000
Total Maximum Out-of-Pocket (Includes deductible, coinsurance, copays, prescription drug cost sharing and other qualified medical expenses, Network only) (2) Once met, the plan pays 100% of covered services for the rest of the benefit period. (embedded)			
Individual	\$5,000		Not Applicable
Family	\$10,000		Not Applicable
<b>Office/Clinic/Urgent Care Visits</b>			
Retail Clinic Visits & Virtual Visits	\$25 copay after deductible	\$30 copay after deductible	60% after deductible
Primary Care Provider Office Visits & Virtual Visits	\$25 copay after deductible	\$60 copay after deductible	60% after deductible
Specialist Office Visits & Virtual Visits	\$50 copay after deductible	\$100 copay after deductible	60% after deductible
Virtual Visit Provider Originating Site Fee	100% after deductible	100% after deductible	60% after deductible
Urgent Care Center Visits	\$70 copay after deductible	\$80 copay after deductible	60% after deductible
Telemedicine Services (3)	100% after enhanced deductible		not covered
<b>Preventive Care (4)</b>			
Routine Adult			
Physical Exams	100% (deductible does not apply)		60% after deductible
Adult Immunizations	100% (deductible does not apply)		60% after deductible
Routine Gynecological Exams, including a Pap Test	100% (deductible does not apply)		60% (deductible does not apply)
Mammograms, Annual Routine	100% (deductible does not apply)		60% after deductible
Mammograms, Medically Necessary	100% after enhanced deductible		60% after deductible
Diagnostic Services and Procedures	100% (deductible does not apply)		60% after deductible
Routine Pediatric			
Physical Exams	100% (deductible does not apply)		60% after deductible
Pediatric Immunizations	100% (deductible does not apply)		60% (deductible does not apply)
Diagnostic Services and Procedures	100% (deductible does not apply)		60% after deductible
<b>Emergency Services</b>			
Emergency Room Services (5)		\$150 copay after deductible	
Ambulance – Emergency (6)		100% after enhanced deductible	
Ambulance - Non-Emergency		100% after enhanced deductible	60% after deductible
<b>Hospital and Medical / Surgical Expenses (including maternity)</b>			
Hospital Inpatient	100% after deductible	80% after deductible	60% after deductible
Hospital Outpatient	100% after deductible	80% after deductible	60% after deductible
Maternity (non-preventive facility & professional services) including dependent daughter	100% after deductible	80% after deductible	60% after deductible
Medical Care (including inpatient visits and consultations)/Surgical Expenses	100% after deductible	80% after deductible	60% after deductible
<b>Therapy and Rehabilitation Services</b>			
Physical Medicine	\$50 copay after deductible	\$60 copay after deductible limit: 20 visits/benefit period	60% after deductible
Respiratory Therapy	100% after deductible	80% after deductible	60% after deductible
Speech Therapy	\$50 copay after deductible	\$60 copay after deductible limit: 20 visits/benefit period	60% after deductible
Occupational Therapy	\$50 copay after deductible	\$60 copay after deductible limit: 20 visits/benefit period	60% after deductible
Spinal Manipulations	\$50 copay after deductible	\$60 copay after deductible limit: 20 visits/benefit period	60% after deductible

Benefit	Network		Out-of-Network
	Enhanced Value	Standard Value	
Other Therapy Services (Cardiac Rehab, Infusion Therapy, Chemotherapy, Radiation Therapy and Dialysis)	100% after deductible	80% after deductible	60% after deductible
<b>Mental Health / Substance Abuse</b>			
Inpatient Mental Health Services	100% after enhanced deductible		60% after deductible
Inpatient Detoxification / Rehabilitation	100% after enhanced deductible		60% after deductible
Outpatient Mental Health Services (Includes virtual behavioral health visits)	\$50 copay after enhanced deductible		60% after deductible
Outpatient Substance Abuse Services	\$50 copay after enhanced deductible		60% after deductible
<b>Other Services</b>			
Allergy Extracts and Injections	100% after deductible	80% after deductible	60% after deductible
Assisted Fertilization Procedures	not covered	not covered	not covered
Dental Services Related to Accidental Injury	not covered	not covered	not covered
Diagnostic Services			
Advanced Imaging (MRI, CAT, PET scan, etc.)	100% after deductible	80% after deductible	60% after deductible
Basic Diagnostic Services (standard imaging, diagnostic medical, lab/pathology, allergy testing)	100% after deductible	80% after deductible	60% after deductible
Durable Medical Equipment, Orthotics and Prosthetics	100% after deductible	80% after deductible	60% after deductible
Home Health Care	100% after deductible	80% after deductible	60% after deductible
	limit: 90 visits/benefit period aggregate with visiting nurse		
Hospice	100% after enhanced deductible		60% after deductible
Infertility Counseling, Testing and Treatment (7)	100% after deductible	60% after deductible	50% after deductible
Private Duty Nursing	100% after deductible	60% after deductible	50% after deductible
	limit: 240 hours/benefit period		
Skilled Nursing Facility Care	100% after deductible	80% after deductible	60% after deductible
	limit: 100 days/benefit period		
Transplant Services	100% after enhanced deductible		60% after deductible
Precertification/Authorization Requirements (8)	Yes	Yes	Yes

This is not a contract. This benefits summary presents plan highlights only. Please refer to the policy/ plan documents, as limitations and exclusions apply.

- (1) Your group's benefit period is based on a Contract Year. The Contract Year is a consecutive 12-month period beginning on your employer's effective date. Contact your employer to determine the effective date applicable to your program.
- (2) The Network Total Maximum Out-of-Pocket (TMOOP) is mandated by the federal government. TMOOP must include deductible, coinsurance, copays, prescription drug cost share and any qualified medical expense. If you are enrolled in a "Family" plan, with your non-embedded deductible, the entire family deductible must be satisfied before claims reimbursement begins. In addition, with your non-embedded out-of-pocket limit, the entire family out-of-pocket limit must be satisfied before additional claims reimbursement begins. Finally, with your embedded TMOOP, once any eligible family member satisfies his/her individual TMOOP, claims will pay at 100% of the plan allowance for covered expenses, for the rest of the plan year. Claims for the remaining family members will pay at 100% once the family TMOOP amount is met.
- (3) Services are provided for acute care for minor illnesses. Services must be performed by a Highmark approved telemedicine provider. Virtual Behavioral Health visits provided by a Highmark approved telemedicine provider are eligible under the Outpatient Mental Health benefit.
- (4) Services are limited to those listed on the Highmark Preventive Schedule (Women's Health Preventive Schedule may apply).
- (5) Benefits for Emergency Care Services rendered by an Out-of-Network Provider will be paid at the Network services level. Benefits for Hospital Services or Medical Care Services rendered by an Out-of-Network Provider to a member requiring an inpatient admission or observation immediately following receipt of Emergency Care Services will be paid at the Network services level. The member will not be responsible for any amounts billed by the Out-of-Network Provider that are in excess of the plan allowance for such services.
- (6) Air Ambulance services rendered by out-of-network providers will be covered at the highest network level of benefits.
- (7) Treatment includes coverage for the correction of a physical or medical problem associated with infertility. Infertility drug therapy may or may not be covered depending on your group's prescription drug program.
- (8) If you receive services from an out-of-area provider or an out-of-network provider, you must contact Highmark Utilization Management prior to a planned inpatient admission, prior to receiving certain outpatient services or within 48 hours of an emergency or unplanned inpatient admission to obtain any required precertification. If precertification is not obtained and it is later determined that all or part of the services received were not medically necessary or appropriate, you will be responsible for the payment of any costs not covered by your health plan.

## APPENDIX G. DENTAL BENEFITS

Plan Benefit Highlights for: York Suburban School District  
Group No: 19419

<b>Eligibility</b>	For eligibility details, refer to the plan's Evidence/Certificate of Coverage (on file with your benefits administrator, plan sponsor or employer).			
<b>Deductibles</b>	None			
<b>Maximums</b>	\$1,500 per person each plan year			
D & P counts toward maximum?	Yes			
<b>Waiting Period(s)</b>	Basic Services None	Major Services None	Prosthodontics None	Orthodontics None

Benefits and Covered Services*	Delta Dental PPO dentists**	Non-Delta Dental PPO dentists**
<b>Diagnostic &amp; Preventive Services (D &amp; P)</b> Exams, cleanings, x-rays and sealants	100%	100%
<b>Basic Services</b> Fillings	100%	100%
<b>Endodontics (root canals)</b> Covered Under Basic Services	100%	100%
<b>Periodontics (gum treatment)</b> Covered Under Major Services	80%	80%
<b>Oral Surgery</b> Covered Under Basic Services	100%	100%
<b>Major Services</b> Crowns, inlays, onlays and cast restorations	80%	80%
<b>Prosthodontics</b> Bridges and dentures	80%	80%
<b>Orthodontic Benefits</b> Dependent Children to age 19	80%	80%
<b>Orthodontic Maximums</b>	\$2,000 Lifetime	\$2,000 Lifetime

\* Limitations or waiting periods may apply for some benefits; some services may be excluded from your plan. Reimbursement is based on Delta Dental maximum contract allowances and not necessarily each dentist's submitted fees.

\*\* Reimbursement is based on PPO contracted fees for PPO dentists, Premier contracted fees for Premier dentists and program allowance for non-Delta Dental dentists.

<b>Delta Dental of Pennsylvania</b> One Delta Drive Mechanicsburg, PA 17055	<b>Customer Service</b> 800-932-0783	<b>Claims Address</b> P.O. Box 2105 Mechanicsburg, PA 17055-6999
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[deltadentalins.com](http://deltadentalins.com)

This benefit information is not intended or designed to replace or serve as the plan's Evidence of Coverage or Summary Plan Description. If you have specific questions regarding the benefits, limitations or exclusions for your plan, please consult your company's benefits representative.

DELTA DENTAL PPO<sup>SM</sup>

BENEFIT HIGHLIGHTS

Revised 4/8/2022

**APPENDIX H. VISION BENEFITS**

**PSEA Health & Welfare Fund Vision Plan Summary  
For York Suburban School District**

Vision Benefit Coverage	In-Network	Out-of-Network Reimbursement
Vision Examination – Once every 24 months. (Every 12 months if prescribed for participants under the age of 19)	Covered in Full	Up to \$30 Allowance
<i>Should the participant require vision correction they may choose either frames &amp;/or lenses benefit or contacts benefit, not both, during the 24-month benefit period.</i>		
Frames - Frames every 24 months.	Up to \$200 Retail Allowance (plus 20% off the amount over the allowance)	Up to \$60 Retail Allowance
Lenses – Once Every 24 months, every 12 months for dependents up to age 19.  Standard Lenses - Single Vision (pair)  Standard Lenses - Bifocal (pair)  Standard Lenses - Trifocal (pair)  Standard Lenses - Lenticular (pair)	Benefits also include In-Network discount prices on lens options.  Standard Lenses Covered in Full after \$20 Copay	\$24.00 Maximum  \$36.00 Maximum  \$46.00 Maximum  \$72.00 Maximum
Oversized Lenses	Covered in Full	Not Covered
Progressive Lenses: - Standard - Premium - All Other	Standard– \$50 Copay Premium – \$100 Copay All Other Progressives- Discounts Apply	Not Covered
Contact Lenses & Fittings – Once every 24 months. (In lieu of Eyeglasses and/or Eyeglass Lenses)  Elective Lenses Allowance  Fitting Fees for Daily Wear Lenses  Fitting Fees for Extended Wear Lenses  Fitting Fees for Specialty Lenses	Up to \$175 Allowance  Covered in Full after \$20 copay  Covered in Full after \$30 copay  Covered in Full after \$50 copay	Up to \$130 Allowance  Not Covered  Not Covered  Not Covered
Medically Required Contact Lenses – Non-Elective (Includes Exam)	Up to \$250	Up to \$250

**APPENDIX I. VOLUNTEER SICK LEAVE BANK**

**YORK SUBURBAN SCHOOL DISTRICT  
VOLUNTEER SICK LEAVE BANK**

**I. PURPOSE**

This is to continue the Sick Leave Bank for all bargaining unit members except long-term substitutes in compliance with Article XVII, Section J of the current contract. The initial Sick Leave Bank became effective at the beginning of the 1991-92 school year.

**II. MEMBERSHIP**

- A. The Sick Leave Bank is voluntary for members of the bargaining unit and only participating members may benefit from the program.
- B. To become a participating member of the Sick Leave Bank, a bargaining unit member must donate one (1) sick day as an initiation day and one (1) sick day as a contribution day. No fractional days may be contributed for full time bargaining unit members. A member with a contracted day of 50% or less must donate a half (.5) sick day as an initiation day and a half (.5) sick day as a contribution day. If and when that employee becomes full time, another day (.5 and .5) will be donated. All days contributed and utilized shall be the equivalent of a work day as agreed upon between the school district and employee.

An additional day, but not more than one (1) additional day, may be assessed in any contract year when the number of days available in the Sick Leave Bank drops below the number indicated in the following schedule:

<b><u>Members in Sick Leave Bank</u></b>	<b><u>Minimum Days Before Additional Day Donated</u></b>
25 members	10 days
50 members	20 days
75 members	30 days
100 members	40 days
125 members or more	50 days

- C. Any member of the bargaining unit who decides to participate in the program after the initial year will donate all sick days they would have been liable for from their initial year of employment or the beginning of this program.

A bargaining unit member who join the Sick Leave Bank after their initial year, will not become eligible for benefits from the Bank for one (1) year beyond the time they become members of the Sick Leave Bank. New employees may join within the first thirty (30) contract days of their employment.

- D. A list of eligible employees, including the number of total days assigned to the Bank, shall be submitted by the YSEA Sick Bank chairperson to the Human Resource Manager by October 10 of each school year. The names of new employees who have not begun employment at the beginning of the school year

shall be submitted by the YSEA Sick Leave Bank Chairperson to the Human Resource Manager thirty (30) contract days after employment begins.

- E. The donation of sick days is considered a permanent donation.

**III. QUALIFICATIONS FOR USE OF THE SICK LEAVE BANK**

Sick Leave Bank benefits are available to members when the following conditions have been satisfied.

- A. Accumulated Sick Leave - All accumulated sick leave must be exhausted before a member is eligible for any Sick Leave Bank days.
- B. Accumulated Personal Leave - All accumulated personal leave days must be exhausted and met as outlined below.
- C. There shall be an unpaid waiting period after they exhausts all of their sick leave and personal leave. Said unpaid waiting period shall be determined with regard to the amount of accumulated sick leave credited to said employee as of August 1 of each year. Said unpaid waiting period shall be determined as follows:

<u><b>Number of Accumulated Sick Leave Days As Of August 1 of Current Year</b></u>	<u><b>Waiting Period of unpaid Scheduled Workdays</b></u>
0 to 30	3
31 to 45	1
46 or more	0

- D. Employees who experience work-related injuries covered under Worker's Compensation will not be eligible to utilize the Sick Leave Bank.
- E. No benefits will be paid from the Sick Leave Bank to an employee for any illness or disability that results from intentionally self-inflicted acts.
- F. It is understood that the YSEA and the school district shall be held harmless against any and all claims, suits, orders or judgments, brought or executed against the YSEA or the school district as a result of any action taken or not taken under provisions of this Sick Leave Bank.

#### **IV. REVIEW BOARD**

- A. All cases shall be reviewed by the Sick Bank Review Board. This Board will consist of one (1) administrator and six (6) bargaining unit members. (The bargaining unit panel shall consist of the YSEA President, the Sick Leave Bank Chairperson, and a member from each of the district's building levels (primary, intermediate, middle school, and high school) as appointed by the YSEA President and/or the Sick Leave Bank Chairperson.)
- B. The decision of the Board shall be based upon the opinion of the majority.
- C. The Review Board will review all requests to determine eligibility. The applicant must submit a District form as well as a Physician's letter. Documentation must include proof of the need for imminent action. Applications may be rejected if the applicant cannot provide this documentation.

The applicant will be notified of the decision rendered. The granting of any one illness or disability does not constitute a precedent.

A follow-up review may be called if the Review Board feels that the applicant is not following District guidelines for absences. (See the *York Suburban School District Board Policy. Section 434. Guideline 4 - "Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request."* Review this section- may need updated. Sick Bank days may be rescinded if the applicant is not adhering to the above District policy.

A follow-up review may ask for a second medical opinion from a specialist in the area of illness or disability. The applicant will be responsible for the cost.

- D. Under most circumstances, the Sick Leave Bank Review Board may grant up to a maximum of ten (10) work days per individual request from the Bank.
- E. If need exists for leave beyond the days granted in Section IV-D, the applicant form shall be resubmitted to the Review Board. This application must be resubmitted three (3) days prior to the expiration date of the previous request. Failure to comply with this deadline may result in days without pay between the two requests. Up to ten (10) additional work days may be granted at the discretion of the Board. Should the same illness or disability extend from the end of one school year to the beginning of the next, verification of treatment and progress by a specialist in the area of illness or disability is required. The work days accrued at the end of one school year would be added to the work days accrued in the next school year until the maximum available days have been reached for each occurrence. The procedure can continue until the following maximums have been reached for each occurrence.

<u>Members in Sick Bank</u>	<u>Maximum Available Work Days</u>
25 members	15 days
50 members	30 days
75 members	45 days
100 members	60 days
125 members	75 days
150 members or more	90 days

The Review Board reserves the right to suspend the review procedure in Section IV-D and Section IV-E.

- F. Application forms for use of the Sick Leave Bank may be obtained from the Sick Bank Leave Chairperson. The application to the Bank must be accompanied by a report from the attending physician. The Review Board maintains the right to ask for a second medical opinion from a specialist in the area of illness or disability at the applicant's expense.

**V. BENEFITS**

- A. As long as the Sick Leave Bank contains any available days, members are eligible for Sick Leave Bank entitlement not to exceed those explained in Section IV-E.
- B. As an employee of the district, a Sick Leave Bank participant shall be entitled to full contractual benefits. Sick Leave Bank benefits will be at ninety percent (90%) of the employee's daily rate less the usual deductions.

- VI. If for any reason the Sick Leave Bank is terminated, days in the Sick Leave Bank will be returned to current employees and all remaining days will be forfeited.

## APPENDIX J. CLASSROOM MOVEMENT FORM



### CLASSROOM MOVEMENT FORM

Employees required to move classrooms will be provided 7 hours of on-site District time to coordinate the move. Administrators will work with staff to provide time during regular school hours when possible. If hours must be utilized outside of the teacher work day, the hourly preparation rate for any employee that must relocate their workspace outside of the contractual workday because of a new assignment or change in location for their job responsibilities shall be compensated at the hourly rate of \$40 for a maximum of seven (7) hours.

Employees electing not to utilize the time afforded by administration cannot count said time as outside the workday hours for payment.

The teacher should follow the following procedures:

#### Packing and Moving

- **Internal moves** - teachers/staff staying in the same building.
  - Teachers pack their items and keep them inside their classrooms.
  - The custodial staff will move the items to the new room.
  - Any small or personal items should be moved by the teacher to the new room.
  - All boxes should have the attached page taped to the top of the box to ensure all boxes are moved correctly.
- **External moves** - teachers/staff moving to another District building.
  - Teachers pack their items and place them on the skid provided.
  - Custodial/maintenance staff will move items to the new building and place outside the classroom.
  - All boxes should have the attached page taped to the top of the box to ensure all boxes are moved correctly.
- All District property should stay in place in the current classroom.
- The District will provide 8 boxes and packing tape to each teacher. If additional boxes are required, please check with your building head custodian.
- All boxes should be packed and ready to be moved by \_\_ (3-5 days after school year).
- All items will be transported to new rooms by August 1st.

#### Payment coordination and submission

- Coordinate packing plan with building administrator. Administrator will try to coordinate coverage when possible. When not possible for all seven (7) hours, employees will record hours paid at the contracted rate.
- Submit agreed upon plan on the following page.
- Sign off on each time increment when completed.

- Finalize form with teacher and administrator signature upon completion of packing. Administrator will submit a form to the payroll department.
- Payroll/administrator will inform teacher when to submit time via Skyward (Directions for submitting Preparation Hours in Skyward.)

### CLASSROOM MOVEMENT FORM

Teacher: \_\_\_\_\_  
 Current Bldg and Room # \_\_\_\_\_  
 New Bldg and Room # \_\_\_\_\_  
 Current Administrator \_\_\_\_\_

7 Hour Time Allotment:

# of hours	Date	Time	Coverage	Paid Prep	
2	<i>May 23</i>	<i>1-3 pm</i>	<i>Assembly - Grade level</i>	0	<i>sample</i>
2	<i>May 24</i>	<i>1-3 pm</i>	<i>Grade level outdoor picnic</i>	0	<i>sample</i>
3	<i>May 25</i>	<i>4-7 pm</i>	NA	3	<i>sample</i>

\*Employees electing not to utilize the time afforded by administration cannot count said time as outside the workday hours for payment.

Total number of hours to be paid at contracted preparation rate (1-7): \_\_\_\_\_

Building Budget Code: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Administrative Signature: \_\_\_\_\_